



TOWN OF LEDYARD

CONNECTICUT

Library Commission

~ AGENDA ~

Chair
John Bolduc

Special Meeting

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Monday, January 12, 2026

7:30 PM

Bill Library

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. RESIDENTS & PROPERTY OWNERS COMMENTS**
- IV. PRESENTATIONS / INFORMATIONAL ITEMS**

- 1. Presentation of the FY25 Annual Report

Attachments: [FY 25 Annual Report - Ledyard Public Library](#)

- V. MEMBER COMMENTS**
- VI. REPORTS**

- 1. Treasurer's Report
 - 2. Director's Report

Attachments: [Director Report 01.2026](#)

- 3. Investment Working Group
 - 4. Friends of the Ledyard Library

- VII. APPROVAL OF MINUTES**
- 1. Motion to approve the Library Commission Special Meeting Minutes December 29, 2025.

Attachments: [Special Meeting Minutes 12.29.2025](#)

- VIII. OLD BUSINESS**

Any Old Business proper to come before the Committee

- XI. NEW BUSINESS**

- 1. Discuss, revise, and approve the Library's FY27 budget proposal to the Town of Ledyard.

Any New Business proper to come before the Committee

- X. ADJOURNMENT**

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0039

Agenda Date: 1/12/2026

Agenda #: 1.

REPORT

Staff/Committee Report:

Presentation of the FY25 Annual Report



Bill Library
718 Colonel Ledyard Hwy
Ledyard, CT 06339
860-464-9912



Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, CT 06335
860-464-6943

July 1, 2024 – June 30, 2025

www.ledyardlibrary.org

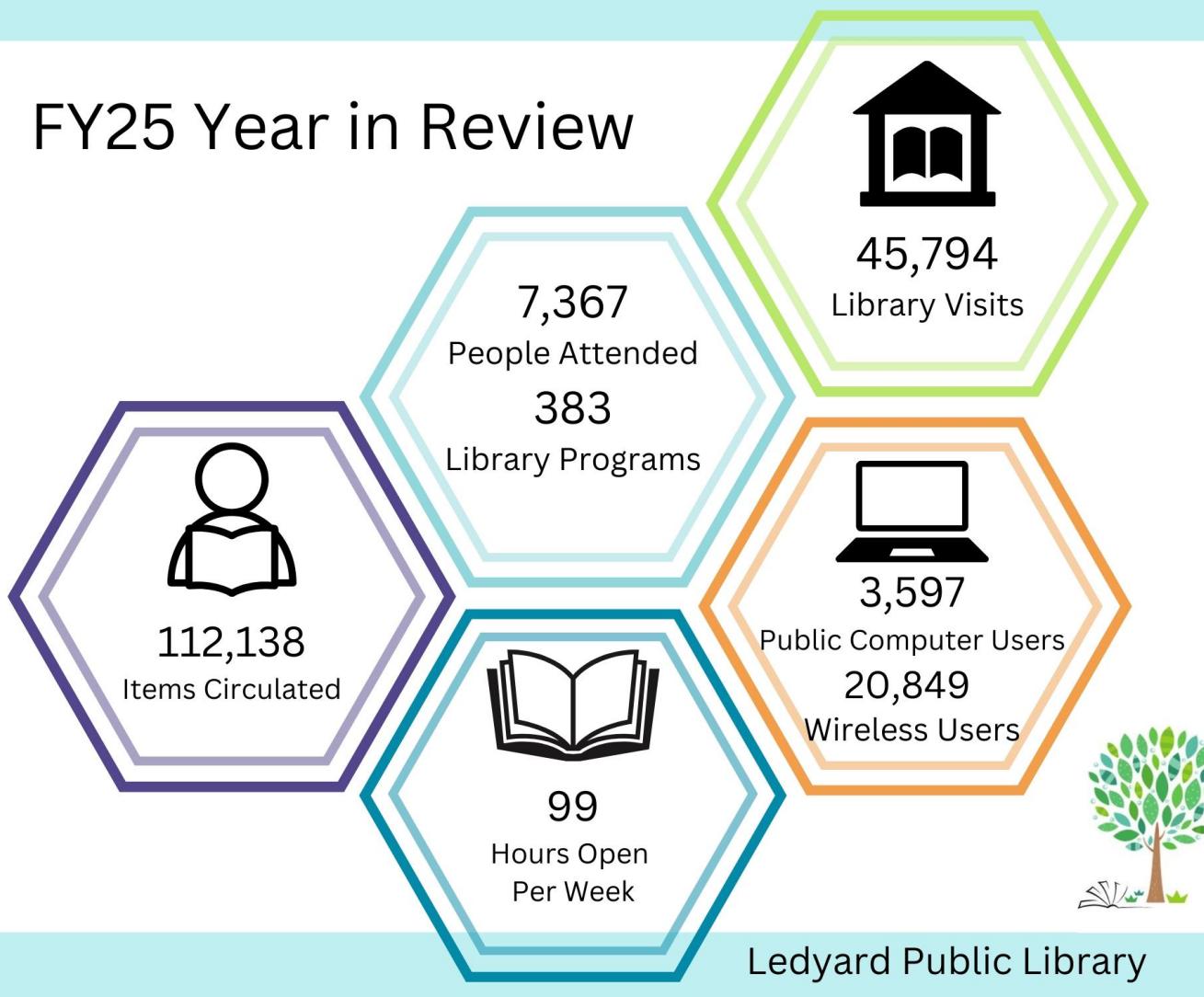
As champions of lifelong learning, libraries are a place to access technology, indulge curiosities, and explore new ideas, hobbies, and careers. At the Ledyard Public Library, our focus is centered around carrying out our mission, achieving our strategic plan goals, and continuing to make the library a welcoming and accessible place for all. We are beyond grateful for our patrons who enjoy library services that are made possible through funding from taxpayer dollars, support groups, and individual donors. All of these generous contributions enrich library services and change lives.

Mission: Ledyard Public Library provides valuable resources, friendly, knowledgeable service, and free access to a diversity of ideas, information, and experiences. We strive to enhance the quality of life in our community and encourage the love of reading, critical thinking, and lifelong learning.

I am very proud to share that Ledyard Public Library was selected to receive a national grant for the second year in a row to help us make our community an even greater place for everyone. Libraries Transforming Communities (LTC): Accessible Small and Rural Communities is an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities. With this grant, we have improved how members of our community access these important library services. This LTC grant funding allowed us to install a new circulation desk at Bill Library, making us ADA-compliant.

With the constant evolution of library trends, services, and collections, our dedicated staff deserve kudos for their commitment to providing excellent library services to our community. We have a great group of approachable, hardworking people ready to help our patrons with their library needs. Library staff are always willing to assist, whether it be lending an extra hand at a program, creating an eye-catching display to highlight our collections, or providing important feedback about a new service. Our team adapts to meet new circumstances, which is evident by all the new collections and workflow changes made over the last few years.

FY25 Year in Review



Statistics Summarized (compared to Fiscal Year 2024)

- Overall circulation of materials increased over 5.5%
- Programming offerings increased 5% and more than 2,000 additional people attended programs
- Library visitations increased by more than 10%
- Service hours open per week remained consistent
- Public computer users stayed comparable, while WiFi users slightly decreased

Youth Services – written by Stacey Burt

Fiscal Year 24 – 25 was a great year for Youth Services at Ledyard Public Library! We offered more programs than ever before, and our attendance continues to grow by leaps and bounds. We hosted 249 in-person programs for children and teens and had 6,715 attendees. In addition to this, we offer a variety of self-directed programs and activities that are very popular with the community. Our Summer Adventure Program is categorized as a self-directed program, as are the very popular scavenger hunts, take-and-make crafts, 1000 Books Before Kindergarten program, and the celebrating community crafts that we put out periodically. In total, for self-directed activities, we had 8,701 participants! We are more than pleased by the response from the community. Our goal continues to be to provide programs that are entertaining and relevant to the community's needs.

This was the year that our Toy Library and Board Game Collection began circulating, and the community feedback has been fantastic! We circulated 915 juvenile toys and 95 young adult toys. Our board game collection started a few months later, and we have circulated 123 juvenile board games and 66 young adult board games. We are so grateful to bring these new circulating collections to our community as we realize the importance of play during the early years of childhood development. These new collections have attracted families, children, and teens to the library, but they have also helped ease the economic burden by offering equitable resources. We believe in the importance of building early literacy skills such as talking, reading, singing, playing, and writing every day. Children experience the world through play while also developing fine motor skills, cognitive concepts, language, and social

skills. Teens use play to interact and socialize with their peers, thus strengthening their mental and physical health. These new collections have enriched the library experience for children, teens, families, and our community as a whole. The Toy Library collection was created in collaboration with Traveling Toys, Inc., with generous funding from the Community Foundation of Eastern Connecticut. Some of the boards were also purchased with Toy Library funds, but we also had many donations from our patrons and board game companies that we contacted to request donations. I am happy to say we once again applied for and received grants from our community in FY 2025 in the hopes of adding a new collection of Yoto Audio Players and Cards. We will be unveiling this new collection in FY 2026!

Finally, and most importantly, we continue to focus on creating a collection of books and materials that are popular but also provide depth and a diversity of viewpoints. Inherent in the collection development philosophy for our children and teen collections is the belief that everyone should be represented in the collection. We do not place value on one patron's needs or preferences over another's. We hope to broaden the vision of our children and teens, while also supporting their recreational reading and encouraging and facilitating their reading skills. I am very happy to report that juvenile materials made up 59% of the total library circulation for fiscal year 2025. And our young adult collection made up 3% of the total library circulation. We are very proud of our juvenile and teen book collections and are pleased that the community is supporting our efforts.

Adult Services – written by Matt Novosad and Lyndsey Robinson

FY2025 saw many exciting and popular programs offered at Bill. In September, we hosted Matt Reardon to speak on his book *The Traitor's Homecoming* as part of the collaborative Connecticut Authors Trail. In November, we once again welcomed John Preston and Bob Walsh, who taught a six-week beginner fly tying course and a six-week advanced course. Throughout the rest of the fiscal year, we hosted a variety of speakers, such as resident and columnist Steve Fagin, who spoke about hiking. In addition, we have had many successful programs at Gales Ferry over the past year. The Senior Book Discussion group has continued at the Ledyard Senior Center. Several new members have joined, and the discussion is as lively as the participants. Another new book group, Ledyard Public Library Book Chat, has also started. Every month, participants read a book of their choice based on a given topic and discuss them all. Everyone always leaves with a smile and a large list of books to read. Crafting programs remain popular, with options such as crocheting, miniature book binding, making custom bath salts, and more. Drop-In Genealogy and Cookbook Club continue to be successful and popular during the fiscal year.

The Ledyard Public Library also offered a new app called Transparent Language. This language learning app replaced the previous app Mango, and has over 100 different languages to offer, including American Sign Language. Users can sign up for it with their library card for free using the link on the website. Our e-reading services are also still going strong, with Hoopla, Libby, and Palace Project all available for Ledyard patrons to use to get e-books, digital audiobooks, and more.

During FY25, Bill Library saw the addition of a brand-new circulation desk funded by the ALA's *Libraries Transforming Communities* grant. This new desk has allowed workflow at the circulation desk to be improved so that we can provide even better service for our patrons. Most notable was the addition of a book return slot, as it had been noted that patrons often stood in line just to return materials. Additionally, the Reference desk now has space and seating for patrons, so reference services and technology help can be more easily conducted at the reference desk itself rather than on the Library floor.

Library Commission

The Ledyard Public Library is advised by the Ledyard Library Commission, which typically meets on the third Monday of the month at 7:00 p.m. at alternating library locations. The public is welcome at all meetings. The Commission agendas and minutes are posted on the Town's webpage at www.ledyardct.org under "Agendas and Minutes."

Library Commissioners focused their efforts this year on creating a new Consortium Working Group to evaluate our membership with the LION Consortium. In February, the Library Commission put on a "Love Your Library" fundraising event. Commissioners also participated in Library Giving Day again this year, raising \$1,175 from 12 different donors.

Members of the Commission are:

John Bolduc, Chair
Rolf Racich, Vice Chair
Ellin Grenger, Secretary
Ralph Hightower, Treasurer

Elizabeth Rumery
Peter Diette
Cynthia Wright
Wendy Hellekson
Gillian Thorne

The Friends of the Ledyard Library continue to support library services through all their fundraising efforts. A few of the big fundraising events for the Friends include the annual Bill Library Book Sale, the Snowflake Festival, and a speed puzzling event. Their efforts allow them to fund programs for all ages, purchase museum discount passes available for

checkout, and help sustain online library resources such as the very popular Hoopla. We are very grateful for the Friends volunteers and appreciate all they do to provide additional support for our Library.

The Bill Library Association, Inc. presented a scholarship this past year to a graduating senior from Ledyard Public High School. Trustees continue to keep with tradition and gather in October for a potluck-style dinner followed by the annual meeting.

Volunteers

Volunteer support totaled 836 hours, which averaged out to 16 hours per week! Our volunteers assisted with the Seed Library, fundraising efforts, rain garden maintenance, and the ongoing book sale at both library buildings. We appreciate all our volunteers' hard work and commitment to the library throughout the year.

Grants/Bequests

American Library Association – Libraries Transforming Communities (Round 2)

Avery Family Memorial Fund

Book Voyagers through CT Humanities

Eastern Connecticut Community Foundation

Eastern CT Community Gardens Association (ECCGA)

Joan D. Hauptfeld Fund

Ledyard Rotary Foundation

Traveling Toys, Inc.

Gifts from community members in support of our mission or grants requested for specific programs support the collection, honor an occasion, or remember a loved one who has passed away. We also collaborated with Ledyard Social Services to collect donations, allowing us to distribute new books to local children and teens for the holiday season. Nearly 100 books were distributed to our local families in need, which aligns with our goal to make sure books are present in households. Studies show that when books are in homes, children are more likely to succeed in school and beyond.

Gifts Donated by groups

Glenwood's Book Club

Ledyard Garden Club

Ledyard Lions Club

United Methodist Church of Gales Ferry

Gifts In Memory of

Janet Barnett

Janet Hartzell

Thomas Lees

Rebecca Nash

Evelyn "Lynn" Tarozzi

Gifts Donated by Individuals

Marie T. Daumy

Jody and Bryan Fagan

Ellin Grenger

Doug Moffett

Elaine C. Porter

Harry and Marie Tobiassen

Library Hours

Bill Library

Monday – Wednesday	9-8
Thursday	Closed
Friday – Saturday	9-5
Sunday (seasonal)	1-5

Gales Ferry Library

Monday – Tuesday	9-8
Wednesday, Thursday & Saturday	9-5
Friday & Sunday	Closed

Library Staff

Jessica Franco, Director
Matt Novosad, Assistant Librarian II – Adult Services
Lyndsey Robinson, Assistant Librarian I – Adult Services
Stacey Burt, Assistant Librarian I – Youth Services
Raven Rose, Library Technician I – Youth Services
Erica Christofferson, Administrative Assistant & Head of Technical Services
Jackie Bacon, Library Technician I – Reference
Cathy Davis, Library Technician I – Reference
Laura Norcia, Library Associate
Lorraine Healy, Library Associate
Beth Nemchek, Library Associate
Paul Brennan, Library Associate
DeeDee O'Donnell, Library Associate
Amanda Marcelynas, Library Associate
Kim Pendleton, Custodian



@LedyardPublicLibrary – 2.3K followers



@LedyardPublicLibrary – 908 followers





TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0040

Agenda Date: 1/12/2026

Agenda #: 1.

REPORT

Staff/Committee Report:

Treasurer's Report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0041

Agenda Date: 1/12/2026

Agenda #: 2.

REPORT

Staff/Committee Report:
Director's Report

Director's Report to the Library Commission

Discussing December 2025 | Presented January 2026

Budget:

- The proposed budget for FY27 will be presented during the Special Meeting on January 12. I was able to meet with numerous parties to get a better understanding of our predicted increases.

Director Onboarding:

- I have completed my onboarding tasks, including training for Munis, scheduling, library operations, and more. I also held introductory meetings with our vendors and contractors to have a better understanding of the library's relationship with them, deadlines for any paperwork, and current billing cycles.
- I am planning to have individual meetings over the next month with staff to better understand each employee's regular duties and responsibilities. I am also continuing the existing pattern of leadership meetings.

Library News:

- Included in this report is a new monthly statistics report. This document is flexible and can be modified if we decide we need more specific data or find that something is missing.
- The holidays caused a delay in deliveries of new items from Ingram. Ingram is the primary book supplier for many libraries, as well as Amazon and Barnes & Noble. Despite their assurances that they could handle the increase in demand, we still have two months of orders waiting for delivery. Books are starting to trickle in, with an October order of adult items now saying shipped and an order of youth items having arrived. Hopefully delivery picks up now that the holidays are over.
- Both buildings have weeding projects underway. Matt is currently working on a weeding project for the Adult Non-Fiction at Bill Library. He is a little over half way. When it is completed, he is hoping to make changes to the library's floor plan. The goal is to swap the locations of the Fiction and Nonfiction collections, allowing fiction to expand and bringing it closer to the entrance. Demand for Fiction is growing, as is its circulation and publication. Making it more accessible and giving it room to grow is essential for its continued success. Lyndsey is weeding the Fiction collection at Gales Ferry and making some minor changes, including shelf shifting and giving James Patterson his own shelf.
- Our Yoto collection is moving forward to its next phase: beta testing the cards and boxes with 4 or 5 families. This will allow us to troubleshoot any problems and create accurate training materials. Our goal is to have staff training in February and debut the collection to the community by March 2026.
- Adult programming had some very successful events, including an Introduction to Calligraphy and a Historical Baking Contest. Self-directed activities for youth and

storytimes are still going strong, and the Cookie Decorating at Bill was particularly popular! Coming up on January 12, The Jewish Federation has partnered with us to bring Vivian Zoë, the daughter of Holocaust survivors, to speak on her family's experience abroad during the Second World War. On January 17, members from the Eastern Connecticut Woodturners will be at the Ledyard Bill Library to help participants create their own wooden pens. We also have an introduction to digital literacy, miniature book binding, and more coming up. Check out our calendar for more details on each program and to register.

- I renewed the membership for the Association of CT Library Boards and updated the commission membership roster in our profile.

Building News:

- Shawn from Public Works has been keeping a close eye on our HVAC and heating. Recently, the heating line at Bill Library became disconnected, leading to excess heat in the basement and colder temperatures in the meeting room. Fortunately, Kim had noticed a pattern of strange temperatures and Matt found the cause when closing the building. Shawn was able to repair it, but doesn't believe it to be the sole problem as we are still experiencing low temperatures in the Meeting Room. Shawns team has been investigating and identified a couple of areas for a contractor to review. We are incredibly thankful for their expertise and dedication to our building!

Town News:

- FOIA Training is being offered by the Town for staff, commission members, and volunteers on Tuesday, February 10, at 3:30 PM for Staff and 6 PM for Volunteers in the Council Chambers. The Freedom of Information Act (FOIA) Training/Presentation will be provided by the Director of Education & Communications, Russell Blair, from the State of Connecticut Freedom of Information Commission. I will be attending on behalf of the Library and encourage any Commission members who are interested to attend as well.

Jessica Franco, Library Director
jfranco@ledyardlibrary.org



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0042

Agenda Date: 1/12/2026

Agenda #: 3.

REPORT

Staff/Committee Report:
Investment Working Group



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0043

Agenda Date: 1/12/2026

Agenda #: 4.

REPORT

Staff/Committee Report:

Friends of the Ledyard Library



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0044

Agenda Date: 1/12/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Motion to approve the Library Commission Special Meeting Minutes December 29, 2025.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

Library Commission

Meeting Minutes

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Chair
John Bolduc

Special Meeting

Monday, December 29, 2025

7:00 PM

Bill Library

I. CALL TO ORDER

Chairman John Bolduc called the meeting to order at 7:00 p.m.

II. ROLL CALL

In addition the following were present:

Jessica Franco, Library Director

Present Chairman John Bolduc
 Treasurer Ralph Hightower
 Commissioner Wendy Hellekson
 Commissioner Gillian Thorne
 Commissioner Elizabeth Rumery

Excused Vice Chair Rolf Racich
 Recording Secretary Ellin Grenger
 Commissioner Peter Diette
 Commissioner Cynthia Wright

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. MEMBER COMMENTS

None.

VI. REPORTS

1. Treasurer's Report

No report.

2. Director's Report

No report.

3. Investment Working Group
The Commission favorably discussed adding a member of the Bill Library Association to the Working Group.

4. Friends of Ledyard Library
No report.

VII. APPROVAL OF MINUTES

1. MOTION to approve the Library Commission regular meeting minutes November 17, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Wendy Hellekson

AYE 5 Bolduc Hightower Hellekson Thorne Rumery

EXCUSED 4 Racich Grenger Diette Wright

VIII. OLD BUSINESS

1. Any Old Business proper to come before the Committee
None.

XI. NEW BUSINESS

1. Election of Officers

MOTION to approve the following Library Commission slate of offices for 2026.

Mr. John Bolduc - Chair

Mr. Rolf Racich - Vice Chair

Mr. Ralph Hightower - Treasurer

Ms. Ellin Grenger - Secretary

RESULT: APPROVED AND SO DECLARED

MOVER: Wendy Hellekson

SECONDER: Elizabeth Rumery

AYE 5 Bolduc Hightower Hellekson Thorne Rumery

EXCUSED 4 Racich Grenger Diette Wright

2. Any New Business proper to come before the Committee
None.

X. ADJOURNMENT

Mr. Hightower moved the meeting be adjourned, seconded

by Ms. Thorne.

The meeting adjourned at 7:08 p.m.

VOTE: 5-0 Approved and so declared

Respectively Submitted,

Chairman Bolduc
Library Commission

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0045

Agenda Date: 1/12/2026

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Discuss, revise, and approve the Library's FY27 budget proposal to the Town of Ledyard.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)