



TOWN OF LEDYARD CONNECTICUT

Library Commission

~ AGENDA ~

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Chair
Rebecca Nash

Regular Meeting

Monday, June 19, 2023

7:00 PM

Bill Library

Bill Library

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. MEMBER COMMENTS

VI. REPORTS

1. Treasurer's Report - May 2023

Attachments: [Treasurer's Report](#)

2. Director's Report - June 2023

Attachments: [Director's Report - June 2023](#)

3. Friends of the Ledyard Libraries Report

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from May 15, 2023.

Attachments: [2023.05.15 Commission Minutes](#)

VIII. OLD BUSINESS

1. Review of the 3-D Printing policy

Click below for supporting documentation:

<https://www.ala.org/advocacy/intfreedom/3d_printer_policy>

Attachments: [3-D Printer policy](#)

[3-D Printing Policy draft revisions](#)

Any Old Business proper to come before the Committee

XI. NEW BUSINESS

1. Motion to approve the proposed holiday closing schedule for FY24.

Attachments: [FY24 Holiday Closings](#)

2. Motion to approve the proposed Library Commission schedule for FY24.

Attachments: [FY24 Commission Schedule](#)

3. Motion to approve the Library Commission Special Fund for FY24.

Attachments: [Library Commission Special Fund donation totals](#)
[FY24 Library Commission Special Fund draft budget](#)

Any New Business proper to come before the Committee

X. ADJOURNMENT

The next Library Commission meeting is scheduled for Monday, July 17, 2023 at the Gales Ferry Library.

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 #: 23-1774

Agenda Date: 6/19/2023

Agenda #: 1.

REPORT

Staff/Committee Report:

Mr. Hightower will review the May Treasurer's Report.

LIBRARY COMMISSION FY 2022-2023 BUDGET
May Actual vs Budget

	FY 2023 Budget	April YTD	May	Year To Date	
Carryover (fy 22/23)	2,000.00	1242.94	0.00	1242.94	
Copy Machine carryover	3,000.00	3000.00	0.00	3000.00	
State Grant (4/16)	1.00	0.00	0.00	0.00	
BorrowIT reimbursement (4/19)	1,000.00	0.00	0.00	0.00	
Copier - Bill	800.00	716.89	102.60	819.49	
Copier - GF	500.00	494.40	105.40	599.80	
Computer printer	2,600.00	2066.30	187.00	2253.30	
Interest	30.00	25.37	0.00	25.37	
Donations/ Misc./other	1,200.00	2916.91	509.00	3425.91	
Fax	1,250.00	1160.00	170.00	1330.00	
GF Books	18,680.00	18680.00	0.00	18680.00	
Rotary Grant	300.00	300.00	0.00	300.00	
Total Receipts	31,361.00	30,602.81	1074.00	31,676.81	
EXPENDITURES	FY 2023 Budget	April YTD	May	Year To Date	Net Budget
Publicity/Newsletter	500.00	0.00	0.00	0.00	500.00
Contractual Maintenance	5,000.00	0.00	0.00	0.00	5,000.00
Books, Media & Technology	4,950.00	3566.79	518.68	4085.47	864.53
Adult Programs	500.00	225.00	232.55	457.55	42.45
Children's Programs	1,000.00	693.93	0.00	693.93	306.07
Miscellaneous	19,911.00	19542.63	0.00	19542.63	368.37
Total Expenditures	31,861.00	24,028.35	751.23	24,779.58	7,081.42
BALANCE ON HAND			6,897.23		

LEDYARD LIBRARY COMMISSION TREASURER'S REPORT - May 2023	
	Receipts
April Ending Balance	\$ 6,574.46
May Receipts	
BL copies	\$ 102.60
GF copies	\$ 105.40
Computer	
Printing - B&W	\$ 151.50
Printing - Color	\$ 35.50
Fax	\$ 170.00
Donation *	\$ 500.00
Other (Front Desk Sales)**	\$ 9.00
Total May Receipts	\$ 1,074.00
Total Receipts On Hand	\$ 7,648.46
May Expenditures	
Publicity	
Child Programs	\$ -
Adult Programs	\$ 232.55
Books, Media & Technology	\$ 518.68
Miscellaneous	\$ -
Seed library	\$ -
Large print	\$ -
Total Expenditures	\$ 751.23
May Ending Balance	\$ 6,897.23

*Ledyard Lion's Club

** Ear Buds, Thumb drives, CDs



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1775

Agenda Date: 6/19/2023

Agenda #: 2.

REPORT

Staff/Committee Report:

Ms. Smith will present the Director's Report.

**Director's Report to the Library Commission
June 19, 2023**

Budget News:

- The Commission Special Fund budget is on our agenda for discussion and a vote tonight. With the change in responsibilities for our photocopier machines, the Commission Special Fund budget will be evolving.

Library News:

- Ledyard Public Library has been selected to receive the American Library Association's Libraries Transforming Communities: Accessible Small and Rural Communities grant in the highest amount of \$20,000! This exceptional opportunity is focused on improving library services to those with disabilities. We will be hosting community conversations in the coming months to better understand Ledyard/Gales Ferry needs so we can begin to enhance library services. Stay tuned for further details as we get started on this important work!
- Beth Nemchek accepted the Library Assistant position and started working June 12, 2023. She is a regular library user and Ledyard resident.
- We are working on several behind the scenes projects to clean up our online catalog and also streamline workflow when it comes to hold receipts. Currently, each hold slip requires staff to hand write names on the top of slips and we are looking into having names print out on the slips.
- Our World Language collection items are arriving and items are currently being cataloged and processed. You will now find books written in Spanish for all ages at both locations.
- The staff meeting on June 2 went well and Sgt. Ryan Foster from Ledyard Police Department presented on the ALICE program which focuses on active "Violent Critical Incidents" and will encompass all types of workplace incidents not strictly and active shooter incident. We also used the remaining time that afternoon for library professional development.

Building News:

- The Bill Library audio visual collection has taken on a shift and new look! A shelving unit used for music CDs and movies was a safety concern due to pull out drawers that would not stay closed. We were able to move around other shelving to take its place. Not only are the shelves safer for the public, but the shelving units are now spaced out to also follow ADA guidelines. The music CDs are conveniently displayed in new acrylic containers promoting easy access and browsability.

Town News:

- I am working with Marisa Iannella-Rodriguez, Human Resources Director, to review library job title names to avoid future confusion. With both Assistant Librarians and Library Assistants, it is too easy to mix things up.

Respectfully Submitted,
Jennifer Smith
Library Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1776

Agenda Date: 6/19/2023

Agenda #: 3.

REPORT

Staff/Committee Report:

Mr. Bolduc will present the Friends of the Ledyard Libraries report.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1779

Agenda Date: 6/19/2023

Agenda #: 1.



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
Rebecca Nash

Regular Meeting

Monday, May 15, 2023

7:00 PM

Gales Ferry Library

Gales Ferry Library

I. CALL TO ORDER

Chair Nash called the meeting to order at 7:02 p.m. at the Gales Ferry Library.

II. ROLL CALL

- Present** Commissioner John Bolduc
 Commissioner Ellin Grenger
 Commissioner Barbara Candler
 Commissioner Ralph Hightower
 Chairman Rebecca Nash
 Commissioner Elizabeth Rumery
 Commissioner Rolf Racich
- Excused** Commissioner Brian Cronin
 Commissioner Carol Ganz

In addition, the following were present:
Jennifer Smith - Library Director

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

None

VI. REPORTS

1. Treasurer's Report - April 2023

Mr. Hightower reviewed the April Treasurer's Report. All items are within budget although some encumbrances are not posted yet.

2. Director's Report - May 2023

Ms. Smith presented the Director's Report for May.

Budget News:

- I am beginning the process of inquiring about the possibility of migrating to a new consortium. There are four library consortiums in Connecticut. For FY24, LION is charging \$51,788 for us to belong which is a 3% increase over last year. The benefits of LION seem to be decreasing while the membership costs continue to rise. I feel it is my due diligence to reach out to inquire about other comparable options. I will present my research obtained at a future meeting for discussion.
- The Mayor has signed off on the lease for two new photocopier machines for each library building. I've attached the Ricoh photocopier spec sheet in case anyone is interested on the details of the new machines. These new state of the art machines can print and copy in color and black and white, fax, scan, email, and much more! I am aiming for delivery towards the end of June followed by install as close to July 1 as possible so we can have a smooth transition of responsibility from the Commission to the Town. Staff will receive training, as well.

Library News:

- The ACLB presented their free webinar on Library Board Basics last month. Did anyone attend or watch the recording that was shared via email? I watched the recording and wanted to share a few take-a-ways:
 - The Commission Member page on our website has been updated with the link to the ACLB resource website, United for Libraries, and the State of CT Libraries Help Center
 - Library Commission Members - if you are out in public and you see the Mayor or a Town Councilor, thank them for funding the library
 - Be an advocate for the library in your community - have an "elevator speech"
 - Start relationship building for small local organizations for possible fundraising
 - Know what is expected of you as a Library Commission member
 - Regular attendance at meetings
 - Come prepared to meetings, read over the agenda and supporting documentation/attachments
 - Members understand and accept that the Commission acts as a unit
 - Know, review, and update Commission bylaws
 - Regular self-assessment
 - New commission member orientation (done by Director in partnership with Commission Chair or Vice Chair) that includes:
 - ACLB Handbook
 - Duties of officers
 - Annual calendar
 - List of Commission members, names, terms, contacts
 - Bylaws of Library Commission
 - Minutes from the prior year
 - Organizational chart for the library
 - Job descriptions of Library employees
 - Evaluation of Library Director

- Statistical reports
- Stacey Burt and Matt Novosad represented the Ledyard Public Library at the Connecticut Library Association conference on May 1, 2023.
- As you all know, we did receive a grant. I am still being asked to keep the news quiet for now and would like to honor that request. I will present further information and details at our June meeting.
- The Fiber optic project at Gales Ferry is complete. The connection was lit and all seems to be working well so far.
- We have a vacancy for one of our Library Assistant positions. Sarah Desormier submitted her resignation last week, but is going to continue to volunteer her time on the board of the Friends of the Ledyard Libraries.
- Matt Novosad, Assistant Librarian I, has been working hard to revise portions of our website. All of our e-book and digital resource links on the right side of our homepage now have updated logos, FAQ pages, and clickable download buttons for the apps.
- Erin Quada, Library Technician II - Youth Services, has hit the ground running and is working hard to eliminate the cataloging backlog. She has also taken on additional projects such as running reports to clean up the catalog and redefine location codes which drive our circulation statistics.
- Heather Doughty, Administrative Assistant, has trained all Library Assistant's on processing materials so we can adjust workflow. It was a smooth process thanks to Heather's attention to detail and the transition went very well.
- It was brought to my attention that we did not have any adult and limited children's physical books written in Spanish in our collection. That has been resolved and a new World Language collection is coming soon to the Ledyard Public Library!
- I've planned an all staff meeting on Friday, June 2, so the Bill Library will close at 1:00 p.m. that day. Sgt. Ryan Foster from Ledyard Police Department will be presenting on the ALICE program which focuses on active "Violent Critical Incidents" and will encompass all types of workplace incidents not strictly and active shooter incident. We will also use the remaining time that afternoon for library professional development. Although this is not required, it is highly recommended for library staff to attend. All attendees will be paid for their time.
- There are now six public computers at each library building rather than nine at Bill Library and eight at Gales Ferry Library. The decision to cut down on the number of public PCs was mainly due to the age of technology. We had several Windows 7 PCs from 2013 that were obsolete and could not be updated. They posed a security risk for the public, library, and town. Although our patrons still regularly use and rely on the library for public computer access, trends are evolving. Some patrons prefer using our free Wi-Fi with their own devices in the library. We will continue to reassess the number of public PCs in each library, but so far, this adjustment is working out very well.
- The bulletin board project is complete! We now have a reasonably sized bulletin board in the hallway near the restrooms that is monitored regularly. The portrait of Henry Bill is now on the large wall where the old bulletin board used to live along with the historical map of nearby towns. Lastly, the Waterbury clock that was restored by the Trivedi Family in memory of Javahar Trivedi has been mounted on the wall where the portrait of Henry used to be. The thought behind this move was to make the bulletin board and other historical items more visible for the public.

Building News:

- The Gales Ferry Children’s Room now has a bulletin board that will be used for rotating displays.
- The pump to drain our basement sink at Gales Ferry was clogged, but Public Works was able to come up with a working solution without having to replace the entire part!
- To be proactive with safety measures, we have replaced the old swivel office chairs for the public computers at Gales Ferry. Swivel chairs on wheels are unsafe for those who may be unsteady on their feet. Sturdy wooden chairs from Bill Library replaced the swivel chairs at Gales Ferry and also helped free up more floor space at Bill Library. Now both buildings are consistent in public computer offerings.

Town News:

The Town of Ledyard FY24 annual town budget meeting is tonight, May 15.

3. Friends of the Ledyard Libraries Report

None

4. Investment Working Group

Mr. Bolduc presented the update from the Investment Working Group. The group met on April 18, 2023 to discuss first quarter results with Sal Tacco, our account representative from Janney Montgomery Scott. Overall, the library accounts outperformed the market improving by 2.25%. In the future, the Working Group has agreed to review changing the William Holton Fund from a defensive manager to a core manager if the market stabilizes.

There was a discussion of how investment funds would be disbursed if Commission approves the expenditure. The best way to go about spending from these accounts is by checkbook.

A note was also made about restructuring the Library Commission Special Fund due to the Town agreeing to take over the fiscal responsibility of the library photocopiers. The Investment Working Group will not have a part in modifying the Library Commission Special Fund as that task should be completed by the Director and Commission as a whole.

The Investment Working Group will meet again on July 11, 2023 to review second quarter results.

MOTION to approve the request for checkbooks for both the Library Commission Funds - Gales Ferry Library and Either Library for possible future spending from these funds with prior approval from the Library Commission.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: John Bolduc

AYE 6 Bolduc Grenger Candler Hightower Rumery Racich

EXCUSED 2 Cronin Ganz

ABSTAIN 1 Nash

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from April 17, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 5 Bolduc Grenger Candler Hightower Racich

EXCUSED 2 Cronin Ganz

ABSTAIN 2 Nash Rumery

VIII. CORRESPONDENCE

1. Library Giving Day wrap up

Thank you notes were sent out to all those who made a donation for Library Giving Day. The Commission also sent a separate hand written letter to the donor of the largest gift.

IX. OLD BUSINESS

1. Photocopier update

The Town of Ledyard will take over the responsibility of both library photocopier machines going forward. Toner is included in the lease and the lease is for five years. Commissioner's were in agreement that the old machines can be taken away by Ricoh if no one shows any interest in the 2012 machines between now and the delivery of the new ones. Ms. Smith reminded everyone the spec sheet for the new Ricoh IM C2500 machines was attached in the agenda.

2. Motion to approve the draft changes as modified in the Confidentiality of Library Records policy.

Mr. Bolduc noted the word endorse should be made plural in the first sentence.

RESULT: APPROVED AND SO DECLARED

MOVER: Elizabeth Rumery

SECONDER: Barbara Candler

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

3. Motion to approve the draft changes presented in the Program Policy

Discussion to amend language to reflect that programs are offered for children, teens and adults. Remaining changes are largely grammatical.

RESULT: APPROVED AND SO DECLARED

MOVER: John Bolduc

SECONDER: Rolf Racich

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

X. NEW BUSINESS

1. Review of the 3-D Printing policy

Click below for supporting documentation:

<https://www.ala.org/advocacy/intfreedom/3d_printer_policy>

There was a discussion of charging an hourly rate rather than charging by the gram of filament used per project. The revisions to the policy should also let patrons know that all printing must be completed during hours the Library is open. It was recommended that there is a minimum charge for usage, and then an hourly rate. Additional changes will be presented at the June meeting, and then can be voted on.

2. Discussion and possible motion to revise library hours to better serve our community by remaining open during anticipated busier times while shortening our Sunday service offerings.

There was discussion of extending our summer Saturday hours from 9:00-1:00 p.m. to 9:00-5:00 p.m. so we can provide better service to the public. Often staff are kicking people out of the Library on Saturdays at 1:00 p.m. The Library buildings are also used by the Town as cooling centers and closing at 1:00 p.m. on a hot summer Saturday seems counterintuitive. Families with working adults also sometimes rely on visiting the Library on a summer Saturday because their weeks are full. The benefits of being open for a full day on summer Saturdays seemed to outweigh the pros of closing at 1:00 p.m.

To allow for full day Saturdays throughout the year, Commissioners discussed shortening our Sunday season offerings.

MOTION to adjust Library hours to be open 9:00-5:00 on Saturdays year round while adjusting the Sunday closure dates so that this is a financially neutral transaction.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

3. Discussion of the dire need to replace the Bill Library patio umbrellas

Ms. Smith has identified umbrellas on sale through May 17 that would meet our needs.

MOTION to use funds from Library Giving Day (\$155) and May Dale (\$25) funds to purchase three umbrellas.

RESULT: APPROVED AND SO DECLARED

MOVER: Elizabeth Rumery

SECONDER: Barbara Candler

AYE 7 Bolduc Grenger Candler Hightower Nash Rumery Racich

EXCUSED 2 Cronin Ganz

4. Discussion regarding the future of the Library Commission Special Fund

What are your priorities?

What are your goals?

Mr. Hightower and Ms. Smith identified donations made for specific purposes in the Library Commission Special Fund. There was discussion about the remaining non-allocated funds and Commissioners have been encouraged to think about the goals and priorities for this fund. Further discussion can be moved over to June meeting, when we have a discussion of next fiscal year. Commission members have been asked to review the provided table indicating known donations. Ms. Smith will provide a draft of the FY24 Library Commission Special Fund budget at the June meeting.

XI. ADJOURNMENT

Mr. Bolduc moved the meeting to be adjourned, seconded by Mr. Racich.

The meeting adjourned at 9:00 p.m.

VOTE: 7-0 Approved and so declared

The next Library Commission meeting is scheduled for Monday, June 19, 2023 at the Bill Library.

Respectfully submitted,

Rebecca Nash

Library Commission Chair

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 #: 23-1635

Agenda Date: 6/19/2023

Agenda #: 1.

POLICY-PROCEDURE

Motion/Request:

Review of the 3-D Printing policy

Click below for supporting documentation:

https://www.ala.org/advocacy/intfreedom/3d_printer_policy

3-D Printing Policy

The Ledyard Public Library offers a 3-D printer to the public for the purpose of making three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The Library's 3-D printers are available to the public for lawful purposes. The public will not be permitted to use the Library's 3-D printers to create material that is:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful or dangerous or poses an immediate threat to the well-being of others.
 - Inappropriate for the Library's environment.
 - In violation to another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. Supervision of the use of the 3-D printers by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3-D product, and the Library specifically disclaims any knowledge thereof.
3. The Library reserves the right to refuse any 3-D request.
4. The Ledyard Library is not responsible for any damage, loss, or security of data arising from the use of our computers, including any 3-D files, nor is it responsible for the functionality or quality of content produced on the 3-D printers.
5. The 3-D printers operate by melting plastic. The temperature of the print head gets extremely hot at the time of printing. The device also contains rapidly moving exposed gears. The Ledyard Public Library, its officers, employees, volunteers, and boards are not liable for any loss, damages, or bodily injuries resulting from the use of the 3-D printer.
6. The 3-D printer requires occasional maintenance to function properly. Patrons will not attempt any repairs, and must consult the Library staff immediately if any malfunction is experienced.
7. The cost for 3-D printing is established by the library and calculated per gram of filament used, based on software estimates at the time of file creation. The price will be posted before printing, and applies whether a patron is using the 3-D printer on his or her own, or if a file is submitted to the Library staff to print.

Approved by Ledyard Library Commission 10/15/2018

3-D Printing Policy

Ledyard Public Library offers a 3-D printer to the public for the purpose of making three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The Library's 3-D printers are available to the public for lawful purposes. The public will not be permitted to use the Library's 3-D printers to create material that is:
 - Prohibited by local, state, or federal law
 - Unsafe, harmful, or dangerous or poses an immediate threat to the well-being of others
 - Inappropriate for the Library's environment
 - In violation to another's intellectual property rights or used to reproduce material that is subject to copyright, patent, or trademark protection
2. Supervision of the use of the 3-D printers by Library staff does not constitute knowledge or acknowledgement of any unapparent final use of the 3-D product, and the Library specifically disclaims any knowledge thereof.
3. The Library reserves the right to refuse any 3-D printing requests. Projects will only be run and completed during open library hours.
4. The Library is not responsible for any damage, loss, or security of data arising from the use of Library computers, including any 3-D files, nor is it responsible for the functionality or quality of content produced on the 3-D printers.
5. The 3-D printers operate by melting plastic. The temperature of the print head gets extremely hot at the time of printing. The device also contains rapidly moving exposed gears. Ledyard Public Library, its commission, employees, agents, servants, and volunteers are not liable for any loss, damages, or bodily injuries resulting from the use of the 3-D printer.
6. Library staff will be the sole operators of the equipment.
7. The cost for 3-D printing is established by the Library and calculated per gram of filament used, based on software estimates at the time of file creation. Patrons will be notified of final costs prior to printing. .

Approved by Ledyard Library Commission 10/15/2018



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1781

Agenda Date: 6/19/2023

Agenda #: 1.

Library Holiday Closings FY 2024

Below is a list of holiday closings for the new fiscal year. Note: town employees get two floating holidays a year, one of which may be designated by the Mayor.

Tuesday, July 4, 2023 Independence Day
Monday, September 4, 2023 Labor Day
Monday, October 9, 2023 Columbus Day
Friday, November 10, 2023 and Saturday, November 11, 2023 Veterans' Day*
Wednesday, November 22, 2023 Thanksgiving Eve Close at 5 p.m.**
Thursday, November 23, 2023 Thanksgiving
Friday, November 24, 2023 Day after Thanksgiving
Sunday, December 24, 2023 Christmas Eve
Monday, December 25, 2023 Christmas Day
Sunday, December 31, 2023 New Year's Eve
Monday, January 1, 2024 New Year's Day
Monday, January 15, 2024 Martin Luther King Day
Monday, February 19, 2024 Presidents' Day
Sunday, March 31, 2024 Easter Sunday**
Sunday, May 26 and Monday, May 27, 2024 Memorial Day
Thursday, July 4, 2024 Independence Day

*A holiday that falls on Saturday will be celebrated on Friday, and a holiday that falls on Sunday will be celebrated on Monday. Staff who work on either day will get paid, but not for both days.

**Denotes days not in the personnel rules.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1782

Agenda Date: 6/19/2023

Agenda #: 2.

Library Commission Meetings FY 2024

The library will open the meeting room schedule to the public on August 1, and I would like to get Library Commission meetings scheduled before then. The Commission generally meets on the third Monday of each month at alternating library buildings. January and February meetings are on the fourth Monday due to a conflict with holidays on the third Monday.

January 22, 2024	7:00 PM	Gales Ferry Library
February 26, 2024	7:00 PM	Bill Library
March 18, 2024	7:00 PM	Gales Ferry Library
April 15, 2024	7:00 PM	Bill Library
May 20, 2024	7:00 PM	Gales Ferry Library
June 17, 2024	7:00 PM	Bill Library
August 19, 2024	7:00 PM	Gales Ferry Library
September 16, 2024	7:00 PM	Bill Library
October 21, 2024	7:00 PM	Gales Ferry Library
November 18, 2024	7:00 PM	Bill Library
December 16, 2024	7:00 PM	Gales Ferry Library
January 27, 2025	7:00 PM	Bill Library



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1783

Agenda Date: 6/19/2023

Agenda #: 3.

Special Donations Funds	
Honoree	Title
Coe, Janet	BL & GF
Classical music & opera	Knight of 7 Kingdoms (BL)
Gardening, Pottery, Weaving, Japanese flower arranging	King of Assassins(BL)
Fiction: F.F. Kay, Geo.R.R.Martin, Jenna Rhodes, Judith Tarr, Janny Wirts	Exploring the World of J.S. Bach (GF)
Hartling, William	GF
Fiction: anything	Donation
	Year of the Runaways
Highter, Seven W.	GF
Cooking, environmental engineering	Donation
	Vegan vegetarian omnivore
Izbicki, Rita	GF
Mystery, including Robert B. Parker	Donations
	Dark Corners (GF)
	Stillwater (GF)
	Forty Thieves (GF)
	Blackjack (GF)
	Thicker Than Water (GF)
	Hard Cold Winter (GF)
	Ninth Life
	After the Fire
Joyce, Ernie	
	Pictorial hist. of Coast Guard
Lees, Thomas	BL & GF
Science fiction	
	Donation
	Long Utopia
	Sevенеves (GF)
	Aurora (BL)
	Saturn Run (GF)
	Ultima (BL)
	Our Lady of the Ice (GF)
	Dominion (GF)
	Long Cosmos (BL)
Manter, Al	
	In the cockpit
Manter, Carmen	

	Language of Music
	Essentials of Music Theory
Nichols, Irene	
	Lost World of Old Ones
	Twain & Stanley Enter Paradise
	Dying Grass
	Arcadia
	Little Red Chairs
Poulsen, Kathryn	GF
(Mary Ellen's choice)	Donation
	Six Sisters Stuff: Family Recipes
	Container Theme Gardens
	Country Living Christmas Joys
Rockefeller, Lance	BL
American literature	
Classics	Donation
Hemingway	The Mare (BL)
	Avenue of Mysteries (BL)
	State We're In (BL)
Sanford, Charlotte	BL
DAR & genealogy, Local history, Navy (was a WAVE)	Donation
	Black Calhouns
	First Women
Schissler, Bett	BL & GF
Dance	Donation
Good fiction	Japanese Lover (BL)
	Along the Infinite Sea (BL)
	Kitchens of the Great Midwest (BL)
	Green Island (BL)
	Gap of Time (BL)
	Before We Visit the Goddess (GF)
	Murder in Time (BL)
Stanowicz, Jeannette	
	Dear Mr. You
	Last Days of Magic

Friends Honor Books	Digital Photography(BL) Watrous
Glenwoods Book Club	GF
Bookclub-appropriate fiction	Donation
	Like Family (GF)
	The Past (GF)
	What is Not Yours is Not Yours (GF)
	Shylock is My Name
	Chasing the North Star
	Donation
Ledyard Garden Club	BL & GF
Gardening	Magical World of Moss Gardening (GF)
	How to Prune (GF)
	CT Farm Table Cookbook (BL)
	Donation
	Baby Birds (BL)
Lions Club - Audiobooks	BL & GF
	14th Deadly Sin
	Your Next Breath
	God Help the Child
	Donation
	Fool Me Once
	Obsession
	Most Wanted
Lions Club - LP books	BL & GF
	4 books
	Donation
	4 books

Date	Amount	Balance
4/24/2015		\$ 149.33
10/8/2015	\$ 16.02	\$ 133.31
12/7/2015	\$ 22.21	\$ 111.10
5/30/2016	\$ 29.95	\$ 81.15
4/8/2016	\$ 50.00	\$ 50.00
4/22/2016	\$ 14.93	\$ 35.07
4/14/2016	\$ 130.00	\$ 130.00
4/22/2016	\$ 18.69	\$ 111.31
6/5/2015	\$ 195.00	\$ 195.00
11/16/2015	\$ 13.88	\$ 181.12
11/23/2015	\$ 13.34	\$ 167.78
1/11/2016	\$ 13.88	\$ 153.90
1/21/2016	\$ 14.42	\$ 139.48
3/17/2016	\$ 15.46	\$ 124.02
3/31/2016	\$ 13.88	\$ 110.14
4/16/2016	\$ 15.46	\$ 94.68
5/12/2016	\$ 14.41	\$ 80.27
4/24/2015		\$ 25.00
6/11/2015	\$ 35.90	-
4/24/2015		\$ 306.61
6/12/2015	\$ 200.00	\$ 506.61
6/16/2015	\$ 14.41	\$ 492.20
7/28/2015	\$ 18.69	\$ 473.51
	\$ 13.88	\$ 459.63
10/8/2015	\$ 14.95	\$ 444.68
12/7/2015	\$ 14.39	\$ 430.29
	\$ 14.39	\$ 415.90
3/31/2016	\$ 13.88	\$ 402.02
6/16/2016	\$ 13.88	\$ 388.14
4/24/2015	\$ 24.02	\$ -

4/24/2015		\$ 34.01
6/4/2015	\$ 20.82	\$ 13.19
12/7/2015	\$ 13.19	-
4/24/2015		\$ 85.23
5/14/2015	\$ 14.93	\$ 70.30
11/16/2015	\$ 14.95	\$ 55.35
1/11/2016	\$ 29.37	\$ 25.98
3/17/2016	\$ 14.93	\$ 11.05
3/31/2017	\$ 14.42	\$ (3.37)
3/17/2016		\$ 70.00
3/17/2016	\$ 19.57	\$ 50.43
5/12/2016	\$ 11.87	\$ 38.56
	\$ 16.02	\$ 22.54
4/24/2015		\$ 15.68
6/1/2015	\$ 100.00	\$ 115.68
11/16/2015	\$ 14.39	\$ 101.29
	\$ 14.95	\$ 86.34
1/11/2016	\$ 13.35	\$ 72.99
7/7/1905	\$ 160.00	\$ 160.00
2/25/2016	\$ 13.88	\$ 146.12
5/12/2016	\$ 15.48	\$ 130.64
4/24/2015		\$ 106.37
11/5/2015	\$ 14.95	\$ 91.42
11/23/2015	\$ 14.39	\$ 77.03
1/11/2016	\$ 13.35	\$ 63.68
3/17/2016	\$ 14.39	\$ 49.29
3/31/2016	\$ 13.35	\$ 35.94
5/12/2016	\$ 13.35	\$ 22.59
6/16/2016	\$ 13.86	\$ 8.73
4/24/2015		\$ 29.64
1/11/2016	\$ 13.35	\$ 16.29
2/25/2016	\$ 14.42	\$ 1.87

12/7/2015	\$ 16.02	\$ 16.02
6/1/2015		\$ 90.00
12/7/2015	\$ 11.75	\$ 78.25
1/11/2016	\$ 26.99	\$ 51.26
2/25/2016	\$ 14.42	\$ 36.84
3/31/2016	\$ 13.35	\$ 23.49
5/12/2016	\$ 13.86	\$ 9.63
6/10/2016	\$ 110.00	\$ 119.63
5/15/2015		\$ 100.00
11/1/2015	\$ 18.66	\$ 81.34
12/11/2015	\$ 9.07	\$ 72.27
2/25/2016	\$ 13.06	\$ 59.21
3/1/2016	\$ 100.00	\$ 159.21
5/12/2016	\$ 14.95	\$ 144.26
4/24/2015		\$ 100.00
5/26/2015	\$ 31.50	\$ 68.50
	\$ 33.29	\$ 35.21
	\$ 27.00	\$ 8.21
4/1/2016	\$ 100.00	\$ 108.21
4/15/2016	39.99	\$ 68.22
	44.99	\$ 23.23
	39.99	\$ (16.76)
4/24/2015		\$ 100.00
5/14/2015	\$ 93.56	\$ 6.44
4/1/2016	\$ 100.00	\$ 106.44
5/12/2016	\$ 98.76	\$ 7.68

140.66 Gale's total

Special Donations Funds
Honoree
Coe, Janet
Classical music & opera
Gardening, Pottery, Weaving, Japanese flower arranging
Fiction: F.F. Kay, Geo.R.R.Martin, Jenna Rhodes, Judith Tarr, Janny Wirts
Dawson, Charlotte
Large Print
Drury, Kathy
Hartling, William
Fiction: anything
Highter, Steven W.
Cooking, environmental engineering
Husky, George
Environment
Izbicki, Rita
Mystery, including Robert B. Parker

Lattanzio, Dolores K.
Knitting, Spinning, Yarn
Lees, Thomas
Science fiction
(OK for 'softer' sci-fi, shelved in AF & YA)
Poulsen, Kathryn
(Mary Ellen's choice)
Rockefeller, Lance
American literature
Classics
Hemingway
Sanford, Charlotte
DAR & genealogy, Local history, Navy (was a WAVE)

Wanta, Rick

Bluebirds

Friends Honor Books

Levandowski, Roberta

Sommer, Carol

Glenwoods Book Club

Bookclub-appropriate fiction

Ledyard Garden Club

Gardening

Lions Club - Audiobooks

Lions Club - LP books

Title	Date	Amount	Balance
BL & GF	7/1/2016		\$ 81.15
Glaze: The Ultimate Ceramic Artist's Guide	3/24/2017	\$ 31.14	\$ 50.01
On the Loom		\$ 14.63	\$ 35.38
Queen of Storm & Shadow	4/28/2017	\$ 9.52	\$ 25.86
BL	9/16/2016	\$ 60.00	\$ 60.00
Island of Glass	12/9/2016	\$ 31.19	\$ 28.81
Sleeping Beauty Killer		\$ 31.19	\$ (2.38)
BL	2/24/2017	\$ 30.00	\$ 30.00
Mississippi Blood	3/30/2017	\$ 15.42	\$ 14.58
GF	7/1/2016		\$ 35.07
Brighton	7/14/2016	\$ 14.89	\$ 20.18
Gentleman in Moscow	11/2/2016	\$ 14.36	\$ 5.82
GF	7/1/2016		\$ 111.31
Adventures in Edible Plant Foraging	7/14/2016	\$ 8.92	\$ 102.39
Cooking for Jeffrey	11/2/2016	\$ 18.62	\$ 83.77
Art of the Pie		\$ 18.62	\$ 65.15
Appetites: a Cookbook	12/9/2016	\$ 19.95	\$ 45.20
Enchilada Queen Cookbook	1/18/2017	\$ 14.89	\$ 30.31
Red Rooster Cookbook		\$ 19.95	\$ 10.36
Meathead: Science of Great BBQ	2/3/2017	\$ 18.62	\$ (8.26)
BL	7/11/2016	\$ 33.00	\$ 33.00
Hidden Life of Trees	11/2/2016	\$ 13.27	\$ 19.73
Invention of Nature	12/9/2016	\$ 15.96	\$ 3.77
GF	7/1/2016		\$ 80.27
Ashtabula Hat Trick	7/14/2016	\$ 22.21	\$ 58.06
Wages of Desire	8/17/2016	\$ 13.81	\$ 44.25
Because I'm Watching	11/2/2016	\$ 14.36	\$ 29.89

Lady Cop Makes Trouble		\$ 13.83	\$ 16.06
Coffin Road		\$ 14.36	\$ 1.70
BL	7/11/2016	\$ 33.00	\$ 33.00
Self-Striping Yarn Studio	11/2/2016	\$ 11.87	\$ 21.13
Yarnitecture	3/31/2017	\$ 15.93	\$ 5.20
BL & GF	7/1/2016		\$ 388.14
Donation	7/1/2016	\$ 200.00	\$ 588.14
Updraft/BL	8/17/2016	\$ 13.93	\$ 574.21
Ancillary Mercy/BL		\$ 9.51	\$ 564.70
Barsk: The Elephants Graveyard/GF		\$ 13.83	\$ 550.87
Grace of Kings/BL		\$ 24.91	\$ 525.96
Necessity/GF		\$ 13.83	\$ 512.13
Raising Caine/GF	9/2/2016	\$ 10.12	\$ 502.01
Hero/GF	12/9/2016	\$ 14.87	\$ 487.14
At the Sign of Triumph/GF	1/3/2017	\$ 14.89	\$ 472.25
Star Wars: Catalyst/BL		\$ 15.42	\$ 456.83
Faller/GF	1/18/2017	\$ 13.83	\$ 443.00
Star Wars: Rogue One/GF	2/3/2017	\$ 15.42	\$ 427.58
Star Wars: Aftermath-Empire's End/BL	3/31/2017	\$ 15.42	\$ 412.16
Star Wars: Aftermath-Life Debt/GF		\$ 15.42	\$ 396.74
Wanderers/BL	4/7/2017	\$ 14.36	\$ 382.38
Cold Welcome/GF	4/14/2017	\$ 14.90	\$ 367.48
Change Agent/BL	4/21/2017	\$ 14.36	\$ 353.12
Book of Joan/BL	5/5/2017	\$ 14.36	\$ 338.76
Walkaway/GF		\$ 14.36	\$ 324.40
GF	7/1/2016		\$ 22.54
BL	7/1/2016		\$ 72.99
Underground Railroad	8/17/2016	\$ 14.34	\$ 58.65
El Paso	11/2/2016	\$ 14.87	\$ 43.78
Truck Full of Money		\$ 14.90	\$ 28.88
Mercury		\$ 14.36	\$ 14.52
Leaving Lucy Pear	2/3/2017	\$ 13.83	\$ 0.69
BL	7/1/2016		\$ 130.64
Fire by Night	2/3/2017	\$ 14.36	\$ 116.28
Hello Girls	5/17/2017	\$ 25.46	\$ 90.82

BL	7/11/2016	\$ 33.00	\$ 33.00

Winter Garden/BL	3/3/2017	\$ 17.76	-
38: The Hurricane That Transformed New Eng	5/17/2017	\$ 15.13	
GF	7/1/2016		\$ 119.63
Guineveres	11/2/2016	\$ 13.83	\$ 105.80
Blind Astronomer's Daughter		\$ 14.90	\$ 90.90
Napoleon's Last Island		\$ 15.96	\$ 74.94
Miss Jane	2/3/2017	\$ 13.81	\$ 61.13
Patriots		\$ 14.90	\$ 46.23
Lost Book of the Grail	3/1/2017	\$ 13.83	\$ 32.40
Lucky Boy	3/20/2017	\$ 14.36	\$ 18.04
Hearts of Men	3/24/2017	\$ 14.36	\$ 3.68
BL & GF	7/1/2016		\$ 144.26
Raised Bed Revolution/GF	9/7/2016	\$ 15.96	\$ 128.30
Fresh from the Garden/BL	3/1/2017	\$ 42.46	\$ 85.84
Backyard Winter Gardening/GF	3/3/2017	\$ 16.90	\$ 68.94
Essential Pruning Techniques/BL	4/7/2017	\$ 26.57	\$ 42.37
Donation	5/1/2017	\$ 100.00	\$ 142.37
BL & GF	4/7/2017		\$ 100.00
BL & GF	4/7/2017		\$ 107.68
Humans Bow Down/BL	4/7/2017	\$ 15.96	\$ 91.72

101.89

Library Commission Special Fund

Name of Person/Organization	Location	Date in Hand	Balance
Barnes, Barbara Hurlbutt	B In memory of	2/10/2023	\$ 100.00
Children			
Gardening			
Painting			
Lees, Thomas	B & GF In memory of	7/1/2022	\$ 356.95
Science fiction, Fantasy, NF related science books, GN			
Morange, Eileen	GF In memory of	1/20/2023	\$ 295.71
Gardening			
Mysteries			
Peterson, Jeanette	B In memory of	3/31/2023	\$ 100.00
Children's			
Ledyard Garden Club	B & GF Donated by	7/1/2023	\$ 200.00
Gardening and Botany			
Glenwoods Book Club	GF Donated by	7/1/2022	\$ 32.16
Bookclub-appropriate fiction			
Avery Fund	B Donated by	7/1/2022	\$ 236.37
Native American history (esp. New England)			
Local History & Genealogy (esp. New London Co.)			
Natural History (esp. botany, biology, etc.)			

American History			
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May Dale	B or GF In memory of	3/13/2023	\$ 95.00
Unspecified			
Adult programming?			

Thompson Family	GF	1/30/2023	\$ 300.00
Must be used for GF			
Unspecified			

Seed Library	B or GF	Rolling	\$ 559.11
Used for Seed Library expenses			

Lions Club	B and GF	May-23	\$ 710.01
To start a Children's and Teen Large Print collection			

As of June 15, 2023

Total known donations	Balance	\$ 2,985.31
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LIBRARY COMMISSION BUDGET
 JULY 1, 2023 - JUNE 30, 2024

Draft 6/19/2023

RECEIPTS	FY 2024 Budget
Borrow/IT reimbursement	1,000.00
Fundraising	500.00
Donations	2,000.00
Grant	20,000.00
Total	23,500.00

EXPENDITURES	FY 2024 Budget	
Books, Media & Technology	2,000.00	From specified donations already received
Adult Programs	500.00	
Children's Programs	1,000.00	
Totals	3,500.00	

BALANCE ON HAND \$ 6,897.23