



TOWN OF LEDYARD CONNECTICUT

Library Commission

~ AGENDA ~

Chairman
Rebecca Nash

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Regular Meeting

Monday, August 15, 2022

7:00 PM

Bill Library

Bill Library

I. CALL TO ORDER

II. ROLL CALL

III. CITIZENS COMMENTS

IV. REPORTS

1. Treasurer's Report - June 2022 and July 2022

Attachments: [Library Commission Treasurer's Report July 2022](#)
[Library Commission Treasurer's report June 2022](#)

2. Director's Report - August 2022

Attachments: [Director Report August 2022](#)

3. Friends of the Ledyard Library Report

4. Investment Committee Report

V. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes from June 20, 2022.

Attachments: [Library Commission Minutes June 20 2022](#)

VI. CORRESPONDENCE

1. Summer 2022 Correspondence

Attachments: [ACLB Newsletter summer 2022](#)

VII. OLD BUSINESS

1. Director update on 2020 Strategic Plan

Attachments: [Strategic Plan 2020](#)

2. Discussion of Selection Policy and Intellectual Freedom Statement

Attachments: [Selection policy](#)
[Intellectual Freedom Statement Against Censorship](#)

VIII. NEW BUSINESS

1. Discuss forming an Evaluation Committee
2. Discussion on upcoming Commission vacancy

IX. ADJOURNMENT

The next meeting is scheduled for Monday, September 19, 2022 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 #: 22-262

Agenda Date: 8/15/2022

Agenda #: 1.

REPORT

Staff/Committee Report:

Treasurer's Report - June 2022 and July 2022

LIBRARY COMMISSION BUDGET
JULY 1, 2022 - JUNE 30, 2023

RECEIPTS	FY 2023	Previous	Current	Yr to Date
	Budget	Month YTD		
Carryover (fy 22/23)	2,000.00	0.00	1242.94	1242.94
Copy Machine carryover	3,000.00	0.00	3000.00	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	0.00	20.00	20.00
Copier - GF	500.00	0.00	38.00	38.00
Computer printer	2,600.00	0.00	90.50	90.50
Interest	30.00	0.00	6.14	6.14
Donations/ Misc./other	1,200.00	0.00	630.00	630.00
Fax	1,250.00	0.00	60.00	60.00
GF Books	18,680.00	0.00	18680.00	18680.00
Rotary Grant	300.00	0.00	300.00	300.00
Total	31,361.00	0.00	24067.58	24067.58

EXPENDITURES	FY 2023	Previous	Current	Yr to Date	Balance
	Budget	Month YTD			
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	0.00	0.00	0.00	4,950.00
Adult Programs	500.00	0.00	0.00	0.00	500.00
Children's Programs	1,000.00	0.00	0.00	0.00	1,000.00
Miscellaneous	19,411.00	0.00	18680.00	18680.00	731.00
Totals	31,361.00	0.00	18680.00	18680.00	12,681.00

BALANCE ON HAND
Dime Savings Bank

LEDYARD LIBRARY COMMISSION TREASURER'S REPORT - July 2022	
	Receipts
June Ending Balance	\$ 22,922.94
<u>July Receipts</u>	
BL copies	\$ 20.00
GF copies	\$ 38.00
Computer	\$ 90.50
Fax	\$ 60.00
Donation *	\$ 630.00
Other (Rotary Grant)	\$ 300.00
Interest	\$ 6.14
Total July Receipts	\$ 1,144.64
Total Receipts On Hand	\$ 24,067.58
<u>July Expenditures</u>	
Publicity	\$ -
Bill copier	\$ -
GF Copier	\$ -
Online Computer	\$ -
Copy Machine	\$ -
Child Programs	\$ -
Adult Programs	\$ -
Memorial Donations	\$ -
Audio books	\$ -
Videos	\$ -
Miscellaneous	\$ 18,680.00
Seed library	\$ -
Large print	\$ -
Total Expenditures	\$ 18,680.00
July Ending Balance	\$ 5,387.58

*Glenwoods Book Club 130.00

*Thomas Lees 500.00

*Rotary Grant 300.00

LIBRARY COMMISSION FY 2021-2022 BUDGET							
June Actual vs Budget							
RECEIPTS	FY 2022 Budget	May YTD	June	YTD			
Carryover (fy 21/22)	4,200.00	5,030.58	-	5,030.58			
Copy Machine carryover	3,000.00	3,000.00	-	3,000.00			
State Grant (4/16)	1.00	-	-	-			
BorrowlT reimbursement (4/21)	1,000.00	1,243.00		1,243.00			
Copier - Bill	550.00	817.79	24.00	841.79			
Copier - GF	450.00	478.05		478.05			
Computer printer	2,900.00	2,399.10	117.00	2,516.10			
Interest	20.00	40.76	1.82	42.58			
Interest - GF books	50.00	51.91	4.76	56.67			
Donations/ Misc./other	2,000.00	1,399.45	45.00	1,444.45			
Fax	1,500.00	1,180.60	68.00	1,248.60			
ARPA Grant	17,836.00	17,836.00		17,836.00			
TOTAL RECEIPTS	33,507.00	33,477.24	260.58	33,737.82			
INVESTMENT							
GF Books	18,680.00						
EXPENDITURES	FY 2022 Budget	May YTD	June	YTD	Net Budget	Encumb	Net Bdgt After Encumb
Publicity/Newsletter	1,500.00	237.33	50.00	287.33	1,212.67	-	1,212.67
Copier- Bill	1,350.00	1,209.72	208.82	1,418.54	(68.54)	-	(68.54)
Copier - GF	1,050.00	990.31	94.90	1,085.21	(35.21)	-	(35.21)
Online Computer	1,300.00	-	1,308.00	1,308.00	(8.00)	-	(8.00)
Copy Machine	3,000.00	-	281.92	281.92	2,718.08	-	2,718.08
Contractual Maintenance	6,700.00	1,921.59	1,893.64	4,093.67	2,606.33	2,116.97	2,606.33
GF Books	50.00	45.73	-	45.73	4.27		4.27
Large Print Books	1,300.00	1,160.45	335.09	1,495.54	(195.54)		(195.54)
Books on Tape	1,200.00	822.33	440.82	1,263.15	(63.15)		(63.15)
Videos	1,500.00	1,376.59	139.42	1,516.01	(16.01)		(16.01)
Memorial Donations	1,500.00	1,142.49	56.71	1,199.20	300.80		300.80
Books, Media & Technology	5,550.00	3,685.44	972.04	5,519.63	30.37	-	30.37
Adult Programs	500.00	367.00	130.00	497.00	3.00	-	3.00
Children's Programs	800.00	704.40	95.00	799.40	0.60	-	0.60
Miscellaneous	121.00	27.51	96.89	124.40	(3.40)	-	(3.40)
Seed Library	500.00	291.95	-	291.95	208.05	25.05	183.00
ARPA Grant	17,836.00	17,881.50		17,881.50	(45.50)	121.99	(167.49)
Miscellaneous	18,457.00	18,200.96	96.89	18,297.85	159.15	157.04	12.11
TOTAL EXPENDITURES	33,507.00	25,116.72	3,237.57	29,494.88	4,012.12	2,274.01	3,865.08
BALANCE ON HAND			22,922.94				
Town account expenditures			3,237.57				
Town account balance available							
Total Balance less investment			4,242.94				

Since the withdrawals from Dime Bank are at random times, not matching the monthly expenditures, yet the town is paying the bills within the month, we will from here on provide the monthly expenditures shown on the town's accounting as comparison, rather than the bank's ending balance.

Keep in mind that the bank account includes funds in transit, but also the Gales Ferry book money, accumulating interest, and deposits of off-budget funds.

LEDYARD LIBRARY COMMISSION	
TREASURER'S REPORT - June	
	Receipts
May Ending Balance	\$ 25,899.93
<u>June Receipts</u>	
BL copies	\$ 24.00
GF copies	\$ -
Computer	\$ 117.00
Fax	\$ 68.00
Donation *	\$ 45.00
Other	\$ -
Interest	\$ 6.58
Total June Receipts	\$ 260.58
Total Receipts On Hand	\$ 26,160.51
<u>June Expenditures</u>	
Publicity	\$ 50.00
Bill copier	\$ 208.82
GF Copier	\$ 94.90
Online Computer	\$1,308
Copy Machine	\$281.92
Child Programs	\$ 95.00
Adult Programs	\$ 130.00
Memorial Donations	\$ 56.71
Audio books	\$ 440.82
Videos	\$ 139.42
Miscellaneous	\$ 96.89
Seed library	\$ -
Large print	\$ 335.09
ARPA	\$ -
Total Expenditures	\$ 3,237.57
June Ending Balance	\$ 22,922.94



TOWN OF LEDYARD

741 Colonel Ledyard
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Ledyard, CT 06339-1511

File #: 22-263

Agenda Date: 8/15/2022

Agenda #: 2.

REPORT

Staff/Committee Report:

Director's Report - August 2022

Director's Report to the Library Commission

August 15, 2022

Budget:

- We finished out FY 2022 on budget except for the town line item for part-time wages being overspent by about \$3,400 which was done with permission. It is very difficult to properly staff the public service desks at both buildings with the current amount of part-time Library Assistant hours.
- The \$18,680 transfer of Gales Ferry book money to the Bill Library Association investment account with Janney occurred in early August.
- I was confronted with a staggering \$3,300 invoice for the fire panel installation at the Gales Ferry Library. The library is still responsible for all things relating to fire at both buildings. Because this repair was not budgeted for, I recommended using the difference in the Director's salary line to pay for this surprise cost.

Library News:

- The grant request Gale submitted for installing fiber at the Gales Ferry Library was accepted and that project is expected to begin in the coming months. I have been told the installation may take up to six months from start to finish.
- Heather Doughty is our new Administrative and Technical Services Assistant. She hit the ground running on July 5 and has been such a positive addition to our team.
- Erin Quada accepted the Library Assistant position and started on August 1. Erin lives in town and is working on her Master's in Library and Information Science.
- Lisa Murno gave her notice with her last day being August 8. She will definitely be missed, but we wish her well as she begins a new career at the State of Connecticut.
- The Assistant Librarian I position is being advertised and closes on August 12. I will work with Andrea H. and Stacey to review applications in the coming weeks.
- I have wrapped up my individual meetings with staff and now have a better understanding of each employee's regular duties and responsibilities along with valuable feedback regarding the library overall. We are working on improving communication among staff between library buildings.
- We are continuing to work on methods to address the cataloging backlog of materials in the Technical Services Department. The goal is to eliminate the delays so our items, especially our new materials, are available to the public in a timely manner.
- The controversy over *Who Is RuPaul?* seems to have settled for the time being.
- In the last several weeks, there was a lasting power outage at Gales Ferry along with a legitimate fire alarm call at Bill. We are working on developing Emergency procedures for staff to follow in the event of future incidents.
- There is an all staff meeting scheduled for Thursday, August 25 from 1:30-4:30 p.m. at the Bill Library. The Gales Ferry Library will be closed from 1:00-5:00 that afternoon to allow for library professional development.
- I put together a timeline for meeting each goal/objective in our 2020 Strategic Plan.

Building News:

- The new fire alarm panel at Gales Ferry has been installed.

- There is a new AC unit at Gales Ferry which replaced the broken one. This is good timing as both library buildings along with the Senior Center are designated cooling centers in town.
- The new desk has been installed in the Children's department. We are very grateful to Public Works for building the desk. A modern desk chair can fit underneath and provides a larger and improved work space for Stacey.

Town News:

- Granicus/Legistar, the new meeting platform for the town was rolled out on July 1.
- I met with the Mayor to review a few upcoming goals for the library.
- I attended the Department Heads meeting in the Mayor's office on August 3. It was a great opportunity to hear about the happenings in other departments and meet other town leaders. We have reached out to various departments and are discussing collaborative program ideas for the future.

Respectfully Submitted,

Jennifer Smith
Library Director



TOWN OF LEDYARD

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File #: 22-264

Agenda Date: 8/15/2022

Agenda #: 3.

REPORT

Staff/Committee Report:

Friends of the Ledyard Library Report



TOWN OF LEDYARD

741 Colonel Ledyard
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File #: 22-265

Agenda Date: 8/15/2022

Agenda #: 4.

REPORT

Staff/Committee Report:
Investment Committee Report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-261

Agenda Date: 8/15/2022

Agenda #: 1.

MINUTES

Minutes:

Motion to approve the regular meeting minutes from June 20, 2022.



LEDYARD PUBLIC LIBRARIES

P.O. BOX 225
LEDYARD, CONNECTICUT 06339

LIBRARY COMMISSION

REGULAR MEETING MINUTES

Monday, June 20, 2022

7:00 PM

Bill Library In-person

I. Rebecca Nash called the meeting to order at 7:04

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Ellin M. Grenger	Commissioner	Present	
John Bolduc	Commissioner	Present	
Barbara Candler	Commissioner	Excused	
Brian Cronin	Commissioner	Excused	
Carol Ganz	Commissioner	Present	
Ralph Hightower	Commissioner	Present	
Rebecca Nash	Chair	Present	
Cheryl Winston	Commissioner	Present	
Elizabeth Rumery	Commissioner	Excused	
Jennifer Smith	Director	Present	
Mary McGrattan	Town Council Liaison	Excused	
Naomi Rodriguez	Town Council Representative	Present	

III. CITIZEN'S COMMENTS - NONE

IV. MINUTES APPROVAL

1. Motion to accept minutes of May 16, 2022 meeting (Bolduc/Winston) Approved 5-0-1
Ganz abstained.

V. CORRESPONDENCE - NONE

VI. TREASURER'S REPORT- MAY 2022

1. May numbers and YTD are posted. Includes Gales Ferry book budget which will be moved to investment account in July 2022.

VII. LIBRARY DIRECTOR'S REPORT – JUNE 2022

Budget:

- The transfer request to move the Gales Ferry book money to the Bill Library Association investments for Gales Ferry was approved, first by the Finance Committee and then the full Council. These funds are expected to be transferred in July 2022.
- I have updated the Janney accounts with my contact information.
- The Commission Budget or Special Fund Budget for FY 2023 is prepared and ready for a vote.
- I will be meeting with staff responsible for purchasing and programming in the next month to discuss their budget amounts for FY 2023.

Library News:

- I am grateful for the opportunity to work alongside Gale for my first week and a half on the job. She is very organized which helped to ease the transition process.
- I plan on offering staff the optional opportunity to meet with me one on one over the course of the next month so I can hear what each person's usual tasks involve and learn more about the Ledyard Libraries and the community.
- Last week, I conducted interviews for our Administrative and Technical Services Assistant vacancy. I am pleased to report that I made a job offer and hope to work with Human Resources to have the new hire on board in the coming weeks.
- There is a current vacancy for a Library Assistant and that position has been posted with a closing date of June 30.
- Andrea Holbrook worked with Gale to submit a \$300 grant request to the Ledyard Rotary for additional copies of the "One Book, One Region" title this year and I just received word that the Rotary is willing to support that effort.
- I am still waiting to hear about the application for fiber at Gales Ferry.
- Professional development opportunities are an important part of keeping current in this ever changing world of libraries. I will be registering for a Public Library Director Crash Course offered virtually through the American Library Association this August. It is a three-part webinar series that dives into the key topics important in managing a library.
- The Mayor reached out to check in and I have been invited to attend the next Department Heads meeting scheduled in August along with all subsequent meetings.
- We are working on methods to address the cataloging and processing backlog of materials in the Technical Services Department. The goal is to eliminate the delays so our items, especially our new materials, are available to the public in a timely manner.
- I would like to have a discussion about the current Behavior Policy as I am very concerned by some of the language used to describe child behavior expectations at the library.

Building News:

- The materials for the new desk in the Children's Department at the Bill Library have been purchased and Public Works will be constructing it over the next few weeks. The desk should be ready for use in July.
- Work is now complete on the power installation to the Gale Bradbury patio at the Bill Library. I have seen several patrons using it over the last few weeks. This power addition made possible by the ARPA grant will also allow the patio to be used for

outdoor programs in the future. Although it is a wonderful seasonal area at the Bill Library, we are still extremely limited on space for programming and collections.

- The fire alarm panel at the Gales Ferry Library has become an urgent issue and a new system was ordered. I was told the new panel arrived on June 14 and installation would be prioritized.
- Public Works removed the old stovetop and mini fridge from the Meeting Room at the Bill Library as both had been disconnected for some time. Matt did a great job with the project and not only cut a piece of countertop to fit the space, but also added a new light which greatly improves the visibility in that area.
- Lately, the AC units at both Libraries have been problematic. The main unit at Gales Ferry Library is broken and needs to be replaced. The wall units at the Bill Library are also acting up and have been shutting down by themselves without a way to turn them back on.

Other News:

- iCompass, the current town software for meeting agendas and minutes, is going away this month and a new system called Granicus will be rolled out July 1. I am attending training at the Town Hall with other Department Heads to learn the new software. Because the rollout is happening so quickly and will take time on the town end to set up completely, I am recommending that we cancel our next meeting scheduled for July 18, 2022 unless Commission members have important items to be decided.

VIII. COMMITTEE REPORTS

1. Friends – The half price book sale netted around \$450.00 with \$300 coming from Gales Ferry.
2. Investment Committee - Nothing to report. Will meet again in August.

IX. OLD BUSINESS - NONE

X. NEW BUSINESS

1. Motion to approve the FY 2023 Library Commission Budget (Bolduc/Winston) Approved 6-0
2. Motion to approve holiday closings for FY 2023, which may need to be modified once Town votes on accepting Juneteenth as a Town holiday (Winston/Bolduc) Approved 6-0
3. Motion to approve the meeting schedule for FY 2023 (Ganz/Bolduc) Approved 6-0
4. Motion to approve removing the last two sentences in #3 section of the Behavior Policy (Hightower/Winston) Approved 6-0
5. Bolduc questioned how the Strategic Plan will impact the Director's future goals for the library.

XI. Adjournment

Library Commission's next meeting originally scheduled for July 18, 2022 at 7:00 pm at Bill Library is canceled.

Motion to adjourn (Grenger/Winston) at 8:00 p.m.

Respectfully Submitted,

Ellin Grenger, Secretary



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-270

Agenda Date: 8/15/2022

Agenda #: 1.

AGENDA ITEM
CORRESPONDENCE

Subject:

Summer 2022 Correspondence

Correspondence List:

ACLB Newsletter



Association of Connecticut Library Boards Newsletter

The Association of Connecticut Library Boards (ACLB) is Connecticut's library trustee organization representing public library boards throughout the state.

Volume 6, No. 3

Summer 2022

24 Public Libraries Awarded Grants for Summer Enrichment

At a time when dollars seem stretched as never before, 24 public libraries are sharing \$44,000 in the inaugural year of the State Library's Summer Enrichment Grant. The purpose of the grants is to empower public libraries to enhance summer reading programs with additional enrichment opportunities by providing programs and activities that spark creativity and productivity, engage individuals, and benefit their communities. CSL Summer Enrichment grants are funded by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the Connecticut State Library.

Grants ranging in amounts from \$300 to \$2,000 each were awarded to the following libraries for their summer reading programs:

Beacon Falls Public Library—Beacon Falls Summer Reading Program

James Blackstone Memorial Library (Branford)—StoryWalk® on Main

Brookfield Public Library—Playful Engineers Traveling MakerSpace Residency

Burlington Public Library—Bringing the Library to Foote Road Summer Camp

Henry Carter Hull Library (Clinton)—STEAM Stations

Cragin Memorial Library (Colchester)—Empowering Colchester: Mindfulness and Social Emotional Learning for Children, Families, and Adult Leaders

Durham Public Library—A Library off the Beaten Path

Library Association of Warehouse Point (East Windsor)—3Ds for Teens: Discuss, Design, Draw

Hall Memorial Library (Ellington)—Expanding and Promoting the Library of Things

Essex Library Association—Summer Reading 2022

Granby Public Library—Trail Map Challenge

Killingworth Library—STEM/STEAM with Pirates!

Jonathan Trumbull Library (Lebanon)—Summer Reading Habits

Middlebury Public Library—Fit345

Russell Library (Middletown)—Summer Long Play Partnerships

Raymond Library (Montville)—Reading Garden

Preston Public Library—Take on Technology for Girls

Mark Twain Library (Redding)—Robots & Androids & Drones, Oh My!

Voluntown Public Library—SRP 2022

Wallingford Public Library—Summer Buddies

Silas Bronson Library (Waterbury)—STREAM your Summer Learning with "Ocean of Possibilities"

Westbrook Public Library—Baking Buddies

Weston Public Library—Beyond the Beaten Path with White Memorial Conservation

(Continued on p. 2)

Working Together to Correct Misunderstandings about Libraries

By State Librarian Deborah Schander

What's your least favorite comment about libraries? Like so many of my colleagues, I know that when I tell someone I'm a librarian, it's entirely likely the next sentence I hear is going to make me grit my teeth. Personally, my least favorite response is a toss-up between "Wow! It must be so great, getting to sit and read all day!" and "Why do we need libraries anyway? Everything is online." My guess is you've heard similar comments when you tell people you're on the library board, and maybe you have done your share of teeth gritting too.

So often, these comments reveal deep misunderstandings about libraries and library employees. It can be tempting to just laugh the comment off, particularly when said in a social context. But what may be idle chatter can lead to decisions about the library down the road. Maybe that person never brings his or her child to the library. That discouraged job seeker never realizes the library has tools that could help. And maybe that elected official slashes the library budget because they don't think the ROI (Return on Investment) is there.

Now more than ever, I encourage you, when you hear comments like this, to speak up and get a little good information in there to counter the assumptions. A couple of phrases to get you started are: "Ha, ha! People say that all the time, but actually ..."; "Oh? Why do you think that?"; and "I haven't found that to be true. In fact ..."

As a board member—someone who doesn't work in the library itself—your words can often have even more of an impact in situations like this because the listener recognizes that *you* see value in libraries, *you* have chosen to volunteer your time to support them. Together, we can help correct those misunderstandings so we can focus on the good work libraries provide every day.

Summer Reading Grants... ***(Continued from p. 1)***

Willimantic Public Library (Windham)—
Exploring the Unknown

In connection with the awards, Dawn LaValle, Director of the State Library's Division of Library Development, said, "We are pleased to be able to offer this Library Services & Technology Act federally funded enrichment grant designed to empower Connecticut libraries to encourage and instill lifelong reading skills. Most importantly, this supports the introduction of children, young adults, and families to the treasure that is their local public library and to the love of that magical journey of reading a good book."

Kymberlee Powe, Children and Young Adult Consultant for the State Library, added, "In 2021 we redesigned our Summer Reading Report to be an outcome based, community impact model. To align with this new focus and encourage libraries to move beyond counting books and pages, we wanted to offer support for libraries to design creative opportunities for all ages through summer reading engagement, thus the Summer Reading Enrichment Grant."

Have you visited our web site lately?
aclb.wildapricot.org

The Association of Connecticut Library Boards web site contains a wealth of information for library board members. From the Home page you can access:

- **ACLB Public Library Trustee Handbook**
- **ACLB membership details**
- **Advocacy information to promote libraries**
- **Links to pertinent trustee resources**
- **Previously published newsletters**

Please help ACLB spread the word about effective board practices and developments in the state's libraries by sharing this newsletter with all members of your boards.

Connecticut Library Consortium Helps Libraries Maximize Spending Power

At a time when inflation is posing increasing challenges to libraries trying to extend their budgets as far as possible, the Connecticut Library Consortium is an especially invaluable resource. Its mission is to leverage the collective power of its members to initiate cost-effective, value-added services as a partner for purchasing, collaboration and connection.

CLC serves more than 900 library members in the public, academic, school and special sectors. About 99 percent of the state's public libraries belong to CLC. Among the benefits they receive are savings on:

- Books—as much as 52 percent off with CLC's negotiated contracts
- Electronic resources, including databases and eBooks
- Furniture
- Supplies and equipment
- Library services
- Technology
- Professional development, such as discounts on professional conferences
- Promotional materials to publicize library services and activities
- Products and services for children and youth

CLC also supports roundtables where library staff can meet for networking, sharing ideas, problem solving, and cultivating a sense of community within the profession. There are more than 30 of these gatherings, which are run by volunteers from the state's libraries. These roundtables focus on a broad range of topics including adult programming, business assistance, children's and young adult services, fundraising and development, gaming, genealogy, immigration and multicultural services, LGBTQ, maker spaces, readers' advisory, reference and instruction, resource sharing, social justice, and story telling.

Librarians can obtain assistance with programming through CLC's program catalog and showcases where staff can gain insights into what the programs offer.

In addition to public libraries, CLC also makes similar opportunities available to school, academic and special libraries. Special libraries are privately owned libraries within business firms or other organizations that provide books and other material of particular interest to those organizations.

The consortium also provides a job listing service for librarians and support staff.

The Connecticut Library Consortium was founded in 2003 as the result of the merger of four regional Cooperative Library Service Units (CLSUs): the Capitol Region Library Council, Eastern Connecticut Libraries, Southern Connecticut Library Council and Western Connecticut Library Council. Authorized by the General Assembly, CLSUs were defined in the state's General Statutes as organizations of different types of libraries in a geographic area whose purpose was to improve library service through coordinated planning, resource sharing, and the development of programs too expensive or impractical for single libraries to maintain.

As the successor to these CLSUs, CLC's philosophy is based on the belief that "libraries are fundamental to a literate, equitable and just society."

This year's annual CLC meeting took place in June with Second District U.S. Congressman Joe Courtney as the keynote speaker.

Watch for ACLB's Fall Programs!

As the pandemic continues to cause uncertainty about the wisdom of gathering in large groups, once again this year ACLB will hold a series of online mini-conferences this fall in place of our annual one-day event.

Topics planned for this year's programs include the Freedom of Information Act, Board Basics, and Strategic Planning.

Further information on these sessions will be available in the months ahead.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-266

Agenda Date: 8/15/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Director update on 2020 Strategic Plan

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Ledyard Public Library Strategic Plan 2020

Introduction

In the summer of 2019 the Library Commission established a Committee to update a strategic plan for the libraries. The committee consisted of

- Library Director, Gale Bradbury
- Assistant Librarian, Lisa Murno
- Library Commission Chair, John Bolduc
- Library Commission Vice-Chair Rebecca Nash
- President of the Friends, Harry Pearson
- Former librarian and Board of Education Chairman, Sharon Hightower

The Committee developed a vision statement and revised the mission statement which was later approved by the Library Commission. The vision describes our long-term dream for the library and its role in the community. The mission describes what we do every day and why we do it.

Vision Statement

Ledyard Library is the welcoming place in our community where all come to learn, discover, create and connect.

Mission Statement

Ledyard Library serves as a valuable resource for the community, providing 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.

Methodology

The Strategic Plan needed to reflect what the community wanted, so getting public input was critical. This input was gathered through a combination of surveys, focus groups and interviews. A survey was created and emailed to 4,731 card holders. A link to the survey was also posted on our webpage, our Facebook page and the Ledyard Community Forum. Community focus groups were held at both branches with 15 -18 participants each and a separate focus group was held for staff. In addition, town officials were interviewed.

Results

The information gathered serve as the basis of this Strategic Plan. The library is here to serve the community and meet their needs. We heard about their desire for more hours, better collection and better facilities. We knew many in the community turned to the library for their

Ledyard Public Library Strategic Plan 2020

technology needs and help with job searching. Meeting the needs of the community became our first goal. Limited resources require us to find new ways to provide services, and we saw collaboration as a way to achieve that. That became our second goal. We also noted that sometimes the information received from the community contradicted itself. The library was rated high for things like customer service, collection and programs yet in the comments people asked for more hours, more books and better facilities. It became clear early on that the community appreciated the library even though they were not fully aware of all that the library does. We knew marketing would need to be one of our goals. This plan reflects several objectives and action items that we hope will help us meet those goals.

Ledyard Public Library

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Community Needs Goal: Develop creative ways to meet community needs.

Current Status: Libraries have evolved to stay relevant and do so much more than provide books. They are community centers for lifelong learning. The library is often a starting point for residents looking for a job. Online resources help them to create a resume or prepare for a job interview and library computers are used to submit online applications. Informational programs educate the community and provide entertainment. Other programs help the community stay fit with activities that include healthy cooking or guided hikes. Students meet with their tutors, and community members use the library as a quiet place to work.

The library provides resources for the community in multiple formats in both hardcopy and digital

- Books – regular and large print
- DVDs
- Audio Books
- Music CD's
- Magazines and newspapers
- Digital E-and audio books, magazines, movies and music
- Online databases to support job searching, educational testing and career guidance, language learning, auto repair, genealogy, and craft tutorials
- Access to a host of databases available through the State Library
- Resources are shared through the LION consortium giving the community access to over 2.5 million items

Technology at the library includes

- Free high speed internet and wireless access
- Multiple computer workstations
- 3D printing
- Copy machines, scanners and printers including wireless printing from your phone or device
- Free tech help for your computer or device
- Email or text notification for holds
- Remote access to the library catalog and online resources

Programming for children and adults

- Story times, vacation programs and craft activities
- STEM activities for children and teens including Coding
- Book discussions
- Stock discussions
- Job searching
- Maker activities
- Cookbook club

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Objective # 1: Provide adequate staff to ensure good customer service

- Action items
 - Recognize and communicate the role library staff play in providing excellent service to the community
 - Advocate for adequate staffing during the budget process
 - Reward staff for continued years of service
 - Develop ways for staff to engage with each other

Objective # 2: Improve library hours

- Action items
 - Review hours open and use of library for busy times
 - Advocate for staffing to open additional hours

Objective # 3: Explore ways to improve the facility

- Action items
 - Advocate for proper funding
 - Investigate the possibility of an addition at Bill Library

Objective # 4: Address the request for a better collection

- Action items
 - Promote the availability of resources available through LION
 - Use social media to explain what a consortia is and how resources are shared
 - Provide an opportunity for the community to purchase an item they want to read, listen to, etc. using the library discount. They would have the item first and then donate it to the library for others to read.
 - Explore alternative sources of funding to increase digital holdings

Objective # 5: Provide programming that meets community interest

- Action items
 - Provide programs during the school year for school age children and teens
 - Update the program evaluation form for all programs and include a place for attendees to suggest other programs of interest

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Collaboration Goal: Collaborate with town and regional organizations

Current Status

In an effort to stretch limited funds for the library we try to collaborate with other departments and organizations whenever possible.

- We collaborate with other libraries through LION and the State sharing resources, programs and other ideas
- We collaborate with the schools providing book talks to students, promoting summer reading, and providing early literacy programs for preschoolers
- We collaborate with the Senior Center providing monthly book discussions and other programs at the center for seniors
- We collaborate with Parks and Recreation supporting town wide activities such as Children's Day and Trunk or Treat
- We collaborate with other town and civic organizations supporting their programs such as Library Friends, Historical Society, Avalonia Land Conservancy and the Ledyard Prevention Coalition
- We collaborate with community members who provide programming at the library

Objective # 1: Identify town activities the library can collaborate on to support the community

- Action items
 - Provide programming when appropriate to support an activity
 - Provide volunteers to support an event
 - Help to publicize and promote an activity
 - Participate in appropriate activities

Objective # 2: Collaborate with the schools to encourage and support literacy

- Action Items
 - Provide early literacy programs for preschoolers
 - Work with parents to educate them about the importance of reading with young children
 - Include year-round activities for children and teens that support learning
 - Participate in school functions and serve on committees when appropriate
 - Develop a volunteer program for teens

Objective # 3: Collaborate with local organizations on community activities

- Action items
 - Act as a resource for community and civic organizations
 - Help to publicize and promote the activity

Ledyard Public Library

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Marketing Goal: To increase community awareness of library services.

Current Status

- Contribute to the quarterly *Ledyard Events* magazine which is mailed to all residents
- Send out an email newsletter monthly to 1,135 email addresses with additional updates sent out for special programs and events
- Maintain a library webpage that is updated several times a week. The page has information on library services and resources as well as posts about upcoming activities
- A library Facebook page promotes library activities multiple times in the weeks and days before they occur. The library page has 1,264 followers. These posts are shared on the Ledyard Town Forum which has 6,724 members and in some cases the Ledyard Events page. Library events are also posted to a Twitter account and to Instagram
- A Pinterest account features information about books coming out from patron's favorite authors. Followers can select a book they are interested in, go into the library catalog and place a hold on the book through Pinterest
- Programs are publicized with press releases to the local newspapers, flyers, bookmarks and outside sign boards
- Brochures and bookmarks describe library services and resources
- Welcome packets are given to new library card holders with information about the library and other town services
- Staff members represent the library at town wide events – Children's Day, Trunk or Treat, Farmer's Market
- Sponsor a Giving Tree to collect new children's books to be given to a child through the annual toy drive
- Provide a monthly book talk at the Senior Center
- Visit the schools to do book talks and promote summer reading
- Cooperate with the schools to foster early literacy programs

Objective # 1 – Develop a library brand to use on all forms of publicity

- Action Items
 - Consider an updated logo that reflects what the library does
 - Approve a consistent tagline from the vision statement that reflects what we want to do (i.e. "Learn, discover, create and connect" or "A welcoming place")
 - Create a template for publicity

Objective # 2: Increase library's social media presence

- Action items
 - Offer a training workshop for Staff, Library Commission and Friends on how social media can be used to promote the library
 - Establish a process for social media posts
 - Create a timeline for pushing out information
 - Involve supporters to push information out by sharing or liking a post

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- Include all appropriate forms of social media such as Facebook, Instagram, Twitter and Pinterest

Objective # 3: Promote the library within the community

- Action items
 - Provide promotional gear to identify library representatives at town events
 - Send a welcome letter to new homeowners inviting them to the library with incentives to attract them to come in and get a library card
 - Provide information about the library for the Town Council liaison to report at each Town Council meeting
 - Make use of stories to illustrate the economies of scale that library services provide
 - Quantify the value of a library card
 - Provide a value calculation for items borrowed, resources used, etc.
 - Compare costs for library services (i.e. internet vs an individual's cost for the same service)
 - Relate the value of library services to the annual library budget

Objective # 4: Raise community awareness of library trends and issues

- Action Items
 - Develop a communication system to contact federal, state and local officials as needed
 - Include articles about new trends in library publications
 - Share information about library trends on social media

Conclusion

The community spoke and we listened. This plan reflects what we heard and will provide us with direction for the next few years. Meeting community needs, collaboration and marketing will be our focus as we move forward.

Approved - 3/2/2020



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-267

Agenda Date: 8/15/2022

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion of Selection Policy and Intellectual Freedom Statement

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Ledyard Public Libraries Materials Selection Policy

I. Introduction

The Materials Selection Policy of Ledyard Public Libraries will serve as a guide for librarians and inform the public about the principles upon which selections are made.

The goal of materials selection is to provide collections that meet the informational, educational and recreational needs of the residents of Ledyard.

The Ledyard Libraries support an individual's right to have access to ideas and information representing all points of view. They subscribe to the American Library Association's Library Bill of Rights and the Freedom to Read Statement, included in the appendix.

II. Responsibility for Selection

The selection of library materials shall be the responsibility of the Library Director, who shall operate within the framework of policies determined by the Library Commission. Selection may be delegated to other staff members who are qualified for this activity by reason of training or experience. Both general public and staff members may recommend materials for consideration.

III. Criteria for Selection

The selection of books and other library materials (including print, nonprint and electronic), whether acquired by purchase or gift shall be based on demand, relevance, reliability, literary significance and format.

It is the goal of the library to build a balanced collection characterized by materials of current interest as well as materials of permanent worth. The library strives to ensure that materials representing many points of view and a broad diversity of human thought are represented in its collection. The children's and young adult collections shall offer materials that supplement the school curriculum.

Reviews in professionally recognized resources are a primary source for recommendations. Standard bibliographies, book lists by recognized authorities and the advice of competent people in specific subject areas shall also be used.

IV. Gifts and Donations

Gifts shall meet the same selection criteria as purchased materials. The library shall retain unconditional ownership of all donations and shall make the final disposition. The appraisal of the gift for tax purposes shall be the responsibility of the donor but receipts are provided upon request.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of the materials to be purchase shall be based on the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the library, shall make selection of specific titles.

Special collections and memorial collections shall not be shelved as separate physical entities and collections shall be accepted only with the donor's understanding that such collection will be integrated into the general collection. A gift plate may be used for memorial identification.

V. Withdrawals

An up-to-date, attractive, and reliable collection can be maintained only by purchasing, retaining and replacing useful materials; and by removing, on a systematic and continuous basis, those items that are damaged, outdated, inaccurate, duplicating, no longer in demand, and/or otherwise no longer useful. The library will strive to comply with the American Library Association recommendation that annual withdrawals from the basic collection shall average about 5% of the total collection.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

VI. Reconsideration

The patron's choice of library materials for personal use shall be an individual matter.

Responsibility for the use of materials by children and adolescents shall rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she shall not exercise censorship to restrict access to the materials by others.

Any patron in the Library's service area who objects to the presence (or absence) of a work may do so by completing the *Statement of Concern about Library Resources* form. The Library Director and the Library Commission shall review challenges. While an item is under review it shall remain in the collection. The patron shall be informed of the Commission's decision regarding the challenge.

Approved by the Library Commission 04/16/2007

**Statement of Concern about Library Resources
Ledyard Public Libraries**

*The Library Commission has authorized the use of this form as part of its
Materials Selection Policy.*

Date _____

Your Name _____

Address _____

Town _____ **Zip** _____

I represent myself _____ **Organization** _____

Title of Item _____

Author _____

Format: (i.e. book, video, audio book, etc.) _____

Did you read, view or listen to the entire work? _____

What concerns you about this material?

When completed, this form should be returned to the Library Director, Ledyard
Public Libraries, P.O. Box 225, Ledyard, CT 06339.



LEADING THE WAY
SINCE 1875

Intellectual Freedom Statement Against Censorship

The Connecticut Library Association (CLA) advocates and educates in defense of intellectual freedom – the rights of library users to read, speak freely, and have unrestricted access to information, as guaranteed by the First Amendment. We are committed to defending the constitutional rights of all individuals, of all ages, to use the resources and services of libraries. Recently, organized attacks have targeted library materials and programs by BIPOC, LGBTQ+, and Jewish authors that address race, racism, enslavement, history, sexuality, gender identity and expression, bigotry, and antisemitism. This is a callous systemic erasure to undermine and eliminate the diversity of thought and experiences that reflect the BIPOC, LGBTQ+, and Jewish communities. These assaults of intimidation threaten the livelihood and safety of authors, library workers, educators, and board members. CLA vehemently condemns these acts of censorship and intimidation.

We believe in the [Library Bill of Rights](#), [Freedom to Read Statement](#), and Article 19 of the [Universal Declarations of Human Rights](#). Intellectual freedom is a core value of the library profession, and a basic right in our democratic society.

There is no good censorship. Any effort to restrict free expression, or the free flow of information, aids discrimination, and oppression. Fighting oppression with censorship is self-defeating. Critical thinking and civil discourse from all points of view must be protected and encouraged in a democracy. Any attack on these tenets is an affront to the rights of all people and works against the values of equity, diversity, and inclusion for which all libraries strive. Attempts to suppress and censor denies the individual the freedom to exercise critical judgment and to make their own decision about what they read and believe. We believe in the free enterprise of ideas and expressions.

We reject the claim that removing, labeling, or relocating a title will somehow shield children from the ideas contained within, especially in our connected digital world. We further reject the notion that anyone can perform the work we do without significant engagement with the professional ethics and expertise of librarianship. Libraries are safe places for children to encounter ideas in an environment that nurtures curiosity. Occasionally these encounters will include ideas that might be challenging, but we support the right of readers to be challenged, to learn, and to grow. Librarians and educators are the critical connection between readers and their books. It is our responsibility to champion these rights.

We pledge to stand with, defend, and assist our colleagues and library users in fighting censorship in all its forms. Exposure to a wide variety of perspectives and the unfettered exchange of ideas is necessary to preserve the freedoms guaranteed in a democratic society. We oppose the restriction, removal, banning, and censorship of books and other library materials that limit the freedom to read, speak, publish, or obstruct intellectual freedom.

CT Library Association, 2/10/2022



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-268

Agenda Date: 8/15/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss forming an Evaluation Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-269

Agenda Date: 8/15/2022

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion on upcoming Commission vacancy

Background:

(type text here)

Department Comment/Recommendation:

(type text here)