



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
John Bolduc

Regular Meeting

Monday, November 17, 2025	7:00 PM	Gales Ferry Community Center
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I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. MEMBER COMMENTS

VI. REPORTS

1. Bill Library Association, Diane Holmberg, President

Attachments: [Request for Accountant Fees](#)

2. Treasurer's Report

3. Director's Report

Attachments: [Aug 2025 DRComm](#)
[July 2025 DRComm](#)

4. Investment Working Group

5. Friends of the Ledyard Library

6. Library Director's Assessment Work Group..end

Attachments: [state of the library form](#)

VII. APPROVAL OF MINUTES

1. Motion to approve the Library Commission Regular Meeting Minutes October 20, 2025

Attachments: [20 October 2025 LIB COMMISSION](#)

VIII. OLD BUSINESS

Any Old Business proper to come before the Committee

1. Approval of the Display/Programs and Material Review and Reconsideration policies

Attachments: [Display and Program Policy 10.24.2025](#)
[Ledyard Library Reconsideration policy 10.24.2025](#)
[CollectionManagementEmailFromMatt](#)

IX. NEW BUSINESS

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 #: 25-2798

Agenda Date: 11/17/2025

Agenda #: 1.

REPORT

Staff/Committee Report:

Bill Library Association, Diane Holmberg, President

To: Ledyard Library Commission

From: Bill Library Association

Date: October 30, 2025

Subject: Request for Accountant's Fee for IRS Form 990

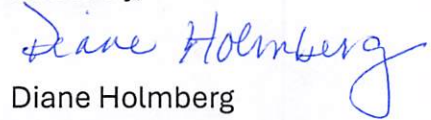
Dear Members of the Ledyard Library Commission,

The Bill Library Association files an IRS 990 form annually to maintain investment funds and donations as tax exempt and nonprofit. However, the Ledyard Library Commission has control over these funds per our Memorandum of Understanding dated November 2021.

At our annual meeting of the Bill Library Association, held on October 23, 2025, discussion regarding the benefit of hiring an accountant was lively. A motion was made, which was quickly seconded and unanimously approved to request that the Ledyard Library Commission authorize payment of the accountant's fee for preparing and filing the annual IRS Form 990 using proceeds from the investment funds.

We appreciate your consideration of this request and your continued support of the Association's financial compliance and good standing as we work together to keep our libraries top notch!

Sincerely,



Diane Holmberg

President

Bill Library Association



Richard Denton

Treasurer

Bill Library Association



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2814

Agenda Date: 11/17/2025

Agenda #: 2.

REPORT

Staff/Committee Report:
Treasurer's Report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2332

Agenda Date: 11/17/2025

Agenda #: 3.

REPORT

Staff/Committee Report:
Director's Report

Director's Report

Ledyard Library Commission Meeting

Date/Time: September 15, 2025 – 7:00 PM

Location: Gales Ferry Library

Staffing Updates

- **New Hires**
 - Amanda Marcelynas – Library Associate / Fill-In
 - Sarah Desormier – Library Associate / Fill-In
- **Resignation & Role Changes**
 - Jazzy resigned (effective September 5) to accept a full-time Children's Librarian position in Old Lyme.
 - Erica trained in cataloging procedures with Jazzy prior to her departure.
 - Discussions underway with the union to explore:
 - Converting the current **30-hour Children's/Technical Processing** position → **20-hour Children's** position.
 - Promoting Erica from **30-hour Administrative Assistant** → **37.5-hour Administrative Assistant / Technical Processing Associate**.
 - Town Hall will post Children's position, after the job descriptions get the ok from the union. (meeting with Admin. Committee about)

Services & Technology

- **Hoopla**
 - Service reactivated September 9.
 - Assistant Librarians agreed early reinstatement would benefit patrons.
 - Initial one–two months will be funded through the library materials budget.
- **Annual Report**
 - Completed, and submitted through the Connecticut Library Consortium (CLC).

Policy Review

- Policies updated to include required statutory language and proper formatting per CLC requirements.
- Documents sent to the Commission for review prior to the October 1 submission deadline:
 - Material Review and Reconsideration Policy
 - Collection Development and Maintenance Policy
 - Display and Program Policy

Collection & Cataloging

- Ongoing weeding at both branches.

- Proposal to diversify Large Print selections: Lyndsey and Matt to each order 1–2 “less mainstream” LP titles per month, per library.

Facilities & Safety

- Requested Public Works install lighting on the Gales Ferry Library front steps after a patron tripped in the dark.
- Reported rusting and cracking beneath staircases at both buildings; Public Works notified for assessment and repair.

Question: Do we receive a list of library holidays separate from town holidays, decided on by the commission? Erica said it was something she usually got by now.

Respectfully submitted by;
Ambrosia Lavallee, Library Director

Director's Report –Ledyard Library Commission meeting

Date: July 10, 2025

Library news:

1. Staffing Updates

- Stephanie Akers has resigned from her position as Library Associate due to health reasons.
- Amanda Marcelynas, a Ledyard community member and library patron, will begin training as a new Library Associate on August 13.
- Sarah Desormier will return to the Ledyard Library as a substitute-only staff member.

2. Legislative Compliance – Bill No. 1271

- Requires updates to the Collection Development & Maintenance Policy, Library Display & Program Policy, and Materials Review & Reconsideration Policy by Oct 1, 2025.
- Drafts are underway, with updates to the Collection Development and Materials Review policies already completed.

3. Programming and Events

- Summer Reading had 330 registrations and 2,300+ adventures logged.
- Fall programs planned include:
 - Bookbinding workshop
 - Victorian tea event
 - “Dying to meet you” Funeral home presentation

4. Collection Development & Weeding

- Transitioning primary book ordering to Ingram to address B&T vendor delays; staff feedback mostly positive, final assessment pending.
- Nonfiction weeding underway at both branches

5. Social Media

- Drue has significantly improved social media presence, contributing to increased program attendance.
- Assistant librarians note patrons have mentioned they learned about recent events via Drue's cross-posting on community pages.

6. Annual Report

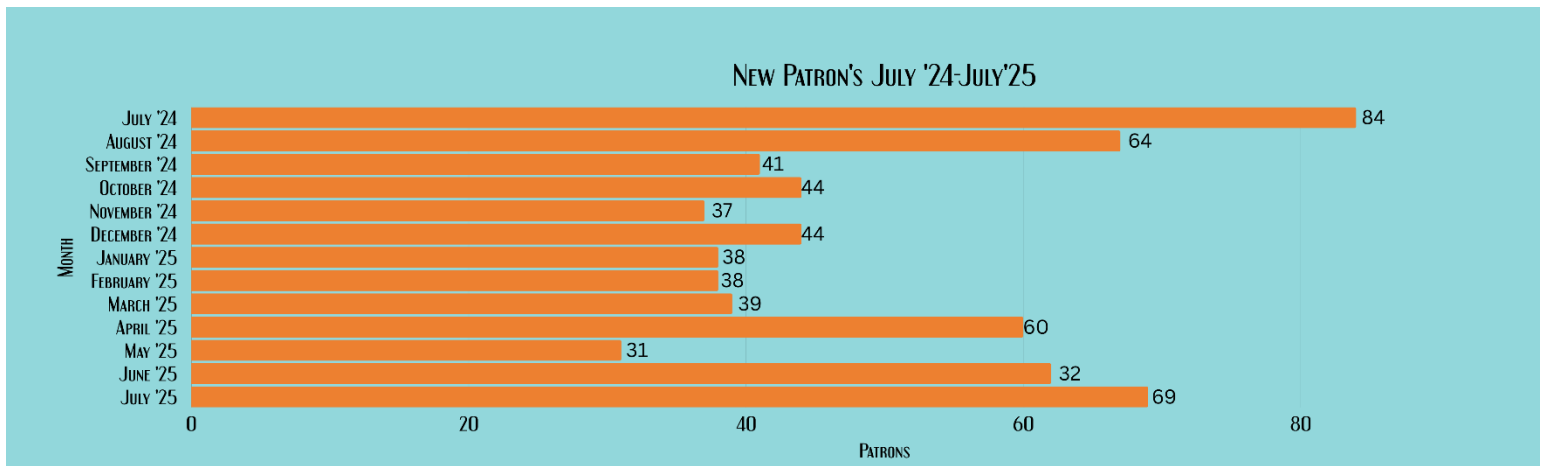
- Preparation progressing steadily.

Ebook stats (last two months)

	June '25 Stats	July '25 Stats
Libby	2157	2254
Palace	23	283
Hoopla	0	0

Checkouts (includes renewals and items Checked out from ILL)

	June 25	July 25
Bill Checkouts	3386	4113
GFCheckouts	2865	3346



Building:

- Public works ripped out the weeds from the side of Bill, and planted Wild Flower seeds.

Respectfully submitted, Ambrosia Lavallee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2333

Agenda Date: 11/17/2025

Agenda #: 4.

REPORT

Staff/Committee Report:
Investment Working Group



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2335

Agenda Date: 11/17/2025

Agenda #: 5.

REPORT

Staff/Committee Report:

Friends of the Ledyard Library



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2805

Agenda Date: 11/17/2025

Agenda #: 6.

REPORT

Staff/Committee Report:

Library Director's Assessment Work Group

2025 State of the Library Evaluation Form (DRAFT)

Form Instructions:

- 1) Commissioners should individually complete this form.
- 2) Commissioners should refer to the board minutes, director's report, usage statistics, program results or other information sources from the year.
- 3) Submit this form to the Commission Chairperson for inclusion in the Summation Form that will be used during the face-to-face discussion with the director.

Scale: E - excellent S - satisfactory N - needs improvement U - unknown

Areas of Organizational Health

Rating

Customer Service & Community Relations (CS & CR)

• Level of patron satisfaction	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is marketed to the community	E	S	N	U

Comments:

CS & CR totals: E ____ S ____ N ____ U ____

Organizational Growth (OG)

• The library is making progress on its strategic plan (SP)	E	S	N	U
• Services to meet the goals and objectives of the SP are carried out with staff and commissioner involvement	E	S	N	U
• Goals and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• The collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's strategic plan, policies and activities	E	S	N	U
• There is a working knowledge of significant developments and trends in the field	E	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U

Comments:

OG totals: E ____ S ____ N ____ U ____

Administration & Human Resource Management (A&HRM)

- | | | | | |
|---|---|---|---|---|
| • Work is effectively assigned, appropriate levels of freedom and authority are delegated | E | S | N | U |
| • Job descriptions are developed; regular performance evaluations are held and documented | E | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement | E | S | N | U |
| • Staff development and education is encouraged | E | S | N | U |
| • Staff understand how their role at the library relates to the mission | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of top quality people | E | S | N | U |

Comments:

A&HRM totals: E ____ S ____ N ____ U ____

Financial Management / Legal Compliance / Fundraising

- | | | | | |
|--|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices | E | S | N | U |
| • Budget is prepared with input from staff and trustees; the library operates within budget guidelines | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place | E | S | N | U |
| • Positive relationships with individual donors is established | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations | E | S | N | U |

Comments:

FM/LC/F totals: E ____ S ____ N ____ U ____

Commission Relationship (CR)

- | | | | | |
|--|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the commission | E | S | N | U |
| • Support is provided to commission committees | E | S | N | U |
| • The commission is informed on the condition of the organization and all important factors influencing it | E | S | N | U |
| • The commission works effectively | E | S | N | U |

Comments:

CR totals: E ____ S ____ N ____ U ____

Additional Comments:

This form is designed for commissioners to individually evaluate the Library Director based on multiple organizational health areas. It uses a rating scale from excellent to unknown and covers key aspects of library management and community engagement. Our goal is to be mindful of our mutual purpose: 1) to operate this town supported organization effectively; 2) to meet the current needs of the community; 3) to anticipate and plan for the evolving and future community needs; and 4) to encourage the love of reading, critical thinking and lifelong learning.

We are evaluating the administration of the library and its operation, not the library director. That performance evaluation is the responsibility of the Mayor and HR Director. The Commission and the Director are a team focused on the library's development.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2807

Agenda Date: 11/17/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion to approve the Library Commission Regular Meeting Minutes October 20, 2025

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

Library Commission

Meeting Minutes - Draft Minutes

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Chair
John Bolduc

Regular Meeting

Monday, October 20, 2025

7:00 PM

Bill Library

I. CALL TO ORDER

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

II. ROLL CALL

In addition, the following were present:

Christine Dias, Ledyard Human Resource Director
Stacey Burt, Assistant Librarian 1, Youth Services

Present	Chairperson John Bolduc
	Recording Secretary Ellin Grenger
	Treasurer Ralph Hightower
	Vice Chair Rolf Racich
	Commissioner Cynthia Wright
	Commissioner Wendy Hellekson
Excused	Commissioner Elizabeth Rumery
	Commissioner Peter Diette

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

1. Human Resources Update

The Commission and Ms. Dias reviewed the procedure being used to identify and hire the new Library Director. Wendy Hellekson will be the Commission's representative on the town's hiring committee. The Library Commission will form an ad-hoc subcommittee to review qualified applicants as forwarded by Human Resources. Ms. Wright, Ms. Hellekson and Mr. Racich will serve on this committee.

Ms. Burt presented a year-by-year statistical review of library usage. Traffic, usage and attendance have increased in both branches by many metrics, while computer station and Wi-Fi use decreased as compared to FY 2024. The youth programs in particular showed a substantial increase.

The details of her report:

Physical item circulation was up to 81,621 items (up 4% from FY24)
Digital item circulation was up to 30,517 items (up 9.37% from FY24)
Total circulation was up to 112,138 items (up 5.35% from FY24)

We had 26,217 patron visits at Bill (up 4.93% from FY24)
We had 19,577 patron visits at Gales Ferry (up 13.55% from FY24)
We had a total of 45,794 patron visits (up 8.93% from FY24)

Hours open were the same
Bill PC usage was 2,145 (up 2.5% from FY24)
GF PC usage was 1,452 (down 7.23% from FY24)
Total PC usage was 3,597 (down 1.43% from FY24)
Bill WiFi usage was 13,479 (down 16.39% from FY24)
GF WiFi Usage was 7,370 (down 17.2% from FY24)
Total WiFi usage was 20,849 (down 16.67% from FY24)

We gave out 2,937 seed packets at Bill (down 10.55% from FY2024)
We gave out 1,127 seed packets at Gales Ferry (up 27.10% from FY2024)
We gave out 4,064 seed packets in total (down 4.5% from FY2024, effectively no change)

Total volunteer hours equaled 837 hours for FY 25. Seed library, shelve and mend books, help with fundraisers

We hosted 102 adult programs (10.8% down from FY24)
We had 658 adult program attendees (down 16.39% from FY24)

We hosted 265 youth programs (5.24% up from FY24)
We had 6,715 youth program attendees (30.9% up from FY 24)

In addition to the position of Library Director, two other positions need to be filled. The Library will hire a new Library Assistant and a new Library Associate.

V. MEMBER COMMENTS

None

VI. REPORTS

1. Treasurer's Report

Report attached to agenda was reviewed, noting that there may still be some discrepancies in funds between the town's ledger and report.

2. Director's Report

None.

3. Ledyard Library FY2025 Annual Report - tabled until next meeting.

Tabled until next meeting.

4. Investment Working Group

The group met with our financial planner, and all funds outperformed the market during the third quarter.

MOTION to approve moving the management of the William Holton Memorial Fund 2 from the manager of the Cambiar Large Cap fund to the manager of the Putnam US Large Cap Value fund Concentrated as suggested by the financial planner based on review of returns.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

5. Friends of the Ledyard Library

Funding proposal for FY 25-26 of \$18,310 is ready to be presented to the incoming director.
Book sale yielded net proceeds of \$2,865.00

FOLL offers many opportunities for volunteer library engagement, and there is an identified need for volunteers from now through November 22nd, at the Snowflake Festival.

VII. APPROVAL OF MINUTES**1. Motion to approve the Library Commission Regular Meeting Minutes September 15, 2025.**

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Ralph Hightower

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

2. Motion to approve the Library Commission Special Meeting Minutes September 22, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Wendy Hellekson

SECONDER: Ellin Grenger

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

VIII. OLD BUSINESS

1. Any old business proper to come before the Commission.

None.

IX. NEW BUSINESS

1. Motion to approve the Library Commission meeting schedule, 1/26 - 1/27

RESULT: APPROVED AND SO DECLARED

MOVER: Cynthia Wright

SECONDER: Rolf Racich

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

2. Discussion of moving Gales Ferry meeting space, as will be required to an ADA compliant meeting area, or otherwise be offered be conducted as hybrid meetings.

3. Motion to approve the Holiday Closing Schedule July 25 - July 26

RESULT: APPROVED AND SO DECLARED

MOVER: Ellin Grenger

SECONDER: Cynthia Wright

AYE 6 Bolduc Grenger Hightower Racich Wright Hellekson

EXCUSED 2 Rumery Diette

4. Reappointments of members

Reappointment of Commission Members Grenger, Wright, Rumery, and Bolduc. Town Council is voting on a nomination at its next meeting to fill the vacancy left by Ms. Candler's expiration of her term

5. Any new business proper to come before the Commission.

None.

X. NEXT MEETING

1. Next meeting date: November 17, 2025 will be held at the Gales Ferry Community Center.

XI. ADJOURNMENT

Ms. Grenger moved the meeting be adjourned, seconded by Mr. Racich.

The meeting adjourned at 7:57 p.m.
VOTE: 7-0 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 #: 25-2808

Agenda Date: 11/17/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Approval of the Display/Programs and Material Review and Reconsideration policies

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Ledyard Public Library

Display and Program Policy

Ledyard Public Library affirms its role as a community resource dedicated to intellectual freedom, equitable access, and lifelong learning. Through curated displays and thoughtfully developed programs, the Library provides opportunities for residents to explore diverse perspectives, pursue personal interests, and engage in cultural and educational experiences.

All displays and programs are guided by professional standards of librarianship, the principles of free expression, and the protections against discrimination established under section 46a-64 of the Connecticut General Statutes. This policy outlines the purpose, principles, and responsibilities that govern both displays and programs, ensuring that they remain consistent with the Library's mission and values.

Section I: Displays

Purpose

Ledyard Public Library provides displays as an extension of its mission to offer free and open access to a diversity of ideas, resources, and experiences; to enhance the quality of life in the community; and to encourage lifelong learning. Displays are important resources for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

Principles and Criteria

- Displays are provided for the interest, information, and enlightenment of all residents.
- Displays represent a wide range of varied and diverging viewpoints.
- Displays provide access to content that is relevant to the research, independent interests, and educational needs of residents.
- Exhibits may include cultural, educational, or artistic materials and will be accepted as space allows.
- The display case at Bill Library is available to Ledyard residents, organizations, or businesses for non-commercial, cultural, and educational displays.
- Bulletin boards are used to post community information, announcements for non-profit events, and cultural activities. Library information receives priority.
- Items on display or posted do not imply endorsement by the Library or the Town.
- Library-curated displays are distinct from those submitted by community members or organizations. Staff-created displays are developed in alignment with library collection and service priorities, while community displays are accepted as space and policy allow.

Intellectual Freedom and Censorship

All displays are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes. Librarians are professionally trained to curate and develop displays in alignment with the Library's philosophy of free and open access to information.

The Library maintains a material review and reconsideration policy. Requests to reconsider displays are limited to individual residents of the Town of Ledyard.

Library Bill of Rights, Freedom to Read, and Freedom to View

This policy aligns with the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, affirming the Library's commitment to intellectual freedom and the broadest access to information for all.

Section II: Programs

Purpose

Library programs extend the mission of the Ledyard Public Library by providing opportunities for discovery, learning, cultural enrichment, and community engagement. Programs foster intellectual freedom, support educational and recreational interests, and enhance quality of life.

Definition of a Program

A library program is a planned presentation, workshop, performance, discussion, or event developed or coordinated by library staff, sometimes in partnership with community organizations. Programs may occur in-person, offsite, or virtually. Programs are important resources for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

Principles and Criteria

- Programs are provided for the interest, information, and enlightenment of all residents.
- Programs represent a wide range of varied and diverging viewpoints.
- Programs provide access to content that is relevant to the research, independent interests, and educational needs of residents.

Roles and Responsibilities

- Librarians are professionally trained to curate, develop, and present programs that reflect a diversity of ideas and interests.
- The ultimate responsibility for the selection and approval of library programs rests with the Library Director.
- Library staff may collaborate with outside presenters, organizations, or performers when appropriate.
- Library-curated programs are distinct from those offered by outside groups or presenters. Staff-led programs are guided by library priorities and professional standards, while outside contributions are considered in partnership with staff oversight.

Program Selection

- Programs support the educational, informational, cultural, and recreational interests of the community.
- Programs represent the wide range of ideas and views found within the Library's collections and broader society.

- Programs will not serve as platforms for generating income for sponsoring groups or individuals, except when funds directly support the Library.
- Sales of products or services during programs are prohibited, with the following exceptions:
 - Authors selling books they have written.
 - Performers offering recordings for sale.
 - Artists selling their artwork.
 - Local artisanal products that are directly related to programming or events.

Program Development, Coordination, and Supervision

- Programs are developed with attention to quality, balance, and the interests of diverse audiences.
- Promotion of programs may include names or affiliations of presenters or organizations; this does not constitute endorsement, only acknowledgment.
- Staff coordinate logistics, promotion, and supervision to ensure accessibility and professionalism.

Program Access

- All library-sponsored programs are free and open to the public.
- Access is consistent with protections against discrimination outlined in section 46a-64 of the Connecticut General Statutes.
- Programs are designed to provide equitable opportunities for residents of all ages and backgrounds.

Virtual Programs

- The Library may offer virtual programs to expand accessibility and reach.
- The same standards of quality, intellectual freedom, and inclusivity apply to virtual programs as to in-person ones.

Program Materials

- Supplementary materials (handouts, recordings, or digital resources) may be provided in conjunction with programs.
- Materials reflect the same standards as the Library's collection and are intended for educational and informational purposes.

Program Evaluation

- Programs are regularly evaluated for quality, relevance, and community impact.
- Feedback from participants is considered in planning future programs.
- Requests to reconsider programs are governed by the Library's material review and reconsideration policy and are limited to individual residents of the Town of Ledyard.

Library Bill of Rights, Freedom to Read, and Freedom to View

This policy aligns with the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, affirming the Library's commitment to intellectual freedom and free expression.

Adopted by the Library Commission 11/17/2025

Ledyard Public Library

Material Review and Reconsideration Policy

I. Purpose

The Ledyard Public Library affirms every individual's right to access ideas and information representing a wide range of viewpoints. The Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement (attached at the end of this policy). In accordance with Connecticut General Statutes §46a-64, the Library ensures equitable access to materials without discrimination.

In accordance with Public Act 25-168, Sec. 322–323, the Library abides by all statutory requirements governing the review and reconsideration of library and educational materials, displays, and programs.

The Library's collections, displays, and programs are curated by trained professionals to reflect the diverse interests, informational needs, and values of the Ledyard community. A strong collection represents multiple perspectives, even when some of the material may be considered controversial.

II. Guiding Principles

The selection of library materials, displays, and programs is carried out according to professional standards and guided by the Library's Collection Development and Maintenance Policy and Display and Program Policy. Materials are not chosen or excluded on the basis of anticipated approval or disapproval by individuals or groups.

The Library recognizes that while certain materials may be objectionable to some, others may find them valuable. Patrons are free to make their own choices regarding what they use, but no individual may impose restrictions on others.

Responsibility for children's and adolescents' use of library materials rests entirely with parents or legal guardians. The Library will not limit its selection or accessibility of materials due to the possibility that minors may encounter them.

III. Reconsideration Requests

In accordance with Public Act 25-168, Sec. 322–323, any resident of the Town of Ledyard with a vested interest may formally request the reconsideration of library materials, displays, or programs. To do so, the individual must speak with the Library Director and request a Request for Reconsideration Form. This form provides a structured way for patrons to express their concerns, ensuring that the Library can review them systematically and respectfully.

Only Ledyard residents may submit such requests. A completed form must identify the specific material, display, or program in question, indicate the portion or portions considered objectionable, and provide a clear explanation of the objection. The requester must also include their full legal name, address, and telephone number. Forms that are incomplete or missing any of this required

information will not be accepted. Additionally, it should be noted that these forms are public records and are not considered confidential patron records under Connecticut General Statutes §11-25.

IV. Standards for Removal or Exclusion

The Library will not remove or cancel any material, display, or program solely because of the origin, background, or viewpoints expressed, or the origin, background, or viewpoints of the creator. Items may only be excluded on the basis of legitimate, professionally accepted standards of collection maintenance as outlined in the Library's policies. Furthermore, the reconsideration process shall never favor nor disfavor any group based on protected characteristics.

When a request for reconsideration is submitted, the challenged item will remain available in the Library's collection or accessible for checkout, reserve, or use according to its catalog record until a final decision is made by the Library Director.

The review process will proceed as follows:

Library Director Review;

1. The Library Director will review the completed form.
2. The Director will read, view, or attend the material, display, or program in its entirety.
3. The Director will evaluate the request against the Library's established policies.
4. A written decision will be issued within sixty (60) days of receiving the request.
5. The written decision will be provided to the requester.

Appeal to the Library Commission;

1. If the requester is not satisfied with the Director's decision, they may appeal in writing to the Library Commission, the Library's governing body.
2. The Commission will evaluate the item using Library policies.
3. The Commission shall consult with the Library Director and external entities, including:
 - a.) The State Librarian or designee,
 - b.) A representative of the cooperating library service unit as defined in §11-9e of the General Statutes:
 - The President of the Connecticut Library Association or designee,
 - The President of the Association of Connecticut Library Boards or designee.
4. The Commission shall deliberate on the request, provide a written statement of the reasons for reconsideration or refusal to reconsider, and provide any final decision that is contrary to the decision of the Library Director.

VI. Limitations

Once a final decision has been made by either the Library Director or the Library Commission, no new requests for reconsideration of the same material, display, or program will be accepted for three (3) years. If multiple reconsideration requests for the same item are submitted within the same timeframe, the Library Director has the authority to consolidate them into a single review. Under no

circumstances will library materials, displays, or programs be removed, excluded, or censored solely because an individual finds them offensive.

VII. Staff Protection

Any librarian or library staff member who, in good faith, implements the policies outlined in this document shall be immune from liability, whether civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation. These provisions ensure that library personnel can carry out their duties without fear of legal repercussions, thereby fostering an environment in which intellectual freedom and the free exchange of ideas are protected.

Adopted by the Library Commission 11/17/2025

Ledyard Public Library
Request for Reconsideration of Library Materials, Displays, or Programs Form

The Ledyard Public Library provides access to a wide range of ideas and information. If you are a resident of Ledyard and have concerns about specific materials, displays, or programs, please complete this form in full. Incomplete forms cannot be accepted.

*Note: Requests for Reconsideration are public records and are not confidential under Connecticut General Statutes §11-25.

Your Information (required)

- Full Legal Name: _____
- Address: _____
- Town/State/Zip: _____
- Phone Number: _____
- Email (optional): _____

Material, Display, or Program in Question

- Title/Description: _____
- Author/Creator (if applicable): _____
- Type (check one):
 - ☐ Book / eBook
 - ☐ Audiobook
 - ☐ DVD / Media
 - ☐ Magazine / Newspaper
 - ☐ Program / Event
 - ☐ Display / Exhibit
 - ☐ Other: _____

Your Concerns:

1. Specific portion(s) you find objectionable:

(Please cite pages, sections, scenes, or elements where possible.)

2. Explanation of your objection:

(Please describe in detail why you object to this material, display, or program.)

Acknowledgment;

By signing this form, I confirm that:

- I am a resident of the Town of Ledyard.
- I have completed this form in full.
- I understand that the challenged material, display, or program will remain available during the review process.

Signature: _____ Date: _____

For Library Use Only

- Date received: _____
- Staff initials: _____

Adopted by the Library Commission 11/17/2025

Zimbra

jfbceo@tvconnect.net

Updated Policies for November Commission Meeting

From : Matthew Novosad <mnovosad@ledyardlibrary.org>

Wed, Oct 29, 2025 01:13 PM

Subject : Updated Policies for November Commission Meeting 2 attachments**To :** John Bolduc <jfbceo@tvconnect.net>**Cc :** Stacey Burt <sburt@ledyardlibrary.org>, lrobinson@ledyardlibrary.org**Reply To :** mnovosad@ledyardlibrary.org

Hi John,

Attached are the updated policies for the Commission meeting. The changes required by the state were as follows and have been now been made and then approved by the state:

Program Policy:

- Missing the following statutory language
 - Includes language that library programs should be provided for the interest, information, and enlightenment of all residents.
 - Includes language that library programs should represent a wide range of varied and diverging viewpoints.
 - Includes language that library programs provide access to content that is relevant to the research, independent interests and educational needs of residents.
 - Includes language that the importance of programs as a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents.

Material Review and Reconsideration Policy

- Needs to include the following statutory language that is bolded: Require that any library material being challenged remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is **made by the library director.**
- Needs to include the following statutory language that is bolded: Mentions that any library or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise **be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.**

Additionally, Barbara G. at the State Library noted the need for adoption dates which are now included.

Sincerely,

Matt Novosad (He/Him)
Assistant Librarian II - Adult Services