



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, May 15, 2023

7:00 PM

Gales Ferry Library

Gales Ferry 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 - April 2023

Attachments: [Treasurer's Report - April 2023](#)

2. Director's Report - May 2023

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

3. Friends of the Ledyard Libraries Report

4. Investment Working Group

VII. APPROVAL OF MINUTES

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

Attachments: [2023.04.17 Commission Minutes](#)

VIII. CORRESPONDENCE

1. Library Giving Day wrap up

IX. OLD BUSINESS

1. Photocopier update

Attachments: [Ricoh Photocopier spec sheet](#)

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

Attachments: [Confidentiality of Library Records](#)
[Confidentiality of Library Records draft changes](#)

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

Attachments: [Ledyard Public Library Program Policy](#)
[Program Policy draft changes](#)

Any Old Business proper to come before the Committee

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>

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

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.

Attachments: [Sunday, May 7 circulation](#)

3. Discussion of the dire need to replace the Bill Library patio umbrellas
4. Discussion regarding the future of the Library Commission Special Fund
What are your priorities?
What are your goals?

Any New Business proper to come before the Committee

XI. ADJOURNMENT

The next Library Commission meeting is scheduled for Monday, June 19, 2023 at the Bill 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 #: 23-1638

Agenda Date: 5/15/2023

Agenda #: 1.

LIBRARY COMMISSION FY 2022-2023 BUDGET
April Actual vs Budget

	FY 2023 Budget	March YTD	April	Year To Date	
Carryover (fy 22/23)	2,000.00	1242.94		1242.94	
Copy Machine carryover	3,000.00	3000.00		3000.00	
State Grant (4/16)	1.00	0.00		0.00	
BorrowIT reimbursement (4/19)	1,000.00	0.00		0.00	
Copier - Bill	800.00	597.39	119.50	716.89	
Copier - GF	500.00	460.70	33.70	494.40	
Computer printer	2,600.00	1807.40	258.90	2066.30	
Interest	30.00	25.37		25.37	
Donations/ Misc./other	1,200.00	2761.91	155.00	2916.91	
Fax	1,250.00	1037.00	123.00	1160.00	
GF Books	18,680.00	18680.00		18680.00	
Rotary Grant	300.00	300.00		300.00	
Total Receipts	31,361.00	29,912.71	690.10	30,602.81	
EXPENDITURES	FY 2023 Budget	March YTD	April	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	2669.71	897.08	3566.79	1,383.21
Adult Programs	500.00	200.00	25.00	225.00	275.00
Children's Programs	1,000.00	693.93		693.93	306.07
Miscellaneous	19,911.00	19501.85	40.78	19542.63	368.37
Total Expenditures	31,861.00	23,065.49	962.86	24,028.35	7,832.65
BALANCE ON HAND			6,574.46		

LEDYARD LIBRARY COMMISSION TREASURER'S REPORT - April 2023	
	Receipts
March Ending Balance	\$ 6,847.22
April Receipts	
BL copies	\$ 119.50
GF copies	\$ 33.70
Computer	
Printing - B&W	\$ 191.40
Printing - Color	\$ 67.50
Fax	\$ 123.00
Donation *	\$ 155.00
Other (Front Desk Sales)**	\$ -
Total April Receipts	\$ 690.10
Total Receipts On Hand	\$ 7,537.32
April Expenditures	
Publicity	
Child Programs	\$ -
Adult Programs	\$ 25.00
Books, Media & Technology	\$ 897.08
Miscellaneous	\$ -
Seed library	\$ 40.78
Large print	\$ -
Total Expenditures	\$ 962.86
April Ending Balance	\$ 6,574.46

*Library Giving Day: C. Sormrude, K. Edgecomb, B. Rumery, G. Wilson, Grenger Family

** Replacement Cards, Lost Books, Ear Buds, Thumb drives, etc



File #: 23-1649

Agenda Date: 5/15/2023

Agenda #: 2.

REPORT

Staff/Committee Report: Director's Report to the Library Commission May 15, 2023

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.

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.

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.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission

May 15, 2023

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swivel chairs at Gales Ferry and also helped free up more floor space at Bill Library.
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Town News:

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

Respectfully Submitted,
Jennifer Smith
Library Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1382

Agenda Date: 5/15/2023

Agenda #: 3.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1519

Agenda Date: 5/15/2023

Agenda #: 4.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1631

Agenda Date: 5/15/2023

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, April 17, 2023

7:00 PM

Gales Ferry Library

Gales Ferry Library

I. CALL TO ORDER

Commissioner Bolduc called the meeting to order at 7:00 p.m. at the Gales Ferry Library.

II. ROLL CALL

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

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 - March 2023

Mr. Hightower updated Commissioners on the March Treasurer's Report. As discussed at the regular meeting on March 20, Commissioners would like to see names of donors listed in the

minutes. The following individuals made a donation to the library as part of Library Giving Day this April:

Richard Morange

Grenger Family

Gayle Wilson

Beth Rumery

Kathleen Edgecomb

Carol Sormrude

We appreciate the support from those who love their library!

2. Director's Report - April 2023

Budget News:

- Library Giving Day brought in \$1,155.00 in donations! Thank you very much to all who donated or help support the library by spreading the word/sharing social media posts etc.
- Eagerly awaiting a response from the Mayor regarding the photocopier situation for FY24.

Library News:

- The Fiber optic project at Gales Ferry is almost complete. We are just waiting on the final connection at this point. All equipment and wiring has been installed.
- Youth program highlights - spring break week included the Dig In! Spring Spectacular and Planting Workshop with Allyson Angelini along with a Spring Storytime with Peter Rabbit. The planting workshop was funded by the Eastern CT Community Garden Association.
- Adult program highlights - Cookbook Club this month highlighted Ukrainian cooking and culture which was well received. The Watersheds and Waterways program in collaboration with the Eastern CT Conservation District was very well attended with 18 participants.
- Moving forward, the librarians are going to start to recognize the organizations who funded each library program when it is applicable. Often times it is either the Library Commission or the Friends of the Library. However, sometimes we receive a grant or other funding that supports programming. I think it is good practice to recognize these groups and organizations publicly in our program advertising.
- The Association of CT Library Boards is offering a free webinar next week the evening of Wednesday April 26 regarding "Library Boards Basics." I will forward the email announcement with the registration details. It should be useful for both new and experienced board or commission members.

Building News:

- The replacement part for the heating system arrived and Public Works restored the heat at the Bill Library.

Town News:

- Public hearing for the town wide budget is tonight, Monday, April 17.

3. Friends of the Ledyard Libraries Report

Mr. Bolduc provided an update on the Friends of the Ledyard Libraries from their meeting last week on April 13.

The annual book sale at the Bill Library will move from September to August to help accommodate library programming. Dates were chosen and the book sale is scheduled for

August 18 - August 27, 2023. The sale used to be in September to correspond to the weekend of the Ledyard Fair.

The Books & More annual fundraiser will now be called the "Snowflake Festival" going forward. The thought was to remove books from the name because it was a bit deceiving. Several book vendors would show up thinking there would be a large book sale and leave a bit disappointed. Sadly, the Friends just purchased new lawn signs with the "Books & More" name.

The Friends held a Buy One, Get One book sale this past February, but it only netted \$90.00 which was much lower than past years.

The Friends meet every quarter and choose different library related themes to highlight on social media each month. All are welcome at the Friends meetings and the next meeting is scheduled for July 20 at the Gales Ferry Library.

4. Investment Working Group

Mr. Bolduc provided an update to the Commission regarding the Investment Working Group. The group will meet tomorrow, April 18, to review the first quarter results along with Sal Tacco, the investment account representative. Based on the quarterly report received, it seems that the investment returns performed better than the overall market.

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from March 20, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 7 Bolduc Grenger Candler Cronin Hightower Ganz Racich

EXCUSED 2 Nash Rumery

2. Motion to approve the special meeting minutes of the Library Commission meeting from March 30, 2023.

RESULT: APPROVED AND SO DECLARED

MOVER: Carol Ganz

SECONDER: Brian Cronin

AYE 7 Bolduc Grenger Candler Cronin Hightower Ganz Racich

EXCUSED 2 Nash Rumery

VIII. OLD BUSINESS

1. Motion to rescind the motion made at the March 20, 2023 regular meeting to withdraw up to \$2,000 from the professionally managed library commission funds – either library to cover toner and paper for both library buildings as a one-time offset due to the exigent circumstances.

These funds did not have to be withdrawn as Ms. Smith worked with Town Finance to come up with a way for the town to cover these operating costs.

RESULT: APPROVED AND SO DECLARED

MOVER: Carol Ganz

SECONDER: Ralph Hightower

AYE 7 Bolduc Grenger Candler Cronin Hightower Ganz Racich

EXCUSED 2 Nash Rumery

XI. NEW BUSINESS

1. Review of the Confidentiality of Library Records Policy

Ms. Smith is recommending that the Commission members review all the library policies to make sure everything is up to date. Each policy will be reviewed over the next several meetings and will continue to be reviewed regularly.

Commissioners reviewed the Confidentiality of Library Records policy. There were no specific substantive changes needed. However, it was noted that Ledyard Libraries needs to be revised to Ledyard Library. Ms. Smith will make the drafted revisions and present the policy again in May for a final vote.

2. Review of Program Policy

Ms. Smith presented the Program Policy to the Commission for review. This policy was last updated in 2018 and overall the content does not seem to require any changes. However, Ms. Smith will present it for a vote at the next regular meeting.

X. ADJOURNMENT

Ms. Grenger moved the meeting be adjourned, seconded by Ms. Ganz.

The meeting adjourned at 7:25 p.m.

VOTE: 7-0 Approved and so declared

The next meeting is scheduled for Monday, May 15, 2023 at the Gales Ferry Library.

Respectively Submitted,

Commissioner Bolduc
Library Commission member

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1636

Agenda Date: 5/15/2023

Agenda #: 1.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1425

Agenda Date: 5/15/2023

Agenda #: 1.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

Photocopier update

Background:

Motion to approve transferring the responsibility of the library photocopiers from the Library Commission to the Town of Ledyard including the lease payment and maintenance agreement along with the generated revenue starting in FY24 in the approximated annual amount of \$3,500.

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.

Department Comment/Recommendation:

Next steps include a discussion about the Library Commission Special Fund's future.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

RICOH IM C2500

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner



11" x 17" Multifunction Color

Take advantage of technology that scales and flexes as your business needs do. Be more productive and efficient with the RICOH IM C2500 color device.

Take advantage of:

- Print speed of 25 ppm
- Easy-to-use 10.1" Smart Operation Panel with intuitive menu
- Mobile connectivity options — including NFC, AirPrint® or Mopria®
- Increased uptime and performance — with RICOH Intelligent Support

Access a range of productivity features and upgrades — such as scanning directly to your email or dedicated folders on your network and ensure you have the latest security enhancements and mobile device connectivity options. Our Intelligent Devices are designed to do more as and when your business needs to do more, using technology that's scalable, secured, sustainable and simple.

Get more from your Intelligent Devices:

- Tailor settings to individual users — for quick access to apps used most often
- Work more efficiently — with expanded paper tray capacity
- Automatic firmware upgrades — providing maximum security

RICOH Intelligent Devices remain current and relevant no matter what your workplace requires. This way, you have ready and easy access to new functionality, when needed. Environmentally-friendly low TEC (Typical Electricity Consumption) values deliver reduced energy consumption and cut running costs, while RICOH Intelligent Support features such as Predictive Maintenance mean that device performance is monitored and any fixes resolved swiftly — minimizing the impact on your workplace.

All Intelligent Devices provide:

- Quick access to Web Help Tools via RICOH Intelligent Support
- A consistent user interface and experience across your Ricoh fleet
- Easy integration with third party solutions
- Regular functionality upgrade releases to do more, smarter and faster

Ready to take a swipe at a faster way to work? Our range of Intelligent Devices come fitted with a 10.1" Smart Operation Panel designed to enhance your productivity, mobility and environmental commitment. Experience a user interface that offers fast and simple navigation with the ability to customize the layout to best suit your needs — even by adding your own company branding. Access device features, move between jobs and tasks quickly and conveniently enable teams to work smarter.



RICOH IM C2500

MAIN SPECIFICATIONS

GENERAL

Warm-up time	21 seconds
First output speed: B/W	5.1 seconds
First output speed: full color	7.4 seconds
Continuous output speed	25 ppm
Memory: standard	2 GB
Memory: maximum	4 GB
HDD: standard	320 GB
HDD: maximum	320 GB
ARDF capacity	100 sheets
Weight	200.6 lbs / 91 kg
Dimensions: W x D x H	23.1" x 27.0" x 35.9" (587 x 685 x 913mm)
Power source	120V - 127V 60Hz

COPIER (STANDARD)

Multiple copying	Up to 999 copies
Resolution	600 dpi
Zoom	From 25% to 400% in 1% steps

PRINTER (STANDARD)

CPU	Intel Apollo Lake 1.3GHz
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)
Printer language: option	Genuine Adobe® PostScript® 3™, PDF Direct from Adobe®
Print resolution	Up to 1,200 x 1,200 dpi
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n)
Mobile printing capability	Apple AirPrint®, Mopria®, NFC, RICOH Smart Device Connector
Windows® environments	Windows® 8.1, Windows® 10, Windows® Server 2012R2, Windows® Server 2016, Windows Server 2019
Mac OS environments	Macintosh OS X v10.11 or later
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX
SAP® environments	SAP® R/3®, S/4®
Other supported environments	IBM iSeries AS/400 using OS/400 Host Print Transform

SCANNER (STANDARD)

Scanning speed	80 ipm (simplex)
Resolution: maximum	Up to 1,200 dpi
Compression method	TIFF (MH, MR, MMR, JBIG2), Grayscale
File formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, OCR* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, OCR* * Requires optional OCR Unit Type M13
Scan modes	E-mail, Folder, USB, SD Card

FACSIMILE (OPTIONAL)

Circuit	PSTN, PBX
Transmission speed	2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)
Modem speed: maximum	33.6 Kbps
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi
Resolution: option	16 x 15.4 line/mm, 400 x 400 dpi
Compression method	MH, MR, MMR, JBIG
Scanning speed	68 spm
Memory: standard	4 MB (320 pages)
Memory: maximum	60 MB (4,800 pages)

PAPER HANDLING

Recommended paper size	Tray 1: 8-1/2" x 11" (A4) Tray 2: 5-1/2" x 8" - 12" x 18" (SRA3, A3 - A6, B4 - B6), Envelopes Bypass tray: Up to 12" x 18", Envelopes, Custom Sizes [Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)]
Paper input: standard	1,200 sheets
Paper input: maximum	2,300 sheets
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets (B4) or larger
Paper output: maximum	1,625 sheets
Paper weight	Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²) Bypass: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²) Duplex: 14 - 45 lb. Bond/142 lb. Index (52 - 169 g/m ²)
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss

RICOH IM C2500

MAIN SPECIFICATIONS

ECOLOGY

Power consumption: maximum	Less than 1,584 W
Power consumption operation: B/W	454.7 W
Power consumption operation: full color	498.5 W
Power consumption: ready	45.2 W
Power consumption: sleep	0.54 W
TEC ¹	0.29 kWh
ENERGY STAR®	Certified
EPEAT®	Gold Rated*

* EPEAT Gold rating is applicable only in the USA.

OUTPUT TRAYS AND FINISHER OPTIONS

2 x 550-sheet Paper Tray (PB3300)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
1,000-sheet Booklet Finisher (SR3270)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 1,000 sheets; Staple capacity: 50 sheets (8.5" x 11") (A4), 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 - A3); Staple paper size: Normal Staple: 8.5" x 11" to 12 x 18" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Booklet
500-sheet Internal Finisher (SR3250)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 500 sheets; Staple capacity: 50 sheets (8.5" x 11") (A4), 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 - A3); Staple paper size: 7.25" x 10.5" to 11" x 17" (B5 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples
Internal Shift Tray (SH3080)	Tray capacity: 250 sheets with 80 g/m ² paper (A4, LT or smaller), 125 sheets with 80 g/m ² paper (B4, LG or larger); Paper size: 12.60" x 23.62" or smaller; Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)
One-bin Tray (BN3130)	Tray capacity: 125 sheets, Paper size: 5.5" x 8.5" to 12" x 18" (A5 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)

OTHER OPTIONS

Fax Option Type M37, Memory Unit Type M37 4GB, Cabinet Type F, VM CARD Type M37, Punch units (PU3070, PU3080), Adobe® PostScript® 3™ Unit Type M37, IEEE 802.11a/g/n Interface Unit Type M19, OCR Unit Type M13, Optional Counter Interface Unit Type M12, Smart Card Reader Built-in Unit Type M37, ESP XG-PCS-15D, FAX Memory Unit M19 64MB, Bridge Unit BU 3090

CONSUMABLES

Toner: black	16,500 prints
Toner: cyan/magenta/yellow	10,500 prints

Consumable yield measuring method based on A4, 5% coverage

¹ TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

Ricoh USA, Inc.

300 Eagleview Boulevard
Exton, PA 19341



1-800-63-RICOH



www.ricoh-usa.com

RICOH
imagine. change.

Ricoh USA, Inc., 300 Eagleview Boulevard, Exton, PA 19341, 1-800-63-RICOH
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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1510

Agenda Date: 5/15/2023

Agenda #: 2.

Ledyard Public Libraries
Confidentiality of Library Records

The Ledyard Public Libraries endorse ALA's Policy concerning Confidentiality of Personally Identifiable Information to protect the privacy of individuals.

Pursuant to Connecticut State Statute Section 11-25 (b), personally identifiable information contained in the circulation records of the Ledyard Libraries shall be confidential.

Names, addresses, telephone numbers of customers and information on materials borrowed or money owed are confidential. Library staff shall not provide information of a personal nature about any borrower except to the borrower himself or to the parent/guardian of a borrower who is a minor.

Connecticut State Statute, Title 11, Section 11-25 (b)
Reports by libraries, confidentiality of records.

“Notwithstanding the provisions of section 1-210, personally identifiable information contained in the circulation records of all public libraries shall be confidential.”

Library records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to legislative investigative power.

The Ledyard Public Libraries may resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Adopted by the Library Commission 04/16/2007

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1511

Agenda Date: 5/15/2023

Agenda #: 3.

Ledyard Public Library Program Policy

The Ledyard Public Library offers a variety of programs for both children and adults. These programs are an extension of the Library mission to provide free and open access to a diversity of ideas, resources, and experiences; enhance the quality of life in the community; and encourage lifelong learning. It is the goal to promote the unique resources of the library and the enjoyment of reading.

Programs may represent the wide range of ideas and views contained in our materials collection and will represent the Library's philosophy of free access to information. The ultimate responsibility for selection of Library programs rests with the Library Director.

Library sponsored programs are free and open to the public. Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except funds to support the library. Products and services will not be sold during programs at the library. Excepted from this are authors who come to speak about books they have authored or performers who have recordings available for sale,

In the promotion of programs, individual or organization names or business affiliations may be used. This does not constitute endorsement, merely acknowledgement, of ideas, philosophies, products, or services.

Approved by the Ledyard Library Commission 10/15/2018

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In the promotion of programs, individual names, ~~or~~ organization names, or business affiliations may be used. This does not constitute endorsement, merely acknowledgement, of ideas, philosophies, products, or services.

Approved by the Ledyard Library Commission 10/15/2018



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1635

Agenda Date: 5/15/2023

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1637

Agenda Date: 5/15/2023

Agenda #: 2.

COMPLETE CIRCULATION ACTIVITY (Sunday, May 07 23)

CCARD	CHKOUTS	CHKINS	RENEWALS	HOLDS	HI/RECLL	TOTAL #	PERCENT
Bethany - Clark Memorial	0	0	51	28	0	79	1.70%
Branford - James Blackstone Mem	68	145	161	60	0	434	9.50%
Branford - Willoughby Wallace	9	17	29	11	0	66	1.40%
Cheshire - Cheshire Public	0	2	2	0	0	4	0.10%
Chester - Chester Public	0	0	3	0	0	3	0.10%
Clinton - Henry Carter Hull	5	0	8	4	0	17	0.40%
Deep River - Deep River Public	0	0	0	1	0	1	0.00%
Durham - Durham Public	0	0	88	8	0	96	2.10%
East Haddam - East Haddam System	1	1	6	7	0	15	0.30%
East Hampton - East Hampton Pub	0	0	101	5	0	106	2.30%
East Haven - Hagaman Memorial	2	6	28	1	0	37	0.80%
East Lyme - East Lyme Public	60	54	116	33	0	263	5.70%
Essex - Essex Association	0	0	33	8	0	41	0.90%
Essex - Ivoryton	0	0	17	2	0	19	0.40%
Griswold - Slater	0	0	0	2	0	2	0.00%
Groton - Groton Public	1	0	5	0	0	6	0.10%
Groton - Mystic & Noank	0	0	2	0	0	2	0.00%
Guilford - Guilford Free	150	178	229	57	1	615	13.40%
Haddam - Brainerd Memorial	0	0	65	16	0	81	1.80%
Hamden - Hamden	0	0	310	56	0	366	8.00%
Killingworth - Killingworth	0	0	12	0	0	12	0.30%
Ledyard - Ledyard	19	42	86	22	0	169	3.70%
Lyme - Lyme Public	0	0	5	2	0	7	0.20%
Madison - E.C. Scranton Memorial	7	8	143	24	0	182	4.00%
Meriden - Meriden Public	0	0	159	17	0	176	3.80%
Middlefield - Levi E. Coe	0	0	11	11	0	22	0.50%
Middletown - Russell	0	0	4	3	0	7	0.20%
Milford - Milford Public	0	0	0	1	0	1	0.00%
Montville - Raymond	0	1	2	1	0	4	0.10%
Naugatuck - Howard Whittemore	0	0	1	0	0	1	0.00%
New Britain - New Britain Public	0	0	4	0	0	4	0.10%
New Haven - New Haven Free	0	3	31	12	0	46	1.00%
New London - Pub of New London	0	0	34	9	0	43	0.90%
North Branford - North Branford	8	0	59	8	0	75	1.60%
North Haven - North Haven Mem	3	1	149	44	0	197	4.30%
North Stonington - Wheeler	0	0	3	9	0	12	0.30%
Norwich - Otis	1	0	75	27	0	103	2.20%
Old Lyme - Old Lyme-P.G. Noyes	6	6	35	57	0	104	2.30%
Old Saybrook - Acton Public	56	80	75	19	0	230	5.00%
Orange - Case Memorial	0	0	68	28	0	96	2.10%
Preston - Preston Public	15	10	33	2	0	60	1.30%
Salem - Salem Free Public	0	0	1	0	0	1	0.00%
Southbury - Southbury Public	0	0	1	0	0	1	0.00%
Southington - Southington Public	0	0	8	0	0	8	0.20%
Stonington - Stonington Free	0	0	1	0	0	1	0.00%

Stratford - Stratford Assoc	0	0	13	0	0	13	0.30%
Thomaston - Thomaston Public	0	0	2	0	0	2	0.00%
Wallingford - Wallingford Public	0	0	344	64	0	408	8.90%
Waterford - Waterford Public	0	0	22	0	0	22	0.50%
West Haven - West Haven Public	0	0	92	6	0	98	2.10%
Westbrook - Westbrook Public	4	4	79	9	0	96	2.10%
Woodbridge - Woodbridge Public	0	0	85	19	0	104	2.30%
Not in table/Other	0	0	17	7	0	24	0.50%
Total	415	558	2908	700	1	4582	100.00%



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1646

Agenda Date: 5/15/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

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

Background:

Our current umbrellas were purchased in 2014. One table has been missing an umbrella for over a year and the other two have rips and holes in them. They are past due for replacement. New umbrellas are likely to create a welcoming destination atmosphere for those connecting to our free Wi-Fi from the patio.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1654

Agenda Date: 5/15/2023

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion regarding the future of the Library Commission Special Fund
What are your priorities?
What are your goals?

Background:

(type text here)

Department Comment/Recommendation:

(type text here)