



Legislation Details (With Text)

<b>File #:</b>	23-1425	<b>Version:</b>	3	<b>Name:</b>	
<b>Type:</b>	Financial Business Request (FBR)	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	3/24/2023	<b>In control:</b>		Library Commission	
<b>On agenda:</b>	5/15/2023	<b>Final action:</b>			
<b>Title:</b>	Photocopier update				
<b>Attachments:</b>	1. Ricoh Photocopier spec sheet				

Date	Ver.	Action By	Action	Result
3/30/2023	1	Library Commission	Approved and so declared	Pass

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)

