

Monday, November 1, 2021

Library Board

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Approval of the draft minutes of the October 4, 2021 Library Board meeting.
 - b. Approval of the October 2021 general fund bills
4. INFORMATION ITEMS
 - a. 2021 Budget Update
 - b. Director's Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Discussion and participation in a diversity, equity, and inclusion SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Framework.
 - b. Copier Lease
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft minutes of the October 4, 2021 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. LB Minutes 10-4-21

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, October 4, 2021 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty, Staci Fritz

Members not present: Mona Simpson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Approval of the draft Minutes of the September 7, 2021 Library Board meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve Approval of the draft Minutes of the September 7, 2021 Library Board meeting. Motion carries 6 - 0 - 0 by acclamation.

b. Approval of the September 2021 general fund bills.

Motion by Member Ken Machtan, second by Member Karin Mandli, to approve the September 2021 general fund bills. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2021 Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. 2022 Dates Closed

Motion by Member Ken Machtan, second by Member Karin Mandli, to approve the 2022 Dates Closed Motion carries 6 - 0 - 0 by acclamation.

b. 2022 Budget Update

c. Library Closing & Reduction of Services Policy

Motion by Member Evan Richards, second by Member Staci Fritz, to approve Library Closing & Reduction of Services Policy Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 6:05

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the October 2021 general fund bills

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - October

E. D. Locke Public Library Invoices

October 2021

Vendor	Sum of Amount	Description
ALLIANT ENERGY	\$3,037.86	Utilities
AMAZON CAPITAL SERVICES	\$1,282.25	Office supplies, books, program materials
ARAMARK	\$209.32	Mat Rental
AVANT GARDENING & LANDSCAPING	\$660.49	Weeding & Pruning
BAKER & TAYLOR BOOKS	\$573.23	Books
BIG RIVER MAGAZINE	\$69.00	Magazine Subscription
CARDMEMBER SERVICES	\$1,521.11	Visa Bill
CORPORATE BUSINESS SYSTEMS	\$265.04	Copier Lease
CRANE, LISA	\$15.00	Book Refund
ENVIRONMENT CONTROL	\$2,499.00	Janitorial Services
FRIENDS OF THE MCFARLAND LIBRARY	\$96.50	Credit Card Payments
ILLINGWORTH-KILGUST MECHANICAL	\$2,089.00	HVAC maintenance
INGRAM LIBRARY SERVICES	\$6,270.73	Books
JOANN STORES	\$1,000.00	Creative Bug Database
LIBRARY IDEAS LLC	\$642.73	VOX Books
LUDWIG, ELIZABETH	\$33.00	Book Refund
MICROMARKETING LLC	\$119.98	Audio Books
TDS	\$45.07	Phone
TIGERLILY MUSIC	\$300.00	Program Performance
Grand Total	\$20,729.31	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2021 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Budget Update

2021 Budget Update

2021 Budget Update									
REVENUES									
		Budget Amount	August Actual	September Actual	October Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 626,250.00	\$ -			\$ 626,250.00	100.00%	83%	
County Library Aids		\$ 328,250.00	\$ -			\$ 328,120.73	99.96%	83%	
State - COVID 19 Grants		\$ -	\$ -			\$ -			
Library Fines		\$ -	\$ 35.00	\$ 30.15	\$ 1.10	\$ 282.43			
Miscellaneous Revenue		\$ 500				\$ -			
Interest		\$ 3,500	\$ 34.77	\$ 34.10		\$ 538.95	15.40%	83%	
Library Fees		\$ 1,500	\$ 210.90	\$ 109.48	\$ 185.45	\$ 988.73	65.92%	83%	\$ 1,250.00
		\$ 960,000.00	\$ 280.67	\$ 173.73	\$ 186.55	\$ 956,097.87	99.59%		
Expenditures									
						\$ -			
Salaries	110	\$339,500.00	\$ 27,121.59	\$ 26,421.68	\$ 26,115.38	\$286,672.22	84.44%	83%	\$ 282,916.67
Part-time	120	\$175,500	\$ 10,355.56	\$ 8,979.74	\$ 13,500.00	\$100,138.75	57.06%	83%	\$ 146,250.00
Health Insurance	130	\$107,000	\$ 8,358.05	\$ 8,389.32	\$ 8,230.77	\$91,842.54	85.83%	83%	
Retirement	131	\$29,250	\$ 2,216.68	\$ 2,230.85	\$ 2,250.00	\$24,297.95	83.07%	83%	\$ 24,375.00
SS/Medicare	132	\$40,500	\$ 2,682.11	\$ 2,612.50	\$ 3,115.38	\$29,251.65	72.23%	83%	
Other Benefits	135	\$2,000	\$ 440.41	\$ 86.37	\$ 153.85	\$1,285.73	64.29%	83%	
Wage Adjustment	140	\$ 14,000	\$ -	\$ -		\$0.00	0.00%	83%	\$ 11,666.67
Expense Reimbursement	141	\$ 500	\$ -	\$ -		\$0.00			
Total Personnel		\$708,250.00	\$51,174.40	\$48,720.46	\$53,365.38	\$533,488.84	75.32%	83%	\$ 590,208.33
Support Services	210	\$ 36,250	\$ 2,499.00	\$ 2,499.00	\$ 2,499.00	\$ 22,140.00	61.08%	83%	\$ 30,208.33
Consulting Services	211	\$ 45,500	\$ 2,998.00	\$ -	\$ -	\$ 61,049.00	134.17%	83%	\$ 37,916.67
Utilities	220	\$ 28,000	\$2,240.86	\$2,452.09	\$3,037.86	\$ 22,054.12	78.76%	83%	\$ 23,333.33
Communication	221	\$ 1,500	\$166.15	\$166.40	\$0.00	\$ 1,517.42	101.16%	83%	\$ 1,250.00
Equipment Maintenance	240	\$ 9,000	\$264.83	\$282.01	\$265.04	\$ 5,425.96	60.29%	83%	\$ 7,500.00
Facility Maintenance	242	\$ 21,250	\$3,904.82	\$9,884.59	\$2,245.99	\$ 27,119.24	127.62%	83%	
Other Contractual Services	290	\$ -	\$0.00	\$0.00	\$0.00	\$ 1,221.92	5.75%	83%	\$ 17,708.33
Total Services		\$ 141,500.00	\$ 12,073.66	\$ 15,284.09	\$ 8,047.89	\$ 140,527.66	99.31%	83%	\$ 117,916.67
Office Supplies	310	\$ 9,000	\$ 651.92	\$ 339.49	\$ 39.98	\$ 4,112.11	45.69%	83%	\$ 7,500.00
Postage	311	\$ 250	\$ -	\$ 16.86	\$ -	\$ 17.37	6.95%	83%	\$ 208.33
Dues	320	\$ 500	\$ -	\$ 228.00	\$ -	\$ 572.00	114.40%	83%	\$ 416.67
Meeting Expenses	330	\$ 1,000	\$ 148.74	\$ -	\$ -	\$ 189.12	18.91%	83%	\$ 833.33
Training Expenses	331	\$ 2,750	\$ 498.54	\$ 72.00	\$ -	\$ 1,373.04	49.93%	83%	\$ 2,291.67
Operating Supplies	340	\$ 5,500	\$ -	\$ 589.61	\$ -	\$ 905.90	16.47%	83%	\$ 4,583.33
Technology	342	\$ 15,500	\$ 2,518.28	\$ 473.71	\$ 1,000.00	\$ 5,016.28	32.36%	83%	\$ 12,916.67
Collection - Print	344	\$ 55,000	\$ 3,803.14	\$ 4,742.80	\$ 4,649.76	\$ 43,566.63	79.21%	83%	\$ 45,833.33
Collection - AV	345	\$ 12,500	\$ 866.21	\$ 628.78	\$ 1,333.13	\$ 7,204.71	57.64%	83%	\$ 10,416.67
Library Miscellaneous	390	\$ 250	\$ -			\$ -		83%	
Programming	391	\$ 8,000	\$ 351.94	\$ 1,293.81	\$ 429.71	\$ 5,863.56	73.29%	83%	\$ 6,666.67
Other Total		\$ 110,250.00	\$ 8,838.77	\$ 8,385.06	\$ 7,452.58	\$ 68,820.72	62.42%	83%	\$ 91,875.00
Total Budget		\$960,000.00	\$ 72,086.83	\$ 72,389.61	\$ 68,865.85	\$ 742,837.22	77.38%	83%	\$ 800,000.00

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report October 2021

November Highlights

- **Village News** - Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** –The current balance of the endowment fund as of September 30, 2021 is \$156,994.58
- **Library Systems Report Facilities Management**
 - **New Bollards** – Within two weeks of getting the new bollards installed, one was pushed over. The fixture that was damaged is the only one not covered by the cameras. The electricians came back and reinforced the lights with concrete and rebar at the base.
 - **HVAC** –
 - **Seasonal Maintenance** – The system was inspected and fine tuned for the fall season in September.
 - **Repair** - During the inspection an issue was found with the pressure release safety valve. The repair is scheduled for next week.
 - **Meeting Room Noise Reduction & Duct Cleaning** – I've asked our HVAC Company to try to help minimize the noise from the HVAC system in the meeting room. They've determined that the noise is from the air return all coming from the meeting room and it's one small opening. They are going to activate the air return in the foyer which has been turned off and also add two more openings in the meeting room to try to lessen the noise. They are also going to swap out the dirty ceiling tiles and wipe down the vents.
 - **Landscaping**—I've contacted Avante to do a fall cleanup of the landscape. This will help us to be ready next year when we have volunteers come in to do the spring cleanup.
 - **AV equipment**- Fearings has ordered the equipment needed for the meeting room so that we can do hybrid meetings and programs. Due to supply chain issues, installation will occur the beginning of December.
 - **Panic Buttons** – the panic buttons have been switched to a cell phone signal. They are safer this way because they aren't dependent on the village's phone system.
 - **Window Cleaning** – cleaning the inside of the windows is scheduled for the first week of December.
- **Mask issues** – more patrons are coming in without masks and arguing when we remind them that they are required.
- **Copy Machine** – Our copy machine lease is up and we have been meeting with vendors to try to find a solution that will allow most patrons to print, scan, copy and fax with minimal staff intervention.
- **Library ARPA funds** – SCLS is writing grants for ARPA funds. There might be an opportunity to get book lockers, a tablet station and/or RFID tags for the library.
- **Training**
 - **DEI** – 4 staff members completed the online training *Fostering an Antiracist Library Culture* via webinar and presented by the Library Journal. The course was presented two hours on three different days and covered topics such as: creating antiracist programming, challenging implicit bias, building diverse collections, and community engagement.
 - **Event Management** – I've signed up to take a series of online courses on event management through the University of Minnesota extension. The classes are geared toward larger events like the Family Festival but there is a lot of information that will apply to events of all sizes.

Youth Services highlights (Heather Kent)

October 2021 Library Board Report

Storytime:

- Storytimes continued this month with Monday's at Lewis Park, Tuesdays and Thursdays on the green space at the corner of Milwaukee Street and Anthony Street. October is the last month that we will be doing storytimes at Lewis Park. The shelter is not an option in the inclement weather – we are not allowed to open the garage doors because the building is heated and the space inside the shelter is smaller than our meeting room. Many people are asking what we will do in the colder temperatures and the answer at this time is to keep going until it gets too cold.
- There have been a few days where we have had storytime over zoom this month because of rain.

Programming:



- October 1st we had a concert in the Discovery Park to celebrate our 1000 Books Before Kindergarten. Wendy and DB were our performers and they were WONDERFUL. Families were able to space out and dance along to the music.
- Zumbini continues to be our most popular weekly program. Because we are outdoors we have not been as strict about the number of people attending so we tend to average around 40-50 people in each session each week.
- Zumba Kids continued on in the month of October. There are only 1-2 kids attending this program so we are going to end it for the winter and revisit the class in the spring.
- Magic Tree House Book Club met on Tuesday, October 12 with 7 kids this month. They have a fun time in the library side yard discussing the books and playing games themed around that month's book. "Dinosaurs Before Daybreak" was the book for October and there was a lot of t-rex stomping and pterodactyl flying going on.
- Our Book Explorers Book club has had a lack of interest so we will put this club on hold and look at bringing it back at a later time.
- On Saturday, October 30th Heather and Abby participated in the McFarland School PTO's "Trunk or Treat" event at McFarland High School. They used the village car and decorated it to hand out candy for two hours that day.

Teen Services (Abby Seymour)

- This month, Teen Programs continued to be outdoors. This has been working well, especially with the weather being relatively mild for most of the month. This way, we can worry a little less about masks and social distancing. However, with the temperatures dropping, other arrangements will need to be made in November. However, there were some great in-person events in October!
- Starting on Mondays is an oldie but a goodie: Snack & Chat. Just like we did it in the summer, the premise of this one is that teens can stop by to have a snack and hopefully hang out for a while to chat with their friends after school. We're so lucky that the library is within walking distance of the schools so my hope was that teens would be motivated to come to the library for an afterschool snack. This has not been well attended but it's such an easy program to set up that I don't mind.
- Twice a month I am holding a new program called Graphic Novel Book Club. The aspect of a book club is certainly nothing new but my hope is that the spotlight on graphic novels draws a new kind of crowd. I'm still keeping the book club aspect open ended and am not choosing to assign a book for them to read each month. My hope is that we can just have a discussion of graphic novels they love!
- Teen Hangout is another after school program happening outside on Thursday afternoons. My thought process is to keep some of the fun activities from this summer going. Things like Mafia, trivia, and lawn games as well as some fun crafts. My hope was that this program would attract teens who needed something to do after school, possibly while they were waiting for a parent to get done with work. In October, the group played Jackbox games, drew pictures and made them into buttons with the button makers, played some team trivia, and made ooey gooey Halloween Slime!
- The Teen Advisory Board is also back this Fall after taking a break for the summer. I had several teens attend the Zoom meeting at the beginning of the month. At the meeting, we touched base on how Fall programs are going, prize ideas for the Booktober reading challenge, and gave out assignments for the next issue of the Teen Newsletter. I'm glad some teens were able to attend and I hope the group keeps growing.
- I took advantage of a no school day this month and hosted a Pumpkin Party for the teens! A group of six teens, ranging from 6th to 11th grade, gathered outside on the library lawn to paint pumpkins, chat, and eat snacks. The teens were so creative with their pumpkin paintings! Having an event on a no school day gave the opportunity for some teens to come who aren't able to come during the week.

Adult Services (Ann Engler)

Programming

Attendance at virtual programs remains light, but I do want to note several highlights from this month.

- In-person Mystery Book Club went very well and was a manageably sized group to allow for social distancing.
- Our recorded virtual Badger Talk with Dr. Sara McKinnon on contemporary refugee and asylum policy has gotten a good number of views. She was an enthusiastic presenter even with a small live audience and graciously offered her contact information if people had further questions. Badger Talks allow you to book two presenters a year for free, and it's a great resource for the community to have access to top-notch educational presentations by experts in their fields.
- Sheriff Issaka, a computer science student at UW-Madison, gave an engaging and informative presentation on his home country of Ghana through the UW-Madison African Studies Outreach Scholars program. He also tied what he was talking about back to this year's Go Big Read title, and I will continue to recommend people watch the recording as part of studying Transcendent Kingdom. He also noted he'd be happy to help with anything else related to Ghana.

- We once again participated in the Wisconsin Science Festival by hosting the “Stellar Slime Molds” talk by Kathleen Thompson, a PhD student at UW. This was fascinating, and generated a lot of audience questions. One of the many things I learned is that you can find slime molds all around downtown Madison in mulch beds in the summer, so now you can watch this talk and impress your friends by identifying them.
- Tonight (10/25) is a virtual cooking club with an autumn salad theme with Vanessa of Thirsty Radish. Vanessa is based out of New Jersey, so there are some benefits to virtual programming as we’d obviously not be able to host her otherwise. Registration numbers look good for this so far.
- I arranged for Libby experts from OverDrive to do a webinar on the 28th. It’s geared toward beginning users and experts alike. Patrons are registering directly with them, but they will send me the attendance numbers afterwards.

Collection Development - I’ve used most of the adult fiction, music (CDs), and audiobook budget (which includes preorders throughout the end of the year), and I’ve got wiggle room in case of any sleeper hits. It’s been interesting to see how the influence of streaming services is changing DVD release dates, which makes ordering DVDs and TV series a bit more difficult.

Continuing Education

I watched the following webinars (either live or recorded):

- Libraries and Reading: New Service Models for Patrons with Intellectual Disabilities
- Booklist Must-Read Mysteries
- Library Journal Anti-Racist Conference sessions
- How to Train Your Patrons on Libby
- ALMA Book Buzz
- Novelist True Crime

YouTube

- After reading an article about how the Champagne Public Library improved their YouTube channel in the Marketing Library Services newsletter, I went back through a chunk of our YouTube video descriptions and made some changes to improve the SEO (search engine optimization), such as ensuring any links are clickable by adding “https://”, adding relevant hashtags, and so on. This should help make our videos more discoverable.

---Heidi Cox, Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Discussion and participation in a diversity, equity, and inclusion SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Framework.

PREVIOUS ACTION:

ISSUE SUMMARY:

Dr. Rainey Briggs and Percy Brown will be engaging the Village of McFarland through its committees in listening sessions to capture thoughts about the work, programming, and services provided to the Community specifically related to the work of your committee. Dr. Briggs and Mr. Brown will use a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis Framework to guide this conversation. This process is one of many steps to support the Diversity, Equity, and Inclusion work within the Village. Both individuals presenting in our meeting were hired earlier this Summer by the Village as consultants assist in the advancement of several diversity, equity, and inclusion initiatives within the Village and Community. Backgrounds on both individuals is provided as follows:

- Dr. Rainey Briggs - Baraboo School District Superintendent and former Elementary Education Director for the Middleton-Cross Plains School District. Also founder of Meraki Consulting, LLC. www.somethingwithsoul.com
- Percy Brown Jr. - Percy is currently the Director of Equity and Student Achievement for the Middleton Cross Plains Area School District, Senior Outreach Specialist for the Wisconsin Center for Education Research at the University of Wisconsin-Madison and an adjunct instructor for Edgewood College in the school of education. www.percybrown.org

The SWOT analysis is used to identify internal strengths and weaknesses of an organization as well as its external opportunities and threats. Please find enclosed the worksheet we will use for this analysis. Specifically, the discussion with this group will focus on these areas as seen through the lens of the Parks, Recreation, and Natural Resources Committee and the work that it does. There will be several of these listening sessions held with multiple different groups in this capacity to help build working knowledge in these areas to support education and training areas determined within the consulting process.

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board SWOT

Library Board SWOT

STRENGTHS What does the Library do well that matters to the stakeholders of the Village (e.g., students, parents, and the community)?	WEAKNESSES What are the areas with which the Library either struggles or fails to deliver?
OPPORTUNITIES Are there emerging trends or situations that could prove beneficial to either improve a weakness or further develop a strength?	THREATS Are there emerging challenges that the Library should be aware of in order to better position itself for the future?

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 1, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Copier Lease

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

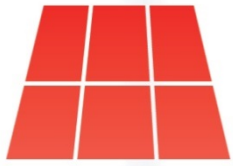
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E.D. Locke Public Library V1
2. Ricoh IM-C2000-6000-
3. XMedius Fax



Corporate
Business Systems

Solutions
That Inspire **Business**



Canon



LEXMARK

OKI

SAMSUNG

SAVIN

xerox 

Prepared For:

E.D. Locke Public Library
Heide Cox
5920 Milwaukee St
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Prepared By:

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Madison, WI 53716



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• **Out-of-the-box Support:** You'll find our contact and help information at your fingertips – on the front of your product's display panel. Additionally, all of our products are packaged with documentation to keep your products performing at their peak.



• **Online Support:** With Total Satisfaction you have the option of submitting service requests through our website. It's a quick and easy way to get the service you need.



• **One-to-one Assistance:** Let our personal and professional product specialists assist you via our service hotline. Our technicians are ready to remotely diagnose and troubleshoot issues from minor error readings to network installations.



• **Remote Monitoring:** With FleetView™ software, we can proactively monitor your office devices directly from our service desk to keep you running at the highest level of productivity. Through automatic meter reads, consumable tracking, and maintenance and service alerts, remote monitoring brings added protection to your environment.



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More Solutions from Corporate Business Systems

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Document Management

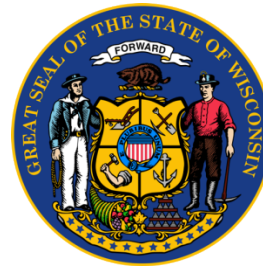
Convert stacks of paper documents into easily retrievable and searchable electronic files. We offer document management solutions that allow you to easily capture, index, search, retrieve, route and archive all of your electronic documents to increase efficiency while saving money.

Certified Pre-Owned

With our reconditioned copiers, you will experience the benefits of a like-new copier at a price that is significantly less than a new one. You will also receive all the amenities of a new machine, such as flexible payment options, a great warranty and quick delivery.

Over 18 Years and Over 2,500 Clients

A few of our clients



Diocese of Madison



EMPLOYEE OWNED





XMedius
FAX[®]

Proposed Solution Summary

Xmedius Fax

5 years Xmedius Faxing up to 100 faxes a month

Ricoh IMC3500

Keep existing

Xerox C8035

Xerox C7830

Lease Option

48 months, \$221.98 per month

60 months, \$183.55 per month

Comprehensive Maintenance Agreement

Service & Maintenance Contract: Service contract for these machines includes copies with overages at:

Black/White: 0.0062 per page

Color: 0.061 per page

Our agreement includes parts, labor, image drums, preventative maintenance and consumable supplies (excluding paper and staples).

Sincerely,
Jeff Meier
Corporate Business Systems

Customer Approval:



IM C2000 (A)
IM C2500 (A)
IM C3000 (A)
IM C3500 (A)
IM C4500 (A)
IM C5500 (A)
IM C6000

Intelligent Color Multifunction (A3)

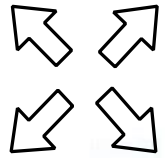
RICOH
imagine. change.





Introducing Ricoh's IM devices

RICOH
imagine. change.



Scalable



Security



Sustainability



Simple

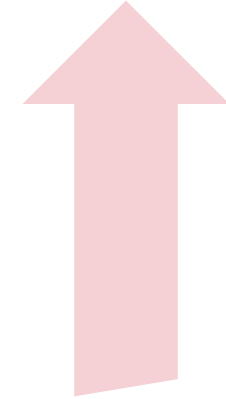


**Your intelligent
foundation for
productivity across
the workplace.**



Scalable Intelligence

- Technology that grows with you
- Add capabilities as your business expands
- No need to call a technician or wait until end of a contract
- Keep devices up-to-date automatically
- New productivity is just a download away



- Add new capabilities when you need them
- Tackle document management, data workflows and specialty processes
- Empower employees to work faster, smarter and more securely
- Download free productivity apps
- Activate software solutions and connect to cloud services
- Custom equip devices to meet your needs





Cloud Workflows

- Scan directly into cloud accounts like SharePoint®, OneDrive® for Business, Google Drive™, Dropbox™ and Box™
- Take advantage of cloud workflows that reduce manual data entry and improve speed
- Intelligently process scanned documents — organize, route to local folders or multiple destinations
- Easy to start with no complex IT requirements





Rely on outstanding security, built in

- Ricoh-only operating system
 - The Ricoh-only operating system helps provide control and insulation from OS-specific threats
- Digital signatures
 - Ricoh IM devices use digital signatures to judge firmware validity
- Trusted Platform Module (TPM)
 - Validates the controller core programs and is designed to not boot up if the firmware has been compromised
- DataOverwriteSecurity System (DOSS)
 - Temporary data is actively overwritten and thereby erased each time a job is executed



Information security yields peace-of-mind

- Encryption
 - Your files are protected at rest and during transmission through encryption, secure transmission and various options for file controls
- Safeguarding information
 - Authentication prevents sensitive documents from being viewed, copied or sent by unauthorized users
 - Restrict access to printed output to the document owner only
- Secured access
 - Our security features and products help protect your electronic and hardcopy documents without hindering user-friendly processes and productivity
- IEEE 2600 independent certification
 - Ricoh's Intelligent MFPs (IM) meet the IEEE 2600 requirements for security features used by devices that require a high level of document security



- IM devices are designed both for productivity and the environment
- Reduce CO₂ footprint while driving down costs
- Go green by going digital — enabling document conversion, image capture, paperless file storage, digital collaboration and more
- Save energy with built-in advanced energy management features — such as Quick Start-Up and low Sleep Mode electricity consumption
- Global focus on materials reuse and recycling of consumables, parts and raw materials
- Ricoh is meeting and advancing industry standards which can be recognized by the Blue Angel Mark in Europe and EPEAT & ENERGY STAR in North America
- Proven commitment toward a sustainable society and responsible, inclusive business practices



Simple

- Simple, clean, fast and modern user interface
- The Smart Operation Panel is a touch screen that works like your phone or tablet
- Customize the touch panel to show commonly used functions
- Keep it simple and user-friendly
- Personalize to your company by adding your logo
- Control exactly what each user or type of user sees
- Give users a consistent interface across multiple Ricoh devices — learn once and use anywhere



- Increase uptime with RICOH Intelligent Support
- IT managers can use the intuitive Remote Panel Operation tool to resolve issues quickly and easily in-house
- Remote Connect Support signals a specialist who can remotely troubleshoot and fix a user's problem
- Remote specialists can also provide users real-time guidance on how to use our IM devices
- Our Smart Operation Panel connects to Web-help and How-to-Videos for routine tasks like toner replacement





Productivity

- Exceptional print quality with sharp text and brilliant color
- Flexible finishing and paper tray options add professionalism and save time
- Faster scanning plus intelligent data handling
- Seamless connectivity while mobile so you can print, scan and work with documents while on the go





IM devices wrap up

Your intelligent foundation for productivity across the workplace



*Scalable, Secure, Sustainable
and Simple*

- Print/copy/scan/fax
- Smart Operation Panel w/10.1" touch screen
- 20/25/30/35/45/60 ppm
- Faster scan speed via a single pass document feeder (30-60ppm)
- Finishing and paper tray options –
 - Internal multi-folding option
 - Compact internal finisher, hole punching, stapleless binding, saddle finishing
- RICOH Always Current Technology –
 - Automate updates, scalable technology to add capability when needed
- Cloud Workflows –
 - Scan directly to popular cloud services, intelligent document and data processing
- Robust device and information security
- Remote Connect Support
- Sustainable operation lowers CO₂ footprint

RICOH
imagine. change.

A virtual faxing solution

Learn more at www.xmedius.com

XMediusFAX®



XMediusFAX® is XMedius' patented on-premise fax solution designed to fit the needs of any enterprise looking for a secure and reliable software-based fax server solution.

It supports the robust and standardized T.38 Fax over IP (FoIP) and G.711 protocols and even traditional fax boards.

XMediusFAX® ensures business continuity by automating and standardizing fax processes across the organization.

It offers extensive faxing capabilities directly from desktops, online applications, mobile devices and network-enabled multifunction printers (MFPs).

XMediusFAX® is the right solution for document intensive industries that are required to comply with regulations such as HIPAA, Sarbanes-Oxley, or the United States Patriot Act.



Education



Finance



Healthcare



Legal



Administration



Professional



Retail

Ideal for faxing: Patient Records, Prescriptions, Contracts, Legal Documents, Reports, Transcripts, Financial Records, Invoices, Insurance Forms etc.

Solution

XMediusFAX®'s software based on-premise fax server solutions are optimized to efficiently address the global VoIP migration trend, deliver enhanced productivity, streamline operations, and lower total cost of ownership (TCO). These solutions address diverse fax deployment needs, including stringent regulatory requirements, evolving infrastructure strategies (i.e., UC, ECM, 'branch' optimization), flexible application integration (ERP / CRM), and the adoption of more economical, efficiency enhancing technologies (i.e., FoIP, virtualization, SIP trunking). Also with the help of an XMediusFAX® Xerox EIP connector, the fax solution seamlessly integrates with EIP compatible Xerox MFPs to offer advanced faxing features that enhance organization-wide productivity.

Value

Faxing Anywhere, Anytime, and from Any Device

In today's increasingly connected mobile workplace, XMediusFAX® solutions provide users a simple means to fax from a wide spectrum of interfaces (i.e. desktop email clients, MFPs, mobile devices, etc.) while leveraging powerful web-optimized reporting tools with guaranteed performance.



Business
Innovation
Partner

Benefits

Provides Substantial ROI:

Experience huge cost savings and rapid ROI with XMediusFAX® solutions.

Helps with Regulatory Compliance

XMediusFAX® and Xerox can facilitate compliance with HIPAA, Sarbanes Oxley and other regulations.

Security and Control

Tight security and control processes ensure all information is secure.

Increase employee efficiency and productivity

Employee efficiency is drastically improved when manual faxing is taken out of the picture.

Consolidation of IT Resources

Make the move towards consolidation of redundant resources. With basic faxing available directly from Xerox MFPs, eliminate legacy fax machines and fax boards as well. Access advanced faxing features with the XMediusFAX® Xerox EIP connector.

Activity Traceability and Tracking Support

Comprehensive document and user activity tracking with full monitoring, reporting, and audit trail capabilities make tracking easy.

Unrivalled Support and Services

XMedius' team of engineers and professional services experts can help develop customized workflows that integrate with routing, scanning and AAA software partners.

Simplified Workflow.



Directly from the console of a validated Xerox MFD:

- Securely access fax status (sent or received)
- Send faxes
- Print faxes

XMediusFAX®-Xerox EIP Connector offers seamless integration of XMediusFAX® with validated EIP Compatible Xerox MFDs

Receive Fax notifications directly in your inbox on any PC or mobile device

Key Features

In addition to basic faxing that is available through all network enabled MFPs; organizations can further enhance their productivity with the help of the especially developed XMediusFAX® Xerox EIP connector that brings the full power of the XMediusFAX® solutions right to the MFP console.

Some of the key features that can be accessed with the help of this connector are as follows:

Follow You Fax Feature

Exclusive to the XMediusFAX® Xerox EIP connector this feature allows you to authenticate at the Xerox EIP MFP to retrieve and print faxes on the spot

Real Time Fax Queue Access

Users can get real time access to their faxing activity from any MFP across all office locations on the network

HA/DR

Offers High-Availability and Disaster Recovery features to insure maximum up-time

Multi-Tenancy

XMediusFAX offers a service provider version that enables multi-tenancy

Seamless Integration

Simplify your work day by integrating fax with Xerox's EIP compatible MFPs

Editable Fax Options

The XMediusFAX® Xerox EIP connector enables changing fax options (such as priority, sending re-tries and notification settings for the fax being sent)

Workflow Automation

XMediusFAX® is a versatile solution that integrates with a wide variety of software and backend applications. With the help of simplified application integration through standardized technologies (i.e. XML, Python script, Web Services API) we can enable cost-optimized customized workflow integration

Xerox Products Supported

At XMedius we are regularly testing and validating the latest Xerox MFPs for compatibility with our fax solutions. For the most recent list of validated MFPs or to request validation for a MFP not found in the current list, please contact us.

Multifunction Series

- WorkCentre™ 5945/5955
- WorkCentre™ 75xx
- WorkCentre™ 6655
- WorkCentre™ 7970
- WorkCentre™ 76xx
- WorkCentre™ 58xx
- WorkCentre™ C60/C70
- ColorQube™ 92xx
- WorkCentre™ 78xx
- WorkCentre™ 57xx
- WorkCentre™ 53xx
- WorkCentre™ 72xx
- WorkCentre™ 64xx
- Phaser™ 3635
- ColorQube™ 93xx
- WorkCentre™ 73xx
- Xerox® Color 550/560
- ColorQube™ 87xx
- WorkCentre™ 74xx
- WorkCentre™ 3655x



Business
Innovation
Partner

Specifications

Software requirements:

Operating Systems

- Server: Windows 2012/2012R2, 2008/2008 R2, 2003 R2
- Client: Windows 8/8.1/7/XP

Email Server

- Microsoft Exchange 2013/2010/2007/2003
- Lotus Domino 9/8.5/8.0 and 7.0
- Any SMTP mail server

Fax Clients

- Microsoft Office 2013/2010/2007/2003 and XP
- OpenOffice.org 4.1/3.0/2.0
- XMediusFAX® SendFAX client for advanced fax composition
- Any SMTP mail client (i.e., Outlook Express, Eudora and Mozilla)
- Microsoft Office Internet Fax Service Integration

Hardware requirements:

VoIP Gateways

- Cisco, Avaya, AudioCodes and Alcatel VoIP Gateways

Fax Protocols

- ITU T.38 or G.711
- SIP UDP, H.323, and MGCP (only CUCM)

Fax Boards

- Brooktrout TR1034 (analog and digital) and TruFax
- Elcon Diva Server (analog and digital)

For details, please review the XMediusFAX® Installation Guide.

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*Working together...
getting results.*
Together we can.

