

## **Board Meeting Agenda**

March 14, 2022

### **Call to order**

### **Minutes**

### **Correspondence, communications, and public comments**

### **Committee Reports -**

- Finance – Finance Report, Checks Report, Appoint budget committee, vacation question
- Book - no report
- House

### **Librarian's Report**

- Statistics report
- Month's review / status report
- Friends

### **Old business**

- Smoke detectors

### **New Business**

- Policy review: collection management
- Printer lease up for renewal in April.
- Upgrade lighting in children's room?

### **Miscellaneous/Announcements**

- Upcoming Illinois Libraries Present programs

### **Adjourn**

**Next Meeting:** April 11, 2022

**Paris Public Library  
Board of Trustees  
February 14, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:37 p.m. by President George Griffin. Garver, Gill, Griffin, Gross, Pennington, Young – present. Earlywine, Michels & Punzelt – absent.

**Minutes of Previous Meeting:** MOTION: Young, second by Gross to approve minutes from January 10, 2022 meeting. Motion carried.

**Correspondence, communications, and public comments:** None

**Committee Reports:**

**\*Finance:** Pennington reported the finances are in order. Utilities were higher due to the weather. MOTION: Garver, second by Gill to accept finance report. Motion carried.

**\*Book:** None

**\*House:** A wired smoke alarm was replaced. All smoke alarms have been checked and are in good working order. It was proposed that the board investigate monitored alarms for the library.

**Librarian's Report:** Librarian Pennington reported that usage has averaged out. Meeting rooms were used 19 times. Librarian Pennington attended the ILA Central Illinois Legislative Meetup. Quarterly reports for elevator and "spaces" grant were submitted as well as the ILLINET interlibrary loan survey. A new microfilm reader was purchased. Computer, monitor and table for the reader have been ordered. The complimentary cable account has been canceled due to non-usage. MOTION: Young, second by Gross to accept Librarian's report. Motion carried.

**\*Friends:** No meeting in February.

**Old Business:** None

**New Business:** In compliance with the state mandates, the library will post signage stating "Masks Recommended" after February 28th. Librarian Pennington noted that the partitions needed in the computer room are not available in the size needed. It was suggested that we contact a local company to see if they could manufacture the required size.

**Miscellaneous:**

Meeting adjourned at 5:18 p.m. Next scheduled meeting is Monday, March 14<sup>th</sup>, 2022.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Feb 2022	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	129,000.00	0.00	126678.95	
40-01-00-3420 Replacemnt Tax	11,000.00	0.00	16647.76	
40-01-00-3120 RE Tax-Dtown TIF	200.00	0.00	0.00	
40-01-00-3470 Grants	62,100.00	0.00	85206.50	
40-01-00-3811 Interest on Cash	100.00	0.00	43.22	
40-01-00-3812 Investment Interest	4,500.00	0.00	2228.60	
40-01-00-3820 Dividends Snap On	5,000.00	0.00	3880.00	
40-01-00-3830 Gifts and Donations	5,000.00	50.00	5600.53	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>547.00</u>	<u>7116.15</u>	
	226,900.00	597.00	247,401.71	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	16.82	3,726.02	1,273.98
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	1,279.00	221.00
40-01-00-5170 Grounds Maintenance	1,500.00	275.00	1,530.00	(30.00)
40-01-00-5710 Utilities	9,000.00	1295.13	7,575.98	1,424.02
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	300.00	1,800.00	200.00
40-01-00-6540 Janitor Supplies	700.00	101.52	1,062.04	(362.04)
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	609.85	109,390.15
<b>Library Services</b>				
40-01-00-5370 Internet	2,664.00	0.00	1,974.00	690.00
40-01-00-5510 Postage	600.00	72.63	338.96	261.04
40-01-00-5520 Telephone	2,300.00	189.96	2,010.46	289.54
40-01-00-6590 Processing & Supplies	1,900.00	0.00	935.46	964.54
40-01-00-6840 Automation & Software	3,700.00	301.50	4,444.91	(744.91)
40-01-00-8300 Office Equipment	1,740.00	0.00	641.94	1,098.06
40-01-00-8330 Computer Equipment	700.00	1121.49	6,209.30	(5,509.30)
40-01-00-9110 Programs & Publicity	1,700.00	40.00	1,686.26	13.74
40-01-00-9290 Misc.	1,000.00	8.49	472.80	527.20
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	11,000.00	871.32	7,699.68	3,300.32
40-01-00-6810 Audiobooks	700.00	0.00	236.90	463.10
40-01-00-6820 Video	1,300.00	70.84	658.28	641.72
40-01-00-6830 Electronic Resources	4,200.00	148.61	4,925.35	(725.35)
<b>Personnel</b>				
40-01-00-4210 Salaries	104,000.00	7817.60	82,130.94	21,869.06
40-01-00-4275 Bonuses	600.00	0.00	576.09	23.91
40-01-00-4510 Health Insurance	16,000.00	1353.92	12,966.56	3,033.44
40-01-00-4520 Life Insurance	365.00	31.20	280.80	84.20
40-01-00-4530 Unemployment	550.00	0.00	161.08	388.92
40-01-00-4540 Workers Comp	550.00	70.00	420.00	130.00
40-01-00-5620 Travel & Training	50.00	0.00	104.00	(54.00)
<b>Contingency</b>	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	286,319.00	14,086.03	146,456.66	139,862.34

**PARISPL**  
**Checks & Deposits**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
<b>Feb 22</b>					
Check	02/08/2022	2893	Cengage Learning - Gale	Daily Business	-237.76
Deposit	02/10/2022		Income	Daily Business	313.85
Check	02/15/2022	EFT	Wal-mart	Daily Business	-16.82
Check	02/15/2022	1378	Parkway Computers	Gift Fund	-679.95
Check	02/15/2022	2894	Ameren Illinois	Daily Business	-12.15
Check	02/15/2022	2895	RAILS	Daily Business	-148.61
Check	02/15/2022	2896	RAILS	Daily Business	-40.00
Deposit	02/16/2022		Income	Daily Business	145.36
Check	02/16/2022	2897	USPS	Daily Business	-72.63
Check	02/22/2022	2898	Frontier	Daily Business	-189.96
Check	02/22/2022	2899	Baker & Taylor	Daily Business	-80.14
Check	02/24/2022	1379	Card Services	Gift Fund	-418.89
Check	02/24/2022	2900	Card Services	Daily Business	-472.00
Deposit	02/24/2022		Income	Daily Business	137.79
Check	02/25/2022	2901	Lazerware	Daily Business	-94.50
Check	02/25/2022	2902	D-I Supply	Daily Business	-19.99
<b>Feb 22</b>					

# PARIS CARNEGIE PUBLIC LIBRARY

## Invoices for payment

March 14, 2022

40-01-00-6710 Books & Periodicals

**Baker & Taylor**

PO Box 277930

Atlanta GA 30384-7930

0.00

40-01-00-8300 Office Equipment

INV1431939

560.00

CDS Office Technologies

PO Box 3566

Springfield IL 62708

# Paris Carnegie Public Library

February 2022

## New Cards Issued

	Resident	Nonresident	<u>Circulation Breakdown</u>											
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL	
Adult	10	1	1	1	1	1	1	1	1	1	1	1	13	
Young Adult (HS)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children	3	0	0	0	0	0	0	0	0	0	0	0	3	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	
Property Owner	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>13</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>13</b>	

## Holdings

Books	Adult	Children	Total
Previous total	20637	9806	30443
Volumes Added	42	8	50
Volumes Withdrawn	11	7	18
<b>Total</b>	<b>20668</b>	<b>9807</b>	<b>30475</b>

## Circulation Breakdown

Books	1378
DVDs/VHS/Blu-Ray	202
Audios (incl music)	39
Periodicals	0
Other physical items	8
ebooks	307
e-audio/video	141
e-magazines	47
<b>Total</b>	<b>2122</b>

## DVDs

1596
------

## Audiobks

578
-----

## Microfilm

243
-----

## Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	1654	2021	2050	1917	1911	1970	1803	1824	1852	1627			18629
Overdrive	424	382	486	426	389	403	400	424	410	395			4139
Cloud Library	128	142	138	190	105	116	101	169	115	100			1304
<b>*total circ</b>	<b>2206</b>	<b>2545</b>	<b>2674</b>	<b>2533</b>	<b>2405</b>	<b>2489</b>	<b>2304</b>	<b>2417</b>	<b>2377</b>	<b>2122</b>	<b>0</b>	<b>0</b>	<b>24072</b>

## ILL & Holds

ILL to other libraries	285	339	318	370	474	404	480	383	438	392			3883
ILL from other libs	757	527	492	597	622	627	536	498	604	486			5746
OCLC ILL loaned	8	19	11	17	9	11	11	12	13	12			123
OCLC ILL borrowed	12	14	10	12	23	9	15	13	27	13			148
reciprocal	52	35	72	28	55	54	64	70	45	58			533
PAC holds	251	185	272	324	374	312	289	273	364	202			2846
staff-initiated holds	484	457	546	580	602	664	618	468	653	381			5453

## Library usage stats

Computer	104	139	203	204	138	174	214	210	195	170			1751
Reference	50	116	120	133	131	124	234	228	232	224			1592
attendance	0	72	22	7	71	10	23	19	3	5			232
number of programs	0	10	4	1	2	1	1	2	1	1			23
"passive" attendance	0	8	9	7	2	0	1	114	0	0			141
"passive" programs	0	1	0	2	0	0	0	1	0	0			4
meeting room use	2	10	12	2	2	2	14	16	18	11			89

## eResources usage

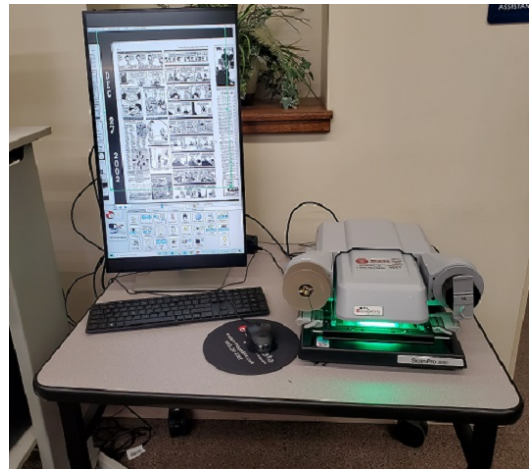
website visits	1122	1190	1059	1066	1306	1335	938	710	343	913			9982
Ancestry image/text	7	3	6	34	3	433	59	0	13	4			562
ABC Mouse	0	0	1	0	0	0	0	0	0	0			1
Driving Tests	2	2	2	2	1	2	0	6	17	1			35
HeritageQuest								0	8	0			8
Wifi use/printing									18	123			141

## February 2022 Review & Status Update

Weather was the major event this month. The library was closed on February 2 – 3 and open short hours (12-4) on February 4. We closed at 3pm due to freezing rain on the 17<sup>th</sup>.

Meeting rooms were used 10 times. Fingerprint company was here once. Teresa proctored an exam for a Lake Land student and presented part of the local government class for the Chamber's Paris Area Leaders on February 16, followed by a tour of the library.

Our new microfilm reader is now installed with a new computer and monitor – on a new table. All purchased with the State Library's Road to Recovery (nicknamed Spaces) grant. So far, one other staff member has had some training on it. The old reader and computer will be donated to Edgar County Genealogy Library.



Teresa has installed Microsoft Office 2021 on all 6 new public computers. The new computers are not yet installed because she hasn't had time to finish setting them up with user accounts, security, etc.

The library went to "masks optional" status on February 28. There has been a noticeable uptick in business since.

After more than 3 weeks of requests for service on one of our printers, a Watts technician replaced its drum on February 28. Apparently, the service dept. was backed up.

The basement cameras went dark on the 28<sup>th</sup>. Thanks to Michael Martin, the problem was located and broken part replaced 3 days later. Both public printers stopped communicating with the computers on March 1; Jim Lewis solved that problem (caused by working on the cameras) on March 3. Now there's an unrelated website issue to be sorted out. Sometimes technology is a major pain.

The library has had an Amazon account for years, in Teresa's name. This month we transitioned to a business account format, with Teresa as a user. Two advantages to the change: we can switch to paying by invoice if we choose and it will be easier to replace the authorized user in the future.

# Collection & Materials Selection

## Objectives

Paris Carnegie Public Library's principal objectives in collection development and management are:

- To maintain a collection responsive to the informational and reading needs of the community.
- To select materials designed for children, young people, and adults chosen according to the criteria stated in this policy.

## Responsibility for Selection

The Librarian and designated staff are responsible for the selection and acquisition of materials based on the framework of policies established by the Board of Trustees.

## Selection Criteria

Library staff uses their professional judgment and experience to make collection development decisions, including choosing titles, identifying quantities for purchase, and selecting formats. Anticipated demand, community interests, strengths and weaknesses of existing collections, availability within Illinois Heartland Library System, physical space limitations, acquisitions procedures, and budget are all factors taken into consideration.

The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Content, including accuracy, comprehensiveness, timeliness and/or enduring significance, purpose, quality, point of view, accessibility through an index.
- Cost in relation to potential use and/or enhancement to the collection
- Favorable reviews
- Current and anticipated appeal
- Format
- Local interest
- Relation to the existing collection
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience

Sources aiding selection decisions include, but are not limited to, published reviews in standard library review sources, publisher/vendor catalogs, professional and trade bibliographies, and patron requests or recommendations.

### **Considerations and Priorities**

The library's goal is to maintain a broad general collection. As a result, the library tends to ~~favor~~ collect a variety of titles within a specific subject or format, nontechnical materials intended for a popular audience, and individual circulating titles ~~over costly reference volumes~~. Space and usage considerations limit the number of items that may be acquired on any one subject.

The library considers the curriculum of local ~~elementary, middle, and high~~ schools when selecting materials. However, the library does not provide copies of current ~~school~~ textbooks unless the school has placed copies at the library.

The genealogy and local history collection focuses on Edgar County. It includes such items as census records, indexes to county & cemetery records, newspaper microfilm, and county histories. Genealogy and local history materials, including family histories, are accepted as gifts if they fall within the scope of the collection.

Use of print periodicals continues to decrease while digital magazine circulation increases. As a result, most subscriptions are in digital format. ~~as additional sources of current information and recreational reading.~~

Digital resources expand access to information beyond the library's physical collection. The library subscribes to or purchases such resources when they meet general selection criteria and special criteria for digital content such as accessibility and ease of use, technology requirements, license agreement requirements, cost, and vendor support.

Audio and video formats may change over time. In general, the library ~~purchases new formats only after they are in wide public use and may withdraws a~~ formats when local use substantially declines. Formats that are appropriate and cost effective are considered if funds and space are available to sustain a collection.

As a member of Illinois Heartland Library System, Illinet, and OCLC ~~and other library networks~~, the library participates in interlibrary loan to make available materials it does not own or that fall outside the scope of this collection policy.

The library website links to Illinois Heartland Library System's SHARE catalog and subscription e-resources. Additionally, library staff selects links to community

information/services, government services, and other informational or educational sites that may be of interest to local residents.

### **Gifts and Donated Materials**

- Books and other materials are accepted for the collection using the same selection criteria used to purchase materials. Decisions regarding the final disposition of gifts / donated items are the responsibility of the Library staff. Items not added to the collection are usually placed in the library's book sales.
- Once accepted, the library retains unconditional ownership of the item and reserves the right to decide the conditions of display, location, and access to the materials.
- The Library is pleased to accept monetary gifts for the purchase of library materials. Prospective donors are encouraged to discuss potential gifts and possible subjects or titles with the Librarian or Assistant Librarian.

### **Collection Evaluation and Maintenance**

- The collection is managed through ongoing evaluation to ensure that ~~collection~~ priorities are met; that the collection remains up to date, balanced, and attractive; and that space limitations are minimized. Library staff use professional judgment and experience in deciding which materials to retain, replace, repair, or weed.
- Weeding (removal from the collection) is an integral part of collection development. Criteria for weeding are continuing accuracy, physical condition, frequency of use, relevance, and space considerations. Replacements and updated editions are purchased when needed. Weeded materials are placed in library book sales, shared with other libraries, recycled, or disposed of through other means. The library retains materials that continue to have enduring or permanent significance to its mission and overall collection goals.
- An inventory of holdings is conducted periodically to aid collection management.

### **Intellectual Freedom**

- The library strives to ~~offer~~ build-a collection, using stated selection criteria, that represents varying points of view. ~~the needs of our community.~~ Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.
- While everyone may not agree with the viewpoints offered in some materials, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity

of materials, not in an equality of numbers. Library users are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

- Decisions about what materials are suitable for children rest with their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

### **Reconsideration of Library Materials**

- A Paris Carnegie Public Library cardholder or Paris resident who questions the placement of an item in the collection should first discuss the concern with the Librarian or Assistant Librarian. They must submit a completed request form when wishing to request formal reconsideration of library material. The Librarian will provide a written response.
- Appeals may be directed to the Board. ~~After receiving the completed form,~~ the library board president will appoint an ad hoc committee consisting of a staff member and two board members. The committee will evaluate the request for reconsideration within the context of this policy and, within 30 days, will prepare a recommendation and place the matter on the agenda for the next board meeting.
- During this process, the material in question will remain accessible to library users. The board's decision will be final and will be conveyed in writing to the person requesting reconsideration.

### **Policy Approval and Review**

- This policy is subject to review every two years.

[Library Bill of Rights](#) (link when posted on website)

## Request for Reconsideration of Library Material

Material format \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher or Distributor: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Request represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list name \_\_\_\_\_

\_\_\_\_\_ Other, list name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages or sections.)

\_\_\_\_\_  
\_\_\_\_\_

3. What good or valuable features do you find in the material?

\_\_\_\_\_  
\_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

5. What do you feel might be the result of reading or viewing this material?

\_\_\_\_\_

\_\_\_\_\_

6. Have you read any reviews of this material? \_\_\_\_\_

If yes, specify: \_\_\_\_\_

\_\_\_\_\_

7. Do you think this material would be more appropriate for a different age group?  
Please explain:

\_\_\_\_\_

8. What would you like the library to do about this material?

\_\_\_\_\_

\_\_\_\_\_

9. Can you recommend other material that would convey as valuable a picture and/or  
perspective of the subject treated? \_\_\_\_\_ If yes, please specify:

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**Paris Carnegie Public Library  
Cost Analysis**

**Current Program**

Monthly Payment	\$50.32 /month
B/W Images: 1,500 included monthly	
Average b/w monthly usage: 840	
Average color monthly usage: 174 x \$.0838	<u>\$14.58 /month</u>
<b>Total</b>	<b>\$64.90 /month</b>

**Proposed Program – Option #2**

Monthly Payment	\$41.00 /month
B/W Images: 1,250 included monthly	
Average b/w monthly usage: 840	
Color Images: 115	
Average color monthly usage: 174-115=59 x \$.085	<u>\$5.02 /month</u>
<b>Total</b>	<b>\$46.02 /month</b>

**Average Monthly Savings  
\$18.88**

# MX-C407P SPECIFICATIONS

## Main Specifications

<b>MX-C407P</b>	Base model includes auto duplexing, PCL® 6 and PostScript® 3™ compatible printing systems, 1 x 250-sheet paper drawer, 1-sheet bypass tray. Black developer is included.
<b>Type</b>	Desktop color printer
<b>Display</b>	4.3" (diagonal) color dot matrix high-resolution touch
<b>Output Size</b>	Min. 5½" x 8½", Max. 8½" x 14"
<b>Print Speed</b>	40 ppm
<b>First Print Time (in seconds)*</b>	Color: 7.0/Monochrome: 9.0
<b>Paper Capacity</b>	Standard: 251 sheets/Maximum: 1,451 sheets
<b>Paper Feed System</b>	Standard: 250-sheet paper drawer and 1-sheet bypass tray (letter/legal/statement/envelope/label size). Optional: 100 + 550-sheet dual paper drawer and 550-sheet paper drawer (letter/legal/statement/envelope/label size).
<b>Paper Weights and Types</b>	Standard paper drawer and bypass tray: 16 lbs bond to 80 lbs cover (Plain paper), Optional paper drawer: 16 lbs bond to 90 lbs index. Other paper types include pre-printed, recycled, pre-punched, letterhead, color paper, dual web labels, 16 to 28 lb. bond envelopes (up to 85 standard drawer, up to 10 bypass tray), integrated labels, paper labels, transparencies.
<b>Duplexing</b>	Standard automatic duplex printing
<b>CPU</b>	1.2 GHz multi-processor design
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 2 host, high speed ports, (front), wireless LAN optional (802.11 b/g/n)
<b>Printer Memory</b>	Standard: 1GB/Maximum: 3 GB
<b>Account Control</b>	Supports user-number authentication
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
<b>Device Setup</b>	Web-based management/cloning with user/administrator level login
<b>Service/Functions</b>	Remote access to service logs and click counts
<b>Accessibility Features</b>	Section 508, support of shortcut keystrokes on printer's numeric keypad, raised operator panel keys, compress image up to 2.8% to fit on screen
<b>Environmental Standards</b>	ENERGY STAR Program Ver. 3.0, European RoHS, Blue Angel
<b>Power</b>	100-127V AC, 47 to 63 Hz
<b>Output Tray Capacity</b>	Exit Tray (Main): 125 sheets
<b>Power Consumption</b>	0.57kW

## Main Specifications (continued)

<b>Weight</b>	Approx. 46 lbs.
<b>Dimensions</b>	Approx. 17.4" (w) x 16.6" (d) x 12.1" (h)
<b>PDL</b>	Standard PCL 6, PostScript 3 compatible
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Drivers</b>	Windows Server®2003, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2012, W, MAC OSX (including 10.10 to 10.15), UNIX, Linux
<b>Features</b>	Duplex printing, driver delivery functions, toner save mode, electronic sorting, fit-to-page mode
<b>Direct Printing File Types</b>	BMP, DCX, DOC/DOCX, GIF, JPEG, PCX, PDF, PNG, PPT/PPTX, TIFF, XLS/XLSX, XPS. Methods: FTP, SMB, Web page, Email and USB memory
<b>Direct Print Methods</b>	FTP, USB memory and web page
<b>Resident Fonts</b>	89 outline fonts (PCL), 158 fonts (PS)
<b>Network Interface</b>	RJ-45 Ethernet, 10/100 Base-TX, USB 2.0, wireless 10Base-T, 100Base-T, 1000Base-T
<b>Operating Systems</b>	Windows Server 2003, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2012, MacOS X (including 10.10 to 10.15), UNIX, Linux
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, TCP X, UDP X, IPSEC w/ IPv4 X, IPSEC w/ IPv6 X, ICMP X, IGMP X)
<b>Printing Protocols</b>	LPR, IPP, Raw TCP (port 9100) and FTP
<b>Network Security</b>	Includes IP address filtering, data Security TLS encryption, Kerberos, 3-times data overwrite with optional hard disk
<b>Mobile Printing</b>	Airprint®, Android printing framework

## Optional Equipment

<b>MX-CS18</b>	550-sheet Paper Feed Unit
<b>MX-CS20</b>	650-sheet Dual Paper Feed Unit
<b>Supplies</b>	
<b>MX-C35TB</b>	Black Toner Cartridge
<b>MX-C35TC</b>	Cyan Toner Cartridge
<b>MX-C35TM</b>	Magenta Toner Cartridge
<b>MX-C35TY</b>	Yellow Toner Cartridge
<b>MX-C35DU-B</b>	Black Imaging Kit
<b>MX-C35DU-S</b>	Color Imaging Kit

\* May vary depending on product configuration, machine settings and operating and/or environmental conditions.



# SHARP®

SHARP ELECTRONICS CORPORATION  
100 Paragon Drive, Montvale, NJ 07645  
1-800-BE-SHARP • www.sharpsusa.com

Sharp, Sharp OSA, Sharpdesk, My Sharp, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Microsoft, Office 365, Windows, Windows Server, Excel, PowerPoint, OneDrive, and SharePoint are trademarks or registered trademarks of Microsoft Corporation. Android, Chrome, Gmail, Google Drive, Google Cloud Print, and Chromebook are trademarks or registered trademarks of Google LLC. Adobe, the Adobe logo, PostScript, and PostScript 3 are either registered trademarks or trademarks of Adobe in the United States and/or other countries. Design and specifications subject to change without notice.