



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The May meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday May 18, 2023 at 6:00 pm at the Big Flats Library. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-8607), or Mr. Chapman (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2023-23)
4. Treasurer's report
 - a) Financial report (document #2023-29)
 - b) Report of Unpaid Bills Detail
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Consent item: Approval of receipt of payment from STLS, in the amount of \$12,689.39**
 - Consent item: Approval of receipt of final distribution of Denton estate, in the amount of \$71,495.91**
 - Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
- Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2023-24)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2023-25)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2023-28)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
 1. Implementation of timekeeping services
12. Period for public expression
13. Adjournment

(Minutes of the April 20, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-23)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Martha Smith, Ms. Pat Silvernail, Mr. Karl Schwesinger, Ms. Bonnie Chollet, Ms. Penny Appenzellar, Mr. Wayne Adams, Ms. Lee Saginario, Ms. Jessica Roberts, and Mr. Jack Schamel. Absent: Ms. Crystal Gullo-Buzzetti and Ms. Muriel Friend. Also present were Ms. Holly Melott and Mr. Owen Frank on behalf of the Library District's Administration. Visitors: Mr. Paul Chapman.

Minutes. The minutes of the March 16, 2023 meeting (Document #2023-17) were presented for board review. Mr. Schamel moved that the March Board minutes be approved as presented, seconded by Ms. Appenzellar. **VOTE: Unanimously Approved.**

Financial Report. The March 2023 Financial Report was presented for board review. Mr. Schamel moved, seconded by Mr. Adams, to approve the March Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Mr. Schamel moved, seconded by Mr. Adams, that the board authorize the payment of the unpaid bills dated 04/20/2023 for the General Fund - \$17,157.27. **VOTE: Unanimously Approved.** Mr. Schamel moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 4/20/23 for the CBA Fund -\$5689.02. **VOTE: Unanimously Approved.**

Correspondence:

- Mr. Frank shared an expression of gratitude that had been received by the Steele Teen Department. The parent of a youth participant commended both staff, Teen Librarian Doris Jean Metzger, and Tim Collins, performer, on their swift handling of a disruptive situation which arose during a teen workshop.
- Mr. Frank expounded on an email which he had forwarded from Bryan Hildreth, concerning recent "First Amendment Auditors" who had visited other STLS libraries in recent weeks.

CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Dworkin, that the director research and develop a policy detailing the guidelines of filming on CCLD property.
VOTE: Unanimously Approved.

President's Report:

- Ms. Dworkin welcomed the new Library Director, Paul Chapman. Introductions were made.
- Ms. Dworkin and Mr. Schamel will prepare a press release announcing the hiring of the new Library Director.
- The board training will be held via Zoom on April 26th from 5:30-7:00 pm. The tech lab at Steele will be available.

Director's Report:

- #2 additional, potential accounting firms have been secured, an RFP will be submitted for the completion of the 990. Two separate quotes were received from Inero, Accounting Firm. One for the 990, one for a full audit.
- A cash donation in the amount of \$388 was received from Ashley Homestore.
- Librarian, Jennie Lewis has received the Quick Arts grant in the amount of \$3,500 which will fund the art classes conducted by Wynn Yarrow and Filomena Jack throughout the year.

- A “Pop Expo” will be held at Steele on Saturday, April 22 from 11 a.m.-4 p.m. A wide assortment of activities are planned. Librarian, Jennie Lewis, secured donations as follows: \$250 from Chemung Canal Trust Company, \$200 in Target gift cards, and \$100 in Wegmans gift cards.
- National Library Week is April 24-28th. Prizes will be distributed at each of the branches.
- Mr. Frank expressed his gratitude for the opportunity to serve as the interim director for the last eight months.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Hansen, that Mr. Frank be commended for serving as the interim director. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schahmel, that the April Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-18)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-19)

Buildings & Grounds Committee. (Document #2023-22)

Personnel Committee. HR Consultant, Mr. Matt Burr and intern, Mackenzie Mills, are progressing on the personnel audit. A public reception will be planned to welcome, Mr. Paul Chapman as the new Library Director.

Election & Continuity Committee. A committee meeting will be in held in May. Ms. Rogan will email details. The four trustees who are unable to run again, were encouraged to be seeking their replacement.

Advocacy Committee.

CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Dworkin, that the board enter executive session to discuss personnel matters. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, that the board exit executive session. VOTE: Unanimously Approved.

Old Business.

New Business.

Public Expression.

Ms. Dworkin moved, seconded by Mr. Adams, to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, May 18, 2023, at 6:00pm at the Big Flats Library.

Document #2023-28

Report of the April 5, 2023 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were –Paul Chapman, Rachel Dworkin, Karl Schwesinger, Kevin Hansen, Lee Saginario

Review and update on the responsibilities of the B&G Committee with Paul. Paul asked the Committee what would they want from him. The Committee requested he would bring to the Committee for review and/or approval any STLS facilities maintenance items or projects that are being considered.

Paul will find out if the new written shared service agreement between Steele and Chemung County is a yearly contract.

Future items – VanEtten should also have a written shared service agreement between the Library and the Town.

Horseheads Library is looking into installing an electric service for the new pavilion.

West Elmira's central air project is on hold. A patron discussed with Paul the issue of several divots in the lawn.

The meeting adjourned at 5:55 pm. The next meeting of the Building and Grounds Committee will be held on Wednesday, June 7, 2023 at 5:30 pm in the auditorium of the Steele Memorial Library.

Document #2023-24

Report of the May 3, 2023 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:10 pm. Attending the meeting was Paul Chapman, Rachel Dworkin, Phyllis Rogan, Jack Schamel, Karl Schwesinger, Kevin Hansen, Muriel Friend and Lee Saginario. Eight people attended for a nine person quorum. Items were discussed and voted on, at the next meeting, any member may request to re-open the items of this meeting for review.

UNPAID BILLS: Ms. Dworkin submitted the Unpaid Bills List dated 5/3/23 in the amount of \$ 41,436.85 for the General Fund and \$ 3,586.76 for the Central Library District and Central Book Aid Fund. Mr. Hansen moved, seconded by Ms. Friend to approve payment of the General Fund in the amount of \$ 41,436.85 and the Central Library District and Central Book Aid Fund in the amount of \$ 3,586.76 as submitted in writing. VOTE: Unanimously Approved.

ANNUAL REPORT: Ms. Dworkin submitted the Chemung County Library District Annual Report For Public And Association Libraries - 2022 for questions, discussion and review. Ms. Dworkin moved, seconded by Mr. Schamel to accept and submit the Annual Report as presented. VOTE: Unanimously Approved.

Ms. Dworkin reported an overview of the Executive Committee responsibilities.

Mr. Chapman proposed that projects or programs will be presented to and considered by the Board. An outline of the program and cost of the program will be considered. An after action report form will be completed at the outcome of the program. Feedback will be collected and reviewed. All programs will be housed in a portfolio.

STLS Policy review was discussed. Mr. Chapman and Ms. Dworkin will find out when the policies were last updated. That information will be reviewed at a future meeting.

Mr. Chapman proposed the start of surveys and focus groups. The data collected will be used to reach goals in the Strategic Plan. He proposes that the staff assist in the creation of the survey.

Ms. Rogan requested a review of the Fiction area in the Steele Library. A total updating of the collection as well as the layout of the area is needed. The Committee agreed.

The Committee discussed a rearrangement of the Steele Library front entrance. Mr. Chapman suggested a rearrangement of the desks and (modular) furniture to create one entrance for enter and exit. The Committee agreed.

Mr. Shamel moved to adjourn the meeting, Ms. Dworkin seconded.

The meeting adjourned at 6:35 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 7, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2023-25

Report of the May 10, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Zoom: Mr. Jack Schamel, Ms. Crystal Gullo-Buzzetti, and Ms. Rachel Dworkin. Also in attendance Holly Melott and Paul Chapman, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the April 30, 2023 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated May 18, 2023 for the General Fund - \$6,400.95. For the CBA Fund - \$149.71. Details will be forwarded to the full CCLD board for its consideration.

Mr. Chapman will be meeting with Owen Frank and Holly Melott on Tuesday, May 16, to have an initial budget conversation. He is in the process of developing revised financial procedures which will more clearly illustrate revenues and expenditures.

- A donation in the amount of \$100 was received from the Friends, to be used to purchase Juvenile material to honor a life long member.
- A check in the amount of \$12,689.39 was received from STLS. Mr. Chapman is consulting with IT supervisor, Deb Brimmer in regards to the allocations.
- Deb Brimmer has submitted an estimated proposal in the amount of \$597 for IT electrical services.

Ms. Dworkin announced that a “Meet and Greet the Director” will be held and open to the public on Monday, July 10 from 4-6 p.m. A press release will be submitted.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 14, 2023 at 8:45 a.m. via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

document #20-2029

Financial Report - April 30, 2023

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Income	2023 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 40,750	\$ 12,897		31.65%		
Grants (other than N.Y.S.)		\$ 24,119				CCLD Friends;United Way
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 20,000		10%		
Library District Tax Receipts	\$ 3,398,615	\$ 3,398,615		100%		
PILOT Funds	\$ 72,000			0%		
Interest on Investments	\$ 6,000	\$ 1,497		25%		
State Aid						
Central Library Development	\$ 96,748			0%		
Central Book Aid	\$ 65,881			0%		
Local Library Services Aid	\$ 26,025			0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,906,019	\$ 3,457,128	\$ -	89%	33%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,873,625	524,936.92		28%		
Overtime & Holiday Salaries	24,353	\$ 6,556		27%		
Employee Benefits						
FICA	140,529	\$ 39,292		28%		
NY State Retirement	274,894	\$ 86,102		31%		
Medical & Dental	541,291	\$ 164,761		30%		
Other (Disability, Wk. Comp, Unemp)	31,443	\$ 26,023		83%		
Subtotal - Personnel Expenses	2,886,135	847,671		29%	33%	
Contractual						
Equipment	50,000	\$ 3,226		0%		Gifts:\$641.59/\$360 Friends/\$745 Grants
Telephone	10,800	\$ 10,329		96%		
Supplies	31,900	\$ 14,250		45%		HH Foundation: \$761.96;HH Friends \$42;Grant\$Mspace\$32;\$1175;Mkt\$415
Travel & Continuing Education	7,920	\$ 2,550		32%		
Repairs & Maintenance	21,435	\$ 4,242		20%		
Postage	2,925	\$ 685		23%		
Library Materials (books, video, etc.)	394,329	\$ 105,760		27%		Gift:\$1136/Friends\$2500/HH Friends \$469.19
Utilities	59,000	\$ 31,244		53%		
Building Cleaning Supplies	15,000	\$ 13,541		90%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,249		56%		
Insurance	35,675	\$ 35,675		100%		
Vehicle Operation / Maintenance	5,000	\$ 283		6%		
Professional Fees (audit, engineer/legal fees)	30,305	\$ 15,077		50%		
Data Processing Expenses (Cost Share)	117,505	\$ 40,042		34%		
Payment of Taxes	5,150	\$ 3,625		70%		
Library Programming	43,493	\$ 23,137		53%		\$1014Friends/Grant \$3675/HH Friends \$167/Gifts\$1368
Chemung County costs (B&G, vision)	14,000	\$ 1,307		9%		
Capital Improvements STATE CONST see below	10,000	\$ 2,925		29%		
Contingency Fund	48,595	\$ 1,321		3%		insurance
Subtotal Expenses	\$ 3,793,167	\$ 1,159,139.50	\$ -	31%	33%	
TOTAL EXPENSES	\$ 3,793,167	\$ 1,159,140				

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05/03/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 3, 2023

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	05/03/2023	"Clay Leaves pt 1" art class 5/9 - St - pd w/grant funds	250.00
Total Aleta Yarrow			250.00
Amazon Capital Services			
Bill	05/03/2023	all libraries - programming, supplies, materials - April 2023	4,684.30
Total Amazon Capital Services			4,684.30
Andrew Estep			
Bill	05/03/2023	Pokemon Tournament - Pop Expo - 4/22/23 -pd w/designated gift funds	240.00
Total Andrew Estep			240.00
Blackstone Publishing			
Bill	05/03/2023	BF -audiobooks inv #2098303	110.78
Bill	05/03/2023	BF -audiobooks inv #2098303 #2099405 #2099080	59.99
Total Blackstone Publishing			170.77
Brodart Co.			
Bill	05/03/2023	processing needs -- invoice # 623121	20.68
Bill	05/03/2023	processing needs -- invoice # 622746	33.83
Total Brodart Co.			54.51
Burr Consulting LLC			
Bill	05/03/2023	HR Consultant May retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
CCLD Petty Cash			
Bill	05/03/2023	St/Juv/HH petty cash- pop expo, supplies, travel, prog	925.03
Total CCLD Petty Cash			925.03
Chemung Canal Trust Company			
Bill	05/03/2023	Mastercardcharges:Juv prog, Pop Expo(gift funds)Equip-St & VE/postage/BKM conference	2,339.64
Bill	05/03/2023	Mastercard charges: subscriptions/pop expo advertising/text alerts	272.70
Total Chemung Canal Trust Company			2,612.34
Chemung County Buildings & Grounds Dept.			
Bill	05/03/2023	1st Quarter - maintenance (\$10,055.39)/utilities (\$2,581.02)	12,636.41
Total Chemung County Buildings & Grounds Dept.			12,636.41
ELM USA, Inc.			
Bill	05/03/2023	supplies for disk cleaning machine -invoice #57850	117.49
Total ELM USA, Inc.			117.49
Elmira Water Board			
Bill	05/03/2023	St & WE water 02/02-03/31	152.01
Total Elmira Water Board			152.01
Hallo Genealogy Services			
Bill	05/03/2023	"Telling Your Family's Story With Google Earth" - Genealogy program 5/17 - via Zoom	275.00
Total Hallo Genealogy Services			275.00
Horseheads Printing			
Bill	05/03/2023	Monthly flyers pd by HH Foundation - invoice #30408	198.15
Total Horseheads Printing			198.15
Imperial Door Controls, Inc.			
Bill	05/03/2023	maintenance/battery replacement - BF invoice #00079586	16.74
Bill	05/03/2023	remaining contract portion - branches	1,950.00

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05/03/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 3, 2023

Type	Date	Memo	Open Balance
Total Imperial Door Controls, Inc.			1,966.74
Ingram Library Services			
Bill	05/03/2023	April Library material -	9,701.92
Total Ingram Library Services			9,701.92
Jane Kim-Pronti			
Bill	05/03/2023	"Cherry Blossoms" @ HH -5/9 art class	375.00
Total Jane Kim-Pronti			375.00
Jessica Janowsky			
Bill	05/03/2023	Gentle Chair Fitness - 04/19, 04/26, 05/03, 05/10	160.00
Total Jessica Janowsky			160.00
Leader			
Bill	05/03/2023	annual subscription ST - acct #1446611782	544.80
Total Leader			544.80
Library Ideas LLC			
Bill	05/03/2023	Library Materials - HH JUV pd w/HH Friends \$ - invoice #98342	15.75
Total Library Ideas LLC			15.75
Library Supply Solutions			
Bill	05/03/2023	Security strips for Lib materials - invoice #21855-23	500.00
Total Library Supply Solutions			500.00
MidWest Tape			
Bill	05/03/2023	April AV Materials	2,235.22
Total MidWest Tape			2,235.22
NYSEG			
Bill	05/03/2023	gas & electric-HH	562.73
Bill	05/03/2023	gas & electric-BF	165.95
Total NYSEG			728.68
ULINE			
Bill	05/03/2023	Juv prog -invoice #162395087	54.11
Total ULINE			54.11
Vasco Brands, Inc.			
Bill	05/03/2023	cleaning sup all lib-inv 137249	821.52
Bill	05/03/2023	cleaning sup all lib-inv 137249a	205.12
Total Vasco Brands, Inc.			1,026.64
W. B. Mason Co, Inc.			
Bill	05/03/2023	office supplies -invoice #237700994	11.98
Total W. B. Mason Co, Inc.			11.98
TOTAL			41,436.85

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05/03/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of May 3, 2023

Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	05/03/2023	April Library material -	1,365.86
Total Ingram Library Services			1,365.86
Southern Tier Library System			
Bill	05/03/2023	Password reset flyers - invoice #4086	410.73
Bill	05/03/2023	-STLS rebill #4085,4077,4078	1,810.17
Total Southern Tier Library System			2,220.90
TOTAL			3,586.76

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
 As of May 18, 2023

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	05/18/2023	Reference materials - Acct #C0010083	149.71
Total Baker & Taylor Books			149.71
Southern Tier Library System			
Bill	05/18/2023	Multi Media- Access More Books Bookmarks - invoice #4100	190.63
Bill	05/18/2023	-STLS rebill #4091	1,102.49
Bill	05/18/2023	Downloadable e-books - Fiction #4090	3,797.76
Bill	05/18/2023	Downloadable e-books - Fiction #4089	2,710.02
Total Southern Tier Library System			7,800.90
TOTAL			7,950.61

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 18, 2023

05/17/23

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	05/18/2023	Book purchase Bkm & ST Juv	2,336.91
Total Baker & Taylor Books			2,336.91
Brodart Co.			
Bill	05/18/2023	processing needs - - invoice # 623593	123.36
Total Brodart Co.			123.36
CPE Interlink			
Bill	05/18/2023	#2 data cables in ref office to accomodate new phone services -inv #23-066	597.00
Total CPE Interlink			597.00
Demco, Inc.			
Bill	05/18/2023	St Juv -shelving units- book/expense - invoice #7305881	632.62
Total Demco, Inc.			632.62
DexYP			
Bill	05/18/2023	Corning - Bath Advertising advertising -phone book -subscription will expire 4/23	44.55
Total DexYP			44.55
Eastern Managed Print Network			
Bill	05/18/2023	Maint Agreemt staff copiers at Steele 2/15-8/14/23 invoice # IN3852124	1,965.02
Total Eastern Managed Print Network			1,965.02
Filomena Jack			
Bill	05/18/2023	Teen art -May 2,9,16, 23, & 24 pd w/Com Grant Fund \$	500.00
Total Filomena Jack			500.00
First Transit, Inc			
Bill	05/18/2023	Bkm fuel -04/01-04/30/2023(\$197.89)/repair \$28.56 inv #11886687	226.45
Total First Transit, Inc			226.45
Image Integrator			
Bill	05/18/2023	Toner cartridge for microfiche @ St - invoice #19370	595.00
Total Image Integrator			595.00
Mark Margeson			
Bill	05/18/2023	mowing @ WE x 2 4/21-5/5 & @ HH x 4 04/16-05/05/23	450.00
Total Mark Margeson			450.00
NYSEG			
Bill	05/18/2023	gas & electric-Steele - x 2 months	4,699.19
Bill	05/18/2023	gas & electric-Steele - 2nd meter	27.71
Bill	05/18/2023	gas & electric - WE	408.83
Total NYSEG			5,135.73
ProQuest LLC			
Bill	05/18/2023	Heritage Quest/Ancestry elec ref invoice #70774360	3,494.59
Total ProQuest LLC			3,494.59
Shannah Warwick			
Bill	05/18/2023	Teen cosplay accessory making class - 05/10/23 - pd w/Quick Arts grant	400.00
Total Shannah Warwick			400.00
Southern Tier Library System			
Bill	05/18/2023	barcodes all libraries - invoice 4096	400.35
Total Southern Tier Library System			400.35
Star-Gazette			

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 18, 2023

05/17/23

Type	Date	Memo	Open Balance
Bill	05/18/2023	HH annual subscription through 4/2024	702.06
Total Star-Gazette			702.06
Sullivan Professional Landscaping			
Bill	05/18/2023	Salt distribution HH 3/8/23 invoice #4916	81.00
Total Sullivan Professional Landscaping			81.00
Tammy Wilcox			
Bill	05/18/2023	Gentle Movements - 5/12,5/23, 5/30, 6/6 HH	100.00
Total Tammy Wilcox			100.00
Tim Collins			
Bill	05/18/2023	Teen prog: 5/1, creative writing: May 3,16,17,18, & 24 -\$600 from grant	725.00
Bill	05/18/2023	Imrpov Night: Teens 5/25/23	50.00
Bill	05/18/2023	Dungeons and Dragons Adult program 5/6 & 5/20	150.00
Bill	05/18/2023	How to be a Dungeon Master part 1 & 2 - 5/13 & 5/20 - teen & adult prog	150.00
Total Tim Collins			1,075.00
Town of Big Flats			
Bill	05/18/2023	02/06/2023-05/01/2023 --water BF	60.60
Total Town of Big Flats			60.60
W. B. Mason Co, Inc.			
Bill	05/18/2023	office supplies -invoice #238222353	490.16
Total W. B. Mason Co, Inc.			490.16
Xerox Corporation			
Bill	05/18/2023	BF copier usage contract 03/23-04/30/23	37.79
Total Xerox Corporation			37.79
TOTAL			19,448.19