



Board of Trustees Meeting Agenda
City Council Chambers, City Hall, 612 N. Main
Date: August 18, 2020
Time: 5:00 pm

1. Call To Order

2. Roll Call

3. Approval Of The Agenda

4. Approval Of The Minutes

Documents:

[LIBRARY BOARD 7-21-20.PDF](#)

5. Director's Report

Documents:

[LIBRARY_REPORT_2020-08.PDF](#)

6. Financial Report & Approval Of Bills

Documents:

[RG EXPENDITURES REPORT - 7.2020.PDF](#)

[GL DETAIL VS BUDGET - 07.2020.PDF](#)

7. Committee Reports

8. Communication & Correspondence

9. Unfinished Business

10. New Business

A. Designation Of Third Signatory On The Board Of Trustees Account

B. Plan For Part-Time Staff

11. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

12. Board Input

13. Executive Session In Accordance With SDCL 1-25-2 (1).

The Library Board will enter Executive Session for the purpose of "Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee."

14. Adjournment

Individuals with disabilities who require special assistance to take part in this meeting may contact the Library Director at 605-995-8481 at least 24 hours prior to the meeting with requests for assistance.



Mitchell Public Library Board of Trustees

7/21/2020 - Minutes

1. Call To Order

Board Chair Ann Temple called the meeting to order at 5:05 PM.

2. Roll Call

The following members were present: Ann Temple, Dennis Nath, Steve Rice, Deb Everson, Diana Goldammer, Emma Devos, and . Also present were staff members Kevin Kenkel, Library Director; Jessica Pickett, Community Services Director; and Stephanie Ellwein, City Administrator.

3. Tour Of Mitchell Public Library Facilities

Jessica Pickett, Community Services Director, led the Board on a tour of the library's main floor spaces and basement.

4. Approval Of The Agenda

Motion by Everson, seconded by Nath to approve the agenda. All members voting "Aye". Motion carried.

5. Approval Of The Minutes

Board members reviewed the minutes from the July 1 special meetings. Motion by Everson, seconded by DeVos to approve the minutes with corrections made. All members voting "Aye". Motion carried

6. Director's Report

Kenkel made introductory comments thanking the board for selecting him as library director. Ellwein informed the board about the status of past discussion items that will be discussed at a future board meeting.

7. Financial Report & Approval Of Bills

Board members discussed the purchase of a receipt printer. Motion by Rice, seconded by Goldammer to purchase a receipt printer at a cost up \$400 from the Trustees' account. Motion carried.

8. Committee Reports

No committee reports were presented.

9. Communication & Correspondence

No communication or correspondence were presented.

10. Unfinished Business

No unfinished business as discussed.

11. New Business

A. Designation Of Second Signatory On The Board Of Trustees Account

Motion by Rice, seconded by DeVos to remove Jessica Pickett and to designate Kevin Kenkel as a signatory on the Board of Trustees Account. All members voting "Aye". Motion carried. It was requested that this item be brought back to the August meeting to add a third signatory to the account.

B. Action To Set Monthly Meeting Date/Time For The Board Of Trustees

Motion by Goldammer, seconded by DeVos to set future Board meetings to the third Tuesday of each month at 5:00 PM to

be held in City Council Chambers in City Hall. All members voting "Aye". Motion carried.

12. Citizen's Input- Public Presentation To, Or Discussion With, The Board.

No citizen input was offered.

13. Board Input

Board chair Temple welcomed Kenkel as new library director. Board member Rice stated he would email copies of spreadsheets showing various data that the previous library director collected and distributed.

14. Adjournment

There being no further business, Chairperson Temple declared the board adjourned at 5:55 PM. The next meeting will be held at 5:00 PM on August 18 at Mitchell City Hall in the council chambers.

DRAFT

Mitchell Public Library Dashboard Summary										
8/17/2020										
Interlibrary loan - In and Out of State										
	Borrow	Lend	Total							
2012	1,790	2,092	3,882							
2013	1,529	1,858	3,387							
2014	1,285	1,783	3,068							
2015	1,087	1,728	2,815							
2016	927	778	1,705							
2017	788	919	1,707							
2018	671	1034	1,705							
2019	920	1058	1,978							
2020 - YTD	122	113	235							
Total borrow	9,119									
Total lend			11,363							
Grand Total			20,482							
Postage paid										
2012	2013	2014	2015	2016	2017	2018	2019	2020 - YTD		
\$ 929.75	\$ 876.35	\$ 569.07	\$576.58	\$479.43	\$508.78	\$690.90	\$782.87	\$158.83		
Fees Collected										
2012	2013	2014	2015	2016	2017	2018	2019	2020 - YTD		
\$ 12,815.35	\$ 12,328.77	\$ 9,805.82	\$ 12,871.63	\$ 32,775.85	\$ 22,962.68	\$ 13,098.34	\$ 18,845.70	\$ 11,163.46		
Revenue totals										
	Fines	Copies	Subscriptions	Misc	Interlibrary	Lost Item	Petty	Book Sale	Total	
year					Loan	reimbursement	Cash			
2012	\$ 4,628.25	\$ 4,987.33	\$ 2,265.00	\$ 65.95	\$ 506.00	\$ 450.62	\$ (87.80)		\$ 12,815.35	
2013	\$ 4,282.24	\$ 4,656.26	\$ 2,430.00	\$ 53.70	\$ 448.00	\$ 668.22	\$ (209.65)		\$ 12,328.77	
2014	\$ 3,584.12	\$ 3,641.51	\$ 2,010.00	\$ (20.00)	\$ 264.00	\$ 394.18	\$ (67.99)		\$ 9,805.82	
2015	\$ 4,512.46	\$ 5,239.14	\$ 2,355.00	\$ 0.50	\$ 289.00	\$ 519.64	\$ (44.11)		\$ 12,871.63	
2016	\$ 2,883.74	\$ 5,110.66	\$ 2,580.00	\$ 19,153.50	\$ 253.00	\$ 373.25	\$ -	\$ 2,421.70	\$ 32,775.85	
2017	\$ 2,741.19	\$ 5,327.01	\$ 2,430.00	\$ 7,744.63	\$ 346.00	\$ 795.72	\$ -	\$ 3,578.13	\$ 22,962.68	
2018	\$ 526.87	\$ 4,549.48	\$ 2,610.00	\$ 861.92	\$ 265.00	\$ 603.32	\$ -	\$ 3,681.75	\$ 13,098.34	
2019	\$ -	\$ 4,166.14	\$ 2,325.00	\$ 7,942.81	\$ 261.25	\$ 374.06	\$ -	\$ 3,776.44	\$ 18,845.70	
2020 - YTD	\$ -	\$ 1,482.43	\$ 1,050.00	\$ 7,184.03	\$ 48.00	\$ 262.61	\$ -	\$ 1,029.50	\$ 11,163.46	
Library Cards Issued										
year	Adult	Children	YA	Subscription	DWU	MTI	Faith Home	Abbot House	Total	
2013	401	127	37	155	12	18	1	3	754	
2014	364	132	50	121	5	14	0	4	690	
2015	590	235	49	149	14	10	0	2	1049	
2016	962	438	296	172	5	7	2	9	1891	
2017	959	337	1660	161	10	11	0	6	3144	
2018	915	322	467	174	4	9	0	6	1897	
2019	982	261	431	150	8	10	3	6	1851	
2020 - YTD	92	57	15	33	4	0	0	9	210	
Meeting Room Use total										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 - YTD
January	0	586	611	186	369	444	568	598	499	338
February	0	583	636	127	540	492	526	533	329	455
March	0	632	597	196	595	637	539	622	508	1,709
April	0	592	473	168	689	495	536	630	400	1,838
May	0	491	365	74	499	889	909	650	542	1,395
June	0	648	368	24	1099	1465	670	1248	1655	1,249
July	0	713	378	10	943	901	488	915	937	1,159
August	0	282	97	10	154	76	30	400	286	
September	0	567	216	0	396	527	443	573	473	
October	0	502	260	0	407	565	536	603	301	
November	0	586	199	95	438	478	680	491	231	
December	0	322	125	145	325	508	539	347	396	
Total	6,633	6,504	4,325	1,035	6,454	7,477	6,464	7,610	6,557	8,640

CITY OF MITCHELL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2020

101-GENERAL
 LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-45500-41100 SALARIES	368,520	37,152.01	190,872.70	219,665.56	148,854.44	59.61
101-45500-41110 OVERTIME	0	67.48	0.00	1,097.43 (1,097.43)	0.00
101-45500-41120 PART-TIME	30,000	558.90	24,271.49	11,886.21	18,113.79	39.62
101-45500-41200 SOCIAL SECURITY/MEDICARE	30,486	2,748.79	15,205.56	16,159.88	14,326.12	53.01
101-45500-41300 RETIREMENT	22,141	2,266.70	12,657.69	13,792.85	8,348.15	62.30
101-45500-41500 GROUP INSURANCE	113,832	8,885.12	60,445.84	68,651.41	45,180.59	60.31
101-45500-41700 COMPENSATED ABSENCES	0	0.00	0.00	13,109.22 (13,109.22)	0.00
TOTAL SALARIES	564,979	51,679.00	303,453.28	344,362.56	220,616.44	60.95
CURRENT EXPENSES						
101-45500-42200 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
101-45500-42300 LEGAL PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
101-45500-42310 NEWSPAPERS	852	0.00	600.81	744.40	107.60	87.37
101-45500-42500 REPAIR & MAINTENANCE	1,500	391.48	401.00	4,345.93 (2,845.93)	289.73
101-45500-42600 SUPPLIES & MATERIALS	10,000	380.90	5,541.71	5,454.14	4,545.86	54.54
101-45500-42661 POSTAGE	1,800	0.00	984.17	0.00	1,800.00	0.00
101-45500-42690 MINITEX FEES	4,800	873.38	1,709.05	2,305.20	2,494.80	48.03
101-45500-42691 DATABASE SYS UPDATE	350	0.00	0.00	0.00	350.00	0.00
101-45500-42692 PERIODICALS	5,000	0.00	443.01	299.50	4,700.50	5.99
101-45500-42693 E-BOOKS/AUDIO BOOKS	17,161	0.00	13,614.71	7,787.77	9,373.23	45.38
101-45500-42700 TRAVEL, CONF & DUES	1,700	0.00	369.80	300.00	1,400.00	17.65
101-45500-42800 UTILITIES	34,131	2,419.79	19,010.59	17,538.47	16,592.53	51.39
101-45500-42830 UTILITIES-WATER/SEWER	800	0.00	331.55	512.35	287.65	64.04
101-45500-42902 COMPUTER SOFTWARE	215	0.00	160.00	160.00	55.00	74.42
101-45500-42903 LIBRARY PROGRAMMING	0	0.00	0.00	0.00	0.00	0.00
101-45500-42904 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-42920 WORKSTUDY	500	0.00	29.12	0.00	500.00	0.00
101-45500-42930 ATRIUM	3,600	0.00	0.00	0.00	3,600.00	0.00
TOTAL CURRENT EXPENSES	82,409	4,065.55	43,195.52	39,447.76	42,961.24	47.87
CAPITAL OUTLAY						
101-45500-43400 FURNITURE & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
101-45500-43420 BOOKS	45,300	75.89	30,065.19	18,605.25	26,694.75	41.07
101-45500-43421 AUDIO-VISUAL	15,000	0.00	7,494.56	3,191.62	11,808.38	21.28
101-45500-43440 COMPUTER HARDWARE	1,700	0.00	0.00	1,510.00	190.00	88.82
TOTAL CAPITAL OUTLAY	62,000	75.89	37,559.75	23,306.87	38,693.13	37.59
TOTAL LIBRARY	709,388	55,820.44	384,208.55	407,117.19	302,270.81	57.39
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TOTAL EXPENDITURES	709,388	55,820.44	384,208.55	407,117.19	302,270.81	57.39

DATE	TRAN #	REFERENCE	DESCRIPTION	VENDOR	INV/JE #/PO #	BUDGET	ACTIVITY	BALANCE
45500-41100 SALARIES								
7/03	P01200	PYEXP	PED 06.27.2020				11,905.70	
7/17	P01202	PYEXP	PED 07.11.2020				11,905.69	
7/31	P01206	PYEXP	PED 07.25.2020				13,340.62	
===JUL TOTAL===						30,710.00	37,152.01	6,442.01CR
==ACCT TOTALS==		CURRENT BUDGET:	368,520.00	YTD ACTIVITY:	219,665.56	ENCUMBERED:	0.00	BALANCE: 148,854.44
45500-41110 OVERTIME								
7/17	P01202	PYEXP	PED 07.11.2020				67.48	
===JUL TOTAL===						0.00	67.48	67.48CR
==ACCT TOTALS==		CURRENT BUDGET:	0.00	YTD ACTIVITY:	1,097.43	ENCUMBERED:	0.00	BALANCE: 1,097.43CR
45500-41120 PART-TIME								
7/31	P01206	PYEXP	PED 07.25.2020				558.90	
===JUL TOTAL===						2,500.00	558.90	1,941.10
==ACCT TOTALS==		CURRENT BUDGET:	30,000.00	YTD ACTIVITY:	11,886.21	ENCUMBERED:	0.00	BALANCE: 18,113.79
45500-41200 SOCIAL SECURITY/MEDICARE								
7/03	A51854	DFT: 000102	FICA W/H	06549	CORTRUST BANK~P T3 2020PED0627		680.91	
7/03	A51854	DFT: 000102	MEDICARE W/H	06549	CORTRUST BANK~P T4 2020PED0627		159.25	
7/17	A53429	DFT: 000103	FICA W/H	06549	CORTRUST BANK~P T3 2020PED0711		685.10	
7/17	A53429	DFT: 000103	MEDICARE W/H	06549	CORTRUST BANK~P T4 2020PED0711		160.22	
7/31	A54182	DFT: 000104	FICA W/H	06549	CORTRUST BANK~P T3 2020PED0725		861.77	
7/31	A54182	DFT: 000104	MEDICARE W/H	06549	CORTRUST BANK~P T4 2020PED0725		201.54	
===JUL TOTAL===						2,540.50	2,748.79	208.29CR
==ACCT TOTALS==		CURRENT BUDGET:	30,486.00	YTD ACTIVITY:	16,159.88	ENCUMBERED:	0.00	BALANCE: 14,326.12
45500-41300 RETIREMENT								
7/03	A51835	CHK: 183428	SDRS	02627	SD RETIREMENT S 0912020PED0627		714.34	
7/17	A53413	CHK: 183839	SDRS	02627	SD RETIREMENT S 0912020PED0711		718.39	
7/31	A54166	CHK: 184029	SDRS	02627	SD RETIREMENT S 0912020PED0725		833.97	
===JUL TOTAL===						1,845.08	2,266.70	421.62CR
==ACCT TOTALS==		CURRENT BUDGET:	22,141.00	YTD ACTIVITY:	13,792.85	ENCUMBERED:	0.00	BALANCE: 8,348.15

DATE TRAN # REFERENCE =====DESCRIPTION===== VENDOR INV/JE #/PO # =====BUDGET===== =====ACTIVITY===== =====BALANCE=====

45500-41500 GROUP INSURANCE

7/03	B17950	Self Ins	Self Insurance		JE# 010315				4,285.00	
7/03	A53449	CHK: 183848	DENTAL INSURANCE	00554	DELTA DENTAL PL 0262020PED0627				157.56	
7/17	B18021	Self Ins	Self Insurance		JE# 010337				4,285.00	
7/17	A53450	CHK: 183848	DENTAL INSURANCE	00554	DELTA DENTAL PL 0262020PED0711				157.56	
===JUL TOTAL===							9,486.00		8,885.12	600.88

==ACCT TOTALS== CURRENT BUDGET: 113,832.00 YTD ACTIVITY: 68,651.41 ENCUMBERED: 0.00 BALANCE: 45,180.59

45500-41700 COMPENSATED ABSENCES

==ACCT TOTALS== CURRENT BUDGET: 0.00 YTD ACTIVITY: 13,109.22 ENCUMBERED: 0.00 BALANCE: 13,109.22CR

45500-42200 PROFESSIONAL SERVICES

45500-42210 LICENSE FEES

45500-42300 LEGAL PUBLICATIONS

45500-42310 NEWSPAPERS

==ACCT TOTALS== CURRENT BUDGET: 852.00 YTD ACTIVITY: 744.40 ENCUMBERED: 0.00 BALANCE: 107.60

45500-42500 REPAIR & MAINTENANCE

7/07	A52019	CHK: 183506	ALARM REPAIRS	01417	GOLDEN WEST TEC 368742				62.50	
7/07	A52476	CHK: 183488	REPAIRS	09384	DIRECT DIGITAL 8293				315.00	
7/21	A53036	CHK: 183758	LIGHT EYE PLATE	02679	MENARD'S INC 99839				13.98	
===JUL TOTAL===							125.00		391.48	266.48CR

==ACCT TOTALS== CURRENT BUDGET: 1,500.00 YTD ACTIVITY: 4,345.93 ENCUMBERED: 0.00 BALANCE: 2,845.93CR

DATE TRAN # REFERENCE =====DESCRIPTION===== VENDOR INV/JE #/PO # =====BUDGET===== =====ACTIVITY===== =====BALANCE=====

45500-42510 WINDOW REPAIR/REPLACE

45500-42600 SUPPLIES & MATERIALS

7/07	A52213	CHK: 183621	INDEX CARDS	02567	S & M PRINTING	74852		76.00		
7/07	A52261	CHK: 183540	TOILET TISSUE,PAPER	02811	JONES SUPPLIES	125163		60.60		
7/07	A52290	CHK: 183647	WATER FILTER,COVER,T	02880	THUNE TRUE VALU	B214318		43.96		
7/07	A52505	CHK: 183438	SANITIZING WIPES	09703	AMAZON CAPITAL	1GM1-PXQJ-34GD		56.58		
7/21	A53067	CHK: 183819	METAL PRIMER,WIRE	02880	THUNE TRUE VALU	A443168		10.78		
7/21	A53170	CHK: 183682	MATS	08281	AMERIPRIDE SERV	2801166472		66.49		
7/21	A53174	CHK: 183682	MATS	08281	AMERIPRIDE SERV	2801175954		66.49		
							===JUL TOTAL===	833.33	380.90	452.43

==ACCT TOTALS== CURRENT BUDGET: 10,000.00 YTD ACTIVITY: 5,454.14 ENCUMBERED: 0.00 BALANCE: 4,545.86

45500-42610 SUMMER READING PROGRAM

45500-42660 SMALL EQUIPMENT

45500-42661 POSTAGE

45500-42690 MINITEX FEES

7/21	A52790	CHK: 183787	SUBSCRIPTON 7/1/20-6	00141	OCLC INC	1000049775		354.63		
7/21	A52791	CHK: 183787	SUBSCRIPTION 7/1/20-	00141	OCLC INC	1000053469		518.75		
							===JUL TOTAL===	400.00	873.38	473.38CR

==ACCT TOTALS== CURRENT BUDGET: 4,800.00 YTD ACTIVITY: 2,305.20 ENCUMBERED: 0.00 BALANCE: 2,494.80

45500-42691 DATABASE SYS UPDATE

45500-42692 PERIODICALS

8-17-2020 8:29 AM
 YEAR : Jan-2020 / Dec-2020
 FUND : 101-GENERAL
 DEPT : 5500 LIBRARY

G / L D E T A I L vs B U D G E T

PAGE: 4

PERIOD TO USE: Jul-2020 THRU Jul-2020
 ACCOUNTS: ALL

DATE	TRAN #	REFERENCE	DESCRIPTION	VENDOR	INV/JE #/PO #	BUDGET	ACTIVITY	BALANCE

	45500-42692		PERIODICALS		* (CONTINUED) *			

==ACCT TOTALS==		CURRENT BUDGET:	5,000.00	YTD ACTIVITY:	299.50	ENCUMBERED:	0.00	BALANCE: 4,700.50

	45500-42693		E-BOOKS/AUDIO BOOKS					

==ACCT TOTALS==		CURRENT BUDGET:	17,161.00	YTD ACTIVITY:	7,787.77	ENCUMBERED:	0.00	BALANCE: 9,373.23

	45500-42700		TRAVEL, CONF & DUES					

==ACCT TOTALS==		CURRENT BUDGET:	1,700.00	YTD ACTIVITY:	300.00	ENCUMBERED:	0.00	BALANCE: 1,400.00

	45500-42800		UTILITIES					
7/07	A52112	CHK: 183586	221 N DUFF ST	01830	NORTHWESTERN EN 2585828-3-6/20		2,414.85	
7/21	A53148	CHK: 183773	ACCT #223662-2	06750	MITCHELL TELECO 10839890		4.94	
				===JUL TOTAL===		2,844.25	2,419.79	424.46

==ACCT TOTALS==		CURRENT BUDGET:	34,131.00	YTD ACTIVITY:	17,538.47	ENCUMBERED:	0.00	BALANCE: 16,592.53

	45500-42801		WEBSITE					

	45500-42830		UTILITIES-WATER/SEWER					

==ACCT TOTALS==		CURRENT BUDGET:	800.00	YTD ACTIVITY:	512.35	ENCUMBERED:	0.00	BALANCE: 287.65

	45500-42902		COMPUTER SOFTWARE					

==ACCT TOTALS==		CURRENT BUDGET:	215.00	YTD ACTIVITY:	160.00	ENCUMBERED:	0.00	BALANCE: 55.00

8-17-2020 8:29 AM
 YEAR : Jan-2020 / Dec-2020
 FUND : 101-GENERAL
 DEPT : 5500 LIBRARY

PERIOD TO USE: Jul-2020 THRU Jul-2020
 ACCOUNTS: ALL

DATE	TRAN #	REFERENCE	DESCRIPTION	VENDOR	INV/JE #/PO #	BUDGET	ACTIVITY	BALANCE		
	45500-42903		LIBRARY PROGRAMMING							
	45500-42904		COMPUTER EQUIPMENT							
	45500-42920		WORKSTUDY							
	45500-42930		ATRIUM							
	45500-43200		BUILDING RENOVATIONS							
	45500-43325		LED LIGHTING							
	45500-43350		BOILER/HVAC							
	45500-43400		FURNITURE & EQUIPMENT							
	45500-43420		BOOKS							
7/07	A52368	CHK: 183450	BOOKS	06583 BAKER & TAYLOR	2035247469			32.72		
7/07	A52369	CHK: 183450	BOOKS	06583 BAKER & TAYLOR	2035269109			43.17		
			===JUL TOTAL===			3,775.00		75.89		
==ACCT TOTALS==			CURRENT BUDGET:	45,300.00	YTD ACTIVITY:	18,605.25	ENCUMBERED:	0.00	BALANCE:	26,694.75

45500-43421 AUDIO-VISUAL

8-17-2020 8:29 AM
YEAR : Jan-2020 / Dec-2020
FUND : 101-GENERAL
DEPT : 5500 LIBRARY

G / L D E T A I L vs B U D G E T

PAGE: 6

PERIOD TO USE: Jul-2020 THRU Jul-2020
ACCOUNTS: ALL

DATE TRAN # REFERENCE =====DESCRIPTION===== VENDOR INV/JE #/PO # =====BUDGET===== =====ACTIVITY===== =====BALANCE=====

45500-43421 AUDIO-VISUAL * (CONTINUED) *

==ACCT TOTALS== CURRENT BUDGET: 15,000.00 YTD ACTIVITY: 3,191.62 ENCUMBERED: 0.00 BALANCE: 11,808.38

45500-43440 COMPUTER HARDWARE

==ACCT TOTALS== CURRENT BUDGET: 1,700.00 YTD ACTIVITY: 1,510.00 ENCUMBERED: 0.00 BALANCE: 190.00

45500-43441 ILS SYSTEM

45500-43450 IRRIGATION SYSTEM

DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====
	45500-42900		OTHER EXPENDITURES					
7/31	B18133	Misc	000000 MONTH OF JULY		JE# 010379		74.36	
			===JUL TOTAL===			2,250.00	74.36	2,175.64
==ACCT TOTALS==			CURRENT BUDGET:	27,000.00	YTD ACTIVITY:	3,088.89	ENCUMBERED:	0.00
							BALANCE:	23,911.11

YEAR : Jan-2020 / Dec-2020

FUND : 723-2009 STREET CONST

DEPT : 5500 ** INVALID DEPT **

PERIOD TO USE: Jul-2020 THRU Jul-2020

ACCOUNTS: ALL

DATE	TRAN #	REFERENCE	====DESCRIPTION====	VENDOR	INV/JE #/PO #	====BUDGET====	====ACTIVITY====	====BALANCE====
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	45500-42910		TRANSFER OUT					
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REPORT TOTALS

CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	ENCUMBERED	BALANCE
730,138.00	55,894.80	410,206.08	0.00	319,931.92

DEPARTMENT TOTALS

DEPARTMENT	ORIGINAL BUDGET	CURRENT BUDGET	PERIOD ACTIVITY	YTD ACTIVITY	BALANCE
5500	730,138.00	730,138.00	55,894.80	410,206.08	319,931.92
===DEPT TOTALS===	730,138.00	730,138.00	55,894.80	410,206.08	319,931.92

SELECTION CRITERIA

FISCAL YEAR: Jan-2020 / Dec-2020
 FUND: ALL
 PERIOD TO USE: Jul-2020 THRU Jul-2020

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
 DIGIT SELECTION:
 DEPARTMENT RANGE: 5500 THRU 5500

PRINT OPTIONS

REPORT TYPE: DETAIL
 TRANSACTIONS: BOTH
 ACTIVE FUNDS ONLY: NO
 ACTIVE ACCOUNT ONLY: NO
 OMIT ACCOUNTS WITH NO ACTIVITY: NO
 OMIT TOTALS ON ACCOUNTS WITH NO ACTIVITY: YES
 OMIT ACCOUNTS WITH NO BUDGET: NO
 PAGE BREAK AFTER DEPT: NO
 PRINT RESTRICTED ACCOUNTS: NO
 PRINT DEPARTMENT TOTALS: NO
 PRINT TOTALS: Monthly
 PRINT: INVOICE #
 BUDGET: Monthly

*** END OF REPORT ***