

DOWNTOWN LIBRARY
 610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

NORTH PARTNER LIBRARY
 10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

RAPIDCITYLIBRARY.ORG



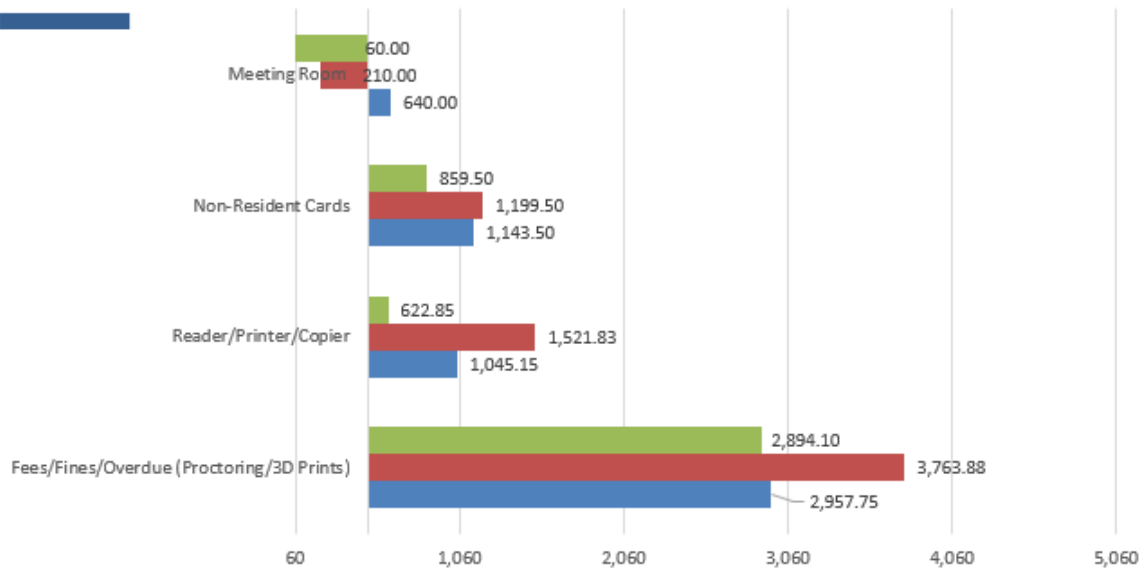
Date: February 11, 2019
 To: Rapid City Public Library Board of Trustees
 From: Jennifer Read, Administrative and Facilities Coordinator
 Re: Monthly Financial Executive Summary
 Period Ending January 31, 2019

2019 Revenue

Year to date fines and fees revenues totaled \$5,786.40, a decrease of 14% compared to 2018. Figures for the library's revenue are now being generated through the City's online financial software for efficiency and streamlining purposes.

2017 = █
 2018 = █
 2019 = █

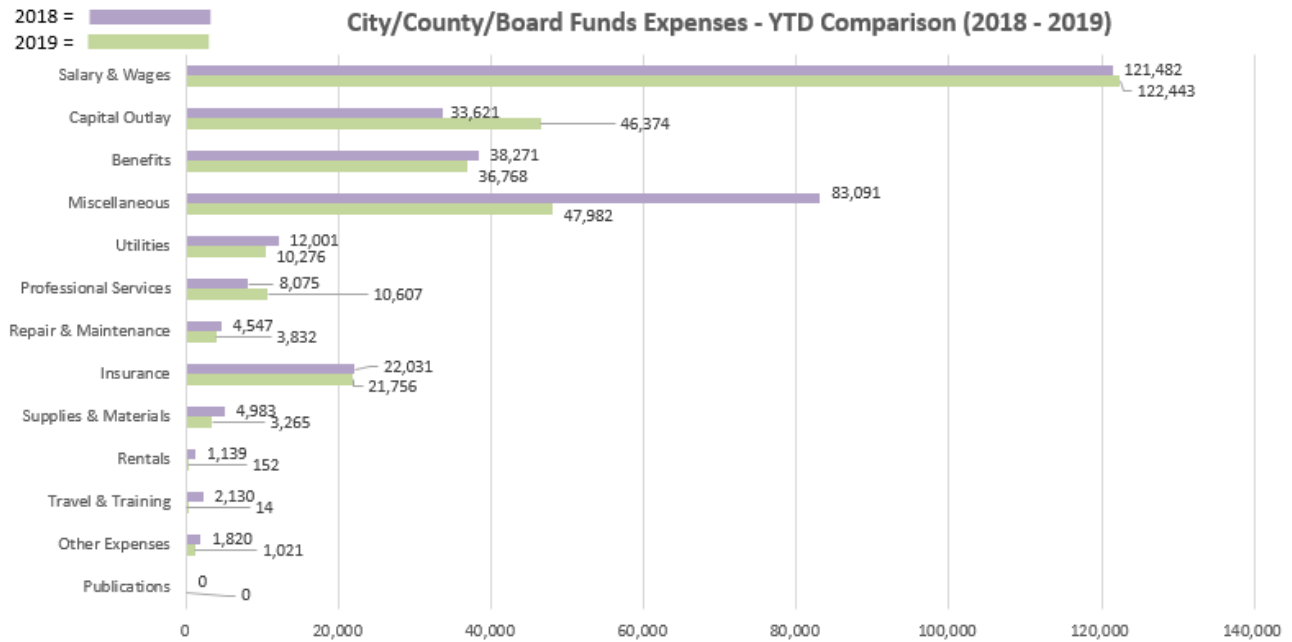
Board Funds Revenue - YTD Comparison (2017 - 2019)



1. Meeting room revenue increased by \$430 compared to January 2018.
2. Non-resident card revenue decreased by 5% from last year; there are currently 1,042 registered non-county users, 49 of whom used Ellsworth vouchers.
3. Copier and printing revenue decreased by \$476 from last year; this may be due in part to more electronic document delivery and our provision of an e-faxing service.
4. Fees/Fines/Overdue revenue (includes proctoring and 3-D prints) decreased by 21% from last year; patrons are encouraged to obtain library cards, which avoids the \$20 proctoring fee.

2019 Expenditures	
YTD Benchmark	YTD Actual
8.33%	9%

Total expenditures and encumbrances¹ through January 2019 were \$304,488.88.



1. Other expenses decreased by 44%. This is a pass-thru line item for the Friends of the Library book sales, Friends of the Library memberships, and the Literacy Council. These items do not affect the bottom line.
2. Travel and Training decreased by 99%. Costs for planned conferences for 2019 have not yet been paid.
3. Rentals decreased by 87%. Rentals include leased parking, equipment leases and rentals. Leased parking costs ended in 2018 and are not included in the 2019 budget.
4. Supplies & Materials decreased by 34% from 2018. This includes office and janitorial supplies, tools, tires, clothing-food, and gasoline.
5. Repair & Maintenance decreased by 16%. This includes facility repair and equipment, and the integrated library system (ILS).
6. Professional services increased by 31%. This includes programming performances, aviary maintenance, landscaping services, window cleaning, HVAC maintenance, and security services.
7. Utilities decreased by 14% since last year. Line items includes electricity, telephone, and natural gas.
8. Miscellaneous decreased by 42%. Expenditures include magazine subscriptions, event and activity supplies, computers, software, software maintenance contracts, and office equipment. These purchases are made according to the technology and equipment replacement schedule.
9. Capital Outlay for books, other library materials, and building improvements increased by 38% compared to January 2018.

¹ Encumbrances: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

**Monthly Vacancy Status Report
as of 1/31/19**

LIBRARY DEPARTMENT	FULL AND PART-TIME POSITIONS	FULL AND PART-TIME EMPLOYEES	VACANCIES	STATUS
Management	2	2	-	
Librarian Is	2	2	-	
Coordinators	4	4	-	
Business Office	2	2	-	
Facilities	3	3	-	
Library Associates	18	16	2	<i>Advertisement for LAII Events position closed 1/24 - applications being reviewed; the other is frozen due to 2019 budget reductions.</i>
Customer Service Specialists	3.875	3.875	-	
Outreach	4	4	-	
TOTALS	38.875	36.875	2	

Note: Data excludes temporary classifications.

Year to Date Expense Report
as of 1/31/19

Dept. 0609, 0610, 0971

	Total Year To			
	Current Year Working Budget	Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 1,709,592	\$ 121,675	1,587,917	93%
4111 Overtime Wages	-	38	(38)	0%
4114 FTO/Uniform/Tool/Class IV Pay	-	-	-	0%
4118 Temporary Wages	22,500	730	21,770	97%
4100 Salary & Wages	1,732,092	122,443	1,609,649	93%
4120 Social Security	107,494	7,192	100,302	93%
4121 Medicare	25,165	1,682	23,483	93%
4130 Retirement	102,576	7,303	95,273	93%
4131 Section 125 Administration	819	33	786	96%
4140 Workmens Comp	2,507	2,245	262	10%
4150 Group Health Insurance	234,962	18,181	216,782	92%
4155 Group Life Insurance	1,706	133	1,573	92%
4170 Unemployment Insurance	2,050	-	2,050	100%
4110 Benefits	477,279	36,768	440,511	92%
4211 General & Auto Liability	5,307	4,763	544	10%
4212 Boiler Coverage	-	-	-	0%
4214 Other Insurance	24,126	16,994	7,132	30%
4210 Insurance	29,433	21,756	7,677	26%
4223 Consultant Services	8,000	-	8,000	100%
4225 Other Professional Services	130,850	10,589	120,261	92%
4229 Marketing	8,000	17	7,983	100%
4220 Professional Services	146,850	10,607	136,243	93%
4230 Publishing	700	-	700	100%
4230 Publications	700	-	700	100%
4243 Machinery Rentals	-	-	-	0%
4244 Lease/Purchases	19,178	139	19,039	99%
4246 Other Rentals	1,012	13	999	99%
4240 Rentals	20,190	152	20,038	99%
4251 Repair - Roll Stock	3,000	-	3,000	100%
4252 Repair - Structures	35,115	406	34,709	99%
4253 Repair - Equipment	12,043	-	12,043	100%
4255 Repair - Water & Sewer	-	-	-	0%
4259 Miscellaneous	-	3,426	(3,426)	0%
4250 Repair & Maintenance	50,158	3,832	46,326	92%
4261 Office Supplies	28,180	2,136	26,044	92%
426101 Event Supplies *	38,770	606	38,164	98%
4262 Gasoline, Oil, Fuel	2,800	102	2,698	96%
4263 Clothing, Food	2,265	-	2,265	100%
4264 Janitor & Chemical Supplies	15,000	341	14,659	98%
4265 Minor Tools	100	79	21	21%
4266 Agricultural Supply	-	-	-	0%
4267 Tires	1,200	-	1,200	100%
4269 Misc Supplies & Materials	1,000	-	1,000	100%
4260 Supplies & Materials	89,315	3,265	86,050	96%
4270 Travel & Training	14,320	14	14,306	100%
4270 Travel & Training	14,320	14	14,306	100%
4281 Telephone - Local	24,475	1,799	22,676	93%
4282 Natural Gas	18,524	2,695	15,829	85%
4283 Electricity	117,019	5,782	111,237	95%
4287 Drainage Fees	420	-	420	100%
4280 Utilities	160,438	10,276	150,162	94%
4292 Dues	2,500	176	2,324	93%
4293 Subscriptions	81,040	43,882	37,158	46%
4294 Other Miscellaneous Expenses	8,025	(147)	8,172	102%
4295 Computers	79,392	1,946	77,446	98%
429501 Software *	5,670	-	5,670	100%
429502 Software Maintenance Contracts *	70,790	1,344	69,446	98%
4296 Office Equipment	26,447	781	25,666	97%
4290 Miscellaneous	273,864	47,982	225,882	82%
4320 Buildings & Structures	30,908	-	30,908	100%
4341 General Materials	187,700	19,144	168,556	90%
4342 Books/AV Processing	24,560	1,114	23,446	95%
4345 Electronic Resources	139,925	23,307	116,618	83%
4346 DVDs	29,971	2,265	27,706	92%
4348 Interactive Materials	6,020	544	5,476	91%
4350 Furniture & Minor Equipment	-	-	-	0%
4360 Library Machinery	-	-	-	0%
4390 Library Other Capital	-	-	-	0%
4300 Capital Outlay	419,084	46,374	372,710	89%
4530 Refund or Reimbursement	22,000	1,021	20,979	95%
4500 Other Expenses	22,000	1,021	20,979	95%
**Total LIBRARY	3,435,723	304,489	3,131,234	91%

* = New budget line items in 2019; in previous years they were combined with other existing line items.

The City of Rapid City
Bill List by Vendor - Detail

Vendor #	Invoice #	PO #	Vendor Name	GL Account	Line Item Description	Line Item Amount
170	438884785348	121948	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	96.28
	576868656896	121966	AMAZON.COM CREDIT	10100609-426100	SUPPLIES	18.50
	487775844559	121941	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	16.93
	597456334779	121940	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	444.40
	596637333878	121949	AMAZON.COM CREDIT	10100610-426100	SUPPLIES	20.97
	836586874569	121947	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	14.99
	459463533894	122179	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	28.99
	797478673379	122219	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	26.98
	734947676985	122178	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	4.64
	576435757565	122565	AMAZON.COM CREDIT	10100609-426101	PROGRAMMING	62.87
	435865473859	122594	AMAZON.COM CREDIT	10100609-434100	GENERAL MATERIALS	8.85
	448543466733	122591	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	178.73
	473744866653	122590	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	9.05
	467567363437	122177	AMAZON.COM CREDIT	10100609-426101	PROGRAMMING	7.96
	835875894934	122190	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	5.20
	463966686443	122690	AMAZON.COM CREDIT	10100609-426100	PROGRAMMING	12.99
	463966686443	122690	AMAZON.COM CREDIT	10100609-426101	PROGRAMMING	64.84
	463966686443	122690	AMAZON.COM CREDIT	10100610-426101	PROGRAMMING	39.71
	764553835377	122091	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	47.61
	444644874578	119816	AMAZON.COM CREDIT	10100609-426100	PROGRAMMING	21.95
	444644874578	119816	AMAZON.COM CREDIT	10100610-429400	PROGRAMMING	320.00
	114-6628687-2655431C		AMAZON.COM CREDIT	10100609-429400	CR PAID TWICE ONCE ON ORDER ONCE ON INVOICE	(147.30)
	596449966747		AMAZON.COM CREDIT	10100610-434600	CR PRE-ORDER PRICE PROTECTION	(0.01)
	833888799374	120050	AMAZON.COM CREDIT	10100609-426100	SUPPLIES	33.99
	464946834853	122593	AMAZON.COM CREDIT	10100610-434800	GENERAL MATERIALS	58.34

170	536763845736	122082	AMAZON.COM CREDIT	10100610-426100	GENERAL MATERIALS	100.56
	656737483376	122083	AMAZON.COM CREDIT	10100610-434800	GENERAL MATERIALS	354.81
	946335596853	122088	AMAZON.COM CREDIT	10100609-434800	GENERAL MATERIALS	59.85
	675443894557	122084	AMAZON.COM CREDIT	10100609-434800	GENERAL MATERIALS	39.82
	445559998585	122085	AMAZON.COM CREDIT	10100609-434100	GENERAL MATERIALS	28.98
	748549964986	122087	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	28.13
	483433787794	121967	AMAZON.COM CREDIT	10100609-426100	SUPPLIES	8.68
	457957445488	121965	AMAZON.COM CREDIT	10100610-426100	SUPPLIES	375.78
	465846489848	122140	AMAZON.COM CREDIT	10100610-426100	SUPPLIES	180.93
	443897977833	122081	AMAZON.COM CREDIT	10100610-426100	SUPPLIES	145.41
	486544667634	122139	AMAZON.COM CREDIT	10100609-426101	PROGRAMMING	14.00
	486544667634	122139	AMAZON.COM CREDIT	10100610-426100	PROGRAMMING	30.91
	439935895693	122086	AMAZON.COM CREDIT	10100609-434800	GENERAL MATERIALS	38.74
	854594954357	121943	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	25.72
	898877347387	121946	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	318.10
	455969785755	121942	AMAZON.COM CREDIT	10100610-434600	GENERAL MATERIALS	15.69
	968367668363	121944	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	75.69
	435894694935	121945	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	45.57
	948493856457	121964	AMAZON.COM CREDIT	10100610-434100	GENERAL MATERIALS	15.00
				AMAZON.COM CREDIT Total:	3,299.83	
356	2034252472	122120	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	24.38
	2034252472	122120	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.65
	2034275020	122511	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	41.25
	2034264610	122510	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	137.71
	2034264610	122510	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	1.60
	2034264609	122509	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	130.41
	2034264609	122509	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	8.40
	2034264608	122508	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	54.33
	2034264608	122508	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	3.40
	2034264607	122507	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	282.22

356	2034264607	122507	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	14.60
	2034233431	121972	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	23.99
	2034233430	121971	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	15.00
	2034233430	121971	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.65
	2034233428	121969	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	56.97
	2034233429	121970	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	27.17
	2034235603	121978	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	4.79
	2034235603	121978	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034235602	121977	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	4.79
	2034235602	121977	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034233435	121976	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	29.95
	2034233435	121976	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.65
	2034233434	121975	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	20.89
	2034233433	121974	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	64.37
	2034233433	121974	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	3.25
	2034233432	121973	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	28.42
	2034233432	121973	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.30
	2034235611	121986	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	251.43
	2034235611	121986	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	13.90
	2034235609	121984	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	17.91
	2034235609	121984	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034235608	121983	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	63.57
	2034235608	121983	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	2.90
	2034235607	121982	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	48.37
	2034235607	121982	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.85
	2034235606	121981	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	22.98
	2034235606	121981	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.65
	2034235605	121980	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	35.94
	2034235605	121980	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.30
	2034235618	121993	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	10.07

356	2034235618	121993	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034235617	121992	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	15.12
	2034235617	121992	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034235616	121991	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	26.69
	2034235616	121991	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	2.20
	2034235615	121990	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	16.10
	2034235615	121990	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034235614	121989	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	48.14
	2034235614	121989	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.80
	2034235612	121987	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	55.39
	2034235612	121987	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	2.45
	2034244164	122000	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	15.15
	2034244164	122000	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034244163	121999	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	15.67
	2034244163	121999	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034244161	121997	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	19.60
	2034244161	121997	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.25
	2034244160	121996	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	18.95
	2034244160	121996	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034244159	121995	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	15.56
	2034244159	121995	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.50
	2034235619	121994	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	66.46
	2034235619	121994	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034244162	121998	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	28.62
	2034244162	121998	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.45
	2034235604	121979	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	14.24
	2034235604	121979	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.25
	2034244168	122004	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	44.60
	2034244168	122004	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.65
	2034244167	122003	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	27.61

356	2034244167	122003	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.40
	2034244166	122002	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	16.80
	2034244166	122002	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034244165	122001	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	250.76
	2034244165	122001	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	14.25
	2034244173	122103	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	37.99
	2034244173	122103	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034244172	122102	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	25.68
	2034244172	122102	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	0.80
	2034244171	122101	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	96.65
	2034244171	122101	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	8.25
	2034244170	122100	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	44.20
	2034244170	122100	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	4.20
	2034244169	122099	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	20.14
	2034244169	122099	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.80
	2034235610	121985	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	48.04
	2034235610	121985	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.15
	2034252470	122118	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	18.99
	2034252469	122117	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	26.54
	2034252468	122116	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	5.52
	2034249858	122107	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	16.23
	2034249858	122107	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.05
	2034249857	122105	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	24.15
	2034249857	122105	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.45
	2034249856	122104	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	674.78
	2034249856	122104	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	24.90
	2034261773	122500	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	26.96
	2034261773	122500	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	1.05
	2034261772	122499	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	48.10
	2034261772	122499	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	0.80

356	2034261771	122498	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	15.15
	2034261771	122498	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	0.40
	2034261770	122497	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	39.86
	2034261770	122497	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	0.80
	2034235613	121988	BAKER & TAYLOR BOOKS	10100610-434100	GENERAL MATERIALS	27.59
	2034235613	121988	BAKER & TAYLOR BOOKS	10100610-434200	GENERAL MATERIALS	1.30
	2034252471	122119	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	48.19
	2034252471	122119	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	0.65
	2034264606	122506	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	92.57
	2034264606	122506	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	6.85
	2034261778	122505	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	69.26
	2034261778	122505	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	2.35
	2034261777	122504	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	10.07
	2034261777	122504	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	1.05
	2034261776	122503	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	20.69
	2034261776	122503	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	0.25
	2034261775	122502	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	24.62
	2034261775	122502	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	1.15
	2034261774	122501	BAKER & TAYLOR BOOKS	10100609-434100	GENERAL MATERIALS	174.94
	2034261774	122501	BAKER & TAYLOR BOOKS	10100609-434200	GENERAL MATERIALS	10.75
				BAKER & TAYLOR BOOKS Total:	3,887.28	
11811	59155	119228	BAYSCAN TECHNOLOGIES	10100610-426100	SUPPLIES	4,300.00
					BAYSCAN TECHNOLOGIES Total:	4,300.00
988	881910	121962	CHRIS SUPPLY COMPANY INC	10100610-426100	MAINTENANCE/FACILITIES	8.61
	881939	122037	CHRIS SUPPLY COMPANY INC	10100609-426100	SUPPLIES	30.73
	882230	122400	CHRIS SUPPLY COMPANY INC	10100609-426100	SUPPLIES	3.91
					CHRIS SUPPLY COMPANY INC Total:	43.25
1326	6525931	118606	DEMCO INC	10100610-429600	STRUCTURE	3,920.25
	6528728	119529	DEMCO INC	10100609-429600	FURNITURE/EQUIPMENT	1,203.19
					DEMCO INC Total:	5,123.44

1481	0613-7967 01/09/19	122180	EASYPERMIT POSTAGE	10100609-426100	FINANCE CHARGES	61.42
					EASYPERMIT POSTAGE Total:	61.42
1627	SDRA181919	122563	FASTENAL COMPANY	10100609-425200	STRUCTURE	10.42
	SDRA181919	122563	FASTENAL COMPANY	10100610-426500	STRUCTURE	14.12
					FASTENAL COMPANY Total:	24.54
8661	102	122181	GRACE BALLOCH MEMORIAL LIBRARY	10100609-434100	GENERAL MATERIALS	12.96
					GRACE BALLOCH MEMORIAL LIBRARY Total:	12.96
2168	550962-0	121918	HEARTLAND PAPER CO	10100610-426400	MAINTENANCE/FACILITIES	34.33
	553689-0	122614	HEARTLAND PAPER CO	10100609-426400	MAINTENANCE/FACILITIES	78.59
					HEARTLAND PAPER CO Total:	112.92
2498	15113	122561	JANTECH LLC	10100609-422500	SUPPORT SERVICES	176.00
					JANTECH LLC Total:	176.00
11897	12/07-21/18	121921	JOELLE K SIMPSON	10100609-422500	PROGRAMMING	100.00
					JOELLE K SIMPSON Total:	100.00
2719	2882537	122108	KNECHT HOME CENTER	10100610-426500	MAINTENANCE/FACILITIES	14.95
	2900582	122477	KNECHT HOME CENTER	10100609-425200	STRUCTURE	39.31
					KNECHT HOME CENTER Total:	54.26
2772	32523	119674	KT CONNECTIONS INC	10100609-429500	COMPUTERS AND SOFTWARE	6,130.00
	32584		KT CONNECTIONS INC	10100609-429500	CR HP ELITEBOOK 850 GS	(1,226.00)
					KT CONNECTIONS INC Total:	4,904.00
11926	01/16/19	122629	M ELAINE DOLL-DUNN	10100609-422500	PROGRAMMING - ADULT	250.00
					M ELAINE DOLL-DUNN Total:	250.00
3208	4375 01/14/19	121961	MENARDS	10100610-426100	MAINTENANCE/FACILITIES	69.45
	4375 01/14/19	121961	MENARDS	10100610-426400	MAINTENANCE/FACILITIES	24.11
	4375 01/14/19	121961	MENARDS	10100610-426500	MAINTENANCE/FACILITIES	13.16
					MENARDS Total:	106.72
3258	96809199	121916	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	2.50

3258	96809199	121916	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	11.24
	96811645	121908	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	34.99
	96813315	121914	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	10.00
	96813315	121914	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	16.48
	96825356	121906	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	2.50
	96825356	121906	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	22.49
	96825357	121909	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	5.00
	96825357	121909	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	28.48
	96833943	121912	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	32.50
	96833943	121912	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	248.12
	96883694	122494	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	5.00
	96883694	122494	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	41.23
	96862902	122094	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	10.00
	96862902	122094	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	89.96
	96893798	122628	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	42.50
	96893798	122628	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	117.64
	96891633	122582	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	2.50
	96891633	122582	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	19.49
	96891634	122583	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	5.00
	96891634	122583	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	28.48
	96891636	122584	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	17.50
	96891636	122584	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	116.20
	96883695	122495	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	30.00
	96883695	122495	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	238.38
	96838530	121913	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	584.84
	96835770	121911	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	30.00
	96835770	121911	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	175.38
	96859972	122106	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	17.50
	96859972	122106	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	114.68
	96862899	122096	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	5.00

3258	96862899	122096	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	41.23
	96862901	122095	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	5.00
	96862901	122095	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	38.98
	96865001	122093	MIDWEST TAPE EXCHANGE	10100609-434200	GENERAL MATERIALS	17.50
	96865001	122093	MIDWEST TAPE EXCHANGE	10100609-434600	GENERAL MATERIALS	83.18
	96838528	121907	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	104.97
	96838529	121910	MIDWEST TAPE EXCHANGE	10100610-434600	GENERAL MATERIALS	4.99
	96838532	121915	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	74.98
	96805201	121823	MIDWEST TAPE EXCHANGE	10100610-434200	GENERAL MATERIALS	132.00
	96867711	122183	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	169.96
	96867709	122182	MIDWEST TAPE EXCHANGE	10100609-434100	GENERAL MATERIALS	264.93
				MIDWEST TAPE EXCHANGE Total:	3,043.30	
3617	08009CO19007051	122080	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	303.91
	08009CO19009921	122092	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	887.41
	08009DA19009173	122079	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	26.00
	08009DA19007959	122089	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	131.99
	08009DA19004442	122010	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	102.99
	08009CO18239946	121822	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	537.92
	08009DA18241983	121816	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	320.49
	08009DA19004443	121821	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	453.96
	08009CO19007053	122090	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	237.95
	H-0054411	121968	OVERDRIVE INC	10100609-429300	SUBSCRIPTIONS	4,500.00
	H-0054411	121968	OVERDRIVE INC	10100609-434500	SUBSCRIPTIONS	13,500.00
	08009CO19000530	121819	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	431.43

3617	08009CO19002 620	121820	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	358.33
	08009DA18240 803	121818	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	26.98
	08009DA18241 982	121817	OVERDRIVE INC	10100610-434500	GENERAL MATERIALS	85.47
					OVERDRIVE INC Total:	21,904.83
11366	90609757	121960	PASTPERFECT SOFTWARE INC	10100609-429500	COMPUTERS/SOFTWARE	720.00
					PASTPERFECT SOFTWARE INC Total:	720.00
5471	067728	118883	PHEASANTLAND INDUSTRIES	10100610-426100	SUPPLIES	151.20
	067568	118883	PHEASANTLAND INDUSTRIES	10100610-426100	SUPPLIES	39.19
					PHEASANTLAND INDUSTRIES Total:	190.39
3951	96166394	121917	RECORDED BOOKS	10100609-434100	GENERAL MATERIALS	9.99
	76168065	122493	RECORDED BOOKS	10100609-434100	GENERAL MATERIALS	92.47
					RECORDED BOOKS Total:	102.46
11101	W6292051	121919	SECURITAS SECURITY SERVICES USA, INC	10100610-422500	SECURITY	7,131.94
					SECURITAS SECURITY SERVICES USA, INC Total:	7,131.94
4330	0143387	122478	SERVALL UNIFORM/LINEN CO INC	10100609-426400	MAINTENANCE/FACILITIES	94.40
	0137364	121352	SERVALL UNIFORM/LINEN CO INC	10100609-426400	MAINTENANCE/FACILITIES	94.40
	S0139546	122038	SERVALL UNIFORM/LINEN CO INC	10100609-424600	PROGRAMMING - ADULT	13.46
					SERVALL UNIFORM/LINEN CO INC Total:	202.26
4360	B09315778	119579	SHI INTERNATIONAL CORP	10100609-429500	COMPUTERS AND SOFTWARE	225.28
	B09285572	119579	SHI INTERNATIONAL CORP	10100609-429500	COMPUTERS AND SOFTWARE	7,040.00
					SHI INTERNATIONAL CORP Total:	7,265.28
4405	105023	122109	SIMPSON'S PRINTING	10100610-426100	SUPPLIES	15.00
					SIMPSON'S PRINTING Total:	15.00

11265	10/01-12/10/18	122469	SOL YOGA	10100609-422500	PROGRAMMING	675.00
					SOL YOGA Total:	675.00
11474	493569	121963	UNIQUE MANAGEMENT SERVICES, INC.	10100609-422500	SUPPORT SERVICES	295.35
					UNIQUE MANAGEMENT SERVICES, INC. Total:	295.35
6415	006674901 01/06	121920	VAST BUSINESS	10100609-428100	MACHINES/EQUIPMENT	542.74
					VAST BUSINESS Total:	542.74
5118	000403 12/17/18	119833	WALMART COMMUNITY	10100609-426100	SUPPLIES	50.00
					WALMART COMMUNITY Total:	50.00
5220	726876-0	119454	WESTERN STATIONERS	10100610-429600	FURNITURE	1,166.40
	728140-0	122097	WESTERN STATIONERS	10100609-426100	SUPPLIES	336.76
					WESTERN STATIONERS Total:	1,503.16
Total					Grand Total:	66,098.33