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# **Library Board**

**Monday, March 19, 2018**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - February 27, 2018 and March 13, 2018**

*The following bills were submitted by the Library Director in accordance with the Library Funds Policy since the last library board meeting.*

Staff Contact:

**Schedule of Bills**

Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85241	COMPUTER SERVICES						
	0	10168 BANK OF AMERICA	CDW-Acronis	TXN00042107			5718	1,275.00
	85324	REPAIR & MAINT - BUILDING						
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00042170			5718	17.98
	85330	REPAIR & MAINT - OFF FURN & EQ						
	0	10168 BANK OF AMERICA	CAPITAL - Maintenance Invoice	TXN00042102			5718	225.94
	0	10168 BANK OF AMERICA	KONICA - Maintenance invoice	TXN00042126			5718	21.26
	85413	POSTAGE						
	0	10168 BANK OF AMERICA	USPS - Certified Letter	TXN00041756			5718	3.95
	1	344 MIDWEST CONNECT LLC	01/16/18-01/31/18 POSTAGE	GI11 02/01/18			0	264.59
	85416	ADVERTISING						
	1	214 MIDLANDS NEWSPAPERS INC	PUBLIC MEETING AD	10040440 - JAN.2018			0	14.78
	85422	DUES & SUBSCRIPTIONS						
	1	3767 OCLC ONLINE COMPUTER LIBRARY	OCLC	579072	34375		0	2,016.22
	85425	BOOKS						
	0	10168 BANK OF AMERICA	AMAZON - Returned book	TXN00042132			5718	(8.36)
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042150			5718	2,500.06
	85426	AV/ELECTRONIC MEDIA						
	0	10168 BANK OF AMERICA	LINKEDIN - Database 1/2/18-1/1	TXN00042086			5718	6,440.00
	0	10168 BANK OF AMERICA	RECORDED BOOKS - Audiobook	TXN00042038			5718	48.42
	0	10168 BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00042068			5718	177.62
	0	10168 BANK OF AMERICA	RECORDED BOOKS - Consortium	TXN00042027			5718	56.90
	1	562 MIDWEST TAPE	DVD'S	95790577	10326		0	186.91
	1	562 MIDWEST TAPE	DVD'S	95790575	10326		0	449.71
	1	562 MIDWEST TAPE	DVD'S & PLAYAWAYS	95769979	10326		0	1,341.48
	1	562 MIDWEST TAPE	JAN 2018 HOOPLA	95787127	10326		0	2,819.20
	85505	OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042150			5718	533.90
	0	10168 BANK OF AMERICA	RECORDED BOOKS - Audiobook	TXN00042038			5718	3.50
	0	10168 BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00042068			5718	10.50
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00042129			5718	27.45

**Schedule of Bills**

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**Vendor**  
**Org Object Name/Number**

**Description**

**Invoice**

**PO # WO#**

**Check #**

**Amount**

**10044301 Org Total 18,427.01**

Prepared by

*Nancy Branch*

Library Funds Disbursement Voucher	
Approved by: Alan Lepler	Date 2/27/18
Library Board President <i>Alan Lepler</i>	
Authenticated by: Ed Meedel	Date 2/28/18
Library Board Secretary <i>Ed Meedel</i>	

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85160		OTHER EMPLOYEE BENEFITS					
	0	10168 BANK OF AMERICA	TASC - Admin Fees	TXN00042701			5736	25.62
	85241		COMPUTER SERVICES					
	0	10168 BANK OF AMERICA	FOUR WINDS-Annual Maint 2/1/18	TXN00042322			5736	1,554.06
	85305		UTILITY SERVICES					
	1	92 CITY OF GRAND ISLAND-UTILITIES	UTILITY BILL	04602141 - JAN 2018			0	111.07
	1	92 CITY OF GRAND ISLAND-UTILITIES	UTILITY BILL	04602120 - JAN 2018			0	3,733.51
	85317		NATURAL GAS					
	1	336 NORTHWESTERN ENERGY	NATURAL GAS BILL	18JAN2646500-5			206426	1,322.57
	85324		REPAIR & MAINT - BUILDING					
	0	10168 BANK OF AMERICA	CRESCENT - Light bulbs	TXN00042363			5736	348.59
	0	10168 BANK OF AMERICA	NE SAFETY&FIRE-FireAlarmInspec	TXN00042422			5736	335.00
	0	10168 BANK OF AMERICA	PRESTOX - Pest control	TXN00042506			5736	131.00
	85330		REPAIR & MAINT - OFF FURN & EQ					
	0	10168 BANK OF AMERICA	CAPITAL BUS-Overage Charge	TXN00042538			5736	113.63
	85350		SANITATION SERVICE					
	0	10168 BANK OF AMERICA	MID NE DISPOSAL-Sanitatio/Jan	TXN00042310			5736	38.30
	85413		POSTAGE					
	0	10168 BANK OF AMERICA	USPS - Certified letter	TXN00042357			5736	3.95
	1	344 MIDWEST CONNECT LLC	02/01/18-02/15/18 POSTAGE	GI11 02/16/18			0	154.44
	85425		BOOKS					
	0	10168 BANK OF AMERICA	AMAZON - Book	TXN00042634			5736	14.43
	0	10168 BANK OF AMERICA	AMAZON - Books	TXN00042478			5736	24.22
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042574			5736	7,873.06
	0	10168 BANK OF AMERICA	OMAHA WORLD HERALD - Books	TXN00042434			5736	36.90
	85426		AV/ELECTRONIC MEDIA					
	0	10168 BANK OF AMERICA	REC BOOKS - Zinio - 2/1/18-1/3	TXN00042420			5736	1,012.23
	0	10168 BANK OF AMERICA	REC BOOKS-Consortium Zinio sub	TXN00042462			5736	2,529.60
	0	10168 BANK OF AMERICA	REC BOOKS-Consortium zinio sub	TXN00042447			5736	1,436.37
	0	10168 BANK OF AMERICA	SWANK - Movie License	TXN00042535			5736	75.00
	1	562 MIDWEST TAPE	DVD'S	95813204	10326		0	594.67

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### Schedule of Bills

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85426	AV/ELECTRONIC MEDIA						
	1	562 MIDWEST TAPE	DVD'S & AUDIOBOOKS	95835626	10326		0	780.52
	1	562 MIDWEST TAPE	DVD'S & AUDIOBOOKS	95853941	10326		0	1,183.38
	85490	OTHER EXPENDITURES						
	1	8792 CHASE PAYMENTECH LLC	FEB 2018 CREDIT CARD USER FEE	2018FEB6614			5728	50.40
	85505	OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	AMAZON - Toys	TXN00042399			5736	141.38
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042574			5736	1,342.35
	0	10168 BANK OF AMERICA	BRODART - Processing Supplies	TXN00042164			5736	43.34
	0	10168 BANK OF AMERICA	DEMCO - Processing Supplies	TXN00042224			5736	76.86
	0	10168 BANK OF AMERICA	DOLLARTREE - Headphones	TXN00042515			5736	144.00
	0	10168 BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00042602			5736	5.16
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00042528			5736	15.50
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00042190			5736	35.99
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00042516			5736	99.99
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00042243			5736	572.92
	0	10168 BANK OF AMERICA	WALMART - FACE TISSUE	TXN00042400			5736	17.91
10044301 Org Total							25,977.92	

**Schedule of Bills**

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
20110001		LIBRARY TRUST						
	85425	BOOKS						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042574			5736	117.79
20110001 Org Total							117.79	

Prepared by

*Nancy Brown*

Library Funds Disbursement Voucher	
Approved by: Alan Lepler	Date 3/9/18
Library Board President <i>Alan Lepler</i>	
Authenticated by: Ed Meedel	Date 3/9/18
Library Board Secretary <i>Ed Meedel</i>	