Library Board

Monday, March 21, 2022

Regular Meeting

Item B3

Approval of Bills Submitted - February 22, 2022 and March 8, 2022

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

022222

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
10044301		**LIBRARY**						
	74703	**FINES AND PENALTIES**						
0	999999	REFUND CUSTOMERS	RETURNED LOST BOOK	FEB 2022			0	36.40
	85160	**OTHER EMPLOYEE BENEFITS**						
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00091631			7601	29.28
	85213	**CONTRACT SERVICES**						
1	7012	ESSENTIAL PERSONNEL INC	TEMPORARY HELP	62180	37306		0	767.61
1	7012	ESSENTIAL PERSONNEL INC	TEMPORARY HELP	62309	37306		0	1,023.48
	85317	**NATURAL GAS**						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	21DEC2646500-5			225185	1,878.39
	85324	**REPAIR & MAINT - BUILDING**						
0	10168	BANK OF AMERICA	ACE- Maintenance Supplies	TXN00091328			7601	42.94
0	10168	BANK OF AMERICA	CRESCENT - Bulbs	TXN00091435			7601	92.41
0	10168	BANK OF AMERICA	MENARDS- Maintenance Supplies	TXN00091482			7601	54.91
	85330	**REPAIR & MAINT - OFF FURN & EQ**						
0	10168	BANK OF AMERICA	CAPITAL BUSIN-Contract Chrg 10	TXN00091407			7601	114.08
0	10168	BANK OF AMERICA	EAKES-Contract Billing OCT-DEC	TXN00091426			7601	366.75
	85410	**TELEPHONE**						
1	107	CENTURYLINK INC	GROUP PHONE BILL - CITY HALL	22FEB308 E22-1707			225200	29.61
1	107	CENTURYLINK INC	PHONE BILL - LIBRARY	22FEB308 385-5333			225202	155.56
1	387	STATE OF NE DIV OF COMM	JAN 2022 FOR ACCT 01 0240	1304758			0	401.58
	85413	**POSTAGE**						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 01/31/22			0	233.12
	85422	**DUES & SUBSCRIPTIONS**						
1	3767	OCLC ONLINE COMPUTER LIBRARY	FEB 2022 CATALOGING & METADATA SUBSCRIPTIONS	1000192864			0	2,215.44
	85425	**BOOKS**						
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERV- Books	TXN00091217			7601	238.58
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERV- Books	TXN00091185			7601	760.33
	85426	**AV/ELECTRONIC MEDIA**						
0	10168	BANK OF AMERICA	OVERDRIVE-Deposit on Account	TXN00091610			7601	2,500.00
0	10168	BANK OF AMERICA	TECHSOUP - Journeyed.com	TXN00091272			7601	10.00

Schedule of Bills

022222

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
85426		AV/ELECTRONIC MEDIA						
	1	562 MIDWEST TAPE	AUDIOBOOKS & DVD'S	501645027	20226		0	397.59
	1	562 MIDWEST TAPE	AUDIOBOOKS & DVD'S	501610107	20226		0	712.19
	1	562 MIDWEST TAPE	HOOPLA 01/22	501628973	20226		0	4,243.78
	1	320 NE LIBRARY COMMISSION	JAN-DEC 2022 WEB DEWEY SUBSCRIPTION	31011			0	270.49
85427		PERIODICALS						
	0	10168 BANK OF AMERICA	WORLD HERALD-NewspaperSubscrip	TXN00091288			7601	198.90
85490		OTHER EXPENDITURES						
	1	11384 BRIAN HAINKE ESTATE	DECEASED EMPLOYEE PAYOUT OF HRS, VACA & MED LEAVE	FINAL PAYROLL			0	17,439.44
	1	8792 CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	22JAN6614			7585	51.33
85505		OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	AMAZON-Supplies for Makerspace	TXN00091293			7601	47.26
	0	10168 BANK OF AMERICA	BRODART - Processing Supplies	TXN00091134			7601	75.49
	0	10168 BANK OF AMERICA	DEMCO - Processing Supplies	TXN00091133			7601	137.13
	0	10168 BANK OF AMERICA	DEMCO-Processing Supplies	TXN00091430			7601	492.70
	0	10168 BANK OF AMERICA	HEAT PRESS-Cartridges for Make	TXN00091169			7601	656.00
	0	10168 BANK OF AMERICA	SAMS - Activity Supplies	TXN00091578			7601	193.36
	0	10168 BANK OF AMERICA	SAMS - Supplies	TXN00091580			7601	38.94
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00091552			7601	12.28

10044301 Org Total 35,917.35

Schedule of Bills

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
29555001		**OTHER DEPARTMENT PROJECTS**						
85042		**EDITH ABBOTT MEMORIAL LIBRARY**						
	0	10168 BANK OF AMERICA	BESTBUY - MacBook Pro	TXN00091493			7601	2,074.99
	0	10168 BANK OF AMERICA	BESTBUY-Renovation Supplies	TXN00091479			7601	379.00
	0	10168 BANK OF AMERICA	DELL-Library Teen Monitors	TXN00091105			7601	1,313.70
	0	10168 BANK OF AMERICA	DELL-Library Teen PC Mounts	TXN00090908			7601	108.48
	0	10168 BANK OF AMERICA	DELL-Library Teen PCs	TXN00091117			7601	4,125.30
105		**GI PUBLIC LIBRARY FOUNDATION**						
	0	10168 BANK OF AMERICA	AMAZON-Scanner for Makerspace	TXN00091224			7601	159.98
	0	10168 BANK OF AMERICA	AMAZON-Supplies for Programs	TXN00091335			7601	16.95
	0	10168 BANK OF AMERICA	HUMANITIES NE-Speakers for Pro	TXN00091190			7601	100.00
	0	10168 BANK OF AMERICA	SAMS - Activity Supplies	TXN00091578			7601	21.56
	0	10168 BANK OF AMERICA	USCUTTER-Mug Press Mugs	TXN00091267			7601	329.97

29555001 Org Total **8,629.93**

Prepared by

Nancy Broich

Library Funds Disbursement Voucher			
Approved by:	Tanya Hansen	**Date**	Feb 22, 2022
Library Board President	Tanya Hansen		
Authenticated by:	Ben Boeselager	**Date**	Feb 21, 2022
Library Board Secretary	Ben Boeselager		

Schedule of Bills

030822

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
10044301		**LIBRARY**						
	85213	**CONTRACT SERVICES**						
	1	7012 ESSENTIAL PERSONNEL INC	TEMPORARY HELP	62593	37306		0	1,023.48
	1	7012 ESSENTIAL PERSONNEL INC	TEMPORARY HELP	62690	37306		0	1,023.48
	85241	**COMPUTER SERVICES**						
	0	10168 BANK OF AMERICA	Amazon-Keyboard	TXN00091948			7607	29.69
	0	10168 BANK OF AMERICA	Amazon-Keyboard	TXN00092073			7607	50.99
	0	10168 BANK OF AMERICA	Amazon-keyboard return	TXN00091798			7607	(21.87)
	0	10168 BANK OF AMERICA	AMAZON-Kiosk Supplies	TXN00091720			7607	82.94
	0	10168 BANK OF AMERICA	Amazon-Thumbdrives	TXN00092000			7607	49.99
	0	10168 BANK OF AMERICA	APPLE-Final Cut Pro App	TXN00091713			7607	322.49
	0	10168 BANK OF AMERICA	BEST BUY - Battery Kit	TXN00092029			7607	59.99
	0	10168 BANK OF AMERICA	JOURNEYED - Software	TXN00091900			7607	239.90
	85324	**REPAIR & MAINT - BUILDING**						
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00091882			7607	9.77
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00091893			7607	68.20
	0	10168 BANK OF AMERICA	NE SAFETY FIRE - Fire Alarm In	TXN00091941			7607	350.00
	0	10168 BANK OF AMERICA	OVERHEAD DOOR - Repair	TXN00091972			7607	95.00
	85330	**REPAIR & MAINT - OFF FURN & EQ**						
	0	10168 BANK OF AMERICA	TELEPHONE SYSTEMS - Reboot Cam	TXN00091923			7607	60.00
	85350	**SANITATION SERVICE**						
	0	10168 BANK OF AMERICA	MID NE DISPOSAL-Dec&Jan Sanita	TXN00091688			7607	122.20
	85410	**TELEPHONE**						
	1	387 STATE OF NE DIV OF COMM	FEB 2022 NETWORK SERVICE CHARGES	1307130			0	9.72
	1	387 STATE OF NE DIV OF COMM	JAN 2022 LONG DISTANCE CHARGES	1307028			0	2.62
	85413	**POSTAGE**						
	1	344 MIDWEST CONNECT LLC	POSTAGE	GI11 02/15/22			0	330.56
	85425	**BOOKS**						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00091775			7607	4,207.88
	0	10168 BANK OF AMERICA	INGRAM LIBRARY SERVICE-Books	TXN00091950			7607	200.79
	0	10168 BANK OF AMERICA	INGRAM LIBRARY SERVICE-Books	TXN00091987			7607	677.38
	0	10168 BANK OF AMERICA	INGRAM LIBRARY SERVICE-Books	TXN00091852			7607	1,607.80
	85426	**AV/ELECTRONIC MEDIA**						

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030822

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85426	AV/ELECTRONIC MEDIA						
0		10168 BANK OF AMERICA	AMAZON - DVD	TXN00091958			7607	5.00
0		10168 BANK OF AMERICA	AMAZON - Video Games	TXN00091935			7607	178.10
0		10168 BANK OF AMERICA	WALMART - Video Games	TXN00091911			7607	59.76
0		10168 BANK OF AMERICA	WALMART - Video Games	TXN00091888			7607	536.32
1		562 MIDWEST TAPE	AUDIOBOOKS & DVD'S	501674743	20226		0	247.61
1		562 MIDWEST TAPE	DVD'S	501688341	20226		0	44.98
1		562 MIDWEST TAPE	DVD'S	501709215	20226		0	176.18
1		562 MIDWEST TAPE	RETURNED ITEM	501684928	20226		0	(26.99)
1		11216 TUMBLEWEED PRESS INC	MAY 2022-APR 2023 TUMBLEBOOK SUBSCRIPTION	109158			0	599.00
	85505	OFFICE SUPPLIES						
0		10168 BANK OF AMERICA	ACE - Supplies	TXN00091731			7607	81.52
0		10168 BANK OF AMERICA	AMAZON - DVD	TXN00091958			7607	53.60
0		10168 BANK OF AMERICA	AMAZON - Supplies	TXN00091850			7607	47.98
0		10168 BANK OF AMERICA	BRODART - Books	TXN00091775			7607	1,003.14
0		10168 BANK OF AMERICA	CHICAGO BOOKS ALA-Bookmarks&Po	TXN00091837			7607	65.10
0		10168 BANK OF AMERICA	HEAT PRESS- Protective Gloves	TXN00091962			7607	15.90
0		10168 BANK OF AMERICA	JOHNSON PLASTICS-Makerspace Su	TXN00091745			7607	55.03
0		10168 BANK OF AMERICA	MINITEX-RFID Tags for Books	TXN00092018			7607	808.00
0		10168 BANK OF AMERICA	ORIENTAL - Bookmarks	TXN00091861			7607	30.97
0		10168 BANK OF AMERICA	QUILL - Copy Paper	TXN00091703			7607	215.94
1		311 CAPITAL BUSINESS SYSTEMS, INC	CITY HALL COPIER FEE	1147202	37183		0	31.89
1		311 CAPITAL BUSINESS SYSTEMS, INC	COPIER MAINT GROUP BILL-CITY HALL	1149964	37183		0	3.61

10044301 Org Total 14,835.64

Schedule of Bills

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
20110001		**LIBRARY TRUST**						
	85425	**BOOKS**						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00091775			7607	698.12

20110001 Org Total **698.12**

Council Meeting
March 08, 2022

Schedule of Bills

030822

Org	Object	Vendor #_Name	Description	Invoice	PO #	WO#	Check #	Amount
29555001		**OTHER DEPARTMENT PROJECTS**						
85042		**EDITH ABBOTT MEMORIAL LIBRARY**						
0		10168 BANK OF AMERICA	AMAZON - Electronics	TXN00091936			7607	69.00
0		10168 BANK OF AMERICA	AMAZON - Electronics	TXN00091700			7607	107.99
0		10168 BANK OF AMERICA	AMAZON - Electronics	TXN00091799			7607	348.00
0		10168 BANK OF AMERICA	AMAZON - Electronics	TXN00091879			7607	898.00
0		10168 BANK OF AMERICA	AMAZON - Electronics	TXN00091793			7607	1,075.95
0		10168 BANK OF AMERICA	BEST BUY - Electronics	TXN00091969			7607	737.98
0		10168 BANK OF AMERICA	SAMS- Electronics	TXN00091662			7607	269.88
105		**GI PUBLIC LIBRARY FOUNDATION**						
0		10168 BANK OF AMERICA	AMAZON - DVD	TXN00091958			7607	27.58
0		10168 BANK OF AMERICA	SUPER SAVER- Activity Supplies	TXN00091832			7607	6.00
0		10168 BANK OF AMERICA	WALMART - Activity Supplies	TXN00091792			7607	15.54

29555001 Org Total 3,555.92

Prepared by

Nancy Broich

Library Funds Disbursement Voucher

Approved by: Tanya Hansen **Date** Mar 8, 2022

Library Board President Tanya Hansen

Authenticated by: Ben Boeselager **Date** Mar 8, 2022

Library Board Secretary Ben Boeselager