

Illinois Heartland Library System

Disbursement Summary Report

Attachment 4.1

From 04/01/2021 Through 04/30/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
4/2/2021	ACHILPR20210402	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 04/02/2021	2,999.15
4/2/2021		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 04/02/2021	428.48
4/2/2021		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 04/02/2021	173.74
4/2/2021		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 04/02/2021	1,283.10
4/2/2021	ACHIRSPR20210402	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 04/02/2021	15,506.25
4/2/2021		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 04/02/2021	2,075.42
4/2/2021		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 04/02/2021	940.17
4/2/2021		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 04/02/2021	6,809.05
4/13/2021	22407	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Check-EDW-Communications Coordinator	187.90
4/13/2021	22408	No	Ameren Illinois	10	CHA:Gas 03/01-04/01/2021	166.13
4/13/2021	22409	No	Ameren Illinois	10	EDW:Gas 03/01-04/01/2021	152.70
4/13/2021	22410	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 03/01-04/01/2021	835.06
4/13/2021	22411	No	American Pest Control	10	CHA:Monthly Extermination 04/09/2021	35.00
4/13/2021	22412	No	Buildingstars Operations Inc	10	EDW:Janitorial Srvc April 2021	450.00
4/13/2021	22413	No	Busey	10	Busey Credit Card Stmt Ending 04/01/2021	7,293.05
4/13/2021		No	Busey	27	Busey Credit Card Stmt Ending 04/01/2021	2,389.67
4/13/2021		No	Busey	32	Busey Credit Card Stmt Ending 04/01/2021	498.63
4/13/2021		No	Busey	85	Busey Credit Card Stmt Ending 04/01/2021	2,951.73
4/13/2021	22414	No	Champaign Multimedia Group	10	CHA:Public Bid Notice Newspaper Placement-ADA Bathrooms	36.80
4/13/2021	22415	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 04/01-04/30/2021	111.41
4/13/2021		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 04/01-04/30/2021	74.28
4/13/2021		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 04/01-04/30/2021	74.28
4/13/2021		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 04/01-04/30/2021	111.42
4/13/2021	22416	No	DP Supply Inc	10	CHA:Roll Paper Towels	22.97
4/13/2021	22417	No	Dave's Precision Mowing	10	CHA:Spring Clean Up - Sticks 03/17/2021	40.00
4/13/2021	22418	No	DELL MARKETING LP	10	Dell Latitude 5510 Laptop, Monitor, Dock & Wireless	12,592.65 A
4/13/2021		No	DELL MARKETING LP	27	Dell Latitude 5510 Laptop, Monitor, Dock & Wireless	2,362.91
4/13/2021		No	DELL MARKETING LP	32	Dell Latitude 5510 Laptop, Monitor, Dock & Wireless	5,396.85
4/13/2021		No	DELL MARKETING LP	85	Dell Latitude 5510 Laptop, Monitor, Dock & Wireless	2,080.93
4/13/2021	22419	No	Enterprise FM Trust	10	Monthly Fees & Routine Maintenance - April 2021	12,927.74
4/13/2021	22420	No	Ford & Harrison LLP	10	Legal Counsel re: Internship Agreement & Tax Credits	746.00
4/13/2021	22421	No	HR Source	10	Salary Position Benchmarking for New Salary Grades	4,287.50 B
4/13/2021	22422	No	i3 Broadband - CU	10	CHA:Internet 04/01-04/30/2021	11.67
4/13/2021		No	i3 Broadband - CU	27	CHA:Internet 04/01-04/30/2021	11.66
4/13/2021		No	i3 Broadband - CU	85	CHA:Internet 04/01-04/30/2021	11.66
4/13/2021	22423	No	Illini Janitorial	10	CHA:Janitorial Srvc for March 2021	525.00
4/13/2021	22424	No	Kavanagh Scully	10	Legal Counsel re: Bid Documents & Scope of Work	800.00
4/13/2021	22425	No	Marketview Car Wash	10	CHA:Van Wash Lic #U33167	8.00
4/13/2021	22426	No	SIUC Research Park Inc	10	CAR:Office Leasing, Electric & Lighting Srvc & Fiber Internet	7,761.18
4/13/2021		No	SIUC Research Park Inc	85	CAR:Office Leasing, Electric & Lighting Srvc & Fiber Internet	10.00
4/13/2021	22427	No	Charter Communications	10	EDW:Internet 04/01-04/30/2021	43.10
4/13/2021		No	Charter Communications	27	EDW:Internet 04/01-04/30/2021	43.09
4/13/2021		No	Charter Communications	32	EDW:Internet 04/01-04/30/2021	43.09
4/13/2021		No	Charter Communications	85	EDW:Internet 04/01-04/30/2021	43.09
4/13/2021	22428	No	WSIU Public Broadcasting	10	WSIU PBS Illinois Public Libraries Spotlight	200.00 C
4/13/2021	22429	No	Xerox Financial Services	10	CAR:Base & Usage Chrg 02/24-03/23/2021	129.77
4/13/2021		No	Xerox Financial Services	85	CAR:Base & Usage Chrg 02/24-03/23/2021	89.30
4/16/2021	ACHILPR20210416	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 04/16/2021	3,043.54
4/16/2021		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 04/16/2021	428.48
4/16/2021		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 04/16/2021	173.97
4/16/2021		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 04/16/2021	1,340.59
4/16/2021	ACHIRSPR20210416	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 04/16/2021	15,732.66
4/16/2021		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 04/16/2021	2,075.42
4/16/2021		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 04/16/2021	941.48
4/16/2021		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 04/16/2021	7,119.53
4/27/2021	22430	No	ABC Heating & Air Conditioning Inc	10	CHA:Safety & Efficiency Maint Agreement 2021	1,430.00 D

Illinois Heartland Library System

Disbursement Summary Report

From 04/01/2021 Through 04/30/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Amount
				Code	Description	
4/27/2021	22431	No	Ameex Technologies Corp	10	Website Redesign:Down Payment	16,250.00 E
4/27/2021	22432	No	Ameren Illinois	10	CHA:Electric & Lighting Srvcs 03/18-04/18/2021	512.02
4/27/2021	22433	No	AT&T	10	EDW:Internet 04/10-05/09/2021	95.45
4/27/2021		No	AT&T	27	EDW:Internet 04/10-05/09/2021	95.44
4/27/2021		No	AT&T	32	EDW:Internet 04/10-05/09/2021	95.44
4/27/2021		No	AT&T	85	EDW:Internet 04/10-05/09/2021	95.44
4/27/2021	22434	No	AT&T	10	EDW:Elevator Phone Line 04/04-05/03/2021	47.07
4/27/2021		No	AT&T	85	EDW:Elevator Phone Line 04/04-05/03/2021	47.06
4/27/2021	22435	No	AT&T	10	EDW:Fax Line 04/04-05/03/2021	21.95
4/27/2021		No	AT&T	32	EDW:Fax Line 04/04-05/03/2021	21.95
4/27/2021		No	AT&T	85	EDW:Fax Line 04/04-05/03/2021	21.94
4/27/2021	22436	No	Health Care Service Corporation	10	Health Ins 05/01-05/31/2021	18,468.56
4/27/2021		No	Health Care Service Corporation	27	Health Ins 05/01-05/31/2021	2,968.68
4/27/2021		No	Health Care Service Corporation	32	Health Ins 05/01-05/31/2021	1,356.67
4/27/2021		No	Health Care Service Corporation	85	Health Ins 05/01-05/31/2021	12,653.13
4/27/2021	22437	No	Bibliotheca LLC	85	eBooks Subscription Purchases 03/01-03/31/2021	24,341.29 F
4/27/2021	22438	No	BJ's Printables Inc	10	EDW:Shirt for Delivery (1)	29.60
4/27/2021	22439	No	Color-Art Integrated Interiors LLC	10	EDW:First Floor Furniture	32,991.00 G
4/27/2021		No	Color-Art Integrated Interiors LLC	27	EDW:First Floor Furniture	9,091.25
4/27/2021		No	Color-Art Integrated Interiors LLC	85	EDW:First Floor Furniture	14,931.63
4/27/2021	22440	No	CSR Construction Inc	10	EDW:Asphalt Patch Parking Lot	1,500.00 H
4/27/2021	22441	No	DP Supply Inc	10	CHA:Sanitary Disposal Bags	49.62
4/27/2021	22442	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	1,028.26
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	1,045.29
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	1,108.34
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	1,108.34
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	1,095.39
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	103.99
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	103.99
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	103.99
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	103.99
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	103.99
4/27/2021	22443	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	1,762.08
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	1,825.30
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	1,825.30
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	1,823.48
4/27/2021		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	1,810.53
4/27/2021		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	251.33
4/27/2021		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	251.33
4/27/2021		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	251.33
4/27/2021		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	251.33
4/27/2021		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	251.33
4/27/2021		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	119.67
4/27/2021		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	119.67
4/27/2021		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	119.67
4/27/2021		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	119.67
4/27/2021		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	119.67
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 01/01-01/31/2021	800.58
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 02/01-02/28/2021	748.01
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 03/01-03/31/2021	748.01
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 04/01-04/30/2021	748.01
4/27/2021		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 05/01-05/31/2021	853.15
4/27/2021	22444	No	Guardian	10	Supp Ins 05/01-05/31/2021	86.10
4/27/2021		No	Guardian	85	Supp Ins 05/01-05/31/2021	148.43
4/27/2021	22445	No	HR Source	10	Final Payment Salary Position Benchmarking for New Salary	4,287.50 I
4/27/2021	22446	No	Illinois Library Association	85	ELEVATE:Registration-Zavediuk, Lesley	50.00 J
4/27/2021	22447	No	Jensen Information Technologies Inc	10	Firewall Replacements (4)	6,589.94 K

Illinois Heartland Library System

Disbursement Summary Report

From 04/01/2021 Through 04/30/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
4/27/2021		No	Jensen Information Technologies Inc	85	Firewall Replacements (4)	6,589.93
4/27/2021	22448	No	Mountain Valley Water of Carbondale	10	CAR:5 Gallon Purified Water Bottle (2)	12.50
4/27/2021	22449	No	NCPERS Group Life Ins	10	Supp Life Ins 05/01-05/31/2021	120.00
4/27/2021		No	NCPERS Group Life Ins	32	Supp Life Ins 05/01-05/31/2021	24.00
4/27/2021		No	NCPERS Group Life Ins	85	Supp Life Ins 05/01-05/31/2021	64.00
4/27/2021	22450	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 05/01-05/31/2021	210.95
4/27/2021	22451	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 05/01-05/31/2021	107.56
4/27/2021	22452	No	The Hartford	10	Auto Ins Endorsement 03/09-06/30/2021	1,060.00
4/27/2021	22453	No	The Window Crew Inc	10	EDW:Inside/Outside Window Cleaning 04/14/2021	491.00
4/27/2021	22454	No	Verizon Wireless	10	Cellphone Srvcs, MIFI, Router & After Hrs Line 03/24-	707.45
4/27/2021		No	Verizon Wireless	85	Cellphone Srvcs, MIFI, Router & After Hrs Line 03/24-	450.86
4/27/2021	22455	No	Wex Bank	10	Fuel Charges 03/24-04/23/2021	16,727.21
4/27/2021		No	Wex Bank	85	Fuel Charges 03/24-04/23/2021	90.28
4/30/2021	ACHILPR20210430	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 04/30/2021	3,235.71
4/30/2021		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 04/30/2021	431.56
4/30/2021		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 04/30/2021	177.33
4/30/2021		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 04/30/2021	1,414.81
4/30/2021	ACHIMRFApr2021	No	Illinois Municipal Retirement Fund	10	April 2021 IMRF Payment	12,886.16
4/30/2021		No	Illinois Municipal Retirement Fund	27	April 2021 IMRF Payment	2,502.30
4/30/2021		No	Illinois Municipal Retirement Fund	32	April 2021 IMRF Payment	1,455.77
4/30/2021		No	Illinois Municipal Retirement Fund	85	April 2021 IMRF Payment	8,890.80
4/30/2021	ACHIRSPR20210430	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 04/30/2021	16,634.19
4/30/2021		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 04/30/2021	2,092.32
4/30/2021		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 04/30/2021	963.19
4/30/2021		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 04/30/2021	7,509.66

Total Disbursed

380,458.97

Non-routine Bill Payments Explanations

- A-** Scheduled replacement of laptops, monitors, docks, and wireless keyboard & mouse combos. This was included in the FY2021 budgets for all funds.
- B-** Salary position benchmarking for the structure of the new salary grades.
- C-** WSIU PBS Illinois public libraries spotlight commercial broadcasting.
- D-** Safety and efficiency annual maintenance agreement for the heating and cooling units at the Champaign office.
- E-** Initial payment for the website redesign project.
- F-** eBooks purchased 03/01-03/31/21 & eBooks purchases to be reimbursed by members and the Cares Act E-book grant.
- G-** Deposit of 60% at the time of order for furnishings and divider walls for the first floor at the Edwardsville office.
- H-** Repaired miscellaneous areas with compact asphalt in the Edwardsville office parking lot.
- I-** Final payment for the salary position benchmarking for the structure of the new salary grades.
- J-** Registration for Elevate Illinois Libraries Leadership Program virtual conference for Lesley Zavediuk.
- K-** Firewall replacement project that was included in the FY2021 General and SHARE budgets.
- L-** Premium for auto insurance to provide coverage for the recent lease of (5) delivery vans (03/09/2021-06/30/2021). A credit was applied to the total due from the cancellation of the (5) grant program vehicles.

Illinois Heartland Library System
 Credit Card Transactions
 From 03/03/2021 Through 04/01/2021

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
4/1/2021	4654 2482-Brown Troy M	3/2/2021	AMAZON	EDW:Monitor Stand 03/2021	43.59	10	5360	01	10
4/1/2021	4654 2482-Brown Troy M	3/2/2021	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 03/2021	30.00	85	5725	01	85
4/1/2021	4654 2482-Brown Troy M	3/3/2021	GODADDY.COM	SSL Code Signing Certificate 03/2021	200.00	10	5580	01	10
4/1/2021	4654 2482-Brown Troy M	3/3/2021	GODADDY.COM	SSL Code Signing Certificate 03/2021	199.98	85	5580	01	85
4/1/2021	4654 2482-Brown Troy M	3/5/2021	MICROSOFT	Microsoft A5 License for Phone System Trial 03/2021	8.00	10	5550	04	10
4/1/2021	4654 2482-Brown Troy M	3/9/2021	FAX.PLUS	EDW:Fax Plus Credit Subscription 03/2021	61.18	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/11/2021	MICROSOFT	Online Cloud Backup 02/2021	88.12	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/11/2021	MICROSOFT	Online Cloud Backup 02/2021	88.12	85	5550	01	85
4/1/2021	4654 2482-Brown Troy M	3/18/2021	AMAZON	EDW:HP LaserJet Pro Printer for WR 03/2021	448.90	10	5360	01	10
4/1/2021	4654 2482-Brown Troy M	3/18/2021	IPPHONE	Microsoft Teams Phones (11) 03/2021	1,778.36	10	5360	01	10
4/1/2021	4654 2482-Brown Troy M	3/18/2021	IPPHONE	Microsoft Teams Phones (5) 03/2021	831.05	27	5360	01	27
4/1/2021	4654 2482-Brown Troy M	3/18/2021	IPPHONE	Microsoft Teams Phones (3) 03/2021	498.63	32	5360	01	32
4/1/2021	4654 2482-Brown Troy M	3/18/2021	IPPHONE	Microsoft Teams Phones (11) 03/2021	1,778.36	85	5360	01	85
4/1/2021	4654 2482-Brown Troy M	3/18/2021	PIPEDRIVE	PipeDrive Monthly Subscription 03/2021	19.19	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/18/2021	PIPEDRIVE	PipeDrive Monthly Subscription 03/2021	19.19	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/18/2021	PIPEDRIVE	PipeDrive Monthly Subscription 03/2021	19.19	85	5550	01	85
4/1/2021	4654 2482-Brown Troy M	3/18/2021	PIPEDRIVE	PipeDrive Monthly Subscription 03/2021	19.19	85	5550	01	85
4/1/2021	4654 2482-Brown Troy M	3/20/2021	MEISTERLABS	MindMeister Pro Edition 12 Month Subscription 03/2021	49.50	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/26/2021	PLURALSIGHT	IT Team Training-4 Pluralsight Business Subscriptions (1 yr) 03/2021	2,316.00	10	5058	01	12
4/1/2021	4654 2482-Brown Troy M	3/27/2021	HIPCAST	Recording Storage 03/2021	4.95	85	5550	01	85
4/1/2021	4654 2482-Brown Troy M	3/30/2021	MICROSOFT	Skype for Business Voice Consumption (1) 03/2021	20.00	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	3/30/2021	PIPEDRIVE	PipeDrive Monthly Subscription 03/2021	5.86	85	5550	01	85
4/1/2021	4654 2482-Brown Troy M	3/31/2021	MICROSOFT	Microsoft A5 License for Phone System 03/2021	8.00	10	5550	01	10
4/1/2021	4654 2482-Brown Troy M	4/1/2021	MICROSOFT	Microsoft Teams Phone Line-Common Area (2) 03/2021	4.50	10	5400	01	10
	Total 4654 2482-Brown Troy M				8,539.86				
4/1/2021	4695 2640-Petty Linda	3/2/2021	THE AUTO BODY SHOP	EDW:Deductible for Ins Claim Lic #U33020 03/2021	500.00	10	5210	01	20
4/1/2021	4695 2640-Petty Linda	3/3/2021	THE AUTO BODY SHOP	EDW:Towing Lic #U30840 03/2021	100.00	10	5210	01	20
4/1/2021	4695 2640-Petty Linda	3/4/2021	FINISH LINE	CAR:Car Wash Lic #U18520 03/2021	12.99	10	5210	04	10
4/1/2021	4695 2640-Petty Linda	3/7/2021	FINISH LINE	CAR:Van Wash Lic #U33806 03/2021	12.99	10	5210	04	20
4/1/2021	4695 2640-Petty Linda	3/11/2021	OST RENTAL	EDW:Rental of Storage Pods 03/2021	275.00	10	5195	01	10
4/1/2021	4695 2640-Petty Linda	3/16/2021	FINISH LINE	CAR:Van Wash Lic #U33023 03/2021	12.99	10	5210	04	22
4/1/2021	4695 2640-Petty Linda	3/18/2021	FINISH LINE	CAR:Van Wash Lic #U33056 03/2021	12.99	10	5210	04	20
4/1/2021	4695 2640-Petty Linda	3/23/2021	PRIMOS PIZZA	CAR Trip:Dinner-Petty, Linda 03/2021	16.74	10	5260	01	10
4/1/2021	4695 2640-Petty Linda	3/24/2021	HOLIDAY INN	CAR Trip:Lodging-Petty, Linda 03/2021	119.08	10	5265	01	10
4/1/2021	4695 2640-Petty Linda	3/24/2021	MCDONALDS	CAR Trip:Lunch-Petty, Linda 03/2021	6.25	10	5260	01	10
4/1/2021	4695 2640-Petty Linda	3/25/2021	HOME 2 SUITES	CAR Trip:Lodging-Petty, Linda 03/2021	158.35	10	5265	01	10

Illinois Heartland Library System
 Credit Card Transactions
 From 03/03/2021 Through 04/01/2021

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
4/1/2021	4695 2640-Petty Linda	3/29/2021	THE AUTO BODY SHOP	EDW:Remove Decals Lic #U30839 03/2021	195.00	10	5210	01	20	
4/1/2021	4695 2640-Petty Linda	3/30/2021	FINISH LINE	CAR:Van Wash Lic #U25399 03/2021	12.99	10	5210	04	10	
4/1/2021	4695 2640-Petty Linda	3/30/2021	FINISH LINE	CAR:Van Wash Lic #U33021 03/2021	12.99	10	5210	04	20	
4/1/2021	4695 2640-Petty Linda	3/30/2021	FINISH LINE	CAR:Van Wash Lic #U33022 03/2021	<u>12.99</u>	10	5210	04	20	
	Total 4695 2640-Petty Linda				1,461.35					
4/1/2021	5085 0664-Palmer Susan	3/10/2021	AMAZON	EDW:Self-Adhesive Vinyl Pockets (150) 03/2021	35.97	10	5385	01	20	
4/1/2021	5085 0664-Palmer Susan	3/17/2021	SAMS CLUB	EDW:C-Fold Paper Towels (3) 03/2021	78.84	10	5190	01	10	
4/1/2021	5085 0664-Palmer Susan	3/23/2021	OFFICEMAX/OFFICEDEPOT	EDW:Toner Cartridges for WR 03/2021	210.67	10	5360	01	10	
4/1/2021	5085 0664-Palmer Susan	3/27/2021	AMAZON	CHA:Gloves for ILDS Route 03/2021	<u>161.44</u>	10	5390	02	22	
	Total 5085 0664-Palmer Susan				486.92					
4/1/2021	5125 9147-Wingerter Brant	3/18/2021	GUM.CO	EDW:Practical Core Data Guide Book for Training/CE 03/2021	<u>34.99</u>	10	5365	01	10	
	Total 5125 9147-Wingerter Brant				34.99					
4/1/2021	5724 8417-Kates Linda	3/3/2021	HENKS	Working Breakfast-Delivery Staff 03/2021	28.69	10	5290	02	10	
4/1/2021	5724 8417-Kates Linda	3/18/2021	SAMS CLUB	CHA:Bottled Water (2) 03/2021	5.96	10	5195	02	20	
4/1/2021	5724 8417-Kates Linda	3/18/2021	SAMS CLUB	CHA:Lens Wipes (2) 03/2021	19.76	10	5385	02	20	
4/1/2021	5724 8417-Kates Linda	3/25/2021	BEST BUY	CHA:Install GPS Lic #U35058, U35062, U35065, & U35100 03/2021	<u>99.98</u>	10	5210	02	20	
	Total 5724 8417-Kates Linda				154.39					
4/1/2021	6067 4476-Thompson Cassandra	3/19/2021	USPS	EDW:Postage 03/2021	1.80	85	5370	01	85	
4/1/2021	6067 4476-Thompson Cassandra	3/30/2021	PAYPAL NAOMI HOUSE	Job Posting-EDW-SHARE Bibliographic Srvc Mgr 03/2021	400.00	85	5070	01	85	
4/1/2021	6067 4476-Thompson Cassandra	3/31/2021	ILA	Job Posting-EDW-SHARE Bibliographic Srvc Mgr 03/2021	<u>100.00</u>	85	5070	01	85	
	Total 6067 4476-Thompson Cassandra				501.80					
4/1/2021	6359 8292-Greve Penrod Shandi	3/17/2021	ILA	Marketing Forum Mini-Conf:Registration-Greve Penrod, Shandi 03/2021	<u>10.00</u>	10	5290	01	10	
	Total 6359 8292-Greve Penrod Shandi				10.00					
4/1/2021	6366 3690-Thomas Pamela	3/1/2021	ALA	ALA Virtual Conf:Registration-Thomas, Pam 03/2021	179.00	27	5290	02	27	
4/1/2021	6366 3690-Thomas Pamela	3/10/2021	ALA	CHA:RDA:A Guide to Basics After 3R Book 03/2021	<u>57.62</u>	27	5365	02	27	
	Total 6067 4476-Thompson Pamela				236.62					
4/1/2021	6449 2370-Schuler Faust Cheri	3/1/2021	ALA	ALA Virtual Conf:Registration-Schuler-Faust, Cheri 03/2021	<u>249.00</u>	27	5290	01	27	
	Total 6449 2370-Schuler Faust Cheri				249.00					
4/1/2021	6449 2388-Rose Erin	3/2/2021	ALA	ALA Virtual Conf:Registration-Rose, Erin 03/2021	249.00	27	5290	02	27	
4/1/2021	6449 2388-Rose Erin	3/15/2021	LIBRARY JUICE	3RDF & BibFrame Courses:Registration-Rose, Erin 03/2021	525.00	27	5290	02	27	

Illinois Heartland Library System
 Credit Card Transactions
 From 03/03/2021 Through 04/01/2021

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
4/1/2021	6449 2388-Rose Erin	3/31/2021	ILA	ELEVATE:Registration-Rose, Erin 03/2021	<u>50.00</u>	27	5290	02	27
Total 6449 2388-Rose Erin					824.00				
4/1/2021	6615 7831-Porter Dena	3/1/2021	ALA	ALA Virtual Conf:Registration-Porter, Dena 03/2021	249.00	85	5290	04	85
4/1/2021	6615 7831-Porter Dena	3/31/2021	PANERA	Lunch-New Hire - 2 Staff 03/2021	<u>26.24</u>	85	5290	04	85
Total 6615 7831-Porter Dena					275.24				
4/1/2021	6666 6922-Margold Heidi	3/2/2021	ALA	ALA Virtual Conf:Registration-Margold, Heidi 03/2021	<u>249.00</u>	27	5290	01	27
Total 6666 6922-Margold Heidi					249.00				
4/1/2021	6756 1734-Trevino Jill	3/1/2021	INDEED	Job Posting-Communications Coordinator 03/2021	30.87	10	5070	01	10
4/1/2021	6756 1734-Trevino Jill	3/1/2021	INDEED	Job Posting-SHARE Admin Srvc Specialist 03/2021	24.67	85	5070	01	85
4/1/2021	6756 1734-Trevino Jill	3/1/2021	INDEED	Job Posting-SHARE Admin Srvc Specialist 03/2021	4.37	85	5070	04	85
4/1/2021	6756 1734-Trevino Jill	3/31/2021	ILA	ELEVATE:Registration-Trevino, Jill 03/2021	<u>50.00</u>	10	5290	01	10
Total 6756 1734-Trevino Jill					109.91				

Report Transaction Totals

13,133.08

Non-routine Credit Card Transactions Explanations

Brown, Troy M - Code signing security certificate that IT uses on any in-house programs that they write for SHARE and General. This is for a two year term.
 Online fax service used exclusively by Human Resources to receive confidential information.
 Additional equipment needed for staff working remotely.
 Purchase of (30) new phones to be used with the new Microsoft Teams telephone system.
 MindMeister Pro Edition subscription is a mind mapping tool used by the Marketing Coordinator to develop and share ideas.
 Annual subscriptions (4) for IT staff training through Pluralsight.

Petty, Linda - Insurance claim deductible for damage to side of delivery van.
 Towing charge for delivery van with blown engine.
 Remove IHLS decals from delivery van prior to giving it to library grant recipient.

Palmer, Susan - Printing supplies needed for staff working remotely.

Greve Penrod, Shandi - Registration for Illinois Library Association (ILA) 2021 Marketing Forum Mini Conference for Shandi Greve Penrod.

Thomas, Pamela - Registration for American Library Association (ALA) virtual conference for Pam Thomas.

Schuler-Faust, Cheri - Registration for ALA virtual conference for Cheri Schuler-Faust.

Rose, Erin - Registration for ALA virtual conference for Erin Rose.
 Registration for (3) Resource Description Framework (RDF) & BibFrame online courses for Erin Rose.
 Registration for Elevate Illinois Libraries Leadership Program virtual conference for Erin Rose.

Porter, Dena - Registration for ALA virtual conference for Dena Porter.

Margold, Heidi - Registration for ALA virtual conference for Heidi Margold.

Trevino, Jill - Registration for Elevate Illinois Libraries Leadership Program virtual conference for Jill Trevino.