

**Illinois Heartland Library System**  
 Disbursement Summary Report  
 From 04/01/2020 Through 04/30/2020

Attachment 4.1

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
4/8/2020	21681	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Check New Hires	168.60
4/8/2020		No	AAIM EA Training and Consulting LLC	27	Pre-employment Background Check New Hires	78.95
4/8/2020	21682	No	ABC Heating & Air Conditioning Inc	10	CHA:Safety & Efficiency Maint Agreement 2020	1,430.00 A
4/8/2020	21683	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Svcs March 2020	600.00
4/8/2020	21684	No	Ameren Illinois	10	EDW:Gas 02/28-03/30/20	251.81
4/8/2020	21685	No	Ameren Illinois	10	EDW:Electric & Lighting Svcs 03/01-03/30/20	898.33
4/8/2020	21686	No	Monro Inc	10	EDW:Credit-Maint on Diff, Trans, Coolant, Fuel System & Brakes Lic #U30840	(729.95)
4/8/2020		No	Monro Inc	10	EDW:Maint on Differential, Trans, Coolant, Fuel System & Brakes Lic #U30840	1,397.70
4/8/2020		No	Monro Inc	10	EDW:Maint on Differential, Trans, Coolant, Fuel System & Brakes Lic #U32277	893.36
4/8/2020	21687	No	Busey	10	Busey Credit Card Stmt Ending 04/01/20	6,965.97
4/8/2020		No	Busey	27	Busey Credit Card Stmt Ending 04/01/20	712.49
4/8/2020		No	Busey	85	Busey Credit Card Stmt Ending 04/01/20	(853.28)
4/8/2020	21688	No	Carle	10	Pre-employment Drug & Fit-for-Duty - New Hire	124.00
4/8/2020	21689	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 04/01-04/30/20	110.42
4/8/2020		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 04/01-04/30/20	73.61
4/8/2020		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 04/01-04/30/20	73.61
4/8/2020		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 04/01-04/30/20	110.40
4/8/2020	21690	No	Dave's Precision Mowing	10	CHA:Rock for Landscape	75.00
4/8/2020	21691	No	Gateway Occupational Health	27	Pre-employment Drug Screen - New Hire	49.50
4/8/2020	21692	No	i3 Broadband - CU	10	CHA:Internet 04/01-04/30/20	11.66
4/8/2020		No	i3 Broadband - CU	27	CHA:Internet 04/01-04/30/20	11.66
4/8/2020		No	i3 Broadband - CU	85	CHA:Internet 04/01-04/30/20	11.67
4/8/2020	21693	No	Illinois American Water	10	CHA:Water 02/28-03/27/20	61.80
4/8/2020	21694	No	Technology Management Rev Fund	10	CAR:Bandwidth 03/01-03/31/20	(270.00)
4/8/2020		No	Technology Management Rev Fund	85	CAR:Bandwidth 03/01-03/31/20	540.00
4/8/2020	21695	No	Rhonda Johnisee	10	EDW:Reimb for Printing Supplies for Home COVID Shutdown-Johnisee, Rhonda	47.59
4/8/2020	21696	No	Kavanagh Scully	10	EDW:Legal Counsel re:Personnel & Coronavirus 03/05-03/26/20	1,180.00
4/8/2020	21697	No	John Knirr	10	EDW:Postage-Reimb Knirr, John	10.32
4/8/2020	21698	No	Kodiak Equipment Services Inc	10	EDW:Preventative Maint on Garage Doors (2)	345.00
4/8/2020	21699	No	LIMRiCC Unemployment Compensation Group Account	10	1 Qtr 2020 Unemployment Ins	5,168.36
4/8/2020		No	LIMRiCC Unemployment Compensation Group Account	27	1 Qtr 2020 Unemployment Ins	799.41
4/8/2020		No	LIMRiCC Unemployment Compensation Group Account	32	1 Qtr 2020 Unemployment Ins	312.76
4/8/2020		No	LIMRiCC Unemployment Compensation Group Account	85	1 Qtr 2020 Unemployment Ins	2,186.68
4/8/2020	21700	No	Marketview Car Wash	10	CHA:Van Wash Lic #U30759	8.00
4/8/2020	21701	No	Myler Automotive Repair Inc	10	CHA:Repl Front Brake Pads & Rotors, Clean & Lube Caliper Slides Lic #U30799	591.21
4/8/2020		No	Myler Automotive Repair Inc	10	CHA:Repl Spk Plugs & Rear Pin Seal, Ck Coolant & Chg Oil/Filter Lic #U32276	893.85
4/8/2020	21702	No	Royal Cleaning & Lewis Enterprises	10	CHA:Janitorial Svcs March 2020	600.00
4/8/2020	21703	No	SIUC Research Park Inc	10	Office Leasing/Electric & Lighting Svcs/Fiber Internet	7,453.92
4/8/2020		No	SIUC Research Park Inc	85	Office Leasing/Electric & Lighting Svcs/Fiber Internet	40.00
4/8/2020	21704	No	Charter Communications	10	EDW:Internet 04/01-04/30/20	42.49
4/8/2020		No	Charter Communications	27	EDW:Internet 04/01-04/30/20	42.49
4/8/2020		No	Charter Communications	32	EDW:Internet 04/01-04/30/20	42.49
4/8/2020		No	Charter Communications	85	EDW:Internet 04/01-04/30/20	42.48
4/8/2020	21705	No	Wex Bank	10	Fuel Charges 03/06-04/05/20	4,781.39
4/8/2020	21706	No	Xerox Corporation	10	CHA:Base & Usage Chrg 02/21-03/21/20	51.73
4/8/2020		No	Xerox Corporation	10	CHA:Staples for Copier	390.00
4/8/2020		No	Xerox Corporation	27	CHA:Base & Usage Chrg 02/21-03/21/20	51.73
4/8/2020		No	Xerox Corporation	85	CHA:Base & Usage Chrg 02/21-03/21/20	51.73
4/8/2020	21707	No	Xerox Corporation	10	EDW:Base & Usage Chrg 02/21-03/21/20	106.66
4/8/2020		No	Xerox Corporation	27	EDW:Base & Usage Chrg 02/21-03/21/20	106.67
4/8/2020		No	Xerox Corporation	85	EDW:Base & Usage Chrg 02/21-03/21/20	106.68

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4/8/2020	21708	No	Xerox Corporation	32	EDW:Base & Usage Chrg 02/21-03/21/20	296.85
4/8/2020	21709	No	Xerox Financial Services	10	CAR:Base Chrg March 2020	116.64
4/8/2020		No	Xerox Financial Services	85	CAR:Base Chrg March 2020	82.64
4/22/2020	21710	No	Actsoft	10	CAR:One Time Activation Fee GPS Tracking Unit	59.99
4/22/2020	21711	No	Ameren Illinois	10	CHA:Gas 03/18-04/17/20	291.20
4/22/2020	21712	No	AT&T	10	EDW:Internet 04/10-05/09/20	94.00
4/22/2020		No	AT&T	27	EDW:Internet 04/10-05/09/20	94.00
4/22/2020		No	AT&T	32	EDW:Internet 04/10-05/09/20	93.99
4/22/2020		No	AT&T	85	EDW:Internet 04/10-05/09/20	93.99
4/22/2020	21713	No	AT&T	10	EDW:Elevator Phone Line 04/04-05/03/20	42.10
4/22/2020		No	AT&T	85	EDW:Elevator Phone Line 04/04-05/03/20	42.11
4/22/2020	21714	No	AT&T	10	EDW:Fax Line 04/04-05/03/20	66.85
4/22/2020		No	AT&T	32	EDW:Fax Line 04/04-05/03/20	66.85
4/22/2020		No	AT&T	85	EDW:Fax Line 04/04-05/03/20	66.86
4/22/2020	21715	No	Health Care Service Corporation	10	Health Ins 05/01-05/31/20	16,075.80
4/22/2020		No	Health Care Service Corporation	27	Health Ins 05/01-05/31/20	2,887.99
4/22/2020		No	Health Care Service Corporation	32	Health Ins 05/01-05/31/20	1,429.96
4/22/2020		No	Health Care Service Corporation	85	Health Ins 05/01-05/31/20	9,631.55
4/22/2020	21716	No	Bel-O Sales & Service Inc	10	EDW:Diagnosis of Smell for Roof Top Unit #9 02/07/20	240.00
4/22/2020	21717	No	Bibliotheca LLC	85	eBooks Subscription Purchases 03/01-03/31/20	18,810.65 <b>B</b>
4/22/2020	21718	No	CMC Electric Inc	10	EDW:Repl Crtl Lighting Switch & 10 Lamps & Install LED Flood Light at Sign	770.00
4/22/2020	21719	No	Commercial Collision of Champaign	10	CHA:Maint on Lift Arms, Deck Plate & Liftgate Tracks Lic #U30209	622.50
4/22/2020	21720	No	Consolidated Communications	10	EDW:Annual Renewal Telephone Server Main & Supp 04/18/20-04/18/21	1,028.20 <b>C</b>
4/22/2020	21721	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	1,293.94
4/22/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	29.79
4/22/2020	21722	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	1,724.44
4/22/2020		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	146.76
4/22/2020		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	122.71
4/22/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 05/01-05/31/20	893.33
4/22/2020	21723	No	Guardian	10	Supp Ins 05/01-05/31/20	148.46
4/22/2020		No	Guardian	32	Supp Ins 05/01-05/31/20	11.89
4/22/2020		No	Guardian	85	Supp Ins 05/01-05/31/20	65.90
4/22/2020	21724	No	Johnson Controls	10	CHA:Regular Security Monitoring 05/01-07/31/20	493.59
4/22/2020	21725	No	Liberty Mutual Insurance Company	10	Employee Dishonesty Bond/Policy Coverage 07/01/2020-06/30/2021	2,052.00 <b>D</b>
4/22/2020	21726	No	NCPERS Group Life Ins	10	Supp Life Ins 05/01-05/31/20	101.60
4/22/2020		No	NCPERS Group Life Ins	32	Supp Life Ins 05/01-05/31/20	26.40
4/22/2020		No	NCPERS Group Life Ins	85	Supp Life Ins 05/01-05/31/20	64.00
4/22/2020	21727	No	Presto-X	10	EDW:Pest Control Exterior April 2020	84.36
4/22/2020	21728	No	Tri County Storage	10	EDW:Storage Unit for Cubicle Walls 05/01-05/31/20	88.00
4/22/2020	21729	No	Xerox Financial Services	10	EDW:Base & Usage Chrg 02/29-03/29/20	144.20
4/29/2020	21730	No	Helitech	66	EDW:Deposit-Mine Subsidence Repairs-Helical Pier Mobilization & Polyjacking	30,886.35 <b>E</b>
4/30/2020	ACHIMRFApril2020	No	Illinois Municipal Retirement Fund	10	April 2020 IMRF Payment	12,425.85
4/30/2020		No	Illinois Municipal Retirement Fund	27	April 2020 IMRF Payment	2,789.94
4/30/2020		No	Illinois Municipal Retirement Fund	32	April 2020 IMRF Payment	1,327.47
4/30/2020		No	Illinois Municipal Retirement Fund	85	April 2020 IMRF Payment	<u>7,962.16</u>
<b>Total 1000 - US Bank-General Fund</b>						<b>154,138.81</b>
4/3/2020	ACHILPR20200403	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 04/03/2020	3,006.07
4/3/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 04/03/2020	451.85
4/3/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 04/03/2020	188.44
4/3/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 04/03/2020	1,299.55
4/3/2020	ACHIRSPR2020040	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 04/03/2020	15,735.87
4/3/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 04/03/2020	2,302.16
4/3/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 04/03/2020	1,015.15
4/3/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 04/03/2020	6,851.07

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4/17/2020	ACHILPR20200417	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 04/17/2020	2,967.05
4/17/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 04/17/2020	565.47
4/17/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 04/17/2020	188.55
4/17/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 04/17/2020	1,280.56
4/17/2020	ACHIRSPR2020041	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 04/17/2020	15,553.89
4/17/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 04/17/2020	2,936.14
4/17/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 04/17/2020	1,015.80
4/17/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 04/17/2020	<u>6,743.43</u>

**Total 1030 - US Bank - Web Junction/ (Payroll) 62,101.05**

**Total Disbursed 216,239.86**

**Non-routine Bill Payments Explanations**

- A-** Safety and efficiency annual maintenance agreement for the heating and cooling units at the Champaign office.
- B-** eBooks purchased 03/01-03/31/20 & eBooks purchases to be reimbursed by members.
- C-** Annual renewal of the telephone server maintenance and support agreement 04/18/2020-04/18/2021.
- D-** Annual premium for Employee Dishonesty Bond/Policy Coverage 07/01/2020-06/30/2021.
- E-** Deposit for the mine subsidence repairs at the Edwardsville office.

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 03/03/2020 Through 04/01/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
4/1/2020	4654 2482-Brown Troy M	3/2/2020	MAILCHIMP	Subscription:MailChimp Monthly 03/2020	34.99	10	5330	04	10	
4/1/2020	4654 2482-Brown Troy M	3/2/2020	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 03/2020	30.00	85	5725	04	85	
4/1/2020	4654 2482-Brown Troy M	3/9/2020	BEST BUY	EDW:Apple Pencil 03/2020	119.99	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/9/2020	FAX.PLUS	Fax.Plus Annual Subscription 03/2020	61.18	10	5550	01	10	
4/1/2020	4654 2482-Brown Troy M	3/10/2020	MICROSOFT	Online Cloud Backup 03/2020	90.46	10	5550	01	10	
4/1/2020	4654 2482-Brown Troy M	3/10/2020	MICROSOFT	Online Cloud Backup 03/2020	90.46	85	5550	01	85	
4/1/2020	4654 2482-Brown Troy M	3/11/2020	BEST BUY	EDW:Apple iPad Pro & Apple Care 03/2020	928.99	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/11/2020	BEST BUY	EDW:Apple iPad Replacement (1) for Delivery 03/2020	348.99	10	5360	01	20	
4/1/2020	4654 2482-Brown Troy M	3/11/2020	BEST BUY	EDW:Apple iPad Replacement (2) for Delivery 03/2020	697.98	10	5360	01	20	
4/1/2020	4654 2482-Brown Troy M	3/11/2020	LEMONMOJO	Royal TSX V4 Server Mgmt Software 03/2020	97.03	10	5550	01	10	
4/1/2020	4654 2482-Brown Troy M	3/14/2020	AMAZON	EDW:iPad Cases (3) for iPads 03/2020	44.97	10	5360	01	20	
4/1/2020	4654 2482-Brown Troy M	3/15/2020	AMAZON	EDW:LaserJet Printers (2) & Printer Cables (2) for WR 03/2020	655.98	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/17/2020	AMAZON	EDW:Cyber Acoustics Headsets (2) 03/2020	47.32	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/18/2020	AMAZON	CHA:Monitor Cabler 03/2020	14.79	85	5360	02	85	
4/1/2020	4654 2482-Brown Troy M	3/18/2020	AMAZON	CHA:Monitor for WR-Brady, Robert 03/2020	111.99	85	5360	02	85	
4/1/2020	4654 2482-Brown Troy M	3/19/2020	AMAZON	EDW:Cyber Acoustics Headsets (3) 03/2020	70.98	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/19/2020	AMAZON	EDW:Cyber Acoustics Headsets (3) 03/2020	70.98	10	5360	01	10	
4/1/2020	4654 2482-Brown Troy M	3/20/2020	MEISTERLABS	MindMeister Pro Edition 12 Month Subscription 03/2020	49.50	10	5550	01	10	
4/1/2020	4654 2482-Brown Troy M	3/24/2020	CALLINGCARDS CONF	Recharge of Minutes for Phone Board Mtgs 03/2020	20.00	10	5360	04	10	
4/1/2020	4654 2482-Brown Troy M	3/24/2020	CALLINGCARDS CONF	Recharge of Minutes for Phone Board Mtgs 03/2020	75.00	10	5360	04	10	
4/1/2020	4654 2482-Brown Troy M	3/27/2020	AMAZON	CHA:HDMI to VGA with Audio Adapter Cable 03/2020	9.79	10	5360	02	10	
4/1/2020	4654 2482-Brown Troy M	3/27/2020	HIPCAST	Recording Storage 03/2020	4.95	85	5550	04	85	
	Total 4654 2482-Brown Troy M				3,676.32					
4/1/2020	4695 2640-Petty Linda	3/2/2020	DISCOUNTMUGS.COM	EDW:Sample Bag 03/2020	7.69	10	5385	01	20	
4/1/2020	4695 2640-Petty Linda	3/3/2020	AMAZON	EDW:Desktop Fan for Delivery 03/2020	21.90	10	5385	01	20	
4/1/2020	4695 2640-Petty Linda	3/4/2020	FINISH LINE	CAR:Car Wash Lic #U18520 03/2020	12.99	10	5210	04	10	
4/1/2020	4695 2640-Petty Linda	3/4/2020	MARK TWAIN HOTEL	DIOSH Day:Lodging-Petty, Linda 03/2020	125.35	10	5265	01	10	
4/1/2020	4695 2640-Petty Linda	3/4/2020	TWO 25	DIOSH Day Dinner-Petty, Linda 03/2020	32.28	10	5260	01	10	
4/1/2020	4695 2640-Petty Linda	3/6/2020	54TH STREET	Sorters Mtg-EDW-Lunch 03/2020	91.90	10	5290	01	20	
4/1/2020	4695 2640-Petty Linda	3/6/2020	SAMS CLUB	EDW:Snacks for Staff Reimb Program 03/2020	107.14	10	5365	01	10	
4/1/2020	4695 2640-Petty Linda	3/7/2020	FINISH LINE	CAR:Van Wash Lic #U33806 03/2020	12.99	10	5210	04	10	
4/1/2020	4695 2640-Petty Linda	3/10/2020	FINISH LINE	CAR:Van Wash Lic #U33056 03/2020	12.99	10	5210	04	20	
4/1/2020	4695 2640-Petty Linda	3/12/2020	HEARTSMART	EDW:AED Replacement Battery 03/2020	204.80	10	5365	01	10	
4/1/2020	4695 2640-Petty Linda	3/13/2020	AMAZON	EDW:Self-Adhesive Vinyl Pockets (32) 03/2020	12.99	10	5385	01	20	
4/1/2020	4695 2640-Petty Linda	3/16/2020	DISCOUNTMUGS.COM	EDW:Sample Bag 03/2020	15.14	10	5385	01	20	
4/1/2020	4695 2640-Petty Linda	3/16/2020	FINISH LINE	CAR:Van Wash Lic #U33023 03/2020	12.99	10	5210	04	22	

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	4/1/2020	4695 2640-Petty Linda	3/30/2020	FINISH LINE	CAR:Van Wash Lic #U25399 03/2020	12.99	10	5210	04	10
	4/1/2020	4695 2640-Petty Linda	3/30/2020	FINISH LINE	CAR:Van Wash Lic #U33021 03/2020	12.99	10	5210	04	20
	4/1/2020	4695 2640-Petty Linda	3/30/2020	FINISH LINE	CAR:Van Wash Lic #U33022 03/2020	<u>12.99</u>	10	5210	04	20
		Total 4695 2640-Petty Linda				710.12				
	4/1/2020	5042 9006-Popit Ellen C	3/2/2020	UBER	PLA Conf:Taxi-Leslie, Dena & Ellen 03/2020	3.00	10	5275	04	10
	4/1/2020	5042 9006-Popit Ellen C	3/6/2020	AMERICAN HARVERST EATERY	ILA Trustee Wkshp:Dinner-Ellen, Anna, Josh & 3 Guests 03/2020	167.80	10	5260	04	10
	4/1/2020	5042 9006-Popit Ellen C	3/7/2020	BANK OF SPRINGFIELD	ILA Trustee Wkshp:Parking-Popit, Ellen 03/2020	7.00	10	5250	04	10
	4/1/2020	5042 9006-Popit Ellen C	3/7/2020	DOUBLETREE AB LINCOLN	ILA Trustee Wkshp:Breakfast-Ellen & Anna 03/2020	44.32	10	5260	04	10
	4/1/2020	5042 9006-Popit Ellen C	3/7/2020	DOUBLETREE AB LINCOLN	ILA Trustee Wkshp:Lodging-Short, Joshua 03/2020	96.05	10	5265	01	10
	4/1/2020	5042 9006-Popit Ellen C	3/7/2020	DOUBLETREE AB LINCOLN	ILA Trustee Wkshp:Lodging-Popit, Ellen 03/2020	<u>96.05</u>	10	5265	04	10
		Total 5042 9006-Popit Ellen C				414.22				
	4/1/2020	5085 0664-Palmer Susan	3/2/2020	AMAZON	EDW:Replace Damaged Book for GC Library 03/2020	15.74	10	5385	01	20
	4/1/2020	5085 0664-Palmer Susan	3/3/2020	AMAZON	EDW:17x23 Dry Erase Board 03/2020	16.49	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/3/2020	AMAZON	EDW:File Folder Organizer & Dry Erase Markers 03/2020	20.62	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/4/2020	AMAZON	EDW:Kitchen Chairs (8) 03/2020	495.15	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/9/2020	AMAZON	Conference Promotions:Books for RFS Gift Baskets 03/2020	13.99	10	5330	01	10
	4/1/2020	5085 0664-Palmer Susan	3/10/2020	AMAZON	EDW:Secretary Desk with Keyboard Tray & Storage for Staff Mtg Rm 03/2020	180.49	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/10/2020	SAMS CLUB	EDW:Bath Tissue, C-Fold & Kitchen Paper Towels 03/2020	139.94	10	5190	01	10
	4/1/2020	5085 0664-Palmer Susan	3/10/2020	SAMS CLUB	EDW:Sugar 03/2020	9.92	10	5390	01	10
	4/1/2020	5085 0664-Palmer Susan	3/11/2020	HOME DEPOT	EDW:Trash Can, Trash Bags & Door Mats 03/2020	178.48	10	5190	01	10
	4/1/2020	5085 0664-Palmer Susan	3/11/2020	SAMS CLUB	High Five Staff Mtg-EDW-Food 03/2020	105.63	10	5290	01	10
	4/1/2020	5085 0664-Palmer Susan	3/11/2020	WM SUPERCENTER	EDW:Plant Decorations for Front Door 03/2020	101.20	10	5195	01	10
	4/1/2020	5085 0664-Palmer Susan	3/11/2020	WM SUPERCENTER	EDW:Clock, Placemats & Tools 03/2020	53.75	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/13/2020	AMAZON	EDW:Kitchen Table (2) 03/2020	573.72	10	5365	01	10
	4/1/2020	5085 0664-Palmer Susan	3/16/2020	AMAZON	EDW:Desk Assembly for Staff Mtg Room 03/2020	<u>106.12</u>	10	5365	01	10
		Total 5085 0664-Palmer Susan				2,011.24				
	4/1/2020	5174 4296-Bednar Leslie M	3/12/2020	INTEREST REVERSAL	Credit for Interest on Fraudulent Chrgs 03/2020	(2.06)	10	5725	01	10
	4/1/2020	5174 4296-Bednar Leslie M	3/21/2020	AMERICAN AIR	IUG Conf:Refund-Airfare-Rose, Erin 03/2020	(389.40)	27	5275	02	27
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Brown, Troy 03/2020	(325.00)	10	5290	04	10
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Rose, Erin 03/2020	(390.00)	27	5290	02	27
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Chapman, Brandon 03/2020	(325.00)	85	5290	01	85
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Knirr, John 03/2020	(325.00)	85	5290	01	85
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Thompson, Cassie 03/2020	(390.00)	85	5290	01	85
	4/1/2020	5174 4296-Bednar Leslie M	3/25/2020	INNOVATIVE USERS GROUP	IUG Conf:Refund-Registration-Stone, Shelley 03/2020	(325.00)	85	5290	04	85
		Total 5174 4296-Bednar Leslie M				(2,471.46)				

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 03/03/2020 Through 04/01/2020

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	4/1/2020	5645 2424-Bushong Stacie L	3/5/2020	PANERA	Budget OP/Planning Mtg-Lunch-Admin 03/2020	72.85	10	5290	01	10
	4/1/2020	5645 2424-Bushong Stacie L	3/5/2020	SCHNUCKS	Retirement Party-EDW-Food 03/2020	29.28	10	5290	01	10
	4/1/2020	5645 2424-Bushong Stacie L	3/6/2020	PANERA	Budget OP/Planning Mtg-Lunch-Admin 03/2020	<u>15.29</u>	10	5290	01	10
		Total 5645 2424-Bushong Stacie L				117.42				
	4/1/2020	5724 8417-Kates Linda	3/9/2020	DOLLAR TREE	CHA:Toilet Bowl Spray (4) 03/2020	4.00	10	5190	02	10
	4/1/2020	5724 8417-Kates Linda	3/9/2020	DOLLAR TREE	CHA:USB Chargers for Vans (9) 03/2020	10.17	10	5360	02	20
	4/1/2020	5724 8417-Kates Linda	3/9/2020	MEIJER	CHA:Lysol & Clorox Wipes 03/2020	29.04	10	5190	02	10
	4/1/2020	5724 8417-Kates Linda	3/9/2020	MENARDS	CHA:Wiper Blades Lic #U30799 & U30759 03/2020	39.96	10	5210	02	20
	4/1/2020	5724 8417-Kates Linda	3/9/2020	SAMS CLUB	CHA:Kleenex & Latex Gloves 03/2020	<u>40.92</u>	10	5190	02	10
		Total 5724 8417-Kates Linda				124.09				
	4/1/2020	6067 4476-Thompson Cassandra	3/3/2020	SOUTHWEST AIR	IUG Conf:Airfare-Porter, Dena 03/2020	177.96	85	5275	04	85
	4/1/2020	6067 4476-Thompson Cassandra	3/3/2020	SWA EARLY	IUG Conf:Early Bird Check In-Porter, Dena 03/2020	20.00	85	5275	04	85
	4/1/2020	6067 4476-Thompson Cassandra	3/3/2020	SWA EARLY	IUG Conf:Early Bird Check In-Porter, Dena 03/2020	20.00	85	5275	04	85
	4/1/2020	6067 4476-Thompson Cassandra	3/13/2020	JIMMY JOHNS	Working Lunch-Cassie, Ellen & Shandi 03/2020	<u>41.57</u>	85	5290	01	85
		Total 6067 4476-Thompson Cassandra				259.53				
	4/1/2020	6094 1800-Granger Dominique S	3/6/2020	USPS	EDW:Postage 03/2020	<u>7.65</u>	10	5370	01	10
		Total 6094 1800-Granger Dominique S				7.65				
	4/1/2020	6176 8343-Yackle Annabel	3/7/2020	DOUBLETREE AB LINCOLN	ILS Trustee Wkshp:Lodging-Yackle, Anna 03/2020	<u>96.05</u>	10	5265	04	10
		Total 6176 8343-Yackle Annabel				96.05				
	4/1/2020	6359 8292-Greve Penrod Shandi	3/4/2020	LETSTICKTOGETHER	Conference Promotions:Sticker Poster for RFS 03/2020	37.74	10	5330	01	10
	4/1/2020	6359 8292-Greve Penrod Shandi	3/6/2020	OUT OF PRINT	Conference Promotions:Books for RFS Gift Baskets 03/2020	96.00	10	5330	01	10
	4/1/2020	6359 8292-Greve Penrod Shandi	3/7/2020	ALA	Equal Access for Every Ability Training:Registration-EDW Staff 03/2020	<u>129.00</u>	10	5290	01	10
		Total 6359 8292-Greve Penrod Shandi				262.74				
	4/1/2020	6366 3690-Thomas Pamela	3/2/2020	TOWNEPLACE SUITES	PLA Conf:Lodging-Thomas, Pam 03/2020	162.72	27	5265	02	27
	4/1/2020	6366 3690-Thomas Pamela	3/4/2020	ALA	ALA Membership-Thomas, Pam 03/2020	216.00	27	5700	02	27
	4/1/2020	6366 3690-Thomas Pamela	3/13/2020	A WILDFLOWER SHOP	Plant & Snack Basket-Retirement-Vince 03/2020	133.17	27	5290	01	27
	4/1/2020	6366 3690-Thomas Pamela	3/17/2020	HEARTSMART	CHA:AED Replacement Pads 03/2020	67.00	10	5365	02	10
	4/1/2020	6366 3690-Thomas Pamela	3/26/2020	A WILDFLOWER SHOP	Delivery Chg-Retirement-Vince 03/2020	20.00	27	5290	01	27
	4/1/2020	6366 3690-Thomas Pamela	3/31/2020	UWEX REGISTRATION	Basics for Cataloging Course:Registration-Marigold, Heidi 03/2020	<u>292.50</u>	27	5290	01	27
		Total 6366 3690-Thomas Pamela				891.39				
	4/1/2020	6422 0458-Parr Casey	3/9/2020	WALMART	CAR:Kleenex, Mouse Traps, Lysol & Soap Refill 03/2020	39.37	10	5190	04	10

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 03/03/2020 Through 04/01/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
4/1/2020	6422 0458-Parr Casey	3/9/2020	WALMART	CAR:Humidifier for Delivery Space 03/2020	<u>19.00</u>	10	5385	04	20
	Total 6422 0458-Parr Casey				58.37				
4/1/2020	6449 2388-Rose Erin	3/17/2020	AMIGOS LIBRARY	Metadata P&P-Customization Exchg:Registration-Rose, Erin 03/2020	70.00	27	5290	02	27
4/1/2020	6449 2388-Rose Erin	3/17/2020	AMIGOS LIBRARY	Metadata P&P-Metadata Basics:Registration-Rose, Erin 03/2020	95.00	27	5290	02	27
4/1/2020	6449 2388-Rose Erin	3/17/2020	AMIGOS LIBRARY	Metadata P&P-Metadata Relationships:Registration-Rose, Erin 03/2020	70.00	27	5290	02	27
4/1/2020	6449 2388-Rose Erin	3/17/2020	AMIGOS LIBRARY	Metadata P&P-Metadata Standards & Types:Registration-Rose, Erin 03/2020	70.00	27	5290	02	27
4/1/2020	6449 2388-Rose Erin	3/17/2020	AMIGOS LIBRARY	Metadata Principles & Practices-Capstone:Registration-Rose,Erin 03/2020	70.00	27	5290	02	27
4/1/2020	6449 2388-Rose Erin	3/18/2020	UWEX REGISTRATION	Basics for Cataloging Course:Registration-Rose, Erin 03/2020	<u>292.50</u>	27	5290	02	27
	Total 6449 2388-Rose Erin				667.50				

**Report Transaction Totals**

**6,825.18**

***Non-routine Credit Card Transactions Explanations***

Brown, Troy M - Online Fax service used exclusively by HR to receive confidential information.

    iPad purchase for (1) staff and iPad replacements for (3) delivery routes.

    Royal TSX is software the IT department uses to connect to multiple servers at once using remote control software.

    Additional computer supplies needed for staff working remotely during the COVID-19 shutdown.

    MindMeister Pro Edition subscription is a mind mapping tool used by the Marketing Coordinator to develop and share ideas.

Petty, Linda - Automated external defibrillator (AED) replacement battery needed for the Edwardsville office.

Palmer, Susan - Furniture updates at the Edwardsville office.

Bednar, Leslie - Interest reversal from fraudulent charges that occurred.

    Credits for the cancellation of Innovative Users Group (IUG) conference - airfare for (1) staff and registrations for (6) staff.

Greve Penrod, Shandi - Equal Access for Every Ability webinar training for staff involved in website editing.

Thomas, Pamela - American Library Association (ALA) annual membership fee for Pam Thomas.

    AED replacement pads needed for the Champaign office.

    Basics for Cataloging online course registration for Heidi Margold.

Rose, Erin - Metadata and cataloging online continuing education course registrations for Erin Rose.