

**Illinois Heartland Library System**

Disbursement Summary Report

Attachment 4.1

From 05/01/2020 Through 05/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code	Transaction Description		
5/13/2020	21731	No	ABC Heating & Air Conditioning Inc	10	CHA:HVAC Maintenance 04/29/20		148.93
5/13/2020		No	ABC Heating & Air Conditioning Inc	10	CHA:Replace Blower Bearings		589.00
5/13/2020	21732	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Srvc April 2020		600.00
5/13/2020	21733	No	Actsoft	10	GPS Quarterly Subscriptions 05/01-07/01/20		1,553.94
5/13/2020	21734	No	Ameren Illinois	10	CHA:Electric & Lighting Srvc 03/18-04/19/20		427.21
5/13/2020	21735	No	Ameren Illinois	10	CHA:Gas 04/17-05/01/20		103.03
5/13/2020	21736	No	Ameren Illinois	10	EDW:Gas 03/30-05/01/20		137.79
5/13/2020	21737	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 03/30-05/01/20		733.29
5/13/2020	21738	No	AT&T	10	EDW:Elevator Phone Line 04/05-05/04/20		42.09
5/13/2020		No	AT&T	85	EDW:Elevator Phone Line 04/05-05/04/20		42.09
5/13/2020	21739	No	AT&T	10	EDW:Fax Line 04/05-05/04/20		66.87
5/13/2020		No	AT&T	32	EDW:Fax Line 04/05-05/04/20		66.86
5/13/2020		No	AT&T	85	EDW:Fax Line 04/05-05/04/20		66.86
5/13/2020	21740	No	Bibliotheca LLC	85	eBooks Subscription Purchases 04/01-04/30/20		28,544.67 <b>A</b>
5/13/2020	21741	No	Busey	10	Busey Credit Card Stmt Ending 05/01/20		4,946.71
5/13/2020		No	Busey	27	Busey Credit Card Stmt Ending 05/01/20		4,214.00
5/13/2020		No	Busey	32	Busey Credit Card Stmt Ending 05/01/20		159.99
5/13/2020		No	Busey	85	Busey Credit Card Stmt Ending 05/01/20		1,876.29
5/13/2020	21742	No	CDW Government	10	CAR:Mouse & Keyboard for WR		148.30 <b>B</b>
5/13/2020	21743	No	City of Edwardsville	10	EDW:Water & Sewer 02/03-04/06/20		103.69
5/13/2020	21744	No	CKE Management	10	Board & Staff Member Treats During Bldg Closure		890.40 <b>C</b>
5/13/2020	21745	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 05/01-05/31/20		110.39
5/13/2020		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 05/01-05/31/20		73.59
5/13/2020		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 05/01-05/31/20		73.59
5/13/2020		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 05/01-05/31/20		110.37
5/13/2020	21746	No	County Collector	10	CHA:2019 Drainage Sewer System		95.00
5/13/2020	21747	No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/07/20		70.00
5/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/14/20		70.00
5/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/21/20		70.00
5/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/28/20		70.00
5/13/2020	21748	No	DELL MARKETING LP	10	EDW:Monitors (2) for WR		509.98 <b>D</b>
5/13/2020	21749	No	Ford & Harrison LLP	10	Legal Counsel re:Personnel 04/16-04/29/20		920.00
5/13/2020	21750	No	HR Source	10	HR Dept of N(One) Member CE Webinar 04/23/20		1,350.00 <b>E</b>
5/13/2020	21751	No	i3 Broadband - CU	10	CHA:Internet 05/01-05/31/20		11.66
5/13/2020		No	i3 Broadband - CU	27	CHA:Internet 05/01-05/31/20		11.66
5/13/2020		No	i3 Broadband - CU	85	CHA:Internet 05/01-05/31/20		11.67
5/13/2020	21752	No	Illinois American Water	10	CHA:Water 03/28-04/27/20		49.51
5/13/2020	21753	No	Technology Management Rev Fund	10	CAR:Bandwidth 04/01-04/30/20		(270.00)
5/13/2020		No	Technology Management Rev Fund	85	CAR:Bandwidth 04/01-04/30/20		540.00
5/13/2020	21754	No	Kavanagh Scully	10	EDW:Legal Counsel re:Mine Sub, Enterprise, Curb PU, Cannabis & Helitech		2,640.00
5/13/2020	21755	No	Presto-X	10	EDW:Pest Control Interior May 2020		20.67
5/13/2020	21756	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 05/01-05/31/20		189.91
5/13/2020	21757	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 05/01-05/31/20		104.72
5/13/2020	21758	No	Royal Cleaning & Lewis Enterprises	10	CHA:Janitorial Srvc for April 2020		600.00
5/13/2020	21759	No	Selective Insurance Company of America	10	EDW:Flood Insurance Premium 06/21/20-06/20/21		1,035.00 <b>F</b>
5/13/2020	21760	No	SIUC Research Park Inc	10	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet		7,491.96
5/13/2020		No	SIUC Research Park Inc	85	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet		40.00
5/13/2020	21761	No	Charter Communications	10	EDW:Internet 05/01-05/31/20		43.05
5/13/2020		No	Charter Communications	27	EDW:Internet 05/01-05/31/20		43.05
5/13/2020		No	Charter Communications	32	EDW:Internet 05/01-05/31/20		43.04
5/13/2020		No	Charter Communications	85	EDW:Internet 05/01-05/31/20		43.05
5/13/2020	21762	No	Verizon Wireless	10	Cellphone Srvc, MIFI, Router & After Hrs Line 03/24-04/23/20		596.24
5/13/2020		No	Verizon Wireless	85	Cellphone Srvc, MIFI, Router & After Hrs Line 03/24-04/23/20		445.26
5/13/2020	21763	No	Xerox Corporation	10	CHA:Base & Usage Chrg 03/21-04/21/20		52.37
5/13/2020		No	Xerox Corporation	27	CHA:Base & Usage Chrg 03/21-04/21/20		52.37

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5/13/2020		No	Xerox Corporation	85	CHA:Base & Usage Chrg 03/21-04/21/20	52.36
5/13/2020	21764	No	Xerox Corporation	10	EDW:Base & Usage Chrg 03/21-04/25/20	85.98
5/13/2020		No	Xerox Corporation	27	EDW:Base & Usage Chrg 03/21-04/25/20	85.98
5/13/2020		No	Xerox Corporation	85	EDW:Base & Usage Chrg 03/21-04/25/20	85.98
5/13/2020	21765	No	Xerox Corporation	32	EDW:Base & Usage Chrg 03/21-04/25/20	238.07
5/13/2020	21766	No	Xerox Financial Services	10	CAR:Base & Usage Chrg 02/24-04/23/20	215.28
5/13/2020		No	Xerox Financial Services	85	CAR:Base & Usage Chrg 02/24-04/23/20	148.31
5/29/2020	ACHIMRFMay2020	No	Illinois Municipal Retirement Fund	10	May 2020 IMRF Payment	18,884.23
5/29/2020		No	Illinois Municipal Retirement Fund	27	May 2020 IMRF Payment	3,533.13
5/29/2020		No	Illinois Municipal Retirement Fund	32	May 2020 IMRF Payment	1,990.77
5/29/2020		No	Illinois Municipal Retirement Fund	85	May 2020 IMRF Payment	<u>11,866.22</u>

**Total 1000 - US Bank-General Fund** **99,966.43**

5/1/2020	ACHILPR20200501	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/01/2020	3,061.26
5/1/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/01/2020	415.68
5/1/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/01/2020	188.44
5/1/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/01/2020	1,276.00
5/4/2020	ACHIRSPR2020050	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/01/2020	16,068.19
5/4/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/01/2020	2,006.44
5/4/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/01/2020	1,015.15
5/4/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/01/2020	6,728.16
5/15/2020	ACHILPR20200515	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/15/2020	2,973.17
5/15/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/15/2020	415.68
5/15/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/15/2020	188.44
5/15/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/15/2020	1,282.12
5/15/2020	ACHIRSPR2020051	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/15/2020	15,576.84
5/15/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/15/2020	2,006.44
5/15/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/15/2020	1,015.15
5/15/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/15/2020	6,747.98
5/29/2020	ACHILPR20200529	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/29/2020	3,077.38
5/29/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/29/2020	418.82
5/29/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/29/2020	192.12
5/29/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/29/2020	1,318.33
5/29/2020	ACHIRSPR2020052	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/29/2020	16,160.56
5/29/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/29/2020	2,023.59
5/29/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/29/2020	1,038.77
5/29/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/29/2020	<u>6,942.29</u>

**Total 1030 - US Bank - Web Junction/(Payroll)** **92,137.00**

**Total Disbursed** **192,103.43**

**Non-routine Bill Payments Explanations**

- A-** eBooks purchased 04/01-04/30/20 & eBooks purchases to be reimbursed by members.
- B-** Computer supplies needed for staff who are working remotely.
- C-** Cookies sent to staff and board during the COVID-19 shutdown.
- D-** Computer supplies needed for staff who are working remotely.
- E-** HR Source webinar provided to IHLS member libraries.
- F-** Annual premium for Flood Insurance at the Edwardsville office 06/21/20-06/20/21.

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 04/02/2020 Through 05/01/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
5/1/2020	4654 2482-Brown Troy M	4/8/2000	DREAMHOST	Domain Name-Carlinville Library 04/2020	15.99	10	5840	01	10	
5/1/2020	4654 2482-Brown Troy M	4/2/2020	AMAZON	CHA:Keyboard & Mouse Combo for WR 04/2020	13.49	10	5360	02	20	
5/1/2020	4654 2482-Brown Troy M	4/2/2020	MAILCHIMP	Subscription:MailChimp Monthly 04/2020	34.99	10	5330	04	10	
5/1/2020	4654 2482-Brown Troy M	4/3/2020	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 04/2020	30.00	85	5725	04	85	
5/1/2020	4654 2482-Brown Troy M	4/6/2020	ZOOM	Zoom Upgrade to Std Biz Subscription 04/2020	327.74	10	5550	04	10	
5/1/2020	4654 2482-Brown Troy M	4/8/2020	BEST BUY	EDW:Cable Ties & HDMI Cable for Small Conf Rm 04/2020	19.98	10	5360	01	10	
5/1/2020	4654 2482-Brown Troy M	4/8/2020	BEST BUY	EDW:Smart TV for Small Conf Rm 04/2020	599.99	10	5360	01	10	
5/1/2020	4654 2482-Brown Troy M	4/8/2020	BEST BUY	EDW:Surge Protector & TV Wall Mount for Small Conf Rm 04/2020	124.98	10	5360	01	10	
5/1/2020	4654 2482-Brown Troy M	4/8/2020	MICROSOFT	Online Cloud Backup 04/2020	124.46	10	5550	01	10	
5/1/2020	4654 2482-Brown Troy M	4/8/2020	MICROSOFT	Online Cloud Backup 04/2020	124.45	85	5550	01	85	
5/1/2020	4654 2482-Brown Troy M	4/14/2020	DREAMHOST	Domain Name-Jerseyville Library 04/2020	15.99	10	5840	01	10	
5/1/2020	4654 2482-Brown Troy M	4/14/2020	DREAMHOST	Domain Name-Waterloo Library 04/2020	15.99	10	5840	01	10	
5/1/2020	4654 2482-Brown Troy M	4/14/2020	GODADDY	Domain Name-LCLS.ORG (2 yrs) 04/2020	42.34	10	5580	01	10	
5/1/2020	4654 2482-Brown Troy M	4/15/2020	AMAZON	EDW:Control Receiver & Wall Plate Sender for Small Conf Rm TV Setup 04/2020	514.43	10	5360	01	10	
5/1/2020	4654 2482-Brown Troy M	4/15/2020	MICROSOFT	Power BI Licenses (4) 04/2020	60.00	10	5550	01	10	
5/1/2020	4654 2482-Brown Troy M	4/16/2020	STAPLES	EDW:Office Chair for WR 04/2020	265.61	10	5365	01	12	
5/1/2020	4654 2482-Brown Troy M	4/16/2020	STAPLES	CAR:Office Chair for WR 04/2020	265.61	10	5365	04	12	
5/1/2020	4654 2482-Brown Troy M	4/16/2020	STAPLES	CAR:Office Chair for WR 04/2020	265.61	10	5365	04	12	
5/1/2020	4654 2482-Brown Troy M	4/22/2020	PHONEPOWER	SHARE Annual Fee-Telephony Line 1 of 6 04/2020	89.22	85	5400	01	85	
5/1/2020	4654 2482-Brown Troy M	4/24/2020	AMAZON	EDW:Video Card for ILHS Videos 04/2020	279.99	10	5360	01	10	
5/1/2020	4654 2482-Brown Troy M	4/27/2020	HIPCAST	Recording Storage 04/2020	4.95	85	5550	04	85	
5/1/2020	4654 2482-Brown Troy M	4/28/2020	PHONEPOWER	SHARE Annual Fee-Telephony Line 2 of 6 04/2020	89.22	85	5400	01	85	
5/1/2020	4654 2482-Brown Troy M	4/28/2020	PHONEPOWER	SHARE Annual Fee-Telephony Line 3 of 6 04/2020	89.22	85	5400	01	85	
5/1/2020	4654 2482-Brown Troy M	4/28/2020	PHONEPOWER	SHARE Annual Fee-Telephony Line 4 of 6 04/2020	89.22	85	5400	01	85	
5/1/2020	4654 2482-Brown Troy M	4/28/2020	PHONEPOWER	SHARE Annual Fee-Telephony Line 5 of 6 04/2020	89.22	85	5400	01	85	
5/1/2020	4654 2482-Brown Troy M	4/30/2020	AMAZON	EDW:Printer for WR 04/2020	<u>368.90</u>	10	5360	01	10	
Total 4654 2482-Brown Troy M					3,961.59					
5/1/2020	4695 2640-Petty Linda	4/4/2020	FINISH LINE	CAR:Car Wash Lic #U18520 04/2020	12.99	10	5210	04	10	
5/1/2020	4695 2640-Petty Linda	4/7/2020	FINISH LINE	CAR:Van Wash Lic #U33806 04/2020	12.99	10	5210	04	20	
5/1/2020	4695 2640-Petty Linda	4/9/2020	OFFICEMAX/DEPOT	EDW:8.5x11 Copy Paper (2 cs) 04/2020	73.98	10	5360	01	10	
5/1/2020	4695 2640-Petty Linda	4/9/2020	USPS	EDW:Postage 04/2020	330.00	10	5370	01	10	
5/1/2020	4695 2640-Petty Linda	4/9/2020	USPS	EDW:Postage 04/2020	165.00	85	5370	01	85	
5/1/2020	4695 2640-Petty Linda	4/10/2020	FINISH LINE	CAR:Van Wash Lic #U33056 04/2020	12.99	10	5210	04	20	
5/1/2020	4695 2640-Petty Linda	4/16/2020	FINISH LINE	CAR:Van Wash Lic #U33023 04/2020	12.99	10	5210	04	22	
5/1/2020	4695 2640-Petty Linda	4/30/2020	FINISH LINE	CAR:Van Wash Lic #U25399 04/2020	12.99	10	5210	04	10	

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 From 04/02/2020 Through 05/01/2020

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	5/1/2020	4695 2640-Petty Linda	4/30/2020	FINISH LINE	CAR:Van Wash Lic #U33021 04/2020	12.99	10	5210	04	20
	5/1/2020	4695 2640-Petty Linda	4/30/2020	FINISH LINE	CAR:Van Wash Lic #U33022 04/2020	<u>12.99</u>	10	5210	04	20
		Total 4695 2640-Petty Linda				659.91				
	5/1/2020	5085 0664-Palmer Susan	4/14/2020	OFFICEMAX/DEPOT	CHA:Office Chair for WR 04/2020	379.99	85	5365	02	85
	5/1/2020	5085 0664-Palmer Susan	4/16/2020	OFFICEMAX/DEPOT	CHA:Office Chair for WR 04/2020	237.49	85	5365	02	85
	5/1/2020	5085 0664-Palmer Susan	4/17/2020	AMAZON	EDW:Office Chair for WR 04/2020	257.35	85	5365	01	85
	5/1/2020	5085 0664-Palmer Susan	4/20/2020	AMAZON	EDW:Office Chair for WR 04/2020	169.68	10	5365	01	10
	5/1/2020	5085 0664-Palmer Susan	4/23/2020	AMAZON	EDW:Office Ball Chair for WR 04/2020	62.21	10	5365	01	20
	5/1/2020	5085 0664-Palmer Susan	4/24/2020	OFFICEMAX/DEPOT	EDW:Office Chair for WR 04/2020	159.99	10	5365	01	10
	5/1/2020	5085 0664-Palmer Susan	4/24/2020	OFFICEMAX/DEPOT	EDW:Office Chair for WR 04/2020	159.99	32	5365	01	32
	5/1/2020	5085 0664-Palmer Susan	4/30/2020	STAPLES	CAR:Office Chair for WR 04/2020	<u>106.24</u>	10	5365	04	10
		Total 5085 0664-Palmer Susan				1,532.94				
	5/1/2020	5125 9147-Wingerter Brant	4/3/2020	MICROSOFT	Visio Online Subscription 04/2020	<u>105.60</u>	10	5360	01	12
		Total 5125 9147-Wingerter Brant				105.60				
	5/1/2020	5645 2424-Bushong Stacie L	4/29/2020	AMAZON	EDW:Office Chair for WR 04/2020	<u>145.99</u>	10	5365	01	10
		Total 5645 2424-Bushong Stacie L				145.99				
	5/1/2020	6067 4476-Thompson Cassandra	4/12/2020	AMAZON	EDW:Office Chair for WR 04/2020	<u>230.96</u>	85	5365	01	85
		Total 6067 4476-Thompson Cassandra				230.96				
	5/1/2020	6094 1800-Granger Dominique S	4/1/2020	INDEED	Job Posting-CAR-Courier 04/2020	<u>96.00</u>	10	5070	04	20
		Total 6094 1800-Granger Dominique S				96.00				
	5/1/2020	6359 8292-Greve Penrod Shandi	4/25/2020	ALA	PLA Wkshp Equity Starts With Us:Registration-Greve Penrod, Shandi 04/2020	<u>250.00</u>	10	1600		
		Total 6359 8292-Greve Penrod Shandi				250.00				
	5/1/2020	6366 3690-Thomas Pamela	4/2/2020	LIB OF CONGRESS	Catalogers Desktop Subscription 04/2020	685.00	27	5550	01	27
	5/1/2020	6366 3690-Thomas Pamela	4/6/2020	LIBRARY JUICE ACADEMY	Cataloging Courses (4):Registration-Thomas, Pam 04/2020	775.00	27	5290	02	27
	5/1/2020	6366 3690-Thomas Pamela	4/7/2020	LIBRARY JUICE ACADEMY	Cataloging Courses(6):Registration-Pam, Ian & Heidi 04/2020	1,475.00	27	5290	02	27
	5/1/2020	6366 3690-Thomas Pamela	4/8/2020	STAPLES	EDW:Office Chair for WR 04/2020	<u>180.61</u>	27	5365	01	27
		Total 6366 3690-Thomas Pamela				3,115.61				
	5/1/2020	6449 2370-Schuler Faust Cheri	4/27/2020	AMIGOS LIB SERV	Cataloging Maps Class:Registration-Schuler-Faust, Cheri 04/2020	<u>95.00</u>	27	5290	01	27
		Total 6422 0458-Parr Casey				95.00				

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Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
5/1/2020	6449 2388-Rose Erin	4/7/2020	NCHSOFTWARE	EDW:Express Scribe Professional Subscription 04/2020	53.39	27	5550	01	27	
5/1/2020	6449 2388-Rose Erin	4/8/2020	LIBRARY JUICE ACADEMY	Cataloging Courses (5):Registration-Rose, Erin 04/2020	<u>950.00</u>	27	5290	02	27	
Total 6449 2388-Rose Erin					1,003.39					

**Report Transaction Totals**

**11,196.99**

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

Brown, Troy M - Additional computer supplies and office chairs needed for staff to work remotely.

Zoom Upgrade on our Zoom account to Standard Business plan.

Smart TV and accessories for the small conference room at the Edwardsville office.

Palmer, Susan - Office chairs needed for staff who are working remotely.

Bushong, Stacie L - Office chair needed for staff who are working remotely.

Thompson, Cassandra - Office chair needed for staff who are working remotely.

Greve Penrod, Shandi - Registration for PLA workshop "Social Justice and Public Libraries: Equity Starts With Us" for Shandi Greve Penrod.

Thomas, Pamela - Annual Cataloger's Desktop Subscription - Provides resources for cataloging.

Registration for online cataloging courses (10) for Pam Thomas, Ian Anderson, and Heidi Margold.

Office chair needed for staff who are working remotely.

Schuler-Faust, Cheri - Registration for a Map Cataloging course for Cheri Schuler-Faust.

Rose, Erin - Express Scribe Professional subscription to be used by Heidi Margold to assist with the transcription project.

Registration for online cataloging courses (5) for Erin Rose.