

Illinois Heartland Library System

Disbursement Summary Report

Attachment 4.1

From 05/01/2022 Through 05/31/2022

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
5/2/2022	ACHIMRFApr2022	No	Illinois Municipal Retirement Fund	10	April 2022 IMRF Payment	10,683.33
5/2/2022		No	Illinois Municipal Retirement Fund	27	April 2022 IMRF Payment	1,731.66
5/2/2022		No	Illinois Municipal Retirement Fund	32	April 2022 IMRF Payment	1,191.37
5/2/2022		No	Illinois Municipal Retirement Fund	85	April 2022 IMRF Payment	8,219.57
5/11/2022	23307	No	A Rifkin Co	10	Road to Recovery Grant - Grey Delivery Bags (100)	2,846.24 A
5/11/2022	23308	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Checks	168.60
5/11/2022		No	AAIM EA Training and Consulting LLC	85	Pre-employment Background Checks	157.78
5/11/2022	23309	No	Actsoft	10	GPS Quarterly Subscriptions 08/27/2021-04/30/2022	5,024.77
5/11/2022	23310	No	Ameren Illinois	10	CHA:Gas 04/01-05/01/2022	148.06
5/11/2022	23311	No	Ameren Illinois	10	EDW:Gas 04/01-05/01/2022	124.08
5/11/2022	23312	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 04/01-05/01/2022	1,005.20
5/11/2022	23313	No	AT&T	10	EDW:Elevator Phone Line 05/04-06/03/2022	49.32
5/11/2022		No	AT&T	85	EDW:Elevator Phone Line 05/04-06/03/2022	49.32
5/11/2022	23314	No	AT&T	10	EDW:Fax Line 05/04-06/03/2022	21.41
5/11/2022		No	AT&T	32	EDW:Fax Line 05/04-06/03/2022	21.41
5/11/2022		No	AT&T	85	EDW:Fax Line 05/04-06/03/2022	21.42
5/11/2022	23315	No	Bibliotheca LLC	85	eBooks Subscription Purchases 04/01-04/30/2022	21,066.60 B
5/11/2022	23316	No	Buildingstars Operations Inc	10	EDW:Janitorial Srvc May 2022	670.00
5/11/2022	23317	No	Busey	10	Busey Credit Card Stmt Ending 5/2/2022	9,505.78
5/11/2022		No	Busey	27	Busey Credit Card Stmt Ending 5/2/2022	1,249.60
5/11/2022		No	Busey	32	Busey Credit Card Stmt Ending 5/2/2022	64.00
5/11/2022		No	Busey	85	Busey Credit Card Stmt Ending 5/2/2022	5,260.84
5/11/2022	23318	No	CMC Electric Inc	10	EDW:Quarterly Inspection & Replacement Bulbs 04/21/2022	415.00
5/11/2022	23319	No	Constellation NewEnergy - Gas Division LLC	10	Gas Supply 04/01-04/30/2022	145.34
5/11/2022	23320	No	Cross Auto Body & Towing	10	EDW:Tow Service Lic #U31660	301.00 C
5/11/2022		No	Cross Auto Body & Towing	10	EDW:Winch & Tow Service Lic #U31660	198.00
5/11/2022	23321	No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/11/2022	80.00
5/11/2022		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/19/2022	80.00
5/11/2022		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 04/26/2022	80.00
5/11/2022		No	Dave's Precision Mowing	10	CHA:Spring Clean-Up 03/14/2022	50.00
5/11/2022	23322	No	DELL MARKETING LP	10	EDW:Dell Docks	1,228.90 D
5/11/2022		No	DELL MARKETING LP	27	EDW:Dell Docks	245.78
5/11/2022		No	DELL MARKETING LP	85	EDW:Dell Docks	983.12
5/11/2022	23323	No	Enterprise FM Trust	10	Monthly Vehicle Leasing 05/01-05/31/2022	6,386.42
5/11/2022	23324	No	ESS Clean Inc	10	Road to Recovery Grant-CHA-Scrub, Wet Vacuum, & Mop Clean Restrooms	375.00 E
5/11/2022	23325	No	Ford & Harrison LLP	10	Legal Counsel re:General Employment Matters 04/19/2022 .5 hrs	210.00
5/11/2022	23326	No	Gateway Occupational Health	10	Fity for Duty Exam-EDW-Sorter & Courier	174.00
5/11/2022		No	Gateway Occupational Health	10	Pre-employment Drug Screen-EDW-Sorter & Courier	148.50
5/11/2022	23327	No	Leah Gregory	10	Mileage Reimb-Gregory, Leah-School Site Visits 05/04-05/06/2022	99.14
5/11/2022		No	Leah Gregory	10	Mileage Reimb-Gregory, Leah-Visits to 7 Member Libraries 04/26-04/27/2022	70.32
5/11/2022	23328	No	HR Source	10	Webinar Series Session #1 - Crisp, Clear & Concise	1,950.00 F
5/11/2022	23329	No	i3 Broadband - CU	10	CHA:Internet 05/01-05/31/2022	11.67
5/11/2022		No	i3 Broadband - CU	27	CHA:Internet 05/01-05/31/2022	11.66
5/11/2022		No	i3 Broadband - CU	85	CHA:Internet 05/01-05/31/2022	11.66
5/11/2022	23330	No	Illinois American Water	10	CHA:Water 03/25-04/27/2022	50.93
5/11/2022	23331	No	Illini Janitorial	10	CHA:Janitorial Srvc May 2022	525.00
5/11/2022	23332	No	KAP Architecture LLC	10	CHA:ADA Restrooms Remodel - Architectural Drawings & Construction Admin	1,271.33 G
5/11/2022		No	KAP Architecture LLC	66	CHA:ADA Restrooms Remodel - Architectural Drawings & Construction Admin	5,000.00
5/11/2022	23333	No	Kodiak Equipment Services Inc	10	EDW:Secure, Measure & Install Garage Door Panels	2,479.88 H
5/11/2022	23334	No	Marketview Car Wash	10	CHA:Van Wash Lic #U35058, U33167, U35062 & U35100	40.00
5/11/2022	23335	No	Microix	10	Annual Software Maint & Support for Timesheet, Cloud Companion & Timeclock	2,721.25 I
5/11/2022	23336	No	Midwest Automotive & Diesel	10	CHA:Change Oil/Filter Lic #U35065	79.50
5/11/2022	23337	No	Midwest Service Enterprise, Inc.	10	CHA:Rental for Portable Restroom Trailer & Septic Service	2,475.00
5/11/2022	23338	No	Linda S Petty	10	CAR Trip:Mileage Reimb-Petty, Linda 03/29-03/30/2022	51.21
5/11/2022		No	Linda S Petty	10	EDW:Pin Pullers (3)	79.05
5/11/2022	23339	No	Jerry Ringering	10	EDW:Pin Puller (1)	24.49
5/11/2022	23340	No	Safelite Fulfillment Inc	10	EDW:Repair Windshield Lic #U33849	59.95

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From 05/01/2022 Through 05/31/2022

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
5/11/2022		No	Safelite Fulfillment Inc	10	EDW:Replace Windshield Lic #U32277	412.05
5/11/2022	23341	No	Shred-it USA	10	EDW:Shredding 04/01/2022	68.60
5/11/2022	23342	No	Speed Lube # 11	10	CHA:Change Oil/Filter Lic #U35058	53.95
5/11/2022	23343	No	Speed Lube # 14	10	CHA:Change Oil/Filter & Add Coolant Lic #U32274	75.45
5/11/2022		No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U33167	69.95
5/11/2022		No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U35100	69.95
5/11/2022	23344	No	Sarah Taylor	10	Reaching Forward South Conf:Mileage Reimb-Taylor, Sarah 04/08/2022	65.09
5/11/2022	23345	No	Cassandra Thompson	85	Mileage Reimb-CHA Trip & RFS Conf Networking Mtg-Thompson, Cassie 04/29/22	83.26
5/11/2022	23346	No	Tire Choice #390	10	EDW:Change Oil/Filter & Tire Rotation Lic #U35063	63.74
5/11/2022		No	Tire Choice #390	10	EDW:Change Oil/Filter & Tire Rotation Lic #U8313	63.74
5/11/2022	23347	No	Today's Technology Auto Repair, LLC	10	CAR:Change Oil/Filter & Tire Rotation Lic #U33056	78.17
5/11/2022		No	Today's Technology Auto Repair, LLC	10	CAR:Change Oil/Filter, Tire Rotation & Bumper Reinforcement Lic #U35061	200.22
5/11/2022		No	Today's Technology Auto Repair, LLC	10	CAR:Change Oil/Filter, Tire Rotation & Repair Tire Lic #U33806	100.09
5/11/2022	23348	No	Uline	10	CHA:Black Mats for Delivery (8)	221.85
5/11/2022	23349	No	WSIU Public Broadcasting	10	Sponsorship:PBS 24/7 Kids - May Installment	130.00
5/11/2022	23350	No	Xerox Financial Services	10	CAR:Base Chrg May 2022	119.05
5/11/2022		No	Xerox Financial Services	85	CAR:Base Chrg May 2022	84.33
5/13/2022	ACHILPR20220513	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/13/2022	3,706.20
5/13/2022		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/13/2022	453.02
5/13/2022		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/13/2022	182.93
5/13/2022		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/13/2022	1,829.04
5/13/2022	ACHIRS20220513	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/13/2022	19,375.74
5/13/2022		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/13/2022	2,327.08
5/13/2022		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/13/2022	987.53
5/13/2022		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/13/2022	9,457.91
5/26/2022	23351	No	323 TV LLC	10	CAR:Polycom Teams Room Equipment	3,485.00 J
5/26/2022	23352	No	A&R Mechanical Contractors Inc	66	CHA:ADA Restrooms Remodel - Payment #2	31,880.92 K
5/26/2022	23353	No	Action Cleaning Services LLC	10	Road to Recovery Grant-EDW-Strip, Clean & Seal Floors & Stairwells	2,555.00 L
5/26/2022	23354	No	Ameren Illinois	10	CHA:Electric & Lighting Srvcs 04/18-05/17/2022	741.55
5/26/2022	23355	No	AT&T	10	EDW:Internet 05/10-06/09/2022	154.24
5/26/2022		No	AT&T	27	EDW:Internet 05/10-06/09/2022	154.24
5/26/2022		No	AT&T	32	EDW:Internet 05/10-06/09/2022	154.24
5/26/2022		No	AT&T	85	EDW:Internet 05/10-06/09/2022	154.24
5/26/2022	23356	No	Jennifer Baugh	85	Mileage Reimb-Baugh, Jennifer-Trvl to Effingham Supervisor Mtg 05/12/2022	47.15
5/26/2022		No	Jennifer Baugh	85	Mileage Reimb-Baugh, Jennifer-Trvl to Effingham-Retirement Lunch 05/20/2022	42.75
5/26/2022	23357	No	Health Care Service Corporation	10	Health Ins 06/01-06/30/2022	18,107.41
5/26/2022		No	Health Care Service Corporation	27	Health Ins 06/01-06/30/2022	3,997.16
5/26/2022		No	Health Care Service Corporation	32	Health Ins 06/01-06/30/2022	1,423.96
5/26/2022		No	Health Care Service Corporation	85	Health Ins 06/01-06/30/2022	13,113.26
5/26/2022	23358	No	Beaumont Tire & Auto Repair	10	CHA:Change Oil/Filter & Replace Oil Pan Lic #U32276	886.27
5/26/2022		No	Beaumont Tire & Auto Repair	10	CHA:Replace Tires (4), Balance & Alignment Lic #U35062	775.84
5/26/2022	23359	No	Bel-O Sales & Service Inc	10	EDW:Clear Mechanical Room HVAC Clogged Drain 05/23/2022	130.00
5/26/2022	23360	No	BJ's Printables Inc	10	Caps (8) & Shirts (21) for Delivery	674.86
5/26/2022	23361	No	City of Edwardsville	10	EDW:Water & Sewer 02/28-05/02/2022	156.70
5/26/2022	23362	No	Color-Art Integrated Interiors LLC	66	EDW:First Floor - Replace Dock Doors (4)	9,414.00 M
5/26/2022	23363	No	County Collector	10	CHA:2021 Drainage Sewer System	98.00
5/26/2022	23364	No	DP Supply Inc	10	CHA:Hand Soap & Multifold Towels	132.19
5/26/2022	23365	No	DELL MARKETING LP	27	CHA:Dell Monitor	241.11
5/26/2022	23366	No	Guardian	10	Dental, AD&D, Life & Vision Ins 06/01-06/30/2022	2,693.92
5/26/2022		No	Guardian	27	Dental, AD&D, Life & Vision Ins 06/01-06/30/2022	322.23
5/26/2022		No	Guardian	32	Dental, AD&D, Life & Vision Ins 06/01-06/30/2022	105.72
5/26/2022		No	Guardian	85	Dental, AD&D, Life & Vision Ins 06/01-06/30/2022	1,376.38
5/26/2022	23367	No	HR Source	10	Salary Position Benchmarking for Executive Director	275.00 N
5/26/2022	23368	No	Illinois American Water	10	CHA:Water 04/28-05/25/2022	52.58
5/26/2022	23369	No	Technology Management Rev Fund	85	CAR:Bandwidth 04/01-04/30/2022	270.00
5/26/2022	23370	No	Illinois Library Association	10	Trustee Forum Spring Workshop:Registration-Short, Joshua	15.00
5/26/2022	23371	No	Imel Pest Control Inc	10	EDW:Pest Control 03/31/2022	125.00

Illinois Heartland Library System

Disbursement Summary Report

From 05/01/2022 Through 05/31/2022

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
5/26/2022	23372	No	Liberty Mutual Insurance Company	10	Employee Dishonesty Bond/Policy 07/01/2022-06/30/2023	2,052.00 <i>O</i>
5/26/2022	23373	No	Mr Auto Body Inc	10	CHA:Deductible for Front Bumper & Lamp Repair Lic #U34175	500.00 <i>P</i>
5/26/2022	23374	No	Myler Automotive Repair Inc	10	CHA:Remove & Replace Window Run Channel Lic #U29922	416.02
5/26/2022	23375	No	Nextgen Solutions	10	CAR:Usage Chrg 04/01-04/30/2022	18.96
5/26/2022		No	Nextgen Solutions	85	CAR:Usage Chrg 04/01-04/30/2022	5.72
5/26/2022	23376	No	Plymouth Rocket Inc	85	Bookclub Kit Management Software 02/07/2022-02/07/2023	650.00 <i>Q</i>
5/26/2022	23377	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 06/01-06/30/2022	196.78
5/26/2022	23378	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 06/01-06/30/2022	190.73
5/26/2022	23379	No	SIUC Research Park Inc	10	CAR:Office Leasing, Electric & Lighting Srvcs & Fiber Internet	7,449.90
5/26/2022		No	SIUC Research Park Inc	85	CAR:Office Leasing, Electric & Lighting Srvcs & Fiber Internet	10.00
5/26/2022	23380	No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U35062	69.95
5/26/2022	23381	No	Staples Credit Plan	10	CHA:Post-it Notes & Cubicle Clips	42.42
5/26/2022	23382	No	Urbana & Champaign Sanitary District	10	CHA:Sewer 02/23-04/27/2022	101.76
5/26/2022	23383	No	Wex Bank	10	Fuel Charges 04/23-05/23/2022	22,409.76
5/26/2022		No	Wex Bank	85	Fuel Charges 04/23-05/23/2022	227.88
5/26/2022	23384	No	Xerox Financial Services	10	Base & Usage Chrg 03/30-04/29/2022	340.90
5/26/2022		No	Xerox Financial Services	27	Base & Usage Chrg 03/30-04/29/2022	139.92
5/26/2022		No	Xerox Financial Services	32	Base & Usage Chrg 03/30-04/29/2022	264.12
5/26/2022		No	Xerox Financial Services	85	Base & Usage Chrg 03/30-04/29/2022	139.92
5/26/2022	23385	No	Joshua Zink	85	Mileage Reimb-Zink, Josh-Trvl to Effingham-Retirement Lunch 05/20/2022	34.15
5/27/2022	ACHILPR20220527	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/27/2022	3,774.36
5/27/2022		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/27/2022	453.02
5/27/2022		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/27/2022	182.81
5/27/2022		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/27/2022	1,940.06
5/27/2022	ACHIMRFMay2022	No	Illinois Municipal Retirement Fund	10	May 2022 IMRF Payment	7,283.80
5/27/2022		No	Illinois Municipal Retirement Fund	27	May 2022 IMRF Payment	1,286.88
5/27/2022		No	Illinois Municipal Retirement Fund	32	May 2022 IMRF Payment	789.59
5/27/2022		No	Illinois Municipal Retirement Fund	85	May 2022 IMRF Payment	5,790.61
5/27/2022	ACHIRS20220527	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/27/2022	19,674.56
5/27/2022		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/27/2022	2,327.08
5/27/2022		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/27/2022	986.83
5/27/2022		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/27/2022	9,915.53

Total Disbursed

321,094.34

Non-routine Bill Payments Explanations

- A-** Purchase of (100) delivery bags that are to be reimbursed by the Road to Recovery Grant.
- B-** Purchase of eBooks from 04/01-04/30/22 & eBooks purchases to be reimbursed by participating libraries.
- C-** Three towing services for the box truck at the Edwardsville office. These charges were included in insurance claim.
- D-** Purchase of (10) replacement docking stations.
- E-** Deep cleaning services at the Champaign office that are to be reimbursed by the Road to Recovery Grant.
- F-** HR Source webinar series session #1 - "Crisp, Clear & Concise Communication". This is partially reimbursed by participating libraries.
- G-** Architectural design, bidding software access, document printing, and compact disc fees for the Americans with Disabilities Act (ADA) restrooms remodel at the Champaign office.
- H-** Fee for emergency after hours call to secure garage doors after being hit and stuck open plus cost to replace damaged panels.
- I-** Microix timeclock annual maintenance and support agreement 06/21/2022-06/20/2023.
- J-** Purchase of test unit of Polycom Teams meeting room system for the Carbondale office.
- K-** Second installment for the ADA restrooms remodel at the Champaign office.
- L-** Deep cleaning services at the Edwardsville office that are to be reimbursed by the Road to Recovery Grant.
- M-** Replacement of (4) custom size doors including hardware and locksets. These are located at the loading dock area of the Edwardsville office.
- N-** Services for salary position benchmarking for the Executive Director.
- O-** Annual premium for Employee Dishonesty Bond/Policy Coverage 07/01/2022-06/30/2023.
- P-** Insurance deductible amount for the repair of front bumper and headlight for the staff van at the Champaign office.
- Q-** Book Club Kit management software 02/07/2022-02/07/2023. This allows for checking availability and reserving the kits.

Illinois Heartland Library System
 Credit Card Transactions
 From 04/02/2022 Through 05/02/2022

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
5/2/2022	4695 2640-Petty Linda	4/4/2022	FINISH LINE	CAR:Car Wash Lic #U18520 04/2022	12.99	10	5210	04	10
5/2/2022	4695 2640-Petty Linda	4/5/2022	AMAZON	EDW:Replace Book (1) 04/2022	34.53	10	5385	01	20
5/2/2022	4695 2640-Petty Linda	4/6/2022	AMAZON	EDW:Replace Books (2) 04/2022	27.94	10	5385	01	20
5/2/2022	4695 2640-Petty Linda	4/7/2022	FINISH LINE	CAR:Van Wash Lic #U33806 04/2022	12.99	10	5210	04	20
5/2/2022	4695 2640-Petty Linda	4/16/2022	FINISH LINE	CAR:Van Wash Lic #U33023 04/2022	17.99	10	5210	04	22
5/2/2022	4695 2640-Petty Linda	4/18/2022	FINISH LINE	CAR:Van Wash Lic #U33056 04/2022	17.99	10	5210	04	20
5/2/2022	4695 2640-Petty Linda	4/26/2022	AMAZON	EDW:Mailbox Unit for Operations 04/2022	102.54	10	5365	01	20
5/2/2022	4695 2640-Petty Linda	4/27/2022	AMAZON	EDW:Digital Postage Scale 04/2022	38.99	10	5365	01	20
5/2/2022	4695 2640-Petty Linda	4/30/2022	FINISH LINE	CAR:Van Wash Lic #U25399 04/2022	17.99	10	5210	04	10
5/2/2022	4695 2640-Petty Linda	4/30/2022	FINISH LINE	CAR:Van Wash Lic #U33021 04/2022	17.99	10	5210	04	20
5/2/2022	4695 2640-Petty Linda	4/30/2022	FINISH LINE	CAR:Van Wash Lic #U33022 04/2022	<u>17.99</u>	10	5210	04	20
Total 4695 2640-Petty Linda					319.93				
5/2/2022	5085 0664-Palmer Susan	4/2/2022	QUILL	EDW:Bubble Mailers 6x9 & 8.5x14 04/2022	23.28	10	5365	01	10
5/2/2022	5085 0664-Palmer Susan	4/4/2022	AMAZON	EDW:Dishwasher Magnets 04/2022	8.99	10	5365	01	10
5/2/2022	5085 0664-Palmer Susan	4/5/2022	AMAZON	EDW:Self-Adhesive Vinyl Pockets 04/2022	38.97	10	5385	01	20
5/2/2022	5085 0664-Palmer Susan	4/5/2022	SAMS CLUB	EDW:C-Fold Paper Towels & Trash Bags 04/2022	148.44	10	5190	01	10
5/2/2022	5085 0664-Palmer Susan	4/6/2022	SAMS CLUB	EDW:8.5x11 Copy Paper (3) 04/2022	80.74	10	5360	01	10
5/2/2022	5085 0664-Palmer Susan	4/21/2022	OFFICEMAX/OFFICEDEPOT	EDW:Magenta Toner Cartridge 04/2022	280.70	85	5360	01	85
5/2/2022	5085 0664-Palmer Susan	4/27/2022	AMAZON	Road to Recovery Grant-EDW-Disinfecting Wipes & Hand Sanitizer 04/2022	115.96	10	5390	01	25
5/2/2022	5085 0664-Palmer Susan	4/28/2022	AMAZON	Road to Recovery Grant-CAR-Floor Stand Hand Sanitizer Dispenser (2) 04/2022	284.36	10	5365	01	25
5/2/2022	5085 0664-Palmer Susan	4/28/2022	AMAZON	Road to Recovery Grant-CHA-Floor Stand Hand Sanitizer Dispenser (2) 04/2022	284.36	10	5365	01	25
5/2/2022	5085 0664-Palmer Susan	4/28/2022	AMAZON	Road to Recovery Grant-EDW-Floor Stand Hand Sanitizer Dispenser (2) 04/2022	<u>284.36</u>	10	5365	01	25
Total 5085 0664-Palmer Susan					1,550.16				
5/2/2022	5125 9147-Wingerter Brant	4/4/2022	MICROSOFT	Visio Online Subscription (4) 04/2022	<u>105.60</u>	10	5360	01	10
Total 5125 9147-Wingerter Brant					105.60				
5/2/2022	5912 4772-Brown Troy M	4/2/2022	MAILCHIMP	Subscription:MailChimp Monthly 04/2022	69.99	10	5550	01	10
5/2/2022	5912 4772-Brown Troy M	4/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 04/2022	174.00	10	5550	01	10
5/2/2022	5912 4772-Brown Troy M	4/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 04/2022	174.00	85	5550	01	85
5/2/2022	5912 4772-Brown Troy M	4/4/2022	FALCON TECH	Wiring Project-Raised Floor Rack Anchor Kit (2) 04/2022	317.28	10	5360	01	10
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Teams Phone Lines (20) 04/2022	305.00	10	5400	01	10
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Microsoft A5 License for Phone System 04/2022	6.00	10	5550	01	10
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Teams Phone Lines (5) 04/2022	80.00	27	5400	01	27
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Teams Phone Lines (4) 04/2022	64.00	32	5400	01	32
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Teams Phone Lines (17) 04/2022	272.00	85	5400	01	85

Illinois Heartland Library System
 Credit Card Transactions
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Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
5/2/2022	5912 4772-Brown Troy M	4/4/2022	MICROSOFT	Teams Phone Lines (3) 04/2022	48.00	85	5400	01	88
5/2/2022	5912 4772-Brown Troy M	4/4/2022	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 04/2022	30.00	85	5725	01	85
5/2/2022	5912 4772-Brown Troy M	4/5/2022	MICROSOFT	Charges for IHLS Incoming Toll Free Calls 04/2022	20.00	10	5400	01	10
5/2/2022	5912 4772-Brown Troy M	4/6/2022	AMAZON	EDW:Recordable Media CDs 04/2022	115.33	10	5360	01	10
5/2/2022	5912 4772-Brown Troy M	4/6/2022	SERGIOS CANTINA	Working Lunch-4 Staff 04/2022	47.71	10	5290	04	10
5/2/2022	5912 4772-Brown Troy M	4/8/2022	MICROSOFT	Online Cloud Backup 04/2022	148.50	10	5550	01	10
5/2/2022	5912 4772-Brown Troy M	4/8/2022	MICROSOFT	Online Cloud Backup 04/2022	148.49	85	5550	01	85
5/2/2022	5912 4772-Brown Troy M	4/12/2022	AMAZON	EDW:Barcode Scanner & Base 04/2022	119.99	85	5360	01	85
5/2/2022	5912 4772-Brown Troy M	4/12/2022	GODADDY.COM	Domain Name - LCLS.org 04/2022	21.17	10	5580	01	10
5/2/2022	5912 4772-Brown Troy M	4/12/2022	HIPCAST	Recording Storage 04/2022	4.95	85	5550	01	85
5/2/2022	5912 4772-Brown Troy M	4/14/2022	AMAZON	EDW:Wireless Headset (2) 04/2022	133.84	27	5360	01	27
5/2/2022	5912 4772-Brown Troy M	4/14/2022	AMAZON	EDW:Wireless Headset (3) 04/2022	200.76	85	5360	01	85
5/2/2022	5912 4772-Brown Troy M	4/19/2022	PLURALSIGHT	IT Team Training - 2 Pluralsight Business Subscriptions (1 yr) 04/2022	1,158.00	10	5058	01	10
5/2/2022	5912 4772-Brown Troy M	4/19/2022	PLURALSIGHT	IT Team Training - 2 Pluralsight Business Subscriptions (1 yr) 04/2022	1,158.00	85	5058	01	85
5/2/2022	5912 4772-Brown Troy M	4/22/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephony Line 1 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	4/25/2022	CONNECTED SOLUTIONS	EDW:Hardware to Switch Fax & Elevator Line to Cellular Srvc 04/2022	340.46	10	5360	01	10
5/2/2022	5912 4772-Brown Troy M	4/27/2022	HIPCAST	Recording Storage 05/2022	4.95	85	5550	01	85
5/2/2022	5912 4772-Brown Troy M	4/28/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephone Line 3 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	4/28/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephone Line 4 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	4/28/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephone Line 5 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	4/28/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephone Line 6 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	4/30/2022	PHONEPOWER.COM	SHARE Annual Fee - Telephone Line 2 of 6 04/2022	89.15	85	5400	01	85
5/2/2022	5912 4772-Brown Troy M	5/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 05/2022	174.00	10	5550	01	10
5/2/2022	5912 4772-Brown Troy M	5/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 05/2022	<u>174.00</u>	85	5550	01	85
	Total 5912 4772-Brown Troy M				6,045.32				
5/2/2022	6067 4476-Thompson Cassandra	3/31/2022	OFFICEMAX/OFFICEDEPOT	EDW:Bubble Mailers 04/2022	15.43	85	5365	01	85
5/2/2022	6067 4476-Thompson Cassandra	4/7/2022	COOKIES BY DESIGN	SHARE Anniversary-CHA Staff Treats 04/2022	30.49	85	5290	01	85
5/2/2022	6067 4476-Thompson Cassandra	4/7/2022	GOSHEN POST OFFICE	Postage-Mail SHARE Anniversary Gifts 04/2022	95.05	85	5370	01	85
5/2/2022	6067 4476-Thompson Cassandra	4/7/2022	HOULIHANS	Reaching Forward South Conf:Dinner-Thompson, Cassie 04/2022	25.25	85	5260	01	85
5/2/2022	6067 4476-Thompson Cassandra	4/7/2022	MEIJER	Reaching Forward South Treats 04/2022	32.84	85	5330	01	85
5/2/2022	6067 4476-Thompson Cassandra	4/8/2022	I HOTEL	Reaching Forward South Conf:Lodging-Thompson, Cassie 04/2022	<u>145.77</u>	85	5265	01	85
	Total 6067 4476-Thompson Cassandra				344.83				
5/2/2022	6176 8343-Yackle Annabel	4/8/2022	I HOTEL	Reaching Forward South Conf:Lodging-Yackle, Anna 04/2022	145.77	10	5265	01	10
5/2/2022	6176 8343-Yackle Annabel	4/8/2022	KFC	Reaching Forward South Conf:Dinner-Yackle, Anna 04/2022	<u>9.36</u>	10	5260	01	10
	Total 6176 8343-Yackle Annabel				155.13				

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Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	5/2/2022	6354 1516-Kates Linda	4/1/2022	RURAL KING	CHA:Washer Fluid (4) 04/2022	8.68	10	5210	02	20
	5/2/2022	6354 1516-Kates Linda	4/1/2022	SAMS CLUB	CHA:Bottled Water (3) 04/2022	11.94	10	5195	02	22
	5/2/2022	6354 1516-Kates Linda	4/1/2022	SAMS CLUB	CHA:Lens Wipes 04/2022	19.76	10	5385	02	20
	5/2/2022	6354 1516-Kates Linda	4/1/2022	SAMS CLUB	CHA:Coffee Filters & Napkins 04/2022	13.82	10	5390	02	10
	5/2/2022	6354 1516-Kates Linda	4/30/2022	STANLEY STEAMER	Road to Recovery Grant-CHA-Commercial Clean & Sanitize 04/2022	<u>1,200.00</u>	10	5190	01	25
		Total 6354 1516-Kates Linda				1,254.20				
	5/2/2022	6359 8292-Greve Penrod Shandi	4/1/2022	HOOTSUITE	Hootsuite Social Media Mgmt Subscription 04/2022	588.00	10	5550	01	10
	5/2/2022	6359 8292-Greve Penrod Shandi	4/7/2022	MINUTEMAN PRESS	Promotional Printing-Rack Cards (100) 04/2022	52.98	27	5330	01	27
	5/2/2022	6359 8292-Greve Penrod Shandi	4/7/2022	MINUTEMAN PRESS	Promotional Printing-Rack Cards (200) & Bookmarks (1000) 04/2022	277.36	85	5330	01	85
	5/2/2022	6359 8292-Greve Penrod Shandi	4/8/2022	BURGER KING	Reaching Forward South Conf:Dinner-Greve Penrod, Shandi 04/2022	9.42	10	5260	01	10
	5/2/2022	6359 8292-Greve Penrod Shandi	4/8/2022	HOME 2 SUITES	Reaching Forward South Conf:Lodging-Greve Penrod, Shandi 04/2022	162.72	10	5265	01	10
	5/2/2022	6359 8292-Greve Penrod Shandi	4/8/2022	STARBUCKS	Reaching Forward South Conf:Dinner-Greve Penrod, Shandi 04/2022	14.64	10	5260	01	10
	5/2/2022	6359 8292-Greve Penrod Shandi	4/8/2022	STARBUCKS	Reaching Forward South Conf:Drink-Greve Penrod, Shandi 04/2022	<u>5.30</u>	10	5260	01	10
		Total 6359 8292-Greve Penrod Shandi				1,110.42				
	5/2/2022	6366 3690-Thomas Pamela	4/12/2022	ILA	ILA Annual Membership Dues-Thomas, Pam 04/2022	150.00	27	5700	02	27
	5/2/2022	6366 3690-Thomas Pamela	4/13/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-McKinney, Eric 04/2022	95.00	27	5290	01	27
	5/2/2022	6366 3690-Thomas Pamela	4/19/2022	LIB OF CONGRESS	Class Web Subscription 04/2022	525.00	27	5550	01	27
	5/2/2022	6366 3690-Thomas Pamela	4/20/2022	OVGTSL CONF	OVGTSL Virtual Conf:Registration-Scoby, Barb 04/2022	55.00	27	5290	01	27
	5/2/2022	6366 3690-Thomas Pamela	4/27/2022	CHICAGO BOOKS	CHA:Copyright Conversations & Complete Copyright Books 04/2022	<u>157.78</u>	27	5365	01	27
		Total 6366 3690-Thomas Pamela				982.78				
	5/2/2022	6613 2453-Bednar Leslie M	4/5/2022	OUTBACK	Working Lunch-CHA Trip-4 Staff 04/2022	70.36	10	5290	01	10
	5/2/2022	6613 2453-Bednar Leslie M	4/25/2022	FIRST WATCH	Working Lunch-Ellen, Susan & Leslie 04/2022	<u>33.81</u>	10	5290	01	10
		Total 6613 2453-Bednar Leslie M				104.17				
	5/2/2022	6615 7831-Porter Dena	4/3/2022	WALMART	Gift Basket-Get Well-Sedor, Jacob 04/2022	56.47	85	5057	04	85
	5/2/2022	6615 7831-Porter Dena	4/4/2022	KROGER	SHARE Anniversary-CAR Staff Treats 04/2022	10.09	85	5290	01	85
	5/2/2022	6615 7831-Porter Dena	4/18/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-Henderson, Zach 04/2022	<u>95.00</u>	85	5290	01	85
		Total 6615 7831-Porter Dena				161.56				
	5/2/2022	6666 6914-Knirr John	4/15/2022	DREAMHOST	Domain Name - Jerseyville Library 04/2022	15.99	10	5840	01	10
	5/2/2022	6666 6914-Knirr John	4/29/2022	DREAMHOST	Domain Name - Waterloo Library 04/2022	<u>15.99</u>	10	5840	01	10
		Total 6666 6914-Knirr John				31.98				
	5/2/2022	6773 3101-Taylor Sarah	4/20/2022	AMAZON	EDW:Expandable Accordion File Organizer 04/2022	<u>12.74</u>	10	5365	01	20
		Total 6773 3101-Taylor Sarah				12.74				
	5/2/2022	6792 9931-Trevino Jill	4/1/2022	INDEED	Job Posting-EDW-Sorter & Courier 04/2022	132.82	10	5070	01	20

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Credit Card						Fund	G/L#	Loc#	Dept#
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5/2/2022	6792 9931-Trevino Jill	4/1/2022	INDEED	Job Posting-CHA-ILDS Courier 04/2022	11.94	10	5070	02	22
5/2/2022	6792 9931-Trevino Jill	4/1/2022	INDEED	Job Posting-CAR-Sorter 04/2022	75.00	10	5070	04	20
5/2/2022	6792 9931-Trevino Jill	4/5/2022	SHRM	SHRM Annual Virtual Conf:Registration-Trevino, Jill 04/2022	1,195.00	10	5290	01	10
5/2/2022	6792 9931-Trevino Jill	4/7/2022	CENGAGE	Fundamentals of Grant Writing Course:Registration-Zaveduik, Lesley 04/2022	159.00	85	5290	01	85
5/2/2022	6792 9931-Trevino Jill	4/7/2022	HOULIHANS	Reaching Forward South Conf:Dinner-Jill & Anna 04/2022	38.89	10	5260	01	10
5/2/2022	6792 9931-Trevino Jill	4/8/2022	HOME 2 SUITES	Reaching Forward South Conf:Lodging-Trevino, Jill 04/2022	162.72	10	5265	01	10
5/2/2022	6792 9931-Trevino Jill	4/20/2022	USPS	EDW:Postage 04/2022	7.38	10	5370	01	10
5/2/2022	6792 9931-Trevino Jill	5/1/2022	INDEED	Job Posting-EDW-Communications Coordinator 04/2022	<u>73.08</u>	10	5070	01	10
	Total 6792 9931-Trevino Jill				1,855.83				
5/2/2022	6820 4888-Parr Casey	4/6/2022	FINISH LINE	CAR:Van Wash Lic #U35061 04/2022	12.99	10	5210	04	20
5/2/2022	6820 4888-Parr Casey	4/14/2022	WALMART	CAR:Paper Towels & Kleenex 04/2022	14.19	10	5190	04	10
5/2/2022	6820 4888-Parr Casey	4/14/2022	WALMART	CAR:Clipboard 04/2022	<u>21.24</u>	10	5365	04	20
	Total 6820 4888-Parr Casey				48.42				
5/2/2022	6980 5857-Baugh Jennifer	4/20/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-Baugh, Jennifer 04/2022	95.00	85	5290	01	85
5/2/2022	6980 5857-Baugh Jennifer	4/20/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-Johnson, Linda 04/2022	95.00	85	5290	01	85
5/2/2022	6980 5857-Baugh Jennifer	4/20/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-Pearson, Sue 04/2022	95.00	85	5290	01	85
5/2/2022	6980 5857-Baugh Jennifer	4/20/2022	AMIGOS LIBRARY	How to Teach Online Webinar:Registration-Pippin, Don 04/2022	<u>95.00</u>	85	5290	01	85
	Total 6980 5857-Baugh Jennifer				380.00				
5/2/2022	7040 7743-Beasley Danielle	4/18/2022	MINUTEMAN PRESS	Advocacy & Networking-Business Cards (7) 04/2022	219.93	10	5330	01	10
5/2/2022	7040 7743-Beasley Danielle	4/19/2022	ILA	ILA Marketing Forum Mini Conf:Registration-Beasley, Danielle 04/2022	15.00	10	5290	01	10
5/2/2022	7040 7743-Beasley Danielle	4/25/2022	MINUTEMAN PRESS	Promotional Printing-Delivery Cards (375) 04/2022	101.48	10	5330	01	20
5/2/2022	7040 7743-Beasley Danielle	4/25/2022	MINUTEMAN PRESS	Promotional Printing-SHARE Anniversary Cards & Mailing (500) 04/2022	<u>787.35</u>	85	5330	01	85
	Total 7040 7743-Beasley Danielle				1,123.76				
5/2/2022	7107 3890-Gregory Leah	4/7/2022	GABBY GOAT	Reaching Forward South Conf:Dinner-Gregory, Leah 04/2022	18.94	10	5260	01	10
5/2/2022	7107 3890-Gregory Leah	4/8/2022	HOME 2 SUITES	Reaching Forward South Conf:Lodging-Gregory, Leah 04/2022	163.86	10	5265	01	10
5/2/2022	7107 3890-Gregory Leah	4/8/2022	I HOTEL	Reaching Forward South Conf:Lodging-Taylor, Sarah 04/2022	145.77	10	5360	01	10
5/2/2022	7107 3890-Gregory Leah	4/8/2022	MONICALS PIZZA	Reaching Forward South Conf:Dinner-Gregory, Leah 04/2022	13.73	10	5260	01	10
5/2/2022	7107 3890-Gregory Leah	4/26/2022	EL RODEO MEXICAN	School Site Visits:Dinner-Gregory, Leah 04/2022	15.78	10	5260	01	10
5/2/2022	7107 3890-Gregory Leah	4/27/2022	CULVERS	School Site Visits:Dinner-Gregory, Leah 04/2022	7.66	10	5260	01	10
5/2/2022	7107 3890-Gregory Leah	4/27/2022	HAMPTON INN	School Site Visits:Lodging-Gregory, Leah 04/2022	<u>127.65</u>	10	5265	01	10
	Total 7107 3890-Gregory Leah				493.39				

Report Transaction Totals

16,080.22

Non-routine Credit Card Transactions Explanations

Palmer, Susan - Purchases of disinfecting wipes, hand sanitizer, and dispensers that are to be reimbursed by the Road to Recovery grant.

Illinois Heartland Library System

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Wingerter, Brant - Visio software license used by IT staff for diagraming.								
Brown, Troy M - Purchase of supplies needed for the rack hardware and wire maintenance IT project for the Edwardsville office.								
Annual subscriptions (4) for IT staff training through Pluralsight.								
Telephone lines (6) used by SHARE to send telephone notifications to library patrons.								
Purchase of hardware to switch fax and elevator phone line to cellular service to lower monthly phone charge.								
Kates, Linda - Deep cleaning services at the Champaign office that are to be reimbursed by the Road to Recovery grant.								
Greve Penrod, Shandi - Hootsuite annual subscription used to manage social media.								
Thomas, Pamela - Illinois Library Association (ILA) annual membership fee for Pam Thomas.								
Registration for Amigos Library Services "How to Teach Online" webinar for Eric McKinney.								
Annual renewal for the Classification Web subscription.								
Registration for the Ohio Valley Group of Technical Services Librarians (OVGTSL) virtual conference for Barb Scoby.								
Porter, Dena - Registration for Amigos Library Services "How to Teach Online" webinar for Zach Henderson.								
Trevino, Jill - Registration for the Society for Human Resource Management (SHRM) virtual conference.								
Registration for "Fundamentals of Grant Writing" online course for Lesley Zavediuk.								
Baugh, Jennifer - Registration for Amigos Library Services "How to Teach Online" webinar for (4) staff.								
Beasley, Danielle - Registration for the ILA Marketing Forum Mini-Conference for Danielle Beasley.								