

**Illinois Heartland Library System**  
Disbursement Summary Report  
From 07/01/2022 Through 07/31/2022

Attachment 5.1

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code	Transaction Description		
7/8/2022	ACHILPR20220708	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 07/08/2022		3,715.08
7/8/2022		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 07/08/2022		824.77
7/8/2022		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 07/08/2022		185.66
7/8/2022		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 07/08/2022		1,532.18
7/8/2022	ACHIRS20220708	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 07/08/2022		19,292.66
7/8/2022		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 07/08/2022		3,811.91
7/8/2022		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 07/08/2022		1,008.92
7/8/2022		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 07/08/2022		7,914.19
7/14/2022	23513	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Check		289.40
7/14/2022		No	AAIM EA Training and Consulting LLC	85	Pre-employment Background Check		138.70
7/14/2022	23514	No	Ameren Illinois	10	CHA:Gas 06/01-07/01/2022		63.45
7/14/2022	23515	No	Ameren Illinois	10	EDW:Gas 06/01-07/01/2022		57.24
7/14/2022	23516	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 06/01-07/01/2022		1,991.75
7/14/2022	23517	No	American Pest Control	10	CHA:Monthly Extermination 07/08/2022		35.00
7/14/2022	23518	No	Arthur J Gallagher Risk Management	10	Cyber & Privacy Liability Coverage 07/01/2022-06/30/2023		3,630.00 <b>A</b>
7/14/2022	23519	No	AT&T	10	EDW:Elevator Phone Line 06/05-07/04/2022		5.40
7/14/2022		No	AT&T	85	EDW:Elevator Phone Line 06/05-07/04/2022		5.40
7/14/2022	23520	No	AT&T	10	EDW:Fax Line 06/05-07/04/2022		59.43
7/14/2022		No	AT&T	32	EDW:Fax Line 06/05-07/04/2022		59.42
7/14/2022		No	AT&T	85	EDW:Fax Line 06/05-07/04/2022		59.42
7/14/2022	23521	No	Bibliotheca LLC	85	Cloud Library Platform Fee 07/01/2022-06/30/2023		25,000.00 <b>B</b>
7/14/2022		No	Bibliotheca LLC	85	eBooks Purchased & eBooks to be Reimb by Member Libraries 06/01-06/30/2022		9,297.91 <b>C</b>
7/14/2022	23522	No	Buildingstars Operations Inc	10	EDW:Janitorial Srvc July 2022		670.00
7/14/2022	23523	No	Carle	10	Pre-employment Drug Screen & Fit for Duty Exam		124.00
7/14/2022		No	Carle	85	Pre-employment Drug Screen & Fit for Duty Exam		49.00
7/14/2022	23524	No	Constellation NewEnergy - Gas Division LLC	10	CHA:Gas Supply 06/01-06/30/2022		10.48
7/14/2022	23525	No	Dave's Precision Mowing	10	CHA:Mowing Fuel Surcharge		24.00
7/14/2022		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 06/07/2022		80.00
7/14/2022		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 06/14/2022		80.00
7/14/2022		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 06/28/2022		80.00
7/14/2022	23526	No	Enterprise FM Trust	10	Monthly Leasing 07/01-07/31/2022		6,386.42
7/14/2022	23527	No	First Mid-Illinois Bank & Trust	10	Safe Deposit Box 08/01/2022-08/01/2023		60.00
7/14/2022	23528	No	Ford & Harrison LLP	10	Legal Counsel re:Contract 06/07-06/08/2022 1.5 hrs		630.00
7/14/2022	23529	No	Gale/CENGAGE Learning	85	Gale Subscriptions to be Reimb by Member Libraries 06/30/2022-06/29/2023		15,473.00 <b>D</b>
7/14/2022	23530	No	Gateway Occupational Health	85	Pre-employment Drug Screen-EDW-Admin Assistant		49.50
7/14/2022	23531	No	HR Source	10	Webinar Series Session #3 - Legal Issues		1,950.00 <b>E</b>
7/14/2022	23532	No	i3 Broadband - CU	10	CHA:Internet 07/01-07/31/2022		11.67
7/14/2022		No	i3 Broadband - CU	27	CHA:Internet 07/01-07/31/2022		11.66
7/14/2022		No	i3 Broadband - CU	85	CHA:Internet 07/01-07/31/2022		11.66
7/14/2022	23533	No	Technology Management Rev Fund	85	CAR:Bandwidth 05/01-05/31/2022		270.00
7/14/2022	23534	No	LIMRiCC Unemployment Compensation	10	2 QTR 2022 Unemployment Ins		916.25
7/14/2022		No	LIMRiCC Unemployment Compensation	27	2 QTR 2022 Unemployment Ins		20.16
7/14/2022		No	LIMRiCC Unemployment Compensation	32	2 QTR 2022 Unemployment Ins		10.13
7/14/2022		No	LIMRiCC Unemployment Compensation	85	2 QTR 2022 Unemployment Ins		188.07
7/14/2022	23535	No	Marketview Car Wash	10	U32274, U33167, U35100, U 34175 - Van Wash		40.00
7/14/2022	23536	No	Minuteman Press	10	Advocacy & Networking:Business Cards (4 Staff & 3 Board Members)		209.93
7/14/2022		No	Minuteman Press	10	EDW:Office Supplies		160.00
7/14/2022		No	Minuteman Press	10	Promotional Printing:Brochure Folders (1,000)		4,114.40 <b>F</b>
7/14/2022	23537	No	Mountain Valley Water of Carbondale	10	CAR:5 Gallon Purified Water Bottle (2)		14.00
7/14/2022	23538	No	Patterson Brake & Front End Service Inc	10	EDW:Replace Tires (2) & Grease Lift Gate Lic #U31660		1,462.50
7/14/2022	23539	No	Safelite Fulfillment Inc	10	CAR:Replace Windshield Lic #U33806		685.89
7/14/2022		No	Safelite Fulfillment Inc	10	U33806 - Replace Windshield		(398.21)
7/14/2022	23540	No	SIUC Research Park Inc	10	CAR:Office Leasing, Electric & Lighting Srvc & Fiber Internet		7,737.53
7/14/2022		No	SIUC Research Park Inc	85	CAR:Office Leasing, Electric & Lighting Srvc & Fiber Internet		10.00
7/14/2022	23541	No	Speed Lube # 14	10	U32274 - Change Oil/Filter		69.95
7/14/2022		No	Speed Lube # 14	10	U35058 - Change Oil/Filter		69.95
7/14/2022		No	Speed Lube # 14	10	U35100 - Change Oil/Filter		69.95
7/14/2022	23542	No	Tire Choice #390	10	U33020 - Change Oil/Filter & Tire Rotation		63.74
7/14/2022		No	Tire Choice #390	10	U33807-Change Oil/Filter & Tire Rotation		63.74

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Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code	Transaction Description		
7/14/2022	23543	No	Verizon	10	GPS Units (22) 06/28-06/30/2022		38.50
7/14/2022	23544	No	WSIU Public Broadcasting	10	Sponsorship:PBS 24/7 Kids - June & July Installments		260.00
7/14/2022	23545	No	Xerox Financial Services	10	Base & Usage Chrg 05/30-06/29/2022		241.26
7/14/2022		No	Xerox Financial Services	27	Base & Usage Chrg 05/30-06/29/2022		125.59
7/14/2022		No	Xerox Financial Services	32	Base & Usage Chrg 05/30-06/29/2022		180.03
7/14/2022		No	Xerox Financial Services	85	Base & Usage Chrg 05/30-06/29/2022		125.58
7/14/2022	23546	No	Busey	10	Busey Credit Card Stmt Ending 06/30/2022		18,519.29
7/14/2022		No	Busey	27	Busey Credit Card Stmt Ending 06/30/2022		3,006.30
7/14/2022		No	Busey	32	Busey Credit Card Stmt Ending 06/30/2022		1,704.67
7/14/2022		No	Busey	85	Busey Credit Card Stmt Ending 06/30/2022		3,977.79
7/14/2022	23547	No	Solus	85	Solus Library App Customization Annual Fee & Impl Fee		1,050.00
7/14/2022	23548	No	Solus	85	Solus Library App Customization Annual Fee 07/01/22-06/30/23 & Impl Fee		2,100.00
7/22/2022	ACHILPR20220722	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 07/22/2022		3,643.24
7/22/2022		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 07/22/2022		823.28
7/22/2022		No	Illinois Department of Revenue	31	IL Payroll Tax Deposit - PD 07/22/2022		60.41
7/22/2022		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 07/22/2022		190.87
7/22/2022		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 07/22/2022		1,522.53
7/22/2022	ACHIRS20220722	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 07/22/2022		18,936.89
7/22/2022		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 07/22/2022		3,807.29
7/22/2022		No	Department of the Treasury	31	IRS Payroll Tax Deposit-PD 07/22/2022		364.90
7/22/2022		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 07/22/2022		1,048.39
7/22/2022		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 07/22/2022		7,875.61
7/28/2022	23549	No	TAH Concepts LLC d/b/a Alternative	32	Traverse Maint Agreement 07/23/2022-07/22/2023		2,180.20
7/28/2022	23550	No	Ameren Illinois	10	CHA:Electric & Lighting Srvc 06/16-07/18/2022		1,332.79
7/28/2022	23551	No	AT&T	10	EDW:Internet 07/10-08/09/2022		154.24
7/28/2022		No	AT&T	27	EDW:Internet 07/10-08/09/2022		154.24
7/28/2022		No	AT&T	32	EDW:Internet 07/10-08/09/2022		154.24
7/28/2022		No	AT&T	85	EDW:Internet 07/10-08/09/2022		154.24
7/28/2022	23552	No	Health Care Service Corporation	10	Health Ins 08/01-08/31/2022		17,953.94
7/28/2022		No	Health Care Service Corporation	27	Health Ins 08/01-08/31/2022		4,822.94
7/28/2022		No	Health Care Service Corporation	31	Health Ins 08/01-08/31/2022		412.89
7/28/2022		No	Health Care Service Corporation	32	Health Ins 08/01-08/31/2022		1,423.96
7/28/2022		No	Health Care Service Corporation	85	Health Ins 08/01-08/31/2022		13,145.95
7/28/2022	23553	No	Leslie M Bednar	10	Mileage Reimb-Bednar, Leslie-Trvl to Effingham PL for Board Orientation		57.97
7/28/2022	23554	No	Bel-O Sales & Service Inc	10	Maint on 11 HVAC Units & Replace Filters 07/18-07/19/2022		2,593.00
7/28/2022	23555	No	City of Edwardsville	10	EDW:Water & Sewer 05/02-07/04/2022		142.00
7/28/2022	23556	No	DELL MARKETING LP	10	EDW:Laptop, Monitor, Keyboard & Mouse (1)		3,000.00
7/28/2022	23557	No	Environmental Consultants LLC	10	Mold Testing & Report		2,843.00
7/28/2022	23558	No	Guardian	10	Dental, AD&D, Life & Vision Ins 08/01-08/31/2022		2,806.60
7/28/2022		No	Guardian	27	Dental, AD&D, Life & Vision Ins 08/01-08/31/2022		440.59
7/28/2022		No	Guardian	31	Dental, AD&D, Life & Vision Ins 08/01-08/31/2022		24.97
7/28/2022		No	Guardian	32	Dental, AD&D, Life & Vision Ins 08/01-08/31/2022		105.71
7/28/2022		No	Guardian	85	Dental, AD&D, Life & Vision Ins 08/01-08/31/2022		1,068.08
7/28/2022	23559	No	IHLS-OCLC	85	FY23 Annual OCLC Service Fee 07/01/22-06/30/23-IHI		225.27
7/28/2022	23560	No	Technology Management Rev Fund	85	CAR:Bandwidth 06/01-06/30/2022		270.00
7/28/2022	23561	No	Illini Janitorial	10	CHA:Janitorial Srvc for June 2022		525.00
7/28/2022	23562	No	McNaughton/Brodart Co	85	McNaughton Book Leasing Annual Subscription Fee 07/01/2022-06/30/2023		8,594.21
7/28/2022	23563	No	Mountain Valley Water of Carbondale	10	CAR:5 Gallon Purified Water Bottle (1)		7.50
7/28/2022	23564	No	NCPERS Group Life Ins	10	Supp Life Ins 08/01-08/31/2022		96.00
7/28/2022		No	NCPERS Group Life Ins	31	Supp Life Ins 08/01-08/31/2022		8.00
7/28/2022		No	NCPERS Group Life Ins	32	Supp Life Ins 08/01-08/31/2022		24.00
7/28/2022		No	NCPERS Group Life Ins	85	Supp Life Ins 08/01-08/31/2022		80.00
7/28/2022	23565	No	Nextgen Solutions	10	CAR:Usage Chrg 06/01-06/30/2022		20.03
7/28/2022		No	Nextgen Solutions	85	CAR:Usage Chrg 06/01-06/30/2022		16.87
7/28/2022	23566	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 08/01-08/31/2022		201.23
7/28/2022	23567	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 08/01-08/31/2022		195.02
7/28/2022	23568	No	Selective Insurance Company of America	10	CAR:Flood Insurance 08/06/2022-08/05/2023		675.00
7/28/2022	23569	No	Shred-it USA	10	EDW:Shredding 07/21/2022		68.60
7/28/2022	23570	No	Speed Lube # 14	10	U33167 - Change Oil/Filter		73.45

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 From 07/01/2022 Through 07/31/2022

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
7/28/2022		No	Speed Lube # 14	10	U34175 - Change Oil/Filter	80.57
7/28/2022	23571	No	Staples Credit Plan	85	CAR:Desk (1)	278.90 <b>O</b>
7/28/2022	23572	No	The Hartford	10	Auto Ins Credit & Workers Comp Ins Salary Adjustment 07/01/22-06/30/23	4,821.00 <b>P</b>
7/28/2022	23573	No	Today's Technology Auto Repair, LLC	10	U33021 - Clean Out HVAC Drain Clog	47.03
7/28/2022		No	Today's Technology Auto Repair, LLC	10	U33022 - Change Oil/Filter & Tire Rotation	78.17
7/28/2022		No	Today's Technology Auto Repair, LLC	10	U33023 - Replace Seals at Steering Gear, Replace Brakes &	704.80
7/28/2022	23574	No	Travelers CL Remittance Center	10	Employment Practices/Mgmt Liabilities Ins 07/01/2022-	6,851.00 <b>Q</b>
7/28/2022	23575	No	Verizon Wireless	10	Cellphone Srvcs, MIFI, Router & After Hrs Line 06/24-07/23/2022	661.79
7/28/2022		No	Verizon Wireless	32	Cellphone Srvcs, MIFI, Router & After Hrs Line 06/24-07/23/2022	8.34
7/28/2022		No	Verizon Wireless	85	Cellphone Srvcs, MIFI, Router & After Hrs Line 06/24-07/23/2022	368.94
7/28/2022	23576	No	Wex Bank	10	Fuel Charges 06/23/2022-07/23/2022	21,067.40
7/28/2022		No	Wex Bank	27	Fuel Charges 06/23/2022-07/23/2022	20.91
7/28/2022		No	Wex Bank	85	Fuel Charges 06/23/2022-07/23/2022	257.97
7/28/2022	23577	No	Xerox Financial Services	10	CAR:Base Chrg July 2022	119.05
7/28/2022		No	Xerox Financial Services	85	CAR:Base Chrg July 2022	84.33
7/28/2022	23578	No	Lesley Zavediuk	10	Grant Services July 2022	2,900.00 <b>R</b>
7/28/2022	ACHIMRFJul2022	No	Illinois Municipal Retirement Fund	10	July 2022 IMRF Payment	7,364.00
7/28/2022		No	Illinois Municipal Retirement Fund	27	July 2022 IMRF Payment	2,654.24
7/28/2022		No	Illinois Municipal Retirement Fund	31	July 2022 IMRF Payment	72.36
7/28/2022		No	Illinois Municipal Retirement Fund	32	July 2022 IMRF Payment	824.79
7/28/2022		No	Illinois Municipal Retirement Fund	85	July 2022 IMRF Payment	3,992.80

**Total Disbursed**

**309,369.80**

**Non-routine Bill Payments Explanations**

- A-** Annual premium for cyber and privacy liability insurance 07/01/2022-06/30/2023.
- B-** Cloud Library annual platform fee 07/01/2022-06/30/2023.
- C-** Purchase of eBooks from 06/01-06/30/22 & eBooks purchases to be reimbursed by participating libraries.
- D-** Gale annual subscription 06/30/2022-06/29/2023. This is fully reimbursed by participating libraries.
- E-** HR Source webinar series session #3 "Legal Issues". This is partially reimbursed by member libraries.
- F-** Promotional printing of (1,000) brochure folders for conference handouts.
- G-** Solus Library App customization template subscription and implementation fees.
- H-** Annual maintenance agreement for the Traverse accounting software. This software supports the OCLC billing activity and is included in the FY2023 OCLC Budget.
- I-** Seasonal maintenance of 11 HVAC units and replacement of filters at the Edwardsville office.
- J-** Scheduled replacement of (1) laptop, monitor, keyboard and mouse for staff.
- K-** Follow up mold testing completed after the remodel of the first and second floors at the Edwardsville office.
- L-** FY2023 annual OCLC service fee 07/01/22-06/30/23 for account IHI. This is used by the SHARE cataloging department.
- M-** McNaughton book leasing annual subscription fee 07/01/2022-06/30/2023. Fully reimbursed by participating libraries.
- N-** Annual premium for flood insurance at the Carbondale office 08/06/2022-08/05/2023.
- O-** Purchase of (1) desk at the Carbondale office.
- P-** Auto and workers compensation insurance adjustments based on rate discounts and FY2023 budgeted salaries.
- Q-** Annual premium for employment practices and management liabilities insurance 07/01/2022-06/30/2023.
- R-** Grant contracting services for July 2022.

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 06/02/2022 Through 07/01/2022

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
6/30/2022	1644 9246-Egts Katherine	6/13/2022	AMIGOS LIBRARY SERVICES	Basic SQL Course:Registration-Egts, Katy 06/2022	270.00	27	5290	01	27
6/30/2022	1644 9246-Egts Katherine	6/13/2022	LIBRARY JUICE	Python for Librarians Course:Registration-Egts, Katy 06/2022	200.00	27	5290	01	27
6/30/2022	1644 9246-Egts Katherine	6/14/2022	ANCESTRY.COM	Ancestry.com Subscription 06/2022	<u>119.00</u>	27	5550	01	27
Total 1644 9246-Egts Katherine					589.00				
6/30/2022	4695 2640-Petty Linda	6/3/2022	HOME2SUITES	CAR Trip:Lodging-Petty, Linda 06/2022	86.25	10	5265	01	20
6/30/2022	4695 2640-Petty Linda	6/3/2022	MCALISTERS DELI	CAR Trip:Dinner-Petty, Linda 06/2022	19.54	10	5260	01	10
6/30/2022	4695 2640-Petty Linda	6/4/2022	FINISH LINE	CAR:Car Wash Lic #U18520 06/2022	17.99	10	5210	04	10
6/30/2022	4695 2640-Petty Linda	6/7/2022	FINISH LINE	CAR:Van Wash Lic #U33806 06/2022	17.99	10	5210	04	20
6/30/2022	4695 2640-Petty Linda	6/16/2022	FINISH LINE	CAR:Van Wash Lic #U33023 06/2022	17.99	10	5210	04	22
6/30/2022	4695 2640-Petty Linda	6/17/2022	ALVIES TOWING	EDW:Tire Change Lic #U35060 06/2022	168.00	10	5210	01	20
6/30/2022	4695 2640-Petty Linda	6/18/2022	FINISH LINE	CAR:Van Wash Lic #U33056 06/2022	17.99	10	5210	04	20
6/30/2022	4695 2640-Petty Linda	6/24/2022	MOBILE AUTO PROS	EDW:Staff Vehicle Detailing (2) 06/2022	245.00	10	5210	01	10
6/30/2022	4695 2640-Petty Linda	6/24/2022	MOBILE AUTO PROS	EDW:Delivery Vehicle Detailing (8) 06/2022	600.00	10	5210	01	20
6/30/2022	4695 2640-Petty Linda	6/27/2022	WALMART	EDW:Washer Fluid (6) 06/2022	15.96	10	5210	01	20
6/30/2022	4695 2640-Petty Linda	6/30/2022	FINISH LINE	CAR:Van Wash Lic #U25399 06/2022	17.99	10	5210	04	10
6/30/2022	4695 2640-Petty Linda	6/30/2022	FINISH LINE	CAR:Van Wash Lic #U33021 06/2022	17.99	10	5210	04	20
6/30/2022	4695 2640-Petty Linda	6/30/2022	FINISH LINE	CAR:Van Wash Lic #U33022 06/2022	<u>17.99</u>	10	5210	04	20
Total 4695 2640-Petty Linda					1,260.68				
6/30/2022	5085 0664-Palmer Susan	6/14/2022	AMAZON	EDW:HP LaserJet Toner Cartridge 06/2022	109.99	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/14/2022	AMAZON	EDW:Microfiber Cleaning Cloths 06/2022	6.95	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/14/2022	AMAZON	EDW:File Folders, Scale, Sticky Notes, Headphone Stands, Ink & Pens 06/2022	324.30	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/14/2022	USPS	EDW:Postage 06/2022	350.00	32	5370	01	32
6/30/2022	5085 0664-Palmer Susan	6/15/2022	AMAZON	EDW:Inkjoy Gel Pens (12) 06/2022	15.99	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/15/2022	SAMS CLUB	EDW:9V, AA & AAA Batteries 06/2022	50.57	10	5360	01	10
6/30/2022	5085 0664-Palmer Susan	6/15/2022	SAMS CLUB	EDW:9V, AA & AAA Batteries 06/2022	88.31	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/19/2022	AMAZON	EDW:Self-Adhesive Vinyl Pockets (96) 06/2022	35.98	10	5385	01	20
6/30/2022	5085 0664-Palmer Susan	6/19/2022	AMAZON	EDW:Endust Cleaning Spray 06/2022	7.08	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/20/2022	AMAZON	EDW:Replacement Ink Cartridges 06/2022	41.57	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/21/2022	SAMS CLUB	EDW:C-Fold Paper Towels & Hand Soap 06/2022	122.16	10	5190	01	10
6/30/2022	5085 0664-Palmer Susan	6/24/2022	OFFICEDEPOT/OFFICEMAX	EDW:Wireless Keyboard & Mouse Combo (1) 06/2022	53.12	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/24/2022	OFFICEDEPOT/OFFICEMAX	EDW:Wireless Keyboard & Mouse Combo (3) 06/2022	159.34	85	5360	01	85
6/30/2022	5085 0664-Palmer Susan	6/24/2022	TARGET	EDW:Task Lamp 06/2022	53.11	85	5365	01	85
6/30/2022	5085 0664-Palmer Susan	6/26/2022	AMAZON	EDW:Ring Lights for Virtual Meetings (3) 06/2022	73.14	10	5360	01	10
6/30/2022	5085 0664-Palmer Susan	6/26/2022	AMAZON	EDW:Wireless Doorbell 06/2022	21.99	10	5365	01	10
6/30/2022	5085 0664-Palmer Susan	6/26/2022	AMAZON	EDW:File Pockets & Metal Hooks 06/2022	34.64	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/26/2022	AMAZON	EDW:Space Heaters (2) 06/2022	59.92	85	5360	01	85

**Illinois Heartland Library System**  
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Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
6/30/2022	5085 0664-Palmer Susan	6/27/2022	AMAZON	EDW:Planter Boxes (2) & Bookends 06/2022	69.33	10	5365	01	10
6/30/2022	5085 0664-Palmer Susan	6/27/2022	AMAZON	EDW:Clamp-on Lamp 06/2022	21.11	10	5365	01	20
6/30/2022	5085 0664-Palmer Susan	6/27/2022	AMAZON	EDW:Ring Light for Virtual Meetings (1) 06/2022	19.59	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/27/2022	AMAZON	EDW:Anti-Fatigue Mat (2) 06/2022	59.98	32	5365	01	32
6/30/2022	5085 0664-Palmer Susan	6/27/2022	AMAZON	EDW:Anti-Fatigue Mat (1) & Computer Screen Stand 06/2022	55.98	85	5365	01	85
6/30/2022	5085 0664-Palmer Susan	6/27/2022	SAMS CLUB	Sams Club Membership Fee 06/2022	100.00	10	5365	01	10
6/30/2022	5085 0664-Palmer Susan	6/28/2022	AMAZON	EDW:Drink Mix for Delivery Staff 06/2022	67.96	10	5365	01	10
6/30/2022	5085 0664-Palmer Susan	6/28/2022	AMAZON	CHA:Drink Mix for Delivery Staff 06/2022	67.96	10	5365	02	10
6/30/2022	5085 0664-Palmer Susan	6/28/2022	AMAZON	CAR:Drink Mix for Delivery Staff 06/2022	50.97	10	5365	04	10
6/30/2022	5085 0664-Palmer Susan	6/29/2022	AMAZON	EDW:Monitor 06/2022	229.99	32	5360	01	32
6/30/2022	5085 0664-Palmer Susan	6/29/2022	PROPRINTS	Pictures for IHLS Offices 06/2022	2,508.83	10	5365	01	10
Total 5085 0664-Palmer Susan					4,859.86				
6/30/2022	5912 4772-Brown Troy M	6/2/2022	MAILCHIMP	Subscription:MailChimp Monthly 06/2022	69.99	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/2/2022	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 06/2022	30.00	85	5725	01	85
6/30/2022	5912 4772-Brown Troy M	6/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 06/2022	174.00	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/2/2022	PIPEDRIVE	PipeDrive Monthly Subscription 06/2022	174.00	85	5550	01	85
6/30/2022	5912 4772-Brown Troy M	6/4/2022	MICROSOFT	MS Project License 06/2022	54.00	10	5550	01	20
6/30/2022	5912 4772-Brown Troy M	6/5/2022	APPLE	Apple Developer Enterprise Program Annual Renewal 06/2022	149.50	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/5/2022	APPLE	Apple Developer Enterprise Program Annual Renewal 06/2022	149.50	85	5550	01	85
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Teams Phone Lines (19) 06/2022	289.00	10	5400	01	10
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Microsoft A5 Licenses for Phone System 06/2022	6.00	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Teams Phone Lines (5) 06/2022	80.00	27	5400	01	27
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Teams Phone Lines (4) 06/2022	64.00	32	5400	01	32
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Teams Phone Lines (19) 06/2022	304.00	85	5400	01	85
6/30/2022	5912 4772-Brown Troy M	6/5/2022	MICROSOFT	Teams Phones Lines (3) 06/2022	48.00	85	5400	01	88
6/30/2022	5912 4772-Brown Troy M	6/8/2022	MICROSOFT	Online Cloud Backup 06/2022	164.12	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/8/2022	MICROSOFT	Online Cloud Backup 06/2022	164.12	85	5550	01	85
6/30/2022	5912 4772-Brown Troy M	6/9/2022	AMAZON	CAR:USB Cables 06/2022	16.09	10	5360	01	10
6/30/2022	5912 4772-Brown Troy M	6/15/2022	PIPEDRIVE	PipeDrive Monthly Subscription 06/2022	7.91	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	6/15/2022	PIPEDRIVE	PipeDrive Monthly Subscription 06/2022	7.91	85	5550	01	85
6/30/2022	5912 4772-Brown Troy M	6/21/2022	TELCO	EDW:Elevator & Fax Lines 06/2022	57.06	10	5400	01	10
6/30/2022	5912 4772-Brown Troy M	6/21/2022	TELCO	EDW:Elevator & Fax Lines 06/2022	57.07	85	5400	01	85
6/30/2022	5912 4772-Brown Troy M	6/22/2022	AMAZON	Amazon Business Prime Membership 06/2022	179.00	10	5580	01	10
6/30/2022	5912 4772-Brown Troy M	6/24/2022	AMAZON	EDW:TV Mount for Meeting Space Finance Office 06/2022	54.95	32	5360	01	32
6/30/2022	5912 4772-Brown Troy M	6/27/2022	HIPCAST	Recording Storage 06/2022	4.95	85	5550	01	85
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (69 users) 06/2022	2,208.00	10	5550	01	10
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (5 users) 06/2022	160.00	27	5550	01	27

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6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (3 users) 06/2022	96.00	27	5550	01	88	
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (3 users) 06/2022	(96.00)	27	5550	01	88	
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (4 users) 06/2022	128.00	32	5550	01	32	
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (19 users) 06/2022	608.00	85	5550	01	85	
6/30/2022	5912 4772-Brown Troy M	7/7/2022	TEAMFLECT	Teamflect Software Subscription (3 users) 06/2022	96.00	85	5550	01	88	
7/1/2022	5912 4772-Brown Troy M	6/22/2022	PHEEDLOOP	Member Day-Event Management Software	<u>3,006.90</u>	10	1600			
Total 5912 4772-Brown Troy M					8,512.07					
6/30/2022	6067 4476-Thompson Cassandra	6/13/2022	THE LIBRARY STORE	EDW:Book Truck 06/2022	1,002.69	85	5365	01	85	
6/30/2022	6067 4476-Thompson Cassandra	6/15/2022	MY COMMERCE	RDA Toolkit Subscription 06/2022	930.00	27	5550	01	27	
6/30/2022	6067 4476-Thompson Cassandra	6/15/2022	MY COMMERCE	RDA Toolkit Subscription 06/2022	651.00	85	5550	01	85	
6/30/2022	6067 4476-Thompson Cassandra	6/30/2022	MY COMMERCE	EDW:Postage 06/2022	<u>116.21</u>	32	5370	01	32	
Total 6067 4476-Thompson Cassandra					2,699.90					
6/30/2022	6176 8343-Yackle Annabel	7/1/2022	ALLIANZ INSURANCE	Travel Insurance - ARSL Conf - Yackle, Anna 06/2022	<u>33.00</u>	10	5275	01	10	
Total 6176 8343-Yackle Annabel					33.00					
6/30/2022	6354 1516-Kates Linda	6/27/2022	SAMS CLUB	CHA:Bottled Water (3) 06/2022	12.72	10	5195	02	20	
6/30/2022	6354 1516-Kates Linda	6/27/2022	SAMS CLUB	CHA:Bottled Water (3) 06/2022	<u>12.72</u>	10	5195	02	22	
Total 6354 1516-Kates Linda					25.44					
6/30/2022	6359 8292-Greve Penrod Shandi	6/1/2022	NONPROFIT MARKETERS	Meetings & How to Fix Them:Registration-Greve Penrod, Shandi 06/2022	35.00	10	5290	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/10/2022	ISLMA	Sponsorship-FY2023 AISLE Conf Booth Registration & Sponsorship 06/2022	2,050.00	10	1600			
6/30/2022	6359 8292-Greve Penrod Shandi	6/10/2022	NONPROFIT MARKETERS	Meetings & How to Fix Them:Registration-Beasley, Danielle 06/2022	35.00	10	5290	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/22/2022	ILA	Sponsorship-FY2023 ILA Booth 06/2022	1,450.00	10	1600			
6/30/2022	6359 8292-Greve Penrod Shandi	6/25/2022	THE AMERICAN REGISTRY	Marketing Misc-Window Clings (10) 06/2022	75.00	10	5330	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/27/2022	4IMPRINT	Soft Touch Stylus Pens (110) 06/2022	146.08	10	5057	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/27/2022	4IMPRINT	Promotional Printing:Soft Touch Stylus Pens (110) 06/2022	185.93	10	5330	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/27/2022	4IMPRINT	Promotional Printing:Clip N Go Hand Sanitizer (1000) 06/2022	1,635.77	10	5330	01	10	
6/30/2022	6359 8292-Greve Penrod Shandi	6/27/2022	4IMPRINT	Promotional Printing:Ridgeview Notebook Set (525) 06/2022	<u>1,066.31</u>	27	5330	01	27	
Total 6359 8292-Greve Penrod Shandi					6,679.09					
6/30/2022	6366 3690-Thomas Pamela	6/13/2022	AMIGOS LIBRARY SERVICES	Intro to Proj Mgmt:Registration-Egts, Katy 06/2022	<u>165.00</u>	27	5290	01	27	
Total 6366 3690-Thomas Pamela					165.00					
6/30/2022	6613 2453-Bednar Leslie M	6/10/2022	EVERYLIBRARY INSTITUTE	LAFCON Conf:Registration-Bednar, Leslie 06/2022	75.00	10	1600			
6/30/2022	6613 2453-Bednar Leslie M	6/10/2022	EVERYLIBRARY INSTITUTE	LAFCON Conf:Registration-Hogan Downey, Carol 06/2022	75.00	10	1600			
6/30/2022	6613 2453-Bednar Leslie M	6/10/2022	EVERYLIBRARY INSTITUTE	LAFCON Conf:Registration-Johnisee, Rhonda 06/2022	75.00	10	1600			
6/30/2022	6613 2453-Bednar Leslie M	6/10/2022	SUGOS SPAGHETTERIA	Working Lunch-4 Staff 06/2022	84.43	10	5290	01	10	

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6/30/2022	6613 2453-Bednar Leslie M	6/30/2022	URBANA FREE LIBRARY	Donation-Sympaty-Harris, Latisha	<u>50.00</u>	10	5057	01	10
	Total 6613 2453-Bednar Leslie M				359.43				
6/30/2022	6615 7831-Porter Dena	6/14/2022	ARSL	ARSL Conf:Registration-Porter, Dena 06/2022	<u>275.00</u>	85	1600	01	85
	Total 6615 7831-Porter Dena				275.00				
6/30/2022	6666 6914-Knirr John	6/17/2022	FEDEX	EDW:Postage 06/2022	77.20	85	5370	01	88
6/30/2022	6666 6914-Knirr John	6/18/2022	DREAMHOST	Domain Name - CMC 06/2022	<u>15.99</u>	27	5580	01	27
	Total 6666 6914-Knirr John				93.19				
6/30/2022	6792 9931-Trevino Jill	6/1/2022	INDEED	Job Posting-EDW-Communications Coordinator 06/2022	31.92	10	5070	01	10
6/30/2022	6792 9931-Trevino Jill	6/1/2022	INDEED	Job Posting-EDW-Sorter 06/2022	75.00	10	5070	01	20
6/30/2022	6792 9931-Trevino Jill	6/1/2022	INDEED	Job Posting-CAR-Courier 06/2022	75.00	10	5070	04	20
6/30/2022	6792 9931-Trevino Jill	6/6/2022	MARIACHIS	Lunch-New Hire-2 Staff 06/2022	34.68	10	5290	01	10
6/30/2022	6792 9931-Trevino Jill	6/10/2022	EVERYLIBRARY INSTITUTE	LAFCON Conf:Registration-Trevino, Jill 06/2022	<u>75.00</u>	10	1600		
	Total 6792 9931-Trevino Jill				291.60				
6/30/2022	6820 4888-Parr Casey	6/1/2022	WALMART	CAR:Washer Fluid (3) 06/2022	9.81	10	5210	04	20
6/30/2022	6820 4888-Parr Casey	6/1/2022	WALMART	CAR:Pens 06/2022	6.74	10	5365	04	10
6/30/2022	6820 4888-Parr Casey	6/1/2022	WALMART	CAR:Snacks for Staff Reimb Program 06/2022	57.17	10	5365	04	10
6/30/2022	6820 4888-Parr Casey	6/6/2022	FINISH LINE	CAR:Van Wash Lic #U35061 06/2022	17.99	10	5210	04	20
6/30/2022	6820 4888-Parr Casey	6/14/2022	WALMART	CAR:Kleenex & Paper Towels 06/2022	18.46	10	5190	04	10
6/30/2022	6820 4888-Parr Casey	6/14/2022	WALMART	CAR:Bottled Water 06/2022	<u>5.36</u>	10	5195	04	10
	Total 6820 4888-Parr Casey				115.53				
6/30/2022	6945 6065-Popit Ellen C	6/3/2022	JERRYS FLOWER SHOPPE	Flowers-Get Well-Yackle, Anna 06/2022	54.88	10	5057	01	10
6/30/2022	6945 6065-Popit Ellen C	6/14/2022	ARSL	ARSL Institutional Membership 06/2022	225.00	10	5700	01	10
6/30/2022	6945 6065-Popit Ellen C	6/15/2022	ARSL	ARSL Conf:Registration-Popit, Ellen 06/2022	275.00	10	1600		
6/30/2022	6945 6065-Popit Ellen C	6/28/2022	ALA	ALA Membership Dues-Popit, Ellen 06/2022	150.00	10	5700	01	10
6/30/2022	6945 6065-Popit Ellen C	6/28/2022	ALA	PLA Membership Dues-Popit, Ellen 06/2022	<u>78.00</u>	10	5700	01	10
	Total 6945 6065-Popit Ellen C				782.88				
6/30/2022	7040 7743-Beasley Danielle	6/1/2022	MINUTEMAN PRESS	EDW:Employee Handbook (110) 06/2022	<u>466.38</u>	10	5365	01	10
	Total 7040 7743-Beasley Danielle				466.38				

**Report Transaction Totals**

**27,208.05**

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

*Egts, Katherine - Registration for Amigos Library Services "Basic SQL" online course for Katy Egts.*

*Registration for Library Juice Academy for "Python for Librarians" online course for Katy Egts.*

*Six month subscription of Ancestry.com for CMC catalogers.*

*Palmer, Susan - Renewal of Sam's Club annual membership fee.*

*Member library photo project to be displayed at all IHLS offices.*

**Illinois Heartland Library System**

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<i>Brown, Troy M -Annual renewal of the Apple Developer Enterprise Program used to develop software for Apple devices. This is used for the Delivery iPad project and the SHARE Solus project.</i>										
<i>Annual renewal of the Amazon Business Prime membership.</i>										
<i>Annual Teamflect software subscription for staff performance appraisals.</i>										
<i>Renewal of Pheedloop event management software for the 2022 IHLS Member Day that will be held virtually.</i>										
<i>Thompson, Cassandra - Renewal of the annual RDA Toolkit institutional subscriptions for Cataloging Maintenance Center (CMC) and SHARE.</i>										
<i>Greve Penrod, Shandi - Registration for Nonprofit Marketers Network "Meetings, and How to Fix them" online seminar for Shandi Greve Penrod &amp; Danielle Beasley.</i>										
<i>Association of Illinois School Library Educators (AISLE) conference booth fee and sponsorship.</i>										
<i>Illinois Library Association (ILA) conference booth fee.</i>										
<i>St. Louis Post-Dispatch Top Work Places window clings to be displayed at the IHLS offices and (110) pens for staff.</i>										
<i>Promotional printing of (110) soft touch stylus pens, (1,000) hand sanitizers, and (525) notebook sets for IHLS and CMC conference handouts.</i>										
<i>Thomas, Pamela - Registration for Amigos Library Services "Introduction to Project Management" online course for Katy Egts.</i>										
<i>Bednar, Leslie M - Registration for the Library Advocacy and Funding Conference (LAFCON) virtual conference for Leslie Bednar, Carol Hogan Downey, and Rhonda Johnisee.</i>										
<i>Porter, Dena - Registration for the Association For Rural &amp; Small Libraries (ARSL) conference for Dena Porter.</i>										
<i>Trevino, Jill - Registration for the LAFCON virtual conference for Jill Trevino.</i>										
<i>Popit, Ellen C - ARSL annual institutional membership fee.</i>										
<i>Registration for the ARSL conference for Ellen Popit.</i>										
<i>American Library Association (ALA) annual membership fees for Ellen Popit.</i>										
<i>Public Library Association (PLA) annual membership fees for Ellen Popit.</i>										
<i>Beasley, Danielle - Professional printing of (110) updated employee handbooks provided to all staff for review and training.</i>										