

Illinois Heartland Library System

Disbursement Summary Report

Attachment 5.1

From 10/01/2020 Through 10/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
10/12/2020	21811	No	Sabryna Richards	10	CAR:Cloth Face Masks (50)	(400.00) A
10/13/2020	22063	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Check New Hires	112.40
10/13/2020	22064	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Srvcs September 2020	600.00
10/13/2020	22065	No	Ameren Illinois	10	EDW:Gas 09/01-10/01/2020	71.13
10/13/2020	22066	No	Ameren Illinois	10	EDW:Electric & Lighting Srvcs 09/01-10/01/2020	1,309.09
10/13/2020	22067	No	BJ's Printables Inc	10	EDW:Shirt for Delivery (1)	24.60
10/13/2020	22068	No	Busey	10	Busey Credit Card Stmt Ending 10/02/20	8,245.79
10/13/2020		No	Busey	27	Busey Credit Card Stmt Ending 10/02/20	176.00
10/13/2020		No	Busey	32	Busey Credit Card Stmt Ending 10/02/20	35.98
10/13/2020		No	Busey	85	Busey Credit Card Stmt Ending 10/02/20	2,522.15
10/13/2020	22069	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 10/01-10/31/2020	110.84
10/13/2020		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 10/01-10/31/2020	73.88
10/13/2020		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 10/01-10/31/2020	73.88
10/13/2020		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 10/01-10/31/2020	110.82
10/13/2020	22070	No	Dave's Precision Mowing	10	CHA:Landscaping Maintenance 09/09/2020	300.00
10/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 09/21/2020	70.00
10/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 09/08/2020	70.00
10/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 09/14/2020	70.00
10/13/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 09/29/2020	70.00
10/13/2020	22071	No	Enterprise FM Trust	10	Monthly Fees & Routine Maintenance - October 2020	6,116.62
10/13/2020	22072	No	Ford & Harrison LLP	10	Legal Counsel re:Employment & Personnel Matters 09/01-09/28/20 3.3/hrs	1,320.00
10/13/2020	22073	No	George Alarm	10	CHA:Final Payment-Replace Alarm System	3,505.84 B
10/13/2020		No	George Alarm	10	CHA:Fire & Burglar Alarm Monitoring 08/17-12/31/2020	180.00
10/13/2020	22074	No	Shandi Greve Penrod	10	Reimb for Web Analytics BootCamp Tuition-Greve Penrod, Shandi	595.00 C
10/13/2020	22075	No	i3 Broadband - CU	10	CHA:Internet 10/01-10/31/2020	11.67
10/13/2020		No	i3 Broadband - CU	27	CHA:Internet 10/01-10/31/2020	11.66
10/13/2020		No	i3 Broadband - CU	85	CHA:Internet 10/01-10/31/2020	11.66
10/13/2020	22076	No	Illinois American Water	10	CHA:Water 08/27-09/25/2020	64.97
10/13/2020	22077	No	Technology Management Rev Fund	85	CAR:Bandwidth 09/01-09/30/2020	270.00
10/13/2020	22078	No	Illini Janitorial	10	CHA:Janitorial Srvcs for September 2020	525.00
10/13/2020	22079	No	Jan Ison	10	Reimb for COVID-19 Credit Awarded on October Dental Ins	6.75
10/13/2020	22080	No	Jensen Information Technologies Inc	10	WatchGuard Basic Firewall Security Annual Subscription	2,359.96 D
10/13/2020	22081	No	Susan Lucco	10	Reimb for COVID-19 Credit Awarded on October Dental Ins	6.75
10/13/2020	22082	No	Manpower	10	CHA:Contracted Help-Sorter (1 person/13.5 hrs)	234.90 E
10/13/2020		No	Manpower	10	CHA:Contracted Help-Sorter (1 person/20.25 hrs)	352.35
10/13/2020	22083	No	NCPERS Group Life Ins	10	Supp Life Ins 10/01-10/31/2020	88.00
10/13/2020		No	NCPERS Group Life Ins	32	Supp Life Ins 10/01-10/31/2020	24.00
10/13/2020		No	NCPERS Group Life Ins	85	Supp Life Ins 10/01-10/31/2020	64.00
10/13/2020	22084	No	OpenGov Inc	10	OpenGov Implementation Fee 07/01/2020-06/30/2021	11,462.50 F
10/13/2020	22085	No	Sabryna Richards	10	CAR:Cloth Face Masks (50)	400.00
10/13/2020	22086	No	Roxana Public Library District	10	Reimb for Lost Book 'Modern Etiquette Made Easy'	16.99
10/13/2020	22087	No	Scheffel Boyle	10	FY2020 Audit	13,130.00 G
10/13/2020		No	Scheffel Boyle	32	FY2020 Audit	1,700.00
10/13/2020		No	Scheffel Boyle	85	FY2020 Audit	12,620.00
10/13/2020	22088	No	Shred-it USA	10	EDW:Shredding 07/24/2020	59.92
10/13/2020		No	Shred-it USA	10	EDW:Shredding 09/18/2020	59.92
10/13/2020	22089	No	SIUC Research Park Inc	10	CAR:Office Leasing/Electric & Lighting Srvcs/Fiber Internet	9,989.55
10/13/2020		No	SIUC Research Park Inc	85	CAR:Office Leasing/Electric & Lighting Srvcs/Fiber Internet	40.00
10/13/2020	22090	No	Charter Communications	10	EDW:Internet 10/01-10/31/2020	43.20
10/13/2020		No	Charter Communications	27	EDW:Internet 10/01-10/31/2020	43.19
10/13/2020		No	Charter Communications	32	EDW:Internet 10/01-10/31/2020	43.19
10/13/2020		No	Charter Communications	85	EDW:Internet 10/01-10/31/2020	43.19

Illinois Heartland Library System
 Disbursement Summary Report
 From 10/01/2020 Through 10/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
10/13/2020	22091	No	Staples Advantage	10	CAR:Self Adhesive Vinyl Pockets (100)	41.79
10/13/2020	22092	No	Systemax Corporation	10	Conference Promotion Handouts Shipping	499.60 H
10/13/2020	22093	No	Uline	10	CHA:Cable Ties (5)	119.80
10/13/2020	22094	No	Urbana & Champaign Sanitary District	10	CHA:Sewer 06/24-08/26/2020	116.02
10/13/2020	22095	No	Verizon Wireless	10	Cellphone Srvcs, MIFI, Router & After Hrs Line 08/24-09/23/2020	676.85
10/13/2020		No	Verizon Wireless	85	Cellphone Srvcs, MIFI, Router & After Hrs Line 08/24-09/23/2020	440.74
10/13/2020	22096	No	Weldon Public Library District	10	Reimb for Lost Book 'Ugly Love'	25.00
10/13/2020	22097	No	Xerox Financial Services	10	EDW:Usage Chrg 06/30-07/29/2020	0.03
10/13/2020	22098	No	Xerox Financial Services	10	Base & Usage Chrg 07/30-08/29/2020	274.27
10/13/2020		No	Xerox Financial Services	27	Base & Usage Chrg 07/30-08/29/2020	158.99
10/13/2020		No	Xerox Financial Services	32	Base & Usage Chrg 07/30-08/29/2020	601.86
10/13/2020		No	Xerox Financial Services	85	Base & Usage Chrg 07/30-08/29/2020	158.97
10/13/2020	22099	No	Xerox Financial Services	10	CAR:Base & Usage Chrg 08/24-09/23/2020	131.29
10/13/2020		No	Xerox Financial Services	85	CAR:Base & Usage Chrg 08/24-09/23/2020	92.07
10/26/2020	22100	No	Ameren Illinois	10	CHA:Electric & Lighting Srvcs 09/16-10/15/2020	768.64
10/26/2020	22101	No	Ameren Illinois	10	CHA:Gas 09/01-10/01/2020	81.95
10/26/2020	22102	No	American Pest Control	10	CHA:Monthly Extermination 10/09/2020	35.00
10/26/2020	22103	No	AT&T	10	EDW:Internet 10/10-11/09/2020	95.34
10/26/2020		No	AT&T	27	EDW:Internet 10/10-11/09/2020	95.34
10/26/2020		No	AT&T	32	EDW:Internet 10/10-11/09/2020	95.34
10/26/2020		No	AT&T	85	EDW:Internet 10/10-11/09/2020	95.34
10/26/2020	22104	No	AT&T	10	EDW:Elevator Phone Line 10/04-11/03/2020	46.84
10/26/2020		No	AT&T	85	EDW:Elevator Phone Line 10/04-11/03/2020	46.83
10/26/2020	22105	No	AT&T	10	EDW:Fax Line 10/04-11/03/2020	21.70
10/26/2020		No	AT&T	32	EDW:Fax Line 10/04-11/03/2020	21.70
10/26/2020		No	AT&T	85	EDW:Fax Line 10/04-11/03/2020	21.70
10/26/2020	22106	No	Health Care Service Corporation	10	Health Ins 10/01-10/31/20	597.88
10/26/2020		No	Health Care Service Corporation	10	Health Ins 11/01-11/30/2020	13,935.27
10/26/2020		No	Health Care Service Corporation	27	Health Ins 10/01-10/31/20	50.49
10/26/2020		No	Health Care Service Corporation	27	Health Ins 11/01-11/30/2020	2,505.28
10/26/2020		No	Health Care Service Corporation	32	Health Ins 10/01-10/31/20	19.08
10/26/2020		No	Health Care Service Corporation	32	Health Ins 11/01-11/30/2020	1,144.30
10/26/2020		No	Health Care Service Corporation	85	Health Ins 10/01-10/31/20	401.19
10/26/2020		No	Health Care Service Corporation	85	Health Ins 11/01-11/30/2020	8,588.01
10/26/2020	22107	No	Bibliotheca LLC	85	eBooks Subscription Purchases 09/01-09/30/2020	12,367.64 I
10/26/2020	22108	No	Carle	10	Pre-Employment Drug & Fit-for-Duty-New Hire	124.00
10/26/2020	22109	No	Constellation NewEnergy - Gas Division LLC	10	Gas Supply 09/01-09/30/2020	26.09
10/26/2020	22110	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	1,238.79
10/26/2020		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	1,172.69
10/26/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	29.79
10/26/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	29.79
10/26/2020	22111	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	1,559.10
10/26/2020		No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	1,714.71
10/26/2020		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	236.70
10/26/2020		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	254.79
10/26/2020		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	102.33
10/26/2020		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	114.30
10/26/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 10/01-10/31/2020	823.96
10/26/2020		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 11/01-11/30/2020	902.83
10/26/2020	22112	No	Guardian	10	Supp Ins 11/01-11/30/2020	148.46
10/26/2020		No	Guardian	32	Supp Ins 11/01-11/30/2020	11.89
10/26/2020		No	Guardian	85	Supp Ins 11/01-11/30/2020	65.90
10/26/2020	22113	No	John's Custom Lawn Care LLC	10	EDW:Landscaping Clean Up & Debris Removal 10/14/2020	300.00
10/26/2020	22114	No	Kavanagh Scully	10	Legal Counsel re:Member Question 09/02/2020	160.00

Illinois Heartland Library System
 Disbursement Summary Report
 From 10/01/2020 Through 10/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
10/26/2020	22115	No	Kone Inc	10	EDW:Elevator Maintenance Agreement 10/01/2020-09/30/2021	3,005.16 J
10/26/2020	22116	No	LibraryWorks Inc	10	Financial Oversight Webinar:Registration-Anna, Ellen, Rhonda & Shirley	100.00 K
10/26/2020	22117	No	LIMRiCC Unemployment Compensation Group Account	10	3 Qtr 2020 Unemployment Ins	1,811.59
10/26/2020		No	LIMRiCC Unemployment Compensation Group Account	27	3 Qtr 2020 Unemployment Ins	48.99
10/26/2020		No	LIMRiCC Unemployment Compensation Group Account	85	3 Qtr 2020 Unemployment Ins	144.80
10/26/2020	22118	No	Manpower	10	CHA:Contracted Help-Sorter (1 Person/18.5 hrs)	321.90
10/26/2020		No	Manpower	10	CHA:Contracted Help-Sorter (1 Person/7.75 hrs)	134.85
10/26/2020	22119	No	Marketview Car Wash	10	CHA:Van Wash Lic #U31667	8.00
10/26/2020	22120	No	Minuteman Press	10	Branded Items:IHLS Laminated Vinyl Panel	60.00
10/26/2020	22121	No	NCPERS Group Life Ins	10	Supp Life Insurance 11/01-11/30/20	88.00
10/26/2020		No	NCPERS Group Life Ins	32	Supp Life Insurance 11/01-11/30/20	24.00
10/26/2020		No	NCPERS Group Life Ins	85	Supp Life Insurance 11/01-11/30/20	64.00
10/26/2020	22122	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 11/01-11/30/2020	232.19
10/26/2020	22123	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 11/01-11/30/2020	102.66
10/26/2020	22124	No	The Hartford	10	Workers Comp Ins & Auto Ins Endorsements	1,140.00
10/26/2020	22125	No	Wex Bank	10	Fuel Charges 09/24/2020-10/23/2020	12,097.48
10/26/2020		No	Wex Bank	85	Fuel Charges 09/24/2020-10/23/2020	54.26
Total 1000 - US Bank-General Fund						151,873.48
10/2/2020	ACHILPR20201002	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 10/02/2020	3,193.16
10/2/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 10/02/2020	428.50
10/2/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 10/02/2020	173.71
10/2/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 10/02/2020	1,321.98
10/2/2020	ACHIRSPR20201002	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 10/02/2020	16,653.26
10/2/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 10/02/2020	2,075.58
10/2/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 10/02/2020	939.90
10/2/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 10/02/2020	6,987.77
10/16/2020	ACHILPR20201016	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 10/16/2020	3,174.69
10/16/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 10/16/2020	428.50
10/16/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 10/16/2020	174.18
10/16/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 10/16/2020	1,322.19
10/16/2020	ACHILPR20201016-	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - Supp PD 10/16/2020	40.66
10/16/2020	ACHIRSPR20201016	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 10/16/2020	16,498.78
10/16/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 10/16/2020	2,075.58
10/16/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 10/16/2020	942.53
10/16/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 10/16/2020	6,990.01
10/16/2020	ACHIRSPR20201016-	No	Department of the Treasury	10	IRS Payroll Tax Deposit-Supp PD 10/16/2020	199.08
10/30/2020	ACHILPR20201030	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 10/30/2020	3,305.38
10/30/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 10/30/2020	431.56
10/30/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 10/30/2020	177.33
10/30/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 10/30/2020	1,359.86
10/30/2020	ACHIRSPR20201030	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 10/30/2020	17,179.16
10/30/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 10/30/2020	2,092.32
10/30/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 10/30/2020	963.19
10/30/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 10/30/2020	7,190.19
Total 1030 - US Bank - Web Junction/(Payroll)						96,319.05
Total Disbursed						248,192.53

Non-routine Bill Payments Explanations

A- Voided check that vendor did not receive. Reissued on check #22085.

Illinois Heartland Library System
 Disbursement Summary Report
 From 10/01/2020 Through 10/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
B-					<i>Final payment for the installation of the alarm system at the Champaign office.</i>	
C-					<i>Registration fee for the Web Analytics BootCamp at the University of Missouri - St. Louis (UMSL) for Shandi Greve Penrod.</i>	
D-					<i>Annual renewal of WatchGuard Basic Security Subscription (4). This is for the firewalls that we use at each office and the colocation facility at University of Illinois.</i>	
E-					<i>Contracted staff for sorting at the Champaign office.</i>	
F-					<i>Final implementation fee for the OpenGov software.</i>	
G-					<i>FY2020 IHLS and OCLC Agreed Upon Procedures Audit performed by Scheffel Boyle. Paid for by General, OCLC, and SHARE funds.</i>	
H-					<i>Shipping charges for prepaid conference promotional handouts.</i>	
I-					<i>eBooks purchased 09/01-09/30/20 & eBooks purchases to be reimbursed by members.</i>	
J-					<i>Elevator Maintenance Agreement 10/01/20-09/30/21 at the Edwardsville office.</i>	
K-					<i>Registration fee for Financial Oversight Guidelines for Non-Financial Library Mgrs & Leaders webinar for Anna Yackle, Ellen Popit, Rhonda Johnisee & Shirley Paden.</i>	

Illinois Heartland Library System
 Credit Card Transactions
 From 09/02/2020 Through 10/02/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
10/2/2020	4654 2458-Pernicka Julia A	9/7/2020	CANVA	Subscription:Canva Annual 09/2020	119.40	10	5330	01	10
10/2/2020	4654 2458-Pernicka Julia A	9/28/2020	DOLLAR TREE	EDW:FY2021 Monthly Calendars (18) 09/2020	<u>18.00</u>	10	5365	01	10
	Total 4654 2458-Pernicka Julia A				137.40				
10/2/2020	4654 2482-Brown Troy M	9/1/2020	LINKEDIN	Lynda.com Annual Subscription 09/2020	299.88	10	5550	01	10
10/2/2020	4654 2482-Brown Troy M	9/2/2020	ADOBE	Stock Photo for Annual Report 09/2020	9.99	10	5330	01	10
10/2/2020	4654 2482-Brown Troy M	9/2/2020	GODADDY	SSL for IHLS VPN 09/2020	159.98	10	5580	01	10
10/2/2020	4654 2482-Brown Troy M	9/2/2020	MAILCHIMP	Subscription:MailChimp Monthly 09/2020	59.99	10	5330	01	10
10/2/2020	4654 2482-Brown Troy M	9/2/2020	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 09/2020	30.00	85	5725	01	85
10/2/2020	4654 2482-Brown Troy M	9/2/2020	PIPEDRIVE	PipeDrive Monthly Subscription 09/2020	82.60	10	5550	01	10
10/2/2020	4654 2482-Brown Troy M	9/2/2020	PIPEDRIVE	PipeDrive Monthly Subscription 09/2020	82.60	85	5550	01	85
10/2/2020	4654 2482-Brown Troy M	9/5/2020	LYNDA.COM	Lynda.com Annual Subscription 09/2020	375.00	10	5550	01	12
10/2/2020	4654 2482-Brown Troy M	9/8/2020	MICROSOFT	Online Cloud Backup 09/2020	68.10	10	5550	01	10
10/2/2020	4654 2482-Brown Troy M	9/8/2020	MICROSOFT	Online Cloud Backup 09/2020	68.09	85	5550	01	85
10/2/2020	4654 2482-Brown Troy M	9/18/2020	TEAMVIEWER	TeamViewer Subscription 09/2020	1,015.33	85	5550	01	85
10/2/2020	4654 2482-Brown Troy M	9/27/2020	HIPCAST	Recording Storage 09/2020	4.95	85	5550	01	85
10/2/2020	4654 2482-Brown Troy M	9/29/2020	AMAZON	EDW:Proxicast 10ft Coax Extension Cable (2) for WR 09/2020	50.90	10	5360	01	10
10/2/2020	4654 2482-Brown Troy M	9/29/2020	AMAZON	EDW:Proxicast MIMO Antenna for WR 09/2020	249.95	10	5360	01	10
10/2/2020	4654 2482-Brown Troy M	10/2/2020	PIPEDRIVE	PipeDrive Monthly Subscription 10/2020	82.60	10	5550	01	10
10/2/2020	4654 2482-Brown Troy M	10/2/2020	PIPEDRIVE	PipeDrive Monthly Subscription 10/2020	<u>82.60</u>	85	5550	01	85
	Total 4654 2482-Brown Troy M				2,722.56				
10/2/2020	4695 2640-Petty Linda	9/3/2020	USPS	EDW: Postage 09/2020	9.99	10	5370	01	10
10/2/2020	4695 2640-Petty Linda	9/4/2020	FINISH LINE	CAR:Car Wash Lic #U18520 09/2020	12.99	10	5210	04	10
10/2/2020	4695 2640-Petty Linda	9/4/2020	WM SUPERCENTER	EDW:Washer Fluid (4) 09/2020	11.88	10	5210	01	20
10/2/2020	4695 2640-Petty Linda	9/4/2020	WM SUPERCENTER	EDW:DEF for Box Truck Lic #U31660 09/2020	15.76	10	5210	01	22
10/2/2020	4695 2640-Petty Linda	9/7/2020	FINISH LINE	CAR:Van Wash Lic #U33806 09/020	12.99	10	5210	04	20
10/2/2020	4695 2640-Petty Linda	9/9/2020	AMAZON	EDW:Delivery Tubs (56) 09/2020	714.28	10	5385	01	20
10/2/2020	4695 2640-Petty Linda	9/10/2020	WALMART	EDW:Masking Tape & Markers for Tub Dating 09/2020	17.34	10	5385	01	20
10/2/2020	4695 2640-Petty Linda	9/15/2020	AMAZON	EDW:Self-Adhesive Vinyl Pockets (96) 09/2020	44.97	10	5385	01	20
10/2/2020	4695 2640-Petty Linda	9/16/2020	FINISH LINE	CAR:Van Wash Lic #U33023 09/2020	12.99	10	5210	04	20
10/2/2020	4695 2640-Petty Linda	9/18/2020	FINISH LINE	CAR:Van Wash Lic #U33056 09/2020	12.99	10	5210	04	20
10/2/2020	4695 2640-Petty Linda	9/22/2020	HOME 2 SUITES	CAR Trip:Lodging-Petty, Linda 09/2020	82.80	10	5265	01	20
10/2/2020	4695 2640-Petty Linda	9/30/2020	FINISH LINE	CAR:Van Wash Lic #U25399 09/2020	12.99	10	5210	04	10
10/2/2020	4695 2640-Petty Linda	9/30/2020	FINISH LINE	CAR:Van Wash Lic #U33021 09/2020	12.99	10	5210	04	20
10/2/2020	4695 2640-Petty Linda	9/30/2020	FINISH LINE	CAR:Van Wash Lic #U33022 09/2020	<u>12.99</u>	10	5210	04	20
	Total 4695 2640-Petty Linda				987.95				

Illinois Heartland Library System
 Credit Card Transactions
 From 09/02/2020 Through 10/02/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
10/2/2020	5042 9006-Popit Ellen C	9/23/2020	ISLMA	Sponsorship - AISLE 2020 09/2020	1,000.00	10	5330	01	10	
	Total 5042 9006-Popit Ellen C				1,000.00					
10/2/2020	5085 0664-Palmer Susan	9/1/2020	AMAZON	Member Day-Book Prize 09/2020	29.95	10	5315	01	10	
10/2/2020	5085 0664-Palmer Susan	9/1/2020	SAMS CLUB	EDW:8.5x11 Copy Paper (2) 09/2020	71.96	10	5360	01	10	
10/2/2020	5085 0664-Palmer Susan	9/1/2020	SAMS CLUB	EDW:8.5x11 Copy Paper (1) 09/2020	35.98	32	5360	01	32	
10/2/2020	5085 0664-Palmer Susan	9/1/2020	SAMS CLUB	EDW:8.5x11 Copy Paper (1) 09/2020	35.98	85	5360	01	85	
10/2/2020	5085 0664-Palmer Susan	9/3/2020	AMAZON	CAR:Delivery Tubs (48) 09/2020	524.40	10	5385	04	20	
10/2/2020	5085 0664-Palmer Susan	9/3/2020	AMAZON	CAR:Delivery Tubs (48) 09/2020	524.40	10	5385	04	20	
10/2/2020	5085 0664-Palmer Susan	9/6/2020	AMAZON	Member Day-Book Prize 09/2020	14.00	10	5315	01	10	
10/2/2020	5085 0664-Palmer Susan	9/8/2020	AMAZON	CHA:Delivery Tubs (40) 09/2020	510.20	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/8/2020	AMAZON	CHA:Delivery Tubs (40) 09/2020	510.20	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/8/2020	AMAZON	CHA:Delivery Tubs (72) 09/2020	918.36	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/8/2020	AMAZON	CHA:Hand Sanitizer (12) 09/2020	23.88	10	5390	02	10	
10/2/2020	5085 0664-Palmer Susan	9/9/2020	SAMS CLUB	EDW:C-Fold Paper Towels (2) & Bath Tissue (1) 09/2020	77.58	10	5190	01	10	
10/2/2020	5085 0664-Palmer Susan	9/11/2020	AMAZON	Member Day-Book Prize 09/2020	9.99	10	5315	01	10	
10/2/2020	5085 0664-Palmer Susan	9/11/2020	AMAZON	CAR:Refund-Delivery Tubs (8) 09/2020	(102.04)	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/11/2020	AMAZON	CAR:Refund-Delivery Tubs (8) 09/2020	(102.04)	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/12/2020	AMAZON	CAR:Refund-Delivery Tubs (8) 09/2020	(102.04)	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/12/2020	AMAZON	CAR:Refund-Delivery Tubs (8) 09/2020	(102.04)	10	5385	02	20	
10/2/2020	5085 0664-Palmer Susan	9/17/2020	AMAZON	CHA:Delivery Tubs (32) 09/2020	413.76	10	5385	02	20	
	Total 5085 0664-Palmer Susan				3,292.48					
10/2/2020	5174 4296-Bednar Leslie M	9/2/2020	AMAZON	EDW:Ink Cartridges for WR 09/2020	83.92	10	5360	01	10	
10/2/2020	5174 4296-Bednar Leslie M	9/2/2020	EVERY LIBRARY	LAFC Virtual:Registration-Bednar, Leslie 09/2020	100.00	10	5290	01	10	
10/2/2020	5174 4296-Bednar Leslie M	9/2/2020	EVERY LIBRARY	LAFC Virtual:Registration-Johnisee, Rhonda 09/2020	100.00	10	5290	01	10	
10/2/2020	5174 4296-Bednar Leslie M	9/17/2020	ILA	ILA Virtual Conf:Registration-Bednar, Leslie 09/2020	100.00	10	5290	01	10	
	Total 5174 4296-Bednar Leslie M				383.92					
10/2/2020	5645 2424-Bushong Stacie L	9/3/2020	ETCETERA FLOWERS	Flowers-Sympathy-Wingarter, Brant 09/2020	72.01	10	5057	04	10	
10/2/2020	5645 2424-Bushong Stacie L	9/8/2020	TRUE COLORS	Flowers-Get Well-Schortheide, Michelle (ISL) 09/2020	75.36	10	5330	01	10	
10/2/2020	5645 2424-Bushong Stacie L	9/15/2020	CANVA	Subscription:Canva Annual 09/2020	119.40	10	5330	01	10	
	Total 5645 2424-Bushong Stacie L				266.77					
10/2/2020	5720 1358-Downes Stephen	9/2/2020	JIMMY JOHNS	ILDS Mtg-CHA-Lunch (6 Staff) 09/2020	62.16	10	5290	02	22	
	Total 5720 1358-Downes Stephen				62.16					

Illinois Heartland Library System
 Credit Card Transactions
 From 09/02/2020 Through 10/02/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
10/2/2020	5724 8417-Kates Linda	9/1/2020	JIMMY JOHNS	Sorter Mtg-CHA-Lunch (5 Staff) 09/2020	38.80	10	5290	02	20	
10/2/2020	5724 8417-Kates Linda	9/6/2020	AMAZON	CHA:Medical Clear Chin Shields 09/2020	27.99	10	5390	02	10	
10/2/2020	5724 8417-Kates Linda	9/8/2020	AMAZON	CHA:Medical Clear Chin Shields 09/2020	14.99	10	5390	02	10	
10/2/2020	5724 8417-Kates Linda	9/17/2020	MEIJER	CHA:Clorox Wipes & Disinfectant 09/2020	19.58	10	5390	02	20	
10/2/2020	5724 8417-Kates Linda	9/22/2020	FARM & FLEET	CHA:Delivery Tubs (24) 09/2020	59.76	10	5385	02	20	
10/2/2020	5724 8417-Kates Linda	9/24/2020	AMAZON	CHA:Self-Adhesive Vinyl Pockets (300) 09/2020	56.40	10	5385	02	20	
10/2/2020	5724 8417-Kates Linda	9/29/2020	MEIJER	CHA:Bottled Water (2) 09/2020	7.98	10	5195	02	10	
10/2/2020	5724 8417-Kates Linda	9/29/2020	MEIJER	CHA:Washer Fluid (2), Glass Cleaner (2) & Tire Sealant 09/2020	27.25	10	5210	02	20	
10/2/2020	5724 8417-Kates Linda	9/29/2020	MEIJER	CHA:Disinfectant Wipes (2) 09/2020	7.98	10	5390	02	20	
10/2/2020	5724 8417-Kates Linda	9/29/2020	MENARDS	CHA:DEF for Box Truck Lic #U30209 09/2020	39.40	10	5210	02	22	
10/2/2020	5724 8417-Kates Linda	9/30/2020	WALKER TIRE	CHA:Replace Tire Lic #U30209 09/2020	<u>35.00</u>	10	5210	02	22	
	Total 5724 8417-Kates Linda				335.13					
10/2/2020	6067 4476-Thompson Cassandra	8/31/2020	ISLMA	AISLE Conf:Registration-Thompson, Cassie 09/2020	176.00	85	5290	01	85	
10/2/2020	6067 4476-Thompson Cassandra	9/9/2020	DATA 24-7	EDW:SHARE 24/7 Look Up Service 09/2020	<u>100.00</u>	85	5550	01	85	
	Total 6067 4476-Thompson Cassandra				276.00					
10/2/2020	6094 1800-Granger Dominique S	9/1/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	105.51	85	5070	01	85	
10/2/2020	6094 1800-Granger Dominique S	9/1/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	81.00	85	5070	04	85	
10/2/2020	6094 1800-Granger Dominique S	9/4/2020	USPS	EDW:Postage 09/2020	44.44	10	5370	01	10	
10/2/2020	6094 1800-Granger Dominique S	9/14/2020	INDEED	Job Posting-Sorter 09/2020	168.15	10	5070	04	20	
10/2/2020	6094 1800-Granger Dominique S	9/14/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	168.16	85	5070	01	85	
10/2/2020	6094 1800-Granger Dominique S	9/14/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	168.16	85	5070	04	85	
10/2/2020	6094 1800-Granger Dominique S	9/25/2020	INDEED	Job Posting-Sorter 09/2020	24.03	10	5070	04	20	
10/2/2020	6094 1800-Granger Dominique S	10/1/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	202.31	85	5070	01	85	
10/2/2020	6094 1800-Granger Dominique S	10/1/2020	INDEED	Job Posting-SHARE Cataloger 09/2020	<u>166.46</u>	85	5070	04	85	
	Total 6094 1800-Granger Dominique S				1,128.22					
10/2/2020	6176 8343-Yackle Annabel	9/3/2020	EVERY LIBRARY	LAFC Virtual:Registration-Yackle, Anna 09/2020	<u>100.00</u>	10	5290	04	10	
	Total 6176 8343-Yackle Annabel				100.00					
10/2/2020	6359 8300-Elliott Edith	10/1/2020	POTOMACTECH	PTP Librarians Annual Mtg:Registration-Elliott, Edie 09/2020	<u>35.00</u>	85	5290	01	85	
	Total 6359 8300-Elliott Edith				35.00					
10/2/2020	6449 2388-Rose Erin	9/18/2020	ISLMA	AISLE Virtual Conf:Registration-Rose, Erin 09/2020	<u>176.00</u>	27	5290	02	27	
	Total 6449 2388-Rose Erin				176.00					

Illinois Heartland Library System

Credit Card Transactions

From 09/02/2020 Through 10/02/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
10/2/2020	6490 3723-Georges William	9/29/2020	JACK FLASH	EDW:Fuel Lic #U31660 09/2020	<u>76.33</u>	10	5200	01	22	
	Total 6490 3723-Georges William				76.33					

Report Transaction Totals

10,979.92

Non-routine Credit Card Transactions Explanations

Pernicka, Julia A - Annual renewal for Canva Pro subscription. This is used for graphic-design and professional layout of web and print material.

Brown, Troy M - Annual renewal for Lynda.com. This is an online learning subscription.

Standard SSL renewal for ihlsvpn.illinoisheartland.org.

Annual renewal for TeamViewer subscription. This is used by IT and SHARE staff to remote into library's computers for remote control support.

Equipment needed for staff who are working remotely.

Popit, Ellen C - IHLS sponsorship for the Association of Illinois School Library Educators (AISLE) virtual conference.

Bednar, Leslie - Registration for the virtual Library Advocacy and Funding Conference (LAFC) for Leslie Bednar and Rhonda Johnisee.

Registration for the Illinois Library Association (ILA) virtual conference for Leslie Bednar.

Bushong, Stacie - Annual renewal for Canva Pro subscription. This is used for graphic-design and professional layout of web and print material.

Thompson, Cassandra - Registration for the AISLE virtual conference for Cassandra Thompson.

Data verification service used by SHARE for the telephony service.

Yackle, Anna - Registration for the virtual LAFC for Anna Yackle.

Elliott, Edith - Registration for the Potomac Technical Processing (PTP) Librarians annual meeting for Edie Elliott.

Rose, Erin - Registration for the AISLE virtual conference for Erin Rose.