

**Illinois Heartland Library System**

Disbursement Summary Report

Attachment 7.1

From 08/01/2020 Through 08/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
8/11/2020	21920	No	Actsoft	10	GPS Quarterly Subscriptions 08/01-10/31/2020	1,505.34
8/11/2020	21921	No	Ameren Illinois	10	CHA:Electric & Lighting Srvc 06/17-07/19/2020	1,071.04
8/11/2020	21922	No	Ameren Illinois	10	CHA:Gas 07/01-08/01/2020	71.94
8/11/2020	21923	No	Ameren Illinois	10	EDW:Gas 07/01-08/01/2020	70.20
8/11/2020	21924	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 07/01-08/01/2020	2,043.96
8/11/2020	21925	No	American Pest Control	10	CHA:Monthly Extermination 07/24/2020	35.00
8/11/2020	21926	No	Monro Inc	10	CHA:Replace Tires (2) Lic #U32277	413.10
8/11/2020		No	Monro Inc	10	EDW:Change Oil/Filter & Tire Rotation Lic #U30840	55.99
8/11/2020		No	Monro Inc	10	EDW:Change Oil/Filter & Tire Rotation Lic #U30841	55.99
8/11/2020	21927	No	Busey	10	Busey Credit Card Stmt Ending 08/03/20	7,791.05
8/11/2020		No	Busey	27	Busey Credit Card Stmt Ending 08/03/20	36.99
8/11/2020		No	Busey	85	Busey Credit Card Stmt Ending 08/03/20	1,129.53
8/11/2020	21928	No	Cintas Fire 636525	10	CHA:Annual Fire Extinguisher Inspection (3)	195.90
8/11/2020	21929	No	Color-Art Integrated Interiors LLC	10	CAR:Temperature Scanner Kiosk Shipping	296.09 <b>A</b>
8/11/2020		No	Color-Art Integrated Interiors LLC	10	CHA:Temperature Scanner Kiosk Shipping	127.14
8/11/2020		No	Color-Art Integrated Interiors LLC	10	EDW:Temperature Scanner Kiosk Shipping	127.14
8/11/2020	21930	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 08/01-08/31/2020	110.84
8/11/2020		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 08/01-08/31/2020	73.88
8/11/2020		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 08/01-08/31/2020	73.88
8/11/2020		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 08/01-08/31/2020	110.82
8/11/2020	21931	No	Dave's Precision Mowing	10	CHA:Mowing/Blowing/Trimming 07/07/20	70.00
8/11/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Blowing/Trimming 07/14/20	70.00
8/11/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Blowing/Trimming 07/21/20	70.00
8/11/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Blowing/Trimming 07/28/20	70.00
8/11/2020	21932	No	DELL MARKETING LP	85	EDW:Dell Latitude Laptop, Dock, Battery & Case	2,136.94 <b>B</b>
8/11/2020	21933	No	Enterprise FM Trust	10	Monthly Fees & Routine Maintenance - July & August 2020	897.04 <b>C</b>
8/11/2020	21934	No	i3 Broadband - CU	10	CHA:Internet 08/01-08/31/2020	11.67
8/11/2020		No	i3 Broadband - CU	27	CHA:Internet 08/01-08/31/2020	11.66
8/11/2020		No	i3 Broadband - CU	85	CHA:Internet 08/01-08/31/2020	11.66
8/11/2020	21935	No	IHLS-OCLC	85	FY21 Annual OCLC Service Fee - IEU	206.14 <b>D</b>
8/11/2020		No	IHLS-OCLC	85	FY21 Annual OCLC Service Fee - IHI	206.14
8/11/2020		No	IHLS-OCLC	85	FY21 Annual OCLC Service Fee - IHQ	206.14
8/11/2020		No	IHLS-OCLC	85	FY21 Annual OCLC Service Fee - IUI	206.14
8/11/2020	21936	No	Illinois American Water	10	CHA:Water 06/25-07/27/2020	62.92
8/11/2020	21937	No	Technology Management Rev Fund	85	CAR:Bandwidth 07/01-07/31/2020	270.00
8/11/2020	21938	No	Illini Janitorial	10	Janitorial Srvc for July 2020	525.00
8/11/2020	21939	No	Jan Ison	10	Reimb for COVID-19 Credit Awarded on August Dental Insurance	6.75 <b>E</b>
8/11/2020	21940	No	Susan Lucco	10	Reimb for COVID-19 Credit Awarded on August Dental Insurance	6.75
8/11/2020	21941	No	OpenGov Inc	10	OpenGov Annual Subscription & Implementation Fee 07/01/2020-06/30/2021	28,149.50 <b>F</b>
8/11/2020	21942	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 08/01-08/31/2020	357.64
8/11/2020	21943	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 08/01-08/31/2020	102.92
8/11/2020	21944	No	Shred-it USA	10	EDW:Shredding 06/25/2020	59.92
8/11/2020	21945	No	SIUC Research Park Inc	10	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet	8,121.62
8/11/2020		No	SIUC Research Park Inc	85	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet	40.00
8/11/2020	21946	No	Charter Communications	10	EDW:Internet 08/01-08/31/2020	42.42
8/11/2020		No	Charter Communications	27	EDW:Internet 08/01-08/31/2020	42.41
8/11/2020		No	Charter Communications	32	EDW:Internet 08/01-08/31/2020	42.41
8/11/2020		No	Charter Communications	85	EDW:Internet 08/01-08/31/2020	42.41
8/11/2020	21947	No	The August Garden	10	Retirement Flowers-Gary Denuc & Mary Smith	154.50
8/11/2020	21948	No	Urbana & Champaign Sanitary District	10	CHA:Sewer 04/27-06/24/2020	103.21
8/11/2020	21949	No	Verizon Wireless	10	Cellphone Srvc, MIFI, Router & After Hrs Line 06/24-07/23/2020	693.46
8/11/2020		No	Verizon Wireless	85	Cellphone Srvc, MIFI, Router & After Hrs Line 06/24-07/23/2020	396.78



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 Disbursement Summary Report  
 From 08/01/2020 Through 08/31/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
8/24/2020	21982	No	Selective Insurance Company of America	10	CHA:Flood Ins Premium 10/03/2020-11/02/2020	1,505.00
8/24/2020	21983	No	Staples Advantage	27	CAR:Tape & Calendar	52.58
8/24/2020	21984	No	Uline	10	CAR:Black Foam Tile (2)	529.68
8/24/2020		No	Uline	10	CAR:Refund Foam Tile (1)	(530.91)
8/24/2020		No	Uline	10	EDW:Delivery Totes (2) & Spring Lift for Basket Truck (2)	656.89
8/24/2020	21985	No	Wex Bank	10	Fuel Charges 07/24-08/23/2020	9,487.56
8/24/2020	21986	No	Xerox Financial Services	10	Base Chrg July & August 2020 & Documentation Fee	433.84
8/24/2020		No	Xerox Financial Services	27	Base Chrg July & August 2020 & Documentation Fee	143.06
8/24/2020		No	Xerox Financial Services	32	Base Chrg July & August 2020 & Documentation Fee	165.79
8/24/2020		No	Xerox Financial Services	85	Base Chrg July & August 2020 & Documentation Fee	143.07
8/28/2020	ACHIMRFAug2020	No	Illinois Municipal Retirement Fund	10	August 2020 IMRF Payment	13,133.53
8/28/2020		No	Illinois Municipal Retirement Fund	27	August 2020 IMRF Payment	2,426.32
8/28/2020		No	Illinois Municipal Retirement Fund	32	August 2020 IMRF Payment	1,262.12
8/28/2020		No	Illinois Municipal Retirement Fund	85	August 2020 IMRF Payment	8,145.59
<b>Total 1000 - US Bank-General Fund</b>						<b>171,640.70</b>
8/7/2020	ACHILPR20200807	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 08/07/2020	3,082.28
8/7/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 08/07/2020	428.50
8/7/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 08/07/2020	174.06
8/7/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 08/07/2020	1,315.04
8/7/2020	ACHIRSPR20200807	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 08/07/2020	16,279.64
8/7/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 08/07/2020	2,078.12
8/7/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 08/07/2020	942.10
8/7/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 08/07/2020	6,975.40
8/21/2020	ACHILPR20200821	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 08/21/2020	3,116.29
8/21/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 08/21/2020	428.50
8/21/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 08/21/2020	173.71
8/21/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 08/21/2020	1,326.67
8/21/2020	ACHIRSPR20200821	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 08/21/2020	16,352.82
8/21/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 08/21/2020	2,078.12
8/21/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 08/21/2020	940.13
8/21/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 08/21/2020	7,019.54
<b>Total 1030 - US Bank - Web Junction/(Payroll)</b>						<b>62,710.92</b>
<b>Total Disbursed</b>						<b>234,351.62</b>

**Non-routine Bill Payments Explanations**

- A-** Shipping for temperature scanners to all IHLS locations.
- B-** Replacement of a Dell Latitude laptop, dock, battery and case for the SHARE Director.
- C-** Enterprise Fleet Management monthly fees and routine maintenance for July & August 2020.
- D-** FY2021 annual Online Computer Library Center (OCLC) service fee for all four accounts.
- E-** Reimbursement for COVID-19 credit awarded by the dental insurance. The Dental carrier issued a 10% monthly premium credit due to the shutdown.
- F-** Annual subscription and implementation fees for OpenGov software 07/01/2020-06/30/2021.
- G-** Annual maintenance and support for Abila MIP fund accounting software 07/24/2020-07/23/2021.
- H-** Registration fees for the Association for Rural & Small Libraries (ARSL) virtual conference for 19 Staff.
- I-** eBooks purchased 07/01-07/31/20 & eBooks purchases to be reimbursed by members.
- J-** Repair roof leak caused by a crack in the tar at the Edwardsville office.
- K-** Illinois Library Association (ILA) annual institutional and Leslie Bednar membership fee.
- L-** Charge for terminating the agreement of the alarm system at the Champaign office. A new alarm system was installed with George Alarm.
- M-** Repair doors and fabricate three plexiglass and aluminum shields for vans to protect staff during training of new employees.
- N-** Annual premium for Flood Insurance at the Champaign Office 10/03/2020-11/02/2021.

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 07/03/2020 Through 08/03/2020

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
8/3/2020	4654 2458-Pernicka Julia A	7/15/2020	4IMPRINT	Conference Promotions-Retractable Banner 07/2020	330.56	10	5330	01	10	
8/3/2020	4654 2458-Pernicka Julia A	7/15/2020	4IMPRINT	Conference Promotions-Retractable Banner 07/2020	<u>330.56</u>	10	5330	01	10	
Total 4654 2458-Pernicka Julia A					661.12					
8/3/2020	4654 2482-Brown Troy M	7/2/2020	MAILCHIMP	Subscription:MailChimp Monthly 07/2020	59.99	10	5330	01	10	
8/3/2020	4654 2482-Brown Troy M	7/2/2020	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 07/2020	30.00	85	5725	01	85	
8/3/2020	4654 2482-Brown Troy M	7/4/2020	BEST BUY	Replacement TV for VTEL Room 07/2020	805.11	10	5360	01	10	
8/3/2020	4654 2482-Brown Troy M	7/7/2020	DLT SOLUTIONS	Quest Software Spotlight Monitoring 07/2020	443.33	85	5550	01	85	
8/3/2020	4654 2482-Brown Troy M	7/8/2020	DREAMHOST	Domain Name-Greenfield PL 07/2020	15.99	10	5840	01	10	
8/3/2020	4654 2482-Brown Troy M	7/9/2020	MICROSOFT	Online Cloud Backup 07/2020	171.30	10	5550	01	10	
8/3/2020	4654 2482-Brown Troy M	7/9/2020	MICROSOFT	Online Cloud Backup 07/2020	171.30	85	5550	01	85	
8/3/2020	4654 2482-Brown Troy M	7/20/2020	B&H PHOTO	EDW:32 inch Computer Monitor 07/2020	331.09	10	5360	01	10	
8/3/2020	4654 2482-Brown Troy M	7/23/2020	AMAZON	EDW:Keyboard 07/2020	36.99	27	5360	01	27	
8/3/2020	4654 2482-Brown Troy M	7/27/2020	HIPCAST	Recording Storage 07/2020	4.95	85	5550	01	85	
8/3/2020	4654 2482-Brown Troy M	8/1/2020	BEST BUY	EDW:Refund Tax on VTEL TV 07/2020	(55.12)	10	5360	01	10	
8/3/2020	4654 2482-Brown Troy M	8/2/2020	MAILCHIMP	Subscription:MailChimp Monthly 08/2020	59.99	10	5330	01	10	
8/3/2020	4654 2482-Brown Troy M	8/3/2020	PIPEDRIVE	Pipedrive Professional Monthly Subscription 07/2020	82.60	10	5550	01	10	
8/3/2020	4654 2482-Brown Troy M	8/3/2020	PIPEDRIVE	Pipedrive Professional Monthly Subscription 07/2020	<u>82.60</u>	85	5550	01	85	
Total 4654 2482-Brown Troy M					2,240.12					
8/3/2020	4695 2640-Petty Linda	7/4/2020	FINISH LINE	CAR:Car Wash Lic #U18520 07/2020	12.99	10	5210	04	10	
8/3/2020	4695 2640-Petty Linda	7/5/2020	AMAZON	EDW:Delivery Tubs (48) 07/2020	624.54	10	5385	01	20	
8/3/2020	4695 2640-Petty Linda	7/5/2020	AMAZON	EDW:Self-Adhesive Vinyl Pockets (100) 07/2020	30.72	10	5385	01	20	
8/3/2020	4695 2640-Petty Linda	7/7/2020	FINISH LINE	CAR:Van Wash Lic #U33806 07/2020	12.99	10	5210	04	20	
8/3/2020	4695 2640-Petty Linda	7/10/2020	FINISH LINE	CAR:Van Wash Lic #U33056 07/2020	12.99	10	5210	04	20	
8/3/2020	4695 2640-Petty Linda	7/10/2020	WALMART	EDW:DEF (2) & Washer Fluid (4) 07/2020	21.68	10	5210	01	22	
8/3/2020	4695 2640-Petty Linda	7/10/2020	WALMART	EDW:Treats for Delivery 07/2020	22.38	10	5290	01	20	
8/3/2020	4695 2640-Petty Linda	7/15/2020	AMAZON	EDW:12V Batteries 07/2020	5.00	10	5360	01	20	
8/3/2020	4695 2640-Petty Linda	7/15/2020	AMAZON	EDW:Delivery Tubs (32) 07/2020	402.76	10	5385	01	20	
8/3/2020	4695 2640-Petty Linda	7/15/2020	AMAZON	EDW:Self-Adhesive Vinyl Pockets (192) 07/2020	89.94	10	5385	01	20	
8/3/2020	4695 2640-Petty Linda	7/16/2020	FINISH LINE	CAR:Van Wash Lic #U33023 07/2020	12.99	10	5210	04	22	
8/3/2020	4695 2640-Petty Linda	7/29/2020	AMAZON	EDW:Cabin Air Filter for Van 07/020	16.38	10	5210	01	20	
8/3/2020	4695 2640-Petty Linda	7/30/2020	AMAZON	EDW:Delivery Tubs (56) 07/2020	637.00	10	5385	01	20	
8/3/2020	4695 2640-Petty Linda	7/30/2020	FINISH LINE	CAR:Van Wash Lic #U25399 07/2020	12.99	10	5210	04	10	
8/3/2020	4695 2640-Petty Linda	7/30/2020	FINISH LINE	CAR:Van Wash Lic #U33021 07/2020	12.99	10	5210	04	20	
8/3/2020	4695 2640-Petty Linda	7/30/2020	FINISH LINE	CAR:Van Wash Lic #U33022 07/2020	<u>12.99</u>	10	5210	04	20	

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Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
Total 4695 2640-Petty Linda					1,941.33					
8/3/2020	5042 9006-Popit Ellen C	7/29/2020	ISLMA	AISLE Membership Dues-Popit, Ellen 07/2020	65.00	10	5700	04	10	
8/3/2020	5042 9006-Popit Ellen C	7/30/2020	ILA	ILA Membership Dues-Popit, Ellen 07/2020	<u>250.00</u>	10	5700	04	10	
Total 5042 9006-Popit Ellen C					315.00					
8/3/2020	5085 0664-Palmer Susan	7/7/2020	OFFICEMAX/OFFICEDEPOT	EDW:8.5x11 Yellow Paper 07/2020	14.97	85	5360	01	85	
8/3/2020	5085 0664-Palmer Susan	7/8/2020	AMAZON	CHA:Delivery Tubs (30) 07/2020	674.95	10	5385	02	20	
8/3/2020	5085 0664-Palmer Susan	7/8/2020	AMAZON	CHA:Delivery Tubs (30) 07/2020	674.95	10	5385	02	20	
8/3/2020	5085 0664-Palmer Susan	7/8/2020	AMAZON	CHA:Delivery Tubs (42) 07/2020	944.93	10	5385	02	20	
8/3/2020	5085 0664-Palmer Susan	7/9/2020	ABILA	EDW:Accounts Payable Checks (1,000) 07/2020	294.65	10	5725	01	10	
8/3/2020	5085 0664-Palmer Susan	7/9/2020	AMAZON	EDW:Face Masks (150) 07/2020	59.97	10	5390	01	20	
8/3/2020	5085 0664-Palmer Susan	7/20/2020	AMAZON	CAR:Face Masks (100) 07/2020	52.99	10	5390	04	20	
8/3/2020	5085 0664-Palmer Susan	7/23/2020	AMAZON	CHA:Face Masks (300) 07/2020	<u>52.50</u>	10	5390	02	20	
Total 5085 0664-Palmer Susan					2,769.91					
8/3/2020	5407 5276-Chapman Brandon M	7/21/2020	DRURY INN	CoLo Server Upgrade:Lodging-Chapman, Brandon 07/2020	192.08	85	5260	01	85	
8/3/2020	5407 5276-Chapman Brandon M	7/22/2020	DRURY INN	CoLo Server Upgrade:Lodging-Chapman, Brandon 07/2020	<u>96.05</u>	85	5260	01	85	
Total 5407 5276-Chapman Brandon M					288.13					
8/3/2020	5645 2424-Bushong Stacie L	7/14/2020	TRUE COLORS	Flowers-Jeanne Urbanick Retirement (ISL) 07/2020	68.88	10	5330	01	10	
8/3/2020	5645 2424-Bushong Stacie L	7/17/2020	GOSHEN POST OFFICE	EDW:Postage 07/2020	15.05	10	5370	01	10	
8/3/2020	5645 2424-Bushong Stacie L	7/17/2020	GOSHEN POST OFFICE	EDW:Postage 07/2020	<u>45.15</u>	10	5370	01	10	
Total 5645 2424-Bushong Stacie L					129.08					
8/3/2020	5724 8417-Kates Linda	7/8/2020	DAIRY QUEEN	Employee Retirement-Snacks 07/2020	23.46	10	5290	02	20	
8/3/2020	5724 8417-Kates Linda	7/16/2020	AMAZON	CHA:iPhone Case 07/200	26.99	10	5360	02	22	
8/3/2020	5724 8417-Kates Linda	7/16/2020	SAMS CLUB	CHA:Water 07/2020	<u>11.92</u>	10	5390	02	10	
Total 5724 8417-Kates Linda					62.37					
8/3/2020	6067 4476-Thompson Cassandra	7/2/2020	ID LABEL	EDW:Library Bar Code Labels 07/2020	94.00	85	5365	01	85	
8/3/2020	6067 4476-Thompson Cassandra	7/2/2020	MYCOMMERCE	Refund Tax on RDA Toolkit Institutional Subscription Renewal 07/2020	<u>(90.50)</u>	85	5550	01	85	
8/3/2020	6067 4476-Thompson Cassandra	7/17/2020	USPS PO	EDW:Postage 07/2020	15.75	85	5370	01	85	
8/3/2020	6067 4476-Thompson Cassandra	7/28/2020	EL INSTITUTE	EveryLibrary Advocacy Conf:Registration-Thompson, Cassandra 07/2020	<u>75.00</u>	85	5290	01	85	
Total 6067 4476-Thompson Cassandra					94.25					
8/3/2020	6094 1800-Granger Dominique S	8/2/2020	INDEED	Job Posting:Sorter & Courier 07/2020	<u>277.56</u>	10	5070	04	20	

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Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
Total 6094 1800-Granger Dominique S						277.56				
8/3/2020	6359 8292-Greve Penrod Shandi	7/9/2020	VENNGAGE.COM	Subscription:Infographics Yearly 07/2020	96.90	10	5330	01	10	
8/3/2020	6359 8292-Greve Penrod Shandi	7/10/2020	CSPRC	The New Exceptional Normal Webinar:Registration-Shandi & Jill 07/2020	10.00	10	5290	01	10	
8/3/2020	6359 8292-Greve Penrod Shandi	7/17/2020	CSPRC	Doing Digital Well Webinar:Registration-Greve Penrod, Shandi 07/2020	<u>5.00</u>	10	5290	01	10	
Total 6359 8292-Greve Penrod Shandi						111.90				
8/3/2020	6422 0458-Parr Casey	7/6/2020	WALMART	CAR:Paper Towels 07/2020	10.44	10	5190	04	10	
8/3/2020	6422 0458-Parr Casey	7/6/2020	WALMART	CAR:Masking Tape 07/2020	6.44	10	5385	04	20	
8/3/2020	6422 0458-Parr Casey	7/23/2020	WALMART	CAR:Face Masks (50) 07/2020	<u>17.94</u>	10	5390	04	20	
Total 6422 0458-Parr Casey						34.82				
8/3/2020	6666 6914-Knirr John	7/17/2020	DREAMHOST	Domain Name-Belleville PL 07/2020	15.99	10	5840	01	10	
8/3/2020	6666 6914-Knirr John	7/17/2020	DREAMHOST	Domain Name-White Hall Township Library 07/2020	<u>15.99</u>	10	5840	01	10	
Total 6666 6914-Knirr John						31.98				
<b>Report Transaction Totals</b>						<b><u>8,957.57</u></b>				

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

- Pernicka, Julia A - Retractable banners to be used at conferences.
- Brown, Troy M - Replacement television for video conferencing at the Edwardsville office.  
 Annual renewal of Quest Spotlight server monitoring software for SHARE.
- Popit, Ellen C - Association of Illinois School Library Educators (AISLE) annual membership fee for Ellen Popit.  
 Illinois Library Association (ILA) annual membership fee for Ellen Popit.
- Thompson, Cassandra - Registration for the EveryLibrary Institute virtual conference for Cassandra Thompson.
- Greve Penrod, Shandi - Annual subscription fee for Infographics Yearly used by Marketing and Communications department.  
 Registration for The New Exceptional Normal Webinar for Shandi Greve Penrod and Jill Trevino.  
 Registration for Doing Digital Well webinar for Shandi Greve Penrod.