

**Illinois Heartland Library System**  
 Disbursement Summary Report  
 From 02/01/2018 Through 02/28/2018

Attachment 4.1

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
2/7/2018	19377	No	AAIM EA Training and Consulting LLC	10		CHA:Background Checks - Sorter	54.40
2/7/2018	19378	No	Above and Beyond Commercial Cleaning	10		EDW:Janitorial Srvcs January 2018	600.00
2/7/2018	19379	No	Ameren Illinois	10		CHA:Electrical/Lighting Scrvs 11/15-12/15/17	674.93
2/7/2018	19380	No	Ameren Illinois	10		CHA:Gas 11/14-12/14/17	398.35
2/7/2018	19381	No	The Auto Body Shop Inc	10		EDW:Repair Left Back Door Stationary Glass Lic #U29923	582.35 <b>A</b>
2/7/2018	19382	No	Monro Inc.	10		EDW:Change Oil/Filter Lic #U29061	39.39
2/7/2018		No	Monro Inc.	10		EDW:Change Oil/Filter Lic #U29925	44.88
2/7/2018		No	Monro Inc.	10		EDW:Change Oil/Filter Lic #U30203	41.98
2/7/2018	19383	No	Joan C Bauer	85		CHA:Travel to Effghm for Admin Mtg 12/15/17 Bauer, Joan	13.36
2/7/2018		No	Joan C Bauer	85		CHA:Travel to Newton for Barcoding Training 12/08/17 Bauer, Joan	18.60
2/7/2018		No	Joan C Bauer	85		CHA:Travel to W. Union for Barcoding Training 11/08/17 Bauer, Joan	19.30
2/7/2018	19384	No	Beaumont Tire & Auto Repair	10		CHA:Replace Tires (2) Lic#U29922	291.92
2/7/2018		No	Beaumont Tire & Auto Repair	10		CHA:Replace Tires (4) & Alignment Lic #U30758	839.84
2/7/2018	19385	No	CCR Roofing Services LLC	10		EDW:Maintenance Contract on Roof	446.53 <b>B</b>
2/7/2018	19386	No	Consolidated Communications	10		Local/Long Distance & Toll Free Line 02/01-02/28/18	111.07
2/7/2018		No	Consolidated Communications	27		Local/Long Distance & Toll Free Line 02/01-02/28/18	74.04
2/7/2018		No	Consolidated Communications	32		Local/Long Distance & Toll Free Line 02/01-02/28/18	74.04
2/7/2018		No	Consolidated Communications	85		Local/Long Distance & Toll Free Line 02/01-02/28/18	111.07
2/7/2018	19387	No	Charter Communications	10		EDW:Internet 02/01-02/28/18	29.45
2/7/2018		No	Charter Communications	27		EDW:Internet 02/01-02/28/18	29.45
2/7/2018		No	Charter Communications	32		EDW:Internet 02/01-02/28/18	29.45
2/7/2018		No	Charter Communications	85		EDW:Internet 02/01-02/28/18	29.44
2/7/2018	19388	No	City of Edwardsville	10		EDW:Water & Sewer 10/26/17-01/06/18	111.67
2/7/2018	19389	No	Commercial Collision of Champaign	10		CHA:Repair Leftside Rail on Lift Lic #U30209	154.00
2/7/2018	19390	No	Danville Paper & Supply, Inc	10		CHA:Paper Towels (1cs)	22.40
2/7/2018		No	Danville Paper & Supply, Inc	10		CHA:Trash Can Liners (2cs)	76.58
2/7/2018	19391	No	Edwardsville Plumbing & Heating, Inc.	10		EDW:Fix Clogged Drain in Downstairs Kitchen Sink 01/17/18	205.00
2/7/2018	19392	No	Theresa Hahne	85		SWAT Team Barcoding 01/19-01/28/18 Hahne,Theresa	207.29
2/7/2018	19393	No	Jan Hickox	85		SWAT Team Barcoding 01/18-01/31/18 Hickox,Jan	346.17
2/7/2018	19394	No	Illinois American Water	10		CHA:Water 12/28/17-01/26/18	68.52
2/7/2018	19395	No	i3 Broadband - CU	10		CHA:Internet 02/01-03/01/18	6.66
2/7/2018		No	i3 Broadband - CU	27		CHA:Internet 02/01-03/01/18	6.66
2/7/2018		No	i3 Broadband - CU	85		CHA:Internet 02/01-03/01/18	6.67
2/7/2018	19396	No	Susan Landreth	85		SWAT Team Barcoding 01/30/18 Landreth,Susan	135.78
2/7/2018	19397	No	NCBERS Group Life Ins.	10		Supp Life Ins 02/01-02/28/18	96.00
2/7/2018		No	NCBERS Group Life Ins.	32		Supp Life Ins 02/01-02/28/18	32.00
2/7/2018		No	NCBERS Group Life Ins.	85		Supp Life Ins 02/01-02/28/18	48.00
2/7/2018	19398	No	Beverly J. Obert	10		Board Member:Travel to ISL & Effingham 11/28/17 & 1/25/18 Obert, Bev	135.47
2/7/2018	19399	No	Parker Kent, LLC	10		DUQ:Electric/Gas/Lighting 11/15/17-01/18/18	1,228.68
2/7/2018		No	Parker Kent, LLC	10		DUQ:Office Leasing 02/01-02/28/18	4,500.00
2/7/2018	19400	No	Quest Diagnostics	10		Preemployment Drug Screens (2)	30.50
2/7/2018		No	Quest Diagnostics	85		Preemployment Drug Screens (2)	30.50
2/7/2018	19401	No	Quill Corporation	10		EDW:8.5x11 Copy Paper, Bandages & Tape	89.27
2/7/2018		No	Quill Corporation	32		EDW:8.5x11 Copy Paper, Bandages & Tape	27.47
2/7/2018		No	Quill Corporation	85		EDW:8.5x11 Copy Paper, Bandages & Tape	32.45
2/7/2018	19402	No	Republic Services #729	10		CHA:Trash Removal 02/01-02/28/18	176.76
2/7/2018	19403	No	Suzanne L Reynolds	85		SWAT Team Barcoding 01/25-01/31/18 Reynolds,Suzanne	192.42
2/7/2018	19404	No	Shred-it USA	10		EDW:Shredding 01/17/18	72.15
2/7/2018	19405	No	SIUC	10		CAR:Office Leasing 02/01-02/28/18	2,083.34
2/7/2018	19406	No	Mary L. Smith	10		Board Member:Travel to IHLS Board Mtgs 10/24/17 & 11/21/17 Smith, Mary	59.06
2/7/2018	19407	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U29926	55.95
2/7/2018		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30470	55.95
2/7/2018	19408	No	Technology Management Rev Fund	10		CAR:Bandwidth & ICN Filtering 12/1-12/31/17	(270.00)
2/7/2018		No	Technology Management Rev Fund	85		CAR:Bandwidth & ICN Filtering 12/1-12/31/17	574.65
2/7/2018	19409	No	Pamela Thomas	27		EDW:Metadata Cataloging 01/16-01/31/18 81/hrs	2,713.50 <b>C</b>
2/7/2018	19410	No	Cassandra Thompson	85		Registration - IUG Conf - Thompson, Cassandra 01/31/18	375.00 <b>D</b>
2/7/2018	19411	No	Urbana & Champaign Sanitary District	10		CHA:Sewer 10/25/17-12/27/17	119.77

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Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
2/7/2018	19412	No	Verizon Wireless	10		GPS Tracking Svcs 12/24/17-01/23/18	140.56
2/7/2018	19413	No	Verizon Wireless	10		Cellphone Svcs, MIFI, Router & After Hrs Line 12/24/17-01/23/18	398.32
2/7/2018		No	Verizon Wireless	85		Cellphone Svcs, MIFI, Router & After Hrs Line 12/24/17-01/23/18	369.31
2/7/2018	19414	No	Vogler Motor Company	10		CAR:Repair on Insurance Claim #40PC2718 Lic#U29924	7,524.59
2/7/2018	19415	No	Xerox Corporation	10		CAR:Base & Usage Chrg 12/21/17-01/21/18	75.11
2/7/2018	19416	No	Xerox Corporation	10		CHA:Base & Usage Chrg 12/21/17-01/21/18	54.84
2/7/2018		No	Xerox Corporation	27		CHA:Base & Usage Chrg 12/21/17-01/21/18	54.84
2/7/2018		No	Xerox Corporation	85		CHA:Base & Usage Chrg 12/21/17-01/21/18	54.84
2/7/2018	19417	No	Xerox Corporation	10		EDW:Base & Usage Chrg 12/21/17-01/21/18	79.55
2/7/2018		No	Xerox Corporation	27		EDW:Base & Usage Chrg 12/21/17-01/21/18	79.55
2/7/2018		No	Xerox Corporation	85		EDW:Base & Usage Chrg 12/21/17-01/21/18	79.55
2/7/2018	19418	No	Xerox Corporation	32		EDW:Base & Usage Chrg 12/21/17-01/21/18	228.49
2/9/2018	19419	No	Fred Pryor Seminars / CareerTrack - Div of	10		Fred Pryor Training Memberships (15 Employees)	2,189.00 <b>E</b>
2/9/2018		No	Fred Pryor Seminars / CareerTrack - Div of	85		Fred Pryor Training Memberships (15 Employees)	398.00
2/9/2018	19420	No	Susan C. Pearson	85		EDW:Travel to Carrollton PL for 'Go Live' 01/18/18 Pearson, Sue	12.40
2/9/2018		No	Susan C. Pearson	85		EDW:Travel to Carrollton PL for Polaris Support 01/04/18 Pearson, Sue	11.89
2/9/2018		No	Susan C. Pearson	85		EDW:Travel to Carrollton PL for Polaris Training 01/03/18 Pearson, Sue	11.89
2/9/2018		No	Susan C. Pearson	85		EDW:Travel to Clay City CUSD #10 for 'Go Live' 01/25/18 Pearson, Sue	27.23
2/9/2018		No	Susan C. Pearson	85		EDW:Travel to Clay City CUSD #10 for Polaris Circ Training 01/24/18 Pearson	27.23
2/9/2018		No	Susan C. Pearson	85		EDW:Travel to Oakland CUSD #5 for 'Go Live' 01/17/18 Pearson, Sue	33.96
2/9/2018	19421	No	St John United Church of Christ	10		EDW:Donation-In Memory of Lucille Aubin-Pearson, Sue	50.00
2/16/2018	19422	No	Actsoft	10		GPS Qtrly Subscriptions (24) 03/01-05/31/18	1,080.00 <b>F</b>
2/16/2018	19423	No	Allstate Benefits	10		Critical Care Supp Ins 03/01-03/31/18	78.00
2/16/2018		No	Allstate Benefits	85		Critical Care Supp Ins 03/01-03/31/18	43.16
2/16/2018	19424	No	Allstate Benefits	10		Gap Supp Ins 03/01-03/31/18	166.44
2/16/2018		No	Allstate Benefits	85		Gap Supp Ins 03/01-03/31/18	17.83
2/16/2018	19425	No	American Heritage Life Insurance Company	85		Accident Supp Ins 01/14-02/10/18	16.64
2/16/2018	19426	No	American Pest Control	10		CHA:Monthly Extermination 02/09/18	35.00
2/16/2018	19427	No	AT&T	10		EDW:Elevator Phone Line 01/05-02/04/18	26.91
2/16/2018		No	AT&T	85		EDW:Elevator Phone Line 01/05-02/04/18	26.91
2/16/2018	19428	No	AT&T	10		EDW:Fax Line 01/05-02/04/18	41.49
2/16/2018		No	AT&T	32		EDW:Fax Line 01/05-02/04/18	41.49
2/16/2018		No	AT&T	85		EDW:Fax Line 01/05-02/04/18	41.48
2/16/2018	19429	No	Busey	10		Busey Credit Card Stmt Ending 02/01/18	6,591.28
2/16/2018		No	Busey	27		Busey Credit Card Stmt Ending 02/01/18	35.00
2/16/2018		No	Busey	85		Busey Credit Card Stmt Ending 02/01/18	942.19
2/16/2018	19430	No	Continental Western Insurance Company	10		Ins Pmt 8 of 10	3,037.00 <b>G</b>
2/16/2018	19431	No	S & G Custom Mowing	10		CHA:Snow Removal 01/15/18	195.00
2/16/2018	19432	No	Speed Lube #14	10		CHA:Change Oil/Filter License #U30759	55.95
2/16/2018	19433	No	Speed Lube	10		CHA: Change Oil/Filter & Fuel System Cleaner License #U30758	68.90
2/16/2018	19434	No	Speed Lube #9	10		CHA:Change Oil/Filter License #U30799	55.95
2/16/2018	19435	No	Staples Advantage	10		CHA:Batteries, Post Its, Facial Tissues, Copy Paper, and Electronic Dusters	268.69
2/16/2018	19436	No	The August Garden	10		EDW:Flowers - Congratulations - Colleen Dettenmeier	60.00
2/16/2018	19437	No	UHS Premium Billing	10		Health Ins 03/01-03/31/18	10,116.79
2/16/2018		No	UHS Premium Billing	27		Health Ins 03/01-03/31/18	2,945.02
2/16/2018		No	UHS Premium Billing	32		Health Ins 03/01-03/31/18	1,472.51
2/16/2018		No	UHS Premium Billing	85		Health Ins 03/01-03/31/18	9,364.18
2/16/2018	19438	No	Wex Bank	10		Fuel Charges 01/04-02/06/18	14,157.19
2/16/2018		No	Wex Bank	85		Fuel Charges 01/04-02/06/18	49.66
2/16/2018	19439	No	Xerox Corporation	10		CAR:Base & Usage Chrg 12/21/17-01/21/18	84.37
2/16/2018		No	Xerox Corporation	85		CAR:Base & Usage Chrg 12/21/17-01/21/18	84.37
2/27/2018	19440	No	Ameren Illinois	10		CHA:Electric/Lighting Svcs 12/15/17-1/18/18	868.07
2/27/2018	19441	No	Ameren Illinois	10		CHA:Gas 12/14/17-01/17/18	803.17

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 From 02/01/2018 Through 02/28/2018

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code	Transaction Description		
2/27/2018	19442	No	Ameren Illinois	10	EDW:Gas 12/28/17-01/29/18 & Adj 01/10/17-01/10/18	830.68	
2/27/2018	19443	No	Ameren Illinois	10	EDW:Electric/Lighting Srvcs 12/28/17-1/29/18	861.33	
2/27/2018	19444	No	AmTrust North America	10	Workers Comp Ins 7 of 9	3,714.91	
2/27/2018		No	AmTrust North America	27	Workers Comp Ins 7 of 9	22.10	
2/27/2018		No	AmTrust North America	32	Workers Comp Ins 7 of 9	14.17	
2/27/2018		No	AmTrust North America	85	Workers Comp Ins 7 of 9	122.82	
2/27/2018	19445	No	AT&T	10	EDW-Internet 02/10-03/09/18	89.30	
2/27/2018		No	AT&T	27	EDW-Internet 02/10-03/09/18	89.30	
2/27/2018		No	AT&T	32	EDW-Internet 02/10-03/09/18	89.29	
2/27/2018		No	AT&T	85	EDW-Internet 02/10-03/09/18	89.29	
2/27/2018	19446	No	AT&T	10	CHA:Alarm, Fax, & Fire Phone Line 01/08-02/07/18	43.15	
2/27/2018		No	AT&T	27	CHA:Alarm, Fax, & Fire Phone Line 01/08-02/07/18	26.00	
2/27/2018		No	AT&T	85	CHA:Alarm, Fax, & Fire Phone Line 01/08-02/07/18	43.16	
2/27/2018	19447	No	Monro Inc.	10	EDW:Change Oil/Filter & Tire Rotation Lic #U30839	44.88	
2/27/2018		No	Monro Inc.	10	EDW:Change Oil/Filter & Tire Rotation Lic #U29062	49.36	
2/27/2018		No	Monro Inc.	10	EDW:Change Oil/Filter & Tire Rotation Lic #U29923	89.75	
2/27/2018		No	Monro Inc.	10	EDW:Change Oil/Filter & Tire Rotation Lic #U30840	49.36	
2/27/2018		No	Monro Inc.	10	EDW:Change Oil/Filter & Tire Rotation Lic #U8313	74.87	
2/27/2018		No	Monro Inc.	10	EDW:Change Oil/Filter, Replace Tires (4), & Alignment Lic #U29925	834.35	
2/27/2018	19448	No	Joan C Bauer	85	CHA:Travel to IHLS EDW for Mtgs 12/18/17, 12/19/17, & 01/24/18 Bauer, Joan	68.95	
2/27/2018	19449	No	Beaumont Tire & Auto Repair	10	CHA:Replace Tires (4) & Alignment Lic #U30472	809.84	
2/27/2018		No	Beaumont Tire & Auto Repair	10	CHA:Replace Tires (4) & Alignment Lic #U30799	809.84	
2/27/2018	19450	No	Bibliotheca, LLC	85	eBooks Subscription Purchases 01/01-01/31/18	9.99 <b>H</b>	
2/27/2018		No	Bibliotheca, LLC	85	eBooks Subscriptions Purchases 01/01-01/31/18	9,858.37	
2/27/2018	19451	No	Charter Communications	10	EDW:Internet 03/01-03/31/18	37.08	
2/27/2018		No	Charter Communications	27	EDW:Internet 03/01-03/31/18	37.08	
2/27/2018		No	Charter Communications	32	EDW:Internet 03/01-03/31/18	37.08	
2/27/2018		No	Charter Communications	85	EDW:Internet 03/01-03/31/18	37.07	
2/27/2018	19452	No	Forest Park Forever	10	Donation:In Memory of Betty Faust	50.00	
2/27/2018	19453	No	Herrin City Library	85	Reimb for Oak Park PL Lost Book - Good Women get Angry	25.00	
2/27/2018	19454	No	Illinois Library Association	10	CAR:Registration 02/23/18 Legislative Meet Up	40.00	
2/27/2018		No	Illinois Library Association	85	CAR:Registration 02/23/18 Legislative Meet Up	40.00	
2/27/2018	19455	No	Kodiak Equipment Services, Inc	10	EDW:Replace Cable on Door	650.58 <b>I</b>	
2/27/2018	19456	No	MetLife - Group Benefits	10	Dental, AD&D, Life & Vision Ins 03/01-03/31/18	965.08	
2/27/2018		No	MetLife - Group Benefits	27	Dental, AD&D, Life & Vision Ins 03/01-03/31/18	166.81	
2/27/2018		No	MetLife - Group Benefits	32	Dental, AD&D, Life & Vision Ins 03/01-03/31/18	117.72	
2/27/2018		No	MetLife - Group Benefits	85	Dental, AD&D, Life & Vision Ins 03/01-03/31/18	618.30	
2/27/2018	19457	No	Myler Automotive Repair Inc	10	CHA:Replace Back Brakes Rotor, Brake Pads, & Rear Axle Seals Lic #U30799	772.39	
2/27/2018	19458	No	Parker Kent, LLC	10	DUQ:Office Leasing 03/01-03/31/18	4,500.00	
2/27/2018	19459	No	Republic Services #729	10	CHA:Trash Removal 03/01-03/31/18	177.35	
2/27/2018	19460	No	Jerry Ringering	10	EDW:Reimburse for 4 Hand Cart Tires	43.60	
2/27/2018	19461	No	Staples Credit Plan	10	CHA:Toilet Paper (8)	70.72	
2/27/2018	19462	No	Technology Management Rev Fund	10	CAR:Bandwidth & ICN Filtering 01/01-01/31/18	(270.00)	
2/27/2018		No	Technology Management Rev Fund	85	CAR:Bandwidth & ICN Filtering 01/01-01/31/18	574.65	
2/27/2018	19463	No	Pamela Thomas	27	EDW:Metadata Cataloging 02/01-02/15/18 65/hrs Thomas, Pam	2,177.50 <b>J</b>	
2/27/2018	19464	No	Cassandra Thompson	85	EDW:Travel to Carbondale 02/21/18 Thompson, Cassandra	18.83	
2/27/2018	19465	No	Walmart Community/SYNCB	10	CAR:De-Icer, Litter, Blankets, Ice Melts, Tissues, & Trash Bags	255.80	
2/27/2018		No	Walmart Community/SYNCB	10	CAR:Snow Shovels & Bungee Cords	73.24	
2/27/2018	ACHIMRFFebruary2	No	Illinois Municipal Retirement Fund	10	February 2018 IMRF Payment-General	9,761.63 <b>K</b>	
2/27/2018		No	Illinois Municipal Retirement Fund	27	February 2018 IMRF Payment-CMC	1,432.16	
2/27/2018		No	Illinois Municipal Retirement Fund	32	February 2018 IMRF Payment-OCLC	1,116.77	
2/27/2018		No	Illinois Municipal Retirement Fund	85	February 2018 IMRF Payment-SHARE	<u>8,436.01</u>	

**Total 1000 - US Bank-General Fund**

**133,829.43**

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Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Amount
				Code	Transaction Description	
2/9/2018	ACHIRSPR2018020	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 02/09/2018	12,964.49 <b>L</b>
2/9/2018		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 02/09/2018	1,228.89
2/9/2018		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 02/09/2018	764.66
2/9/2018		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 02/09/2018	6,808.88
2/14/2018	ACHILPR20180209	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 02/09/2018	2,559.57
2/14/2018		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 02/09/2018	243.47
2/14/2018		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 02/09/2018	152.76
2/14/2018		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 02/09/2018	1,285.41
2/23/2018	ACHILPR20180223	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 02/23/2018	2,655.93
2/23/2018		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 02/23/2018	243.47
2/23/2018		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 02/23/2018	192.64
2/23/2018		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 02/23/2018	1,405.24
2/23/2018	ACHIRSPR2018022	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 02/23/2018	13,347.20
2/23/2018		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 02/23/2018	1,228.89
2/23/2018		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 02/23/2018	932.09
2/23/2018		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 02/23/2018	<u>7,301.71</u>

**Total 1030 - US Bank - Web Junction/(Payroll) 53,315.30**

**Total Disbursed 187,144.73**

**Non-routine Bill Payments Explanations**

- A-** EDW-Repaired left back door and replaced stationary glass Lic# U29923
- B-** EDW-Preventive 5-year Contract on roof Annual Premium 2nd year of contract 01/01-12/31/18
- C-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- D-** EDW-Innovative Users Group (IUG) 2018 Conference 04/23-04/26/18 Registration-Thompson, Cassandra (SHARE Director)
- E-** 15 Staff Membership Renewal (General Fund-11 Staff Members & SHARE-2 Staff Members)
- F-** 24 GPS Services Quarterly Subscriptions 03/01-05/31/18
- G-** Auto, Property, General Liability and Umbrella Insurance Coverages (Payment 8 of 10)
- H-** eBooks purchased 01/01-01/31/18 & eBooks purchases to be reimbursed by members
- I-** EDW-Replaced both springs on south garage door
- J-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- K-** February 2018 IMRF Pmt.-Employee & Employer Contribution
- L-** February 2018 Payroll Tax Deposits

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 12/02/2017 Through 01/02/2018

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	2/1/2018	4654 2433-Bauer Joan C	1/5/2018	AMER LIB ASSOC-IMIS	CHA:Registration - Fundamentals of Acquisitions - Don 01/2018	169.00	85	5290	02	85
	2/1/2018	4654 2433-Bauer Joan C	1/27/2018	HIPCAST.COM	Recording Storage 02/2018	4.95	85	5550	02	85
	2/1/2018	4654 2433-Bauer Joan C	1/30/2018	ACT*Innovative Users G	CHA:Registration - IUG Conf - Joan 01/2018	325.00	85	5290	02	85
	2/1/2018	4654 2433-Bauer Joan C	1/30/2018	JIMMY JOHNS #90019	CHA:Lunch - SHARE Director Visit - 8 Staff 01/2018	57.95	85	5290	02	85
		Total 4654 2433-Bauer Joan C				556.90				
	2/1/2018	4654 2482-Brown Troy M	1/2/2018	DreamHost dh-fee.com	EDW:Domain Name - Greenville PL 01/2018	13.95	10	5840	01	12
	2/1/2018	4654 2482-Brown Troy M	1/2/2018	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 01/2018	30.00	85	5725	01	85
	2/1/2018	4654 2482-Brown Troy M	1/5/2018	DreamHost dh-fee.com	EDW:Domain Name - Litchfield PL 01/2018	9.95	10	5840	01	12
	2/1/2018	4654 2482-Brown Troy M	1/8/2018	DreamHost dh-fee.com	EDW:Domain Name - Dupo Library 01/2018	13.95	10	5840	01	12
	2/1/2018	4654 2482-Brown Troy M	1/8/2018	DreamHost dh-fee.com	EDW:Domain Name - Highland Library 01/2018	13.95	10	5840	01	12
	2/1/2018	4654 2482-Brown Troy M	1/8/2018	DreamHost dh-fee.com	EDW:Domain Name - Troy Library 01/2018	13.95	10	5840	01	12
	2/1/2018	4654 2482-Brown Troy M	1/8/2018	FLICKR PRO 1 YEAR	EDW:Flickr Pro Annual Subscription for Photo Storage 01/2018	49.99	10	5550	01	10
	2/1/2018	4654 2482-Brown Troy M	1/9/2018	BUFFALO WILD WINGS	CAR:Lunch Mtg - Troy, Brant & Zach 01/2018	40.28	10	5290	04	12
	2/1/2018	4654 2482-Brown Troy M	1/11/2018	AMAZON MKTPLACE PMTS	EDW:Thunderbolt Cables (2) 01/2018	80.72	10	5360	01	10
	2/1/2018	4654 2482-Brown Troy M	1/12/2018	ADOBE SYSTEMS, INC.	EDW:Adobe Acrobat Creative Suite Add'l License 01/2018	254.87	85	5360	01	85
	2/1/2018	4654 2482-Brown Troy M	1/19/2018	AMAZON MKTPLACE PMTS	EDW:12V Batteries (2) 01/2018	327.60	10	5360	01	10
	2/1/2018	4654 2482-Brown Troy M	1/24/2018	SMK*SURVEYMONKEY.COM	EDW:Monthly Subscription - Survey Monkey 01/2018	35.00	27	5550	01	27
	2/1/2018	4654 2482-Brown Troy M	1/25/2018	AMAZON.COM	EDW:Keyboard 01/2018	33.95	85	5360	01	85
	2/1/2018	4654 2482-Brown Troy M	1/30/2018	SMK*SURVEYMONKEY.COM	EDW:Annual Subscription - Survey Monkey 01/30/2018-01/29/19	360.00	10	5580	01	10
		Total 4654 2482-Brown Troy M				1,278.16				
	2/1/2018	4695 2640-Petty Linda	1/25/2018	Amazon.com	EDW:Water Filters (2) 01/2018	37.10	10	5195	01	10
		Total 4695 2640-Petty Linda				37.10				
	2/1/2018	5042 9006-Popit Ellen C	1/4/2018	AMERICAN	EDW:Airfare - PLA Conf - Leslie 01/2018	31.78	10	5275	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/4/2018	AMERICAN	EDW:Airfare - PLA Conf - Leslie 01/2018	374.60	10	5275	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/4/2018	AMERICAN	CAR:Airfare - PLA Conf - Ellen 01/2018	34.67	10	5275	04	10
	2/1/2018	5042 9006-Popit Ellen C	1/4/2018	AMERICAN	CAR:Airfare - PLA Conf - Ellen 01/2018	374.60	10	5275	04	10
	2/1/2018	5042 9006-Popit Ellen C	1/5/2018	ILLINOIS LIBRARY ASSOC	EDW:Donation on behalf of Bob Doyle 01/2018	100.00	10	5290	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/5/2018	TRAVEL INSURANCE POLIC	EDW:Travel Insurance - PLA Conf - Ellen & Leslie 01/2018	48.94	10	5275	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/8/2018	PLA	EDW:Registration - PLA Conf - Leslie 01/2018	415.00	10	5290	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/8/2018	PLA	CAR:Registration - PLA Conf - Ellen 01/2018	280.00	10	5290	04	10
	2/1/2018	5042 9006-Popit Ellen C	1/10/2018	AMER LIB ASSOC-CAREER	EDW:Registration - ALA Conf - Leslie 01/2018	305.00	10	5290	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/23/2018	WALGREENS #5752	EDW:Water for Board Networking Event 01/2018	7.54	10	5290	01	10
	2/1/2018	5042 9006-Popit Ellen C	1/31/2018	ILLINOIS LIBRARY ASSOC	CAR:Registration - ILA Legislative Meet Up - Ellen 01/2018	40.00	10	5290	04	10
		Total 5042 9006-Popit Ellen C				2,012.13				

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 12/02/2017 Through 01/02/2018

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	2/1/2018	5085 0664-Palmer Susan	1/10/2018	AMAZON MKTPLACE PMTS	EDW:DVD Cases (10pk) 01/2018	16.90	10	5385	01	20
	2/1/2018	5085 0664-Palmer Susan	1/10/2018	AMER LIB ASSOC-CAREER	EDW:Registration - ALA Conf - Susan 01/2018	305.00	10	5290	01	10
	2/1/2018	5085 0664-Palmer Susan	1/11/2018	SAMS CLUB #4878	EDW:Snacks - Delivery Mtg 01/2018	38.92	10	5290	01	20
	2/1/2018	5085 0664-Palmer Susan	1/18/2018	BUFFALO WILD WINGS	EDW:Dinner - CAR Trip - Susan 01/2018	18.18	10	5260	01	20
	2/1/2018	5085 0664-Palmer Susan	1/18/2018	HARBAUGHS CAFE	EDW:Breakfast - CAR Trip - Susan 01/2018	13.51	10	5260	01	20
	2/1/2018	5085 0664-Palmer Susan	1/19/2018	HAMPTON INN CARBONDALE	EDW:Lodging - CAR Trip - Susan 01/2018	159.85	10	5265	01	20
	2/1/2018	5085 0664-Palmer Susan	1/23/2018	CATRINAS LLC	EDW:Lunch - SHARE Director 1st Day - 11 Staff 01/2018	164.01	10	5290	01	10
	2/1/2018	5085 0664-Palmer Susan	1/23/2018	NIEMERG'S STEAK HOUSE	EDW:Dinner - Board Mtg - Susan, Julia & Cassandra 01/2018	53.69	10	5290	01	10
	2/1/2018	5085 0664-Palmer Susan	1/25/2018	NIEMERG'S STEAK HOUSE	EDW:Lunch - Operations Dept Mgrs Mtg 01/2018	46.06	10	5290	01	20
	2/1/2018	5085 0664-Palmer Susan	1/25/2018	PANERA BREAD 0606032	EDW:Snacks - Operations Dept Mgrs Mtg 01/2018	14.92	10	5290	01	20
	2/1/2018	5085 0664-Palmer Susan	1/26/2018	EFFINGHAM COUNTY CHAMB	EDW:Room Rental - Delivery Mtg 01/2018	30.00	10	5290	01	20
	2/1/2018	5085 0664-Palmer Susan	1/28/2018	OMNILERT LLC	EDW:Rained Out Text Alert System 01/2018	29.95	10	5400	01	10
		Total 5085 0664-Palmer Susan				890.99				
	2/1/2018	5174 4296-Bednar Leslie M	1/2/2018	AATRIX SOFTWARE	Electronic Filing, Printing & Mailing 2017 1099 & 1096 01/2018	72.01	10	5510	01	10
	2/1/2018	5174 4296-Bednar Leslie M	1/8/2018	AATRIX SOFTWARE	Electronic Filing, Printing & Mailing 2017 W2 & W3 01/2018	227.49	10	5510	01	10
	2/1/2018	5174 4296-Bednar Leslie M	1/12/2018	AATRIX SOFTWARE	Electronic Filing, Printing & Mailing 2017 1095 & 1094 01/2018	113.53	10	5510	01	10
	2/1/2018	5174 4296-Bednar Leslie M	1/24/2018	BELLA MILANO	EDW:Lunch Mtg - Joan, Traci, Cassie & Leslie 01/2018	66.47	85	5290	01	85
		Total 5174 4296-Bednar Leslie M				479.50				
	2/1/2018	5645 2424-Bushong Stacie L	1/2/2018	EFFINGHAM COUNTY CHAMB	EDW:Room Rental - Admin Team Mtg 01/2018	30.00	10	5290	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/23/2018	A LITTLE TASTE OF HEAV	EDW:Treats for Board Mtg 01/2018	21.08	10	5290	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/23/2018	A LITTLE TASTE OF HEAV	EDW:Treats for Board Networking Event 01/2018	24.06	10	5290	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/23/2018	SAMS CLUB #4878	EDW:Cups & Water for Board Mtgs 01/2018	13.92	10	5290	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/25/2018	PANERA BREAD #0601096	EDW:Lunch - HR Interviews 01/2018	43.27	10	5290	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/26/2018	AMAZON MKTPLACE PMTS	EDW:Tablecloth (2) for Conferences 01/2018	36.48	10	5330	01	10
	2/1/2018	5645 2424-Bushong Stacie L	1/26/2018	WAL-MART #0256	EDW:Thank You Card - Joan Rhodes 01/2018	4.25	10	5290	01	10
		Total 5645 2424-Bushong Stacie L				173.06				
	2/1/2018	5724 8383-Fries Arlanna	1/2/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic #U30471 01/2018	78.17	10	5210	04	20
	2/1/2018	5724 8383-Fries Arlanna	1/3/2018	LOWES #00493	CAR:Tire Gauges (5) 01/2018	20.90	10	5245	04	20
	2/1/2018	5724 8383-Fries Arlanna	1/3/2018	LOWES #00493	CAR:Carpet for Delivery Area 01/2018	85.00	10	5385	04	20
	2/1/2018	5724 8383-Fries Arlanna	1/9/2018	LOWES #00493	CAR:Wire Cutters for Delivery Tubs 01/2018	5.98	10	5385	04	20
	2/1/2018	5724 8383-Fries Arlanna	1/9/2018	LOWES #00493	CAR:S-Hooks for ILDS Cart 01/2018	11.56	10	5385	04	22

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 12/02/2017 Through 01/02/2018

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
2/1/2018	5724 8383-Fries Arlanna	1/16/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic #U30468 01/2018	78.17	10	5210	04	20	
2/1/2018	5724 8383-Fries Arlanna	1/16/2018	USPS PO 1612720001	CAR:Postage 01/2018	2.50	10	5370	04	20	
2/1/2018	5724 8383-Fries Arlanna	1/23/2018	CARBONDALE RURAL KING	CAR:Scoops (5) 01/2018	24.95	10	5245	04	20	
2/1/2018	5724 8383-Fries Arlanna	1/23/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic #U30471 01/2018	78.17	10	5210	04	20	
2/1/2018	5724 8383-Fries Arlanna	1/30/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filtr, Rotate Tires & Install Heat Shield Lic #U30469 01/2018	<u>190.49</u>	10	5210	04	20	
Total 5724 8383-Fries Arlanna					575.89					
2/1/2018	5724 8417-Kates Linda	1/5/2018	WM SUPERCENTER #1734	CHA:Squeegees (2) 01/2018	5.96	10	5190	02	10	
2/1/2018	5724 8417-Kates Linda	1/5/2018	WM SUPERCENTER #1734	CHA:Coffee 01/2018	9.98	10	5365	02	10	
2/1/2018	5724 8417-Kates Linda	1/11/2018	MENARDS CHAMPAIGN IL	CHA:Extension Cord for Block Heater Lic #U30209 01/2018	29.97	10	5245	02	20	
2/1/2018	5724 8417-Kates Linda	1/11/2018	MIDWEST AUTOMOTIVE &	CHA:Replace Fuel Pump/Filtr, Block Htr Elem/Assembly Lic #30209 01/2018	<u>1,432.31</u>	10	5210	02	20	
2/1/2018	5724 8417-Kates Linda	1/12/2018	AMSOIL	CHA:Antigel Agent (1cs) Lic #U30209 01/2018	<u>86.52</u>	10	5210	02	20	
Total 5724 8417-Kates Linda					<u>1,564.74</u>					

**Report Transaction Totals**

**7,568.47**

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

- Bauer, Joan C - CHA:Fundamentals of Acquisitions Course Registration - Pippin, Donald  
 Innovative Users Group (IUG) 2018 Conference 04/23-04/26/18 - Bauer, Joan
- Brown, Troy M - Purchased Adobe Acrobat Creative Suite License (Fully funded by SHARE FY2018 Budget)  
 (2) 12V Batteries for Backup Battery  
 Annual Survey Monkey Subscription 01/30/2018-01/29/2019
- Popit, Ellen C - EDW:Airfare to Public Library Association 2018 Conference-Bednar, Leslie  
 CAR:Airfare to Public Library Association 2018 Conference - Popit, Ellen  
 Intellectual Freedom Fund Contribution on Behalf of Bob Doyle  
 Public Library Association (PLA) 2018 Conference 03/20-03/24/18 Registration - Bednar, Leslie & Popit, Ellen  
 American Library Association (ALA) 2018 Conference 06/21-06/26/18 Registration - Bednar, Leslie
- Palmer, Susan - American Library Association (ALA) 2018 06/21-06/26/18 Conference Registration - Palmer, Susan
- Bednar, Leslie M - Electronic processing and mailing of 2017 1099s  
 Electronic processing and mailing of 2017 W-2s and W-3  
 Electronic processing and mailing of 2017 1095s and 1094
- Kates, Linda - CHA:Installed block heater and replaced lower fuel pump & filter on box truck Lic# U30209