

**Illinois Heartland Library System**

Disbursement Summary Report

Attachment 5.1

From 12/01/2021 Through 12/31/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/9/2021	23007	No	51 Fire & Safety	10	CHA:Fire Extinguisher Inspection (9)	49.25
12/9/2021	23008	No	AAIM EA Training and Consulting LLC	27	Background Check-EDW-Cataloger	126.70
12/9/2021	23009	No	Ameren Illinois	10	CHA:Gas 11/01-12/01/2021	204.26
12/9/2021	23010	No	Ameren Illinois	10	EDW:Gas 11/01-12/01/2021	191.65
12/9/2021	23011	No	Ameren Illinois	10	EDW:Electric & Lighting Svcs 11/01-12/01/2021	839.58
12/9/2021	23012	No	Bibliotheca LLC	85	eBooks Subscription Purchases 11/01-11/30/2021	12,368.93 <b>A</b>
12/9/2021	23013	No	Buildingstars Operations Inc	10	EDW:Janitorial Svcs December 2021	670.00
12/9/2021	23014	No	Busey	10	Busey Credit Card Stmt Ending 12/02/2021	6,943.79
12/9/2021		No	Busey	27	Busey Credit Card Stmt Ending 12/02/2021	71.00
12/9/2021		No	Busey	32	Busey Credit Card Stmt Ending 12/02/2021	139.76
12/9/2021		No	Busey	85	Busey Credit Card Stmt Ending 12/02/2021	1,174.24
12/9/2021	23015	No	Carle	10	Pre-employment Drug Screen & Fit for Duty Exam	222.00
12/9/2021		No	Carle	27	Pre-employment Drug Screen & Fit for Duty Exam	49.00
12/9/2021	23016	No	CCR Roofing Services LLC	10	EDW:Roof Leak Repair 10/19/2021	445.43
12/9/2021	23017	No	Constellation NewEnergy - Gas Division LLC	10	Gas Supply 11/01-11/30/2021	265.22
12/9/2021	23018	No	Enterprise FM Trust	10	Monthly Fees & Routine Maintenance - December 2021	10,533.94
12/9/2021	23019	No	Ford & Harrison LLP	10	Legal Counsel re:COVID-19, EEO Policy & Travel/Exp Reimb 11/08-11/18/2021	1,638.00
12/9/2021	23020	No	George Alarm Co Inc	10	EDW:Fire/Burglar/Elevator Alarm Monitoring 01/01/2022-03/31/2022	291.09
12/9/2021	23021	No	George Alarm	10	CHA:Fire/Burglar/Cell Backup Monitoring 01/01/2022-03/31/2022	120.00
12/9/2021	23022	No	i3 Broadband - CU	10	CHA:Internet 12/01-12/31/2021	11.67
12/9/2021		No	i3 Broadband - CU	27	CHA:Internet 12/01-12/31/2021	11.66
12/9/2021		No	i3 Broadband - CU	85	CHA:Internet 12/01-12/31/2021	11.66
12/9/2021	23023	No	IHLS-OCLC	27	WebDewey Cataloging Software Renewal (IHI) 11/01/2021-10/31/2022	760.84 <b>B</b>
12/9/2021	23024	No	Illini Janitorial	10	CHA:Janitorial Svcs November 2021	525.00
12/9/2021	23025	No	Marketview Car Wash	10	CHA:Van Washes Lic #U32276 & U33167	40.00
12/9/2021	23026	No	Nextgen Solutions	10	CAR:Usage Chrg 11/01-11/30/2021	44.02
12/9/2021		No	Nextgen Solutions	85	CAR:Usage Chrg 11/01-11/30/2021	16.82
12/9/2021	23027	No	Ellen C Popit	10	Mileage Reimb-Popit, Ellen-Travel to AISLE Conf Champaign 11/07-11/10/2021	53.44
12/9/2021		No	Ellen C Popit	10	Mileage Reimb-Popit, Ellen-Travel to Chatham LD for Netwkg Group 11/30/2021	53.13
12/9/2021		No	Ellen C Popit	10	Mileage Reimb-Popit, Ellen-Travel to EDW for Job Interviews 12/03/2021	33.99
12/9/2021		No	Ellen C Popit	10	Mileage Reimb-Popit, Ellen-Travel to Vandalia for Leadership Mtg 10/05/2021	28.03
12/9/2021	23028	No	Safelite Fulfillment Inc	10	CAR:Repair Windshield Lic #U33056	59.95
12/9/2021	23029	No	Scheffel Boyle	10	FY2021 OCLC Audit & Confirmations.com Balance Verification Charges	464.00 <b>C</b>
12/9/2021		No	Scheffel Boyle	32	FY2021 OCLC Audit & Confirmations.com Balance Verification Charges	1,375.00
12/9/2021	23030	No	SIUC Research Park Inc	10	CAR:Office Leasing, Electric & Lighting Svcs & Fiber Internet	7,949.96
12/9/2021		No	SIUC Research Park Inc	85	CAR:Office Leasing, Electric & Lighting Svcs & Fiber Internet	10.00
12/9/2021	23031	No	Charter Communications	10	EDW:Internet 12/01-12/31/2021	46.00
12/9/2021		No	Charter Communications	27	EDW:Internet 12/01-12/31/2021	46.00
12/9/2021		No	Charter Communications	32	EDW:Internet 12/01-12/31/2021	46.00
12/9/2021		No	Charter Communications	85	EDW:Internet 12/01-12/31/2021	45.99
12/9/2021	23032	No	Swank Movie Licensing USA	10	Copyright Compliance Site License 01/01/2022-06/30/2023 (9)	3,118.00 <b>D</b>
12/9/2021	23033	No	Xerox Financial Services	10	CAR:Base Chrg December 2021	119.05
12/9/2021		No	Xerox Financial Services	85	CAR:Base Chrg December 2021	84.33
12/10/2021	ACGURS20211210	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/10/2021	15,640.34
12/10/2021		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/10/2021	1,970.41
12/10/2021		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/10/2021	969.68
12/10/2021		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/10/2021	7,996.54
12/10/2021	ACHILPR20211210	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/10/2021	3,029.13
12/10/2021		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/10/2021	411.08
12/10/2021		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/10/2021	178.63
12/10/2021		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/10/2021	1,609.87
12/15/2021	23034	No	Midwest Service Enterprise, Inc.	66	CHA:Rental for Portable Restroom Trailer	3,000.00 <b>E</b>
12/17/2021	ACHILPR20211217	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/17/2021	1,021.93

**Illinois Heartland Library System**  
Disbursement Summary Report  
From 12/01/2021 Through 12/31/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
12/17/2021		No	Illinois Department of Revenue	27		IL Payroll Tax Deposit - PD 12/17/2021	77.72
12/17/2021		No	Illinois Department of Revenue	32		IL Payroll Tax Deposit - PD 12/17/2021	75.56
12/17/2021		No	Illinois Department of Revenue	85		IL Payroll Tax Deposit - PD 12/17/2021	450.94
12/17/2021	ACHIRS20211217	No	Department of the Treasury	10		IRS Payroll Tax Deposit-PD 12/17/2021	5,103.93
12/17/2021		No	Department of the Treasury	27		IRS Payroll Tax Deposit-PD 12/17/2021	290.56
12/17/2021		No	Department of the Treasury	32		IRS Payroll Tax Deposit-PD 12/17/2021	374.21
12/17/2021		No	Department of the Treasury	85		IRS Payroll Tax Deposit-PD 12/17/2021	2,127.96
12/23/2021	ACHILPR20211223	No	Illinois Department of Revenue	10		IL Payroll Tax Deposit - PD 12/23/2021	3,184.97
12/23/2021		No	Illinois Department of Revenue	27		IL Payroll Tax Deposit - PD 12/23/2021	476.50
12/23/2021		No	Illinois Department of Revenue	32		IL Payroll Tax Deposit - PD 12/23/2021	175.54
12/23/2021		No	Illinois Department of Revenue	85		IL Payroll Tax Deposit - PD 12/23/2021	1,610.50
12/23/2021	ACHIRS20211223	No	Department of the Treasury	10		IRS Payroll Tax Deposit-PD 12/23/2021	15,792.23
12/23/2021		No	Department of the Treasury	27		IRS Payroll Tax Deposit-PD 12/23/2021	2,300.82
12/23/2021		No	Department of the Treasury	32		IRS Payroll Tax Deposit-PD 12/23/2021	948.11
12/23/2021		No	Department of the Treasury	85		IRS Payroll Tax Deposit-PD 12/23/2021	7,998.88
12/28/2021	23035	No	Ameren Illinois	10		CHA:Electric & Lighting Srvcs 11/15-12/15/2021	520.16
12/28/2021	23036	No	American Pest Control	10		CHA:Monthly Extermination 12/10/2021	35.00
12/28/2021	23037	No	Arthur J Gallagher Risk Management	10		Treasurers Bond 12/01/2021-11/30/2022	2,849.00
12/28/2021	23038	No	AT&T	10		EDW:Internet 11/10-12/09/2021	751.89
12/28/2021		No	AT&T	27		EDW:Internet 11/10-12/09/2021	95.34
12/28/2021		No	AT&T	32		EDW:Internet 11/10-12/09/2021	95.34
12/28/2021		No	AT&T	85		EDW:Internet 11/10-12/09/2021	751.87
12/28/2021	23039	No	AT&T	10		EDW:Elevator Phone Line 12/04/2021-01/03/2022	49.55
12/28/2021		No	AT&T	85		EDW:Elevator Phone Line 12/04/2021-01/03/2022	49.54
12/28/2021	23040	No	AT&T	10		EDW:Fax Line 12/04/2021-01/03/2022	21.63
12/28/2021		No	AT&T	32		EDW:Fax Line 12/04/2021-01/03/2022	21.63
12/28/2021		No	AT&T	85		EDW:Fax Line 12/04/2021-01/03/2022	21.62
12/28/2021	23041	No	Carle	10		Pre-employment Drug Screen & Fit for Duty Exam	297.00
12/28/2021		No	Carle	27		Pre-employment Drug Screen & Fit for Duty Exam	49.00
12/28/2021	23042	No	Dave Georges	10		EDW:Repair Fence in Back Parking Lot	375.00
12/28/2021	23043	No	e-ImageData Corp	27		EDW:Replace USB Cable	40.99
12/28/2021	23044	No	Guardian	10		Supp Ins 01/01-01/31/2022	125.30
12/28/2021		No	Guardian	85		Supp Ins 01/01-01/31/2022	191.20
12/28/2021	23045	No	Andrew Herald	10		CHA:Tire Repair Lic #U32276	12.00
12/28/2021	23046	No	HR Source	10		Consulting re:Personnel Matters	277.50
12/28/2021	23047	No	Technology Management Rev Fund	85		CAR:Bandwidth 11/01-11/30/2021	270.00
12/28/2021	23048	No	Illinois Department of Revenue	27		Employee Wage Garnishment Collection ID: 10058731	692.40
12/28/2021	23049	No	Imel Pest Control Inc	10		EDW:Pest Control 12/09/2021	125.00
12/28/2021	23050	No	Jensen Information Technologies Inc	10		Microsoft Intune Subscription License	92.00
12/28/2021		No	Jensen Information Technologies Inc	85		Microsoft Intune Subscription License	368.00
12/28/2021	23051	No	Kavanagh Scully	10		EDW:Legal Counsel re:Signature Stamps, Bonding & Insurance 11/03-11/04/2021	720.00
12/28/2021	23052	No	Mountain Valley Water of Carbondale	10		CAR:5 Gallon Purified Water Bottle (1)	6.75
12/28/2021	23053	No	Susan J Palmer	10		Mileage Reimb-Palmer, Susan-Trvl to Kaskaskia Col-Internal Pl Mtg 12/14/21	67.20
12/28/2021	23054	No	Republic Services # 350	10		EDW:Trash & Recycling Removal 01/01-01/31/2022	139.06
12/28/2021	23055	No	Safelite Fulfillment Inc	10		EDW:Replace Windshield Lic #U32277	412.05
12/28/2021	23056	No	Barb Scoby	27		Mileage Reimb-Scoby, Barb-Travel to CHA for CMC Workday Mtg 12/08/2021	58.49
12/28/2021	23057	No	Shred-it USA	10		EDW:Shredding 12/10/2021	64.11
12/28/2021	23058	No	Verizon Wireless	10		Cellphone Srvcs, MIFI, Router & After Hrs Line 11/24-12/23/2021	951.36
12/28/2021		No	Verizon Wireless	85		Cellphone Srvcs, MIFI, Router & After Hrs Line 11/24-12/23/2021	336.44
12/28/2021	23059	No	Wex Bank	10		Fuel Charges 11/23/2021-12/23/2021	16,988.35
12/28/2021		No	Wex Bank	27		Fuel Charges 11/23/2021-12/23/2021	46.13
12/28/2021		No	Wex Bank	85		Fuel Charges 11/23/2021-12/23/2021	87.50
12/28/2021	23060	No	WSIU Public Broadcasting	10		Sponsorship:PBS 24/7 Kids-December Installment	130.00
12/28/2021	23061	No	Xerox Financial Services	10		Base & Usage Chrg 10/30-11/29/2021	302.65
12/28/2021		No	Xerox Financial Services	27		Base & Usage Chrg 10/30-11/29/2021	117.98
12/28/2021		No	Xerox Financial Services	32		Base & Usage Chrg 10/30-11/29/2021	222.75
12/28/2021		No	Xerox Financial Services	85		Base & Usage Chrg 10/30-11/29/2021	117.97

**Illinois Heartland Library System**

Disbursement Summary Report

From 12/01/2021 Through 12/31/2021

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/28/2021	ACHIMRFDec2021	No	Illinois Municipal Retirement Fund	10	December 2021 IMRF Payment	10,990.10
12/28/2021		No	Illinois Municipal Retirement Fund	27	December 2021 IMRF Payment	1,895.98
12/28/2021		No	Illinois Municipal Retirement Fund	32	December 2021 IMRF Payment	1,179.13
12/28/2021		No	Illinois Municipal Retirement Fund	85	December 2021 IMRF Payment	<u>7,800.63</u>
					Total 1000 - US Bank-General Fund	178,927.01
12/21/2021	Cash12/21/21	No	Petty Cash	10	Holiday Party-Supplies-EDW	<u>2.43</u>
					Total 1091 - Petty Cash-EDW	2.43
12/21/2021	Cash12/21/21	No	Petty Cash	10	Holiday Party-Supplies-EDW	<u>0.23</u>
					Total 1092 - Petty Cash-CHA	0.23

**Total Disbursed**

**178,929.67**

**Non-routine Bill Payments Explanations**

- A-** eBooks purchased 11/01-11/30/21 & eBooks purchases to be reimbursed by participating libraries.
- B-** Annual renewal of the WebDewey cataloging software. This was included in the CMC Grant.
- C-** FY2021 OCLC Agreed Upon Procedures audit and Confirmation.com balance verification charges. The OCLC audit charges were included in the OCLC Grant.
- D-** Purchased (9) SWANK Copyright Compliance Site Licenses for 01/01/2022-06/30/2023 to be reimbursed by members.
- E-** Rental of portable restroom trailer to accommodate staff at the Champaign office during the remodeling of the restrooms.
- F-** Annual premium for the Treasurers Bond for 12/01/2021-11/30/2022.

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 11/02/2021 Through 12/02/2021

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
12/2/2021	4695 2640-Petty Linda	11/4/2021	FINISH LINE	CAR:Car Wash Lic #U18520 11/2021	12.99	10	5210	04	10
12/2/2021	4695 2640-Petty Linda	11/7/2021	FINISH LINE	CAR:Van Wash Lic #U33806 11/2021	12.99	10	5210	04	20
12/2/2021	4695 2640-Petty Linda	11/9/2021	WALMART	EDW:DEF for Box Truck Lic #U31660 11/2021	62.90	10	5210	01	22
12/2/2021	4695 2640-Petty Linda	11/16/2021	FINISH LINE	CAR:Van Wash Lic #U33023 11/2021	12.99	10	5210	04	22
12/2/2021	4695 2640-Petty Linda	11/18/2021	FINISH LINE	CAR:Van Wash Lic #U33056 11/2021	12.99	10	5210	04	20
12/2/2021	4695 2640-Petty Linda	11/22/2021	AMAZON	EDW:Magnets for Delivery Shelves 11/2021	8.95	10	5385	01	20
12/2/2021	4695 2640-Petty Linda	11/30/2021	FINISH LINE	CAR:Van Wash Lic #U25399 11/2021	12.99	10	5210	04	10
12/2/2021	4695 2640-Petty Linda	11/30/2021	FINISH LINE	CAR:Van Wash Lic #U33021 11/2021	12.99	10	5210	04	20
12/2/2021	4695 2640-Petty Linda	11/30/2021	FINISH LINE	CAR:Van Wash Lic #U33022 11/2021	<u>12.99</u>	10	5210	04	20
	Total 4695 2640-Petty Linda				162.78				
12/2/2021	5085 0664-Palmer Susan	11/1/2021	AIRPORT METRO TAXI	Bibliotheca Trip:Taxi-Palmer, Susan 11/2021	38.52	10	5275	01	10
12/2/2021	5085 0664-Palmer Susan	11/1/2021	AIRPORT METRO TAXI	Bibliotheca Trip:Taxi-Thompson, Cassie 11/2021	38.52	85	5275	01	85
12/2/2021	5085 0664-Palmer Susan	11/3/2021	CITY OF ST LOUIS	Bibliotheca Trip:Parking-Palmer, Susan 11/2021	66.00	10	5275	01	10
12/2/2021	5085 0664-Palmer Susan	11/6/2021	AMAZON	EDW:Blue Pocket Folders (50) 11/2021	22.99	10	5365	01	10
12/2/2021	5085 0664-Palmer Susan	11/8/2021	AMAZON	EDW:Desk Calendar 11/2021	11.98	10	5365	01	20
12/2/2021	5085 0664-Palmer Susan	11/10/2021	HILTON GARDEN INN	AISLE Conf:Dinner-Palmer, Susan 11/2021	16.94	10	5260	01	10
12/2/2021	5085 0664-Palmer Susan	11/10/2021	HILTON GARDEN INN	ILDS CHA Trip:Breakfast & Dinner-Palmer, Susan 11/2021	23.44	10	5260	01	22
12/2/2021	5085 0664-Palmer Susan	11/10/2021	HILTON GARDEN INN	AISLE Conf:Lodging-Palmer, Susan 11/2021	192.10	10	5265	01	10
12/2/2021	5085 0664-Palmer Susan	11/10/2021	HILTON GARDEN INN	ILDS CHA Trip:Lodging-Palmer, Susan 11/2021	96.05	10	5265	01	22
12/2/2021	5085 0664-Palmer Susan	11/10/2021	SAMS CLUB	EDW:8.5x11 Copy Paper (2) 11/2021	75.76	32	5360	01	32
12/2/2021	5085 0664-Palmer Susan	11/12/2021	AMAZON	EDW:Laserjet Black Toner Cartridge 11/2021	215.89	10	5360	01	10
12/2/2021	5085 0664-Palmer Susan	11/15/2021	ABILA CHECKS	AP Checks (1000) 11/2021	369.95	10	5725	01	10
12/2/2021	5085 0664-Palmer Susan	11/16/2021	ILSOS NFP ANNUAL RPT	2021 Annual Report Filing Fee 11/2021	11.00	10	5725	01	10
12/2/2021	5085 0664-Palmer Susan	11/16/2021	SAMS CLUB	EDW:Napkins 11/2021	<u>11.18</u>	10	5390	01	10
	Total 5085 0664-Palmer Susan				1,190.32				
12/2/2021	5645 2424-Bushong Stacie L	11/17/2021	TELEFLORACOM PICKS	Flowers-Sympathy-Kates, Linda 11/2021	<u>77.53</u>	10	5057	01	10
	Total 5645 2424-Bushong Stacie L				77.53				
12/2/2021	5724 8417-Kates Linda	11/30/2021	SAMS CLUB	CHA:Bottled Water (4) 11/2021	12.72	10	5195	02	10
12/2/2021	5724 8417-Kates Linda	11/30/2021	SAMS CLUB	Delivery Mtg-Snacks 11/2021	<u>43.42</u>	10	5290	02	20
	Total 5724 8417-Kates Linda				56.14				
12/2/2021	5912 4772-Brown Troy M	11/1/2021	STARBUCKS	Bibliotheca Trip:Breakfast-Brown, Troy 11/2021	13.57	85	5280	01	85
12/2/2021	5912 4772-Brown Troy M	11/1/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	20.88	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/1/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	41.74	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	MAILCHIMP	Subscription:MailChimp Monthly 11/2021	62.99	10	5330	01	10

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 11/02/2021 Through 12/02/2021

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
12/2/2021	5912 4772-Brown Troy M	11/2/2021	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 11/2021	30.00	85	5725	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	PIPEDRIVE	PipeDrive Monthly Subscription 11/2021	159.50	10	5550	01	10
12/2/2021	5912 4772-Brown Troy M	11/2/2021	PIPEDRIVE	PipeDrive Monthly Subscription 11/2021	159.50	85	5550	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	TACO LIBRE	Bibliotheca Trip:Dinner-Brown, Troy 11/2021	22.71	85	5280	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	5.69	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	9.97	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	11.43	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	11.38	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	19.96	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/2/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	22.88	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/3/2021	CITY OF ST LOUIS	Bibliotheca Trip:Parking-Brown, Troy 11/2021	21.00	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/3/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	5.35	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/3/2021	UBER	Bibliotheca Trip:Uber-Susan 11/2021	5.79	10	5275	01	10
12/2/2021	5912 4772-Brown Troy M	11/3/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	10.72	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/3/2021	UBER	Bibliotheca Trip:Uber-Troy & Cassie 11/2021	11.56	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MICROSOFT	Microsoft Power Automate Monthly License 11/2021	6.00	10	5550	01	10
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MICROSOFT	Teams Phone Lines (6) 11/2021	96.00	27	5400	01	27
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MICROSOFT	Teams Phone Lines (4) 11/2021	64.00	32	5400	01	32
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MICROSOFT	Teams Phone Lines (18) 11/2021	288.00	85	5400	01	85
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MICROSOFT	Teams Phone Lines (3) 11/2021	48.00	85	5400	01	88
12/2/2021	5912 4772-Brown Troy M	11/4/2021	MIROSOFT	Teams Phone Lines (18) 11/2021	281.00	10	5400	01	10
12/2/2021	5912 4772-Brown Troy M	11/4/2021	UBER	Bibliotheca Trip:Uber-Brown, Troy 11/2021	30.43	85	5275	01	85
12/2/2021	5912 4772-Brown Troy M	11/8/2021	MICROSOFT AZURE	Online Cloud Backup 11/2021	77.83	10	5550	01	10
12/2/2021	5912 4772-Brown Troy M	11/8/2021	MICROSOFT AZURE	Online Cloud Backup 11/2021	77.82	85	5550	01	85
12/2/2021	5912 4772-Brown Troy M	11/8/2021	PHEEDLOOP	Member Day-Gold Exhibitor Premium Booth Add On 11/2021	100.98	10	5315	01	10
12/2/2021	5912 4772-Brown Troy M	11/10/2021	PHEEDLOOP	Member Day-Gold Exhibitor Premium Booth Add On 11/2021	937.12	10	5315	01	10
12/2/2021	5912 4772-Brown Troy M	11/11/2021	ZOOM	Member Day-Webinar Service 11/2021	79.00	10	5315	01	10
12/2/2021	5912 4772-Brown Troy M	11/27/2021	HIPCAST	Recording Storage 11/2021	4.95	85	5550	01	85
12/2/2021	5912 4772-Brown Troy M	12/2/2021	PIPEDRIVE	PipeDrive Monthly Subscription 12/2021	159.50	10	5550	01	10
12/2/2021	5912 4772-Brown Troy M	12/2/2021	PIPEDRIVE	PipeDrive Monthly Subscription 12/2021	<u>159.50</u>	85	5550	01	85
	Total 5912 4772-Brown Troy M				3,056.75				
12/2/2021	6067 4476-Thompson Cassandra	11/1/2021	PATRIOTS TAVERN	Bibliotheca Trip:Dinner-Susan 11/2021	23.82	10	5280	01	10
12/2/2021	6067 4476-Thompson Cassandra	11/1/2021	PATRIOTS TAVERN	Bibliotheca Trip:Dinner-Cassie & Troy 11/2021	47.65	85	5280	01	85
12/2/2021	6067 4476-Thompson Cassandra	11/3/2021	DOORDASH PORTILLOS	Bibliotheca Trip:Dinner-Thompson, Cassandra 11/2021	32.99	85	5280	01	85
12/2/2021	6067 4476-Thompson Cassandra	11/3/2021	THE PARKING SPOT	Bibliotheca Trip:Parking-Thompson, Cassandra 11/2021	22.46	85	5275	01	85
12/2/2021	6067 4476-Thompson Cassandra	11/18/2021	JIMMY JOHNS	Member Day-Lunch-1 Staff 11/2021	12.85	10	5315	01	10

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 11/02/2021 Through 12/02/2021

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
12/2/2021	6067 4476-Thompson Cassandra	11/18/2021	JIMMY JOHNS	Member Day-Lunch-20 Staff 11/2021	278.39	10	5315	01	10
12/2/2021	6067 4476-Thompson Cassandra	11/19/2021	NOTSL	NOTSL Fall Workshop:Refund Registration-1 Staff 11/2021	(25.00)	27	5290	01	27
Total 6067 4476-Thompson Cassandra					393.16				
12/2/2021	6176 8343-Yackle Annabel	11/8/2021	PANDA EXPRESS	Library Visits/Board Mtgs:Dinner-Yackle, Anna 11/2021	15.81	10	5260	01	10
12/2/2021	6176 8343-Yackle Annabel	11/9/2021	CRACKER BARREL	Library Visits/Board Mtgs:Dinner-Yackle, Anna 11/2021	13.09	10	5260	01	10
12/2/2021	6176 8343-Yackle Annabel	11/9/2021	RAMADA	Library Visits/Board Mtgs:Lodging-Yackle, Anna 11/2021	108.53	10	5265	01	10
Total 6176 8343-Yackle Annabel					137.43				
12/2/2021	6359 8292-Greve Penrod Shandi	11/5/2021	WALMART	Marketing Giveaways:AISLE Conf 11/2021	34.94	10	5330	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/5/2021	WALMART	EDW:Hand Sanitizer & Adhesive 11/2021	6.40	10	5365	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/7/2021	MCDONALDS	AISLE Conf:Dinner-Greve Penrod, Shandi 11/2021	2.23	10	5260	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/9/2021	HOULIHANS	AISLE Conf:Lunch-Susan & Shandi 11/2021	9.34	10	5260	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/9/2021	MCDONALDS	AISLE Conf:Dinner-Greve Penrod, Shandi 11/2021	5.59	10	5260	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/10/2021	NONPROFIT MARKETERS	Nonprofit Marketers Organizational Membership Dues 11/2021	250.00	10	5700	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/13/2021	FACEBOOK	Advertising:Library Crawl Event 11/2021	22.31	10	5330	01	10
12/2/2021	6359 8292-Greve Penrod Shandi	11/17/2021	CURATOR GROUP	Member Day-Social Media Wall Subscription (1 mo) 11/2021	25.50	10	5315	01	10
Total 6359 8292-Greve Penrod Shandi					356.31				
12/2/2021	6366 3690-Thomas Pamela	11/17/2021	HEARTSMART	EDW:AED Replacement Pads 11/2021	67.00	10	5365	01	10
12/2/2021	6366 3690-Thomas Pamela	11/17/2021	HEARTSMART	CAR:AED Replacement Pads 11/2021	67.00	10	5365	04	10
12/2/2021	6366 3690-Thomas Pamela	11/18/2021	JETS PIZZA	Member Day Lunch-15 Staff 11/2021	114.41	10	5315	01	10
Total 6366 3690-Thomas Pamela					248.41				
12/2/2021	6613 2453-Bednar Leslie M	11/8/2021	I HOTEL	AISLE Conf:Lodging-Bednar, Leslie 11/2021	145.77	10	5265	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/8/2021	PANERA	AISLE Conf:Breakfast-Bednar, Leslie 11/2021	10.77	10	5260	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/9/2021	I HOTEL	AISLE Conf:Lodging-Krouse, Tambree 11/2021	145.77	10	5265	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/9/2021	MERRY ANNS DINER	AISLE Conf:Breakfast Mtg-Leslie & Anne Craig 11/2021	21.00	10	5260	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/9/2021	PANERA	AISLE Conf:Dinner-Bednar, Leslie 11/2021	15.13	10	5260	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/24/2021	APA	APA Membership Dues-Johnisee, Rhonda 11/2021	262.00	10	5700	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/30/2021	ALA	ALA LibLearnX Virtual Conf:Registration-Bednar, Leslie 11/2021	189.00	10	5290	01	10
12/2/2021	6613 2453-Bednar Leslie M	11/30/2021	ALA	ALA LibLearnX Virtual Conf:Registration-Palmer, Susan 11/2021	189.00	10	5290	01	10
12/2/2021	6613 2453-Bednar Leslie M	12/1/2021	C KRUEGERS	Cookies-Congratulations-AISLE Exemplary Award Winners (2) 11/2021	79.42	10	5330	01	10
Total 6613 2453-Bednar Leslie M					1,057.86				
12/2/2021	6615 7831-Porter Dena	11/18/2021	JIMMY JOHNS	Member Day-Lunch-7 Staff 11/2021	76.28	10	5315	01	10
12/2/2021	6615 7831-Porter Dena	11/22/2021	AMAZON	Member Day-Door Prize Gift Cards (5) 11/2021	100.00	10	5315	01	10

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 11/02/2021 Through 12/02/2021

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
		Total 6615 7831-Porter Dena				176.28				
12/2/2021	6666	6914-Knirr John	11/5/2021	BEST BUY	EDW:HDMI iPad Adapter 11/2021	<u>58.90</u>	85	5360	01	85
		Total 6666 6914-Knirr John				58.90				
12/2/2021	6756	1734-Trevino Jill	11/1/2021	INDEED	Job Posting-EDW-Courier 11/2021	75.00	10	5070	01	20
12/2/2021	6756	1734-Trevino Jill	11/1/2021	INDEED	Job Posting-CAR-Courier 11/2021	75.00	10	5070	04	20
12/2/2021	6756	1734-Trevino Jill	11/24/2021	USPS	EDW:Postage 11/2021	<u>22.14</u>	10	5370	01	10
		Total 6756 1734-Trevino Jill				172.14				
12/2/2021	6820	4888-Parr Casey	11/6/2021	FINISH LINE	CAR:Van Wash Lic #U35061 11/2021	12.99	10	5210	04	20
12/2/2021	6820	4888-Parr Casey	11/30/2021	WALMART	CAR:Washer Fluid (4) 11/2021	<u>7.36</u>	10	5210	04	20
		Total 6820 4888-Parr Casey				20.35				
12/2/2021	6945	6065-Popit Ellen C	11/1/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/2/2021	OLD CASTLE CANDLE	Member Day-Presenter Gift 11/2021	32.94	10	5315	01	10
12/2/2021	6945	6065-Popit Ellen C	11/5/2021	LLS.ORG	Donation-Sympathy-Foote, Diane (ILA) 11/2021	50.00	10	5330	01	10
12/2/2021	6945	6065-Popit Ellen C	11/7/2021	SUN SINGER RESTAURANT	AISLE Conf:Dinner-Shandi, Susan & Ellen 11/2021	79.74	10	5260	01	10
12/2/2021	6945	6065-Popit Ellen C	11/10/2021	I HOTEL	AISLE Conf:Dinner-Popit, Ellen 11/2021	13.10	10	5260	01	10
12/2/2021	6945	6065-Popit Ellen C	11/10/2021	I HOTEL	AISLE Conf:Lodging-Popit, Ellen 11/2021	437.31	10	5265	01	10
12/2/2021	6945	6065-Popit Ellen C	11/30/2021	ALA	ALA LibLearnX Virtual Conf:Registration-Popit, Ellen 11/2021	<u>189.00</u>	10	5290	01	10
		Total 6945 6065-Popit Ellen C				1,164.43				

**Report Transaction Totals**

**8,328.79**

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

Thompson, Cassandra - Refund of the registration for Northern Ohio Technical Service Librarians (NOTSL) Fall Workshop for 1 cataloging staff in CMC.  
 Greve Penrod, Shandi - Nonprofit Marketers Organizational annual membership fee for Shandi Greve Penrod.  
 Bednar, Leslie M - American Payroll Association (APA) annual membership fee for Rhonda Johnisee.  
 Registration for the American Library Association (ALA) LibLearnX virtual conference for Leslie Bednar and Susan Palmer.  
 Popit, Ellen C - Registration for the ALA LibLearnX virtual conference for Ellen Popit.