



Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-OCTOBER 2020

Appropriation January 2020	\$1,826,681.00
Expenditures to date	<u>\$1,073,047.98</u>
Balance	\$753,633.02
Deposits to date	\$179.53
Deposits, September 2020	<u>\$5.60</u>
Balance	\$753,818.15

The staff recommends the allowance of	
Claim Numbers 6317 to 6335 amounting to	\$110,282.63
Less Elaine Strike Fund	- \$75.91
Less Drake-Breskvaar Fund	-\$64.74
Less Friends' Bag/Flash drive January- June 2020 Sales	<u>-\$227.72</u>
	BALANCE \$643,903.89

BOARD AUTHORIZATION

Motion: _____

Second: _____

October 28, 2020

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Filed October 28, 2020 SCHEDULE OF VOUCHERS Date Paid _____ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Aggie's	6317	P-Card Purchases	Program Prizes	\$20.00	
	Amazon	6318	P-Card Purchases	Program Supplies	\$378.53	
	Baker and Taylor	6319	P-Card Purchases	Books, DVDs, CDs	\$16,267.75	
	Friends of the West Allis Public Library	6320	FPOs #F41941, F43108, F43109,	Bag/Flash Drive Sales January-June 2020	\$227.72	
	Go Daddy	6321	P-Card Purchase	Domain Name Renewal	\$52.32	
	HGTV Magazine	6322	P-Card Purchases	Magazine Renewal	\$34.97	
	HW Wilson	6323	P-Card Purchase	Reference Book	\$295.70	
	Koszalka, Michael	6324	FPO #F432.51	Petty Cash	\$101.92	
	Nassco	6325	P-Card Purchase	Custodial Supplies	\$445.74	
	Office Depot	6326	P-Card Purchases	Library Supplies	\$369.18	
	Target	6327	P-Card Purchases	Program Prizes	\$30.00	
	USPS	6328	P-Card Purchase	Postage	\$5.60	
	Wall Street Journal	6329	P-Card Purchases	Newspaper Renewal	\$539.88	
	We Energies	6330		Gas/ Electric Services	\$3,782.79	
	Wisconsin Academy of Sciences, Arts, and Letters	6331	P-Card Purchase	Magazine Renewal	\$30.00	
	Wisconsin Library Association	6332	P-Card Purchases	Membership Renewal	\$255.00	
	Zoobean	6333		Beanstack Credit	\$1,448.70	
	Zoom	6334	P-Card Purchases	Virtual Programming Platform	\$14.99	
	Payroll	6335			\$88,879.24	
				Total	\$110,282.63	

LIBRARY BOARD

President

Secretary

Financial Report 10-23-20

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,134,692.00	\$776,280.00	\$358,412.00
Salaries (Other)	206,690.00	85,141.00	121,549.00
Shift Differential	0.00	-	0.00
Overtime	5,759.00	2,350.00	3,409.00
Out-of-Class	0.00	-	0.00
Labor Charges (Other Depts)	0.00	-	0.00
Office Equipment/Repair	1,000.00	-	1,000.00
Furniture Repair/Maint	0.00	-	0.00
Auto Repair/Maint	1,000.00	-	1,000.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	45.00	2,655.00
Postage	3,500.00	281.00	3,219.00
Office Supplies	23,500.00	13,431.00	10,069.00
Printing	0.00	-	0.00
Materials Fund	252,239.00	162,984.00	89,225.00
Memberships	500.00	-	500.00
Travel Expense	1,500.00	43.00	1,457.00
Car Allowance	480.00	-	480.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	7,768.00	-268.00
Fuel (Gas-Auto)	650.00	95.00	555.00
Oils, Fluids, Lubs	28.00	-	28.00
Electrical Supplies	0.00	-	0.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,800.00	6,540.00	-1,740.00
Cleaning/Laundry	3,800.00	-	3,800.00
Rentals	0.00	-	0.00
Maintenance Contracts	112,000.00	93,026.00	18,974.00
Other Services	14,815.00	1,542.00	13,273.00
Office Furniture/Equip	13,500.00	-	13,500.00
Gas	16,000.00	6,438.00	9,562.00
Electricity	52,000.00	28,333.00	23,667.00
Water	9,300.00	6,105.00	3,195.00
Safety Glasses	50.00	-	50.00
Telephone	0.00	-	0.00
TOTAL	1,869,703.00	\$1,190,402.00	\$679,271.00

Unaudited--does not include adjustments, transfers, close-outs.
Includes carry-overs.

Materials Fund includes gifts, lost and paid, damages, carry-overs.