



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-DECEMBER 2025

Appropriation January 2025	\$1,833,520.00
Expenditures to date	<u>\$1,307,772.67</u>
Balance	\$525,747.33
Deposits to date	\$771.75
Deposits, October 2025	<u>\$17.70</u>
Balance	\$526,536.78
The staff recommends the allowance of Claim Numbers 7999 to 8023 amounting to	\$131,797.70
Less West Allis Reads	-\$39.92
Less Library Book Fund	-\$126.40
Less Friends' September/October Sales	-\$529.98
Less Friends' Donations	<u>-\$607.35</u>
BALANCE	\$396,042.73

BOARD AUTHORIZATION

Motion: _____

Second: _____

December 3, 2025

CITY OF WEST ALLIS

Date Filed December 3, 2025_ SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Library Board

Date Paid _____

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	7999	P-Card Purchases	Library and Program Supplies, Books	\$756.99	
	Aunt Flow	8000	P-Card Purchase	Feminine Hygiene Products	\$172.00	
	Baker & Taylor	8001	P-Card Purchases	Books, DVD's, CD's, etc.	\$1135.95	
	Brodart	8002	P-Card Purchase	Cataloging Supplies	\$40.95	
	Campaign Monitor	8003	P-Card Purchase	Service Subscription Renewal	\$58.65	
	Cengage Group	8004	Docuware	Large-Type Books	\$523.03	
	Center Point Large Print	8005	Docuware	Large-Type Books	\$49.14	
	Demco	8006	P-Card Purchases	Cataloging and Library Supplies	\$879.57	
	Discount Paper Products	8007	Docuware	Receipt Paper	\$493.50	
	Dollar Tree	8008	P-Card Purchase	Program Supplies	\$25.00	
	Facebook	8009	P-Card Purchase	Post Boost	\$39.92	
	Friends of WAPL	8010	Docuware	Friends Sales Sep/Oct 2025	\$529.98	
	Graybar	8011	P-Card Purchase	Wiring Devices	\$100.80	
	Ingram	8012	P-Card Purchases	Books, DVD's, CD's, etc.	\$12,215.03	
	Koszalka, Michael	8013	Docuware	Petty Cash	\$52.60	
	MCFLS	8014	Docuware	Circ Supplies, Postage, Ecommerce, Hoopla	\$5043.40	
	Midwest Tape	8015	Docuware	Audiobooks and DVD's	\$2867.99	
	Nassco	8016	P-Card Purchases	Custodial Supplies	\$668.86	
	ODP	8017	P-Card Purchases	Library Supplies	\$630.55	
	Pick 'n Save	8018	P-Card Purchases	Program Supplies	\$149.54	
	Sports Illustrated	8019	P-Card Purchase	Subscription Renewal	\$24.95	
	Target	8020	P-Card Purchases	Custodial Supplies and DVD's	\$39.14	
	USPS	8021	P-Card Purchase	Postage	\$5.22	
	WE Energies	8022		Gas/Electric Services	\$5234.24	

LIBRARY BOARD

President

Secretary

Financial Report 12-2-25

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,104,528.00	\$834,074.00	\$270,454.00
Salaries (Other)	199,732.00	226,811.00	-27,079.00
Overtime	10,000.00	-	10,000.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	21.00	979.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,200.00	822.00	1,378.00
Postage	1,500.00	505.00	995.00
Office Supplies	19,500.00	15,208.00	4,292.00
Materials Fund	250,000.00	203,940.00	46,090.00
Memberships	500.00	255.00	245.00
Travel Expense	1,200.00	-	1,200.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	6,952.00	548.00
Fuel (Gas-Auto)	400.00	78.00	362.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	6,976.00	-2,161.00
Maintenance Contracts	84,000.00	68,634.00	15,366.00
Other Services	4,800.00	6,976.00	-2,176.00
Office Furniture/Equip	13,500.00	8,522.00	4,978.00
Gas	16,000.00	7,543.00	8,457.00
Electricity	52,000.00	44,290.00	7,710.00
Water	9,300.00	6,718.00	2,582.00
Telephone	500.00	416.00	84.00
Safety Glasses	50.00	-	50.00
TOTAL	1,785,753.00	\$1,438,741.00	\$347,012.00

Unaudited--does not include adjustments, transfers, close-outs.