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CLAIMS AND FINANCE REPORT-OCTOBER 2019

Appropriation January 2019	\$1,877,227.00
Expenditures to date	<u>1,144,680.06</u>
Balance	\$732,546.94
Deposits to date	<u>18,281.14</u>
Balance	\$750,828.08
Deposits, September 2019	<u>717.64</u>
Balance	\$751,545.72
The staff recommends the allowance of	
Claim Numbers 6038 to 6067 amounting to \$	120,621.16
Less Drake-Breskvar Fund	-89.22
Less Heikkenen Memorial Trust	<u>-1,105.89</u>
BALANCE	\$632,119.67

BOARD AUTHORIZATION

Motion: _____

Second: _____

October 23, 2019

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed October 23, 2019_ SCHEDULE OF VOUCHERS

Date Paid _____ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Adelman	6038	Purchase Order #142989	Carpet Cleaning	\$3725.00	
	Amazon	6039	P-Card Purchases	Library and Program Supplies	\$265.49	
	Baker & Taylor	6040	P-Card Purchases	Books, DVD's, CD's, etc.	\$13,919.22	
	BorderLAN Security	6041	FPO #F40418	Contract Renewals	\$2200.00	
	Brodart	6042	P-Card Purchase	Cataloging Supplies	\$59.45	
	CDW-G	6043	Purchase Order #143181	TV and Stand for Children's Storyroom	\$1105.89	
	Cengage Learning	6044	FPO #'s F40525, F40415	Large-Type Books	\$183.15	
	Center Point Large Print	6045	FPO #F40413	Adult Large-Type Books	\$44.34	
	Demco	6046	P-Card Purchases	Cataloging Supplies	\$426.77	
	Dollar Tree	6047	P-Card Purchases	Teen/Tween Program	\$28.00	
	Frederick, Michael	6048	FPO #F40419	Adult Book	\$24.00	
	HGTV Magazine	6049	P-Card Purchase	Subscription Renewal	\$34.97	
	Infogroup	6050	FPO #F40411	Adult Reference Books	\$505.00	
	Information Today, Inc.	6051	FPO #F40455	Subscription Renewal	\$114.95	
	Kids in Motion	6052	P-Card Purchase	Survey Prize	\$25.00	
	Leigh, Noah	6053	FPO #F40237	Presentation 10/29/19	\$200.00	
	Library Store, The	6054	P-Card Purchase	Cataloging Supplies	\$319.90	
	Midwest Tape	6055	FPO #F40414	Adult and Children's Audiobooks	\$435.90	
	Minitex	6056	P-Card Purchase	Cataloging Supplies	\$5142.00	
	Office Depot	6057	P-Card Purchases	Library Supplies	\$327.16	
	Oriental Trading	6058	P-Card Purchase	Program Supplies	\$45.24	
	Pick 'N Save	6059	P-Card Purchases	Program Supplies	\$163.72	
	Scholastic	6060	FPO #F40412	Children's Books	\$343.20	
	Target	6061	P-Card Purchase	Survey Prize	\$40.00	
	Urban Joe Cafe	6062	P-Card Purchase	Survey Prize	\$40.00	

LIBRARY BOARD

President

Secretary

Date Filed October 23, 2019 SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Paid _____

Library Board

[illegible]

LIBRARY BOARD

President

Secretary

Financial Report 10-21-19

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,098,836.00	\$769,691.00	\$329,145.00
Salaries (Other)	212,678.00	133,185.00	79,493.00
Shift Differential	0.00	-	0.00
Overtime	10,000.00	8,282.00	1,718.00
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	200.00	-	200.00
Auto Repair/Maint	1,000.00	25.00	975.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	1,556.00	1,144.00
Postage	3,500.00	985.00	2,515.00
Office Supplies	32,000.00	13,949.00	18,051.00
Printing	0.00	-	0.00
Materials Fund	293,093.00	167,863.00	110,137.00
Memberships	500.00	255.00	245.00
Travel Expense	1,500.00	59.00	1,441.00
Car Allowance	480.00	-	480.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	3,907.00	3,593.00
Fuel (Gas-Auto)	650.00	258.00	392.00
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	8,405.00	-3,605.00
Cleaning/Laundry	3,800.00	3,725.00	75.00
Rentals	0.00	-	0.00
Maintenance Contracts	111,300.00	97,846.00	13,454.00
Other Services	14,815.00	6,254.00	8,561.00
Office Furniture/Equip	13,500.00	6,191.00	7,309.00
Gas	16,000.00	7,923.00	8,077.00
Electricity	52,000.00	30,362.00	21,638.00
Water	9,300.00	17,671.00	-8,371.00
Safety Glasses	350.00	-	350.00
Telephone	100.00	1.00	99.00
TOTAL	1,893,330.00	\$1,278,393.00	\$599,844.00

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

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