

CITY OF WEST ALLIS

Date Filed August 23, 2023 _ SCHEDULE OF VOUCHERS
 7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Paid _____ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	7212	P-Card Purchase	Library and Program Supplies	\$100.47	
	Baker & Taylor	7213	P-Card Purchases	Books, DVD's, CD's, etc.	\$9566.42	
	Brodart	7214	P-Card Purchase	Cataloging Supplies	\$128.15	
	Campaign Monitor	7215	P-Card Purchases	Subscription and Service Fees	\$75.65	
	Cavendish Square	7216	Docuware	Children's Books	\$204.44	
	Cengage Learning	7217	Docuware	Large Print Books	\$62.38	
	Demco	7218	P-Card Purchases	Cataloging Supplies	\$924.89	
	Discount Paper Products	7219	Purchase Order #145181	Receipt Rolls	\$493.50	
	Dollar Tree	7220	P-Card Purchase	Teen Program Supplies	\$33.75	
	J.D. Power	7221	Docuware	Adult Reference Materials	\$136.00	
	Jetz	7222	P-Card Purchase	Library Truck Wash	\$10.00	
	MCFLS	7223	Docuware	Ecommerce, Postage, Circulation Supplies, Cataloging Supplies	\$1198.10	
	Koszalka, Michael	7224	Docuware	Petty Cash	\$41.52	
	Melott, Susan	7225	Docuware	Library Programs 7/12, 8/9	\$80.00	
	Midwest Tape	7226	Docuware	Audiobooks	\$858.81	
	MNI	7227	Docuware	Adult Reference Materials	\$176.90	
	Pick 'n Save	7228	P-Card Purchases	Program Supplies	\$66.32	
	Sound & Vision Magazine	7229	P-Card Purchase	Subscription Renewal	\$25.00	
	Stamm, Michele	7230	Docuware	Library Program 8/30/23	\$40.00	
	USPS	7231	P-Card Purchase	Postage	\$4.62	
	Walmart	7232	P-Card Purchase	Teen Program	\$9.46	
	WE Energies	7233	Docuware	Gas/Electric Services	\$5,931.25	
	Wisconsin Library Association	7234	Docuware	Membership Renewal	\$255.00	
	Payroll	7235			\$98,328.44	
				Total	\$118,751.07	

LIBRARY BOARD

President

Secretary

CITY OF WEST ALLIS

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	July 14 th , 2023								
	Regulars \$39,583.41								
	Provisionals \$9,295.08								
	\$48,878.49								
	<u>July 28th, 2023</u>								
	Regulars \$39,756.67								
	Provisionals \$9,693.28								
	\$49,449.95								

LIBRARY BOARD

_____ President

_____ Secretary



Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-AUGUST 2023

Appropriation January 2023	\$1,707,607.00
Expenditures to date	\$846,130.41
Balance	\$861,476.59
Deposits to date	\$198.86
Balance	\$861,675.45
The staff recommends the allowance of Claim Numbers 7212 to 7235 amounting to	\$118,751.07
Less Library Book Fund	<u>-\$79.90</u>

BALANCE \$743,004.28

BOARD AUTHORIZATION

Motion: _____

Second: _____

August 23, 2023

Financial Report 8-22-23

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,055,635.00	\$490,041.00	\$565,594.00
Salaries (Other)	156,597.00	116,473.00	40,124.00
Overtime	11,141.00	-	11,141.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	-	1,000.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	-	2,700.00
Postage	1,500.00	458.00	1,042.00
Office Supplies	19,500.00	8,899.00	10,601.00
Materials Fund	250,000.00	134,181.00	115,819.00
Memberships	500.00	-	500.00
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	4,964.00	2,536.00
Fuel (Gas-Auto)	400.00	40.00	360.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	4,371.00	444.00
Maintenance Contracts	112,000.00	60,953.00	51,047.00
Other Services	4,800.00	8,046.00	-3,246.00
Office Furniture/Equip	13,500.00	1,752.00	11,748.00
Gas	16,000.00	8,055.00	7,945.00
Electricity	52,000.00	21,597.00	30,403.00
Water	9,300.00	3,967.00	5,333.00
Safety Glasses	50.00	-	50.00
TOTAL	1,722,866.00	\$863,797.00	\$859,069.00

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