



Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-JANUARY 2022

Appropriation January 2022	\$1,732,252.00
Balance December 2020***	<u>\$449,313.25</u>
 Balance	 \$2,181,565.25

The staff recommends the allowance of
 Claim Numbers 6680 to 6728 amounting to \$444,048.79
 Less Drake-Breskvar Fund - \$123.38
 Less Staff Party Donation -\$200.00

BALANCE \$1,737,839.84

***Not reconciled with
 Finance Department to date:
 does not include Inventory or
 Public Works charges for 2021.

BOARD AUTHORIZATION

Motion: _____

Second: _____

January 26, 2022

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed January 26, 2022 (END OF 2021)

Date Paid _____

SCHEDULE OF VOUCHERS

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Aggie's	6680	Cash (Donation)	Staff Prize	\$35.00	
	Amazon	6681	P-Card Purchases	Library and Program Supplies	\$289.24	
	Baker & Taylor	6682	P-Card Purchases	Books, DVD's, CD's, etc.	\$28,011.04	
	Brodart	6683	P-Card Purchase	Cataloging Supplies	\$217.43	
	Cavendish Square	6684	Docuware	Children's Books	\$195.54	
	Cengage Learning	6685	FPO #'s F46585, F46685, F46733, Docuware	Large-Type Books	\$847.74	
	Center Point Large Print	6686	FPO #F46683, Docuware	Large-Type Books	\$182.16	
	Denco	6687	P-Card Purchases	Cataloging Supplies	\$1317.75	
	Dollar Tree	6688	P-Card Purchases	Program Supplies/Lit Loot	\$126.45	
	Home Depot	6689	P-Card Purchase	Christmas Tree	\$44.98	
	J.D. Power	6690	Docuware	Used Car Guide 9/2021 through 8/2022	\$109.00	
	Library Store, The	6691	P-Card Purchase	Cataloging Supplies	\$536.33	
	MCFLS	6692	Docuware	Ecommerce, Postage, Circulation and Cataloging Supplies	\$1735.08	
	Metro Market	6693	Cash (Donation)	Staff Christmas Party	\$6.49	
	Midwest Tape	6694	FPO #'s F46681, F46732, Docuware	Audiobooks	\$1150.71	
	Milwaukee Journal Sentinel	6695	P-Card Purchase	Subscription Renewal	\$2258.66	
	Nassco	6696	P-Card Purchase	Custodial Supplies	\$280.82	
	News Bank	6697	P-Card Purchase	Subscription Renewals	\$15,434.00	
	Office Depot	6698	P-Card Purchases	Library Supplies	\$160.74	
	Oriental Trading	6699	P-Card Purchases	Program Supplies	\$138.19	
	Pick 'n Save	6700	P-Card Purchase	Custodial Supplies and Staff Party	\$53.80	
	Print-o-Tape	6701	Docuware	Cataloging Supplies	\$599.22	

LIBRARY BOARD

President

Secretary

CITY OF WEST ALLIS

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SCHEDULE OF VOUCHERS

Library Board

ProQuest LLC	6702	P-Card Purchase	Ancestry Database	\$1061.69
San-A-Care	6703	P-Card Purchase	Custodial Supplies	\$48.25
Scholastic	6704	FPO #F46682, Docuware	Children's Books	\$293.10
Showcases	6705	P-Card Purchase	Cataloging Supplies	\$38.14
Success Magazine	6706	FPO #F46700	Subscription Renewal	\$19.95
Swaye Tea	6707	Cash (Donation)	Staff Prize	\$20.00
Target	6708	P-Card Purchases	Custodial, Library, and Program Supplies	\$150.43
USA Today	6709	P-Card Purchase	Subscription Renewal	\$677.62
USPS	6710	P-Card Purchases	Postage	\$12.81
Veg News Magazine	6711	FPO #F46702	Subscription Renewal	\$20.00
Walmart	6712	P-Card Purchase	Program Supplies	\$5.20
WE Energies	6713		Gas/Electric Services	\$4073.04
West Allis Cheese and Sausage Shoppe	6714	Cash (Donation)	Staff Prize	\$20.00
Wisconsin State Journal	6715	P-Card Purchase	Subscription Renewal	\$1042.76
World Book Inc.	6716	FPO #F46584, Docuware	Service Subscription and Reference Materials	\$2976.88
World Market	6717	Cash (Donation, \$13.98), P-Card Purchases	Staff Christmas Party	\$56.91
Zoom	6718	P-Card Purchase	Service Renewal	\$14.99
Payroll	6719			\$358,576.01
			Total	\$422,838.15
November 5 th , 2021				
Regulars	\$45,769.48			
Provisionals	\$8,143.14			
	\$53,912.62			

LIBRARY BOARD

President

Secretary

