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CLAIMS AND FINANCE REPORT-DECEMBER 2019

Appropriation January 2019	\$1,877,227.00
Expenditures to date	<u>1,264,106.11</u>
Balance	\$613,120.89
Deposits to date	<u>18,998.78</u>
Balance	\$632,119.67
Deposits, October/November 2019	<u>2,453.83</u>
Balance	\$634,573.50

The staff recommends the allowance of

Claim Numbers 6068 to 6100 amounting to	\$262,291.20
Less Friends September/October 2019 Bag Sales	-85.94
Less Heikkenen Memorial Trust	<u>-1,190.74</u>

BALANCE \$373,558.98

BOARD AUTHORIZATION

Motion: _____

Second: _____

December 11, 2019

Financial Report 12-9-19

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,098,836.00	\$938,562.00	\$160,274.00
Salaries (Other)	212,678.00	166,672.00	46,006.00
Shift Differential	0.00	-	0.00
Overtime	10,000.00	12,592.00	-2,592.00
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	1,393.00	2,107.00
Office Supplies	32,000.00	21,648.00	10,352.00
Printing	0.00	-	0.00
Materials Fund	293,563.00	204,218.00	89,345.00
Memberships	500.00	255.00	245.00
Travel Expense	1,500.00	76.00	1,424.00
Car Allowance	480.00	-	480.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	3,962.00	3,538.00
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	9,700.00	-4,900.00
Cleaning/Laundry	3,800.00	3,725.00	75.00
Rentals	0.00	-	0.00
Maintenance Contracts	111,300.00	101,650.00	9,650.00
Other Services	14,815.00	6,585.00	8,230.00
Office Furniture/Equip	13,500.00	6,191.00	7,309.00
Gas	16,000.00	9,075.00	6,925.00
Electricity	52,000.00	36,010.00	15,990.00
Water	9,300.00	19,997.00	-10,697.00
Safety Glasses	350.00	-	350.00
Telephone	100.00	1.00	99.00
TOTAL	1,893,800.00	\$1,544,151.00	\$349,649.00

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

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

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed December 11, 2019

Date Paid

Library Board

SCHEDULE OF VOUCHERS

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	ADDitude Magazine	6068	P-Card Purchase	Subscription Renewal	\$18.99	
	Amazon	6069	P-Card Purchases	Digital Camera + SD Card, Library Supplies, Return	\$418.86	
	Baker & Taylor	6070	P-Card Purchases	Books, DVD's, CD's, etc.	\$37,457.46	
	Cengage Learning	6071	FPO #'s F40813, F40670, F40990	Large-Type Books	\$517.49	
	Center Point Large Print	6072	FPO #F40669	Large-Type Books	\$44.34	
	Chicago Tribune	6073	P-Card Purchase	Subscription Renewal	\$727.48	
	Demco	6074	P-Card Purchases	Cataloging and Library Supplies	\$1868.83	
	Embury LTD.	6075	FPO #F40989	Library Furnishing	\$1090.75	
	Dollar Tree	6076	P-Card Purchase	Children's Program	\$32.74	
	Elliott ACE Hardware	6077	P-Card Purchase	Custodial Supplies	\$42.75	
	Friends of WAPL	6078	FPO #F40785	Bag Sales September/October 2019	\$85.94	
	Gruebling, Roger	6079	FPO #F40988	Children's Book	\$10.00	
	Home Depot	6080	P-Card Purchase	Christmas Trees	\$255.98	
	Infogroup	6081	FPO #F40668	Adult Reference Books	\$505.00	
	Information Today	6082	FPO #F40986	Subscription Renewal	\$114.95	
	Koszalka, Michael	6083	FPO #F40829	Postage	\$100.00	
	Koszalka, Michael	6084	FPO #480855	Petty Cash	\$16.80	
	Lee, Peter	6085	FPO #F40818	Leisure Learners Presentation	\$40.00	
	MCFLS	6086	FPO #F40662	Third Quarter Postage, E-Commerce, Circulation Supplies	\$591.78	
	McQuide, Nancy Ann	6087	FPO #F40814	Leisure Learners Presentation	\$50.00	
	Midwest Tape	6088	FPO #'s F40671, F40995, F40992	Audiobooks, CD's, and DVD's	\$1702.57	
	Milwaukee Journal Sentinel	6089	P-Card Purchase	Subscription Renewal	\$1852.67	

LIBRARY BOARD

President

Secretary

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7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

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