



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-JUNE 2025

Appropriation January 2025	\$1,833,520.00
Expenditures to date	<u>\$597,842.53</u>
Balance	\$1,235,677.47
Deposits to date	\$417.65
Deposits, May 2025	<u>\$29.55</u>
Balance	\$1,236,124.67
The staff recommends the allowance of Claim Numbers 7848 to 7885 amounting to	\$135,247.83
Less Library Book Fund	-\$327.07
Less Friends' Donations	-\$2,503.31
Less Terchak Fund	-\$2,350.00
Lee Friends Earbuds	-\$27.50
Less Donations	-\$344.00
Less Programming Trust Fund	<u>-\$834.63</u>
BALANCE	\$1,107,263.35

BOARD AUTHORIZATION

Motion: _____

Second: _____

June 25, 2025

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed June 25, 2025 _ SCHEDULE OF VOUCHERS
Date Paid _____ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	7848	P-Card Purchases	Library and Program Supplies	\$481.68	
	Aunt Flow	7849	P-Card Purchase	Feminine Products	\$344.00	
	Baker & Taylor	7850	P-Card Purchases	Books, DVD's, CD's, etc.	\$6754.88	
	Betty Brinn Children's Museum	7851	P-Card Purchase	Museum Passes	\$750.00	
	Brodart	7852	P-Card Purchase	Cataloging Supplies	\$35.55	
	Campaign Monitor	7853	P-Card Purchase	Service Subscription Renewal	\$58.65	
	Cavendish Square	7854	Docuware	Children's Books	\$186.03	
	Cengage Group	7855	Docuware	Large-Type Books	\$432.66	
	Creativebug	7856	Docuware	Contract Renewal	\$1950.00	
	Demco	7857	P-Card Purchases	Library and Cataloging Supplies	\$703.25	
	EBSCO	7858	Docuware	Magazine Renewals	\$47.86	
	Envisionware	7859	P-Card Purchase	Software and Service Renewal	\$1954.52	
	Gaylord Archival	7860	P-Card Purchase	Cataloging Supplies	\$68.72	
	Ingram	7861	P-Card Purchases	Books and Library Materials	\$3339.73	
	Lange, Tracey	7862	Docuware	Author Visit	\$347.50	
	Laptops Anytime	7863	Docuware	Software License and Service Agreement	\$6708.81	
	Melott, Susie	7864	Docuware	Library Program	\$50.00	
	Midwest Outdoors	7865	P-Card Purchase	Subscription Renewal	\$19.95	
	Midwest Tape	7866	Docuware	Audiobooks	\$486.90	
	Milwaukee Art Museum	7867	P-Card Purchase	Museum Passes	\$600.00	
	Milwaukee County Parks	7868	P-Card Purchase	Permit	\$50.00	
	Milwaukee Domes Alliance	7869	P-Card Purchase	Museum Passes	\$1000.00	
	National Audubon Society	7870	P-Card Purchase	Magazine Renewal	\$30.00	

LIBRARY BOARD

President

Secretary

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Filed June 25, 2025 SCHEDULE OF VOUCHERS Date Paid Library Board

	Next Kick LLC	7871		Docuware		Library Program	\$50.00
	ODP	7872		P-Card Purchases		Library Supplies	\$668.97
	Old House Journal	7873		P-Card Purchase		Magazine Renewal	\$58.00
	Pick 'n Save	7874		P-Card Purchases		Program Supplies and Prizes	\$67.99
	Rainbow Booksellers	7875		Docuware		50 Books	\$487.13
	San-A-Care	7876		P-Card Purchases		Custodial Supplies	\$499.01
	Shirt Champ	7877		P-Card Purchase		Program Supplies	\$55.37
	TFD Supplies	7878		P-Card Purchase		Earbuds	\$27.50
	Target	7879		P-Card Purchase		Kids' Prize	\$12.29
	Value Line	7880		Docuware		One Year Renewal	\$511.00
	Walmart	7881		P-Card Purchase		Program Supplies	\$26.10
	WE Energies	7882				Gas/Electric Services	\$5291.01
	Wisconsin Academy	7883		P-Card Purchase		Magazine Renewal	\$45.00
	Zoological Society of Milwaukee	7884		P-Card Purchases		Zoo Passes	\$2000.00
	Payroll	7885					\$99,047.77
						Total	\$135,247.83
	May 16 th , 2025						
	Regulars \$39,928.50						
	Provisionals \$11,008.55						
	\$50,937.05						
	May 30 th , 2025						
	Regulars \$39,214.06						
	Provisionals \$8,896.66						
	\$48,110.72						

LIBRARY BOARD

President

Secretary

Financial Report 6-24-25

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,104,528.00	\$375,850.00	\$728,678.00
Salaries (Other)	199,732.00	106,303.00	93,429.00
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	-	2,200.00
Postage	1,500.00	314.00	1,186.00
Office Supplies	19,500.00	5,137.00	14,363.00
Materials Fund	250,000.00	108,087.00	141,913.00
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	2,462.00	5,038.00
Fuel (Gas-Auto)	400.00	38.00	362.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	5,052.00	-237.00
Maintenance Contracts	84,000.00	35,008.00	48,992.00
Other Services	4,800.00	3,721.00	1,079.00
Office Furniture/Equip	13,500.00	10,016.00	3,484.00
Gas	16,000.00	6,722.00	9,278.00
Electricity	52,000.00	17,022.00	34,978.00
Water	9,300.00	4,295.00	5,005.00
Telephone	500.00	185.00	315.00
Safety Glasses	50.00	-	50.00
TOTAL	1,785,753.00	\$680,233.00	\$1,105,520.00

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