



Administration  
414.302.8501  
  
Circulation  
414.302.8503  
  
Reference  
414.302.8500  
  
Children's  
414.302.8502

**CLAIMS AND FINANCE REPORT-AUGUST 2020**

Appropriation January 2020	\$1,826,681.00
Expenditures to date	<u>\$712,035.78</u>
Balance	\$1,114,645.22
Deposits to date	\$124.70
Deposits, July 2020	\$22.88
Balance	\$1,114,792.80

The staff recommends the allowance of  
Claim Numbers 6273 to 6298 amounting to \$280,769.60  
Less Elaine Strike Fund - \$150.74  
Less Terchak Fund - 30,178.85  
Less Drake- Breskvaar Fund -\$127.42

BALANCE \$864,480.21

**BOARD AUTHORIZATION**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

August 26, 2020

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed August 26, 2020\_ SCHEDULE OF VOUCHERS

Date Paid \_\_\_\_\_ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Aggie's	6273	P-Card Purchase	Summer Reading Prize	\$20.00	
	Amazon	6274	P-Card Purchases	Library and Program Supplies	\$255.56	
	Baker & Taylor	6275	P-Card Purchases	Books, DVD's, CD's, etc.	\$15,158.12	
	Big Deal Burgers	6276	P-Card Purchase	Summer Reading Prize	\$20.00	
	Cengage Learning	6277	FPO #'s F42908, F42978, F43084	Large-Type Books	\$302.35	
	Center Point Large Print	6278	FPO #F42907	Large-Type Books	\$44.34	
	Demco	6279	P-Card Purchases	Cataloging Supplies	\$336.28	
	Elliott ACE Hardware	6280	P-Card Purchases	Custodial Supplies	\$85.80	
	Etsy	6281	P-Card Purchase	Program Supplies	\$21.10	
	Frederick, Michael	6282	FPO #F43082	Adult Books	\$48.00	
	Home Depot	6283	P-Card Purchase	Book Bench Supplies	\$69.90	
	Manufacturer's News Inc.	6284	FPO #F43085	Adult Reference Materials	\$167.90	
	MCFLS	6285	FPO #F42906	Ecommerce, Postage, Circulation Supplies	\$70.80	
	Menards	6286	P-Card Purchase	Book Bench Supplies	\$186.44	
	Midwest Tape	6287	FPO #'s F43083, F42977	Audiobooks	\$1161.73	
	Nassco	6288	P-Card Purchase	Custodial Supplies	\$317.60	
	Office Depot	6289	P-Card Purchases	Library Supplies	\$639.22	
	Pick 'N Save	6290	P-Card Purchase	Children's Program Supplies	\$13.18	
	Playaway	6291	P-Card Purchase	Cataloging Supplies	\$15.02	
	Salem Press	6292	FPO #F43086	Adult Reference Materials	\$295.70	
	San-A-Care	6293	P-Card Purchase	I-Mop Repair	\$795.42	
	Thomson Reuters	6294	FPO #F42975	Reference Materials	\$684.00	
	USPS	6295	P-Card Purchases	Postage	\$25.42	
	Vanguard Computers, Inc.	6296	Purchase Order #143736	Computers and Software	\$30,178.85	

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed

August 26, 2020

SCHEDULE OF VOUCHERS

Date Paid

Library Board

WE Energies	6297		Gas/Electric Services	\$4256.93
Payroll	6298		Total	\$225,599.94
				\$280,769.60
<u>June 5<sup>th</sup>, 2020</u>				
Regulars \$39,940.42				
Provisionals 286.68				
\$40,227.10				
<u>June 19<sup>th</sup>, 2020</u>				
Regulars \$39,940.42				
Provisionals 2,817.31				
\$42,757.73				
<u>July 2<sup>nd</sup>, 2020</u>				
Regulars \$40,950.73				
Provisionals 6,209.83				
\$47,160.56				
<u>July 17<sup>th</sup>, 2020</u>				
Regulars \$42,076.40				
Provisionals 5,227.84				
\$47,304.24				
<u>July 31<sup>st</sup>, 2020</u>				
Regulars \$42,111.65				
Provisionals 6,038.66				
\$48,150.31				

\_\_\_\_\_  
President

## LIBRARY BOARD

\_\_\_\_\_  
Secretary

## Financial Report 8-24-20

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,134,692.00	\$614,034.00	\$520,658.00
Salaries (Other)	206,690.00	63,656.00	143,034.00
Shift Differential	0.00	-	0.00
Overtime	5,759.00	2,350.00	3,409.00
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	0.00	-	0.00
Auto Repair/Maint	1,000.00	-	1,000.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	45.00	2,655.00
Postage	3,500.00	248.00	3,252.00
Office Supplies	23,500.00	12,508.00	10,992.00
Printing	0.00	-	0.00
Materials Fund	252,160.00	136,611.00	115,549.00
Memberships	500.00	-	500.00
Travel Expense	1,500.00	43.00	1,457.00
Car Allowance	480.00	-	480.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	4,828.00	2,672.00
Fuel (Gas-Auto)	650.00	64.00	586.00
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	5,823.00	-1,023.00
Cleaning/Laundry	3,800.00	-	3,800.00
Rentals	0.00	-	0.00
Maintenance Contracts	112,000.00	93,026.00	18,974.00
Other Services	14,815.00	1,543.00	13,272.00
Office Furniture/Equip	13,500.00	-	13,500.00
Gas	16,000.00	6,247.00	9,753.00
Electricity	52,000.00	20,698.00	31,302.00
Water	9,300.00	4,076.00	5,224.00
Safety Glasses	50.00	-	50.00
Telephone	0.00	-	0.00
<b>TOTAL</b>	<b>1,869,624.00</b>	<b>\$965,800.00</b>	<b>\$903,824.00</b>

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

Includes carry-overs.

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