



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

**CLAIMS AND FINANCE REPORT-OCTOBER 2023**

Appropriation January 2023	\$1,707,607.00
Expenditures to date	\$1,112,258.19
Balance	\$595,348.81
Deposits to date	\$345.78
Deposits, August 2023	\$6.80
Balance	\$595,701.39

The staff recommends the allowance of	
Claim Numbers 7261 to 7287 amounting to	\$161,887.90
Less Library Book Fund	-\$32.40
Less Programming Trust Fund	-\$124.99
Less Drake-Breskvar Trust Fund	<u>-\$164.58</u>
<b>BALANCE</b>	<b>\$434,135.46</b>

**BOARD AUTHORIZATION**

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

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

**October 25, 2023**

# CITY OF WEST ALLIS

Date Filed October 25, 2023 \_ SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

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

Payroll Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Aggie's	7261	P-Card Purchase	Prize	\$25.00	
	Amazon	7262	P-Card Purchases	Library and Program Supplies	\$479.62	
	Baker & Taylor	7263	P-Card Purchases	Books, DVD's, CD's, etc.	\$12,569.63	
	Brodart	7264	P-Card Purchase	Cataloging Supplies	\$235.95	
	Campaign Monitor	7265	P-Card Purchase	Service Subscription Renewal	\$50.15	
	Cengage Learning	7266	Docuware	Large-Type Books	\$54.38	
	CivicPlus	7267	Docuware	Annual Fees	\$1614.89	
	Demco	7268	P-Card Purchases	Cataloging Supplies	\$555.16	
	Dollar Tree	7269	P-Card Purchase	Adult Program	\$30.00	
	Facebook	7270	P-Card Purchases	Social Media Boosts	\$35.00	
	Flour Girl and Flame	7271	P-Card Purchase	Prize	\$25.00	
	HGTV Magazine	7272	P-Card Purchase	Subscription Renewal	\$34.97	
	InfoUSA Marketing, Inc.	7273	Docuware	Adult Reference Materials	\$1022.40	
	Koszalka, Michael	7274	Docuware	Petty Cash	\$69.80	
	Library Store, The	7275	P-Card Purchase	Cataloging Supplies	\$27.94	
	Midwest Tape	7276	Docuware	Audiobooks	\$301.92	
	Minitex	7277	P-Card Purchase	Cataloging Supplies	\$1059.00	
	Nassco	7278	P-Card Purchases	Custodial Supplies	\$1365.66	
	ODP	7279	P-Card Purchase	Library Supplies	\$41.10	
	Oriental Trading	7280	P-Card Purchases	Program Supplies	\$115.85	
	Pick 'n Save	7281	P-Card Purchases	Program Supplies	\$108.10	
	Thomson Reuters	7282	P-Card Purchase	Reference Materials	\$568.00	
	Unger, Bethany	7283	Docuware	Library Program	\$40.00	
	Value Line	7284	P-Card Purchase	Reference Materials	\$511.00	
	Vispronet	7285	P-Card Purchase	West Allis Reads Banner	\$89.99	

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**CITY OF WEST ALLIS** Date Filed October 25, 2023 SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Paid \_\_\_\_\_ Library Board

Walmart	7286						
Payroll	7287						\$32.98
						Total	\$140,824.41
							\$161,887.90
September 9 <sup>th</sup> , 2023							
Regulars		\$37,797.50					
Provisionals		<u>\$9,274.36</u>					
		\$47,071.86					
September 22 <sup>nd</sup> , 2023							
Regulars		\$37,954.81					
Provisionals		<u>\$8,658.79</u>					
		\$46,613.60					
October 6 <sup>th</sup> , 2023							
Regulars		\$38,963.22					
Provisionals		<u>\$8,175.73</u>					
		\$47,138.95					

**LIBRARY BOARD**

\_\_\_\_\_  
 President Secretary

## Financial Report 10-20-23

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,055,635.00	\$756,657.00	\$298,978.00
Salaries (Other)	156,597.00	180,978.00	-24,381.00
Overtime	11,141.00	-	11,141.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	98.00	902.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	-	2,700.00
Postage	1,500.00	617.00	883.00
Office Supplies	19,500.00	11,999.00	7,501.00
Materials Fund	250,000.00	173,678.00	76,322.00
Memberships	500.00	255.00	245.00
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	7,581.00	-81.00
Fuel (Gas-Auto)	400.00	85.00	315.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	7,178.00	-2,363.00
Maintenance Contracts	112,000.00	85,980.00	26,020.00
Other Services	4,800.00	8,046.00	-3,246.00
Office Furniture/Equip	13,500.00	2,697.00	10,803.00
Gas	16,000.00	8,272.00	7,728.00
Electricity	52,000.00	32,999.00	19,001.00
Water	9,300.00	6,309.00	2,991.00
Safety Glasses	50.00	-	50.00
<b>TOTAL</b>	<b>1,722,866.00</b>	<b>\$1,283,429.00</b>	<b>\$439,437.00</b>

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