Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-NOVEMBER/DECEMBER 2022

Appropriation January 2022	**$1,732,252.00**
Expenditures to date	**$1,144,998.51**
Balance	**$587,253.49**
Deposits to date	**$618.76**
Balance	**$587,872.25**

The staff recommends the allowance of

Claim Numbers 6961 to 6994 amounting to	**$135,842.76**
Less Library Book Fund	**-$138.12**
Less Friends' Purchase (USB drives and bags)	**-$1,211.88**
Less-Book Club Food Purchase (Char'd)	**-195.00**

BALANCE $453,574.49

BOARD AUTHORIZATION

Motion: ________________

Second: ________________

December 6, 2022

CITY OF WEST ALLIS Date Filed December 6, 2022_ SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Paid___________________ Library Board

Vendor ID #	Name	Library Claim #		Purchase Order #	Purpose	Amount	Voucher
	Aggie's	6961		P-Card Purchase	Teen Program	$35.80	
	Amazon	6962		P-Card Purchases	Library and Program Supplies, Books	$770.06	
	Baker & Taylor	6963		P-Card Purchases	Books, DVD's, CD's, etc.	$16,839.66	
	Brodart	6964		P-Card Purchase	Cataloging Supplies	$189.25	
	Campaign Monitor	6965		P-Card Purchases	Online Service Subscription	$49.30	
	Cengage Learning	6966		Docuware	Large-Type Books	$808.59	
	Center Point Large Print	6967		Docuware	Large-Type Books	$46.74	
	Char'd	6968		P-Card Purchase	Book Club Dinners	$234.26	
	Cloud, Andi	6969		Docuware	Program Presentation	$280.00	
	Complete Office of WI	6970		Purchase Order #145044	Computer Paper	$1664.59	
	Demco	6971		P-Card Purchases	Cataloging Supplies	$1591.28	
	Discount Paper Products, Inc.	6972		Purchase Order #144905	Receipt Rolls	$463.50	
	EBSCO	6973		Docuware	Subscription Adjustment	$18.35	
	Elliott ACE Hardware	6974		P-Card Purchases	Custodial Supplies	$96.70	
	Everbrite, Inc.	6975		P-Card Purchase	Custodial Supplies	$91.92	
	Home Depot	6976		P-Card Purchase	Custodial Supplies	$320.08	
	Information Today, Inc.	6977		Docuware	Subscription Renewal	$119.95	
	Janway	6978		P-Card Purchases	Friends Items	$1211.88	
	MCFLS	6979		Docuware	Cataloging Supplies, Ecommerce, Circulation Supplies, Postage	$1181.23	
	Midwest Tape	6980		Docuware	Audiobooks	$1025.77	
	Milwaukee Journal Sentinel	6981		P-Card Purchase	Subscription Renewal	$2864.58	
	Nassco	6982		P-Card Purchases	Custodial Supplies	$842.54	
	ODP	6983		P-Card Purchases	Library Supplies	$655.24	
	Oriental Trading	6984		P-Card Purchase	Program Supplies	$46.35	

LIBRARY BOARD

______________________ President

______________________ Secretary

CITY OF WEST ALLIS Date Filed December 6, 2022_ SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Paid__________________ Library Board

	Pick ‘n Save	6985		P-Card Purchases	Program Supplies	$94.16	
	San-A-Care	6986		P-Card Purchases	Custodial Supplies	$1138.38	
	Scholastic	6987		Docuware	Children’s Books	$75.40	
	Target	6988		P-Card Purchases	Custodial and Program Supplies	$170.36	
	Thomson Reuters	6989		P-Card Purchase	Subscription Renewal	$510.00	
	USA Today	6990		P-Card Purchase	Subscription Renewal	$796.96	
	USPS	6991		P-Card Purchases	Postage	$6.48	
	WE Energies	6992			Gas/Electric Services	$4704.23	
	WiLS	6993		Docuware	Service Subscription Renewals	$4153.62	
	Payroll	6994				$92,745.55	
					Total	$135,842.76	
	October 7th, 2022						
	Regulars $38,575.29						
	Provisionals $7,141.78						
	$45,717.07						
	October 21st, 2022						
	Regulars $38,779.88						
	Provisionals $8,248.60						
	$47,028.48						

LIBRARY BOARD

______________________ President

______________________ Secretary

Financial Report 12-5-22

	Annual Appropriation	Spent/Encumbered	Balance
Salaries (Regular)	$1,002,507.00	$772,089.00	$230,418.00
Salaries (Other)	219,611.00	139,138.00	80,473.00
Overtime	11,141.00	-	11,141.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	161.00	839.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	655.00	2,045.00
Postage	1,500.00	669.00	831.00
Office Supplies	19,500.00	14,144.00	5,356.00
Materials Fund	253,602.00	177,810.00	75,792.00
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	8,969.00	-1,469.00
Fuel (Gas-Auto)	400.00	108.00	292.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	12,403.00	-7,588.00
Maintenance Contracts	112,000.00	93,792.00	18,208.00
Other Services	4,800.00	8,513.00	-3,713.00
Office Furniture/Equip	13,500.00	7,040.00	6,460.00
Gas	16,000.00	11,965.00	4,035.00
Electricity	52,000.00	40,801.00	11,199.00
Water	9,300.00	7,359.00	1,941.00
Safety Glasses	50.00	-	50.00
TOTAL	1,736,354.00	$1,295,871.00	$440,483.00

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

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