



Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-DECEMBER 2021

Appropriation January 2021	\$1,872,182.00
Expenditures to date	<u>\$1,276,061.14</u>
Balance	\$596,120.86
Deposits to date	\$1,577.46
Deposit-October 2021	<u>\$12.20</u>
Balance	\$597,710.52

The staff recommends the allowance of	
Claim Numbers 6662 to 6679 amounting to	\$148,425.95
Less Library Book Fund	<u>- \$28.68</u>
BALANCE	\$449,313.25

BOARD AUTHORIZATION

Motion: _____

Second: _____

December 1, 2021

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed December 1, 2021_ SCHEDULE OF VOUCHERS

Date Paid _____

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	6662	P-Card Purchases	Library and Program Supplies	\$379.52	
	Baker & Taylor	6663	P-Card Purchases	Books, DVD's, CD's, etc.	\$11,479.25	
	Cengage Learning	6664	FPO #F46539	Large-Type Books	\$26.39	
	Demco	6665	P-Card Purchase	Cataloging Supplies	\$1362.33	
	Dollar Tree	6666	P-Card Purchases	Program Supplies	\$41.65	
	Lynxsoe Systems	6667	FPO #F46537	Services/Service Agreement	\$22,980.00	
	MCFLS	6668	FPO #F46536	Ecommerce, Postage, Cataloging, Circulation Supplies	\$1164.94	
	Midwest Tape	6669	FPO #F46538	Audiobooks	\$114.97	
	Office Depot	6670	P-Card Purchases	Library Supplies	\$835.41	
	Oriental Trading	6671	P-Card Purchase	Program Supplies	\$199.88	
	Pick 'n Save	6672	P-Card Purchases	Program Supplies	\$128.96	
	San-A-Care	6673	P-Card Purchases	Custodial Supplies	\$323.24	
	Scrub-A-Dub	6674	P-Card Purchase	Truck Wash	\$11.00	
	Thomson Reuters	6675	P-Card Purchase	Reference Materials	\$463.00	
	USPS	6676	P-Card Purchase	Postage	\$6.66	
	WE Energies	6677		Gas/Electric Services	\$4661.89	
	Zoom	6678	P-Card Purchase	Service Subscription	\$14.99	
	Payroll	6679			\$104,231.87	
				Total	\$148,425.95	
	October 8 th , 2021					
	Regulars \$43,828.99					
	Provisionals \$6,623.92					
	\$50,452.91					

LIBRARY BOARD

President

Secretary

Financial Report 11-30-21

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,214,344.00	\$896,370.00	\$317,974.00
Salaries (Other)	145,654.00	140,513.00	5,141.00
Overtime	11,141.00	1,705.00	9,436.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	-	1,000.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	705.00	1,995.00
Postage	2,500.00	1,044.00	1,456.00
Office Supplies	19,500.00	16,509.00	2,991.00
Materials Fund	254,851.00	195,203.00	59,648.00
Memberships	500.00	255.00	245.00
Travel Expense	1,500.00	8.00	1,492.00
Training	1,000.00	-	1,000.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	7,615.00	-115.00
Fuel (Gas-Auto)	650.00	166.00	484.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	4,298.00	517.00
Maintenance Contracts	112,000.00	98,733.00	13,267.00
Other Services	4,815.00	7,005.00	-2,205.00
Office Furniture/Equip	13,500.00	10,526.00	2,974.00
Gas	16,000.00	8,249.00	7,751.00
Electricity	52,000.00	38,742.00	13,258.00
Water	9,300.00	9,213.00	87.00
Safety Glasses	50.00	-	50.00
TOTAL	1,877,048.00	\$1,436,859.00	\$440,174.00

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

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