



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

**CLAIMS AND FINANCE REPORT-JUNE 2024**

Appropriation January 2024	\$1,864,105.00
Expenditures to date	<u>\$562,984.13</u>
Balance	\$1,301,120.87
Deposits to date	\$258.10
Balance	\$1,301,960.07

The staff recommends the allowance of	
Claim Numbers 7487 to 7528 amounting to	\$149,041.26
Less Library Book Fund	-\$1,674.14
Less Library Donation Fund	-\$280.00
Less All of Us Grant	-\$16,607.15
Less January-April 2024 Friends' Sales	-\$1,112.42
Less Terchak Trust Fund (Library Explorer Passes)	-\$3,600.00
Less Programming Trust Fund	<u>-16.20</u>

**BALANCE \$1,176,208.72**

**BOARD AUTHORIZATION**

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

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

**June 26, 2024**

## Financial Report 6-25-24

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$993,547.00	\$382,973.00	\$610,574.00
Salaries (Other)	210,839.00	107,605.00	103,234.00
Overtime	10,000.00	-	10,000.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	23.00	977.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,700.00	-	2,700.00
Postage	1,500.00	385.00	1,115.00
Office Supplies	19,500.00	8,473.00	11,027.00
Materials Fund	250,000.00	116,501.00	133,499.00
Memberships	500.00	-	500.00
Travel Expense	1,200.00	-	1,200.00
Training	1,000.00	165.00	835.00
Photographic Supplies	200.00	-	200.00
Custodial Supplies	7,500.00	4,475.00	3,025.00
Fuel (Gas-Auto)	400.00	42.00	358.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	5,125.00	-310.00
Maintenance Contracts	112,000.00	36,766.00	75,234.00
Other Services	4,800.00	1,447.00	3,353.00
Office Furniture/Equip	13,500.00	4,790.00	8,710.00
Gas	16,000.00	5,341.00	10,659.00
Electricity	52,000.00	13,927.00	38,073.00
Water	9,300.00	4,144.00	5,156.00
Safety Glasses	50.00	-	50.00
<b>TOTAL</b>	<b>1,713,879.00</b>	<b>\$692,182.00</b>	<b>\$1,021,697.00</b>

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

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed June 26, 2024\_ SCHEDULE OF VOUCHERS

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

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	7487	P-Card Purchases	Library and Program Supplies	\$396.00	
	American Button Machines	7488	P-Card Purchase	Button Machine Supplies	\$57.46	
	Aunt Flow	7489	P-Card Purchase	Feminine Products	\$280.00	
	Baker & Taylor	7490	P-Card Purchases	Books, DVD's, CD's, etc.	\$7093.22	
	Betty Brinn Children's Museum	7491	P-Card Purchase	Membership	\$1000.00	
	Blick Art Materials	7492	P-Card Purchases	Library and Program Supplies	\$155.71	
	Brodart	7493	P-Card Purchase	Cataloging Supplies	\$28.95	
	Campaign Monitor	7494	P-Card Purchase	Service Subscription Renewal	\$50.15	
	Capri Di Nuovo	7495	P-Card Purchase	Book Club Prize	\$99.37	
	CDW-G	7496	Invoice #RL67781	IT Supplies	\$42.03	
	Cengage Learning	7497	Docuware	Large-Type Books	\$303.90	
	Demco	7498	P-Card Purchase	Cataloging Supplies	\$274.46	
	Dollar Tree	7499	P-Card Purchase	Teen Program	\$26.25	
	EBSCO	7500	P-Card Purchase	Magazine Renewals	\$8550.80	
	Friends of the Domes	7501	P-Card Purchase	Membership	\$500.00	
	Friends of WAPL	7502	Docuware	Friends Sales January-April 2024	\$1112.42	
	Girman, Steve	7503	Docuware	Summer Reading Program	\$575.00	
	Harley Davidson Museum	7504	P-Card Purchase	Membership	\$500.00	
	Home Depot	7505	P-Card Purchase	Program Supplies	\$13.98	
	Kanopy	7506	Docuware	Children's Supplies	\$7.60	
	Koszalka, Michael	7507	Docuware	Petty Cash	\$2.65	
	Landau, David	7508	Docuware	Summer Reading Program	\$850.00	
	Melott, Susie	7509	Docuware	Library Yoga Programs	\$150.00	
	Midwest Tape	7510	Docuware	Audiobooks	\$422.90	
	Milwaukee Art Museum	7511	P-Card Purchase	Membership	\$600.00	
	Nassco	7512	P-Card Purchase	Custodial Supplies	\$597.35	

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



# CITY OF WEST ALLIS

Date Filed June 26, 2024 SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Paid \_\_\_\_\_

Library Board

National Audubon Society	7513	P-Card Purchase	Magazine Renewal	\$30.00
NewsBank, Inc.	7514	P-Card Purchase	Subscription Renewal	\$8767.00
ODP	7515	P-Card Purchases	Library Supplies	\$391.29
Pick 'n Save	7516	P-Card Purchases	Program Supplies	\$8.98
Shirt Champ	7517	P-Card Purchase	T-Shirts	\$48.14
Schlitz Audubon Nature Center	7518	Docuware	Summer Reading Program	\$750.00
School District of Waukesha	7519	Docuware	Summer Reading Program	\$450.00
Sobanski, Julie	7520	Docuware	Summer Reading Program	\$750.00
Stokes, David	7521	Docuware	Summer Reading Program	\$750.00
Szczepaniak-Gillece, Jocelyn	7522	Docuware	Library Program	\$50.00
Tennant	7523	P-Card Purchase	Custodial Supplies	\$66.08
Vanguard Computers, Inc.	7524	Docuware	IT Equipment	\$16,565.12
WE Energies	7525		Gas/Electric Supplies	\$4978.82
Wegeland, Kimberly	7526	Docuware	Summer Reading Program	\$425.00
Zoo Society of Milwaukee	7527	P-Card Purchase	Membership	\$1000.00
Payroll	7528			\$90,320.63
			Total	\$149,041.26
May 17 <sup>th</sup> , 2024				
Regulars	\$35,615.46			
Provisionals	\$10,394.29			
	\$46,009.75			
May 31 <sup>st</sup> , 2024				
Regulars	\$35,060.40			
Provisionals	\$9,250.48			
	\$44,310.88			

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary