



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-AUGUST 2025

Appropriation January 2025	\$1,833,520.00
Expenditures to date	<u>\$855,655.32</u>
Balance	\$977,864.68
Deposits to date	\$489.45
Deposits, July 2025	<u>\$141.30</u>
Balance	\$978,495.43
The staff recommends the allowance of Claim Numbers 7912 to 7937 amounting to	\$134,007.67
Less May/June 2025 Friends' Sales	-\$495.04
Less Library Book Fund	<u>-\$31.28</u>
BALANCE \$845,014.08	

BOARD AUTHORIZATION

Motion: _____

Second: _____

August 27, 2025

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed

August 27, 2025

SCHEDULE OF VOUCHERS

Library Board

Date Paid

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	7912	P-Card Purchases	Books, Library and Program Supplies	\$395.98	
	Baker & Taylor	7913	P-Card Purchases	Books, DVD's, CD's, etc.	\$6774.96	
	Blick Art Materials	7914	P-Card Purchases	Library and Program Supplies	\$222.78	
	Campaign Monitor	7915	P-Card Purchase	Service Subscription Renewal	\$58.65	
	Cengage Group	7916	Docuware	Large-Type Books	\$87.97	
	Center Point Large Print	7917	Docuware	Large-Type Books	\$98.28	
	Demco	7918	P-Card Purchase	Cataloging Supplies	\$440.08	
	Dollar Tree	7919	P-Card Purchase	Program Supplies	\$25.00	
	Friends of WAPL	7920	Docuware	Friends Sales May/June 2025	\$495.04	
	Ingram	7921	P-Card Purchases	Books, DVD's, CD's, etc.	\$3822.09	
	J.D. Power	7922	Docuware	Adult Reference Materials	\$215.00	
	K-Street Café	7923	P-Card Purchase	Teen Prize	\$25.00	
	Landau, David	7924	Docuware	Summer Reading Program	\$850.00	
	MCFLS	7925	Docuware	Ecommerce, Postage, Hoopla, Beanstack, Cataloging Supplies	\$6729.07	
	Melott, Susie	7926	Docuware	Library Program	\$50.00	
	Midwest Tape	7927	Docuware	Audiobooks	\$856.41	
	Minitex	7928	P-Card Purchase	Cataloging Supplies	\$813.00	
	MNI	7929	Docuware	Adult Reference Materials	\$283.90	
	ODP	7930	P-Card Purchase	Library Supplies	\$73.34	
	Pick 'n Save	7931	P-Card Purchases	Program Supplies	\$209.88	
	Redbubble	7932	P-Card Purchase	Program Supplies	\$52.49	
	San-A-Care	7933	P-Card Purchase	Custodial Supplies	\$488.26	
	Teague, Matthew	7934	Docuware	Summer Reading Program	\$750.00	
	Walmart	7935	P-Card Purchase	Children's Program Supplies	\$100.13	

LIBRARY BOARD

President

Secretary

Date Filed August 27, 2025 SCHEDULE OF VOUCHERS

Date Paid _____

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LIBRARY BOARD

President

Secretary

Financial Report 8-21-25

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,104,528.00	\$560,258.00	\$544,270.00
Salaries (Other)	199,732.00	150,330.00	49,402.00
Overtime	10,000.00	-	10,000.00
Office Equipment/Repair	1,000.00	-	1,000.00
Auto Repair/Maint	1,000.00	21.00	979.00
Shop Equipment Repair	250.00	-	250.00
Other Equipment Repair	2,200.00	-	2,200.00
Postage	1,500.00	393.00	1,107.00
Office Supplies	19,500.00	9,865.00	9,635.00
Materials Fund	250,000.00	140,461.00	109,539.00
Memberships	500.00	-	500.00
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	4,056.00	3,444.00
Fuel (Gas-Auto)	400.00	78.00	362.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,815.00	5,608.00	-793.00
Maintenance Contracts	84,000.00	43,722.00	40,278.00
Other Services	4,800.00	5,608.00	-808.00
Office Furniture/Equip	13,500.00	7,196.00	6,304.00
Gas	16,000.00	6,894.00	9,106.00
Electricity	52,000.00	22,825.00	29,175.00
Water	9,300.00	4,295.00	5,005.00
Telephone	500.00	277.00	223.00
Safety Glasses	50.00	-	50.00
TOTAL	1,785,753.00	\$961,887.00	\$823,866.00

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