



Administration
414.302.8501

Circulation
414.302.8503

Reference
414.302.8500

Children's
414.302.8502

CLAIMS AND FINANCE REPORT-DECEMBER 2020

| | |
|---------------------------------|-----------------------|
| Appropriation January 2020 | \$1,826,681.00 |
| Expenditures to date | <u>\$1,182,962.24</u> |
| Balance | \$643,718.76 |
| Deposits to date | \$185.13 |
| Deposits, October/November 2020 | <u>\$177.90</u> |
| Balance | \$644,081.79 |

The staff recommends the allowance of
Claim Numbers 6336 to 6371 amounting to \$ 145,165.69
Less Elaine Strike Fund - \$43.01
Less Artscape Leadership Group -\$6,000.00
Less Friends' Bag/Flash drive July/August 2020 Sales -\$55.21

BALANCE \$505,014.32

BOARD AUTHORIZATION

Motion: _____

Second: _____

December 9, 2020

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed December 9, 2020
 Date Paid _____

SCHEDULE OF VOUCHERS
 Library Board

| Vendor ID # | Name | Library Claim # | Purchase Order # | Purpose | Amount | Voucher |
|--------------------------|------|-----------------|--------------------------------|---------------------------------|-------------------|---------|
| Amazon | | 6336 | P-Card Purchases | Library and Program Supplies | \$245.47 | |
| Baker & Taylor | | 6337 | P-Card Purchases | Books, DVD's, CD's, etc. | \$12,319.41 | |
| Bibliotheca | | 6338 | P-Card Purchase | Self-Check Upgrade | \$11,471.96 | |
| Carrie's Crispies | | 6339 | P-Card Purchase | Program Prize | \$10.00 | |
| Cengage Learning | | 6340 | FP0 #'s F43758, F43650, F43949 | Large-Type Books | \$282.34 | |
| Center Point Large Print | | 6341 | FP0 #'s F43955, F43754 | Large-Type Books | \$88.68 | |
| Chicago Tribune | | 6342 | P-Card Purchase | Subscription Renewal | \$727.48 | |
| Civic Plus | | 6343 | FP0 #F43648 | Hosting and Support Fees | \$1181.25 | |
| Demco | | 6344 | P-Card Purchases | Library and Cataloging Supplies | \$2711.39 | |
| Discount Paper Products | | 6345 | Purchase Order #143965 | Receipt Tape | \$384.00 | |
| Dollar Tree | | 6346 | P-Card Purchase | Program Supplies | \$17.00 | |
| Elliott ACE Hardware | | 6347 | P-Card Purchase | Custodial Supplies | \$98.83 | |
| Friends of WAPL | | 6348 | FP0 #E43356 | Friends Sales July/August 2020 | \$55.21 | |
| Game Stop | | 6349 | P-Card Purchase | Subscription Renewal | \$14.98 | |
| Gietzel, Daniel | | 6350 | FP0 #F43460 | Book Bench Artist Payment | \$1500.00 (grant) | |
| Home Depot | | 6351 | P-Card Purchase | Program Supplies | \$15.39 | |
| Info USA Marketing, Inc. | | 6352 | FP0 #F43649 | Reference Materials | \$1010.00 | |
| L. W. Meyer, Inc. | | 6353 | P-Card Purchase | Custodial Supplies (Blower) | \$144.30 | |
| MCFLS | | 6354 | FP0 #F43756 | Third Quarter Charges 2020 | \$451.49 | |
| Midwest Tape | | 6355 | FP0 #'s F43759, F43651, F43948 | Audiobooks | \$2277.94 | |
| Nassco | | 6356 | P-Card Purchase | Custodial Supplies | \$551.81 | |
| Office Depot | | 6357 | P-Card Purchases | Library Supplies | 271.85 | |
| Oriental Trading | | 6358 | P-Card Purchases | Program Supplies | \$262.25 | |

LIBRARY BOARD

 President

 Secretary

CITY OF WEST ALLIS

Date Filed

December 9, 2020

SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Paid

Library Board

| | | | | |
|---------------------------------|-------------|-----------------|---------------------------|----------------------|
| Pick 'n Save | 6359 | P-Card Purchase | Program Supplies | \$54.47 |
| Ortiz, Erico | 6360 | FPO #F43456 | Book Bench Artist Payment | \$1500.00 (grant) |
| Roepke, Mary | 6361 | FPO #F43958 | Patron Refund | \$85.00 |
| Sadler, Keighley | 6362 | FPO #F43458 | Book Bench Artist Payment | \$1500.00 (grant) |
| Scholastic | 6363 | FPO #F43959 | Kids' Books | \$56.55 |
| Silva, Peter | 6364 | FPO #F43459 | Book Bench Artist Payment | \$1500.00 (grant) |
| Success Magazine | 6365 | P-Card Purchase | Subscription Renewal | \$19.95 |
| Target | 6366 | P-Card Purchase | Christmas Trees | \$176.85 |
| USPS | 6367 | P-Card Purchase | Postage | \$4.60 |
| WE Energies | 6368 | | Gas/Electric Services | \$6891.16 |
| WILS | 6369 | FPO #F43757 | Demco Spaces | \$3803.68 |
| Zoom | 6370 | P-Card Purchase | Software | \$14.99 |
| Payroll | 6371 | | | \$93,465.41 |
| | | | Total | \$145,165.69 |
| October 9 th . 2020 | | | | |
| Regulars | \$40,259.83 | | | |
| Provisionals | 5,694.78 | | | |
| | \$45,954.61 | | | |
| October 23 rd . 2020 | | | | |
| Regulars | \$40,735.81 | | | |
| Provisionals | 6,774.99 | | | |
| | \$47,510.80 | | | |

LIBRARY BOARD

President

Secretary

Financial Report 12-8-20

| | <u>Annual Appropriation</u> | <u>Spent/Encumbered</u> | <u>Balance</u> |
|-----------------------------|---------------------------------|-------------------------|---------------------|
| Salaries (Regular) | \$1,134,692.00 | \$857,216.00 | \$277,476.00 |
| Salaries (Other) | 206,690.00 | 97,611.00 | 109,079.00 |
| Shift Differential | 0.00 | - | 0.00 |
| Overtime | 5,759.00 | 2,350.00 | 3,409.00 |
| Out-of-Class | 0.00 | - | 0.00 |
| Labor Charges (Other Depts) | 0.00 | - | 0.00 |
| Office Equipment/Repair | 1,000.00 | - | 1,000.00 |
| Furniture Repair/Maint | 0.00 | - | 0.00 |
| Auto Repair/Maint | 1,000.00 | - | 1,000.00 |
| Shop Equipment Repair | 250.00 | - | 250.00 |
| Other Equipment Repair | 2,700.00 | 45.00 | 2,655.00 |
| Postage | 3,500.00 | 564.00 | 2,936.00 |
| Office Supplies | 23,500.00 | 14,792.00 | 8,708.00 |
| Printing | 0.00 | - | 0.00 |
| Materials Fund | 252,869.00 | 180,303.00 | 72,566.00 |
| Memberships | 500.00 | 255.00 | 245.00 |
| Travel Expense | 1,500.00 | 43.00 | 1,457.00 |
| Car Allowance | 480.00 | - | 480.00 |
| Training | 1,000.00 | - | 1,000.00 |
| Photographic Supplies | 200.00 | - | 200.00 |
| Custodial Supplies | 7,500.00 | 8,200.00 | -700.00 |
| Fuel (Gas-Auto) | 650.00 | 123.00 | 527.00 |
| Oils, Fluids, Lubs | 28.00 | - | 28.00 |
| Electrical Supplies | 0.00 | - | 0.00 |
| Landscape Materials | 250.00 | - | 250.00 |
| Other Materials/Supplies | 4,800.00 | 6,934.00 | -2,134.00 |
| Cleaning/Laundry | 3,800.00 | - | 3,800.00 |
| Rentals | 0.00 | - | 0.00 |
| Maintenance Contracts | 112,000.00 | 98,064.00 | 18,974.00 |
| Other Services | 14,815.00 | 1,664.00 | 13,151.00 |
| Office Furniture/Equip | 13,500.00 | - | 13,500.00 |
| Gas | 16,000.00 | 7,450.00 | 8,550.00 |
| Electricity | 52,000.00 | 34,211.00 | 17,789.00 |
| Water | 9,300.00 | 8,085.00 | 1,215.00 |
| Safety Glasses | 50.00 | - | 50.00 |
| Telephone | 0.00 | - | 0.00 |
| TOTAL | 1,870,333.00 | \$1,317,910.00 | \$557,461.00 |

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

Includes carry-overs.

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