



CLAIMS AND FINANCE REPORT-SEPTEMBER 2018

Table with 2 columns: Description and Amount. Rows include Appropriation January 2018 (\$1,916,667.00), Library 2017 Carryover (4,000.00), Subtotal (\$1,920,667.00), Deposits to date (9,898.46), Subtotal (\$1,930,565.46), Expenditures to date (1,120,474.59), Balance (\$810,090.87), Deposits, August 2018 (488.36), Balance (\$810,579.23), and a staff recommendation for claim numbers 5693 to 5728 amounting to \$161,779.82 less July/August Friends Sales of 75.81, resulting in a balance of \$161,704.01. The final BALANCE is \$648,875.22.

BOARD AUTHORIZATION

Motion: _____

Second: _____

September 26, 2018

CITY OF WEST ALLIS

Date Filed September 26, 2018 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 |
|-------------|----------------------------|-----------------|------------------------|--------------------------------------|-----------|---------|
| | ADDitude Magazine | 5693 | P-Card Purchase | Subscription Renewal | \$19.99 | |
| | Adelman | 5694 | Purchase Order #142100 | Carpet Cleaning | \$3725.00 | |
| | Aggie's Bakery | 5695 | P-Card Purchase | Popup Library | \$10.00 | |
| | Amazon | 5696 | P-Card Purchases | Books and Library Supplies | \$986.77 | |
| | Baker & Taylor | 5697 | P-Card Purchase | Books, Audiobooks, DVD's, CD's, etc. | \$6549.48 | |
| | Brodart | 5698 | P-Card Purchase | Cataloging Supplies | \$38.52 | |
| | Cavendish Square | 5699 | FPO #F36579 | Children's Books | \$195.54 | |
| | Cengage Learning | 5700 | FPO #'s F36610, F36761 | Adult Large-Type Books | \$207.34 | |
| | Center Point Large Print | 5701 | FPO #F36578 | Adult Large-Type Books | \$44.34 | |
| | Chicago Tribune | 5702 | FPO #F36715 | Subscription Renewal | \$181.87 | |
| | Deane, Barbara | 5703 | FPO #F36614 | Program Presentation | \$100.00 | |
| | Demco | 5704 | P-Card Purchases | Cataloging and Library Supplies | \$657.00 | |
| | Discount Paper Products | 5705 | Purchase Order #142193 | Library Supplies (receipt rolls) | \$564.20 | |
| | Elliott ACE Hardware | 5706 | P-Card Purchase | Custodial Supplies | \$32.75 | |
| | Friends of WAPL | 5707 | FPO #F36714 | Bag Sales July/August 2018 | \$75.81 | |
| | GHA Technologies | 5708 | Purchase Order #142260 | Security Cameras | \$690.44 | |
| | Grey House Publishing | 5709 | FPO #F36580 | Adult Reference Books | \$295.70 | |
| | Kelley Communications | 5710 | FPO #F36584 | Security Wiring and Installation | \$1956.00 | |
| | Koszalka, Michael | 5711 | FPO #F36492 | Petty Cash | \$104.74 | |
| | Lewis, Shon | 5712 | FPO #F36762 | Constitution Room Refund | \$40.00 | |
| | Midwest Tape | 5713 | FPO #'s F36609, F36760 | Adult Audiobooks | \$579.84 | |
| | Office Depot | 5714 | P-Card Purchase | Library Supplies | \$146.44 | |
| | Oriental Trading | 5715 | P-Card Purchase | Children's Supplies | \$47.95 | |
| | Peanut Butter & Jelly Deli | 5716 | P-Card Purchase | Popup Library | \$10.00 | |

LIBRARY BOARD

President

Secretary

CITY OF WEST ALLIS

Date Filed September 26, 2018 SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Paid _____

Library Board

| | | | | |
|--------------------------------|------|------------------------|-----------------------------------|--------------|
| Pick 'N Save | 5717 | P-Card Purchases | Newspapers and Program Supplies | \$144.04 |
| Radspinner, Mary | 5718 | FPO #F36613 | Program Presentation | \$40.00 |
| Random House, LLC | 5719 | FPO #'s F36769, F36814 | Adult and Children's Audiobooks | \$101.25 |
| Scholastic | 5720 | FPO #F36768 | Children's Books | \$849.55 |
| Sound and Vision | 5721 | P-Card Purchase | Subscription Renewal | \$12.99 |
| Urban Joe | 5722 | P-Card Purchase | Popup Library | \$10.00 |
| Veritiv Operating Company | 5723 | Purchase Order #142216 | Library Supplies (computer paper) | \$1094.00 |
| Walmart | 5724 | P-Card Purchase | Popup Library | \$12.88 |
| WE Energies | 5725 | | Gas/Electric Services | \$504.52 |
| Wisconsin Academy | 5726 | P-Card Purchase | Subscription Renewal | \$30.00 |
| Wisconsin Library Association | 5727 | FPO #F36759 | Membership Renewal | \$255.00 |
| Payroll | 5728 | | | \$142,474.91 |
| | | | Total | \$161,779.82 |
| August 3 rd , 2018 | | | | |
| Regulars \$40,937.92 | | | | |
| Provisionals 7,176.86 | | | | |
| Overtime 510.80 | | | | |
| \$48,625.58 | | | | |
| August 17 th , 2018 | | | | |
| Regulars \$41,229.49 | | | | |
| Provisionals 7,309.87 | | | | |
| \$48,539.36 | | | | |
| August 31 st , 2018 | | | | |
| Regulars \$38,718.59 | | | | |
| Provisionals 6,591.38 | | | | |
| \$45,309.97 | | | | |

LIBRARY BOARD

President

Secretary

Financial Report 9-25-18

| | <u>Annual Appropriation</u> | <u>Spent/Encumbered</u> | <u>Balance</u> |
|-----------------------------|---------------------------------|-------------------------|---------------------|
| Salaries (Regular) | \$1,134,526.00 | \$652,164.00 | \$482,362.00 |
| Salaries (Other) | 201,918.00 | 129,117.00 | 72,801.00 |
| Shift Differential | 0.00 | - | 0.00 |
| Overtime | 10,000.00 | 2,964.00 | 7,036.00 |
| Out-of-Class | 1,000.00 | - | 1,000.00 |
| Labor Charges (Other Depts) | 0.00 | - | 0.00 |
| Office Equipment/Repair | 1,000.00 | - | 1,000.00 |
| Furniture Repair/Maint | 200.00 | - | 200.00 |
| Auto Repair/Maint | 1,000.00 | 843.00 | 157.00 |
| Shop Equipment Repair | 250.00 | - | 250.00 |
| Other Equipment Repair | 2,700.00 | - | 2,700.00 |
| Postage | 3,500.00 | 1,572.00 | 1,928.00 |
| Office Supplies | 32,000.00 | 18,241.00 | 13,759.00 |
| Printing | 0.00 | - | 0.00 |
| Materials Fund | 290,117.00 | 170,872.00 | 119,245.00 |
| Memberships | 500.00 | 355.00 | 145.00 |
| Travel Expense | 1,500.00 | 57.00 | 1,443.00 |
| Car Allowance | 980.00 | - | 980.00 |
| Training | 1,000.00 | 476.00 | 524.00 |
| Photographic Supplies | 200.00 | - | 200.00 |
| Custodial Supplies | 7,500.00 | 3,845.00 | 3,655.00 |
| Fuel (Gas-Auto) | 650.00 | 207.00 | 443.00 |
| 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 | 12,076.00 | -7,276.00 |
| Cleaning/Laundry | 3,800.00 | 3,725.00 | 75.00 |
| Rentals | 0.00 | - | 0.00 |
| Maintenance Contracts | 112,000.00 | 101,637.00 | 10,363.00 |
| Other Services | 14,815.00 | 17,178.00 | -2,363.00 |
| Office Furniture/Equip | 18,500.00 | 4,108.00 | 14,392.00 |
| Automotive (Replacement) | 3,000.00 | - | 3,000.00 |
| Gas | 16,000.00 | 10,842.00 | 5,158.00 |
| Electricity | 52,000.00 | 30,655.00 | 21,345.00 |
| Water | 9,300.00 | 2,128.00 | 7,172.00 |
| Safety Glasses | 350.00 | - | 350.00 |
| Telephone | 100.00 | 2.00 | 98.00 |
| SelfCheck (Replacement) | 4,000.00 | - | 4,000.00 |
| TOTAL | 1,929,484.00 | \$1,163,064.00 | \$766,420.00 |

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

Includes carry-overs.

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