



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-JANUARY 2023

Appropriation January 2023	\$1,707,607.00
Balance December 2022***	<u>\$453,574.49</u>
Balance	\$2,161,181.49

The staff recommends the allowance of	
Claim Numbers 6995 to 7039 amounting to	\$848,784.68
Less Library Book Fund	-\$25.78
Less Drake-Breskvar Fund	-193.07
Less Greater Milwaukee Foundation check (donations)	<u>-510,000.00</u>

BALANCE \$1,822,615.66

***Not reconciled with Finance
Department to date: does not
include Public Works charges
for 2022.

BOARD AUTHORIZATION

Motion: _____

Second: _____

January 25, 2023

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed

January 25, 2023 (END OF 2022)

SCHEDULE OF VOUCHERS

Date Paid

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	6995	P-Card Purchases	Library and Program Supplies	\$458.13	
	Apple	6996	P-Card Purchase	Digital AV Adapter	\$49.00	
	Baker & Taylor	6997	P-Card Purchases	Books, DVD's, CD's, etc.	\$25,967.25	
	Campaign Monitor	6998	P-Card Purchase	Monthly Service Subscription	\$24.65	
	Cavendish Square	6999	Docuware	Children's Books	\$204.44	
	Cengage Learning	7000	Docuware	Large-Type Books	\$448.64	
	Center Point Large Print	7001	Docuware	Large-Type Books	\$93.48	
	Chamberlain's	7002	P-Card Purchase	Holiday Pointsettias	\$400.00	
	Demco	7003	P-Card Purchases	Library and Cataloging Supplies	\$9245.02	
	Fairytales Birthday Company LLC	7004	Docuware	Winter Week Program Deposit	\$142.50	
	Greater Milwaukee Foundation	7005	Docuware	Deposit to GMF from donations	\$510,000.00	
	Koszalka, Michael	7006	Docuware	Petty Cash	\$65.26	
	Library Store, The	7007	P-Card Purchase	Cataloging Supplies	\$571.43	
	Midwest Tape	7008	Docuware	Audiobooks	\$586.86	
	Minitex	7009	P-Card Purchase	Cataloging Supplies	\$1458.00	
	Nassco	7010	P-Card Purchase	Custodial Supplies	\$88.00	
	News Bank Inc.	7011	P-Card Purchase	Subscription Jan-Dec 2023	\$15,908.00	
	New York Times, The	7012	P-Card Purchase	Subscription Renewal	\$1053.00	
	North Star Editions Inc.	7013	Docuware	Children's Books	\$225.72	
	ODP	7014	P-Card Purchases	Library Supplies	\$302.03	
	Oriental Trading	7015	P-Card Purchases	Program Supplies	\$197.06	
	Pick 'n Save	7016	P-Card Purchases	Staff Party	\$135.78	
	Plasticards Inc.	7017	Docuware	Library Cards	\$1350.00	
	San-A-Care	7018	P-Card Purchase	Custodial Supplies	\$505.26	
	Station No. 6	7019	P-Card Purchase	Adult Prize	\$126.23	

LIBRARY BOARD

President

Secretary

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214 Date Filed January 25, 2023 (END OF 2022)_ SCHEDULE OF VOUCHERS Library Board

	Sunset Magazine	7020		P-Card Purchase	Subscription Renewal	\$29.95
	Target	7021		P-Card Purchases	Custodial Supplies and Children's Prizes	\$63.44
	USPS	7022		P-Card Purchases	Postage	\$10.69
	VegNews	7023		P-Card Purchase	Subscription Renewal	\$20.00
	Walmart	7024		P-Card Purchases	Teen Program Supplies	\$44.48
	WE Energies	7025			Gas/Electric Services	\$5543.02
	Wil-Kil Pest Control	7026		Docuware	Pest Inspection	\$300.00
	Wisconsin State Journal	7027		P-Card Purchases	Subscription Renewal	\$1042.76
	Zazzle	7028		P-Card Purchase	Program Prizes	\$59.54
	Payroll	7029				\$264,223.86
					Total	\$840,943.48
	<u>November 4th, 2022</u>			<u>November 18th, 2022</u>		
	Regulars \$39,364.78			Regulars \$38,023.33		
	Provisionals \$8,578.39			Provisionals \$8,865.51		
	\$47,943.17			\$46,888.84		
	<u>December 2nd, 2022</u>			<u>December 16th, 2022</u>	<u>December 30th, 2022</u>	
	Regulars \$39,988.24			Regulars \$39,200.25	Regulars \$40,727.70	
	Provisionals \$7,748.35			Provisionals \$9,486.20	Provisionals \$7,637.83	
	Overtime: \$479.60			Overtime \$599.50	Overtime \$605.50	
	\$48,216.19			\$49,285.95	\$48,971.03	
	<u>January 13th, 2023 (2022 portion)</u>					
	Regulars \$20,406.93					
	Provisionals \$2,511.75					
	\$22,918.68					

LIBRARY BOARD

President

Secretary

Date Filed January 25, 2023 SCHEDULE OF VOUCHERS

Date Filed

Date Paid

[illegible]

LIBRARY BOARD

President

Secretary