



Administration  
414.302.8501

Circulation  
414.302.8503

Reference  
414.302.8500

Children's  
414.302.8502

**CLAIMS AND FINANCE REPORT-AUGUST 2021**

|                            |                            |
|----------------------------|----------------------------|
| Appropriation January 2021 | <b>\$1,872,182.00</b>      |
| Expenditures to date       | <b><u>\$901,369.35</u></b> |
| Balance                    | <b>\$970,812.65</b>        |
| Deposits to date           | <b>\$1,540.36</b>          |
| Deposit-July 2021          | <b><u>\$20.30</u></b>      |
| Balance                    | <b>\$972,373.31</b>        |

The staff recommends the allowance of  
 Claim Numbers 6588 to 6613 amounting to \$ 125,941.59  
 Less Friends' Sales May/June 2021 - \$554.09  
 Less Library Book Fund - \$232.34  
 Less Drake Breskvar Fund **-\$31.49**

**BALANCE \$ 847,249.64**

**BOARD AUTHORIZATION**

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

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

**August 25, 2021**

# CITY OF WEST ALLIS

Date Filed August 25, 2021\_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 |
|-------------------------|------|-----------------|--------------------------------|--|-------------|---------|
| Amazon                  |      | 6588            | P-Card Purchases               | Books, Library Supplies and Program Supplies | \$165.78    |         |
| Backpacker Magazine     |      | 6589            | P-Card Purchase                | Subscription Renewal                         | \$49.00     |         |
| Baker & Taylor          |      | 6590            |                                |  | \$14,679.99 |         |
| Barnes and Noble        |      | 6591            | P-Card Purchase                | Adult Book                                   | \$22.85     |         |
| Cengage Learning        |      | 6592            | FPO #'s F45619, F45692, F45775 | Large-Type Books                             | \$299.10    |         |
| Colossal Fossils, Inc.  |      | 6593            | FPO #F45577                    | Summer Reading Presentation                  | \$810.00    |         |
| Demco                   |      | 6594            | P-Card Purchases               | Cataloging Supplies                          | \$420.38    |         |
| Dollar Tree             |      | 6595            | P-Card Purchase                | Program Supplies                             | \$66.34     |         |
| Elliott ACE Hardware    |      | 6596            | P-Card Purchase                | Custodial Supplies                           | \$34.70     |         |
| Friends of WAPL         |      | 6597            | FPO #F45527                    | Friends' Sales May/June 2021                 | \$554.09    |         |
| Gagnon, Glen            |      | 6598            | FPO #F45576                    | Summer Reading Presentation                  | \$300.00    |         |
| Information Today, Inc. |      | 6599            | FPO #F45772                    | Subscription Renewal                         | \$119.95    |         |
| Koszalka, Michael       |      | 6600            | FPO #F45492                    | Petty Cash                                   | \$3.58      |         |
| MCFLS                   |      | 6601            | FPO #F45771                    | Second Quarter Charges 2021                  | \$351.15    |         |
| Midwest Tape            |      | 6602            | FPO #'s F45774, F45691         | Audiobooks                                   | \$792.77    |         |
| Oriental Trading        |      | 6603            | P-Card Purchase                | Program Supplies                             | \$120.67    |         |
| Pick 'N Save            |      | 6604            | P-Card Purchase                | Children's Program Supplies                  | \$7.16      |         |
| San-A-Care              |      | 6605            | P-Card Purchase                | Custodial Supplies                           | \$32.30     |         |
| Sunset Magazine         |      | 6606            | P-Card Purchase                | Subscription Renewal                         | \$24.95     |         |
| Target                  |      | 6607            | P-Card Purchase                | Custodial Supplies                           | \$146.32    |         |
| Thomson Reuters         |      | 6608            | P-Card Purchase                | Reference Materials                          | \$821.00    |         |
| USPS                    |      | 6609            | P-Card Purchase                | Postage                                      | \$5.20      |         |
| Webstaurant Store       |      | 6610            | P-Card Purchase                | Custodial Supplies                           | \$361.49    |         |
| WE Energies             |      | 6611            |                                | Gas/Electric Services                        | \$5083.15   |         |

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## Financial Report 8-23-21

|                          | <u>Annual<br/>Appropriation</u> | <u>Spent/Encumbered</u> | <u>Balance</u>      |
|--------------------------|---------------------------------|-------------------------|---------------------|
| Salaries (Regular)       | \$1,214,344.00                  | \$632,175.00            | \$582,169.00        |
| Salaries (Other)         | 145,654.00                      | 98,648.00               | 47,006.00           |
| Overtime                 | 11,141.00                       | 1,455.00                | 9,686.00            |
| Office Equipment/Repair  | 1,000.00                        | -                       | 1,000.00            |
| Auto Repair/Maint        | 1,000.00                        | -                       | 1,000.00            |
| Shop Equipment Repair    | 250.00                          | -                       | 250.00              |
| Other Equipment Repair   | 2,700.00                        | 705.00                  | 1,995.00            |
| Postage                  | 2,500.00                        | 804.00                  | 1,696.00            |
| Office Supplies          | 19,500.00                       | 12,328.00               | 7,172.00            |
| Materials Fund           | 254,263.00                      | 159,249.00              | 95,014.00           |
| Memberships              | 500.00                          | -                       | 500.00              |
| Travel Expense           | 1,500.00                        | 8.00                    | 1,492.00            |
| Training                 | 1,000.00                        | -                       | 1,000.00            |
| Photographic Supplies    | 200.00                          | -                       | 200.00              |
| Custodial Supplies       | 7,500.00                        | 6,039.00                | 1,461.00            |
| Fuel (Gas-Auto)          | 650.00                          | 127.00                  | 523.00              |
| Oils, Fluids, Lubs       | 28.00                           | -                       | 28.00               |
| Landscape Materials      | 250.00                          | -                       | 250.00              |
| Other Materials/Supplies | 4,800.00                        | 5,043.00                | -243.00             |
| Maintenance Contracts    | 112,000.00                      | 67,524.00               | 44,476.00           |
| Other Services           | 4,815.00                        | 4,139.00                | 676.00              |
| Office Furniture/Equip   | 13,500.00                       | 10,526.00               | 2,974.00            |
| Gas                      | 16,000.00                       | 7,235.00                | 8,765.00            |
| Electricity              | 52,000.00                       | 25,187.00               | 26,813.00           |
| Water                    | 9,300.00                        | 3,594.00                | 5,706.00            |
| Safety Glasses           | 50.00                           | -                       | 50.00               |
| <b>TOTAL</b>             | <b>1,876,445.00</b>             | <b>\$1,034,786.00</b>   | <b>\$841,659.00</b> |

Unaudited--does not include adjustments, transfers, close-outs.  
Includes carry-overs.

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