



Administration  
414.302.8501  
  
Circulation  
414.302.8503  
  
Reference  
414.302.8500  
  
Children's  
414.302.8502

**CLAIMS AND FINANCE REPORT-JANUARY 2021**

Appropriation January 2021	\$1,872,182.00
Balance December 2020 ***	<u>\$505,014.32</u>
 Balance	 \$2,377,196.32

The staff recommends the allowance of  
Claim Numbers 6372 to 6414 amounting to \$305,206.00  
Less Elaine Strike Fund - \$ 93.75  
Less Drake-Breskvar Fund -\$167.40  
Less Friends' September-December 2020 Sales -\$514.55  
Less Terchak Fund -3,165.84  
Lee Library Sales Trust Fund -273.00

**BALANCE \$2,076,204.86**

\*\*\*Not reconciled with  
Finance Department to date:  
does not include Inventory or  
Public Works charges for 2020.

**BOARD AUTHORIZATION**

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

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

January 27, 2021

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed

January 27, 2021 (END OF 2020)\_ SCHEDULE OF VOUCHERS

Date Paid

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	ADDitude Magazine	6372	P-Card Purchase	Subscription Renewal	\$18.95	
	Amazon	6373	P-Card Purchases	Library and Program Supplies	\$489.26	
	Baker & Taylor	6374	P-Card Purchases	Books, DVD's, CD's, etc.	\$33,077.86	
	BorderLAN Cyber Security	6375	P-Card Purchase	Deepfreeze Subscription	\$5736.97	
	Brodart	6376	P-Card Purchases	Cataloging Supplies	\$185.64	
	CDW-G	6377	Purchase Order #144016	IT Supplies/Software	\$3,207.43	
	Cengage Learning	6378	FPO #'s F44217, F44132	Large-Type Books	\$163.15	
	Chamberlain's	6379	FPO #F44347	Holiday Poinsettias	\$320.00	
	David's Tea	6380	P-Card Purchase	Program Prize	\$34.41	
	Demco	6381	P-Card Purchases	Cataloging Supplies	\$1356.09	
	Dollar Tree	6382	P-Card Purchases	Program Supplies	\$70.06	
	Etsy	6383	P-Card Purchase	Program Prize	\$16.83	
	Friends of WAPL	6384	FPO #'s F43817, F44214	Friends Sales September-December 2020	\$514.55	
	Home Depot	6385	P-Card Purchase	Snowblower	\$649.00	
	Janway	6386	P-Card Purchase	Tote Bags	\$273.00	
	Koszalka, Michael	6387	FPO #F44134	Petty Cash	\$35.00	
	Library Store, The	6388	P-Card Purchase	Cataloging Supplies	\$709.90	
	Midwest Outdoors	6389	P-Card Purchase	Subscription Renewal	\$14.95	
	Midwest Tape	6390	FPO #'s F44218, F44133, F44171	Adult Audiobooks	\$912.77	
	Milwaukee Journal Sentinel	6391	P-Card Purchase	Subscription Renewal	\$1963.14	
	Nassco	6392	P-Card Purchase	Custodial Supplies	\$429.33	
	Office Depot	6393	P-Card Purchases	Library Supplies	\$1467.24	
	Oriental Trading	6394	P-Card Purchases	Program Supplies	\$117.94	
	Pick 'n Save	6395	P-Card Purchases	Program Supplies	\$190.97	

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue - West Allis, Wisconsin 53214

Date Filed

January 27, 2021 (END OF 2020) SCHEDULE OF VOUCHERS

Date Paid

Library Board

Scholastic	6396	FPO #F44172	Children's Books	\$215.46
Showcases	6397	P-Card Purchase	Cataloging Supplies	\$40.60
Target	6398	P-Card Purchases	Program, Supplies and Prizes	\$42.72
Thomson Reuters	6399	P-Card Purchase	Reference Book	\$420.00
USA Today	6400	P-Card Purchase	Subscription Renewal	\$680.29
USPS	6401	P-Card Purchase	Postage	\$6.95
WE Energies	6402		Gas/Electric Services	\$3669.95
Wisconsin State Journal	6403	P-Card Purchase	Subscription Renewal	\$1042.76
Zoom	6404	P-Card Purchase	Service Subscription	\$29.98
Payroll	6405			\$243,644.86
			Total	\$301,748.01
<u>November 6, 2020</u>		<u>December 18, 2020</u>		
Regulars \$42,087.68		Regulars \$42,947.93		
Provisionals <u>6,352.67</u>		Provisionals <u>6,438.62</u>		
\$48,440.35		\$49,386.55		
<u>November 20, 2020</u>		<u>December 31, 2020</u>		
Regulars \$44,455.44		Regulars \$42,837.19		
Provisionals 5,935.71		Provisionals 4,437.66		
\$50,391.15		\$47,274.85		
<u>December 4, 2020</u>				
Regulars \$42,426.68				
Provisionals <u>5,725.28</u>				
\$48,151.96				

## LIBRARY BOARD

President

Secretary

# CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed January 27, 2021\_SCHEDULE OF VOUCHERS

Date Paid \_\_\_\_\_ Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	6406	P-Card Purchases	Library and Program Supplies	\$107.00	
	Cengage Learning	6407	FPO #F44351	Large-Type Books	\$146.35	
	Greater Milwaukee Foundation	6408	FPO #F44255	Donation to Terchak Fund	\$25.00	
	Home Depot	6409	P-Card Purchase	Custodial Supplies	\$349.99	
	Midwest Tape	6410	FPO #F44350	Adult and Children's Audiobooks	\$200.95	
	San-A-Care	6411	FPO #F44348	Custodial Supplies	\$180.00	
	Sonntag, Heather	6412	FPO #F44349	Program Presentation	\$40.00	
	Tumbleweed Press	6413	FPO #F44215	Tumblebooks Subscription	\$525.00	
	World Book, Inc.	6414	FPO #F44216	Online and Early Learning	\$1883.70	
				Total	\$3,457.99	

## LIBRARY BOARD

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary