



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-SEPTEMBER 2022

Appropriation January 2022 **\$1,732,252.00**

Expenditures to date **\$896,270.00**

Balance **\$835,982.00**

Deposits to date **\$490.36**

August Deposit **\$128.40**

Balance **\$836,600.76**

The staff recommends the allowance of
Claim Numbers 6906 to 6934 amounting to **\$140,700.15**
Lee Friends' Sales **-\$767.03**

BALANCE \$696,667.64

BOARD AUTHORIZATION

Motion: _____

Second: _____

September 28, 2022

CITY OF WEST ALLIS

Date Filed September 28, 2022_ 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 | 6906 | P-Card Purchases | Books and Program Supplies | \$565.85 | |
| | Baker & Taylor | 6907 | P-Card Purchases | Books, CD's, DVD's, etc. | \$14,140.69 | |
| | Brodart | 6908 | P-Card Purchase | Cataloging Supplies | \$162.10 | |
| | Campaign Monitor | 6909 | P-Card Purchase | Service Subscription Renewal | \$24.65 | |
| | Cengage Learning | 6910 | Docuware | Large-Type Books | \$583.87 | |
| | Center Point Large Print | 6911 | Docuware | Large-Type Books | \$46.74 | |
| | Chicago Tribune | 6912 | P-Card Purchase | Subscription Renewal | \$934.96 | |
| | Demco | 6913 | P-Card Purchases | Cataloging Supplies | \$167.70 | |
| | Dollar Tree | 6914 | P-Card Purchases | Program Supplies | \$64.49 | |
| | Friends of WAPL | 6915 | Docuware | Friends' Sales | \$767.03 | |
| | HGTV Magazine | 6916 | P-Card Purchase | Subscription Renewal | \$34.97 | |
| | Jetz | 6917 | P-Card Purchase | Truck Wash | \$10.00 | |
| | Let's Stick Together | 6918 | P-Card Purchase | Program Supplies | \$44.35 | |
| | Lynscoe Systems | 6919 | P-Card Purchase | Service Subscription | \$22,980.00 | |
| | Melott, Susan | 6920 | Docuware | Program | \$40.00 | |
| | Midwest Tape | 6921 | Docuware | Audiobooks | \$1209.71 | |
| | MPL – Central Library | 6922 | Docuware | Payment for Damaged Material | \$11.59 | |
| | Nassco | 6923 | P-Card Purchases | Custodial Supplies | \$833.65 | |
| | ODP | 6924 | P-Card Purchases | Library Supplies | \$264.80 | |
| | Oriental Trading | 6925 | P-Card Purchase | Program Supplies | \$73.92 | |
| | Pick 'n Save | 6926 | P-Card Purchases | Program Supplies | \$137.33 | |
| | San-A-Care | 6927 | P-Card Purchases | Custodial Supplies | \$2690.93 | |
| | School Specialty | 6928 | P-Card Purchase | Program Supplies | \$5.84 | |
| | Target | 6929 | P-Card Purchases | Program Supplies | \$10.65 | |
| | USPS | 6930 | P-Card Purchases | Postage | \$6.48 | |
| | Walmart | 6931 | P-Card Purchases | Program Supplies | \$48.03 | |

LIBRARY BOARD

President

Secretary

Library Board

[illegible]

Financial Report 9-26-22

| | <u>Annual Appropriation</u> | <u>Spent/Encumbered</u> | <u>Balance</u> |
|--------------------------|---------------------------------|-------------------------|---------------------|
| Salaries (Regular) | \$1,002,507.00 | \$594,943.00 | \$407,564.00 |
| Salaries (Other) | 219,611.00 | 112,132.00 | 107,479.00 |
| Overtime | 11,141.00 | - | 11,141.00 |
| Office Equipment/Repair | 1,000.00 | - | 1,000.00 |
| Auto Repair/Maint | 1,000.00 | 161.00 | 839.00 |
| Shop Equipment Repair | 250.00 | - | 250.00 |
| Other Equipment Repair | 2,700.00 | 655.00 | 2,045.00 |
| Postage | 1,500.00 | 397.00 | 1,103.00 |
| Office Supplies | 19,500.00 | 6,314.00 | 13,186.00 |
| Materials Fund | 253,569.00 | 148,179.00 | 105,390.00 |
| Memberships | 500.00 | 255.00 | 245.00 |
| Travel Expense | 1,200.00 | - | 1,200.00 |
| Training | 1,000.00 | - | 1,000.00 |
| Photographic Supplies | 200.00 | - | 200.00 |
| Custodial Supplies | 7,500.00 | 7,184.00 | 316.00 |
| Fuel (Gas-Auto) | 400.00 | 109.00 | 291.00 |
| Oils, Fluids, Lubs | 28.00 | - | 28.00 |
| Landscape Materials | 250.00 | - | 250.00 |
| Other Materials/Supplies | 4,815.00 | 4,610.00 | 205.00 |
| Maintenance Contracts | 112,000.00 | 90,273.00 | 21,727.00 |
| Other Services | 4,800.00 | 7,577.00 | -2,777.00 |
| Office Furniture/Equip | 13,500.00 | 6,760.00 | 6,740.00 |
| Gas | 16,000.00 | 10,652.00 | 5,348.00 |
| Electricity | 52,000.00 | 32,111.00 | 19,889.00 |
| Water | 9,300.00 | 3,942.00 | 5,358.00 |
| Safety Glasses | 50.00 | - | 50.00 |
| TOTAL | 1,736,321.00 | \$1,026,254.00 | \$710,067.00 |

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

Includes carry-overs.

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