

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed August 22, 2018

SCHEDULE OF VOUCHERS

Date Paid

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
Apple		5666	P-Card Purchase	Children's Apps	\$9.49	
Baker & Taylor		5667	P-Card Purchases	Adult and Children's Books, CD's, DVD's, etc.	\$19,450.61	
Brilliant Publishing, LLC		5668	P-Card Purchase	Homeschool Handbook	\$29.95	
Brodart		5669	P-Card Purchase	Cataloging Supplies	\$23.48	
CDW-G		5670	Purchase Order #142165	IT Supplies	\$42.23	
Cengage Learning		5671	FPO #F36430	Adult Large-Type Books	\$150.40	
Center Point Large Print		5672	FPO #F36493	Adult Large-Type Books	\$44.34	
The Daily Reporter		5673	P-Card Purchase	Subscription Renewal	\$239.00	
Demco		5674	P-Card Purchase	Cataloging Supplies	\$1537.42	
Elliott ACE Hardware		5675	P-Card Purchases	Custodial Supplies	\$93.16	
Friends of WAPL		5676	FPO #F36140	Bag Sales May/June 2018	\$59.28	
Home Depot		5677	P-Card Purchase	Custodial Supplies	\$46.55	
Koszalka, Michael		5678	FPO #F36294	Petty Cash	\$388.05	
Lynsgee Systems		5679	FPO #F36287	Service Agreement through 8/19	\$22,980.00	
Manufacturer's News LLC		5680	FPO #F36304	Adult Reference Books	\$161.90	
Marco's Pizza		5681	P-Card Purchase	Teen Program	\$37.96	
Michaels		5682	P-Card Purchase	Adult Program	\$14.66	
Midwest Tape		5683	FPO #F36431	Adult and Children's Audiobooks	\$127.96	
Office Depot		5684	P-Card Purchases	Library Supplies	\$188.46	
Pick 'N Save		5685	P-Card Purchases	Newspapers and Programs	\$60.82	
Salamone		5686	Purchase Order #142094	Custodial Supplies	\$240.88	
Stephens, Carole		5687	FPO #F36320	Children's CD's	\$20.00	
Target		5688	P-Card Purchase	Custodial Supplies and Program Supplies	\$88.23	

LIBRARY BOARD

President

Secretary

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PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214
www.westalliswi.gov

CLAIMS AND FINANCE REPORT-AUGUST 2018

Appropriation January 2018	\$1,916,667.00
Library 2017 Carryover	<u>4,000.00</u>

Subtotal	\$1,920,667.00
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Deposits to date	<u>9,001.39</u>
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Subtotal	\$1,929,668.39
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Expenditures to date	<u>982,562.94</u>
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Balance	\$947,105.45
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Deposits, July 2018	<u>897.07</u>
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Balance	\$948,002.52
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The staff recommends the allowance of	
Claim Numbers 5666 to 5692 amounting to	\$137,997.48
Less Drake-Breskvar Fund	26.55
Less May/June Friends Sales	<u>59.28</u>
	\$137,911.65

BALANCE	\$810,090.87
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BOARD AUTHORIZATION

Motion: _____

Second: _____

August 22, 2018

Financial Report 8-21-18

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,134,526.00	\$531,081.00	\$603,445.00
Salaries (Other)	201,918.00	108,039.00	93,879.00
Shift Differential	0.00	-	0.00
Overtime	10,000.00	2,453.00	7,547.00
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	15,951.00	16,049.00
Printing	0.00	-	0.00
Materials Fund	289,516.00	149,325.00	139,191.00
Memberships	500.00	100.00	400.00
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	3,444.00	4,056.00
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	11,858.00	-7,058.00
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	12,215.00	2,600.00
Office Furniture/Equip	18,500.00	3,418.00	15,082.00
Automotive (Replacement)	3,000.00	-	3,000.00
Gas	16,000.00	10,842.00	5,158.00
Electricity	52,000.00	26,141.00	25,859.00
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	1,928,883.00	\$985,514.00	\$942,369.00

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

Includes carry-overs.

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