

West Allis Public Library
7421 W. National Ave.
West Allis, WI 53214
www.westalliswi.gov



Administration
414.302.8501

City Manager
414.302.8503

Director
414.302.8500

Inspector
414.302.8502

CLAIMS AND FINANCE REPORT-OCTOBER 2018

| | |
|--|---------------------|
| Appropriation January 2018 | \$1,916,667.00 |
| Library 2017 Carryover | <u>4,000.00</u> |
| Subtotal | \$1,920,667.00 |
| Deposits to date | <u>10,386.82</u> |
| Subtotal | \$1,931,053.82 |
| Expenditures to date | <u>1,282,178.60</u> |
| Balance | \$648,875.22 |
| Deposits, September 2018 | <u>502.15</u> |
| Balance | \$649,377.37 |
| The staff recommends the allowance of Claim Numbers 5729 to 5760 amounting to | <u>\$111,102.15</u> |

BALANCE \$538,375.22

BOARD AUTHORIZATION

Motion: _____

Second: _____

October 24, 2018

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed October 24, 2018

SCHEDULE OF VOUCHERS

Date Paid

Library Board

| Vendor ID # | Name | Library Claim # | Purchase Order # | Purpose | Amount | Voucher |
|-------------|--------------------------|-----------------|--------------------------------|--|-------------|---------|
| | Amazon | 5729 | P-Card Purchases | Library and Program Supplies | \$300.57 | |
| | Baker & Taylor | 5730 | P-Card Purchases | Books, DVD's, CD's, etc. | \$17,715.10 | |
| | Buffalo Wild Wings | 5731 | P-Card Purchase | Summer Reading Prizes | \$40.00 | |
| | Cengage Learning | 5732 | FPO #'s F36891, F37112 | Adult Large-Type Books | \$140.76 | |
| | Center Point Large Print | 5733 | FPO #F36994 | Adult Large-Type Books | \$44.34 | |
| | Child's World, The | 5734 | FPO #F37078 | Children's Books | \$466.70 | |
| | Consumer Crafts | 5735 | P-Card Purchases | Program Supplies | \$33.85 | |
| | Demco | 5736 | P-Card Purchase | Cataloging Supplies | \$108.35 | |
| | Dollar Tree | 5737 | P-Card Purchase | Children's/Tween Program | \$10.56 | |
| | Frederick, Michael | 5738 | FPO #F36993 | Adult Book | \$24.00 | |
| | GoDaddy | 5739 | P-Card Purchase | Domain Renewal | \$60.30 | |
| | HQTV Magazine | 5740 | P-Card Purchase | Subscription Renewal | \$34.97 | |
| | Hobby Lobby | 5741 | P-Card Purchase | Program Supplies | \$68.88 | |
| | Home Depot | 5742 | P-Card Purchase | Custodial Supplies | \$98.10 | |
| | Infogroup | 5743 | FPO #F36995 | Adult Reference Books | \$1515.00 | |
| | Information Today, Inc. | 5744 | FPO #F37126 | Subscription Renewal | \$109.95 | |
| | Library Store, The | 5745 | P-Card Purchase | Cataloging Supplies | \$363.90 | |
| | MCFLS | 5746 | FPO #F37139 | Library Supplies, Postage, Ecommerce | \$578.93 | |
| | Midwest Tape | 5747 | FPO #'s F36984, F36892, F37111 | Adult Audiobooks | \$464.88 | |
| | Office Depot | 5748 | P-Card Purchase | Library Supplies | \$73.26 | |
| | Oriental Trading | 5749 | P-Card Purchase | Program Supplies | \$21.98 | |
| | Pick 'N Save | 5750 | P-Card Purchases | Newspapers, Summer Reading, Program Supplies | \$131.43 | |
| | Salamone | 5751 | Purchase Order #142303 | Custodial Supplies | \$798.54 | |

LIBRARY BOARD

President

Secretary

Date Filed October 24, 2018 SCHEDULE OF VOUCHERS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Paid _____

Library Board

[illegible]

LIBRARY BOARD

President

Secretary

Financial Report 10-23-18

| | <u>Annual Appropriation</u> | <u>Spent/Encumbered</u> | <u>Balance</u> |
|-----------------------------|---------------------------------|-------------------------|---------------------|
| Salaries (Regular) | \$1,134,526.00 | \$730,778.00 | \$403,748.00 |
| Salaries (Other) | 201,918.00 | 139,850.00 | 62,068.00 |
| Shift Differential | 0.00 | - | 0.00 |
| Overtime | 10,000.00 | 3,475.00 | 6,525.00 |
| 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 | 20,158.00 | 11,842.00 |
| Printing | 0.00 | - | 0.00 |
| Materials Fund | 290,303.00 | 180,314.00 | 109,989.00 |
| Memberships | 500.00 | 355.00 | 145.00 |
| 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 | 5,369.00 | 2,131.00 |
| 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 | 13,113.00 | -8,313.00 |
| 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 | 17,303.00 | -2,488.00 |
| Office Furniture/Equip | 13,500.00 | 5,833.00 | 7,667.00 |
| Gas | 16,000.00 | 10,866.00 | 5,134.00 |
| Electricity | 52,000.00 | 34,921.00 | 17,079.00 |
| Water | 9,300.00 | 2,128.00 | 7,172.00 |
| Safety Glasses | 350.00 | - | 350.00 |
| Telephone | 100.00 | 2.00 | 98.00 |
| TOTAL | 1,917,670.00 | \$1,272,982.00 | \$644,688.00 |

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

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