

CITY OF WEST ALLIS

7525 W. Greenfield Avenue – West Allis, Wisconsin 53214

Date Filed July 28, 2021

SCHEDULE OF VOUCHERS

Date Paid

Library Board

Vendor ID #	Name	Library Claim #	Purchase Order #	Purpose	Amount	Voucher
	Amazon	6559	P-Card Purchases	Library and Program Supplies	\$91.63	
	Baker & Taylor	6560	P-Card Purchases	Books, DVD's, CD's, etc.	\$19,131.93	
	Book Page	6561	P-Card Purchase	Subscription Renewal	\$1176.00	
	CDW-G	6562	Purchase Order #144462	IT Supplies (Hard Drive)	\$67.62	
	Cengage Learning	6563	FPO #'s F45493 , F45423	Large-Type Books	\$170.35	
	Center Point Large Print	6564	FPO #F45530	Large-Type Books	\$44.34	
	Discount Paper Products	6565	Purchase Order #144463	Receipt Paper Rolls	\$404.25	
	Dollar Tree	6566	P-Card Purchases	Adult and Children's Programs	\$46.32	
	Elliott ACE Hardware	6567	P-Card Purchase	Custodial Supplies	\$77.14	
	Greater Milwaukee Foundation	6568	FPO #F45295	Donation to Terchak Fund	\$100.00	
	Kidsplay	6569	FPO #F45426	Summer Reading Presentation	\$750.00	
	Koszalka, Michael	6570	FPO #F45297	Petty Cash	\$17.73	
	Library Store, The	6571	P-Card Purchase	Cataloging Supplies	\$170.80	
	Menards	6572	P-Card Purchase	Children's Supplies	\$23.16	
	Michaels	6573	P-Card Purchase	Adult Program	\$9.98	
	Midwest Tape	6574	FPO #'s F45494, F45424	Audiobooks	\$520.86	
	Nasco	6575	P-Card Purchases	Custodial Supplies	\$19.19	
	Pick 'N Save	6576	P-Card Purchases	Children's Programs	\$51.93	
	San-A-Care	6577	P-Card Purchase	Custodial Supplies	\$474.19	
	Schlitz Audubon Society	6578	FPO #F45296	Summer Reading Presentation	\$825.00	
	State Industrial Products	6579	FPO #F45526	Custodial Supplies	\$202.56	
	South Milwaukee Public Library	6580	FPO #F45425	Damaged Item	\$34.00	
	Target	6581	P-Card Purchase	Teen Prizes	\$30.00	
	Tumbleweed Press Inc.	6582	P-Card Purchase	TumbleBooks Subscription	\$525.00	
	USPS	6583	P-Card Purchases	Postage	\$14.40	

LIBRARY BOARD

President

Secretary

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Library Board

[illegible]

LIBRARY BOARD

President

Secretary



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

CLAIMS AND FINANCE REPORT-JULY 2021

Appropriation January 2021	\$1,872,182.00
Expenditures to date	<u>\$720,888.33</u>
Balance	\$1,151,293.67
Deposits to date	\$1,471.85
Deposit-June 2021	<u>\$68.51</u>
Balance	\$1,152,834.03

The staff recommends the allowance of	
Claim Numbers 6559 to 6587 amounting to	\$181,270.56
Less Terchak Fund Donation	- \$100.00
Less Library Book Fund	<u>- \$689.54</u>

BALANCE \$ 972,353.01

BOARD AUTHORIZATION

Motion: _____

Second: _____

July 28, 2021

Financial Report 7-27-21

	<u>Annual Appropriation</u>	<u>Spent/Encumbered</u>	<u>Balance</u>
Salaries (Regular)	\$1,214,344.00	\$545,919.00	\$668,425.00
Salaries (Other)	145,654.00	84,278.00	61,376.00
Overtime	11,141.00	1,425.00	9,716.00
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	168.00	2,332.00
Office Supplies	19,500.00	11,667.00	7,833.00
Materials Fund	253,258.00	143,896.00	109,362.00
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	5,246.00	2,254.00
Fuel (Gas-Auto)	650.00	79.00	571.00
Oils, Fluids, Lubs	28.00	-	28.00
Landscape Materials	250.00	-	250.00
Other Materials/Supplies	4,800.00	3,995.00	805.00
Maintenance Contracts	112,000.00	67,524.00	44,476.00
Other Services	4,815.00	6,515.00	-1,700.00
Office Furniture/Equip	13,500.00	10,526.00	2,974.00
Gas	16,000.00	7,107.00	8,893.00
Electricity	52,000.00	20,231.00	31,769.00
Water	9,300.00	3,594.00	5,706.00
Safety Glasses	50.00	-	50.00
TOTAL	1,875,440.00	\$912,883.00	\$962,557.00

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

Includes carry-overs.

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