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**PUBLIC LIBRARY**  
7421 West National Avenue  
West Allis, Wisconsin 53214-4699

December 22, 2009

Honorable Mayor Devine and  
Members of the Common Council  
City Hall  
West Allis, Wisconsin 53214

Dear Mayor Devine and Members of the Common Council:

**RE: TRANSFER OF OPERATING BUDGET FUNDS TO COMPLETE LIBRARY  
CARPETING PROJECT (Main Floor-Public Areas)**

As you may recall, the library is in the midst of a major re-carpeting project. The original carpeting has been in place for over 20 years and is in need of replacement. The re-carpeting project is a specific goal in the library's 2007-2009 Strategic Plan, which states, "Patrons and staff should find the library to be a comfortable and maintained facility. By January 2009, the carpeting in both public and staff areas should be replaced."

While re-carpeting continues to be a high priority so that the library will remain current in appearance and comfortable for our patrons, we are somewhat behind the schedule established in our Strategic Plan. The project is being done in phases and as funding allows. Carpeting was purchased in 2007 for the main floor workrooms, in 2008 for the public circulation area, and in 2009 for the remainder of the main (first floor) public areas.

The library will again have funds remaining in salary accounts at the end of this year as a result of two more retirements and several positions that have not yet been filled. The Board considered these developments at a meeting held earlier this year and voted unanimously to approve an operating budget transfer of up to \$40,000 to finish the main (first floor) public areas.

The Library Board works very hard to follow the spending guidelines suggested by the City and has always been very cautious with the library's budget. We respectfully request that you approve a transfer of \$31,775, which is the amount needed for this phase of the project, from one of the salary accounts (100-3505-555-11.01) to a capital account (100-3507-555-70.01).

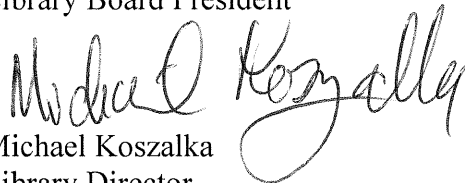
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We appreciate your consideration and past support. Should you have any questions or concerns, please contact Michael Koszalka at 302-8534.

Sincerely,

A handwritten signature in cursive script that reads "Sister Mary Ellen Paulson, O.P.".

Sister Mary Ellen Paulson  
Library Board President

A handwritten signature in cursive script that reads "Michael Koszalka".

Michael Koszalka  
Library Director

JN

c: Library Board  
Paul Ziehler, City Administrative Officer  
Gary Schmid, City Comptroller and Finance Manager