

PROPOSED 2019 LIBRARY BUDGET (REVISED)

Below is the proposed budget for the West Allis Public Library for 2019. We are requesting an operating budget of:

\$1, 877,227	Proposed 2019 Budget
<u>1,916,667</u>	2018 Adopted Budget
\$-39,440	-2%

1101 – Regular Wages

1,098,846	requested for 2019
1,084,526	received in 2018

1201.00 – Other Salary (part-time)

210,158	requested for 2019
251,918	received in 2018

Recommended:

Library Assistant	2,080 hours
Circulation Services Rep.	2,200 hours
Library Custodian	600 hours
Library Page	9,757 hours
Lead Library Page	936 hours
Technology Intern	600 hours

Page Two

1301 - Overtime

10,000 requested for 2019
10,000 received in 2018

This line item reflects costs associated with employee overtime charges.

1401 – Out-of-Class Pay

1,000 requested for 2019
1,000 received in 2018

This line item reflects costs associated with out-of-class pay charges.

4401 – Office Equipment Repairs

1,000 requested for 2019
1,000 received in 2018

This line item reflects costs associated with charges for office equipment repairs: microfilm machines, computers/printers, projection unit, scanner, fax machines, and other equipment.

3507-4408 – Furniture and Fixtures Repairs

200 requested for 2019
200 received in 2018

This line item reflects costs associated with furniture repairs.

4403 – Auto Equipment Repairs

1,000 requested for 2019
1,000 received in 2018

This line item reflects costs associated with charges for auto (truck) equipment repairs.

4402 – Equipment Repairs

250 requested for 2019
250 received in 2018

This line item reflects costs associated with charges for shop equipment repairs (vacuums, snow blowers, etc.).

Page Three

3504-4408 – Bindery/Repairs

2,500 requested for 2019
2,500 received in 2018

This line item reflects costs associated with charges for rebinding books.

5101 – Postage

3,500 requested for 2019
3,500 received in 2018

This line item reflects costs associated with charges for mailing overdue notices, holds notices, statement of charges, office and general mail.

5102 – Office Supplies

32,000 requested for 2019
32,000 received in 2018

This line item reflects costs associated with charges for all office supplies, printing cartridges, paper supplies, library processing supplies, toner for printers, security strips, bar code labels, etc.

5201 – Books/Periodicals/AudioVisual Materials

278,000 requested for 2019
278,000 received in 2018

This line reflects the costs associated with maintaining the materials collection.

5701 – Membership Dues

500 requested for 2019
500 received in 2018

This line item reflects costs associated with charges for the library's membership in the following organizations: Wisconsin Library Association and West Allis Historical Society.

Page Four

5602 – Travel Expense

1,000 requested for 2019

1,000 received in 2018

This line item reflects costs associated with charges for the following workshops:
American Library Association Conference (Director)
WLA Conference/WAPL Conference (Director)
Early Childhood Conference/Storytelling Conference (one staff)

1410– Car Allowance

480 requested for 2019

480 received in 2018

This line item reflects costs associated with car allowance/mileage reimbursements for the Library Director.

56.01—Local Business Meetings

500 requested for 2019

500 received in 2018

This line item reflects costs associated with local mileage reimbursements.

5702 – Training Schools

1,000 requested for 2019

1,000 received in 2018

This line item reflects costs associated with charges for training workshops.

5103 – Photographic Supplies

200 requested for 2019

200 received in 2018

This line item reflects costs associated with charges for film supplies/processing, etc.

5106 – Custodial Supplies

7,500 requested for 2019

7,500 received in 2018

This line item reflects costs associated with charges for cleaning supplies, paper products, etc.

5301 – Gas and Diesel Supplies

650 requested for 2019
650 received in 2018

This line item reflects costs associated with charges for gas and diesel supplies for the library vehicle and power equipment.

5302 – Anti-freeze and Lube

28 requested for 2019
28 received in 2018

This line item reflects costs associated with charges for anti-freeze and lube supplies for the library vehicle and power equipment.

5316 – Landscape Materials

250 requested for 2019
250 received in 2018

This line item reflects costs associated with charges for interior plants.

5109 – Other Materials

4,800 requested for 2019
4,800 received in 2018

This line item reflects costs associated with charges for summer reading club and other promotional materials.

6001 – Safety Glasses

350 requested for 2019
350 received in 2018

This line item reflects costs associated with charges for safety glasses for the custodial staff.

5107 – Cleaning and Laundry

3,800 requested for 2019
3,800 received in 2018

This line item reflects costs associated with charges for carpet cleaning.

3201/3204 – Maintenance Contracts

112,000 requested for 2019
112,000 received in 2018

This line item reflects costs associated with MCFLS automation charges (computer supplies, OCLC, software maintenance), 3M equipment (selfchecks, staff pads, DLAs, security gates, returns), FKI conveyor/sorter, Comprise/SAM technology, and typewriter maintenance.

3004 – Other Contractual Services

14,815 requested for 2019
14,815 received in 2018

This line item reflects costs associated with charges for security guard services, permits, programs and sign language service.

Security Service (825 hours)	\$12,375
Permits	75
Programs	2,115
Sign Language Service	250

7001 – Office Furniture and Equipment

13,500 requested for 2019
18,500 received in 2018

This line item reflects costs associated with charges for furniture replacement and new equipment.

Computers (public)	\$ 5,500	Printers (public)	\$ 2,000
Maintenance Equipment	2,000	Small Equipment	2,000
Furniture/Workrooms	2,000	Carpeting (replacement)	5,000

Carpeting replacement is a capital item. The Library no longer needs to save for capital items.

3505-7001 – SelfCheck Unit (Replacement)

0 requested for 2019
4,000 received in 2018

This is a capital item. The Library no longer needs to save for capital items.

7002 – Automotive

0 requested for 2019
3,000 received in 2018

This is a capital item. The Library no longer needs to save for capital items.

4105 – Gas

16,000 requested for 2019
16,000 received in 2018

4104 – Electricity

52,000 requested for 2019
52,000 received in 2018

4101/4102/4103 – Water/Storm Water

9,300 requested for 2019
9,300 received in 2018

4106– Telephone Service

100 requested for 2019
100 received in 2018

This line item reflects costs associated with a library cell phone and a pager for the Custodian III.