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City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

| File Number | Title | Status |
|-------------|---|--|
| R-2003-0069 | Resolution | In Committee |
| | Resolution Relative to the Transfer of \$18,000 from the Contingency Fund to the Library's Capital Equipment Account Budget (426-595.00) for the Upgrade of the Library's Media Area. | |
| | Introduced: 02/18/2003 | Controlling Body: Administration & Finance Committee |

COMMITTEE RECOMMENDATION

Approval to Adopt

MOVER: Murphy AYES 3 NOES 1 Czaplewski
 SECONDER: Reinke EXCUSED Lajsic
 COMMITTEE ACTION DATE 2/24/03

SIGNATURES OF COMMITTEE MEMBERS

Chair

Vice-Chair

COMMON COUNCIL ACTION

adopted

FINAL ACTION DATE 3-4-03

MOVER:

Czaplewski

SECONDER:

Reinke

| | AYE | NO |
|---------------|-----------|----------|
| 1. Barczak | <u>EX</u> | |
| 2. Czaplewski | <u>✓</u> | <u>✓</u> |
| 3. Kopplin | <u>✓</u> | |
| 4. Lajsic | <u>✓</u> | |
| 5. Murphy | <u>✓</u> | |
| 6. Narlock | <u>EX</u> | |
| 7. Reinke | <u>✓</u> | |
| 8. Sengstock | <u>✓</u> | |
| 9. Trudell | <u>✓</u> | |
| 10. Vitale | | <u>✓</u> |
| TOTAL | <u>6</u> | <u>2</u> |

CC: Paul Guther.
Ray Johnson
Anne Shepherd
Lee Johnson



City of West Allis

Resolution

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number: R-2003-0069

Final Action: 3/4/2003

Resolution Relative to the Transfer of \$18,000 from the Contingency Fund to the Library's Capital Equipment Account Budget (426-595.00) for the Upgrade of the Library's Media Area.

WHEREAS, the Library is in need of upgrading its media area for its growing collection of DVDs, videocassettes, books-on-tape, and CDs; and,

WHEREAS, the cost of the remaining two phases is \$18,000 to address this need; and,

WHEREAS, at the end of 2002, the Library returned approximately \$100,000 to the General Fund; and,

WHEREAS, the Library Board has approved this media upgrade and therefore recommends to the Common Council that such contingency fund transfer be approved.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that \$18,000 is hereby approved for transfer from the City's Contingency Fund to the Library's Capital Equipment Account Budget (426-595.00) for the media upgrade.

ADM\ORDRES\ADMR214

ADOPTED 03/04/2003

Dorothy E. Steinke
Dorothy E. Steinke, Deputy City Clerk/Treasurer

APPROVED

March 6, 2003
Jeannette Bell
Jeannette Bell, Mayor



CITY OF WEST ALLIS

WISCONSIN



Public Library

7421 West National Avenue
West Allis, Wisconsin 53214-4699

February 7, 2003

Honorable Mayor Bell and
Members of the Common Council
West Allis, Wisconsin 53214

Dear Mayor Bell and Members of the Common Council:

RE: USE OF CONTINGENCY FUNDS FOR THE UPGRADE OF THE MEDIA DEPARTMENT

On Friday, February 7, 2003, the Library Board gave its approval to continue the upgrade of the library media department by proceeding with phases two and three. This expenditure was approved after the Library Board was informed that the library was more than \$120,000 under budget. The project is a major part of the Board's effort to "continue to develop the non-print collection to meet the informational, instructional and entertainment needs of the library users" as stated in the "Services Provided" section of the library's operating budget.

The media area of the library houses a growing collection (currently over 20,000 items) of DVDs, videocassettes, books-on-tape and compact disks. During phase one of the project, storage drawers that were antiquated and not very accessible for our elderly and handicapped patrons were replaced with new shelving for the 7,000+ compact disk collection. Phases two and three will provide the same type of new, user friendly shelving for the rest of the materials in the media area. This change will benefit citizens of West Allis of all ages, and it will help our library to maintain its reputation as a place that is responsive to our citizens' needs. The total cost of this upgrade is approximately \$18,000.

The library had funds remaining in its 2002 budget as a result of some issues that occurred in the past year. We purchased the first phase of our project later in the year after the budget freeze on capital items was lifted. We waited to get the reaction of citizens before deciding to pursue phases two and three. The response has been so overwhelmingly positive that we feel it is a high priority to continue and finish the project. Unfortunately, the budget year 2002 closed out before we could continue. We have always been very cautious with our library budget and work hard to follow any guidelines on spending suggested by the city.

Administration 302-8501

Circulation and Other Inquiries 302-8503

Reference 302-8500

Dial-a-Story 302-8522

<http://www.ci.west-allis.wi.us>


Children's 302-8502


Mayor Bell and Members of the Common Council
February 7, 2003
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We respectfully request that you approve the transfer of \$18,000 from contingency funds to the library's capital account (100-426-5-595.00) for the upgrade of the media area.

We appreciate your consideration in this manner and your past support. Should you have any questions or concerns, please call Anne Shepherd at 302-8534.

Sincerely,


Sister Mary Ellen Paulson
Library Board President


Anne M. Shepherd
Library Director

Copies: Library Board
Mr. Paul Ziehler
Mr. Gary Schmid
Mr. Lee Johnson