

21.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2010-0261 Request Introduced

Library Director's request to approve an intra-departmental fund transfer to cover the cost of scanning software.

Introduced: 5/4/2010

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *disapprove*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAY 04 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic				✓
		X	Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale				✓
			Weigel				
		TOTAL		3			2

SIGNATURE OF COMMITTEE MEMBER

[Signature]
 Chair Vice-Chair Member

COMMON COUNCIL ACTION *Disapprove*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAY 04 2010			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic				✓
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale				✓
			Weigel				✓
		TOTAL					3



MEMORANDUM



TO: Paul Ziehler, City Administrative Officer

FROM: Michael Koszalka, Library Director

DATE: December 21, 2009 *MK*

TOPIC: Request to transfer funds

At its meeting on September 23, 2009, the Library Board voted unanimously to approve the transfer of \$10,000 from a salary account to a capital account to cover the cost of scanning software.

As you know, the purchase of this scanning software was a co-operative venture with other City Departments (Finance/Information Services). The library had purchased a scanner, and we were very eager to develop procedures that would allow us to begin an on-going document scanning project. When we were asked to participate in a joint purchase of software that provides easy cataloging and retrieval of documents, we agreed to submit the request to the Library Board of Trustees for consideration

The library has funds remaining in 2009 salary accounts as a result of retirements and several vacant positions that have not yet been filled. I am requesting your approval to transfer \$10,000 from one of the salary accounts (100-3505-555-11.01) into a capital account (100-3501-555-70.01) to cover the library's portion of the scanning software purchase.

Thank you for your consideration.

JN



CITY CLERK/TREASURER'S OFFICE

414/302-8200 or 414/302-8207 (Fax)

www.ci.west-allis.wi.us

Paul M. Ziehler

City Admin. Officer, Clerk/Treasurer

Monica Schultz

Assistant City Clerk

Rosemary West

Treasurer's Office Supervisor

May 10, 2010

Michael Koszalka
Library Director

Dear Mike:

On May 4, 2010, the Common Council disapproved your request to approve an intra-departmental fund transfer to cover the cost of scanning software.

Sincerely,

Monica Schultz
Assistant City Clerk

/amn