



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

January 9, 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: USE OF OPERATING BUDGET FUNDS TO CONTINUE LIBRARY CARPETING PROJECT

At its December 10, 2008 meeting, the West Allis Public Library Board voted unanimously to use up to \$60,000 from the 2008 operating budget to continue with the next phase of the library's re-carpeting project. This expenditure was approved after the Board was informed that the library would close 2008 approximately \$150,000 under budget. 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."

The original carpeting has held up very well, but it has been in place for almost 20 years and is beginning to show significant signs of wear. Carpeting was purchased in 2007 for the main floor workrooms and in 2008 for the public Circulation area in conjunction with the RFID project. The progress of the RFID initiative necessitated an adjustment in the re-carpeting schedule, and, unfortunately, budget year 2008 rapidly came to a close before we could continue. The funds currently being requested will allow the library to re-carpet the remaining sections on the main floor. Replacing the 20-year old carpeting is a high priority so that we may continue to provide the citizens of West Allis with a well-maintained facility that is current in appearance and comfortable for the many patrons using our library each day.

The library will have these funds remaining in its 2008 operating budget, primarily in salary accounts, as a result of several staff vacancies. Two Library Technician positions and one .5 Custodian III position were vacant for most of 2008. In addition, this past October an .8 Librarian I retired, creating another vacant position.

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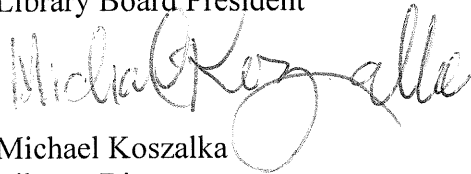
The Library Board has always been very cautious with the library's budget and carefully oversees spending. We respectfully request that you approve this request to use up to \$60,000 remaining in the 2008 operating budget for the re-carpeting project. We are asking that the funds be transferred from a salary account (100-3505-555-11.00) to the library's capital account (100-3507-555-70.01) and carried-over into 2009.

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

Sincerely,



Sister Mary Ellen Paulson  
Library Board President



Michael Koszalka  
Library Director

JN

cc: Library Board  
Mr. Paul Ziehler, City Administrative Officer  
Mr. Gary Schmid, City Comptroller and Finance Manager  
Mr. Gene Baietto, Purchasing Manager