

PROPOSED 2020 LIBRARY BUDGET (REVISED)

Below is the proposed budget for the West Allis Public Library for 2020. We are requesting an operating budget of:

\$1,826,681	Proposed 2020 Budget
<u>1,879,737</u>	2019 Adopted Budget
\$53,056	-2%

1101 – Regular Wages

1,094,346	requested for 2020
1,048,836	received in 2019

1201.00 – Other Salary (part-time)

210,962	requested for 2020
262,678	received in 2019

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
Librarian Intern	600 hours

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1301 - Overtime

6,030	requested for 2020
10,000	received in 2019

This line item reflects costs associated with employee overtime charges.

1401 – Out-of-Class Pay

1,000	requested for 2020
1,000	received in 2019

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

4401 – Office Equipment Repairs

1,000	requested for 2020
1,000	received in 2019

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 2020
200	received in 2019

This line item reflects costs associated with furniture repairs.

4403 – Auto Equipment Repairs

1,000	requested for 2020
1,000	received in 2019

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

4402 – Equipment Repairs

250	requested for 2020
250	received in 2019

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

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3504-4408 – Bindery/Repairs

2,500	requested for 2020
2,500	received in 2019

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

5101 – Postage

2,500	requested for 2020
3,500	received in 2019

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

5102 – Office Supplies

19,500	requested for 2020
32,000	received in 2019

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

250,000	requested for 2020
278,000	received in 2019

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

5701 – Membership Dues

500	requested for 2020
500	received in 2019

This line item reflects costs associated with charges for the library's membership in the Wisconsin Library Association.

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5602 – Travel Expense

1,000	requested for 2020
1,000	received in 2019

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 2020
480	received in 2019

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

56.01—Local Business Meetings

500	requested for 2020
500	received in 2019

This line item reflects costs associated with local mileage reimbursements.

5702 – Training Schools

1,000	requested for 2020
1,000	received in 2019

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

5103 – Photographic Supplies

200	requested for 2020
200	received in 2019

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

5106 – Custodial Supplies

7,500	requested for 2020
7,500	received in 2019

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

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5301 – Gas and Diesel Supplies

650	requested for 2020
650	received in 2019

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 2020
28	received in 2019

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 2020
250	received in 2019

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

5109 – Other Materials

4,800	requested for 2020
4,800	received in 2019

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

6001 – Safety Glasses

50	requested for 2020
350	received in 2019

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

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5107 – Cleaning and Laundry

3,800 requested for 2020
3,800 received in 2019

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

3201/3204 – Maintenance Contracts

112,000 requested for 2020
112,000 received in 2019

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

3004 – Other Contractual Services

14,815 requested for 2020
14,815 received in 2019

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 2020
13,500 received in 2019

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		

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4105 – Gas

16,000	requested for 2020
16,000	received in 2019

4104 – Electricity

52,000	requested for 2020
52,000	received in 2019

4101/4102/4103 – Water/Storm Water

9,300	requested for 2020
9,300	received in 2019

4106– Telephone Service

0	requested for 2020
100	received in 2019

The Building Maintenance Technician no longer has a cell phone.