

PROPOSED 2021 LIBRARY BUDGET

Below is the proposed budget for the West Allis Public Library for 2021. We are requesting an operating budget of:

\$1, 843,727	Proposed 2021 Budget
<u>1,872,118</u>	2020 Adopted Budget
- \$28,391	-2%

1101 – Regular Wages

1,186,961	requested for 2021
1,084,692	received in 2020

1201.00 – Other Salary (part-time)

144,213	requested for 2021
256,690	received in 2020

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

1301 - Overtime

11,030	requested for 2021
5,759	received in 2020

This line item reflects costs associated with employee overtime charges.

4401 – Office Equipment Repairs

1,000	requested for 2021
1,000	received in 2020

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 2021
200 received in 2020

This line item reflects costs associated with furniture repairs.

4403 – Auto Equipment Repairs

1,000 requested for 2021
1,000 received in 2020

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

4402 – Equipment Repairs

250 requested for 2021
250 received in 2020

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 2021
2,500 received in 2020

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

5101 – Postage

2,500 requested for 2021
2,500 received in 2020

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 2021
19,500 received in 2020

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 2021
250,000	received in 2020

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

5701 – Membership Dues

500	requested for 2021
500	received in 2020

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

5602 – Travel Expense

1,000	requested for 2021
1,000	received in 2020

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 2021
480	received in 2020

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

56.01—Local Business Meetings

500	requested for 2021
500	received in 2020

This line item reflects costs associated with local mileage reimbursements.

5702 – Training Schools

1,000	requested for 2021
1,000	received in 2020

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

5103 – Photographic Supplies

200	requested for 2021
200	received in 2020

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

5106 – Custodial Supplies

7,500	requested for 2021
7,500	received in 2020

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 2021
650	received in 2020

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 2021
28	received in 2020

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 2021
250	received in 2020

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

5109 – Other Materials

4,800	requested for 2021
4,800	received in 2020

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

6001 – Safety Glasses

50	requested for 2021
50	received in 2020

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

5107 – Cleaning and Laundry

0	requested for 2021
3,800	received in 2020

This line item reflects costs associated with charges for carpet cleaning. A carpet extractor machine was purchased in 2019 and Library custodial staff can now clean the carpet.

3201/3204 – Maintenance Contracts

112,000	requested for 2021
112,000	received in 2020

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 Envisionware time management and print management software.

3004 – Other Contractual Services

4,815	requested for 2021
14,815	received in 2020

This line item reflects costs associated with charges permits, programs and sign language service. Security guard service has been discontinued.

Permits	75
Programs	2,115
Sign Language Service	250

7001 – Office Furniture and Equipment

13,500 requested for 2021

13,500 received in 2020

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

4105 – Gas

16,000 requested for 2021

16,000 received in 2020

4104 – Electricity

52,000 requested for 2021

52,000 received in 2020

4101/4102/4103 – Water/Storm Water

9,300 requested for 2021

9,300 received in 2020