

City of West Allis  
Library  
2018 Budget

<i>EXPENDITURES</i>	2015 Actual	2016 Actual	2017 Budget	2017 Adjusted Budget	2017 Year-to-Date	2018 Request	2018 Additions/ Deletions	2018 Budget	Change	% Change
Salaries	\$ 926,101	\$ 938,872	\$ 898,615	\$ 898,615	\$ 659,693	\$ 1,084,526	\$ -	\$ 1,084,526	\$ 185,911	
Provisionals/Part-Time	\$ 198,289	\$ 243,032	\$ 189,347	\$ 189,347	\$ 163,249	\$ 251,918	\$ -	\$ 251,918	\$ 62,571	
Misc Other Pay	\$ 300	\$ 325	\$ 1,480	\$ 1,480	\$ 125	\$ 1,480	\$ -	\$ 1,480	\$ -	
Overtime	\$ 5,656	\$ 4,567	\$ 10,000	\$ 10,000	\$ 4,225	\$ 10,000	\$ -	\$ 10,000	\$ -	
Payroll Taxes	\$ 84,158	\$ 88,695	\$ 87,100	\$ 87,100	\$ 62,330	\$ 100,250	\$ -	\$ 100,250	\$ 13,150	
Pension	\$ 90,691	\$ 90,548	\$ 75,700	\$ 75,700	\$ 53,925	\$ 73,521	\$ -	\$ 73,521	\$ (2,179)	
Health Insurance	\$ 227,029	\$ 174,860	\$ 390,000	\$ 390,000	\$ 130,482	\$ 248,412	\$ -	\$ 248,412	\$ (141,588)	
Dental Insurance	\$ 13,130	\$ 11,796	\$ 27,000	\$ 27,000	\$ 7,723	\$ 14,607	\$ -	\$ 14,607	\$ (12,393)	
Life Insurance	\$ 3,650	\$ 3,162	\$ 3,000	\$ 3,000	\$ 1,988	\$ 2,851	\$ -	\$ 2,851	\$ (149)	
Professional Services	\$ 10,869	\$ 9,820	\$ 14,815	\$ 15,768	\$ 9,238	\$ 14,815	\$ -	\$ 14,815	\$ -	
Maintenance Contracts	\$ 92,993	\$ 87,083	\$ 112,000	\$ 112,589	\$ 90,592	\$ 112,000	\$ -	\$ 112,000	\$ -	
Utilities	\$ 71,774	\$ 65,926	\$ 77,400	\$ 77,400	\$ 47,294	\$ 77,400	\$ -	\$ 77,400	\$ -	
Repair & Maintenance	\$ 2,533	\$ 241	\$ 4,950	\$ 4,950	\$ 650	\$ 4,950	\$ -	\$ 4,950	\$ -	
Supplies	\$ 50,898	\$ 55,543	\$ 52,728	\$ 54,341	\$ 35,012	\$ 52,728	\$ -	\$ 52,728	\$ -	
Books & Periodicals	\$ 276,779	\$ 266,347	\$ 278,000	\$ 322,694	\$ 193,760	\$ 278,000	\$ -	\$ 278,000	\$ -	
Printing	\$ 1,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Training & Travel	\$ 702	\$ 603	\$ 3,000	\$ 3,000	\$ 167	\$ 3,000	\$ -	\$ 3,000	\$ -	
Regulatory & Safety	\$ -	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	\$ 350	\$ -	
Capital Items	\$ 31,709	\$ 25,673	\$ 25,500	\$ 29,500	\$ 283	\$ 25,500	\$ (12,000)	\$ 13,500	\$ (12,000)	
Transfers Out	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	\$ 2,088,412	\$ 2,079,093	\$ 2,250,985	\$ 2,302,834	\$ 1,460,736	\$ 2,356,308	\$ (12,000)	\$ 2,344,308	\$ 93,323	4.15%

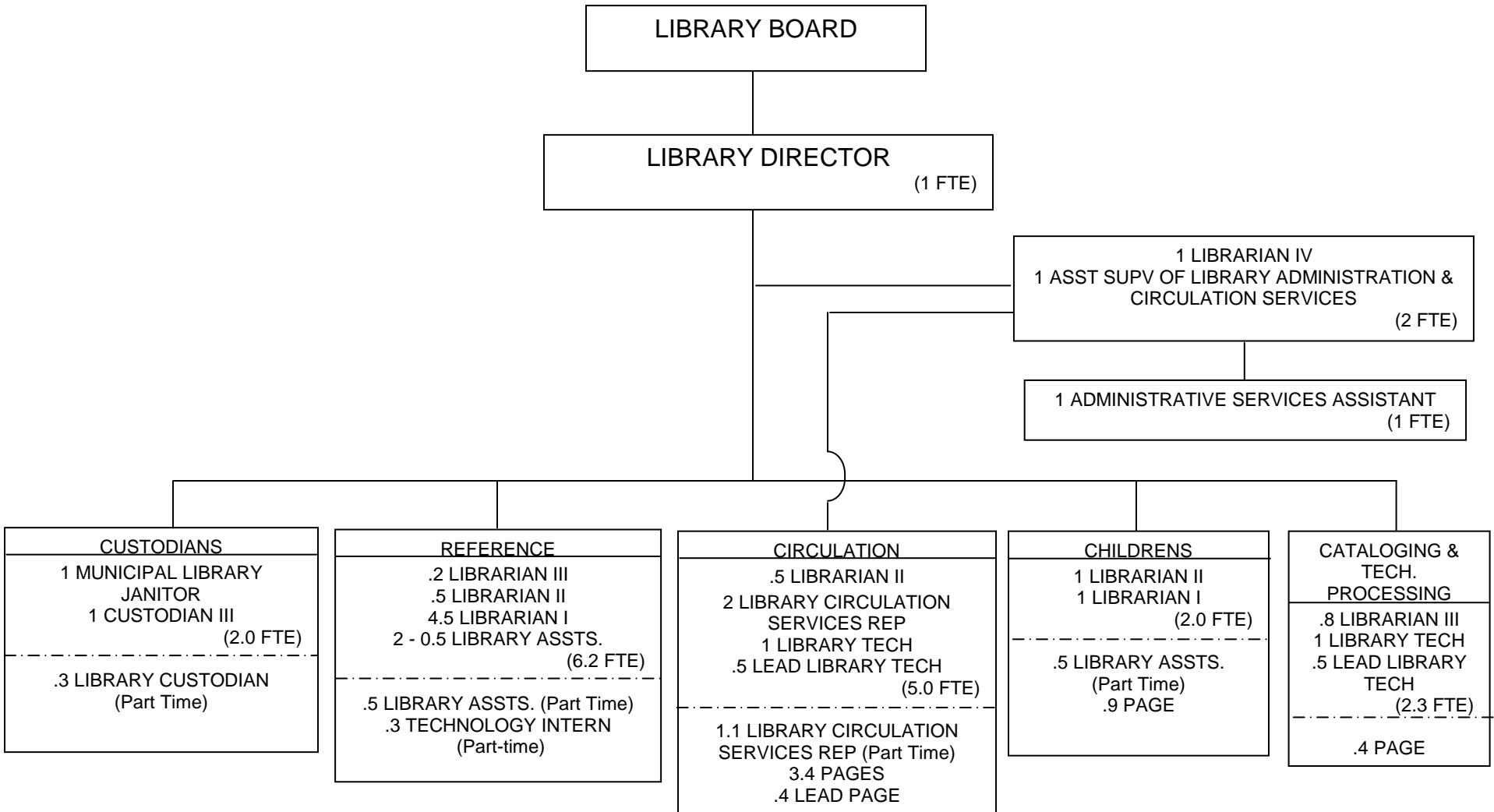
**2018 BUDGET NOTES:**

Salary increases are a result of proper salary classification updates identified during the Compensation Study, the reallocation of some part time staffing hours, and lower budgeted salary expenses from 2017

Final Budget changes include the removal of capital accumulation funding for a vehicle, carpet replacement, and self-check equipment replacement from the Library operating budget.

These needs will be addressed as part of the city-wide Capital Improvement Plan.

**ORGANIZATIONAL CHART  
LIBRARY**



CITY FUNDED FTEs: 20.5  
NON-BENEFITED (PART-TIME) FTEs: 7.8  
TOTAL FTEs: 28.3

# 2018 LIBRARY BUSINESS PLAN

Department	Director	Fund and Dept. Group
Library	Michael Koszalka	100-35
<b>Mission/Overview</b>		
The West Allis Public Library is committed to providing the community access to materials, quality services and technology that inspire lifelong learning and personal and professional enrichment.		
<b>Performance Measures</b>		
1.	2. Serve as a resource to the community for popular materials 3. Provide access to reference, educational and informational materials 4. Assist patrons in accessing and using library materials 5. Provide programming that compliment/enhance library services 6. Provide literature based programming for school-aged children and preschoolers 7. Service to Adult Readers with Special Needs/homebound 8. Provide public access to personal computers and electronic information 9. Provide community room access for public programming 10. Serve as the Community Center for the City of West Allis	
<b>Position Information*</b>		
<i>Titles</i>	<i>Number</i>	<i>Funding Source(s)</i>
Library Director	1.0	Operating Budget
Library Manager	1.0	Operating Budget
Administrative Support Specialist	1.0	Operating Budget
Clerical Assistant	1.0	Operating Budget
Cataloging and Technical Processing Librarian	1.0	Operating Budget
Adult Services and Circulation Supervisor Librarian	1.0	Operating Budget
Children's Services Supervisor Librarian	1.0	Operating Budget
Librarian	5.5	Operating Budget
Lead Library Technician	1.0	Operating Budget
Building Maintenance Technician	1.0	Operating Budget
Janitor	1.0	Operating Budget
Library Assistant (2 x .5)	1.0	Operating Budget
Circulation Services Representative	3.0 (2 x 1.0 + 2 x .5)	Operating Budget
Library Technician	1.0	Operating Budget
Clerical Assistant	1.0	Operating Budget

Library Page Provisional/no benefited	780 hours	Operating Budget
Library Assistant Provisional/no benefited	2080 hours	Operating Budget
Circ. Services Rep Provisional/no benefits	2200 hours	Operating Budget
Library Cleaner Provisional/no benefited	600 hours	Operating Budget
Library Intern Provisional/ no benefited	600 hours	Operating Budget
<b>Vacant Positions*</b>		
<i>Title</i>	<i>Length of Vacancy</i>	<i>2018 Plan/Current Status</i>
Librarian .5	1 year	Request to fill in 2018
Clerical Assistant 1.0	1 year	Request to fill in 2018

<b>Services Provided*</b>					
<i>Service</i>	<i>Funded by</i>	<i>Frequency</i>	<i>Shared Service (list Partners)</i>	<i>Contracted</i>	<i>Statutory (Federal, State, Local)</i>
Serve community with popular materials	Operating Budget	Priority	County System	MCFLS	State/Local
Provide Access to reference, educational, informational materials	Operating Budget	Priority	County System	MCFLS	State/Local
Assist patrons in using library resources	Operating Budget	Priority	County System	MCFLS	State/Local
Provide literature based programming for school-aged children as well as preschoolers	Operating Budget	Priority	County System	MCFLS	State/Local
Service to Readers with Special Needs/homebound	Operating Budget	Priority	No	No	No
Provide free public access to computers and wi-fi as well as electronic information/databases	Operating Budget	Priority	County System	MCFLS	State/Local
Provide community room access for public programming and serve as community center/gathering place	Operating Budget	Priority	No	No	No

Insert additional rows as needed. Click [here](#) for instructions or "google" - how to insert rows in a Microsoft word table

1. **Strategic Plan Goal #5 – Excellence in Government, calls for operational analysis/audit/alternative service delivery options, continuous improvement and a culture of innovation. To assist with accomplishing this goal, identify the top three services provided (by time or money spent) and 2018 efforts to improve service delivery (quality and/or resources allocated)**
  - A. **Serve as a resource for popular and educational materials**
  - B. **Assist patrons in using library resources**
  - C. **Provide literature based programming for school-aged and preschoolers**

2. **Describe any additional proposed changes to service delivery. (new initiatives should be documented on the new initiative form)**
  - A. **Realign use of staff to allow for more outreach opportunities**
  - B. **Redevelop Library website**

3. **2017 Accomplishments (include Strategic Plan and other approved plans accomplishments)**

#### **2017-2018 West Allis Public Library Strategic Plan**

### **WEST ALLIS PUBLIC LIBRARY**

7421 W. National Ave.  
West Allis, WI 53214  
(414) 302-8503

### **BOARD OF TRUSTEES**

Karen Mikolajewski, President  
Elizabeth Suelzer, Vice President  
Ellen Karrels, Secretary  
Michelle Wadewitz, Financial Secretary  
Bree Johns-Konkol  
Dr. Marty Lexmond, School Superintendent  
Aldersperson Marty Weigel  
Jody Rymaszewski

### **STRATEGIC PLAN COMMITTEE MEMBERS**

Karen Mikolajewski  
Michelle Wadewitz  
Elizabeth Suelzer  
Ellen Karrels  
Ellen Dobrogowski, Supervisor of Technical Services  
Emily Rutter, Supervisor of Adult and Circulation Services  
Beth Henika, Supervisor of Youth Services  
Michael Koszalka, Director

### **INTRODUCTION**

The West Allis Public Library Board of Trustees has adopted this two-year Strategic Plan to help guide the West Allis Public Library (the Library) forward with the goal of providing the best possible services for the citizens of the community.

Developing the plan involved input from Library staff and Library board members, and patron requests and recommendations. Standard resources such as the Wisconsin Public Library Standards were consulted. SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis strategies were used to aid in assessing where the Library needed to improve as well as where services currently excel.

The resulting document aims to propel the Library forward with a solid foundation towards quality library services for West Allis, and appreciation is extended to all who worked on this important project.

## WEST ALLIS PUBLIC LIBRARY MISSION STATEMENT:

**The West Allis Public Library is committed to providing the community access to materials, quality services and technology that inspire lifelong learning and personal and professional enrichment.**

## WEST ALLIS PUBLIC LIBRARY VISION STATEMENT:

### **Fostering an Educated, Engaged, Enriched Community**

#### Service Response 1 – Facilities

- Goal:

**Ensure City Capital funding for HVAC improvements are secured and work completed by 2018**

Objective: Original Library HVAC is twenty-seven years old and requires updating. Estimated \$300,000 capital outlay for the work must be secured and work completed by end of 2018.

- Goal:

**Continue to coordinate window replacement schedule with DPW's Building and Signs Division**

Objective: Monitor facility window replacement with an estimated six to eight windows replaced annually.

- Goal:

**Work with City of West Allis officials and the community to place the Library as a primary focus of the National Avenue Corridor Improvement plan scheduled to begin in 2018**

Objective: Large improvement plan set for 2018 on the National Avenue Corridor between S. 76<sup>th</sup> street East to S. 70<sup>th</sup> Street. Library should act as a centerpiece for the Corridor design implementation.

- Goal:

**Explore the possibility of purchasing and implementing outdoor signage that will inform/benefit users and provide an additional marketing function**

Objective: Work to implement improved dynamic signage in the front of the building and along the National Avenue Corridor.

- Goal:

**Evaluate building security and implement change where necessary and as funding will allow**

Objective: Explore the possibility of expanded security for the building in terms of possible utilization of access control for the staff entrance and additional security camera implementation.

- Goal:

**Review and possibly reassess DVD and CD shelving arrangements**

Objective: Creatively re-evaluate the current shelving and CD arrangement in the Adult Services and Children's Departments in order to best arrange the large media collection in the most pleasant, and easily accessible presentation possible.

#### Service Response 2 – Administration

- Goal:

**Monitor an increased efficient ordering and processing of materials by staff to improve accessibility of materials to the customer**

Objective: Library Director and supervisors research the need for an enhanced ordering and processing system so that materials are made available to customers in the timeliest manner.

- Goal:

**Stay abreast of Milwaukee County Federated Library System (MCFLS) governance/reciprocal issues as well as the State Public Library System redesign project**

Objective: Advocate for equitable governance within the Milwaukee County Federated Library System, and keep engaged with the ongoing State Public Library System redesign project – assessing how that initiative may impact the Library.

- Goal:

**Staff training and in-service opportunities**

Objective: Identify and facilitate staff training and in-service opportunities that will assist staff and benefit library services to the community.

Service Response 3 – Technology

- Goal:

**Explore use of in-house tablets to enhance user satisfaction and assist staff**

Objective: Research, discuss and determine if and how the uses of in-house tablets are applicable and would improve services to Library users.

- Goal:

**Work to improve communications with the City IT liaison in order to improve efficiencies and faster resolution to related technological issues**

Objective: Work to improve communication between staff and the City Information Technology Department so that the best interests and needs of the community are met.

- Goal:

**Purchase and install electronic device charging stations in public areas of the building**

Objective: Purchase and implement electronic device charging stations for the public to use in key areas of the building.

- Goal:

**Improve Library web site presence guaranteeing a more dynamic interface**

Objective: Research and implement a more dynamic Library web site allowing for an improved web presence.

- Goal:

**Implement a cost effective and practical print management software system for public use computers**

Objective: Work with City Information Technology to fund, purchase and facilitate a public use printing software system that combines practicality with the needs of Library users.

Service Response 4 – Programming

- Goal:

**Continue to experiment with and expand new programming opportunities while strengthening successful ones for Children’s, Teen and Adult programming alike**

Objective: Explore programming initiatives that fulfill the needs of the community and act to enhance the Library as the Community Center of the City.

- Goal:

**Create an active and sustained Teen Advisory Board.**

Objective: Encourage teens and “tweens” to become involved in young adult related services and build upon integrated programming ideas to attract users in the teen and “tween” age groups.

Service Response 5 – Customer Focus

- Goal:

**Increase public awareness of the variety of services available at the Library through improved**

**marketing strategies**

Objective: Investigate and enable improved marketing techniques that will result in a more advanced profile for the Library and services that the organization provides to the community.

- Goal:

**Expand outreach opportunities as budget/staffing will allow**

Objective: Study opportunities where the Library may positively impact the community and improve the prominence of the Library through expanded outreach.

- Goal:

**Improve services to bilingual customers and celebrate diversity of clientele.**

Objective: Continue to be cognizant of public library needs for bilingual and non-traditional users of the Library and welcome/celebrate the diversity of users.

- Goal:

**The Library as the community center where ideas and information are cultivated and exchanged**

Objective: Promote the Library as the Community Meeting Place where all ideas and opinions are accepted and exchanged.

- Goal:

**Work with local schools to better convey available services to children and young adults**

Objective: Continue to improve relationship with West Allis-West Milwaukee Schools and coordinate Library outreach and other opportunities at area schools.

- Goal:

**Continue to investigate expanded service hours.**

Objective: Monitor and study the possibility of increased hours of operation for the Library.

Service Response 6 – Resources

- Goal:

**Awareness of ever-changing nature of media formats, and potential for expanded streaming services**

Objective: Keep updated on state-of-the-art technologies so the Library can best prepare to fund and implement in-demand services to the public.

- Goal:

**Continue to identify and fund online services that fulfill the needs and expectations of the community**

Objective: Explore database and other format services and implement as community demand warrants.

**4. 2018 Priorities/Goals (include Strategic Plan and other approved plans goals)**

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Objective: Explore database and other format services and implement as community demand warrants.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
Library							
Regular Employees							
100-3501-555.11-01	Salary & Wages	181,915	186,594	265,300	255,133	255,133	10,167-
LEVEL	TEXT						
CCBG	1 LIBRARY DIRECTOR			255,133			
	1 LIBRARIAN III						
	2 LIBRARIAN II						
	5 LIBRARIAN I						
	1 LIBRARY ASSISTANT						
	3 CIRCULATION SERVICES REPRESENTATIVE						
	2 LIBRARY TECHNICIAN						
	1 CUSTODIAN III						
	1 MUNICIPAL LIBRARY JANITOR						
	1 ADMIN/CIRC SUPERVISOR						
	1 ASST. ADMIN/CIRC SUPERVISOR						
	1 LEAD LIBRARY TECHNICIAN						
	1 ADMINISTRATIVE SERVICES ASSISTANT						
	21.0 POSITIONS			255,133			
100-3502-555.11-01	Salary & Wages	96,764	110,507	167,100	131,782	131,782	35,318-
100-3503-555.11-01	Salary & Wages	254,483	237,910	114,000	371,652	371,652	257,652
LEVEL	TEXT						
CCBG	REGULAR SALS						
	PART TIME SALS						
	TOTAL			371,652			
				371,652			
100-3504-555.11-01	Salary & Wages	95,718	94,353	112,415	125,272	125,272	12,857
100-3505-555.11-01	Salary & Wages	90,237	83,484	142,900	150,951	150,951	8,051
100-3507-555.11-01	Salary & Wages	72,441	85,165	96,900	99,736	99,736	2,836
100-3501-555.11-02	Vacation	18,981	19,905	0	0	0	0
100-3502-555.11-02	Vacation	4,927	5,934	0	0	0	0
100-3503-555.11-02	Vacation	15,083	12,229	0	0	0	0
100-3504-555.11-02	Vacation	10,185	10,488	0	0	0	0
100-3505-555.11-02	Vacation	6,997	6,841	0	0	0	0
100-3507-555.11-02	Vacation	3,012	2,431	0	0	0	0
100-3501-555.11-03	Holidays	9,716	10,464	0	0	0	0
100-3502-555.11-03	Holidays	5,535	5,536	0	0	0	0
100-3503-555.11-03	Holidays	14,130	13,587	0	0	0	0
100-3504-555.11-03	Holidays	5,500	4,877	0	0	0	0
100-3505-555.11-03	Holidays	6,631	5,857	0	0	0	0
100-3507-555.11-03	Holidays	2,981	4,221	0	0	0	0
100-3501-555.11-04	Sick Leave	4,594	21,496	0	0	0	0
100-3502-555.11-04	Sick Leave	4,632	1,579	0	0	0	0
100-3503-555.11-04	Sick Leave	8,456	4,487	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3504-555.11-04	Sick Leave	1,123	987	0	0	0	0
100-3505-555.11-04	Sick Leave	3,843	2,594	0	0	0	0
100-3507-555.11-04	Sick Leave	1,756	1,102	0	0	0	0
100-3502-555.11-06	Funeral Leave	329	505	0	0	0	0
100-3503-555.11-06	Funeral Leave	767	1,858	0	0	0	0
100-3505-555.11-06	Funeral Leave	0	136	0	0	0	0
100-3503-555.11-07	Jury Duty	201	0	0	0	0	0
100-3503-555.11-08	Injury Time-Workers Comp	0	71	0	0	0	0
100-3501-555.11-12	Comp Time Used	429	521	0	0	0	0
100-3502-555.11-12	Comp Time Used	1,001	193	0	0	0	0
100-3503-555.11-12	Comp Time Used	2,090	571	0	0	0	0
100-3504-555.11-12	Comp Time Used	299	617	0	0	0	0
100-3505-555.11-12	Comp Time Used	364	158	0	0	0	0
100-3507-555.11-12	Comp Time Used	979	1,617	0	0	0	0
* Regular Employees		926,099	938,875	898,615	1,134,526	1,134,526	235,911
Provisional Employees-PT							
100-3503-555.12-01	Salary & Wages	56,620	93,927	54,707	53,730	53,730	977-
LEVEL	TEXT			TEXT AMT			
CCBG	LIBRARY ASSISTANT 2080 HOURS			47,430			
	TECHNOLOGY INTERN 600 HOURS			6,300			
				53,730			
100-3504-555.12-01	Salary & Wages	5,893	5,874	8,840	8,840	8,840	0
LEVEL	TEXT			TEXT AMT			
CCBG	LIBRARY PAGE 780 HOURS			6,630			
				6,630			
100-3505-555.12-01	Salary & Wages	128,641	135,100	117,100	130,528	130,528	13,428
LEVEL	TEXT			TEXT AMT			
CCBG	CIRCULATION SERVICES REP/LIBRARY ASST/CUSTODIANS						
	LIBRARY PAGES 8977 HOURS						
	TOTAL			130,528			
				130,528			
100-3507-555.12-01	Salary & Wages	7,136	8,131	8,700	8,820	8,820	120
LEVEL	TEXT			TEXT AMT			
CCBG	LIBRARY CUSTODIAN PT 600 HRS						
* Provisional Employees-PT		198,290	243,032	189,347	201,918	201,918	12,571
Overtime							
100-3502-555.13-01	Overtime Pay	30	0	0	0	0	0
100-3503-555.13-01	Overtime Pay	70	0	0	0	0	0
100-3504-555.13-01	Overtime Pay	0	97	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3505-555.13-01	Overtime Pay	0	243	0	0	0	0
100-3507-555.13-01	Overtime Pay	5,556	4,227	10,000	10,000	10,000	0
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*	Overtime	5,656	4,567	10,000	10,000	10,000	0
	Misc Additional Pays						
100-3507-555.14-01	Out of Class Pay	0	0	1,000	1,000	1,000	0
100-3501-555.14-10	Car Allowance	300	325	480	480	480	0
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*	Misc Additional Pays	300	325	1,480	1,480	1,480	0
	Insurance						
100-3501-555.21-01	Health Insurance	41,901	39,867	62,400	59,745	59,745	2,655-
100-3502-555.21-01	Health Insurance	32,318	30,289	54,600	35,556	35,556	19,044-
100-3503-555.21-01	Health Insurance	88,531	67,899	120,100	80,758	80,758	39,342-
100-3504-555.21-01	Health Insurance	15,438	12,418	35,900	19,353	19,353	16,547-
100-3505-555.21-01	Health Insurance	33,942	12,107	85,800	37,651	37,651	48,149-
100-3507-555.21-01	Health Insurance	14,899	12,280	31,200	15,349	15,349	15,851-
100-3501-555.21-04	Life Insurance	791	830	500	530	530	30
100-3502-555.21-04	Life Insurance	181	179	400	246	246	154-
100-3503-555.21-04	Life Insurance	1,097	559	900	638	638	262-
100-3504-555.21-04	Life Insurance	621	661	300	747	747	447
100-3505-555.21-04	Life Insurance	776	723	700	394	394	306-
100-3507-555.21-04	Life Insurance	184	209	200	296	296	96
100-3501-555.21-07	Dental Insurance	3,297	3,884	4,300	3,960	3,960	340-
100-3502-555.21-07	Dental Insurance	1,506	1,590	3,800	1,550	1,550	2,250-
100-3503-555.21-07	Dental Insurance	4,913	4,181	8,300	4,234	4,234	4,066-
100-3504-555.21-07	Dental Insurance	743	800	2,500	966	966	1,534-
100-3505-555.21-07	Dental Insurance	1,954	728	5,900	3,045	3,045	2,855-
100-3507-555.21-07	Dental Insurance	716	614	2,200	852	852	1,348-
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*	Insurance	243,808	189,818	420,000	265,870	265,870	154,130-
	Payroll Taxes						
100-3501-555.22-01	Social Secrty-OASDI 6.2%	13,222	14,729	16,400	15,675	15,675	725-
100-3502-555.22-01	Social Secrty-OASDI 6.2%	6,530	7,202	10,400	7,947	7,947	2,453-
100-3503-555.22-01	Social Secrty-OASDI 6.2%	20,892	21,696	20,200	25,954	25,954	5,754
100-3504-555.22-01	Social Secrty-OASDI 6.2%	7,300	7,253	7,100	7,680	7,680	580
100-3505-555.22-01	Social Secrty-OASDI 6.2%	14,514	14,457	8,900	17,349	17,349	8,449
100-3507-555.22-01	Social Secrty-OASDI 6.2%	5,748	6,547	6,000	6,643	6,643	643
100-3501-555.22-02	Social Security-HI 1.45%	3,092	3,445	3,800	3,666	3,666	134-
100-3502-555.22-02	Social Security-HI 1.45%	1,527	1,684	2,400	1,859	1,859	541-
100-3503-555.22-02	Social Security-HI 1.45%	4,886	5,074	4,700	6,070	6,070	1,370
100-3504-555.22-02	Social Security-HI 1.45%	1,708	1,696	2,100	1,796	1,796	304-
100-3505-555.22-02	Social Security-HI 1.45%	3,394	3,381	3,700	4,057	4,057	357
100-3507-555.22-02	Social Security-HI 1.45%	1,344	1,531	1,400	1,554	1,554	154
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*	Payroll Taxes	84,157	88,695	87,100	100,250	100,250	13,150
	Retirement						
100-3501-555.23-01	Retirement-General	14,648	15,931	18,000	17,094	17,094	906-
100-3502-555.23-01	Retirement-General	7,256	7,816	11,400	8,080	8,080	3,320-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3503-555.23-01	Retirement-General	23,075	21,383	22,200	21,830	21,830	370-
100-3504-555.23-01	Retirement-General	8,065	7,802	7,800	8,393	8,393	593
100-3505-555.23-01	Retirement-General	13,261	12,247	9,700	10,851	10,851	1,151
100-3507-555.23-01	Retirement-General	6,240	6,839	6,600	7,273	7,273	673
* Retirement		72,545	72,018	75,700	73,521	73,521	2,179-
Retirement-Unfunded Liab							
100-3501-555.24-01	Retirement-General	3,666	4,099	0	0	0	0
100-3502-555.24-01	Retirement-General	1,816	2,011	0	0	0	0
100-3503-555.24-01	Retirement-General	5,774	5,501	0	0	0	0
100-3504-555.24-01	Retirement-General	2,019	2,008	0	0	0	0
100-3505-555.24-01	Retirement-General	3,318	3,151	0	0	0	0
100-3507-555.24-01	Retirement-General	1,554	1,760	0	0	0	0
* Retirement-Unfunded Liab		18,147	18,530	0	0	0	0
Professional Services							
100-3501-555.30-04	Other	8,650	8,036	10,790	10,790	10,790	0
LEVEL	TEXT			TEXT	AMT		
CCBG	SECURITY GUARD SERVICE				10,790		
					10,790		
100-3506-555.30-04	Other	2,220	1,784	4,025	4,025	4,025	0
LEVEL	TEXT			TEXT	AMT		
CCBG	CHILDREN'S PROGRAMS				3,700		
	SIGN LANGUAGE SERVICE				250		
					3,950		
* Professional Services		10,870	9,820	14,815	14,815	14,815	0
Maintenance Contracts							
100-3501-555.32-01	Computer Equip/Software	67,799	22,980	28,000	28,000	28,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	MCFLS AUTOMATION				18,000		
	SAM/COMPRISE				2,100		
	E-BOOKS MCFLS				7,000		
	SOFTWARE LICENSE				200		
	IMPACT PRINTING CONTRACT-IN IT FOR 2017				27,300		
100-3504-555.32-01	Computer Equip/Software	0	30,066	33,000	33,000	33,000	0
100-3505-555.32-01	Computer Equip/Software	24,657	33,569	49,000	49,000	49,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	3M SELFCHECKS/GATES/WORKSTATIONS/RETURNS/DLA				22,680		
	FKI CONVEYOR/SORTER				26,520		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
				49,200			
100-3501-555.32-04	Other	537	468	2,000	2,000	2,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	COPIERS-2 PUBLIC/2 OFFICE/TYPEWRITERS			1,500			
				1,500			
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*	Maintenance Contracts	92,993	87,083	112,000	112,000	112,000	0
	Utility Services						
100-3507-555.41-01	Water	3,542	3,562	4,000	4,000	4,000	0
100-3507-555.41-02	Storm Water	3,881	3,911	4,000	4,000	4,000	0
100-3507-555.41-03	Sanitary Sewer	1,744	1,938	1,300	1,300	1,300	0
100-3501-555.41-04	Electric	0	3,086	0	0	0	0
100-3507-555.41-04	Electric	52,585	46,108	52,000	52,000	52,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	ELECTRICITY			52,000			
				52,000			
100-3507-555.41-05	Gas	10,018	7,318	16,000	16,000	16,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	GAS			16,000			
				16,000			
100-3507-555.41-06	Telephone	3	3	100	100	100	0
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*	Utility Services	71,773	65,926	77,400	77,400	77,400	0
	Repair & Maintenance						
100-3501-555.44-01	Office Furniture & Equip	728	0	1,000	1,000	1,000	0
100-3507-555.44-02	Misc Machinery & Equip	0	0	250	250	250	0
100-3507-555.44-03	Vehicles	341	241	1,000	1,000	1,000	0
100-3504-555.44-08	Other	1,464	0	2,500	2,500	2,500	0
LEVEL	TEXT			TEXT AMT			
CCBG	BINDERY			2,500			
				2,500			
100-3507-555.44-08	Other	0	0	200	200	200	0
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*	Repair & Maintenance	2,533	241	4,950	4,950	4,950	0
	General Supplies						
100-3501-555.51-01	Postage	1,446	414	1,000	1,000	1,000	0
100-3505-555.51-01	Postage	689	1,900	2,500	2,500	2,500	0
LEVEL	TEXT			TEXT AMT			



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	MCFLS POSTAGE/TNS CHARGES			3,500			
				3,500			
100-3501-555.51-02	Office Supplies	2,510	3,696	5,000	5,000	5,000	0
100-3502-555.51-02	Office Supplies	0	631	0	0	0	0
100-3503-555.51-02	Office Supplies	141	0	0	0	0	0
100-3504-555.51-02	Office Supplies	21,545	17,339	18,000	18,000	18,000	0
100-3505-555.51-02	Office Supplies	1,491	1,983	4,000	4,000	4,000	0
100-3506-555.51-02	Office Supplies	7,338	12,726	5,000	5,000	5,000	0
100-3506-555.51-03	Photo Supplies	0	0	200	200	200	0
100-3501-555.51-06	Custodial Supplies	0	375	0	0	0	0
100-3506-555.51-06	Custodial Supplies	1,153	0	0	0	0	0
100-3507-555.51-06	Custodial Supplies	7,098	7,694	7,500	7,500	7,500	0
100-3507-555.51-07	Cleaning & Laundry Suppl	3,725	3,725	3,800	3,800	3,800	0
LEVEL	TEXT			TEXT AMT			
CCBG	CARPET, BLINDS, UPHOLSTRY, MATS			3,500			
				3,500			
100-3501-555.51-09	Other	128	146	600	600	600	0
100-3506-555.51-09	Other	3,335	4,737	4,200	4,200	4,200	0
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* General Supplies		50,599	55,366	51,800	51,800	51,800	0
Books & Periodicals							
100-3502-555.52-02	Other	20,380-	18,085-	278,000	278,000	278,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	MATERIALS ETC			278,000			
				278,000			
100-3502-555.52-21	Young Adult	6,996	6,801	0	0	0	0
100-3502-555.52-22	Adult Cassettes	8,001	6,269	0	0	0	0
100-3502-555.52-23	Adult CD's	8,589	6,444	0	0	0	0
100-3502-555.52-24	Adult Computer Software	0	1,732	0	0	0	0
100-3502-555.52-27	Adult Large-Type Books	6,748	5,072	0	0	0	0
100-3502-555.52-28	Adult Non-Fiction	75,907	75,380	0	0	0	0
100-3502-555.52-30	Adult Paperbacks	5,842	6,354	0	0	0	0
100-3502-555.52-31	Adult Periodicals	17,866	17,158	0	0	0	0
100-3502-555.52-33	Adult Reference	11,498	19,812	0	0	0	0
100-3502-555.52-36	Adult-Online Services	53,980	44,681	0	0	0	0
100-3502-555.52-38	Adult DVD's	43,737	38,245	0	0	0	0
100-3502-555.52-39	Film	1,212	250	0	0	0	0
100-3502-555.52-40	Spanish-Language Collectn	494	395	0	0	0	0
100-3502-555.52-42	Children-Online Services	3,045	2,293	0	0	0	0
100-3502-555.52-45	Youth CD's	1,656	679	0	0	0	0
100-3502-555.52-48	Youth Non-Fiction	31,029	40,231	0	0	0	0
100-3502-555.52-49	Youth Pamphlets	0	1,151	0	0	0	0
100-3502-555.52-50	Youth Paperbacks	4,845	925	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3502-555.52-51	Youth Periodicals	3,390	701	0	0	0	0
100-3502-555.52-53	Youth Reference	988	106	0	0	0	0
100-3502-555.52-55	Youth Cassettes	1,333	1,487	0	0	0	0
100-3502-555.52-57	Childrens DVD's	10,005	8,267	0	0	0	0
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*	Books & Periodicals	276,781	266,348	278,000	278,000	278,000	0
	Operational Supplies						
100-3507-555.53-01	Gasoline	300	178	650	650	650	0
100-3507-555.53-02	Oils, Fluids, Lubricants	0	0	28	28	28	0
100-3507-555.53-16	Landscaping Materials	0	0	250	250	250	0
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*	Operational Supplies	300	178	928	928	928	0
	Printing						
100-3501-555.55-01	In-house (Print Shop)	58	0	0	0	0	0
100-3506-555.55-01	In-house (Print Shop)	1,093	0	0	0	0	0
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*	Printing	1,151	0	0	0	0	0
	Travel						
100-3501-555.56-01	Local Business Meetings	397	113	500	500	500	0
LEVEL	TEXT			TEXT AMT			
CCBG	MILEAGE/PARKING REIMBURSEMENTS			500			
				500			
100-3501-555.56-02	Conferences & Seminars	0	185	1,000	1,000	1,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	ALA/PLA CONFERENCE (DIRECTOR)			700			
	WLA-WAPL DIRECTOR			225			
	EARLY CHILDHOOD/STORYTELLING CONF (STAFF)			75			
				1,000			
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*	Travel	397	298	1,500	1,500	1,500	0
	Education & Training						
100-3501-555.57-01	Membership Dues	305	305	500	500	500	0
LEVEL	TEXT			TEXT AMT			
CCBG	WISCONSIN LIBRARY ASSOCIATION			350			
	WEST ALLIS HISTORICAL SOCIETY			100			
	WI LIBRARY TRUSTEE/FRIENDS ASSN			50			
				500			
100-3501-555.57-02	Training Schools	0	0	1,000	1,000	1,000	0
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*	Education & Training	305	305	1,500	1,500	1,500	0
	Safety Supplies						
100-3507-555.60-01	Clothing/Uniforms	0	0	350	350	350	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
LEVEL	TEXT			TEXT	AMT		
CCBG	SAFETY GLASSES				350		
					350		
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* Safety Supplies		0	0	350	350	350	0
Capital Items							
100-3501-555.70-01	Furniture & Fixtures	1,741	368	6,000	6,000	6,000	0
LEVEL	TEXT			TEXT	AMT		
CCBG	MISC SMALL EQUIPMENT				2,000		
	FURNITURE-BACK OFFICES				2,000		
					4,000		
100-3505-555.70-01	Furniture & Fixtures	0	25,305	4,000	4,000	0	4,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	SELF-CHECK REPLACEMENT ACCUMULATION				4,000		
	FINAL BUDGET CHANGE:						
	REMOVE CAPITAL ACCUMULATION FUNDING-TO BE INCL						
	IN CAPITAL IMPROVEMENT PLANNING PROCESS				4,000-		
100-3506-555.70-01	Furniture & Fixtures	0	0	5,500	5,500	5,500	0
LEVEL	TEXT			TEXT	AMT		
CCBG	PUBLIC ACCESS PCS & PRINTERS				5,500		
					5,500		
100-3507-555.70-01	Furniture & Fixtures	0	0	7,000	7,000	2,000	5,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	MAINTENANCE EQUIPMENT				2,000		
	CARPET REPLACEMENT - ACCUMULATION				5,000		
	FINAL BUDGET CHANGE:						
	REMOVE CAPITAL ACCUMULATION FUNDING-TO BE INCL						
	IN CAPITAL IMPROVEMENT PLANNING PROCESS				5,000-		
					2,000		
100-3507-555.70-02	Vehicles	29,968	0	3,000	3,000	0	3,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	VEHICLE REPLACEMENT ACCUMULATION				3,000		
	FINAL BUDGET CHANGE:						
	REMOVE CAPITAL ACCUMULATION FUNDING-TO BE INCL						
	IN CAPITAL IMPROVEMENT PLANNING PROCESS				3,000-		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
*	Capital Items	31,709	25,673	25,500	25,500	13,500	12,000-
**	Library	2,088,413	2,067,098	2,250,985	2,356,308	2,344,308	93,323