



City of West Allis

Meeting Minutes

Library Board

Wednesday, October 22, 2025

7:00 PM

West Allis Public Library
7421 W. National Ave.

A. Call to Order

Mr. Rausch called the meeting to order at 7:00 p.m.

B. Roll Call

Present 7-Jamie Arneson, Amelia Bursi, Angela Collings, Barbara Hart, Amy Hutter, Darren Rausch, and Elizabeth Suelzer

Excused 2-Jody Rymaszewski, and Ray Turner

Others present: Erin Hirn, West Allis City Administrator

Staff present: Michael Koszalka, Library Director, Emily Ruuter, Adult Services and Circulation Supervisor, and Lisa VandenBoom, Library Manager

C. Approval of Minutes

1. Library Board Meeting Minutes September 24, 2025

Attachments: [Library Board Meeting Minutes September 24, 2025](#)

Ms. Hart moved to approve the September 24, 2025 Library Board meeting minutes as written. Second by Ms. Suelzer. Motion approved.

D. Statements by Citizens

None.

E. Correspondence

Greater Milwaukee Foundation Communication September 2025

Attachments: [Greater Milwaukee Foundation Communication September 2025](#)

2025 Teen Summer Reading Final Report

Attachments: [2025 Teen Summer Reading Final Report](#)

F. Claims and Finance Report

2. October 2025 Claims and Finance Report

Attachments: [October 2025 Claims and Finance Report](#)

Ms. Hart moved to approve the October 2025 Claims and Finance Report. Second by Ms. Collings. Motion approved.

G. Unfinished Business

3. 2026 Library Operating Budget

Attachments: [2026 proposed budget](#)
[City of West Allis 2026 Budget Calendar](#)

There is nothing new to report on the 2026 Library Operating Budget. It is expected to remain as approved by the Library Board.

H. New Business

4. MCFLS Update

A webinar on library governance in Milwaukee County is available.

5. Appearance by Ms. Erin Hirn, West Allis City Administrator

Ms. Erin Hirn, West Allis City Administrator, introduced herself to the Library Board and went over the timeline for the 2026 West Allis City Budget.

6. Terchak Fund Report

Attachments: [Terchak trust fund report October 2025](#)

An updated Terchak Fund Report was presented to the Library Board.

7. 2026 Schedule of Holidays and Closings

Attachments: [2026 Schedule of Holidays and Closings](#)

Ms. Hart moved to approve the 2026 Schedule of Holidays and Closings. Second by Ms. Suelzer. Motion approved.

8. November and December Meeting Date

The next Library Board meeting will take place on Wednesday, December 3rd at 7:00 p.m.

9. Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2026-2030](#)

Ms. Arneson moved to approve the 2026-2030 West Allis Public Library Strategic Plan. Second by Ms. Suelzer. Motion approved.

10. Trustee Essentials-Chapter 21-The Library Board and Accessible Services

Attachments: [Trustee Essentials-Chapter 21-The Library Board and Accessible Services](#)

I. Library Director's Report

- Maddie McKillip, part-time Librarian, has accepted a full-time position with the Omaha Public Library.
- The West Allis Reads Q and A with author Tracey Lange drew 25 people.
- Circulation increased 3 percent in September. Over 1,000 people attended programs in the library and 103 people were reached at off site events. Fall story times have had over 300 attendees.
- The tween boba tea program attracted 37 tweens.

J. Adjournment

There being no further business, Ms. Suelzer moved to adjourn. Second by Ms. Hart. Motion approved. The meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Jody Rymaszewski, Secretary



All meetings of the Library Board are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.