



Michael Koszalka
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August 28, 2020

Mayor Devine and Members of the Common Council
7525 W. Greenfield Avenue
West Allis, WI 53214

Honorable Mayor and Common Council Members:

I respectfully request permission to fill two recently opened positions at the Library. Both positions have been budgeted for, and approved by the Library Board.

A Librarian (Full-Time) position recently became vacant due to a resignation. That position is integral in providing services to the public onsite, planning for and implementing programming (virtual and outreach), and maintaining a substantial portion of the library collection.

Additionally, a Circulation Services Representative (Part-Time) position remains open due to a resignation. This position directly serves the public and assists in the daily processing of hundreds of Library materials received through the Milwaukee County Federated Library System.

If I can answer any questions or elaborate further please feel free to contact me.

Thank you for your consideration.



Michael Koszalka
Library Director

Cc: West Allis Public Library Board of Trustees