

Minutes of the June 13, 2019 Strategic Planning Subcommittee:

Convened at 6:30pm in the Constitution Room

Attendance:

Barbara Hart, Library Board Trustee
Ellen Dobrogowski, Supervisor of Technical Services
Emily Rutter, Supervisor of Adult and Circulation Services
Beth Henika, Supervisor of Children's Services
Ashley Wagner, Administrative Support Specialist
Michael Koszalka, Library Director

Mr. Koszalka briefly reviewed what was covered in the initial meeting held on May 9, 2019

The committee reviewed and discussed key statistical indicators for the Library between 2015 and 2018. This included total circulation figures, gate counts, program attendance, and meeting room usage. Factors impacting the statistics were discussed in detail and noted.

A Staff Strategic Plan Questionnaire was discussed. It was decided that a cover letter would be presented to Library staff explaining the importance for staff input, and requesting that employees take into consideration Library Goals from the City of West Allis Strategic Plan when formulating their responses. The option of either an email or hard-copy response will be presented to staff – allowing for anonymity. The survey will be rolled out for a two to three week period for staff to respond.

The committee discussed survey questions for stakeholders and it was decided that several options would be presented – with a long and short format made available depending on where the surveys were being completed. Specific questions would be discussed by staff serving on the committee and decided upon before the next meeting.

Next Meeting Thursday July 11, 2019 at 6:30pm in the Children's Story Room

Meeting adjourned at 8:00pm