



City of West Allis

Meeting Minutes

Library Board Subcommittee

Thursday, June 13, 2019

6:30 PM

West Allis Public Library
7421 W. National Ave.

Strategic Planning

A. Roll Call

Staff present: 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, and Michael Koszalka, Library Director

Library Board Members present: Barbara Hart

B. Approval of Minutes

Library Board Subcommittee Meeting Minutes May 9, 2019

Attachments: [Library Board Subcommittee Meeting Minutes May 9, 2019](#)

Mr. Koszalka moved to approve the minutes of the May 9, 2019 meeting. Second by Ms. Rutter.
Motion approved.

C. Unfinished Business

Review of the 2016-2018 West Allis Public Library Strategic Plan

Attachments: [West Allis Public Library Strategic Plan 2017-2018](#)

Information to Consider

Attachments: [Strategic Plan Poster 1-31-2017](#)

[City of West Allis Citizen Survey 2016](#)

[West Allis Business Focus Group Responses \(July 2016\)](#)

[West Allis demographic data](#)

[West Allis Resident Focus Group \(2016\)](#)

[Library Goals from West Allis Strategic Plan](#)

[Providence Library Strategic Plan](#)

[Altoona PL Strategic Plan](#)

Wisconsin Public Library Standards Checklist

Attachments: [WI Public Library Standards Checklist](#)

D. New Business

West Allis Public Library Key Statistical Indicators-2015-2018

Attachments: [West Allis Public Library Key Statistical Indicators 2015-2018](#)

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.

Staff Strategic Plan Questionnaire

Attachments: Staff Strategic Plan Questionnaire

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.

Possible Strategic Plan Stakeholder Questions

Attachments: Possible Strategic Plan Stakeholder Questions

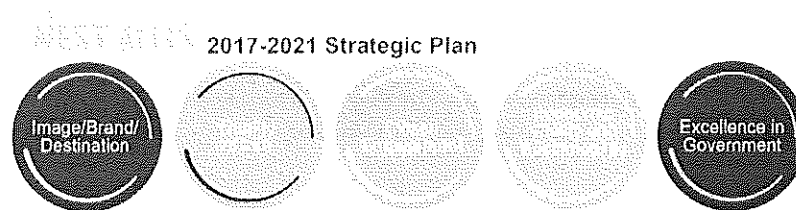
The committee discussed survey questions for stakeholders and it was decided that several options would be presented – with a long and short format made available depending on where the surveys were being completed. Specific questions would be discussed by staff serving on the committee and decided upon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

Next Meeting Date

The next meeting will take place Thursday July 11, 2019 at 6:30pm in the Children's Story Room.

E. Adjournment

There being no further business, Ms. Rutter moved to adjourn. Second by Ms. Henika. Motion approved. The meeting was adjourned at 8:00 p.m.



All meetings of the {bdName} 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.