



City of West Allis

Meeting Minutes

Library Board Subcommittee

Thursday, May 9, 2019

6:30 PM

West Allis Public Library
7421 W. National Ave.

Strategic Planning

A. Call to Order

Michael Koszalka, Library Director, called the meeting to order at 6:30 p.m.

B. Roll Call

Library Board members present: Michelle Wadewitz and Barbara Hart

Staff present: Michael Koszalka, Library Director, Ellen Dobrogowski, Supervisor of Technical Services, Emily Rutter, Supervisor of Adult and Circulation Services, and Ashley Wagner, Administrative Support Specialist

Excuse: Beth Henika, Supervisor of Children's Services

C. New Business

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

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

The 2016-2018 Library Strategic Plan was reviewed in detail and successes, challenges, and ideas were noted for the future plan.

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](#)

The committee reviewed and discussed City of West Allis Citizen survey responses from the 2016 City strategic planning process, as well as resident and business focus group input. Demographic information for the City of West Allis was reviewed and compared with similar sized Wisconsin cities, as well as other municipalities within the Milwaukee County Federated Library System. The City of West Allis Strategic Goals in general were reviewed and discussed, and in particular the City of West Allis goals for the Library in its Strategic Plan 2017-2022. Additionally, Strategic Plans from the Altoona (WI) Public Library and Providence (RI) Public Library were reviewed and discussed.

Wisconsin Public Library Standards Checklist

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

The Wisconsin Public Library Standards Checklist (6th edition – 2018), was reviewed.

Library Staff Survey

Committee members discussed options with gathering input from Library staff for the plan. It was decided that a combination of email and hard copy surveys would work best.

Citizen/Patron Survey

Citizen/Patron Surveys was discussed. It was decided that options for input would be made available via the Library website, as well as in hard copy format and via tablets on-site (if possible). Additionally, surveys would be made available at outreach appearances such as the August beer garden pop-up events, at A La Carte, and at Farmer's Market pop-up appearances. The idea is to gather input from both users and non-users of the Library. Staff members of the planning committee will convene before the A La Carte event to formulate specific questions that will appear on the survey.

D. Adjournment

There being no further business, the meeting was adjourned at 7:45 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.

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