



Michael Koszalka
Director
West Allis Public Library
mkoszalka@westalliswi.gov
414.302.8534

June 28, 2023

Owen Dragoon
1519 S. 80th Street
West Allis, WI 53214

Dear Owen,

On June 2, 2023, you attempted to hide yourself in the West Allis Public Library after the building had been closed (at 5:30pm) and staff had secured the building. Specifically, you stood on the toilet within the inside men's restroom so that you could not be detected as library staff cleared the building. After the building had been secured and all other library staff had exited, a female library custodian – performing a final walk-through – discovered you hiding. That scenario startled the custodian, and the incident could have turned out more serious had she not kept her composure and ordered you out of the library.

During the evening of June 15, 2023, at approximately 7:15pm, two library patrons reported that their cell phones and other personal belongings had been taken while being left unattended in the library. When police arrived, surveillance camera footage disclosed that you stole the items and then left the building. Library staff were able to positively identify you as the person who committed the theft. Police contacted you that evening and recovered all of the items you had taken.

These two serious incidents violate the West Allis Public Library Code of Conduct, and at a June 28, 2023, meeting the West Allis Public Library Board of Trustees voted to immediately ban you from being present on library property.

These incidents clearly demonstrate that you show disregard for established policies of expectations for behavior at the West Allis Public Library.

As a result of your unacceptable behavior and violations of the Library Code of Conduct Policy, **you are immediately banned from the West Allis Public Library**. Effective immediately, you may not be present in the building or on any part of the library grounds. If you ignore or violate this order, police will be called, and you will be charged appropriately.

You have the following options:

1. A thirty-day period (from the date of this letter) in which to request an administrative review of the decision
2. If such a request is made the Library Board will do so within 15 days
3. If the Library Board affirms its initial decision, you have 30 days to submit an appeal to the Administrative Appeals Review Board of the City of West Allis



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If you choose to appeal the decision, mail your request to:

Michael Koszalka, Library Director
West Allis Public Library
7421 W. National Avenue
West Allis, WI 53214

You may also email your request to mkoszalka@westalliswi.gov

After one year - June 28, 2024 - you may make an appeal in writing to the West Allis Public Library Board of Trustees to reconsider your status.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Koszalka", written over a large, stylized "O" that is part of the signature.

Michael Koszalka, Library Director

cc: West Allis Public Library Board of Trustees
West Allis Police Department