



Michael Koszalka
Director
West Allis Public Library
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414.302.8534

Mr. Steven Martinez
7021 W. National Ave.
West Allis, WI 53214

December 10, 2020

Dear Mr. Martinez,

At its meeting on December 9, 2020, the West Allis Public Library Board of Trustees voted unanimously to affirm your loss of library privileges at the West Allis Public Library.

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

If you choose to appeal the decision, please 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 me at mkoszalka@westalliswi.gov

After December 9, 2021, you may make an appeal for reinstatement – in writing - to the West Allis Public Library Board of Trustees to reconsider your status.

Your library privileges are revoked at the West Allis Public Library and you are hereby ordered not to enter the West Allis Public Library, or to be present on library property. If you attempt to do so the West Allis Police Department will be immediately contacted and appropriate charges will be considered.

Sincerely,

Michael Koszalka, Library Director

cc: West Allis Public Library Board of Trustees