



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

August 18, 2025

Tracy J. Brown
7230 W. Oklahoma Ave. #3
Milwaukee, WI 53219

Dear Tracy Brown,

On Saturday, August 16, 2025, at approximately 5:13pm, you were inside Study Room #3 at the West Allis Public Library. A librarian, making her rounds, noticed you laying on the floor of the room naked except for a bra and socks. The room is enclosed with glass, and you were exposing yourself. The librarian directed you to dress and leave the library. Ten minutes after that encounter you were dressed but remained on the floor with an open bottle of vodka. The librarian again asked you to leave the building, and you called the librarian "retarded." You finally exited the building at 5:30pm when the library closed and surveillance footage confirms you carrying a bottle of vodka in one hand.

After leaving the library you sat down on one of the book benches located near the parking lot. You pulled down your pants while sitting on the bench and kept them down for an extended period - again exposing yourself - that act is confirmed by surveillance footage. Later, you caused a disturbance near the front of the building three separate times and had to be restrained by another individual from attacking a third person. At all times you were clearly intoxicated.

You have had other instances where library staff have directed you to leave the building due to consuming alcohol and being in an intoxicated state including:

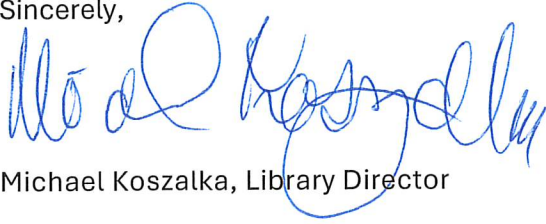
- March 13, 2025, at 12:15pm you were in Study Room #2 and a librarian noticed you with your head down. When the librarian entered the room a strong smell of alcohol was detected. You were asked to leave. After doing so, you were found sleeping in the library atrium and again asked to vacate the premises. You did comply but not before calling the librarian a "bitch."
- March 20, 2025, at 1:00pm you were using Study Room #3, and a librarian had to wake you from a deep sleep. An open bottle of vodka was visible in your purse. You were asked to leave for the day, and you complied.

Your actions violate the West Allis Library Code of Conduct policy, your library privileges cease, and **you are 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 including the parking lot or building entrances.

At its August 27, 2025, meeting, the West Allis Public Library Board of Trustees will vote to affirm this ban.

If you ignore or violate this order, police will be called, and you will be charged appropriately.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Koszalka", is written over the printed name.

Michael Koszalka, Library Director

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