



August 23, 2018  
Ms. Jane Huttner  
2211 S. 69th Street  
West Allis, WI 53219

Dear Ms. Huttner:

As you will recall, on June 27, 2018 the West Allis Library Board of Trustees voted to reinstate your library privileges contingent upon your compliance with all aspects of the West Allis Public Library Code of Conduct as well as the following:

1. Will not invade the personal space of other patrons while staff is assisting that patron
2. Will comply with the procedure that patrons work with Library staff to reserve a study room
3. You will allow Library staff to inform a patron who may be using a study room that you have reserved that their time is up. Only Library staff is allowed to inform any patron that they must vacate the room
4. You must leave the Library at the end of the evening or when the Library closes in a prompt manner. You will comply with Library staff reminders that you vacate the study room prior to closing

The Library Board placed a zero tolerance contingency on the principles for your reinstatement, and you signed that agreement (please see attached). It was clearly communicated to you that if you violated any aspect of the Library Code of Conduct and/or the principals noted above, your library privileges at the West Allis Public Library would be revoked.

On Saturday August 11, 2018 at around 1:00pm you exited Study Room #2 and left the building. Staff was forced to remove the two chairs from that room – immediately after you vacated Room #2 - due to them being soiled with urine. The chairs were not in that condition before you entered that room.

At the Library Board of Trustee meeting last evening, the board members received an updated report regarding your case. This included the incident reported on August 11, 2018. As a result, the Library Board of Trustees voted unanimously to again revoke your Library privileges at the West Allis Public Library for one year from the date of this letter.

As a result, your library privileges cease and 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 ground. If you ignore or violate this order, police will immediately be called and you will be charged appropriately.

You have the following options in which to appeal this decision:

- A thirty-day period in which to request an administrative review of the decision.
- If such a request is made the Library Board will make a decision regarding your appeal within fifteen days.
- 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.
- Beyond that, after one year you have the right to appeal to the Library Board for reinstatement through a written letter or other communication.

The Library Board sincerely hopes that you will continue to work with, and seek help from City of West Allis Public Health Nurse Shelly Zajdel.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Koszalka". The signature is fluid and cursive, with a large initial "M" and "K".

Michael Koszalka, Library Director

Cc: West Allis Public Library Board of Trustees  
Shelly Zajdel, Public Health Nurse, City of West Allis Health Department



June 29, 2018

Please return this copy to the Library staff at the Adult Information Desk the first time you visit the Library. Please ensure that you have signed and dated the document.

I Jane Huttner, agree to comply with all articles stipulated in the West Allis Public Library Code of Conduct, and understand and agree to fully meet the terms of the four points detailed below. Furthermore, I understand that any violation of the four stated principals and/or of the Library Code of Conduct will result in revocation of reinstatement and immediate loss of library privileges at the West Allis Public Library.

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2. Will comply with the procedure that patrons work with Library staff to reserve a study room
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Jane Huttner signature and name

7/11/18 Date