



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

August 24, 2022

Christine E. Duffy  
(Address unknown)

Dear Ms. Duffy,

On August 18, 2022, at approximately 1:15pm, you placed two books and a can of soup on the floor of the library near the stairwell leading to the building's 2<sup>nd</sup> floor. The books contained many live bed bugs, and surveillance video recording verifies it was you who had been in possession of the items. As a result of the discovery, two chairs that you had sat in leading up to the time you placed the books on the floor, had to be removed from the public area. This was the second such incident that involved you and bed bugs. On May 3, 2022, at approximately 5:25pm, a librarian had been interacting with you at the Information Desk and a live bed bug was seen where you were sitting.

Bed bug infestation can be a costly and serious issue for public libraries, as they will gravitate to books, and become embedded in furniture. The risk of transferring bugs to unknowing patrons is escalated. The Library Code of Conduct is clear on this subject and states,

*Any person is welcome in the library so long as they respect the rights of other persons also on the premises, and provided that their conduct in the library is lawful, not dangerous, **does not create unhygienic conditions**, and is not disruptive.*

As a result, the West Allis Public Library Board of Trustees has no recourse but to impose a ban upon you, prohibiting you from entering the building.

As a result, **you are immediately banned from the West Allis Public Library.** Effective August 24, 2022, **you may not be present in the library building.**

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

After **August 24, 2023**, you may make an appeal for reinstatement – 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". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Koszalka".

Michael Koszalka, Library Director

Cc: West Allis Public Library Board of Trustees  
Paul Taylor. West Allis Police Department Crisis Assessment Team