



**PUBLIC LIBRARY**

7421 West National Avenue

West Allis, Wisconsin 53214

[www.westalliswi.gov](http://www.westalliswi.gov)

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February 16, 2018

Ms. Jane Huttner  
2211 S. 69<sup>th</sup> Street  
West Allis, WI 53219

Dear Ms. Huttner:

On March 16, 2017 I spoke with you regarding your personal hygiene and related to you that Library staff had noted foul smells lingering in the individual study rooms after you had vacated them. Additionally, you were consistently soiling the chairs in those rooms and that the chairs would then have to be treated by Library custodial staff to remove urine. Complaints were also fielded by staff from patrons who did not wish to use the rooms after you had vacated them – due to the smell and soiled chairs.

When I spoke with you on March 16, 2017 I asked if you would like to be contacted by a City of West Allis Health Department nurse who might be able to assist with any physical causes for your hygiene issues. You did not respond. I then informed you of the West Allis Public Library Code of Conduct and that one of the stipulations of the policy was, "an acceptable standard of personal hygiene is expected of all individuals. Patrons whose bodily hygiene/odor is offensive so as to constitute a nuisance to other persons shall be required to leave the building." At that time I provided you with a copy of the Code of Conduct at the Library. I ended by stating to you that I would not want to proceed with revocation of your library privileges at the West Allis Public Library, but that if you did not resolve your offensive hygiene issues, I would have no recourse but to do so.

Subsequently, during your visits on 3/23/2017, 5/23/2017, 10/16/2017 (two separate complaints), 11/8/2017, and 12/11/2017 Library staff documented complaints of urine on chairs that you had last used as well as offensive odor in the room you had just vacated. Staff indicates that there have been similar additional instances that they did not document offensive odors/bodily fluids due to the volume of patrons they were serving.

On February 15, 2018 at approximately 7:45pm, a Library Supervisor witnessed a paper towel on the seat of a chair you were occupying in Study Room #2. You had recently left the room, but your belongings were inside it. The Library Supervisor inspected the chair and she noted that the paper towel was soaking up urine. When you returned to the room, the Library Supervisor watched you dab at the chair with a paper towel and then proceed to sit down. The staff person documented the incident in detail and indicated that you had occupied the room since 3:30pm.

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Administration ..... (414) 302-8501

Circulation/Other Inquiries . (414) 302-8503

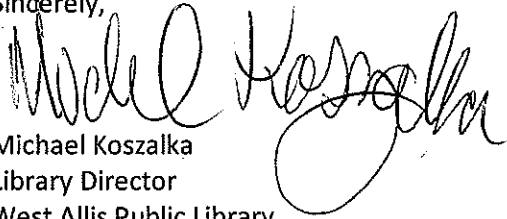
Reference .....(414) 302-8500

Children's.....(414) 302-8502

You continue to disregard the rule pertaining to expectations for a proper standard of hygiene as clearly outlined in the West Allis Public Library Code of Conduct. As a result, I have no alternative but to ban you from being present on Library property effective immediately. At the meeting of the Library Board of Trustees scheduled for 7:00pm on February 28, 2018, I will bring this issue to the board's attention and request discussion and action to affirm this ban. I will inform you of the Library Board's decision via mail soon thereafter.

As a result, your library privileges are immediately revoked at the West Allis Public Library and you are hereby ordered not to enter the West Allis Public Library nor be present on library property at any time. If you attempt to enter the library or be present on surrounding library property, the West Allis Police Department will be contacted.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Koszalka", written over the typed name and title.

Michael Koszalka  
Library Director  
West Allis Public Library

c: Patrick Mitchell, Police Chief City of West Allis  
West Allis Public Library Board of Trustees