



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214
www.westalliswi.gov

June 29, 2018

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

Dear Ms. Huttner:

At a meeting held on June 27, 2018 the West Allis Public Library Board of Trustees voted to reinstate your library privileges. The ban imposed on February 16, 2018 is lifted and you may again use the West Allis Public Library.

However, as part of the board's decision, you must read and agree to comply with all aspects of the West Allis Public Library Code of Conduct (attached), 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 of Trustees is placing a zero tolerance contingency on your reinstatement, and you must sign and return the attached signed/dated document to the Adult Information Desk staff the first time you return to the West Allis Public Library. If you violate any aspect of the Library Code of Conduct or do not comply with the principals noted above your reinstatement will be revoked.

Sincerely,

Michael Koszalka
Library Director
West Allis Public Library

C: West Allis Public Library Board of Trustees



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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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A handwritten signature in cursive script, appearing to read "Jane Huttner", written over a horizontal line.

Jane Huttner

A handwritten date "7/11/18" written in cursive script over a horizontal line.

Date