

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
February 18, 2026, at 7 pm:
West Liberty Public Library
Lower-Level Meeting Room**

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
 - 1. Policy Review: Public Code of Behavior Policy**
 - 2. Documentarian Permissions**
 - 3. Annual Meeting Planning**
 - 4. Legislative Update**
- X. Adjourn Meeting**

Next meeting is Wednesday, March 25, at 7 pm.

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from January 21, 2026
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Keegan Paisley, Brianna Harvey, Sergio Guerrero-Ibarra, Rachel Morrison, Skyler Appler, Melanie Clark, Christine Guerra
Library Director: Allie Paarsmith
Assistant Director: Ali Oepping

- I. Call to Order 7:03**
- II. Approval of Agenda:** Motion to approve by Member Guerrero-Ibarra, Second by Morrison, **7-0**
- III. Approval of Minutes:** September and October minutes by Member Guerrero-Ibarra, Second by Morrison **7-0**
- IV. Public Discussion:**
 - A. There is an active Trespass order against a patron for assaulting someone in the library.
 - B. There have also been incidents in the bathroom- cleanliness.
- V. Financial Report:**
 - A. An itemized list of unpaid bills were presented.
 - B. Motion to approve and pay bills by Member Morrison, Second by Paisley **7-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. Welcome to the new board members.
- VIII. Old Business:**
 - A. HVAC Contract
 - a. The city will be using a different HVAC system and the library would like to look into a different company.
 - b. Motion to seek new contracts by Member Morrison, Second by Clark **7-0**
 - B. Roof Update
 - a. The flat roof continues to be an issue. The most recent leak has been patched.
- IX. New Business:**
 - A. Board Orientation
 - a. Paarsmith gave an orientation presentation.
- X. Adjourn Meeting:** Motion by Guerrero-Ibarra, Second by Morrison, **7-0**



City of West Liberty, IA

Monthly Budget Report

Account Summary

For Fiscal: Current Period Ending: 01/31/2026

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
Fund: 001 - General Fund										
Revenue										
001-4-410-1-4799	Other Misc Revenue	0.00	135.10	135.10	0.00%	0.00	2,675.60	2,675.60	0.00%	0.00
001-4-410-2-4470	County Library Allocation	1,457.75	0.00	-1,457.75	-100.00%	10,204.25	8,500.00	-1,704.25	-16.70%	17,500.00
001-4-410-2-4471	Local Comm Library Allocation	627.74	0.00	-627.74	-100.00%	4,394.18	3,444.00	-950.18	-21.62%	7,536.00
001-4-410-2-4705	Contributions- Gifts/Grants	12,994.80	0.00	-12,994.80	-100.00%	90,963.60	42.00	-90,921.60	-99.95%	156,000.00
001-4-410-4-4433	State Shared Revenue/Enrich IO	166.60	0.00	-166.60	-100.00%	1,166.20	0.00	-1,166.20	-100.00%	2,000.00
	Total Revenue:	15,246.89	135.10	-15,111.79	-99.11%	106,728.23	14,661.60	-92,066.63	-86.26%	183,036.00
Expense										
001-6-410-1-60100	Wages- Full Time	19,812.15	15,678.98	4,133.17	20.86%	138,685.05	129,894.02	8,791.03	6.34%	237,841.00
001-6-410-1-60200	Wages- Part Time	3,339.91	5,340.88	-2,000.97	-59.91%	23,379.37	45,199.78	-21,820.41	-93.33%	40,095.00
001-6-410-1-60400	Wages- Over Time	20.82	0.00	20.82	100.00%	145.74	38.16	107.58	73.82%	250.00
001-6-410-1-61100	FICA-City Contribution	1,771.20	1,568.37	202.83	11.45%	12,398.40	13,083.12	-684.72	-5.52%	21,263.00
001-6-410-1-61300	IPERS-City Contribution	2,132.48	1,798.95	333.53	15.64%	14,927.36	14,987.62	-60.26	-0.40%	25,600.00
001-6-410-1-61400	ICMA-City Contribution	249.90	225.00	24.90	9.96%	1,749.30	2,025.00	-275.70	-15.76%	3,000.00
001-6-410-1-61500	Group Medical Insurance- Health	4,331.60	4,273.62	57.98	1.34%	30,321.20	42,326.17	-12,004.97	-39.59%	52,000.00
001-6-410-1-61600	Worker's Compensation Insurance	208.25	0.00	208.25	100.00%	1,457.75	112.00	1,345.75	92.32%	2,500.00
001-6-410-1-61810	Uniform Allowance	16.66	0.00	16.66	100.00%	116.62	0.00	116.62	100.00%	200.00
001-6-410-1-62100	Dues & Membership Fees	69.97	0.00	69.97	100.00%	489.79	190.00	299.79	61.21%	840.00
001-6-410-1-62200	Subscriptions, Publ & Educ Materials	16.66	0.00	16.66	100.00%	116.62	0.00	116.62	100.00%	200.00
001-6-410-1-62300	Training	49.98	0.00	49.98	100.00%	349.86	128.94	220.92	63.15%	600.00
001-6-410-1-62400	Conference & Travel Expenses	8.33	0.00	8.33	100.00%	58.31	0.00	58.31	100.00%	100.00
001-6-410-2-63100	Building & Grounds Maintenance	999.60	32.40	967.20	96.76%	6,997.20	12,075.42	-5,078.22	-72.58%	12,000.00
001-6-410-2-63500	Equipment Repairs & Maintenance	83.30	0.00	83.30	100.00%	583.10	0.00	583.10	100.00%	1,000.00
001-6-410-2-63710	Utility Services- Electric, Gas, Water	416.50	473.00	-56.50	-13.57%	2,915.50	7,731.20	-4,815.70	-165.18%	5,000.00
001-6-410-2-63730	Telephone & Internet Expense	249.90	0.00	249.90	100.00%	1,749.30	1,012.20	737.10	42.14%	3,000.00
001-6-410-2-64070	Professional & Consulting Fees	333.20	0.00	333.20	100.00%	2,332.40	2,221.23	111.17	4.77%	4,000.00
001-6-410-2-64080	Tort Liability Insurance	291.55	0.00	291.55	100.00%	2,040.85	0.00	2,040.85	100.00%	3,500.00
001-6-410-2-64150	Rentals & Leases	333.20	0.00	333.20	100.00%	2,332.40	1,600.93	731.47	31.36%	4,000.00
001-6-410-2-64260	Enrichment Programs	249.90	0.00	249.90	100.00%	1,749.30	4,147.52	-2,398.22	-137.10%	3,000.00
001-6-410-2-65020	Books/Audiovisual/Materials	2,915.50	0.00	2,915.50	100.00%	20,408.50	19,960.80	447.70	2.19%	35,000.00
001-6-410-2-65040	Minor Equipment	83.30	0.00	83.30	100.00%	583.10	18,784.76	-18,201.66	-3,121.53%	1,000.00
001-6-410-2-65070	Operating Supplies	999.60	0.00	999.60	100.00%	6,997.20	1,967.21	5,029.99	71.89%	12,000.00
001-6-410-2-65080	Postage	58.31	0.00	58.31	100.00%	408.17	356.96	51.21	12.55%	700.00
001-6-410-2-65210	Janitorial Supplies	166.60	0.00	166.60	100.00%	1,166.20	394.53	771.67	66.17%	2,000.00
001-6-410-3-67280	Capital Improvements	12,495.00	0.00	12,495.00	100.00%	87,465.00	12,600.00	74,865.00	85.59%	150,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2026

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Total Expense:	51,703.37	29,391.20	22,312.17	43.15%	361,923.59	330,837.57	31,086.02	8.59%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,175.97	-60,980.61		-437,653.00
Fund: 134 - Library Trust									
Revenue									
134-4-411-4-4300									
Interest Income	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
Total Revenue:	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
Report Total:	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,037.99	-60,842.63		-437,653.00

Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2026

Group Summary

Account Typ...	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - General Fund									
Revenue	15,246.89	135.10	-15,111.79	-99.11%	106,728.23	14,661.60	-92,066.63	-86.26%	183,036.00
Expense	51,703.37	29,391.20	22,312.17	43.15%	361,923.59	330,837.57	31,086.02	8.59%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,175.97	-60,980.61		-437,653.00
Fund: 134 - Library Trust									
Revenue	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
Report Total:	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,037.99	-60,842.63		-437,653.00

Fund Summary

Fund	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,175.97	-60,980.61		-437,653.00
134 - Library Trust	0.00	0.00	0.00		0.00	137.98	137.98		0.00
Report Total:	-36,456.48	-29,256.10	7,200.38		-255,195.36	-316,037.99	-60,842.63		-437,653.00

Unpaid bills by Vendor

West Liberty Public Library

July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
Amazon				
6507	1VMQ-C331-JCTV	02/09/2026	Heavy Duty Packing Tape 6 Rolls, Total 360Y, Clear, 2.7 mil, 1.88 inch x 60 Yards	13.99
6502	1VXT-977G-VLKX	02/09/2026	Romeo y Julieta / Romeo and Juliet (Spanish Edition)	13.95
6507	16RR-XWKJ- MPHN	02/05/2026	Bat nets	25.98
6507	16RR-XWKJ- MPHN	02/05/2026	House of Doolittle 464 Non-dated Desk Pad Calendar, 22 x 17, Blue (HOD464)	17.00
6507	1XHD-XCXD- 4HPQ	01/21/2026	Swingline Stapler, 30 Sheet Capacity, 747 Business Stapler, Jam Free, Metal, Blush Pink (S7074740)	15.69
Total for Amazon				\$86.61
D.C. Taylor				
6310	2013	01/20/2026	Labor/Burden	1,150.00
6310	2013	01/20/2026	Materials	311.80
Total for D.C. Taylor				\$1,461.80
Ingram				
6502	94251205	02/05/2026	47 titles plus shipping	503.41
6502	94218600	02/04/2026	27 titles plus shipping	381.52
6502	94106007	01/30/2026	1 title plus shipping	26.25
6502	94131602	02/02/2026	5 titles and shipping	79.36
6502	94153212	02/02/2026	25 titles and shipping	294.80
6502	94131603	02/02/2026	39 titles plus shipping	417.99
6502	94056838	01/29/2026	42 titles plus shipping	444.96
6502	93861987	01/21/2026	8 titles plus shipping	97.09
6502	93494943	01/07/2026	61 titles plus shipping	622.00
Total for Ingram				\$2,867.38
Iowa Division of Labor Services - Elevator				

Unpaid bills by Vendor

West Liberty Public Library

July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
6310	349038	11/10/2025	OPERATING PERMIT FEE	75.00
6310	349038	11/10/2025	ANNUAL INSPECTION FEE, INSPECTION DATE 10/29/2025	100.00
Total for Iowa Division of Labor Services - Elevator				\$175.00
Marco Technologies				
6415	575117288	02/05/2026	Printers	622.70
Total for Marco Technologies				\$622.70
Overdrive				
6502	06497CP25408855	12/31/2025	43 audiobook titles	238.06
6502	06497CP26031297	01/31/2026	45 audiobook titles	238.90
6502	06497CP26031789	01/31/2026	67 ebook titles	236.35
Total for Overdrive				\$713.31
V&K				
6728	6422-6	11/21/2025	Professional Services from October 19, 2025 to November 15, 2025	4,200.00
6728	6422-5	09/26/2025	Professional Services from August 17, 2025 to September 20, 2025	4,200.00

Unpaid bills by Vendor

West Liberty Public Library
July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
6728	6422-4	08/22/2025	Professional Services from July 20, 2025 to August 16, 2025	4,200.00
Total for V&K				\$12,600.00

Library Director's Report

14 February 2026

Summary:

This month we will discuss a documentarian coming to town, update the patron conduct policy, and receive legislative updates.

Goals and Lead Measure Updates:

I will be presenting and updating our lead measures and goals for the annual meeting in March, but am happy to field any questions about specifics in the mean time.

Building and Technology:

Gladys Petersen was here on 2/5/2026 to look at the roof. Thank you to Todd Morrison for lending us a ladder for her to inspect the roof herself. Gladys will get us additional information on the roof, but she sounded optimistic about being able to come up with a solution. The first stall in the women's bathroom has been repaired, so they are all functioning. The boiler passed inspection and the elevator has been maintained.

I have requested that we get dumpsters for our trash and recycling. It's very difficult to haul all the trash cans down to the road when the slope is so steep. We had a dumpster recently for clearing out the closet between rooms, and it was very nice. I've sent a message to Adam about this, but haven't heard back yet.

Staff and Volunteers:

Bethzy Zamorano-Garcia has left the library. She had an exit interview, which revealed some issues with communication within our staff. We have had discussions and I believe that things are on the mend, but we shall see. We have hired two new library assistants to replace Bethzy's 20 hours a week. We're happy to welcome Adamari Lopez Garcia and Mya Elizondo to our staff. In advance of them, I created a training checklist and have been working on supporting documents for training. Illness has definitely been affecting our staff attendance, but we are managing.

Collections & Materials:

In January, our collection work centered on receiving previously canceled and repurchased titles from Ingram. At the same time, we wrapped up our quarterly inventory and weed. This included a heavy weed of the young adult collection, which has been stagnant over the past few years. We will be calling for long-overdue materials shortly, which may further adjust the collection's size and availability.

Circulation is up! Children's materials continue to lead for the month, which adult and young adult also saw increases. Digital use remained strong across formats. We also saw an increase in our door count and rural circulation, reflecting strong engagement across the community. These trends are reflected in the accompanying WhoFi report.

Programming & Outreach

January's strongest programs were hands-on and youth-focused: Tiny Art (26), Family Storytime AM (18), then our usual Wednesday programs netting an attendance of between 10-15 each week. Outreach Storytime has been rough this month with so many illnesses going around, and Loteria continued to be our highest attended adult program.

Some programs were plagued by real-world bumps: Tabletop Games was canceled due to staffing; Lunch & Learn had one attendee and was interrupted by the roof leak. I'll be focusing my attention on Tabletop Games as my only program to maintain the consistency of Sunday programming, and revisit the Lunch and Learn in the future. Page Turners Book Club saw low turnout, but with the timeshift in February we expect improvement. Crafternoon did not register any attendance this month, but I hope Genny and I will be able to promote it more as our staffing levels even out.

West Liberty Public Library
Iowa Public Library General Information Survey Fiscal 2026

Circulation: Adult Books

	Dec	Jan	YTD
	212	243	1,407

Circulation: Children Books

	Dec	Jan	YTD
	270	427	2,482

Circulation: Audio

	Dec	Jan	YTD
	0	0	0

Circulation: Other

	Dec	Jan	YTD
	22	17	173

Circulation: YA Books

	Dec	Jan	YTD
	6	10	64

Circulation: Video

	Dec	Jan	YTD
	77	54	319

Circulation: Serials

	Dec	Jan	YTD
	0	0	0

Rural Circulation

	Dec	Jan	YTD
	171	298	1,484

West Liberty Public Library
Iowa Public Library General Information Survey Fiscal 2026

Make and Take Kits Provided

	Dec	Jan	YTD
	10	0	10

Coloring Sheets Provided

	Dec	Jan	YTD
	0	0	0

Scavenger Hunt Participants

	Dec	Jan	YTD
	50	39	250

Trivia Contest Participants

	Dec	Jan	YTD
	0	0	0

Maker Space Use

	Dec	Jan	YTD
	0	0	0

STEAM/STEM Use

	Dec	Jan	YTD
	0	0	0

Story-Walk Participants

	Dec	Jan	YTD
	0	0	0

Reading Log Participants

	Dec	Jan	YTD
	32	0	64

West Liberty Public Library
Iowa Public Library General Information Survey Fiscal 2026

Books Added

	Dec	Jan	YTD
	246	393	1,849

Door Count

	Dec	Jan	YTD
	654	696	8,194

Books Withdrawn

	Dec	Jan	YTD
	0	991	1,624

Public Computers

	Dec	Jan	YTD
	27	15	676

Videos Added

	Dec	Jan	YTD
	8	0	101

Website visits

	Dec	Jan	YTD
	553	671	4,364

Videos Withdrawn

	Dec	Jan	YTD
	269	0	271

Reference Questions

	Dec	Jan	YTD
	13	14	85

West Liberty Public Library
Iowa Public Library General Information Survey Fiscal 2026

Adult Books

	Dec	Jan	YTD
	212	243	1,407

Young Adult Books

	Dec	Jan	YTD
	6	10	64

Children's Books

	Dec	Jan	YTD
	270	427	2,482

Videos

	Dec	Jan	YTD
	77	54	319

Rural Circulation

	Dec	Jan	YTD
	171	298	1,484

E-Magazines

	Dec	Jan	YTD
	61	73	460

E-Books

	Dec	Jan	YTD
	200	215	1,562

E-Audio

	Dec	Jan	YTD
	297	311	2,363

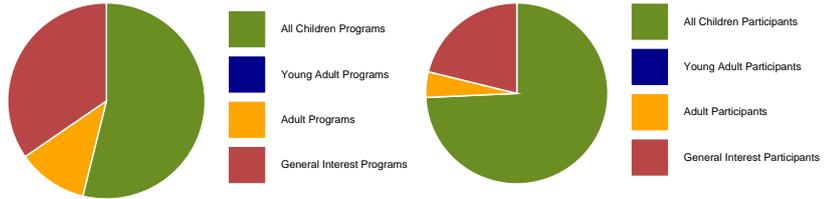
West Liberty Public Library

July, 2025 - January, 2026

July

Overview

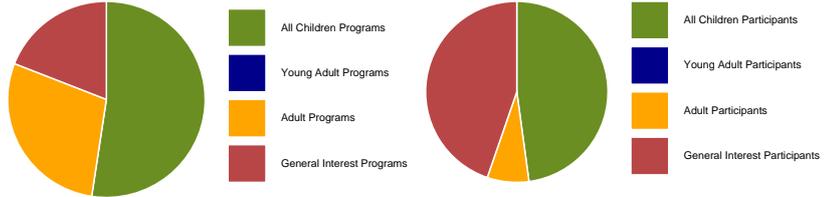
All Children Programs	14	53.85%	All Children Participants	130	74.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	11.54%	Adult Participants	8	4.57%
General Interest Programs	9	34.62%	General Interest Participants	37	21.14%
Total Programs	26		Total Participants	175	



August

Overview

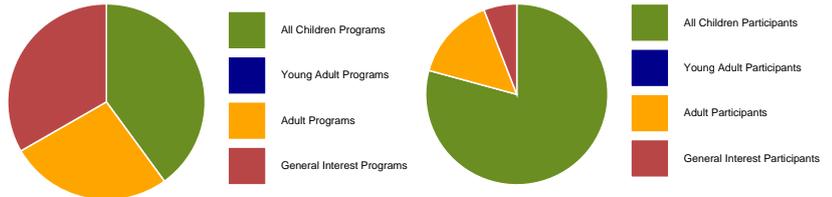
All Children Programs	11	52.38%	All Children Participants	123	47.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	28.57%	Adult Participants	19	7.39%
General Interest Programs	4	19.05%	General Interest Participants	115	44.75%
Total Programs	21		Total Participants	257	



September

Overview

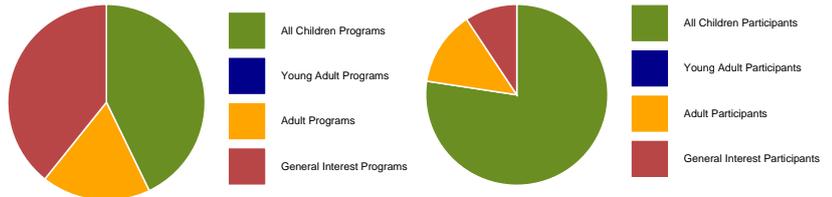
All Children Programs	12	40%	All Children Participants	149	79.26%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	8	26.67%	Adult Participants	28	14.89%
General Interest Programs	10	33.33%	General Interest Participants	11	5.85%
Total Programs	30		Total Participants	188	



October

Overview

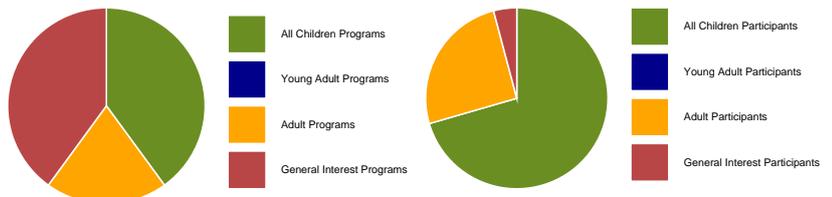
All Children Programs	12	42.86%	All Children Participants	192	77.42%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	17.86%	Adult Participants	33	13.31%
General Interest Programs	11	39.29%	General Interest Participants	23	9.27%
Total Programs	28		Total Participants	248	



November

Overview

All Children Programs	10	40%	All Children Participants	86	70.49%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	20%	Adult Participants	31	25.41%
General Interest Programs	10	40%	General Interest Participants	5	4.1%
Total Programs	25		Total Participants	122	



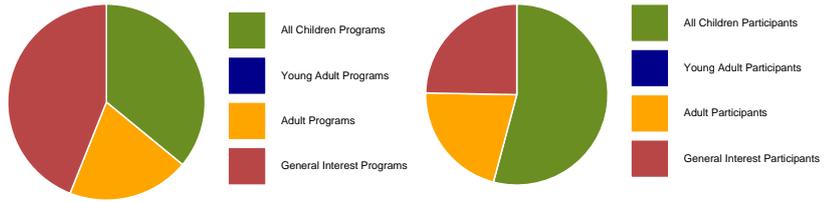
West Liberty Public Library

July, 2025 - January, 2026

December

Overview

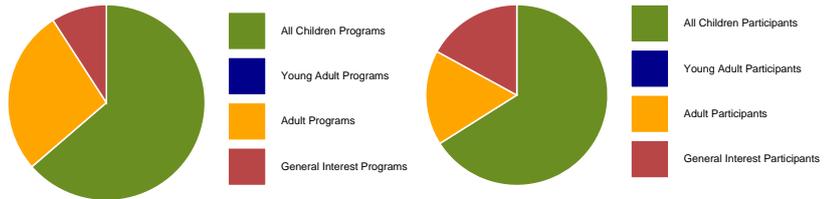
All Children Programs	9	36%	All Children Participants	92	54.12%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	20%	Adult Participants	36	21.18%
General Interest Programs	11	44%	General Interest Participants	42	24.71%
Total Programs	25		Total Participants	170	



January

Overview

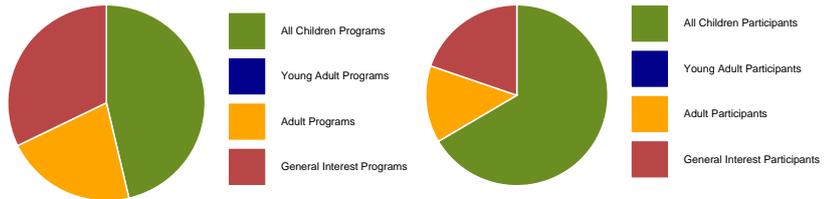
All Children Programs	14	63.64%	All Children Participants	101	66.01%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	27.27%	Adult Participants	26	16.99%
General Interest Programs	2	9.09%	General Interest Participants	26	16.99%
Total Programs	22		Total Participants	153	



Year in Review

Overview

All Children Programs	82	46.33%	All Children Participants	873	66.49%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	38	21.47%	Adult Participants	181	13.79%
General Interest Programs	57	32.2%	General Interest Participants	259	19.73%
Total Programs	177		Total Participants	1313	



In January, you had 11 bookings overall with a cumulative attendance of 75 patrons.

Change from prior month



11 ↓ -50%

Total Bookings



75 ↓ -42.31%

Total Attendance



6.8 ↑ 15.25%

Average Attendance

3 ↓ -70%
Internal Bookings

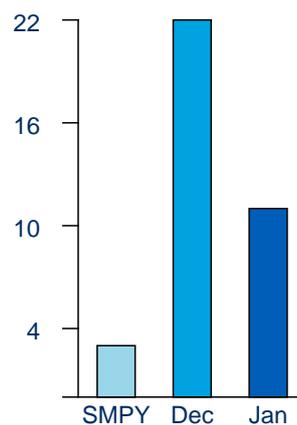
7 ↓ -41.67%
Patron Bookings

1 ↑ 100%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

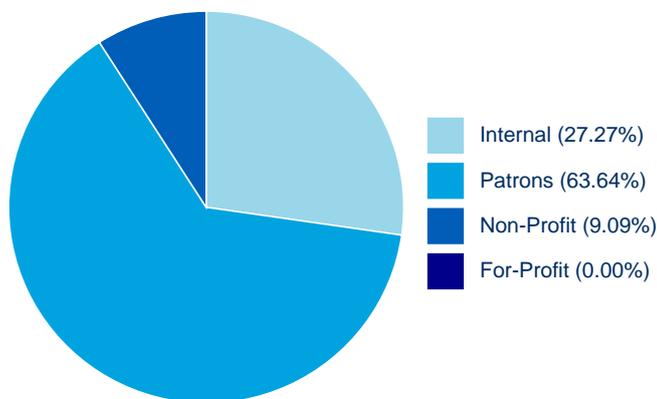
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



West Liberty Public Library

January-2026

In January, 172 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



459 ↓ -8.93%

Monthly Sessions



391 ↓ -7.35%

Total Visits



172 ↓ -2.27%

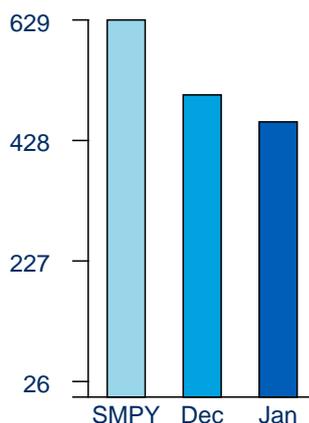
Unique Visitors



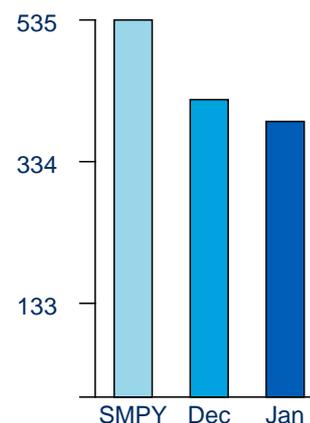
2.27 ↓ -5.42%

Average Return Rate

Total Monthly Session Count

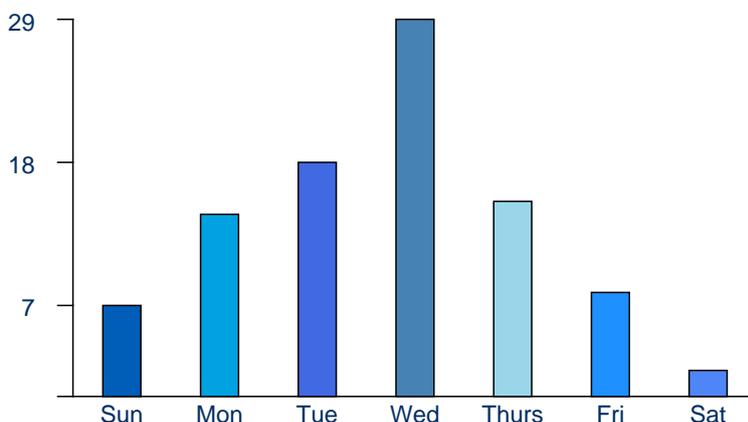


Total Monthly Visits

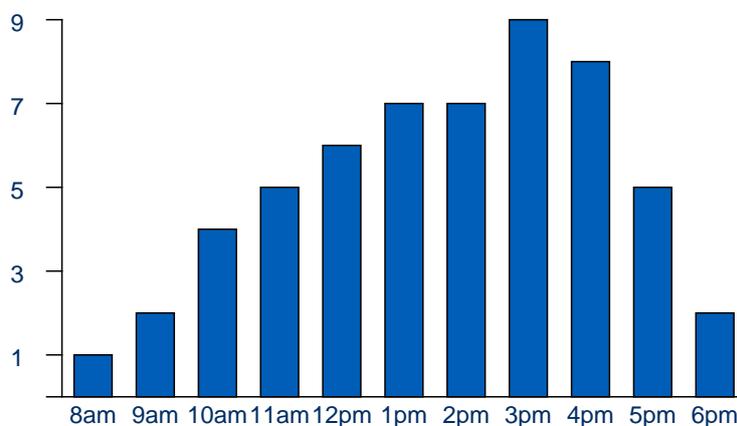


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





Agenda Item: Public Code of Behavior Policy

Background:

I have revised the Public Code of Behavior Policy to align with current library practices, clarify expectations for patrons, and ensure consistency with the Dependent Persons Policy, Internet & Computer Use Policy, and relevant state and local laws. The updated draft incorporates clearer definitions of prohibited behavior, expanded guidance on supervision of dependent persons, updated food and beverage rules, and a clarified enforcement and suspension process, including an appeals process.

Budget Impact:

None.

Options for Consideration:

1. Approve the revised Public Code of Behavior Policy as presented
2. Approved the revised policy with Board-directed amendments
3. Return the draft to the Director for further revision

Recommended Action:

Approve the revised Public Code of Behavior Policy as presented.



Public Code of Behavior Policy

Policy Created: 3/2021

Policy Reviewed: 3/2022; 2/2026

Policy Purpose

The Library provides a safe, welcoming, and comfortable environment where all individuals can pursue knowledge, explore curiosity, and engage with diverse ideas. This policy outlines behavior expectations that ensure equitable access to Library spaces, programs, and resources.

General Expectations

Patrons can expect the Library to:

- Provide courteous and respectful service
- Offer reference, readers' advisory, and information services during operating hours
- Address questions and concerns promptly
- Maintain a safe, clean, and comfortable building

In return, patrons must:

- Use Library spaces, collections, and equipment for their intended purposes
- Behave in a way that does not interfere with the others' use of the Library
- Follow the reasonable directions of staff

Prohibited Conduct

The following behaviors are prohibited on Library property or at Library-sponsored programs.

Disruptive or Unsafe Behavior

- Conduct that endangers oneself or others
- Physical aggression, fighting, or threats
- Harassment, stalking, intimidation, or unwanted attention
- Loud, abusive, or disruptive
- Interference with staff duties or library operations

Illegal or Prohibited Activities

- Violating any local, state, or federal law
- Use, possession, or distribution of illegal substances
- Viewing, displaying, or distributing materials that violate obscenity or child pornography laws
- Misusing technology, including hacking, tampering, or attempting to access others' accounts or files

Facility and Property Use

- Damaging or misusing Library property
- Using restrooms for non-intended purposes
- Bringing animals into the Library except for trained service animals or Library-approved programs
- Sleeping or loitering in a manner that interferes with Library use
- Selling, soliciting, or petitioning unless authorized

Food, Beverages, and Substances

- Food may be consumed only in designated areas
- Lidded beverages are allowed throughout the Library, except near electronics
- Smoking, vaping, or e-cigarette use is prohibited on Library property



Supervision of Dependent Persons

The Library welcomes children and dependent persons, but does not act in place of a parent or caregiver. Individuals unable to follow Library rules independently must be accompanied by a responsible caregiver. Staff may attempt to contact a caregiver or involve authorities when safety cannot be maintained. See the Dependent Persons Policy for details.

Photography and Recording

Patrons may record their own Library use for personal or social media purposes, provided it does not:

- Intentionally capture other patrons or staff without permission
- Disrupt Library operations, programs, or the quiet enjoyment of others
- Block aisles, service points, or workspaces

Violations may result in staff intervention and further action.

Enforcement, Suspension, and Conditions of Use

Staff enforce this policy in a fair and consistent manner.

Immediate Corrective Action

- Verbal warning
- Request to cease the behavior
- Ending a computer session for misuse or unsafe activity
- Request to leave the library for the remainder of the day

Suspension or Trespass Order

The Library Director or designee may suspend a patron's Library privileges, including access to the building, programs, computers, for a defined period appropriate to the violation. Suspensions may range from less than one day to one year or longer, and may include formal trespass orders issued with local authorities.

Suspension or trespass may occur when behavior involves:

- Assault, threats, harassment, or endangerment
- Repeated violations of Library policies
- Behaviors that pose safety risks to patrons or staff
- Failure to comply with required supervision conditions for dependent persons

Conditional or Restricted Access

Conditions may include:

- Requiring adult supervision for minors or dependent persons
- Restricting access to specific areas or services
- Limiting visit duration or frequency

Failure to comply with conditions may result in suspension or trespass.

Appeals

Patrons may request a meeting with the Library Director to discuss a suspension, trespass order, or conditions of use. If the patron is not satisfied with the decision of the Director, they may request that the matter be reviewed by the Board of Trustees, whose decision is final.



Agenda Item: Documentarian Permissions

Background:

Inequality Media and Wicked Delicate Films have requested permission to film at the West Liberty Public Library as part of a national documentary project commemorating America's 250th anniversary. Filming would occur March 4 or 5 and would include:

- An observational portrait of a librarian working
- Filming a specially scheduled Loteria game
- Posting a "door release" notifying patrons of filming and providing an opt-out method
- Obtaining appearance releases only from individuals directly featured
- Avoiding filming anyone who declines

Budget Impact:

None. No funding request or financial obligation to the library.

Options for Consideration:

1. Approve filming in accordance with all board policies and library procedures, including:
 - a. Prominent advance signage approved by the Director
 - b. Clear opt-out accommodations for any patron or staff member
 - c. No filming of minors or dependent persons without guardian consent
 - d. Filming only in areas and at times that do not disrupt regular operations
2. Approve with additional conditions, such as:
 - a. Limiting film crew access to designated areas/floors
 - b. Restricting filming during high-traffic youth hours
3. Decline the request

Recommended Action:

Approve filming with conditions that ensure full compliance with our policies.

America 250 Documentary - West Liberty Library

From Meredith DeSalazar <meredith@inequalitymedia.org>

Date Wed 2026-02-11 3:10 PM

To Allie Paarsmith <apaarsmith@wlpl.org>

You don't often get email from meredith@inequalitymedia.org. [Learn why this is important](#)

[External Email]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.. When in doubt, contact your IT Department

Hello again Allie --

Thanks for chatting yesterday. I will try to arm you with a bunch of information for the board meeting!

As I mentioned, we are working on a project reflecting on America as it approaches its 250th anniversary this coming July. We'll be in Iowa (one of 7 states we're visiting) during the first week of March.

This is a co-production of [Inequality Media](#) (associated with former Secretary of Labor Robert Reich who will also appear in this film) and [Wicked Delicate Films](#), which is Director Ian Cheney's production company. You can find a list of all of his films there.

This film will not be political. It will consist of two main parts.

Intergenerational Conversations

A central part of the film is creating space for thoughtful dialogue about our country as it is now and where it may be headed, particularly through filmed conversations between people roughly 50 years apart in age (approximately 75–85 and 25–35). These are not interviews or debates, but open, reflective conversations guided by simple prompts about life, values, and how people see the country at this moment. (I'm open to any suggestions for guests you or they may have for this!)

Observational Portraits

Another element of our film is observational portraits of work, play, community, sport & music. So we spend 45 minutes - 1 hour as a "flies-on-the-wall." No interview. These can be of people of any age. Some examples include:

- a quilting group
- a farmer working the fields
- a tractor repair shop
- a line cook
- high school wrestling

- salsa dancing

And hopefully a librarian at work and a community game of Loteria! We would likely visit either Wednesday, March 4th or Thursday, March 5th. The crew will be 3-4 people.

We will be respectful of the surroundings and of course the patrons. Anyone who does not wish to be filmed will not be filmed. For people we are directly filming we will ask them to sign our standard appearance release. We will also put up a "door release" letting anyone know that if they do not want to appear they can contact me via email, phone or text and we will make sure no shots that include them in the background are used.

Let me know if you have any other questions.

Many thanks,
Meredith



Agenda Item: Annual Meeting

Background:

The Library's Annual Meeting is scheduled for Wednesday, March 25 at 7pm, followed immediately by a Community Open House/Chamber PM event at 7:30pm.

The Annual Meeting will be abbreviated, limited to approval of the bills and officer elections, and will adjourn before the Open House begins.

During the Open House, the Director will present a brief update on strategic plan progress and a summary of current renovation concepts. The partnership with the West Liberty Chamber of Commerce is expected to bring strong attendance and broaden community engagement.

Due to current workloads, I will not have the bandwidth to plan this event beyond my presentation and the business meeting. Board support is needed to define expectations, assist with logistics, and help host during the Chamber PM portion of the evening.

Budget Impact:

Minimal. Light refreshments can be covered within the existing programming and outreach budget.

Options for Consideration:

1. Confirm the Annual Meeting format and schedule
2. Confirm Board participation at the Chamber PM open house, including greeting attendees, answering questions, etc.
3. Identify any additional information the Board would like included in the strategic plan/renovation update
4. Approve any additional promotional steps

Recommended Action:

Motion to approve the format and schedule for the Annual Meeting and Open House, and to confirm the level of Board support needed for planning and hosting.



Agenda Item: Legislative Update

Background:

Several bills under consideration this legislative session could significantly affect public library governance, digital services, confidentiality, collection management, and partnerships. The Iowa Library Association is tracking 26 bills, here are five that have me particularly concerned:

HSB720 – Public Library Regulation

This bill transfers all authority of city library boards to city councils, requires age-appropriateness policies tied to funding, grants parents access to minors' library records, and creates new challenge procedures. This represents a sweeping governance overhaul, major operational constraints, and potential funding instability.

HF2309 – Public Library Material Restrictions

This bill requires libraries to classify all materials, segregate “harmful to minors” collections, maintain strict documentation, track parental consents, and comply with burdensome shelving and catalog controls. It further creates civil liability, criminal penalties, and even personal liability for staff and directors, while waiving certain immunities.

SF2119 – Obscenity Exemptions

This bill repeals Iowa Code §728.7, removing long-standing legal protections for libraries regarding educational or artistic materials. Loss of this exemption significantly increases legal and criminal exposure related to materials accessible to minors.

SF2177 – Digital Library Services

This bill mandates content-blocking technology for minors' access to digital library services, requires redesigned third-party contracts with penalty clauses, and obligates libraries to report vendor violations to the Attorney General as public records. This is a high administrative burden with substantial digital-service implications.

HF2324 – Public Library / Mobile Library Agreements

This bill prohibits schools from partnering with public libraries to allow student ID access and bans mobile libraries from visiting school campuses. This restricts school-library pathways and reduces access for students.

HSB720: PUBLIC LIBRARY REGULATION

Description

Requires public libraries to adopt and enforce age-appropriate policies restricting minors' access to inappropriate materials, as a condition for receiving state and local funding. It gives parents the right to access their minor child's library records. The bill transfers all authority of city library boards to local governing bodies, reconstituting boards as advisory only and establishing new procedures for reviewing and challenging library materials. It also clarifies the standards used for state library accreditation and appropriates funding based on compliance.

Key Points & Impacts:

- Requires libraries to enforce age-appropriate policies restricting minors from accessing materials deemed inappropriate, and to allow parents to monitor their child's borrowing activity.
- Defines 'age-appropriate' and excludes materials depicting or describing sex acts from this category.
- Libraries must submit annual reports proving age-appropriate policies to the state department.
- Prohibits libraries in violation of age-appropriate standards from receiving state and local funding.
- Allows parents or guardians to access library records of their minor children upon request, overriding previous confidentiality rules.
- Transfers all administrative, financial, oversight, and policy authority from city library boards of trustees to city councils effective July 1, 2026; boards become advisory only.
- Establishes procedures for the public to challenge a library's age-appropriateness determination of materials, with city council review possible.
- Clarifies that all gifts, bequests, and devises are to be managed by city councils, not library boards, after the transition.

Status: ✓ Assigned to Committee

Committee: House Local Government Committee

Position: Opposed

Topic/Subject: Other

More Information

<https://www.legis.iowa.gov/legislation/BillBook?ga=91&ba=HSB720>

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HF2309: PUBLIC LIBRARY MATERIAL RESTRICTIONS

Description

Imposes strict rules on public libraries regarding materials classified as 'harmful to minors.' Libraries must classify all materials, restrict access to harmful materials without parental consent, and maintain a system to track such consents. It establishes civil liability and criminal penalties for violations, removes certain library exemptions, and requires annual reporting to the legislature by the state librarian. Libraries are directed to create and implement compliance policies, and immunity is waived for specified violations. The act also prescribes timelines for implementation and requires guidance and model policies from the state librarian.

Key Points & Impacts:

- Defines and expands key terms, including 'material harmful to minors,' 'presumptively harmful material,' 'parental consent,' and 'public library.'
- Removes previous library exemptions for educational programs involving minors and restricts use of certain materials without parental consent.
- Requires public libraries to classify all materials as either 'general access' or 'harmful to minors,' and to retain documentation of these classifications for at least five years.
- Mandates that materials harmful to minors be shelved in separate, clearly marked adult sections inaccessible to unaccompanied minors and tracked in library catalog systems to prevent unauthorized access.
- Establishes a formal process for parents to request reconsideration of material classifications, with timelines, appeals, and temporary reclassification options during review.
- Creates civil liability (including actual, punitive, and statutory damages, plus attorney fees) for violations, waives sovereign and governmental immunity, and allows personal liability for willful violations by employees or directors.
- Specifies criminal penalties for willfully disseminating harmful materials to minors, assisting circumvention of parental consent, or falsifying records, with enhanced penalties for repeat or aggravated offenses.
- Requires the state librarian to issue guidance, model policies, and training within set timeframes, and to submit an annual report to the legislature detailing compliance, enforcement, and recommendations.

Status: ✓ Assigned to Committee

Committee: House Judiciary Committee

Recent Actions

2/06/2026	Introduced, referred to Judiciary. <u>H.J. 224</u> .
2/11/2026	Subcommittee: Thomson, C., Fett and Srinivas. <u>H.J. 02/11</u> .
2/11/2026	Subcommittee Meeting: 02/12/2026 2:30PM RM 103 (Cancelled).
2/11/2026	Subcommittee Meeting: 02/12/2026 7:30AM RM 19.

Position: Opposed

Topic/Subject: Other

Last Modified: 02/11/2026

More Information

<https://www.legis.iowa.gov/legislation/BillBook?ga=91&ba=HF2309>

SF2119: OBSCENITY EXEMPTIONS

Description

Repeals current law eliminating the exemption that protected public libraries, accredited schools, and educational programs from prosecution under the state's obscenity laws for using or providing certain materials for educational purposes. As a result, these institutions will no longer have special protection when using or providing materials that could be deemed obscene, even if such materials are used for educational or artistic purposes.

Key Points & Impacts:

- Repeals Iowa Code section 728.7, which provided exemptions from obscenity laws for public libraries and accredited schools.
- Removes legal protection for using or providing certain materials for educational purposes in schools and public libraries.
- Eliminates the specific allowance for minors to attend exhibitions or displays of artworks or use any materials in public libraries regardless of obscenity laws.
- Subject matter previously protected for educational or artistic value may now be subject to prosecution under general obscenity statutes.
- Increases legal risks for educators, librarians, and institutions regarding materials provided to minors.
- Aligns all institutions, including educational and library settings, under the same obscenity restrictions as the general public.
- Potentially impacts curriculum choices and library collections in public schools and libraries.
- May result in increased scrutiny or removal of materials considered to have literary, artistic, scientific, or political value if also deemed obscene.

Related Bills: [HF521](#)

Status: ✓ [Assigned to Committee](#)

Committee: [Senate Education Committee](#)

Recent Actions

1/27/2026 Introduced, referred to Education. [S.J. 143](#).

2/03/2026 Subcommittee: Evans, Pike, and Quirmbach. S.J. 190.

2/11/2026 Subcommittee Meeting: 02/16/2026 12:00PM Senate Lounge.

Position: Opposed

Topic/Subject: Other

Last Modified: 02/11/2026

More Information

<https://www.legis.iowa.gov/legislation/BillBook?ga=91&ba=SF2119>

SF2177: DIGITAL LIBRARY SERVICES

Description

Requires libraries and their third-party contractors to implement policies and technology measures to block minors from accessing, sending, or downloading child pornography, hard-core pornography, obscene material, controlled substance-related content, and visual depictions of minors via digital library services. Contracts with third parties must include specific enforcement and penalty clauses for noncompliance, with an escalating structure of withholding payments, contract termination, and refund requirements. Library providers must report third-party violations to the attorney general, who is tasked with enforcement. Certain higher education students and general service providers are exempt from these requirements.

Key Points & Impacts:

- Defines key terms including digital library service, minor, library provider, and prohibited content categories.
- Prohibits library providers from offering digital library services to minors unless protective blocking measures are in place for specified content.
- Requires third-party contractors to adopt the same protection measures as library providers when providing digital library services to minors.
- Mandates that contracts with third parties include clauses for withholding payment, financial penalties, and contract termination/refund for repeated noncompliance.
- Establishes a 30-day notification and cure period for third-party noncompliance, with written notice requirements and right to judicial review.
- Obligates library providers to report noncompliance by third parties to the attorney general within 30 days; such reports become public records.
- Directs the attorney general to investigate and enforce compliance with these digital content protection requirements.
- Exempts general service providers (unless directly providing digital library services) and higher education institutions from these requirements.

Status: ✓ Assigned to Committee

Committee: Senate Technology Committee

Recent Actions

2/03/2026	Introduced, referred to Technology. <u>S.J. 186</u> .
2/04/2026	Subcommittee: Sires, Bennett, and Kraayenbrink. <u>S.J. 200</u> .
2/10/2026	Subcommittee reassigned: Alons, Bennett, and Sires.
2/10/2026	Subcommittee Meeting: 02/12/2026 12:00PM Senate Lounge.

Position: Opposed

Topic/Subject: Other

Last Modified: 02/11/2026

More Information

<https://www.legis.iowa.gov/legislation/BillBook?ga=91&ba=SF2177>

HF2324: PUBLIC LIBRARY/MOBILE LIBRARY AGREEMENTS

Description

Prohibits school districts, charter schools, and innovation zone schools from entering into agreements with public libraries that allow students to use school-issued ID cards to access library resources. It also prohibits these schools from allowing mobile libraries to visit school property for book lending events. Definitions for 'mobile library' and 'public library' are established. These prohibitions are applied to charter and innovation zone schools in the same manner as traditional school districts.

Key Points & Impacts:

- Prohibits school districts from entering agreements with public libraries that allow student IDs to be used for accessing library resources.
- Bans school districts from permitting mobile libraries to access school property for book checkout events involving students.
- Defines 'mobile library' as a motor vehicle owned or operated by a public library for transporting books and educational materials.
- Defines 'public library' as city-established libraries or library districts under chapter 336.
- Extends these prohibitions to charter schools and innovation zone schools, requiring compliance as with school districts.
- Amends Iowa Code sections 256E.7 and 256F.4 to include compliance requirements for charter and innovation zone schools.
- Creates new section 279.89 establishing the prohibitions and definitions.
- Direct and immediate implication: restricts students' access to public library materials via school-facilitated means.

Status: ✓ House Floor

Recent Actions

2/06/2026 Introduced, placed on calendar. H.J. 226.

Position: Opposed

Topic/Subject: Education

Last Modified: 02/06/2026

More Information

<https://www.legis.iowa.gov/legislation/BillBook?ga=91&ba=HF2324>

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