west branch public library wbpl

West Branch Public Library
300 N Downey St
PO Box 460
West Branch, IA 52358

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Library Board of Trustees Meeting

October 14, 2026 6:30pm
West Branch Public Library Community Room
Online Attendance is available at https://us02web.zoom.us/j/84510234590, by phone at 1-312-626-6799, or by a Zoom application on mobile device with meeting code 845 1023 4590.

Establishment of quorum

Approve agenda

Appoint new board secretary

Approve minutes

- September 9

Open Forum

Financial condition report and approval of expenditures

- September 2026
- October 2026 in progress

Director's Report

Annual Report for Fiscal Year 2026

Strategic Plan progress report

Discuss investigating 116 W Main Street as possible location for library

Training

- Discuss Chapters 2 and 3 of Library Trustee's Handbook

Next meeting

- November 4 @ 6:30pm please note date change

Staff
Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo • Programming Librarian: Mary Buol

Board of Trustees
Erin Monaghan, President • Chris Humrichouse, Vice President • Annika Pettitt, Secretary
Holly Wasion • Faye Goodspeed • Rachel Richards

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
https://us02web.zoom.us/j/84510234590

September 9, 2026

Meeting commenced at: 6:32 PM

Roll Call
Present:

- Jessie Schafer (Director)
- Chris Humrichouse (Vice President)
- Erin Monaghan (President)
- Annika Pettitt (Secretary)
- Rachel Richards (Trustee)
- Holly Wasion (Trustee)
- Terri O'Leary (Trustee)

Absent:

- Faye Goodspeed (Trustee)

Visitors:

- N/A

Agenda Approval:

On a motion by Trustee Pettitt and seconded by Trustee Richards, the agenda for the meeting was unanimously approved.

Meeting Minutes:

On a motion by Trustee Humrichouse and seconded by Trustee Richards, the August 12, 2026 meeting minutes were unanimously approved.

Open Forum:

Chris reported that when she tried to water the plants recently, there was only a trickle of water coming out of the spigot by the air conditioner. She'll reinspect it, and will let Jessie know if she needs to report it to Public Works.

Financial condition report and approval of expenditures:

On a motion by Trustee Richards and seconded by Trustee Pettitt, the financial condition report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Discuss/Approve appointing Kathryn Burkle to the Library Board of Trustees

Moved by Trustee Pettitt and seconded by Trustee Richards the motion to appoint Kathryn (Kathy) Burkle to the Library Board of Trustees was unanimously approved.

Discuss/Approve opening the library on Saturday, October 10 from noon-4 for book sale

Moved by Trustee Richards and seconded by Trustee Pettitt the motion to open the library on Saturday, October 10th was unanimously approved.

Discuss/Approve Review of Telephone Policy

Moved by Trustee Humrichouse and seconded by Trustee Pettitt the motion approve the Telephone Policy was unanimously approved.

Discuss/Approve Review of Library Use by Sex Offenders Against Minors Policy

Moved by Trustee Pettitt and seconded by Trustee Humrichouse the motion to approve the Library Use by Sex Offenders Against Minors Policy was unanimously approved.

West Branch Employee Handbook Review

Training: Discuss Chapter 1 of Library Trustee's Handbook

The meeting was adjourned at 7:15pm

Next meeting

October 14 @ 6:30pm

September 2026

Type	Number	Category	Payee	Amount
Dues/Memberships	031-5-4-410-6210			$ -
			Subtotal	$ -
Travel/Conference	031-5-4-410-6240			
			Subtotal	$ -
Building Maintenance	031-5-4-410-6310		Mary Buol (reimbursement) - DOLLAR GENERAL - storage totes	$ 159.80
			SUMMIT FIRE PROTECTION - annual fire monitoring	$ 600.00
			SUMMIT FIRE PROTECTION - annual fire alarm inspection	$ 340.00
			LEE'S LOCK & KEY - service on Poplar St entrance lock	$ 75.00
			PLUNKETT'S PEST CONTROL - scheduled pest control	$ 50.00
			Subtotal	$ 1,224.80
Utilities	031-5-4-410-6371		ALLIANT ENERGY	$ 856.06
			Subtotal	$ 856.06
Telephone	031-5-4-410-6373		LIBERTY	$ 230.50
			Subtotal	$ 230.50
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	$ 437.50
			Subtotal	$ 437.50
Advertisement/Legal	031-5-4-410-6414			
			Subtotal	$ -
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	$ 42.00
			US Bank card - MOBILE BEACON - 2 hotspots annual renewal	$ 240.00
			US Bank card - CODEWORK - DeepFreeze (steady state software) renewal	$ 191.40
			US Bank card - MAGIC DESKTOP - kids' computer software (annual)	$ 149.00
			AMAZON - keyboard for staff, noise monitor	$ 189.99
			Subtotal	$ 812.39
Contract Payments	031-5-4-410-6498			
			Subtotal	$ -
Office Supplies	031-5-4-410-6506			$ -
			Subtotal	$ -
Postage and Shipping	031-5-4-410-6508		US Bank card - USPS - interlibrary loan postage, stamps	$ 69.17
			US Bank card - USPS - interlibrary loan postage	$ 4.87
			US Bank card - USPS - interlibrary loan postage	$ 5.57
			Subtotal	$ 79.61
Programs	031-5-4-410-6599	Youth	AMAZON - after school supplies	$ 459.77
			US Bank card - WALMART - youth prizes, snacks	$ 35.25
			Subtotal	$ 495.02
Office Equipment	031-5-4-410-6725		EO JOHNSON - printing overage charges, toner shipping	$ 106.03
			LEAF - copier lease	$ 209.17
			Subtotal	$ 315.20
Capital Improvements	031-5-4-410-6761			
			Subtotal	$ -
Materials	031-5-4-410-6770	Adult	AMAZON	$ 749.23
		Youth	AMAZON	$ 376.71
		Electronic	KANOPY - streaming video	$ 38.00
			OVERDRIVE - ebooks	$ -
			OVERDRIVE - ebooks (PPU)	$ 49.50
			OVERDRIVE - audiobooks	$ -
			OVERDRIVE - audiobooks (PPU)	$ 39.93
		DVD	AMAZON	$ 145.46
			Subtotal	$ 1,398.83
			Total	$ 5,849.91

October 2026					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		ARSL - annual membership for Jessie (paid by credit card)	$ 85.00	81464
			ARSL - annual membership for Kat (paid by credit card)	$ 60.00	81125
			Subtotal	$ 145.00	
Travel/Conference	031-5-4-410-6240				
			Subtotal	$ -	
Building Maintenance	031-5-4-410-6310		LYNCH'S PLUMBING - men's restroom toilet clogged	$ 125.00	
			Subtotal	$ 125.00	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	$ -	
			Subtotal	$ -	
Telephone	031-5-4-410-6373		LIBERTY	$ -	
			Subtotal	$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	$ 402.50	1364
			Subtotal	$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	$ -	
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	$ 42.00	5703699151
			Subtotal	$ 42.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	$ -	
Office Supplies	031-5-4-410-6506		US Bank card - WALMART - super glue	$ 4.97	9-30-26
			Subtotal	$ 4.97	
Postage and Shipping	031-5-4-410-6508		US Bank card - USPS - interlibrary loan postage	$ 4.17	9-9-26
			Subtotal	$ 4.17	
Programs	031-5-4-410-6599		AERO RENTAL - slide projector for presentation	$ 50.00	374575
			Subtotal	$ 50.00	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	$ 209.17	
			Subtotal	$ 209.17	
Capital Improvements	031-5-4-410-6761				
			Subtotal	$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	$ 358.35	
		Youth	AMAZON	$ 179.89	
		Electronic	KANOPY - streaming video	$ 32.00	525313
			OverDRIVE - ebooks	$ 161.46	06497CO26342540
			OVERDRIVE - ebooks (PPU)	$ 35.49	06497CP26333902
			OVERDRIVE - audiobooks	$ 240.97	06497CO26342540
			OVERDRIVE - audiobooks (PPU)	$ 73.02	06497CP26333668
		DVD	AMAZON	$ -	
		Library of Things	AMAZON - board game	$ 19.82	
			Subtotal	$ 1,101.00	
			Total	$ 2,083.81	

West Branch

Type	*July*	*August*	*September*	*October*	*Budgeted*	*Expended*	*Remaining $*	*Average*
Full-Time Salaries	*$ 7,896.59*	$ -	$ -	$ -	$ 105,197.00	$ 7,896.59	$ 97,300.41	$ 2,632.20
Part-Time Salaries	*$ 2,014.74*	$ -	$ -	$ -	$ 21,632.00	$ 2,014.74	$ 19,617.26	$ 671.58
Dues/Memberships - 6210	$ -	$ -	$ -	$ 145.00	$ 370.00	$ 145.00	$ 225.00	$ -
Travel and Conference - 6240	$ -	$ -	$ -	$ -	$ 1,480.00	$ -	$ 1,480.00	$ -
Building Maintenance - 6310	$ 612.91	$ 1,378.35	$ 1,224.80	$ 125.00	$ 20,320.00	$ 3,341.06	$ 16,978.94	$ 1,072.02
Utilities - 6371	$ 1,038.35	$ 1,069.97	$ 856.06	$ -	$ 11,000.00	$ 2,964.38	$ 8,035.62	$ 988.13
Telephone - 6373	$ 230.50	$ 230.50	$ 230.50	$ -	$ 3,192.00	$ 691.50	$ 2,500.50	$ 230.50
Janitorial Expense - 6409	$ 455.00	$ 402.50	$ 437.50	$ 402.50	$ 5,100.00	$ 1,697.50	$ 3,402.50	$ 431.67
Advertisement/Legal - 6414	$ -	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00	$ -
Technology Services - 6419	$ 697.23	$ 42.00	$ 812.39	$ 42.00	$ 5,500.00	$ 1,593.62	$ 3,906.38	$ 517.21
Contract Payments - 6498	$ 1,870.00	$ -	$ -	$ -	$ 2,576.00	$ 1,870.00	$ 706.00	$ 623.33
Office Supplies - 6506	$ 36.11	$ 101.75	$ -	$ 4.97	$ 1,000.00	$ 142.83	$ 857.17	$ 45.95
Postage and Shipping - 6508	$ 5.67	$ -	$ 79.61	$ 4.17	$ 1,000.00	$ 89.45	$ 910.55	$ 28.43
Programs (Misc) - 6599	$ 519.51	$ 790.02	$ 495.02	$ 50.00	$ 8,500.00	$ 1,854.55	$ 6,645.45	$ 601.52
Office Equipment - 6725	$ 209.17	$ 194.53	$ 315.20	$ 209.17	$ 2,844.00	$ 928.07	$ 1,915.93	$ 239.63
Capital Improvements - 6761	$ 17,200.00	$ -	$ -	$ -	$ 1,500.00	$ 17,200.00	$ (15,700.00)	$ 5,733.33
Collections - 6770	$ 2,103.04	$ 1,707.35	$ 1,398.83	$ 1,101.00	$ 22,000.00	$ 6,310.22	$ 15,689.78	$ 1,736.41
Library Account total	***$ 34,888.82***	***$ 5,916.97***	***$ 5,849.91***	***$ 2,083.81***	***$ 213,411.00***	***$ 48,739.51***	***$ 164,671.49***	***$ 15,551.90***

September 2025				
Type	Number	Category	Payee	Amount
Dues/Memberships	031-5-4-410-6210			$ -
			Subtotal	$ -
Travel/Conference	031-5-4-410-6240			
			Subtotal	$ -
Building Maintenance	031-5-4-410-6310		PLUNKETT'S PEST CONTROL - scheduled pest control	$ 50.00
			AMAZON - replacement vacuum cleaner	$ 189.99
			WALMART - cleaning, turtle supplies	$ 15.24
			Subtotal	$ 255.23
Utilities	031-5-4-410-6371		ALLIANT ENERGY	$ 928.24
			Subtotal	$ 928.24
Telephone	031-5-4-410-6373		LIBERTY	$ 281.05
			Subtotal	$ 281.05
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	$ 402.50
			Subtotal	$ 402.50
Advertisement/Legal	031-5-4-410-6414			
			Subtotal	$ -
Technology services	031-5-4-410-6419		MOBILE BEACON - hotspot annual renewal x 2 (paid by credit card)	$ 240.00
			GOOGLE - email accounts (paid by credit card)	$ 42.00
			AMAZON - patron PC replacement	$ 989.10
			Subtotal	$ 1,271.10
Contract Payments	031-5-4-410-6498			
			Subtotal	$ -
Office Supplies	031-5-4-410-6506			$ -
			Subtotal	$ -
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	$ 77.37
			USPS - interlibrary loan postage	$ 9.21
			USPS - interlibrary loan postage	$ 7.10
			Subtotal	$ -
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies	$ 300.95
			WALMART - youth program supplies & snacks	$ 217.39
			Subtotal	$ 518.34
Office Equipment	031-5-4-410-6725		LEAF - copier lease	$ 142.02
			Subtotal	$ 142.02
Capital Improvements	031-5-4-410-6761			
			Subtotal	$ -
Materials	031-5-4-410-6770	Adult	AMAZON	$ 214.88
			BAKER & TAYLOR	$ 533.43
		Youth	AMAZON	$ 13.48
			BAKER & TAYLOR	$ 91.94
		Electronic	KANOPY - streaming video	$ 26.00
			OVERDRIVE - ebooks	$ 399.78
			OVERDRIVE - audiobooks	$ 534.96
		DVD	AMAZON	$ 86.95
				$ -
			Subtotal	$ 1,901.42
			Total	$ 5,793.58

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Director's Report

Jessie Schafer

October 14, 2026

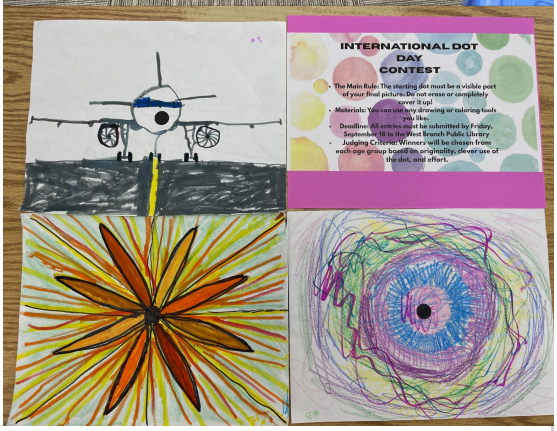
Library Facilities

- **Building/Grounds**
  - **New roof:** ARW is scheduled to come the week of October 12. I have spoken to Robert and they will provide an assessment at the time as to the condition of the existing roof and what, if any, options are necessary (e.g. removing shingles).
  - **Men's restroom:** Twice we had issues with the toilet being deliberately plugged with paper towels and then used while unable to flush properly. The first time we had to call a plumber to remove the clog, the second time I was able to use gloves and remove the paper towels myself. We are now locking the men's room door after school and patrons must ask at the desk for a key and use it one at a time.

- **Technology/Mainstay IT**
  - **Patron computer service:** Mainstay provided remote service on several patron computers with audio issues. Kat coordinated with them.
  - **Telehealth tablet**: We received an iPad from the Marion and Cedar County Public Health departments, preloaded with common virtual networking apps used in telehealth appointments. The purpose of the tablet is to make it easier for people in rural communities to meet with healthcare providers. The tablet is maintained virtually by Marion County Public Health and requires minimal effort from West Branch staff.
  - **Study room**: In conjunction with the telehealth tablet, we have converted our back storage room (Nick's office) into a study room. It still contains storage shelves, but Mary helped us clean it up so several people can meet at a small table.

Library Staff/Services

- **Programs:**
  - **Early out:** Mary had some hit programs in September! Kids really enjoyed break-in bags, a racetrack, LEGO, and the campground themed dramatic play area!
  - **Dot contest:** Kids got creative doing a drawing based on a dot for International Dot Day!
  - **Tween book club:** The book club was popular last spring, with 7 or 8 students participating. She also had requests to do it again, so that will be starting in October if we get enough signups.



- **Teen Program:** Due to requests, Mary will be attempting to do a monthly teen program for high school aged patrons. Finding a time with the most availability is already a challenge.
- **Adult Night:** No one came to our attempted movie night in September, but the first Thursday in October drew more of a crowd for Neil Korsmo's park ranger stories.

- **Weeding:** Kat made great progress with weeding the adult section! We did all of the nonfiction and finished up the fiction. We made tons of space and had a lot of books for the Fall Fest book sale.

September 2026			
Circulation **2371** Last month: 2539 2025: 2350	**Visitors** **1668** Last month: 1171 2025: 1513	**Computer Use** **310 sessions** **303 hours** Last month: 258 323 hrs 2025: 310 274 hours	**Program Attendance** **638** Last month: 65 2025: 515
Libby Checkouts **641 audiobooks** Last month: 686 **283 ebooks** Last month: 311 **106 magazines** Last month: 125	**Volunteers** **13 volunteer shifts** **Tasks: shelving, boxing up donations, plant care!**	**Interlibrary Loans** **52 received** **42 lent to other libraries**	**Program Attendance by Age** **631 at Kids & Family Programs** **7 at Adult Programs**

FY26 Annual Report

west branch public library
wbpl

July 1, 2025-June 30, 2026

Patron Visits
18,139 ↑

Programs
261 ↑ Programs

6,685 ↑ Attendees

Circulation

Physical
17,220 ↑
FY25: 16,628

Digital
12,760 ↑
10,863

Amount Saved ↑
$972,768 $44,168

$578 per account ↑

The amount the average library user saved this year by using the library instead of buying media themselves.

Collection

Physical items

790 360 16,263 ↓

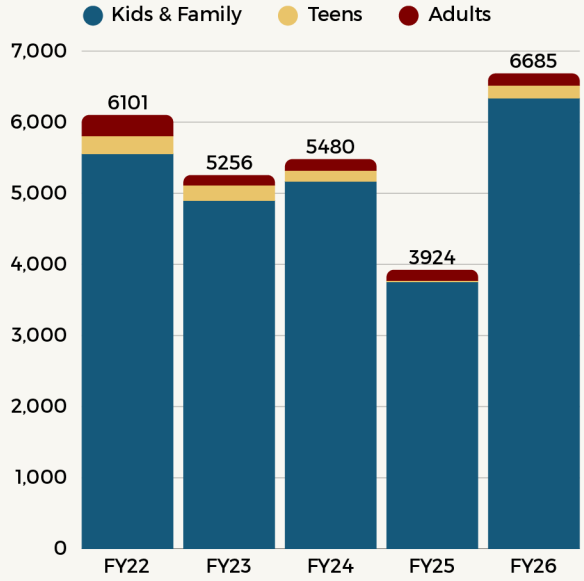
Digital items

165,543 ↑

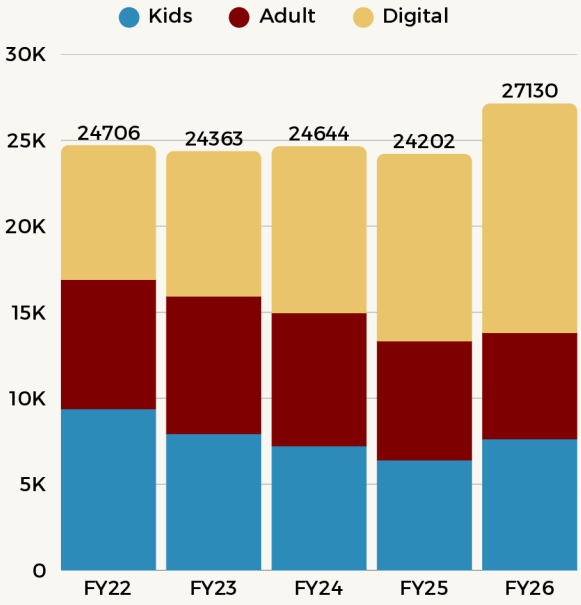
Computer Use
3,595 users ↑

Wifi Use
1,573 users ↑

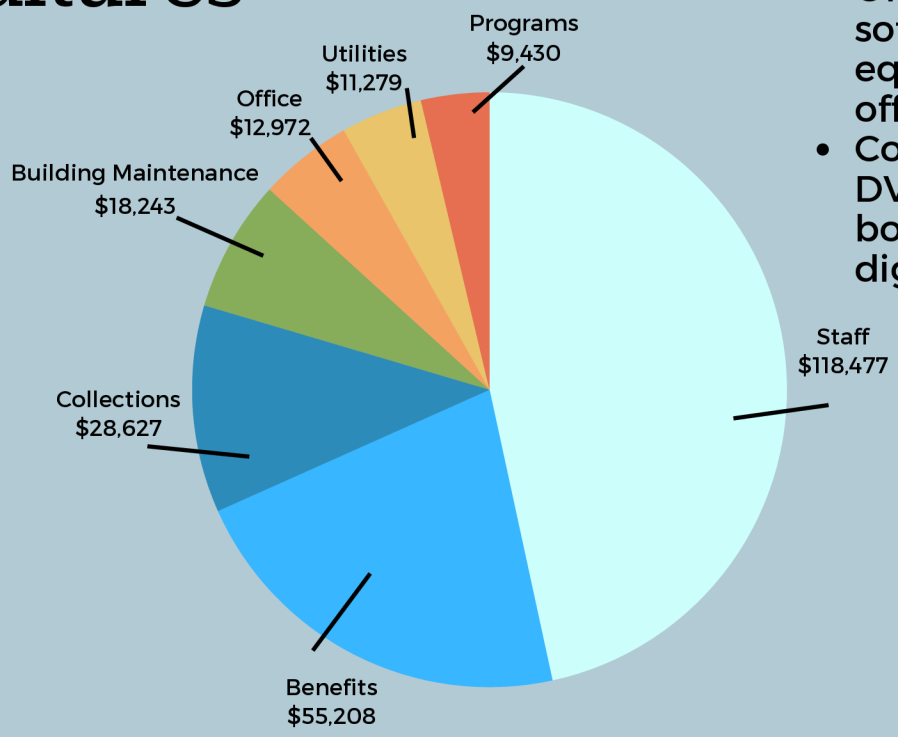
Program Attendance



Circulation



Expenditures



- Office: technology, software, office equipment, postage, office supplies
- Collections: books, DVDs, games, digital books, audiobooks, digital video

Condition of the Library

Recent projects:

- Brick platforms for picnic tables
- Wind-resistent umbrellas
- Extended wifi network, added third access point for better coverage
- Reconfigure storage room as study room/private space for telehealth
- Replaced 8-year-old staff computer
- LED lighting upgrades (in progress)

Upcoming projects:

- New metal roof
- Replace oldest furnace
- Update automatic door openers
- Repair east side sidewalks
- Repair interior tile

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Staff

Library Director: Jessica Schafer • Public Services Librarian: Kat Korsmo • Programming Librarian: Mary Buol

Board of Trustees

Erin Monaghan, President • Chris Humrichouse, Vice President • Holly Wasion
Faye Goodspeed • Rachel Richards • Terri O'Leary • Kathy Burkle

Friends of the Library

Lisa Nelson, President • Shawn Pierce, Vice President • Kelley Schlitz, Treasurer
Liz Solchenberger, Secretary • Faye Goodspeed, at-large member

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Strategic Plan

April 2025

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Goal 2: The library will partner with other community organizations to provide mutual support and share information about programs and resources that benefit members of the community in need....6
Objective 1. By October 2025, the library will start a Community Resource Center in the front foyer, containing information and free resources for individuals in need. Most information will be added by May 2026....6
Objective 2. The library will work to increase attendance at adult programs throughout the next two years by improving signage in public areas around the community....6
Objective 3. By July 2025, the library will add a "Resources for Seniors" section to the website, highlighting library services, programs, and other resources from around the community that will be of special interest to seniors....6
Goal 3: Community members of all ages will be encouraged to connect with others and share diverse areas of interest....7
Objective 1. The library will host monthly programs geared toward adults and providing a social outlet and chance to explore a variety of new topics each session....7
Objective 2. The programming librarian will work to include sensory elements in storytimes and children's activity areas at least 6 times in 2025 and 6 times in 2026....7
Goal 4: The library will participate in the city-wide strategic planning process....7
Objective 1. The library will work with city officials and participate in the city-wide strategic planning process as it unfolds in 2025 and 2026....7
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THANK YOU

The West Branch Public Library's Strategic Plan was made possible using input from the library board of trustees, staff members, and community stakeholders.

Library Board of Trustees

- Lizabeth Osborne, President
- Seth Goodspeed, Vice President, County Representative
- Annika Pettitt, Secretary
- Lisa Kofoed
- Deb Kauffman-Watson
- Erin Monaghan
- Holly Wasion

Library Staff

- Jessica Schafer, Library Director
- Kat Korsmo, Public Services Librarian
- Mary Buol, Programming Librarian

City Staff and Community Members

- Adam Kofoed
- Heidi Van Auken
- Madison Conley
- Adrienne Howard
- Kathy Fait
- John Fuller

Facilitator

- Becky Heil

MISSION STATEMENT

The mission statement of the West Branch Public Library is as follows:

> **The West Branch Public Library provides resources and opportunities for all people and groups in the community to connect, learn, and celebrate diversity.**

The Mission Statement of the library is the primary goal of the library. All goals and objectives provided here within try to meet and ensure success of the mission.

BACKGROUND AND DATA

The West Branch Public Library's Strategic Plan is created to guide the library staff and board of trustees in what direction the library should be headed. It describes the correlation between community interests and library services and provides a measurable timeline for meeting its goals and objectives.

The plan is required by the State of Iowa in conjunction with the state's library accreditation process. The requirement states that the library has a written plan not to exceed 5 years into the future. It must outline the library's goals and objectives to meet the community's needs. It must also be reviewed annually.

The library began the strategic planning process in early 2024. The library director and staff researched recent census data, attended meetings with city leaders and business owners, and analyzed library usage and circulation trends. In-depth focus group discussions were held less than five years ago, prior to the 2021 Strategic Plan, and the responses from these sessions were also considered.

In October 2024, Becky Heil of the State Library of Iowa facilitated a community input session with the library board and staff, and stakeholders were invited from throughout the community.

Some highlights from that community planning session are included below.

Changes in the Library

- Due to changing priorities in the city, the library budget was reduced by $30,000 last year. One full-time position was cut from the library, and open hours were reduced.
- Visits and computer usage have been increasing since reopening after COVID.
- No on-staff IT person.
- Reference questions and technology help are going up.
- Attendance at programs has been low; people often say they don't know about programs and scheduling is an issue. There's always something else going on in the community.
- No staff time for beautification projects, building maintenance gets priority.

- The library often has willing volunteers and could work to utilize them better.
- Hearing about staff cuts, some patrons feel like they are a burden to the library and have been looking elsewhere instead of utilizing the library's services. The library needs to deal with the perception of the lack of staff.

Changes in the Community

- Housing issues in West Branch have improved, but more progress is needed.
- Transportation around West Branch and to Iowa City is difficult. There is no public transportation, and the trailer court is a significant distance from downtown.
- Small tax base and other financial limitations are still an issue.
- There are increasing divisions in the community, especially regarding longstanding families vs those who have recently moved into the area; Us vs. Them mentality.
- It is still hard to get involved in the community.
- There is a general lack of social inclusion, especially for new residents.
- Social media could be better utilized throughout the community.
- Organizations need to make connections and foster partnerships.
    - The library could work with Main Street West Branch since they have some programs in place like welcome bags for new residents.
- The Voices of West Branch Facebook group has a wide reach and could be used as an avenue for outreach.
- It seems like the best way to connect with citizens is to reach out directly.

Demographic changes

Becky highlighted a few of the demographic trends found in the ISU document "Data for Decision Makers."

- Between 2010 and 2020 the population of West Branch increased by 8.1%. Cedar County saw a 0% increase in population during the same time period.
- The City of West Branch, compared to Cedar County, had a higher percentage of young people and a lower percentage of older people in 2020.
- The median household income in West Branch is less than the median household income of Cedar County.
- There is a higher percentage of individuals 25 and older with a Bachelor's degree or higher in West Branch compared to Cedar County.
- Families with children tend to have a higher rate of poverty than families without children.
- Poverty rates for female-only households grew from 8% to 38% from 2010-2020.

GOALS AND OBJECTIVES

Goal 1: Parents and caregivers experiencing poverty will find a sense of community and be supported by having a safe and comfortable space.

Objective 1. **Between fall 2025 and summer 2026, the Programming Librarian will work with other staff to host 2 programs which are geared toward single parents and provide programming for their children during the adult event.**

As discussed in the community planning session, families with children and especially families with a single female parent tend to experience very high rates of poverty in the community. By offering a program during a time when their children are also participating in a program, we hope to provide an opportunity for single moms (or other caregivers) to interact with fellow members of the community and find some information or enrichment for themselves. Possible programs could include yoga, self-care, cooking, or other light educational classes.

Potential partners include West Branch Parks & Recreation, local yoga instructors, and meditation teachers.

Goal 2: The library will partner with other community organizations to provide mutual support and share information about programs and resources that benefit members of the community in need.

Objective 1. **By October 2025, the library will start a Community Resource Center in the front foyer, containing information and free resources for individuals in need. Most information will be added by May 2026.**

The community bulletin boards are very messy and contain many outdated postings, making it hard for patrons to tell the difference between resources, ads, and events. By separating resources into a specific area, it will make it easier for patrons to find information relevant to their needs. The new area will include wayfinding signage so patrons can maintain privacy when searching for resources.

Potential partners include Main Street West Branch, West Branch Food Pantry, other community aid organizations.

Objective 2. **The library will work to increase attendance at adult programs throughout the next two years by improving signage in public areas around the community.**

It was discussed in our community input session that community members, especially newcomers, don't know about things happening in West Branch. By improving physical signage around town, the library hopes to reach more of these newcomers and inform them about library programs.

Potential partners include the City Office, Main Street West Branch headquarters, churches, post office, Jack & Jill, The Serving Café, Main Street Sweets, and other area businesses that have space for public postings.

Objective 3. **By July 2025, the library will add a "Resources for Seniors" section to the website, highlighting library services, programs, and other resources from**

around the community that will be of special interest to seniors.

Currently the website contains specialized pages targeting specific user groups. There is one broad page for adults, but specific pages for children, teens, business owners, remote workers, community groups, and visitors to the area. Adding a page targeting seniors will help increase awareness of our programs.

Goal 3: Community members of all ages will be encouraged to connect with others and share diverse areas of interest.

Objective 1. **The library will host monthly programs geared toward adults and providing a social outlet and chance to explore a variety of new topics each session.**

A repeated theme among community members is a lack of social opportunities in West Branch. This came up in 2021 and again during our discussions with the community in 2024. Besides the restaurants and bars, there aren't many places to go to socialize with friends or new people, and very little without the expectation to spend money. This new, regularly scheduled program will provide opportunity to explore a variety of topics from travel, cooking, and specialized interests, to games and crafts, in a very low-key environment with plenty of time for socializing.

Objective 2. **The programming librarian will work to include sensory elements in storytimes and children's activity areas at least 6 times in 2025 and 6 times in 2026.**

It was mentioned in our community input session that individuals with special needs are often forgotten when planning programs. The library will work to include individuals with sensory needs when planning programs and include sensory activities in storytimes throughout the next two years. The themed activities in the children's area will also include sensory elements.

Goal 4: The library will participate in the city-wide strategic planning process.

Objective 1. **The library will work with city officials and participate in the city-wide strategic planning process as it unfolds in 2025 and 2026.**

The city is in the early stages of working on a new comprehensive plan with the University of Iowa. The library director and staff will follow the process and participate in community input sessions so that the library may be included in the city's visioning. The current library strategic plan will be reassessed when more is known about the city's planning proce

Strategic Plan Timeline 2025-2026

Year	Month	Objective
2025	January	*Adult Program - month off*
	February	Sensory storytime/activity ✅ Dramatic play Adult Program ✅ Tee/Tea Time
	March	Adult Program ✅ Tee/Tea Time x2
	April	Sensory storytime/activity Adult Program ✅ Tee/Tea Time x2
	May	Adult Program ✅ Tee/Tea Time
	June	Sensory storytime/activity ✅Dramatic play Adult Program ✅ Tee/Tea Time/SLP
	July	**Add Resources for Seniors to website** ✅ Adult Program ✅ Tee/Tea Time
	August	Sensory storytime/activity *Adult Program - month off (end of summer break)*
	September	Single parent program held Adult Program ✅ NEW TIME: Scam & Fraud Prevention
	October	**Begin Community Resource Center in foyer** ✅ Sensory storytime/activity ✅ Dramatic play Adult Program ✅ Movie
	November	**Single parent program held** ✅ LSI during storytime October 3 Adult Program ✅ Nutrition for Healthy Aging
	December	Sensory storytime/activity *Adult Program - month off (holidays)* **Participate in citywide planning process** ✅
2026	January	Adult Program ✅ Actively Aging
	February	Sensory storytime/activity Adult Program ✅ Movie
	March	Adult Program ✅ Linda McCann
	April	Sensory storytime/activity Adult Program ✅ Jen Loeb

May	**Finish adding information to Community Resource Center** *Adult Program - month off (Memorial Day)*
June	Single parent program held Sensory storytime/activity ✅ Sensory bins, garden play Adult Program ✅ Hoover Library
July	Adult Program ✅ Painting program
August	Sensory storytime/activity ✅ Sensory tiles purchased *Adult Program - month off*
September	Single parent program held ✅ Antelope Lending Library Adult Program ✅ Movie Night (0 attendance)
October	Sensory storytime/activity Adult Program ✅ National Park Adventures
November	Adult Program
December	Sensory storytime/activity Adult Program **Participate in citywide planning process**

Memo

TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 10/14/2026

SUBJECT: Discuss investigating 116 W Main Street as possible location for library

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Background

The library has been looking for a larger space with more room for programming and meeting space for approximately 10 years. Progress had been made in 2014-2015 in planning for a new library and community center, but funding did not pass and the project was essentially abandoned in favor of other projects with lower cost and more immediate impact.

We have attempted to balance the space in our library to provide comfortable public seating, useful areas for programming, and sufficient physical materials for circulation, but we need more room. More meeting rooms/study room options, a larger programming space, and permanent makerspace and activity areas are all needs.

Information

A patron, Geery Howe, approached library staff with the idea that 116 W Main Street, the former location of the Brick Arch Winery and the Black Rose bookstore, would make an attractive location for the public library. The building is walkable from downtown and the elementary school and near the Herbert Hoover historical site. It has three floors of usable space (including a finished basement) with an elevator for accessibility. It is currently listed for sale at $495,000.

Since the city just finished their capital improvements plan and it did not include funding for a new library in the next 5-7 years, I went to the city finance officer to see what it would take for the library to consider moving to a new location. Her suggestion was that it might still be possible but the purchase and renovations would need to be funded primarily from outside sources, including grants. I have reached out to our library consultant and have begun working on a list of available grants.

Mr. Howe also told me he approached the city administrator about his idea, and the city administrator told him the course of action would be for the library board to discuss it and write a letter to the city council if it is something we want to pursue. That is why I am bringing it to you at this time.

Pros

- Central location on historical Main Street, near shops and Herbert Hoover historic site benefits the city and library
- Square footage is greater than current building (5351 square feet compared to 5000 currently)
- Could easily use existing features for help desk, program space, and meeting rooms
- Existing kitchens and storage rooms would provide ample storage space for supplies and books

Cons

- Approximately 350 square feet of space would be added, but it may not be useful to library needs
- Utility costs may be higher
- Structure may not support the weight of loaded bookshelves
- Would need to spend money on feasibility studies before purchasing/remodeling
    - Including: ADA compliance, floor weight load capacities, HVAC zoning, space calculations
    - Can space be configured to increase meeting spaces, programming space, computer stations, and still provide enough room for shelving?
- No outdoor space
- No designated parking
- Elementary children would have to cross Main Street to get from school to the library
- Multiple floors could cause supervision issues and would necessitate more staffing
- The city was not planning on purchasing a new library in the next 5 years, and the General Fund is designated for other projects; alternative sources of funding would have to be procured.

See attached real estate listing.

116 W Main Street Real Estate listing

Built in 2010, this versatile property offers excellent potential for a variety of commercial or event-based uses. The layout is ideal for a bar or eatery, featuring a beautiful bar area, main-level dining, additional seating in the upper loft, and multiple private rooms suitable for events, bridal or groomsmen suites, or breakout spaces. The main level includes a stage area suitable for ceremonies, live music, or presentations, while the lower level adds 2,039 square feet with a large lounge area with a fireplace, a spacious dressing room, kitchen overflow with coolers and workspace, additional storage, a mechanical room, and an additional restroom. Additional features include solar panels, three fireplaces, and all existing equipment included. Ideally located on Main Street in historic West Branch, just steps from Hoover Park.

116 W Main Street Facts & Features

TypeCommercial

Sq. ft.5,351

Price/Sq.ft.$93

Lot0.08 Acres

Details

Association/HOA

Association: false

Building Information

Year Built: 2010

Location/Region

County Or Parish: Cedar

MLS Area Major: OT-E (East of I-380)

Postal City: West Branch

Rent/Lease Information

Lease Considered: false

Tax Information

Tax Annual Amount: 13961.0

General Information

Inclusions: Building,Land

Listing Terms: Cash,Other

Parcel Number: 05001307227001

Property Sub Type: Retail

Property Type: Commercial Sale

Zoning: Comm

Interior

Beds/Baths

Bathrooms Total: 0

General Information

Basement: false

Building Features: Kitchen Facilities,Private Restrooms,Single-Tenant

Flooring: Carpet,Concrete,Wood

Interior Features: Storage

Levels: Two

Living Area: 5351.0

Stories: 2

Stories Total: 2

Exterior

Lot Information

Lot Size Dimensions: 50x74

Lot Size Units: Acres

Water Source: Public

Building Exterior/Construction

- Construction Materials: Frame
- Roof: Asphalt,Shingle

General Information

- Sewer: Public Sewer
- Utilities: Electricity Available,Natural Gas Available