



Orange City Public Library
112 Albany Ave SE, Orange City IA
Phone: 712-707-4302 Fax: 712-707-4431
Website: www.orangecitylibrary.org

Date: 01/27/2026

Trustees present: Colin Brue, Autumn Den Boer, McKenzie Kuiken, Makayla Davidson, Benjamin Langton, John Buntsma

Others attending: Lisa Johnson, Anna Bartlett, Mark Scallon, Nathan Johnson

Time: 5:01 pm

Approval of the current agenda: Motion to approve John Buntsma / Second Benjamin Langton / carried

Approval of the minutes: Motion to approve McKenzie Kuiken / Second Autumn Den Boer / carried

Approval of the treasurer's report: Motion to approve John Buntsma / Second Benjamin Langton / carried

Approval of the monthly bills: Motion to approve John Buntsma / Second Autumn Den Boer / carried

Approval of the statistical report: Motion to approve Benjamin Langton / Second Makayla Davidson / carried

Approval of the director's report: Motion to approve Autumn Den Boer / Second Benjamin Langton / carried (See appendix)

[John Buntsma departed at this point.]

Committee Reports:

Executive/Personnel Committee: Colin collected evaluations of the library director from the other board members, and the Executive Committee met with Lisa for her annual evaluation. The board is pleased with her work and appreciates the dedication she brings to her position.

Finance Committee: n/a

Policy Committee: The Policy Committee met to review revisions to the Collection Development and Circulation Services Policies. Edits to these policies as well as the policies up for review in January were brought to the full board for a vote.

- Meeting Room Policy
 - Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried
- Bulletin Board Policy
 - Motion to approve Makayla Davidson / Second Benjamin Langton / carried
- Collection Development Policy
 - Motion to approve Colin Brue / Second McKenzie Kuiken / carried
- Circulation Services Policy

January 2026: Anna Bartlett, Administrative Assistant & Spanish Services Coordinator

- Colin proposed one further edit – adding the words “or guardian” in the clause about those over 18 getting a card without parental signature.
- Motion to approve with the additional edit Colin Brue / Second McKenzie Kuiken / carried

Property/History Committee: n/a

Unfinished Business:

- Orange City Downtown Vision Work Group
 - The Orange City Downtown Vision Work Group continued meeting in December. Board members who were in attendance provided an update. To improve alignment and reduce the sense of competing for resources, the group recognized a need to have a dedicated resource for coordination before moving forward with projects such as street scaping or way finding. There is currently no budget for this position, but they will be working on it.
- Expiring Board Terms
 - Ben’s and John’s terms expire in June. Ben intends to continue on the board. Lisa will follow up with John to find out his intentions.

New Business:

- Board Training – Procedure for Amending Bylaws
 - Notice was given that any proposed amendments to the Board Bylaws need to be submitted in writing prior to the February board meeting in order to be considered when the Bylaws are reviewed during the March board meeting.
- Strategic Plan Appendix
 - An appendix was added to the Strategic Plan, including a summary of how community input was collected and how we plan to evaluate our progress on the plan.
 - Motion to approve Colin Brue / Second Benjamin Langton / carried
- Strategic Plan Goals & Current Steps
 - This will become a recurring agenda item to ensure regular updates on our progress.
 - Lisa plans to write a narrative for her Director’s Reports, indicating which part(s) of the strategic plan each item relates back to. This will help us keep the Strategic Plan front and center and keep track of steps taken.

Announcements:

- Mark Scallon is now the library liaison for the City Council.
- Ben will be unable to attend the next meeting.

Comments from the Board:

- Autumn thanked Lisa for the focus placed on the Strategic Plan and for her work developing the plan.
- Autumn mentioned she has seen the library showing up a lot on her social media.
- Mark commented that the Orange City Public Library has a great website. Colin appreciates that the catalog search function is embedded in the website.

Next Board Meeting will be on 2/24/26

Meeting adjourned at 6:39 pm: Motion to approve Colin Brue / Second Benjamin Langton / carried

Appendix to January 2026 Board Meeting Minutes | Director's Report

Board Training

- Nathan Johnson
- Invited Board to ILOC

Collections

- Ingram

Community Outreach

- Food pantry - AB
- Marketing – VB
- Mental Health Kit – VB
- OC Health - MD

Facilities

- Book Bike
- Otis Elevator

Government

- City of Orange City
 - Open Records request
- City of Orange City Visioning Group
 - Update by board members
- Sioux County Supervisors Meeting
 - update – January minutes
- State Library of Iowa Accreditation
 - ADA Checklist

Grants

- AARP Grant – furniture and fixtures
- Better World Books – Vox books
- Grow OC Grant – pending
- Dollar General
 - Summer Reading Program
 - Vox Books
- Kiwanis Grant – completed
- Sioux Count Community Foundation Grant
 - *Books as Medicine OCPL*
 - *Sioux County Overdrive Consortium*

Professional Activities

- ILA Board Meeting
- ILA Executive Meeting
- ILA Capital Day – February

Professional Activities (continued)

- PLA Conference Registration
 - Accommodations - reserved
 - Transportation – reserved
 - PLA scholarship – Victoria Brander
- Sioux County Directors Meeting

Programs

- Winter Reading Program

Staff

- Cross Training: Cataloging – AS/EVW
- Record Retention - ALB
- SRP – webinars - VB

Technology

- [E-Rate](#)
 - *470 Managed Services*
 - *470 Firewall Funding*
 - *470 Internal Connections*

Board Training:

- Nathan Johnson is a library assistant whose main responsibility is to Circulation Services. This public service desk is customer facing and aids library users in locating materials, using library spaces, and equipment, as well as provides reference services for their informational needs. **[Strategic Focus: Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives]**

Nathan leads Tech Tuesdays, one on one sessions of instructional help, and is the point person for inhouse computer, technology, and systems troubleshooting. He also guides the Lego program on early out Fridays, and has been instrumental in restructuring it as we have moved to kits and free building. **[Strategic Focuses: Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life; Objective 2: Support general knowledge and skills of library users for success in their daily lives]**

Nathan maintains the graphic novel collections, puzzles and games, and the remaining books on CD collections. He is point on repairing, recovering, and recommending for replacement materials that necessitate that level of attention. **[Strategic Focus: Information Access: Objective 2: Increase visibility of information resources]**

Nathan serves on the Safety, Facilities, and Onboarding Staff side committees. This three mesh nicely with his customer service facing responsibilities, and interest in safety and facilities maintenance. . **[Strategic Focus: Institutional Capacity: Objective 1. Improve the knowledge of library board and staff; Objective 2: Improve the library infrastructure]**

- The Board of Trustees was invited to attend the State Library of Iowa, Iowa Libraries Online Conference (ILOC), evening Keynote Speaker: Patty Collins, Consultant with the Central Kansas Library System. Her presentation *Building the Board Culture That Your Library Deserves* focus is strategies for building a positive trustee culture grounded in transparency and trust. Key aspects include communication, navigating conflict, and created a shared purpose. **[Strategic Focus: Institutional Capacity: Objective 1. Improve the knowledge of library board and staff]**
- New format of Director's Report is designed to create transparency as well as align library operations to the strategic initiatives. **[Strategic Focuses: Institutional Capacity: Objective 1. Improve the knowledge of library board and staff; Institutional Capacity: Objective 3. Improve processes and procedures; Information Access: Objective 1. Provide easy access to information resources]**

Collection Management and Development:

- Ingram (Ingram Content Group) ipage is now the primary vendor of print materials. This vendor provides access to millions of books with real time stock inventory, various search options including ISBN, title, author, keyword, publisher, and category. The platform allows users to save searches, generated updated standing order lists, place orders, generate invoices, and update account information and access levels for hierarchical account administration. **[Strategic Focus: Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives]**

Community Outreach:

- Food pantries: Outreach to the area food pantries increases the visibility of the library in the greater Sioux County. Anna Bartlett's assistance and stewardship of resources is accomplished through dedicated staff time to these organizations. OC Food Pantry has highlighted her services in their annual report. Her Spanish Language Interpretation increases the reach of these organizations and our own within the community. The library Toiletries Drive provided an easy access point for donation drop off and delivery to the OC Food Bank. **[Strategic Focus: Information Access: Objective 3: Develop outreach initiatives]**
- Marketing: Victoria Brander was added to the Meta site for program specific marketing. She recently produced a segment on the day of a life of a librarian, as a way to engage younger audiences. Seeing librarians in their daily work makes the library more welcoming and the staff more approachable. **[Strategic Focus: Information Access: Objective 3: Develop outreach initiatives]**
- Mental Health Kits: Victoria Brander is working in partnership with Community Health Partners to create three mental health kits: Anxiety, Suicide Awareness, and Parents' Information. These will expand access to trusted, current, and practical resources on topics often confusing or stigmatized. **[Strategic Focuses: Information Access: Objective 3: Develop outreach initiatives; Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life; Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives]**
- OC Health: Books as Medicine: Outreach with Makayla Davidson as point for Orange City Health. By providing birth through elementary grade level books in a non-library setting we are reaching families who may not visit the library regularly. We will ensure that children have immediate access to age-appropriate books during long reading times, while at the same time reduce barriers to access such as transportation, time limitations or even unfamiliarity with library services (Latin American populations do not have a shared history of public libraries.) This delivers a library experience where families already are. It also aligns library services with community health objectives, while demonstrating the library's role as a community leader in early childhood development. **[Strategic Focuses: Information Access: Objective 1: Provide easy access to information resources; Information Access: Objective 3: Develop outreach initiatives; Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life]**

Facilities

- Book Bike has arrived! It is on display for the public to view. Long term storage solutions with the Chamber and the Parks Department are being looked into. **[Strategic Focuses: Information Access: Objective 1: Provide easy access to information resources; Information Access: Objective 2: Increase visibility of information resources; Information Access: Objective 3: Develop outreach initiatives; Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life]**
- Otis Elevator's renewal has been received and paid. The contract did increase 11.999% due to bill frequency of the contract. I have reached out to the account representative to find out exactly what that means. **[Strategic Focuses: Institutional Capacity: Objective 2: Improve library infrastructure]**

Government

- City of Orange City: Open Records request was made by Jacob Hall for my emails with key word search terms. Records were turned over the city clerk. Charges for the records included \$63 for photocopies and 3 hours of my time. **[Strategic Focuses: Information Access: Objective 1: Provide easy access to information resources]**
- City of Orange City Visioning Group: Update by board members **[Strategic Focuses: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Information Access: Objective 1: Provide easy access to information resources; Information Access: Objective 3: Develop outreach initiatives]**
- Sioux County Supervisors Meeting: January Minutes of the Board of Supervisors meeting indicate a March 3, 2026 at 9:15 a.m. is when the board will review 2027 Agency Funding requests. **[Strategic Focuses: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Information Access: Objective 1: Provide easy access to information resources]**
- State Library of Iowa Accreditation is completed. 83 or of the 85 standards were met. The ADA Checklist was incorrectly marked by the State Library as on file, so a current checklist must be submitted. This will close the accreditation for the library. **[Strategic Focuses: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Institutional Capacity: Objective 2: Improved library infrastructure]**

Grants

- AARP Grant is in process. This grant application closes March 4, 2026. The AARP Community Challenge benefits residents, especially those age 50 through improvements or enhancements to public spaces. This grant application will position the Orange City Public Library for additional support in purchasing furniture in the periodicals area and tables for the meeting rooms. June 24, 2026 is the grant announcement. Projects must be completed by December 15, 2026 and action reports submitted by December 31, 2026. **[Strategic Focus: *Institutional Capacity*: : *Objective 2: Improved library infrastructure*]**
- Better World Books Literacy Grant is being written for expanding our VOX books collection. These books support immersive independent reading for children in preschool to the early grades. Applications are due February 28, 2026. **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**
- Grow OC Grant for financial support on the Book Bike is still pending. **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**
- Dollar General **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**
 - Summer Reading Program February 5 close
 - Vox Books March 5 open.
- Kiwanis Grant is received. The safety equipment and accessories for the bike are in process of being ordered. **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**
- Sioux County Community Foundation Grant application will be for the inclusion of permanent collections in healthcare and animal care facilities in the Orange City area. This outreach project called *Books as Medicine* will serve area residents in the waiting rooms of these agencies. The initial project supply board books and picture books to Orange City Health. By supporting young readers in a space outside the library we are reaching new readers and supporting the library's literacy efforts as well as improving the experience of those waiting for care. The application deadline is March 15, 2026. **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**
- Sioux County Foundation Grant Overdrive Consortium was successfully funded by this organization previously. This funding allowed us to leverage shared money for digital services to the entire Sioux County area. The project is in its third year and has been supported at the original funding level as participating libraries added additional resources in proportion to their original percentages to replace the initial grant funding. It is hoped that we might do the same with this additional grant money, as digital lending significantly increased under this model. The application deadline is March 15, 2026. **[Strategic Focus: *Institutional Capacity*: *Objective 2: Improved library infrastructure*]**

Professional Activities

- ILA Board Meeting: I attended as Parliamentarian. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
- ILA Executive Meeting: I attended as Parliamentarian. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
- ILA Capital Day – February 3, 2026. Trustees are invited. I will not be attending as commitments here are more pressing. The distance and time of year are a factor. There are several bills in the House and Senate that need monitoring. HF 2136 regarding patron confidentiality. SF 2177 on digital lending, HF 284 on Enrich Iowa funding, HF 274 public library obscenity exemption repeal, HF 294 levies reinstated/taxes for public libraries. Senators and Representatives may be available for discussion. In the past Senator Jeff Taylor has been the only one present. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
- PLA Conference: April 1 – April 3, 2026 in Minneapolis Minnesota. Registration is completed for Lisa Johnson and Victoria Brander. conference. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
 - Victoria was given an ALA scholarship for attendance at PLA which includes membership in both the American Library Association and the Public Library Association. A \$750 stipend for travel expenses was also part of the award. Victoria will use the \$750 to reimburse the library up to that amount per conversation with the city finance office.
 - Accommodations are reserved for Lisa Johnson and are being researched for Victoria Brander.
 - Transportation is reserved through the city administrative offices for the Public Library
- Sioux County Directors Meeting was held in Hospers on January 19, 2026. Discussion was focused on the Sioux County Public Library material reconsideration and responses. Extremely stressful situation for library staff as sentiments heighten. This is impacting Sioux County libraries as financial support is tied to county requests. Public library standards are under pressure to modify professional practice and standards to reflect personal values of some community members. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**

Programs

- Winter Reading Program is running January 19 through February 27. All ages are encouraged to participate. **[Strategic Focuses: *Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life*]**

Staff

- Cross Training: Cataloging cross training for Emily is being done by Abby. It is going well. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
- Record Retention: Anna has viewed a course on record retention. We are working to establish a best practice for addressing old records, current records, and future records. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**
- Summer Reading Program: Victoria has view summer reading programming options through the State Library's Workday Learning. She has created a schedule around the theme Feed Your Mind, creating events and engaging presenters for the weeks long event. **[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]**

Technology

- [E-Rate](#)
 - 470 Managed Services has been filed and bids received.
 - 470 Firewall Funding has been filed and is awaiting bids.
 - 470 Internal Connections has been filed and is awaiting bids.**[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure; Information Access: Objective 1: Provide easy access to information resources*]**