



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

Date: 02/24/2026

Trustees present: McKenzie Kuiken, Makayla Davidson, John Buntsma
Via Teams: Colin Brue

Others attending: Lisa Johnson, Anna Bartlett, Mark Scallon, Amy Nonhof

Trustees absent: Autumn Den Boer, Benjamin Langton, Laura Salcedo

Time: 5:00 pm

Approval of the agenda: Motion to approve Makayla Davidson / Second McKenzie Kuiken / carried

Approval of the minutes: Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried

Treasurer's Report: Report was given.

Approval of the monthly bills: Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried

Statistical Report: Report was given.

Director's Report: Report was given. See appendix.

Committee Reports:

Executive/Personnel Committee: n/a

Finance Committee: n/a

Policy Committee: The Policy Committee reviewed revisions to the Sex Offender and Unattended Children Policies. Edits to these policies were brought to the full board for a vote.

- Sex Offender Policy
 - Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried
- Unattended Child Policy
 - Motion to approve Makayla Davidson / Second McKenzie Kuiken / carried

Property/History Committee: n/a

Unfinished Business:

- Expiring Board Terms
 - John intends to continue on the library board after his current term expires on June 30.

New Business:

- Parliamentary Procedure/Agenda Edits
 - While reviewing the Board Bylaws and researching Robert's Rules, Lisa and Anna discovered that it is not necessary for the board to vote to approve the Treasurer's Report, the Statistical Report, or the Director's Report. The agenda has been edited accordingly.
- Board Bylaws Amendments
 - Notice was provided of intended amendments to the Board Bylaws, to be voted on at the March board meeting. The proposed edits were presented and reviewed and are available for further review in the board meeting OneDrive folders.
- Board Training – Meeting Attendance Policy
 - The board meeting attendance policy as laid out in the Board Bylaws was reviewed.
 - Anna has created a spreadsheet to track attendance, available in the board meeting folders.
- Approval of Reviewed Policies
 - The Code of Conduct and Proctoring Policies were reviewed in the fall but were not voted on. Since these policies were last voted on in 2022, we will vote on them now to bring them up to date as per best practices.
 - Code of Conduct Policy
 - Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried
 - Proctoring Policy
 - Motion to approve McKenzie Kuiken / Second Makayla Davidson / carried
- Committee Meetings
 - Lisa proposed that standard meeting times for the committees could be established as a placeholder. If a meeting is not needed in a given month, the committee would not meet, but this way board members can plan their schedules accordingly.
 - Since the policy committee meets the most frequently, we will try scheduling their meetings immediately following the board meetings, provided that works for Autumn.

Announcements:

- Makayla will be unable to attend the next meeting.
- McKenzie plans to be at the next meeting unless she goes into labor early.

Comments from the Board:

- Mark commented that Lisa's article in the Capital Democrat explaining the pricing and waitlists for e-books and e-audiobooks was really good.

Next Board Meeting will be on 3/24/26

Meeting adjourned at 5:56 pm: Motion to approve Makayla Davidson / Second McKenzie Kuiken / carried

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

Board Training

- Amy Nonhof

Collections

- Gum Drop Books

Community Outreach

- Mental Health Kit – VB
- OC Health - MD

Facilities

- Book Bike
- Otis Elevator

Government

- Sioux County Supervisors Meeting
- State Library of Iowa Accreditation
 - ADA Checklist

Grants

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

Professional Activities

- ILA Board Meeting
- ILA Executive Meeting

Professional Activities (continued)

- ILA Board Meeting
- ILA Executive Board Meeting
- PLA Conference Registration
 - Accommodations - reserved
 - Transportation – reserved
- Sioux County Directors

Programs

- Winter Reading Program

Staff

- Record Retention - ALB

Technology

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

Board Training:

- Amy Nonhof is a library assistant whose main responsibilities are outreach and marketing, with additional responsibilities in collection management, programming, and circulation services. These responsibilities divide her time between off desk and the public service desk. All responsibilities impact customer facing services.

[Strategic Focus: Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives]

Her outreach includes home delivery of library materials to the living communities in Orange City. Managing social media, and the newsletter, gives voice to the library in the virtual spaces, and yet residences of our followers. She aids library users in locating materials, using library spaces, and equipment, as well as provides reference services for their informational needs

[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]

Amy manages the large print collection which corresponds nicely with her outreach responsibilities. She has input in to purchases and directly manages the weeding and replacement of these monographs.

[Strategic Focus: Information Access: Objective 2: Increase visibility of information resources]

Amy serves on the Programming and Policy Committees. This strengthens the connection between her daily public service responsibilities and the library's long-term strategic direction. Her role on the Programming Committee ensures that the community programs remain responsive to user interests and include groups of all ages. On the Policy Committee, Amy contributes valuable frontline insight that helps shape procedures for access, workflows, and a welcoming environment. Her committee work only only enhances the effectiveness of library operations but also supports continuous improvement in staff knowledge and organizational capacity.

[Strategic Focus: Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life; Institutional Capacity: Objective 1. Improve the knowledge of library board and staff; Objective 2: Improve the library infrastructure]

Collection Management and Development:

- Gum Drop Books is a half century old book distributor. They are a boot on the ground company with representatives available online, by email, and in person. Our representative Bruce, visited the library mid-February allowing staff to browse selections first hand for the children's collection. This direct access to materials enables more informed selection, supports staff expertise in collection development, and ensures high-quality, relevant resources for our community.

[Strategic Focus: *Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives*]

Community Outreach:

- Mental Health Kits: Community Health Partners to create three mental health kits: Anxiety, Suicide Awareness, and Parents' Information. The books for these kits have been ordered. The kits 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*]

Facilities

- Otis Elevator's inspection has been completed. There are no issues with the elevator operations.

[Strategic Focuses: *Institutional Capacity: Objective 2: Improve library infrastructure*]

Government

- 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. Attendance has been recommended.

[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 of the 85 standards were met. The ADA Checklist is in progress and will be submitted before the end of February.

[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 completed. May is when applicants will be notified of their status. 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 submitted for expanding our VOX books collection. Organizations selected for a Literacy Grant will be contacted with the next steps.
[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
 - Summer Reading Program: Application has been submitted with May 8, 2026 announcements.
 - Vox Books March 5, 2026 applications open.**[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure*]**
- Kiwanis Grant is received. Report to the Kiwanis was given. Working with Ace Hardware to purchase safety equipment.
[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure*]
- Sioux Count Community Foundation Grant application for *Books as Medicine* was submitted with a letter of support from OC Health. This initiative will be for the inclusion of permanent collections in healthcare and animal care facilities in the Orange City area. Final determination of award is mid-May.
[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure*]
- Sioux County Foundation Grant: Sioux County Libraries' Advantage Digital Lending Expansion: The success of the Sioux County Library Association Overdrive Consortium continues to improve the reading lives our Sioux County residents. In the two years since inception in 2023, 151,009 digital materials in the form of e-books, e-audiobooks, and digital magazines have reached our readers. This year alone we are estimated to break 103,000 checkouts of e-books and e-audiobooks. \$15,000 is being requested. Letters of support are pending. Application is due March 15, 2026. Final determination of award is mid-May.
[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure*]

Professional Activities

- ILA Board Meeting: I attended as Parliamentarian. Serving as Parliamentarian at the ILA Board Meeting supports strong governance practices and ensures board proceedings follow established rules and procedures. This role reinforces organizational effectiveness, strengthens communication among statewide library leaders, and contributes to the overall knowledge base of library staff and board.

[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]

- ILA Executive Meeting: I attended as Parliamentarian. Participation as Parliamentarian in the ILA Executive Meeting provides an opportunity to support high-level decision making within the association. By guiding procedural accuracy and supporting efficient leadership discussions, this role enhances professional competency, fosters administrative consistency, and contributes to the development of statewide library leadership.

[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.

[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board*]

- Accommodations are reserved for Lisa Johnson and Victoria Brander.
- Transportation is reserved through the city administrative offices for March 31 to April 4, 2026.

- Sioux County Directors were contacted asking for letters of recommendation for the Sioux County Foundation Grant. A letter of determination was requested from Matt Hoehamer, the Hull Public Library director, as his library is used as the filing point for the cooperative grant applications made through this funder. This shared approach strengthens virtual interlibrary loan collaboration while streamlining access to the countywide funding opportunities. Library contributions were increased by the same amount as last year to demonstrate continued investment and collective buy-in for the cooperative endeavor.

Participation in the cooperative grant process reinforces the strong network of Sioux County libraries. This ensures that resources are leveraged for the benefit of all communities. By collaborating on funding opportunities, libraries amplify their impact, reduce duplication of effort, and enhance their ability to deliver meaningful services.

[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. This seasonal initiative encourages individuals and families to stay engaged with reading during the winter months, a time when indoor activities are especially valuable. By offering reading challenges, incentives, and opportunities to explore new genres and formats, the program supports the development of literacy skills in all ages. It fosters a culture of reading within the community and promotes regular library use.

[Strategic Focuses: *Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life*]

Staff

- Record Retention: Anna has viewed a course on record retention. We are a long way toward a completed record retention schedule. Documentation yet to be determined as to a policy or procedure. This foundational work strengthens internal operations by ensuring that records are organized, consistently maintained, and preserved in accordance with best practices. As this effort proceeds we will build staff knowledge, improve operational clarity, and support a transparent accountable governance.

[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. Requesting bids for managed technology services strengthens the library's digital infrastructure with reliable, professional supported systems. This directly supports the library's ability to provide consistent public access to library catalogs and databases, public use computers, Wi-Fi, online resources, and essential digital tools.
 - *470 Firewall Funding* has been filed and bids received. A robust firewall is essential for safeguarding the library's network, patron privacy, and a secure internet. Funding for a firewall allows the library to maintain compliance with security standards while continuing to offer reliable connectivity to the community.
 - *470 Internal Connections* has been filed and bids received. Internal connections such as cabling, switches, and access points make sure that the internet is strong, stable and widely accessible throughout the building. Investing in internal connections expands user access to library resources, emerging technologies, and its integrated library system while preparing for future service demands.

[Strategic Focus: *Institutional Capacity: Objective 2: Improved library infrastructure; Information Access: Objective 1: Provide easy access to information resources*]