



Orange City Public Library
112 Albany Ave SE, Orange City IA
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Website: www.orangecitylibrary.org

Date: 03/24/2026

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

Others attending: Lisa Johnson, Anna Bartlett, Mark Scallon, Emily Van Weerdhuizen

Trustees absent: Makayla Davidson

Time: 5:00 pm

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

Approval of the minutes: Motion to approve John Buntsma / Second McKenzie Kuiken / carried

Treasurer's Report: Report was given.

Approval of the monthly bills: Motion to approve John Buntsma / Second Autumn Den Boer / 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 Volunteer Policy. Edits to this policy were brought to the full board for a vote.
 - Motion to approve Colin Brue / Second Autumn Den Boer / carried
- A further amendment was added to the Board Bylaws, and a Board Code of Conduct will be developed by the policy committee. If this is ready for the April meeting, the amended Bylaws will be voted on in the May meeting.

Property/History Committee: n/a

Unfinished Business:

- n/a

New Business:

- Vacated Seat – Laura Salcedo
 - Colin contacted Laura to discuss her absences. Due to a change in personal commitments, Laura is no longer available to serve on the board.

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

- No-Quorum Meeting Minutes
 - Moving forward, we will record official minutes for any meetings where quorum is not met, as these meetings do count toward the required minimum number of meetings per year.
 - Anna retroactively created minutes for the November 2024 no-quorum meeting, since there were only nine meetings with quorum last fiscal year.
 - Motion to approve Colin Brue / Second John Buntsma / carried

Announcements:

- A reminder was given of the City Council meeting attendance schedule for board members, which can be found in the Library Board SharePoint or in the Teams shifts.

Comments from the Board:

- McKenzie attended the City Council meeting last week – they were discussing the possibility of working toward the construction of a Community Wellness Center.
- Colin remarked how every time he enters the library, one of the library staff is smiling at him and greeting him. Lisa added how wonderful it is to see the little kids interacting with staff, and McKenzie highlighted how excited some of the kids are when they see Victoria.

Next Board Meeting will be on 4/28/26

Meeting adjourned at 5:56 pm: Motion to approve John Buntsma / Second Autumn Den Boer / carried

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

Board Training

- Emily Van Weerdhuizen

Collections

- World Book

Facilities

- Fire Alarm Monitoring

Government

- Bridges Letter of Agreement
- City of Maurice

Grants

- Dollar General
 - Hop on Vox

Professional Activities

- ILA Board Meeting
- ILA Executive Meeting
- One Book One Sioux County

Programs

- Winter Reading Program
- General Programming

Technology

- [E-Rate](#)
 - *470 and 471 Managed Services*
 - *470 and 471 Firewall Funding*
 - *470 and 471 Internal Connections*

Board Training:

- Emily Van Weerdhuizen is a Circulation Services Librarian. She holds a Master's in Library Science and has been part of the library team for just over a year. Her primary responsibilities center on Circulation Services and Reference Desk operations, where she assists patrons with their reading and information needs. She helps coordinate the merchandising of materials within the department, including creating displays and maintaining attractive, browsable shelves in collaboration with other staff members. Her duties also include checking materials in and out, creating and managing patron accounts, assessing the condition of library items, and shelving materials.

In addition to her circulation and reference work, Emily actively contributes to library programming. She has taken a lead role in crafting and STEM-focused programs for the community. To support her professional growth and broaden her skill set, she is also receiving cross-training in cataloging from Abby Sitzmann.

[Strategic Focus: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Objective 3: Improve processes and procedures*]

Collection Management and Development:

- As part of the library's strategic focus it is essential that we maintain reliable, accessible, and authoritative reference tools for patrons of all ages. One critical gap in our current collection is the dated general encyclopedia. Reference collections have diminished over the years as publishing trends and space needs shifted. While this has had its benefits, it has also left us without foundational, and vetted sources to support quick fact-finding for school assignments, homeschooling, English language learners, and adults seeking clear, trustworthy explanations on general knowledge topics.

Purchasing the newest edition of the World Book Encyclopedia addresses this gap directly. World Book remains one of the most accessible and user-friendly general reference works available. The emphasis is on accuracy, readability, and age independent explanations makes it especially valuable for those who may find online searching overwhelming, unreliable, or filled with misinformation. Its accessibility as an offline resource provides equitable access to information.

Updating this core resource aligns with our commitment to ensuring that community members can build the background knowledge they need to confidently navigate information. It is an effective way to reinforce our role as a trusted source for general knowledge.

[Strategic Focus: *Information Access: Objective 1: Provide easy access to information resources; Lifelong learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives*]

Facilities

- Midwest Alarm is our fire alarm monitoring and door security support service. The ability to operate safely, with reliability is directly related to their services. A safe library is in the public interest as a public institution. This service helps us maintain that standard.

Midwest Alarm provides continuous fire alarm monitoring, ensuring a rapid emergency response which minimizes risk to people and property. The secure access and door control protect staff, patrons, collections, and equipment thereby reducing liability while ensuring continuity of library service. These functions are not optional amenities, but essential components of maintaining a trusted, safe, and operational library.

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

Government

- The Bridges Letter of Agreement allows the library to continue with participation in Iowa's statewide eBook and audio book consortium. This directly advances our strategic focus of information access. Bridges is coordinated by the State Library of Iowa and operates in contract with OverDrive, a leading provider of digital books, audiobooks, and magazines for libraries. We are able to offer a much larger, broader, and deeper collection by using a consortia approach to digital lending. This allows us to continue with our Sioux County Advantage Consortia as well. These cost sharing models ensures that our community has seamless access to quality resources without placing undue financial strain on the library/community. Our engagement with Bridges reinforces our commitment to making information accessible, as content is constantly updated to be accessible across multiple platforms.

[Strategic Focuses: *Information Access: Objective 1: Provide easy access to information resources*]

- Our contract with the City of Maurice is an annual agreement through which we receive \$1200 to provide library access for Maurice residents. This partnership reinforces our role as a community resource beyond our municipal boundaries and ensures that smaller neighboring communities can benefit from the same level of library service and learning opportunities enjoyed by our residents. This contract contributes to our infrastructure resources. Partnering with surrounding communities helps our library remain a strong, regional asset.

[Strategic Focuses: *Institutional Capacity; Information Access: Objective 1: Provide easy access to information resources; Lifelong Learning: Objective 1: improving literacy skills starting at birth and through longevity of life; Institutional Capacity*]

Grants

A grant application with Dollar General has been submitted for \$4000. The request asks for money to purchase in bulk VOX book. VOX Books are quality picture books with built in audio. The format is valuable for emerging readers, English language learners, and families. Integrating VOX Books into our collection directly advances our strategic mission. These titles require no internet, apps, or other devices. This removes common barriers of access. This is a literacy tool that children can simply pick up and use, engaging with immersive reading independently. Research shows that exposure to rich language and repeated reading builds vocabulary and comprehension. Young readers are exposed to narration with visual text which help with pronunciation as well as sight reading. These are skills are foundational to literacy and besides that it is fun!

A grant from Dollar General would help us expand this collection quicker than our operating budget allows. Such support would strengthen our ability to provide foster school readiness for early learning at home as we welcome new readers through engagement with these books.

[Strategic Focuses: *Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life; Information Access: Objective 1: Provide easy access to information resources*]

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*]

- One Book One Sioux County planning is moving along as we have narrowed down the titles for 2027. Participating on this committee strengthens our library's role as an active cultural and educational leader in the region, while at the same time expands our reach and impact of services. Through this shared initiative partnerships with schools, community groups, and neighbor libraries bring literary programming to the county. Engaging with other library leaders this way brings forward new programming ideas, best practices and approaches that I can bring back to use in our library.

[Strategic Focuses: *Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Information Access: Objective 3: Develop outreach initiatives; Lifelong Learning: Objective 1: Improved literacy skills starting at birth and through longevity of life*]

Programs

- Winter Reading Program is completed. All ages participated. 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.
- General library programming is launching this month. There are a host of engaging experiences being offered for all ages. The development of an intentional curriculum style program cycle reflects our commitment to meeting community needs. These events are designed to appeal to a wide audience so that we can create more points of entry for patrons who may not see themselves as library users. In this way we step forward as gathering place for everyone.
[Strategic Focuses: *Lifelong learning: Objective 1: Improve literacy skills starting at birth and through longevity of life*]

Technology

- E-Rate
 - *470 and 471 Managed Services* has been filed, bids received and contracts awarded. 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 and 471 Firewall Funding* has been filed, bids received and contracts awarded. 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 and 471 Internal Connections* has been filed, bids received and contracts awarded. 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.

Discounts will run from 44% to 60%.

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