



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

Date: 04/28/2026

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

Others attending: Lisa Johnson, Anna Bartlett, Mark Scallon, Victoria Brander

Trustees absent: Autumn Den Boer

Time: 4:59 pm

Approval of the agenda: Motion to approve John Buntsma / Second Makayla Davidson / carried

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

Treasurer's Report: Report was given.

Approval of the monthly bills: Motion to approve Colin Brue / 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 Social Media Policy. Edits to this policy were brought to the full board for a vote.
 - Motion to approve John Buntsma / Second Makayla Davidson / carried
- There were no further amendments to the Board Bylaws since the last meeting, so it was brought forward for a vote.
 - Motion to approve Benjamin Langton / Second John Buntsma / carried
- Lisa developed a Board Code of Ethics and Board Code of Conduct, and the policy committee approved them to be brought to the full board for a vote.
 - Board Code of Ethics
 - Motion to approve John Buntsma / Second Colin Brue / carried
 - Board Code of Conduct
 - Motion to approve Makayla Davidson / Second Benjamin Langton / carried

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

- Lisa developed a Board Conflict of Interest Statement, which board members would fill at the start of each new term.
 - Colin suggests amending the wording regarding business carried out with vendors so it doesn't apply so broadly to all commerce.
- Edits to the Personnel Manual are in progress and will be reviewed by the policy committee at their next meeting.

Property/History Committee: n/a

Unfinished Business:

- Vacated Board Seat
 - Lisa informed the mayor of a trustee candidate. The mayor asked us to table that candidate as there aren't sufficient votes on the City Council to approve her.

New Business:

- n/a

Announcements:

- n/a

Comments from the Board:

- n/a

Next Board Meeting will be on 5/26/26

Meeting adjourned at 6:24 pm: Motion to approve Colin Brue / Second John Buntsma / carried

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

Board Training

- Victoria Brander

Collections

- Book sale

Community Outreach

- CHP Chalk the Walk

Facilities

- AED Machine installed

Government

- Legislation

Grants

- Dollar General SRP – May 1
- Dollar General Literacy – Fall 2026
- Kiwanis Grant – reported
- Sioux County Community Foundation – May 5
 - Books as Medicine
 - Sioux County Digital Consortium

Professional Development

- ILA Executive Meeting
- PLA – Victoria Brander
- Sioux County Directors Meeting
- Website compliance – Anna Bartlett

Programs

- Book Bike Safety Equip and Accessories
- Day of the Book – May 2
- National Library Week
- Peep Diorama

Staffing

- Technical Services Librarian

Technology

- Battery Back up
- Biblionix – Acquisitions feature
- Computer replacement
- Fortinet
- Platforms information and evaluation
- Weblinx

Board Training

- Victoria Brander is the Education & Literacy Librarian. She has been in the position for just over a year. Her primary responsibilities center on programming for all ages, with an emphasis on younger populations. Programming has been realigned to a curriculum format using literacies as the foundation for our education initiatives. She has been able to attend PLA, and received national recognition in her short time here with the program Novel Brews, which was included in the American Library Association's Programming Librarian newsletter. She is active in the ILA presenting to the YA Pop conference on her programs, and has recently finished her State Library of Iowa endorsement in Youth Services.

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

Collections

- A book sale is a classic Friends of the Library fundraising activity. The revenue of over \$600 generated by the sale is early proof of concept for a Friends of the Library infrastructure indicated in our strategic plan. The sale is also a touchpoint on marketing and engagement. It connects the 5-year action item as weeding or deselection is a standard tool to assess and revise collections.

By providing deselected materials for sale at a low cost we are removing a financial barrier to book ownership. This means that those unable to afford retail prices can build personal home libraries. It directly supports our emphasis on early literacy and reading across all life stages. It also connects to the 10-year action item of providing resources for parents to support early reading at home.

Our value of Equality is supported by the low-cost book sale as a concrete expression of that value, making literacy resources accessible regardless of income. These subtly show that every person deserves equal opportunity. And that we are not just lending books but growing a literate community.

[Strategic Focuses: Information Access: Revenues support collection development and replacement of materials; Lifelong Learning: Objective 2: Support general knowledge and skills of library users for success in their daily lives. Value: Equality. Mission: Literacy]

Community Outreach

- Chalk the Walk is a program collaboration that we have been participating in for over 5 years. It is a creative, community event that is visible actively across the county. As such it is a visible low-barrier form of outreach. The event emphasizes hands-on learning and creative endeavors. It creates the opportunity for critical thinking about mental health issues and provides an opportunity for social engagement across all ages. It especially connects to early literacy and play as learning. It is exactly the kind of collaboration that generates community goodwill.

[Strategic Focuses: Information Access: Objective 2: Increase visibility of information resources; Lifelong learning: Literacy Skills and Community Engagement]

Facilities

- An AED or Automated External Defibrillator was installed. The three-year action plan specifically calls for enhancing security measures, which includes assessing safety protocols and equipment. An AED squarely falls within this action item. As the library positions itself as a community hub, we carry the responsibility to ensure the safety of everyone who comes through the doors. The core values of Service and Respect support having life-saving equipment available in a public space. Staff have had basic training on AED use. This supports the broader commitment to staff development, cross-training, and being prepared for emergencies.

[Strategic Focus: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board, Objective 2: Improve library infrastructure]

Government

- Legislation is active at the Federal level under HR 7661. It is aimed at public school libraries. While it targets school libraries and not public libraries it may impact our plan where we are partnering with area schools. Our perception in the community could minimally be chilled if school partners face federal pressures around library materials or programs.
- Elimination of IMLS funding was again proposed. There was a settlement agreement with the U.S. Department of Justice that protects the IMLS and ensures the agency will continue carrying out its congressionally mandated work. However, Congress still must be urged to sustain funding for the IMLS as FY2027 appropriations move forward. Enrich Iowa and the Library Services and Technology Act (LSTA) are the programs through which IMLS funds flow here in Iowa.
- SF 2432 is related to HF 2309 as an amendment. It would prohibit public libraries from disseminating "materials harmful to minors." Parental consent would be mandatory. This is directly aimed at public libraries, library staff, trustees, and our volunteers, as criminal charges are possible for allowing access to restricted content for perceived violations.

Following and being aware of government legislation is central to our strategic viability. Funding through IMLS puts our technology, digital collections, and infrastructure goals at risk. State legislation could require operational and procedural overhauls, staff restructuring, and increased legal exposure for the board. School partnerships are at risk as well impacting our

goals of lifelong learning. Collection development policies, procedures, and staff and board training would all need review and restructure.

[Strategic Focus: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board; Access to Information; Core Values: Equality, Integrity, and Service]

Grants

- Dollar General Summer Reading Program (SRP) will have a decision May 1, 2026. Funds from this grant work to improve literacy skills from birth through longevity of life. Organized early literacy and story times that are curriculum based create a cornerstone delivery service (SRP) for this objective.
- The Dollar General Literacy Foundation Grant will support adult and family literacy programming to support the general knowledge and skills of library users for success in their daily lives. Life skills, technology training, and workshops connect to our 5-year plan emphasizing collaborating with experts across subject categories.
- The Kiwanis Grant has been reported on, giving expenditures and marketing data to the funder. Although reports are required by funders, reporting also benefits the library as we call for evaluation of our goals through reports to the board. It actively demonstrates the library's pursuit of external funding and institutional stability.
- The Sioux County Community Foundation Grant – Books as Medicine supports improving literacy in early readers and provides resources for parents in partnership with community organizations, which is a repeated emphasis of our strategic initiatives. This outreach program targets specific populations that may or may not already use the library, as we reach those who visit health organizations as patients, family, or caregivers (pets).
- The Sioux County Community Foundation Grant – Sioux County Digital Consortium is a continuation of the funding that established the consortium. The success of this partnership has been well received, such that the funders were already in full support of the program given the positive results they or those they know experienced. By continuing to expand our catalog of digital resources, we are actively advancing our 3- and 5-year plans.

Collectively, these grants demonstrate that the library is actively pursuing all three strategic goals simultaneously, which is exactly what the evaluation framework in the appendix calls for – at-a-glance progress across all initiatives.

[Strategic Focus: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board, Objective 3: Improve processes and procedures; Information Access: Objective 1: Provide easy access to information resources, Objective 3: Develop outreach initiatives; 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]

Professional Development

- ILA Executive Meeting: Participation at the executive level keeps library leadership informed on state-level advocacy, professional standards, and emerging issues. This allows for the funneling of learning opportunities to staff and board. Given the legislative environment discussed earlier, ILA participation right now is also a critical advocacy and awareness activity. It protects the library's ability to execute every goal in our plan.
- Victoria Brander's attendance at the Public Library Association conference is one of the highest value professional development activities available to public library staff. This connects to all timelines of our strategic plan. By exposing staff to emerging technologies, infrastructure models, and best practices from libraries across the country we are directly informing our own technology and building decisions.
- The Sioux County Directors Meeting is a collaborative venture of the public library directors that occurs quarterly. Meetings rotate on schedule and the next meeting is in Orange City on July 27, 2026. These meetings are the perfect venue for sharing library operations, best practices, concerns, legislative updates, and collective action. Results include collective advocacy, consortia agreements, shared programs, and strategies.
- Website compliance means improving library infrastructure with compatibility across devices and platforms. ADA compliance is mandatory before April 2027. Updating the website will allow community members to discover and use library services equally in the digital realm.

[Strategic Focus: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board, Objective 2: Improve the library infrastructure, Objective 3: Improve processes and procedures; Information Access: Objective 1: Provide easy access to information resources]

Programs

- The Book Bike Safety Equip and Accessories as provided by the Kiwanis grant allows us to invest in our mobile library services. This is a project that has both near- and long-term impact, and will provide a foundation for outreach goals as they relate to the 3- and 5-year strategic plan. By increasing the visibility of the library in the community, while providing resources more accessibly, we are generating a natural marketing campaign that will extend both personal contact and our social media presence when we promote and celebrate these activities. It is a moving advertisement for the library, which will reach library users and nonusers alike just by being visible.
- Day of the Book is a celebration of reading. It is an action item that will directly improve literacy skills by providing hands on learning and opportunities for social engagement. As a celebratory community-facing event that reinforces the library's identity, it is a natural focal point for promoting literacy. The cultural aspect of the program unites the library with underserved populations.
- National Library Week benefits the library by highlighting the library in the community. It is a natural anchor for library services and programs. In effect given the current legislative climate it also serves as an advocacy opportunity by demonstrating the value of the library in the community.

- The Peep Diorama display is a wonderful example of how a creative, hands-on community activity supports life-long learning, creativity, and critical thinking. This is more than art. It is an activity for all ages to engage in imaginatively. Many of these displays were family endeavors. It draws people together in families and in the community. This type of activity generates social media conversations. It embodies the Vision Statement because it invites people to play, create, and belong.

[Strategic Focus: Institutional Capacity: Objective 1: Improve the knowledge of library staff and board, Objective 2: Improve library infrastructure; Information Access Objective 1: Provide easy access to information resources, Objective 3: Develop outreach initiatives; 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]

Staffing

- The Technical Services Librarian position has been posted on the State Library of Iowa jobs website, Library Talk, the local newspapers, and with Sioux County Radio. Limited response at this time.

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

Technology

- The battery backup for the server is failing. Premier Network Solutions has been contacted to replace the battery.
- Biblionix – The Acquisitions feature was reviewed by myself and Anna Bartlett. This feature does not work with our acquisitions workflow and would decrease efficiencies including making acquisitions more time intensive. It was rejected as an option to implement.
- The computer replacement schedule has been shared with Premier Network Solutions. Purchases will be made in the next fiscal year.
- Fortinet reached out as did Premier Network Solutions to let us know that the proposed firewall has been discontinued. Under E-rate agreements this means that we will be receiving the upgraded firewall for the same cost as the discontinued firewall.
- Platforms information and evaluations started with several suggestion from Victoria's PLA. These include ReaderZone, Beanstack, Hoopla, and Mango Languages.
- Weblinx was contacted about ADA compliance. The website itself is compliant. The additional content that we are adding will need to be compliant by April of 2027. Staff are reviewing the website to look at ways to make that happen. The more difficult aspects of compliance are related to images and pdf documents.

[Strategic Focus: Institutional Capacity: Objective 2: Improve the library infrastructure, Objective 3: Improve processes and procedures; Information Access: Objective 1: Provide easy access to information resources]