



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

Date: 05/26/2026

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

Others attending: Lisa Johnson, Joshua Trease

Time: 4:59 pm

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

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

Treasurer's Report: Report was given.

Approval of the monthly bills: Motion to approve Colin Brue / Second McKenzie Kuiken / carried

Statistical Report: Report was given.

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

Committee Reports:

Executive/Personnel Committee: The committee met to discuss staffing adjustments:

- There was no qualified candidate for the full-time Technical Services Librarian position who could commit to the full position. Emily Van Weerdhuizen, an internal candidate, was offered the position but can only do 29 hours a week. The tasks of this position will be divided, and a full-time position was offered to Nathan Johnson, who will be adding Interlibrary Loan and book repair to his duties. Emily will be tasked with cataloging. Due to these transitions, a 20-hour Circulation Services position opened up. Philip Shippy was hired to fill this position.
- Anna Bartlett, the Administrative Assistant, requested to work hybrid on a temporary basis due to circumstances in her personal life. The Executive Committee and the City were consulted on this, and Lisa has approved a hybrid arrangement on a trial basis through 2026, with the possibility of early termination if it is not working or extension through May 2027 if successful.

Finance Committee: n/a

Policy Committee:

- The Policy Committee reviewed revisions to the Personnel Manual. Edits to this policy were brought to the full board for a vote.
 - Motion to approve Makayla Davidson / Second John Buntsma / carried

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

- The Policy Committee reviewed the new Programming Policy. The policy was brought to the full board for approval.
 - Motion to approve Makayla Davidson / Second Autumn Den Boer / carried

Property/History Committee: n/a

Unfinished Business:

- Vacated Board Seat
 - Amy will work on promoting the vacancy.

New Business:

- n/a

Announcements:

- n/a

Comments from the Board:

- Autumn inquired about the possibility of offering more sessions of library programs that have filled up. We do duplicate some of our more popular sessions as time and staffing allows.

Next Board Meeting will be on 6/23/2026

Meeting adjourned at 6:00 pm: Motion to approve Colin Brue / Second Autumn Den Boer / carried

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

Board Training

- Joshua Trease
- State Library of Iowa Board Series

Collection Management and Development

- Collection relocation

Facilities

- Grounds
- Insurance Deductible
- Janitorial Services
- Plumber Services

Grants

- AARP
- Dollar General
- Siouxland Community Foundation Grants
 - Books as Medicine
 - Sioux County Libraries Digital Expansion

Professional Activities

- ILA Board Meeting
- ILA Executive Board Meeting
- One Book One Sioux County
- Staff Training Day

Outreach

- Tulip Festival
 - Book bike
 - Sioux county Libraries
- Library T-shirts

Programs

- Summer Reading Program

Staffing

- Technical Services Librarian
 - Cataloging
 - ILL
 - Part-time and Temp positions
 - Remote work

Technology

- Battery Backup
- Firewall

Board Training:

- Joshua has been with the library for nine months. He works in circulation services doing reference work, circulation, shelving,
- State Library of Iowa Board Training – Education Videos

Collection Management and Development:

- We are proposing a strategic reorganization of several of the collections within the library to improve accessibility, usability, and overall customer experience. The key changes include the following:
 - Relocation of the Periodicals and Local History Collections. Periodicals will be moved from the front entrance area to the back of the building, near the study rooms. The local history collection will fill the backside of the shelves and naturally run into the adult non-fiction collection. This grouping creates a more logical layout for research focused resources and promotes a quieter study area.
 - Repositioning of Young Adult Materials and Public Computers. The Young Adult Collection will be brought to the front of the building, alongside the public computer area that already is there, with the addition of the remaining computers to be moved to this area. This section already experiences high levels of activity, conversation, and foot traffic making it an ideal location for teens. This shift will provide sightline observation in an area that is outside of the center of the library. Hopefully this will dampen noise that now radiates out across the entire building. This will also make the collection itself more visible, accessible and engaging.
 - Improved Collection Flow. Shifting all of the materials to move from front to the back. The new layout will create a more natural progression between collections. Young Adult materials will transition smoothly into adult fiction. Adult graphic novels will serve as a bridge between Adult fiction and nonfiction. Nonfiction will follow in a clear logical sequence.
 - Reorientation of the Shelving Layout. To support this improved flow, portions of the collection will be flipped from back facing to front facing arrangement. The current Young Adult shelving will be turned to be in parallel with the nonfiction. Estimated cost is \$450. Staff time to off load and reload the shelving one half to one day. Shifting of the rest of the collection, ongoing over several months. This adjustment will provide a more intuitive browsing experience and enhances the wayfinding throughout the space. It supports a user centered layout, retail style browsing logic, and zoning based on behavior and movement.
 - I would like to meet with the Facilities Committee to review this with them before we proceed, as this would provide an outside perspective on this change.

Facilities

- The grounds of the library received damage. An unknown animal recently dug a significant hole along the north side of the building. The area has been filled. However, due to the difficulty of fully compacting the soil to its original density, there is a possibility of future settling in that location. This may result in gradual sinking or unevenness of the sidewalk where the soil was displaced, especially after rains. The area will be monitored. Any necessary repairs or stabilization will be addressed with the Facilities Committee.
- The insurance deductible from the damage to the building last year has been paid. It was just over \$10,000.
- Janitorial services were used as the custodian was unable to work due to illness.
- Plumbing services required repair of toilets in both of the main public restrooms, as well as in the ladies staff restroom.

Grants

- The AARP was unsuccessful. This was for library furniture to replace the current seating in the periodical area.
No specifics were given, other than more than 5800 applications were received.
- The Dollar General was unsuccessful. This grant was for the Summer Reading program. Again, no specifics
were given, other than almost 3000 applications were received.
- Siouxland Community Foundation Grants
 - Books as Medicine was awarded. Thank you to Makayla Davidson and Steve Walhof attended the award ceremony. This money is earmarked to be spent in the next month or so, such that we can keep the incoming and outgoing money in the same fiscal budget. Placing the materials will occur over the course of the next year, finishing before the required final grant report in April of 2027.
 - Sioux County Libraries Digital Expansion was awarded. The money has been allocated and content credit purchased for the Sioux County libraries in the full award amount of \$10,000. In order to promote transparency and clear accounting each libraries contribution will be purchased as content credit, with their associated invoices being generated by the OverDrive platform. This is a cleaner solution than we have had previously where money passed through SCPL to OverDrive. It will also provide an opportunity for all libraries to become involved in purchasing, in a way that is supported.

Outreach

- The Orange City Tulip Festival saw the debut of the Orange City Public Library Book Bike. This is one of the largest events in Orange City and Sioux County drawing residents and visitors from all across Iowa and beyond. This is a moving advertisement meets people where they are and reaches those who may not regularly use the library. This aligns with the community culture showing that the library is part of the city's heritage and tradition. Whenever the book bike goes out it will become a moving advertisement for the library, which will be seen as active, fun, and community centered. The unique design has been incorporated into t-shirts to strengthen the branding of both the library and the book bike. It will serve as a recognizable symbol of the library. We are looking at ways to capitalize on this branding for further marketing and outreach activities.
- Sioux county Libraries of Boyden, Hawarden, and Rock Valley walked along side us in the parade. This is a strong example of our continued collaborations. It shows that we are not in competition with each other and that the sharing of our resources, and ideas demonstrates our unified commitment to serving all residents of Sioux County.

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 title for 2027. We are reaching out to an author for this next year. 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*]

- On May 22, 2026, the library opened at 1:00 p.m. to allow for a dedicated morning of Staff Training and planning. This time was used to prepare for the Summer Reading Program (SRP), the library's most significant and high-impact service initiatives. The training provided the opportunity to review program goals, expectations, and schedules. We were able to share procedures that ensure a consistent patron experience, prepare materials and coordinate responsibilities, and build the staff's confidence in delivering this program effectively, and easily.

In addition to the program presentation, the morning included time for staff to review the programming policy, share a meal together and connect. The intentional time for relationship building supports the stronger communication and collaboration that is critical during our busy summer months.

The discussion was productive and focused. It allowed staff to anticipate challenges, clarify roles, and understand volunteer supervision. Investing in this type of training develops staff, improves efficiency, enhances the quality of service, and makes sure that staff are prepared to meet the increased patron demand.

Programs

- Summer Reading Program is planned and ready for implementation. This seasonal initiative encourages individuals and families to stay engaged with reading during the summer months. 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. Research consistently shows that students can lose 1 to 3 months of reading proficiency over the summer if they do not engage with reading. This loss disproportionately impacts students who already struggle to read. Not only does summer reading participation help negate this drift, it has a compounding effect in readers who retain the skills and help them to progress even faster each year. It also fosters independent reading habits in students who are often assigned reading at school work. In choosing their own reading experiences individuals are more likely to read frequently, engage deeply and develop higher level thinking skills.

Staffing

- The Technical Services Librarian position was reviewed following discussions with the Executive Committee and the City. Despite recruitment efforts, we were unable to secure a candidate able to commit to the full-time requirements of the position.
Emily, a strong internal candidate currently cross-trained in cataloging, was offered the position. However, she is only able to commit to a 29-hour work week, which does not meet the full-time expectations or fully support the responsibilities of the position.
In order to maintain a full-time benefited position within the organization, responsibilities were restructured. A full-time Circulation Services position was offered to Nathan. He has already been contributing to interlibrary-loan (ILL) services. Similar to Emily, he was cross-trained in this area. This approach allows us to retain internal expertise while redistributing technical services responsibilities across staff. Both positions have an increase in pay, starting as aligned with their new schedules. Both positions continue to be designated as Circulation Services.
As a result of this restructuring the original responsibilities of Technical Services Librarian have been redistributed. The full-time benefited position has been retained.
This transition also created the opportunity to hire additional support. A 20-hour position was opened and filled by Philip Shippy. He was one of the stronger candidates. Paul DeJong has also returned to work as of May 22, 2026 as a temporary hire through Labor Day.
Emily remains in her current position. Her transition is June 7, 2026. The other staff members staggered their start schedule last week.
- The Administrative Assistant position has also been under review in light of recent life changes and situational needs. This has presented an opportunity for the library to explore a hybrid work arrangement on a limited basis.
The Executive Committee and the City were consulted in this decision. It was agreed that Anna will work in a hybrid capacity on a trial basis through the end of 2026. This arrangement includes the flexibility to discontinue earlier if it does not meet organizational needs, or to extend through May of 2027 if it proves successful. At that time, a resolution will be determined.

Technology

- The battery backup was replaced on May 22, 2026. This will ensure that our server stays up and running. This is critical technology for our system during power fluctuations or outages. By maintaining uninterrupted power, the new backup protects against data loss, minimizes downtime, and supports consistent access to library services for both the staff and our patrons. This proactive maintenance helps safeguard our technology infrastructure.
- The firewall is being replaced in June and billed in July to comply with E-rate funding. This is a critical layer of protection against cyber threats, unauthorized access, malware, and hacking. This is our number one defense safeguarding our library data systems, and patron information. We will then be in compliance for the E-rate program in relation to internet access and funding. The improved network reliability will help us to have a consistent, stable internet. With this funding CIPA compliance will help us provide a safe and appropriate online environment.