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Clay Patton

Library Director

Jesse Butz

Porter County Public Library
System
103 Jefferson St.
Valparaiso, IN

(219) 462-0524

pcpls.org

BOARD MEETING AGENDA: Wednesday, January 18, 2023

NOTICE: The Porter County Public Library System Board of Trustees will meet for its regularly scheduled meeting on **Wednesday, January 18, 2023, at 4:00 p.m.** at the Valparaiso Public Library, 103 Jefferson St. Valparaiso, IN, 46368.

Public Comment on Agenda Items: (Olga)

Public comment session is provided as an opportunity for patrons to address the Board of Trustees on matters related to agenda items.

CONSENT AGENDA: (Olga)

1. Approval of the Minutes from December 14, 2022 (Roger)
2. Financial Report
 - a. Treasurer's Report (Stu)
 - b. Approval of the Claims Register (Hayley)
3. Approval of Communications (Jesse)
 - a. Friend's Report
 - b. Director's Report
 - c. Patron Comments

ITEMS FOR INDIVIDUAL CONSIDERATION:

1. Renovation Update (Jesse)
2. Library Gardens Update (Jesse)
3. Shive-Hattery Proposal for Library Gardens (Jesse)
4. 2023 for 2022 Encumbrance Resolution (Hayley)
5. Rainy Day Transfer Resolution (Hayley)
6. Annual Employee Insurance Renewal (Hayley)
7. HVAC Quote Selection for Hebron (Jesse)
8. HVAC Quote Selection for Kouts (Jesse)
9. HVAC Quote Selection for South Haven (Jesse)

Any other items

Adjournment (Olga)

Board of Finance Committee Meeting To follow (Olga)

Signature Session

Future Meetings: (Dates subject to change) 4:00 P.M.

- February 15, 2023 - Valparaiso Public Library
- March 15, 2023 - Valparaiso Public Library
- April 19, 2023 - Valparaiso Public Library

Porter County Public Library System

Board of Trustees

Meeting Minutes for Jan 18, 2023

The regular meeting of the library board of trustees was called to order at 4:01 pm at 103 Jefferson St. Valparaiso, IN 46383. Olga Granat presided.

Members in attendance included Olga Granat, President; Kristy Merritt, Vice President; Roger Rhodes, Secretary; Stu Summers, Treasurer; Paul Knauff, Kevin Pazour, and Stacey Whitten (remote). Roger Rhodes was absent. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, and Associate Directors Inge Kokidko & Hayley Scott. Remote attendance was facilitated via Zoom.

Public Comment

No public comment was given.

Consent Agenda

Approval of Minutes from Jan 1, 2023

Financial Report

 Treasurer's Report

 Approval of the Claims Register

Approval of Communications

 Friends of the Library Report

 Director's Report

 Patron Comments

Motion: Kevin Pazour moved to approve the consent agenda as presented. The motion was seconded by Kristy Merritt.

Discussion: Reports were summarized. Staff were congratulated for keeping expenditures under budget.

Vote: The motion was carried with the following roll call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

Renovation Update

Updates on boilers, a facade leak at Valparaiso, entryway & moisture damage and a window replacement at Hebron, roof leaks at Portage and Valpo, broken entryway tiles and restroom countertops at Valpo were given.

Library Gardens Update

Updates on pre-bid meetings, tours of the electrical space, marketing materials, and fundraising were given.

Shive-Hattery Proposal for Library Gardens

Conceptual designs for Kouts, Hebron, and South Haven gardens; timeframes, and funding for design and project management work were discussed. Some concern about South Haven being represented by steel was expressed, as this is already represented in Portage. Alternate themes for the gardens and local art opportunities were also discussed.

Motion: Paul Knauff moved for the director “to proceed with the Shive Hattery proposal”. The motion was seconded by Kevin Pazour.

Discussion: No discussion followed.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

2023 for 2022 Encumbrance Resolution

A resolution to pay for encumbrances that accrued since the prior board meeting in 2022, with 2022 funds, was recommended.

Motion: Stu Summers moved approval of the resolution as proposed. The motion was seconded by Paul Knauff.

Discussion: No discussion followed.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

Rainy Day Transfer Resolution

As the library was underbudget for net revenues, it was requested to transfer those funds to the rainy day fund.

Motion: Stu Summers moved to “transfer of \$691,000 from the general fund to the rainy day fund”. The motion was seconded by Kristy Merritt.

Discussion: No discussion followed.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

Annual Employee Insurance Renewal

UnitedHealthCare quoted a 3% increase. Bids from other providers were significantly higher.

Motion: Kevin Pazour moved “approval of UHC renewal”. The motion was seconded by Kristy Merritt.

Discussion: Appreciation was expressed for staff’s work to keep healthcare costs low.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

HVAC Quote Selection for Hebron, Kouts, & South Haven

Agenda items #7 (HVAC Quote Selection for Hebron), #8 (HVAC Quote Selection for Kouts), and #9 (HVAC Quote Selection for South Haven) were combined into the following discussion topic.

The total combined budget estimate for these projects was \$168,840 after a discussion with the architect. For Hebron, Gatlin bid \$72,000, and Circle R bid \$63,840; Circle R is recommended. For Kouts, Gatlin bid \$54,000, and Circle R bid \$61,740; Gatlin is recommended. For South Haven, Gatlin bid \$50,500, and Circle R bid \$53,550; Gatlin is recommended.

Motion: Stu Summers moved approval of bids as recommended. The motion was seconded by Kristy Merritt.

Discussion: No discussion followed.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

Assistant Treasurer

The need for an assistant treasurer for signatures while the current treasurer is away was discussed.

Motion: Kevin Pazour moved to “appoint Paul Knauff as an assistant treasurer of the PCPLS board of trustees.” Seconded by Stu Summers.

Discussion: It was clarified that an assistant treasurer would be able to sign documents, but would not have bank authorization.

Vote: The motion was carried with the following roll-call vote:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	Y

Adjournment

Olga Granat called for a roll-call vote to adjourn the meeting:

Merritt	Rhodes	Summers	Knauff	Pazour	Whitten	Granat
Y	absent	Y	Y	Y	Y	abstain

Meeting adjourned at 4:35 pm.

Roger Rhodes, Secretary

December 2022

Overview

- December is one of the most exciting months at PCPLS with our Holiday Open House Celebrations throughout the system. This year featured new games and activities including pluck-a-duck, milk bottle toss, nerf targets, and skeeball. The open houses this year were our best ever with patrons gushing over this family-friendly event provided at no cost to all of our residents. We had amazing sponsors such as Parlor Donuts, Family Express, and our Friends of the Library. When combined with our Fall Fest and our summer reading programs, we are quickly becoming a family destination!
- Our year has come to a close and our final statistics report is out showing some interesting changes in our patron base. While physical books continued to be strong this year, up 6% while most other forms of physical items were down. Our library of things continues to be strong with hotspots, games, puzzles, and kits increasing as well. Our ever-popular electronic materials continue to increase and ended up 24% for the year!
- This year witnessed some exciting changes, none as big as the creation of the Indiana Digital Library consortium. Our team helped from concept to negotiation, from onboarding to daily management, to ensure this consortium is as successful as possible. When the numbers came out it went past any expectations by being one of the top 10 consortiums in the world! Prior to this year, a consortium had never gone over a million circulations in the State of Indiana. This year IDL went past 4 million! What an amazing resource for our community!

Important Upcoming Dates

- January
 - 1: Library Closed for New Year's Day
 - 4: Friends of the Library Board Meeting
 - 18: Library Board of Trustees Meeting - Valparaiso
- February
 - 1: Friends of the Library Board Meeting
 - 15: Library Board of Trustees Meeting- Valparaiso

Personnel

- Ending Employment
 - Alice Gustin, Tech Services Cataloging Team Lead 11/01/96 - 12/31/22
 - Zachary Sajdera, Library Clerk 04/18/22 - 12/01/22
- New Employment
 - Sydney Briel, Library Clerk 12/28/22
- Interviews
 - Monique and Chris H began interviewing candidates for the part-time Library Assistant position open in the Genealogy department.
 - Inge interviewed for the open technical services position.
- Staff Development

- Monique and Elizabeth assisted the Lowell Public Library at their Evergreen onboarding on December 6th.
- The Library Staff Association had its first event, the Cookie Walk, on December 9th. This was a fun event that allowed the staff to get to know one another and share some delicious baked goods. The LSA will continue to organize activities and events to raise morale and promote a sense of community and fellowship among staff.
- Jesse has been working with Paylocity on our new Recruiting, Onboarding, and Performance Management system. These new modules fully integrate with our current system and will greatly increase administration productivity.
- Jesse attended webinars and training on open records, passive-aggressive behavior, State Director updates, and multiple severe weather updates.

Finance Notes

- The benchmark for the budget at the end of December is that 100% of the budget should be spent. As of December 31, 90% has been spent.
- The Library earned \$17,646.28 from Trust Indiana in December.
 - Included in the total interest earned is the Valpo Garden Donations, which earned \$651.12 in December.
- In December, the Porter County Community Foundation gave each of their staff members \$500 to give to their non-profit of choice. We were honored to receive the Christmas Cheer grant from their accountant, Karisa.
- The library received a disbursement from the Brzykcy Estate in December, totaling \$75,575.31. Jesse and Hayley have been working towards settling the final disbursement as well as obtaining all necessary documentation.

Subscription/Contract Renewals

- Subscriptions
 - New
 -
 - Renewals
 - None
 - Cancellations
 - None
- Contracts
 - New
 - Paylocity Recruiting, Onboarding, and Performance platforms
 - MessageBee - \$10,990
 - Renewals
 - None
 - Cancellations
 - None

Buildings, Grounds, and Technology

- A leak was discovered and repaired at our Portage branch in the air handler room. This leak resulted in no damage.
- A leak was discovered in Portage above our Adult Services computers. The leak is being investigated but is believed to be a result of snow at the perfect angle melting. The roofing team is going to fix the location as soon as it is safe to be on the roof.
- A leak in Valpo above the Director's office has been discovered and will be repaired as soon as it is safe to access the location.
- A window leak in Valpo is believed to be the result of the facade and not the windows. Our team is investigating and will repair it as soon as possible.
- Hebron is still waiting on the part to fix the door mechanism for their front entrance. Parts are on backorder, but we are hopeful we will see them soon.
- The chemical dispensers in South County have been replaced. Staff are now able to safely obtain their chemical solutions for the maintenance and cleaning of the buildings.
- The Hebron window has been replaced! Despite being a custom job, the team installing was able to get it up and running in less than a month. They did an outstanding job!
- It was recently discovered that the concrete slab in the front lobby entrance of Hebron, under the walk-off carpet, has buckled and cracked. The buckling was caused by moisture issues and will result in a complete replacement. Our team is currently investigating options.
- The elevator in Hebron managed to deprogram itself the first day back after the holidays. The elevator tech was able to come in and get it working again quickly.
- The Youth Services collection shifting projects at the Valparaiso branch are going very well. Recently, all of the new Youth Services materials were moved to a more spacious location that allows for items to be organized by type and displayed more prominently. Patrons will be able to locate new materials much more easily, and this setup also encourages browsing and discoverability.
- The outdoor coat tree at the Valparaiso branch is up again, and patrons have already donated lots of scarves, gloves, and other winter gear. In the weeks before the coat tree was set up, we received several inquiries about whether we would be offering it this year, so it is clear that our community values and appreciates this service.
- Nathan, our IT Assistant, has taken the lead on our Makerspace projects and has made significant progress. We should be able to start offering that service to our patrons later this month at our Valparaiso Branch and then we can begin at the Portage branch. This project will be outstanding for our non-profit community, small business owners, and students. More to come!
- Angela continues to test our new computer reservation system and fine-tune the settings so everything can work as needed.
- As we continue to develop our comprehensive support system, we are expanding our ticketing system to include our facilities and maintenance tickets. We will start building a knowledge base so staff are better equipped to answer some of their own questions,

leaving Jason and the maintenance team free to work on important projects and urgent issues.

- IT is moving ahead with the new phone project. We will start rolling out the new system to our South County branches later this month.
- Jesse, Hayley, and Jason met with Tom Kuhn to go over renovation possibilities and develop a scope for the upcoming season.
- Hayley and Jason worked on our new vehicle acquisition including vehicle valuation of our current models and options for our new purchase.
- Winter weather played a large role in our system leading up to the holidays, with our branches closing early and being closed for a day. Our team did an outstanding job of getting our branches prepared for the weather and ensuring our entrances were safe and ready to open.

Public Relations and Marketing

- The reach for social media and newsletters during the month of December were 78,815.
- Facebook:
 - Our Facebook reach was 20,673.
 - Our account has 5,796 followers.
- Twitter:
 - The System has 555 total followers. We made 4 tweets that made 929 impressions this month.
- Instagram:
 - The System has 1,283 Instagram followers.
 - We shared 9 posts on Instagram with 1,898 impressions.
- YouTube:
 - The System has 133 total subscribers. Our videos had 131 views this month.
- Pinterest:
 - The System has 81 followers. Our Pinterest account's reach was 38 people for the month.
- Newsletters: Our e-blasts were delivered to approximately 50,917 patrons this month!
- TikTok: Our TikTok channel now has 491 subscribers. We posted 1 new video and had 4,229 total views this month.
- Virtual Customer Service: Interacted with 33 patrons.
 - Google - 1 new five-star review.
- All of our Holiday Open Houses were a big success. We can't wait to start on improvements for next year.
 - Portage: 300 attendees
 - Valparaiso: 1800 attendees
 - Kouts: 156 attendees
 - Hebron: 123 attendees
 - South Haven: 115 attendees
- Dawn, Olivia, and Jacqueline L. participated in the second annual Kouts Christmas Parade. The van was decorated, as were the staff. Everyone had a great time.

Pictures are included in the System Snaps.

- Hebron participated in the Hebron Parks Department Welcome Santa event. There was a lot of fun to be had with games, prizes, and a visit from our friend Santa Bruce. PCPLS also donated books to the Hebron Parks Department silent auction, which is helping to raise money for more amazing Hebron parks department events in the coming year.
- Dawn and Nina attended Kouts Elementary School Winter Assembly. They talked to the students about our Winter Reading Challenge and all of our upcoming programs for the Kouts branch.
- PCPLS programming and marketing teams continued working on broadening and deepening partnerships with the following organizations to improve resource referrals and programming collaboration: Valparaiso Police Department, Opportunity Enterprises Respite, City of Valparaiso, Porter County Parks Department, Valparaiso University, and Portage Parks.
- Jesse met with Porter County Emergency Management Agency regarding emergency shelter options as well as warming center information.
- Nina, Makenna, and Jesse have been working on the Portage Library Garden marketing materials in collaboration with the City of Portage. Keep an eye out for more announcements soon!

Youth and Teen Services

- Both South County open houses were absolutely amazing. We all had so much fun singing with Santa, eating delicious treats provided by Family Express (thank you Family Express!), playing amazing games, and making fun crafts. Every patron who came in left happy and thankful that the library was able to have something like this for the holidays.
- The Snowy Owl visit in South County was a hoot! In both Hebron and Kouts, patrons wanted to know when we would be having more programs like this. We look forward to more visits from the Humane Indiana Wildlife "ambassadors"
- Kouts celebrated the new year with their Noon Year's Eve party. We learned a lot about different traditions around the world, made some cool crafts, had a balloon drop, and ate some tasty snacks. This new year definitely started out great!
- Hebron's Bake Me A Story and Cookie and Canva's programs were a big hit this month. Everyone got to learn how to make some tasty baked goods, as well as eat them afterward and were able to paint a special gift for the holidays.
- Snowy Owl programs, Noon Year's Eve party, and big holiday open houses kept staff busy with decorating and prepping in December for North County. It was a busy but fun month!
- Kelleen and Lindsey presented a Shrinky Dinks program at the Valpo branch that was a huge hit with the kids! This program was a blast and had a great turnout, with 31 attendees.
- Several team members at the Valpo branch have shown an aptitude for children's programming. Corine has been working with Emily on how to plan and present her own

storytime programs. Bethany and Melaina have also expressed interest in children's programs after assisting with the Valpo Snowy Owl program and a Holiday Movie program. Additionally, Kristin has been assisting with story times, such as Story Corner and Twilight Tales, and is now planning her own story time that she will lead in the new year. We are so excited to have Kristin on our programming team and can't wait to see what she will do!

Adult Services

- The Valparaiso manager team is invested in training more staff members to work in the Adult Services department. Recently Parker and Lindsey have begun to work in this area, and they're both doing a great job! They both provide excellent customer service to our patrons, and as they continue to learn about our services and digital resources, they are sure to be assets to our Adult Services team.
- The Valparaiso team has been finalizing plans for a major reorganization project for our first floor. Highlights include the moving of Audio-Visual to create a dedicated teen location, the expansion of shelving for fiction, and a better location for our large print materials.
- Our Adult departments have really been picking up with study room, computer, and study area usage. A huge hit has been our puzzle tables, a nice passive addition to our spaces alongside our chess and checkers station.

Technical Services

- After the retirement of Alice Gustin, we are excited to see what our new technical services leadership will do. We have already seen some patron-oriented innovation and ideas spring up, as well as some modernization efforts from our new lead cataloger, Jacqueline.
- The technical services department has been expanding cross-training to back up our transit driver, John. This is a great way for TS staff to more directly participate in the delivery of all the materials they work to prepare for the collection, as well as continue those services into the weekend. This helps alleviate the burden of running transit from other teams, such as maintenance and administration, who had backed up transit in the past.
- Our newest member, Danielle Coleman, has already proved to be an asset to our team, she is quick and eager to learn new tasks and has great attention to detail, which are essential skills for technical services staff. We are excited to continue developing her skills and use her more fully in the future!

Genealogy

- Chris and the team have restarted genealogy programming, with some upcoming workshops that already show strong interest with early registrations. Our team will increase program offerings including genealogy basics and more advanced topics as

well as outside professional speakers. These events will take place throughout our branches with Valpo, then Portage and Hebron up first.

- Chris and the team received a wonderful thank you message after assisting a patron with their Genealogy request. The email read, "You definitely went above and beyond and I so appreciate it. Indiana Genealogy librarians are the absolute best!"
- Winter is always a very slow time for genealogy and we adjust our hours accordingly, now closing the department at 6:00 PM. Hours will expand as we approach spring and patrons again visit the department in the evening.
- With fewer patrons the team has been hard at work preparing for programming, and completing some long-term projects such as indexing, book creation, and library records collection.
- Chris and the team researched a spot on the Pennsylvania Railroad line-Mont Dale. It was a well-known stock farm and its name was used by an industrial park just west of the original site near 450 E on US 30.
- The team found information on the original City of Valparaiso charter in a newspaper on Chronicling America. It was an Indianapolis paper from 1851.
- They also researched houses in Forest Park, including advertising materials and maps from 1925.

December System Snaps



Everyone had a wonderful time at the Kouts Holiday Open house. There was so much to do and had something for everyone! Visiting with Santa, a book walk, refreshments, games, and so many different crafts!



PCPLS was invited to Hebron Park's Department: Welcome Santa event again this year. Everyone had a lot of fun! We even were able to bring our friend, Santa Bruce.

December System Snaps



Hebron had a wonderful Holiday Fest this year! A special performance by the Hebron MS/HS choir & Santa's jovial singing had us all in a festive mood! Kids and parents alike enjoyed the games, crafts & yummy refreshments!



South County loves to have Humane Indiana Wildlife "ambassadors" here to help us learn!



Hebron's Bake Me a Story program made the magic happen for a terrifically delicious recipe!

December System Snaps



Kouts patrons love Painting with Miss Sarah. There were so many amazing artists! Everyone worked really hard on their masterpieces.

Hebron had some gingerbread fun with their December storytimes.



Everyone loves the Lego Club. South County has a lot of future architects.

Kouts staff had a lot of fun in the Kouts Christmas Parade. The library van got into the spirit too.

December System Snaps



Ashley and Darcy getting snacks ready at the Valpo Holiday Open House.



The Valpo Youth Services Department is looking festive!



The Valpo branch's famous book tree!



Inge and Olivia greeted everyone who came in for the Valpo Holiday Open House. Emily and Monique helped everyone in line to meet Santa!

December System Snaps



The Valparaiso staff after having a blast at the Holiday Open House.



Bethany is ready to help everyone in line to meet Santa Claus!



Check out the ice sculptures at the Rotary Library Garden!



The Valpo branch's stairwell has a cute new winter display.

December System Snaps



Santa was a big hit in North County!



Humane Indiana Wildlife helped us learn all about snowy owls in Portage and South Haven



Happy Noon Year's Eve! Kids had a great time celebrating the new year at noon in South Haven.



A big thank you to Portage High School's choir for coming out and caroling at our Portage Holiday Open House!

December System Snaps



Happy Noon Year's Eve from Kouts! We hope your new year is amazing.