

President

Olga Granat

Vice President

Kristy Merritt

Secretary

Roger Rhodes

Treasurer

Stu Summers

Members

Paul Knauff

Kevin Pazour

Stacey Whitten

Legal Counsel

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, February 15, 2023

NOTICE: The Porter County Public Library System Board of Trustees will meet for its regularly scheduled meeting on **Wednesday, February 15, 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 January 18, 2023 (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. Non-Resident Fee Resolution (Jesse)
4. Internal Controls Resolution (Hayley)
5. Porter County Year in Review (Jesse)
6. Annual State Library Report (Inge)

Any other items
Adjournment (Olga)
Signature Session

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

- March 15, 2023 - Valparaiso Public Library
- April 19, 2023 - Valparaiso Public Library
- May 17, 2023 - Valparaiso Public Library

Porter County Public Library System

Board of Trustees

Meeting Minutes for Feb 15, 2023

The regular meeting of the library board of trustees was called to order at 4:00 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 (remote), Treasurer; Paul Knauff, Kevin Pazour, and Stacey Whitten (remote). No board members were absent. Also in attendance: Director Jesse Butz (remote), Library Attorney Clay Patton, Associate Directors Inge Kokidko & Hayley Scott, Community Engagement Liaison Willow Cataldo, Marketing Coordinator Nina Tadic, and Marketing Assistant Makenna Fetch. Remote attendance was facilitated via Zoom.

Public Comment

No public comment was given.

Consent Agenda

Approval of Minutes from Jan 18, 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: Paul Knauff moved to approve the consent agenda. The motion was seconded by Kevin Pazour.

Discussion: Kevin Pazour requested the motion be amended to correct the spelling of his name. Roger Rhodes seconded the revised motion. It was clarified that remote members were permitted to vote. Communications reports were summarized.

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

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

Renovation Update

Renovations progress was summarized, including points about the Hebron entryway, the Valpo facade project, and the HVAC measurements of condensers.

Library Gardens Update

Updates on the Library Gardens projects were given, including the status of bids for Portage being significantly higher than expected at \$2.7 million to \$4.5 million, resulting in discussions of a reduction of scope. Shive Hattery's proposals for the other library gardens were also much higher than anticipated at \$380K at South Haven, \$360K at Kouts, and \$220K at Hebron. Scope reduction was also discussed to bring those budgets more in line with originally planned amounts of \$140K at South Haven and Kouts, and between \$40K-\$50K at Hebron. A \$30K sponsorship by the Porter County Community Foundation was also summarized.

Non-Resident Fee Resolution

It was explained that the new minimum fee for nonresident cards had increased to \$38.70.

Motion: Paul Knauff moved to "approve the nonresident fee resolution". 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	Y	Y	Y	Y	Y	Y

Internal Controls Resolution

The need for annual review and reapproval of internal controls was summarized.

Motion: Kevin Pazour moved to "approve the internal controls resolution". The motion was seconded by Roger Rhodes.

Discussion: No discussion followed.

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

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

Porter County Year in Review

An annual summary of library service benefits to the community was reviewed.

Annual State Library Report

Progress on and the process to compile the submission for this year's Indiana State Library Annual Report was summarized.

Motion: Stu Summers moved to "authorize the president to sign the State Library annual report". The motion was seconded by Kevin Pazour.

Discussion: Discussion of the time involved and value of this report was discussed.

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

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

Adjournment

Motion: Paul Knauff moved to adjourn. Stu Summers seconded the motion.

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

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

Meeting adjourned at 4:35 pm.

Roger Rhodes, Secretary

January 2023

Overview

- January was filled with annual reports for the system teams. From our annual library report to our financial reports, our team was busy diving into the numbers to analyze the performance of our system. While this detailed work takes plenty of time, it is an amazing opportunity to share the amazing work our library system did in 2022. Our year-in-review document pulls these highlights together in an easy-to-read and compelling document that showcases just how amazing of a job our team has done!
- 2023 is gearing up to be another busy year with renovations and construction. January had the Board approving HVAC bids for South Haven, Kouts, and Hebron. Our team has multiple renovation projects going on simultaneously as PCPLS continues its commitment to being excellent stewards of the public's tax dollars and proactively maintaining our facilities for the long term. While not always exciting, these projects will ensure that our facilities are here to last for our community.
- We continued the garden design process and had a flurry of activity in January. Our leadership team representing all branches and areas of the system met with Shive Hattery to give thoughts and context for the gardens in South Haven, Kouts, and Hebron. Each branch garden will be unique and offer a local flare that will enhance the facilities and engage the residents like never before. We can't wait to see the finished product from these meetings.
- Circulation continued trending with strong increases as PCPLS was up 11% overall. Highlights include a 10% increase in physical books, 34% in eBooks, and a 52% increase in eAudio! When coupled with a door count and card hold increase of 22% each, it was a great month at PCPLS! Well done to our entire team for creating such a wonderful environment for our community!

Important Upcoming Dates

- February
 - 1: Friends of the Library Board Meeting
 - 15: Library Board of Trustees Meeting- Valparaiso
- March
 - 1: Friends of the Library Board Meeting
 - 15: Library Board of Trustees Meeting- Valparaiso

Personnel

- Ending Employment
 - None
- New Employment
 - None
- Staff Development

- The creation of a new training committee has begun to create plans to help our employees with topics such as customer service, electronic resources, and library services.
- Jesse has been working with Paylocity on our Recruiting, Onboarding, and Performance Management system modules. Setup for these systems is complex and requires a considerable amount of customization before it is ready to be fully implemented. So far our recruiting module is close to completion and has already streamlined our process.

Finance Notes

- The benchmark for the budget at the end of January is that 8% of the budget should be spent. So far, 7% has been spent and is on target to be within our estimated budget.
- The Library earned \$23,062.66 from Trust Indiana in January.
 - Included in the total interest earned is the Valpo Garden Donations, which earned \$692.25 in January.
- A new year brings in a new round of annual reporting requirements. During January, the list of reports that were completed and submitted was the Gateway 100R, W-2s, 1095-C reports, 1099-NECs, and Indiana Sales Tax.

Subscription/Contract Renewals

- Subscriptions
 - New
 - None
 - Renewals
 - Niche Academy - \$3,800
 - Cancellations
 - None
- Contracts
 - New
 - None
 - Renewals
 - Zoom Rooms - \$1,147.90
 - Cancellations
 - None

Buildings, Grounds, and Technology

- The Hebron exterior door has been repaired. While staff could use a key for entrance the electronic lock needed to be replaced. This lock allows for easy and safe access management.
- The Hebron entry floor repair will begin on February 9th and should be completed by February 10th.
- After a series of malfunctions, it was determined that a switch went bad on the elevator in Hebron. The elevator tech was able to come in and get it back in working condition.

- South County was excited to get some new office chairs for behind the circ desks and in the workrooms. They had more than a few chairs that were ready to be retired.
- The Valparaiso Youth Services department was excited to get new toys and furniture out on the floor in January, including tables, chairs, a 9 feet long interactive Snake toy, a play kitchen, and new story time rugs. All of these cool new pieces paired with our collection shifts have resulted in a re-imagined Youth Services space. Patrons have really enjoyed the new layout and offerings.
- The Valparaiso branch was also happy to receive new comfy powered seating. There are two chairs and a loveseat that allow patrons to plug their cords into the seat and power their devices.
- Nathan has started configuring and testing the GlowForge machine. We hope to have this available to patrons at the beginning of June this year!
- IT has been swapping out old computers for new laptops for some of our Tech Services and systems staff to allow them to have less downtime with technology issues and enable them to be more mobile in the future.
- We have started the process of moving to our new phone system. We went to each branch for a walkthrough with Nitco and then started scheduling the installations. We started with our South County branches. We plan to finish both the North County branches on the same day and then schedule the Valparaiso install.
- Jesse, Jason, and Hayley met with Tom Kuhn on the next round of HVAC renovations.
- Inge and Jesse attended a tour of the Carmel Clay Library. It was a great opportunity to find some new and exciting ideas. They were gracious to host us and we got some excellent ideas. They are excited about the possibility of visiting us for our library gardens as they hope to start one soon themselves!
- Jesse met with Sarah and Tifani in North County for a building review. We looked at some minor tweaks to our visual merchandising and some collection shifts that will enhance our spaces.
- Jason has been getting quotes for repairs and upgrades including electrical outlets and lights in Hebron and facade repairs in Valpo.

Public Relations and Marketing

- The reach for social media and newsletters during January was 65,817.
- Facebook:
 - Our Facebook reach was 35,843.
 - Our account has 5,877 followers.
- Twitter:
 - The System has 557 total followers. We made 2 tweets with 835 impressions this month.
- Instagram:
 - The System has 1,290 Instagram followers.
 - We shared 28 posts on Instagram with 3,863 impressions.
- YouTube:
 - The System has 132 total subscribers. Our videos had 164 views this month.

- Pinterest:
 - The System has 81 followers. Our Pinterest account's reach was 49 people for the month.
- Newsletters: Our e-blasts were opened by approximately 23,030 patrons this month!
- TikTok: Our TikTok channel now has 599 subscribers. We posted 2 new videos and had 2,033 total views this month.
- Virtual Customer Service: Interacted with 37 patrons.
 - Google - 8 new five-star reviews
 - "Nice, comfortable and clean"
 - "This library is a gem! I love the staff, I love the environment, I love the extensive resources, and, of course, the many books available to us. When I first moved to the area, it was through library programs that I was able to meet other mothers and make new friends in a new town. Still today, I enjoy connecting with other women in our community even while my children are enjoying the many excellent children's programs offered each month. The children's librarian, Dawn, is so caring and attentive to each child that enters her programs. The other staff are helpful and friendly. As a homeschool parent, the library affords us so many great resources to help in my children's education! If our branch doesn't have a book, we can usually order it in through the Porter County or Evergreen sharing services, both of which I utilize regularly. My children love the library, and this makes me so happy! I am so thankful for Kouts Public Library!"
 - "Always nice and quiet. The park across the street is a great place to chill, too."
 - "I just want to give the Valpo branch staff a shoutout for handling a rush of patrons around noon on 1/23. Some patrons were there to renew or apply for library cards which tied up the circulation desk for a few minutes. Other staff stepped in to grab items on hold and demonstrated how to use the self checkout kiosk for the rest of us waiting in line. I love the library and all the privileges that come with simply having a library card. You guys are awesome!!"
- Our community engagement team continues to make connections that strengthen community partnerships across Porter County and increase PCPLS resources and services. Examples include:
 - Continued improvements to our resource/referral information systems through relationships with Valparaiso Police Department and United Way Porter County.
 - Networking connections made at Valpo Chamber's "Resolve to Get Involved" volunteer fair increased the visibility and awareness of PCPLS as a community partner. A few examples of the "fruits of our labor," are listed below.
 - Book-a-Librarian visits help increase PCPLS' visibility in the community and drive traffic to our branches.
 - OE respite and the City of Valparaiso partnerships provide PCPLS opportunities for developing inclusivity training and transparency, and truly

inclusive events.

- Porter County Parks present Pre-K events “Animals in Winter” and “Tree-mendous Trees.”
- Dawn in Kouts and Kate in Hebron have done a great job of strengthening our relationships with the two local preschools. Lots of great visits and we have been seeing several of the kids bringing their families in to make new cards at the branches.
- Jesse and Willow did interviews with reporters regarding neighbor libraries moving to fine-free like PCPLS. We are proud to be an innovator in this area and are happy so many libraries are taking steps to reduce barriers to access!

Youth and Teen Services

- Kouts had a fantastic turnout for both their kids and teen painting classes. We got a little messy, but everyone had a lot of fun using oil pastels to paint the Northern Lights.
- Nerf Night was a blast down in Hebron. We had 56 people (kids, teens, and adults) attend. Quite a few were families that had never been to the library before and we were excited to hear that they loved it and would be back.
- The Lego Club in Hebron did a really awesome STEAM challenge this month. The kids were tasked with making our friendly library space penguins either a spaceship or a vehicle that they could get around on once they made it to whatever planet they were going to go explore. These young engineers created some really cool spacecraft.
- South County’s storytimes have been amazing this past month. There have been several patrons asking for weekend and evening storytimes, so we plan on trying to get that going as soon as we can with Saturday Storytime in Hebron and Sandman Storytime in Kouts. We want to be accessible to everyone!
- The three youth book clubs that Kouts has going, Emerging Readers (for kids 6-11), Read BeTWEEN the Lines (for tweens 11-13), and A Likely Story (teens 13-18) have been really taking off. It was a slow start bringing the programs back after covid, but we are starting to see a good amount of interest this year.
- Kouts participated in Valentines for Veterans again this year, partnering with the Lafayette Veterans Home. We hope the residents find them as cute and heartwarming as we did.
- The Valparaiso branch has several team members who are learning how to plan and run their own storytime programs. We were so thankful that Miss Dawn from the Kouts branch came to Valpo to run a Book Babies program on January 20th. This was a great training opportunity for our new programmers to observe Dawn and learn from her. The patrons who attended had a wonderful time too, of course!
- Kelleen, Courtney, and Steven are planning to create a Teen Advisory Board for the Valparaiso Branch. With involvement and suggestions from this group, the library will be able to plan recurring teen programs that teens are excited about. The Valparaiso team attended two Book-A-Librarian visits at TJ Middle School, where they were able to raise awareness about the first Teen Advisory Board meeting scheduled for March 15th.
- The Valparaiso team implemented a Talk Back Board, which is an interactive display that encourages teens to leave the library feedback about service suggestions and

improvements. The team reviewed the responses, and several teens said they would like to join a young adult book club. Courtney and Kelleen would love to create a teen book club and will soon be exploring this idea further with the system programming team.

- We received a wonderful compliment from our Girl Scout troop leaders about Courtney and Steven. They were impressed with the excellent tours they provided. Steven toured with the younger girls (Daisies and Brownies) through the building. They then had a blast working on a rainbow Chameleon craft and Steven read them a story. Courtney took the older girls (Juniors and Cadettes) on a tour of the Teen Section and provided a demonstration on book repair to help them get their Book Artist Girl Scout badge.
- The North County team has been hard at work planning programming and getting organized for Summer Reading. Despite all the detailed work, our team was able to have a blast with our Chef Jr. program! The program was at capacity and patrons are begging us to do it again!
- Our Bluey program in South Haven was a patron favorite. The kids had a blast with Bluey-themed crafts, games, and activities!
- Our trivia nights continue to be a patron favorite garnering tons of social media interaction. Next up? Parks and Recreation Trivia night!

Adult Services

- PCPLS partnered again this year with the NWI Volunteer Lawyers for our popular Talk To a Lawyer program. We are glad that we can continue to offer this public service on Martin Luther King Jr. Day in honor of his legacy, to increase equitable access to legal services. This partnership provided free legal consultations to 30 people at the PCPLS branches and over 100 people across NWI locations.
- Coming next month to South County! Adult Painting Classes will be back by popular demand. We are excited to be able to bring this program back. Our very own Sarah M. will be our new instructor.
- Indiana Attorney General Todd Rokita came to Kouts this month to have a mobile office day. Several of our patrons were able to stop and talk with him. It was good to see an Indiana lawmaker able to come and talk with his constituents.
- Tax season is in full force, and the team is showing great patience, kindness, and flexibility in handling appointments and adapting to changes in the process this year. We are grateful that the AARP is offering tax preparation appointments with our library system again this year. It is a much-appreciated service.
- The Valparaiso branch has seen a rise in the number of requests for Tech Help appointments, which is a testament to our staff's excellent customer service and strong technical skills. There were a total of 15 Technology Help appointments at the Valparaiso branch in January.
- PCPLS partnered with Porter County Recycling to put on the Fix-It Fair at the Valparaiso branch, which was a big success! Sixty-five people attended the Fix-It Fair where volunteers and professionals provided free repair expertise for small appliances, clocks, jewelry, glasses, and more!

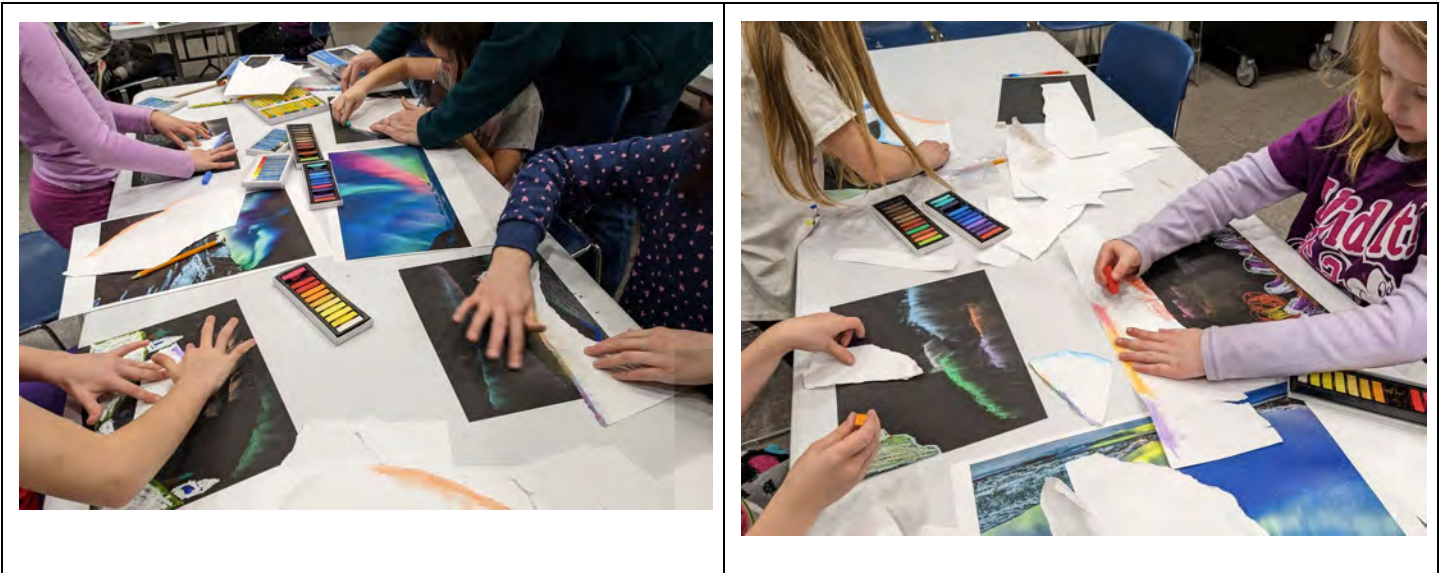
Technical Services

- Tech Services recently visited the New Carlisle-Olive Township Public Library. We toured their building and experienced how they organize their collection as a Dewey-less system. Our system has a long-term goal to move from the Dewey decimal system to a more patron-friendly organization system. This was a great opportunity to view how other libraries have organized their collection and to share ideas with other librarians. We have plans to visit, in person or virtually, other libraries to see how they approach more progressive filing systems.
- The Indiana Young Hoosier awards were announced at the end of January. We have taken stock of all 60 titles and added extra copies where needed to ensure that all patrons have easy access to copies of all of the books necessary for the voting process.
- Alia Dresher is our newest acquisitions team member. She joins us from the Kouts branch. We anticipate having her trained on patron requests, ordering, and invoicing over the next few months. We're excited to have her and her customer service skills as a former circulation staff member. These skills will be a great asset to our team and will help her excel during patron interactions that occur as a part of our patron requests.
- We recently acquired a subscription to the RDA Toolkit. This cataloging resource includes guidelines and instructions necessary for proper cataloging techniques. It helps set a standard for our cataloging team as we work in tandem with other Evergreen consortium cataloging partners.

Genealogy

- Chris and the team researched Kenworthy/Mud Lake school in Porter township. What a fun request that led us to some interesting photographs!
- The team used the Gary Diocese records for two marriage records, 1904 and 1926.
- We researched the history of the Town of Wheeler. What a Porter County gem!
- We were able to utilize books from Kent county, Delaware to answer questions for an Evergreen patron located in Hendricks county.
- Chris Martel finished indexing the Porter county jail books. Her next project is an index of the Valparaiso Fire Department books from 1956 - 1998.
- The team started a project for administration where they are searching for library board minutes and information. We can't wait to share this information once we have it put together.
- The department was contacted by a researcher from California whose ancestors were married in Porter County in 1870. The happy couple later moved to Colorado before settling in California. The husband was instrumental in creating the Coronado del Rey Hotel which is still standing in San Diego. Other descendants that were researching this couple in the 1980s were also located.

January System Snaps



Painting with Miss Sarah was a huge hit in Kouts. Everyone had a fun time getting messy and creating their very own Northern Lights.



Hebron is taking some time to learn more about what different animals do in the winter. Hibernation sounds like fun.

In Hebron, Paws to Read has the kids giggling for sure. Benny the Boxer knows his colors and Gracie the Corgi is the cuddliest pup you've ever seen.

January System Snaps



In Kouts, we were able to show our support with the help of a patron who had traveled with Eva Kor.



Hebron lit a candle for International Holocaust



Hebron had several profound books (and a movie) to

January System Snaps

Remembrance Day.



Hebron's Nerf Night was a HUGE success! Quite a few families were here for the very first time and said they loved our library and would be back!

share, to help celebrate Martin Luther King Jr. Day.

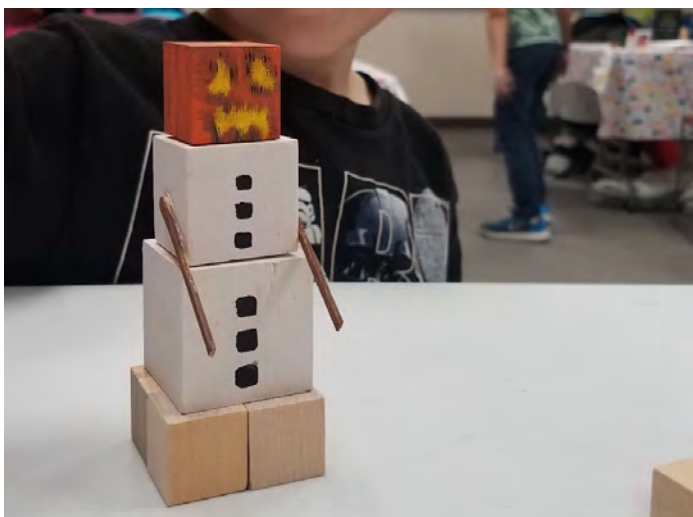


Penguins...In...Space! Having fun with books down in Hebron.



January System Snaps

Lego Club continues to be a popular program in South County. The kids enjoy the STEM Challenge that we add each time. In Hebron this month, we had to build the penguin a spaceship or a vehicle that they could get around in on their new planet.



Check out these unique patron creations from Allison and Courtney's Minecraft Cube program!



Paint and Pour at the Valpo branch continues to be a hit! This month, patrons painted a Cat-tastic version of Starry Night.

January System Snaps



The Girl Scouts toured the Valpo branch and had a blast with all of the new toys and furniture in the Youth Services department.

Miss Courtney led a book repair demonstration to help the Girl Scouts get their Book Artist badge.

January System Snaps



Steven toured the Valpo branch with the Daisies and Brownies. Afterward, they had fun working on a rainbow Chameleon craft!



The Valpo Youth Services department got new tables, and they even came in PCPLS colors- blue and yellow!



New materials have moved to a new spot in Valpo Youth Services, where there is plenty of room for browsing along with a spot to read and relax!

January System Snaps



We had fun with Bluey in South Haven!



Chef Jr. was a huge fun food-making hit in Portage, we packed the room!