

**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, March 15, 2023**

**NOTICE:** The Porter County Public Library System Board of Trustees will meet for its regularly scheduled meeting on **Wednesday, March 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 February 15, 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. Collection Policy Update (Inge)
4. Meeting Room AV Proposal (Angela)

Any other items

Adjournment (Olga)

Signature Session

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

- April 19, 2023 - Valparaiso Public Library
- May 17, 2023 - Valparaiso Public Library
- June 21, 2023 - Valparaiso Public Library

# Porter County Public Library System

## Board of Trustees

Meeting Minutes for Mar 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, Treasurer; Paul Knauff, Kevin Pazour (arrived 4:05 pm), and Stacey Whitten (remote). No board members were absent. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, and Associate Directors Inge Kokidko, Hayley Scott (remote), and IT Coordinator Angela LeNeave. Remote attendance was facilitated via Zoom.

### Public Comment

No public comment was given.

### Consent Agenda

Approval of Minutes from Feb 15, 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:** Roger Rhodes moved to approve the consent agenda as presented. The motion was seconded by Kristy Merritt.

**Discussion:** 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	absent	Y	Y

## Renovation Update

Renovation updates were summarized for HVAC backorders, Portage compressors, system air curtains, South Haven water heater leak, leak in director's office, and a major leak in the Hebron YS department due to a sump pump failure. During this time Kevin Pazour arrived at the meeting.

## Library Gardens Update

The director and two board members met with a landscaping design company, and the director also spoke with other vendors for comparison on cost estimates and found several opportunities for potentially significant savings. The director also met with the city of Portage and the redevelopment commission regarding the scope and vision of the project. The project is expected to go out to bid on April 17th, and awarded on May 25th. Construction is expected in July, and would not impact the parking lot during summer reading.

## Collection Policy Update

Proposed collection policy updates were summarized, including clarification of language, and the removal of procedural elements from the policy. Comparison to other library collection policies, and the future potential need to make the reconsideration process more manageable was also discussed.

**Motion:** Kevin Pazour moved to accept the policy as proposed. 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

## Meeting Room AV Proposal

The current AV needs in our meeting rooms and several proposals to update them were presented. The Sounds Cool Audio proposal for \$17,386.99 was recommended. It was clarified that funds are present in the budget to cover this cost.

**Motion:** Stu Summers moved to approve Sounds Cool Audio for the AV provider for the meeting rooms for. The motion was seconded by Paul Knauff.

**Discussion:** Extending these updates to other branches, the plans for the “Freedom Wall”, the old AV equipment, and cosmetic updates to the meeting rooms were 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

## Indiana Legal Help Kiosk

The Indiana Bar Association’s legal help program was summarized. Clarification of the project timeline, cost of ongoing maintenance, termination conditions, and legal services needed in our community were discussed.

**Motion:** Stu Summers moved to “authorize the president to approve this contract once Clay has had a chance to study it. And then we put this back on the October agenda for assessment.”

The motion was seconded by Kevin Pazour.

**Discussion:** Breaking up library space with their equipment 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:** Kevin Pazour moved to adjourn. Paul Knauff 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 4:40 pm.

Roger Rhodes, Secretary

# **February 2023**

## **Overview**

- February may only have had 28 days this year but it was an action-packed month at PCPLS.
  - Programming numbers increased as we continue to expand our programming and outreach efforts at our branches. Our team has been working with schools, OE, and various community organizations to form lasting partnerships. It's not unusual to see school tours in our branches weekly or the team out in parks throughout the county doing pop-up storytimes and programs.
  - Meeting room usage continues to be strong with 151 reservations and over 1,490 in attendance. This wonderful community space is available for our community to use throughout the year and we are often the only publicly reservable space in some of our communities. We have some big plans for updating those spaces and making them an even bigger draw for our residents.
- Big changes have been taking place at our branches as we rearrange our shelving units, creating new and inviting spaces. A huge thank you to our dedicated staff for assisting in these projects. Highlights include more space for our fiction collection to grow, the creation of new comfy seating areas, and an eye towards reducing hidden patron pain points such as moving large print closer to the door.

## **Important Upcoming Dates**

- March
  - 1: Friends of the Library Board Meeting
  - 15: Library Board of Trustees Meeting- Valparaiso
- April
  - 5: Friends of the Library Board Meeting
  - 19: Library Board of Trustees Meeting-Valparaiso

## **Personnel**

- Ending Employment
  - Parker Jacobsen 05/26/22 - 02/27/23
- New Employment
  - None
- Staff Development
  - The training team has been working on the creation of staff worksheets and micro-training sessions for our management team.
- Our recruiting module is fully active in Paylocity. This module has allowed us to streamline our recruitment and be more proactive in our hiring process.

## **Finance Notes**

- The benchmark for the budget at the end of February is that 16% of the budget should

be spent. So far, 13% has been spent and is on target to be within our estimated budget.

- The Library earned \$25,105.64 from Trust Indiana in February.
  - Included in the total interest earned is the Valpo Garden Donations, which earned \$648.16 in February.
- The Library received a check for \$30,000 from the Porter County Community Foundation as a sponsorship for the Library Gardens. A huge thank you to our friends at the PCCF!

### **Subscription/Contract Renewals**

- Subscriptions
  - New
    - None
  - Renewals
    - Infobase Learning Cloud - \$5,491.20
  - Cancellations
    - None
- Contracts
  - New
    - None
  - Renewals
    - None
  - Cancellations
    - None

### **Buildings, Grounds, and Technology**

- Kouts had one of their downspouts disconnected, during the heavy rains this month. The staff was able to catch the issue and it has been repaired.
- The Hebron entry floor repair was finished on February 11th. Hebron was closed to patron access for the inside during this time, but staff provided curbside service for patrons needing their materials, faxing, or copies made.
- The last of the shelves for the new Hebron teen area has been put up and all of the teen fiction books have been moved upstairs. Hebron is very close to the completion of this project they have been working on since before Covid. The staff is looking into new teen-worthy furniture for the area.
- As a part of the teen collection shifting, the Hebron Youth Services will soon have more space to work with. A shelf that had the teen collection on it will be able to be taken completely out and staff is looking into some new and fun furniture and play sets for the area.
- Hebron had a bit of a water issue in the Youth Services department, because of the recent heavy rains. The staff was able to catch it quickly and get it cleaned up.
- In order to enhance building security and ensure staff safety, the Valparaiso branch has worked hard to update its closing walkthrough procedures. The team has taken this effort very seriously and has done a great job adapting to the new process.

- The exterior doors of all facilities are being updated with new lock cores for better security.
- The collection shifting projects in the Valpo Youth Services department are nearly finished! The team has been working diligently over the past few months to complete this multi-step process, and the results are truly impressive to see! The department is now zoned more intuitively by reading level, meaning the chapter books are all together in one section and the picture books are all together in another section.
- The Valpo team has begun planning and preparing for the summer reading displays across the branch! A majority of the staff are participating in creating directional signs for fictional locations that will be displayed on several of our pillars. This has proved to be a huge team-building activity, and everyone is excited to start creating a land of whimsy for the summer! Our team member, Nikki, has been hard at work creating a cute creature display that is heavily inspired by children's author, Jan Brett. Her display should be up for March, directly across from the elevator near Youth Services.
- Portage moved games to a more prominent spot near the elevators and stairway to help generate interest in those items from people going up to youth services.
- Portage is doing some shifting in adult fiction and AV to help improve the flow in that space.
- The South Haven MOD team caught a leaking water heater and saved the day. Because of them a disaster was averted and the unit was replaced without damaging our facility. The team had recently been undergoing training for facilities-related walkthroughs. Well done!
- Hebron had some electrical outlets added to the Youth Services department. A minor change will offer the team some flexibility with their displays and workflows.
- This month Angela has been researching remote printing options. We have made some changes to our print server and we are in the process of updating our remote print service to a new, more reliable one which should resolve the issues that we have been experiencing.
- We are excited to report that our IT team has finished switching our phone system over to Nitco! We now have the ability to update our phone message to inform any callers of our closed dates as well as make other changes to our phone system as needed, and actually made use of this recently during the March 3rd weather event. We are really proud of how quickly our IT team was able to adapt to and successfully complete this project.
- We have been updating our electronic file organization to improve the discoverability of documents and simplify our records retention process. With over a decade of files already in place, this is a significant undertaking!
- The Admin team has been working with Shive-Hattery and some local landscape teams on finishing up the garden designs.
- Major shifting has been happening on the Valpo first floor with DVDs and Music CDs moving to the Non-Fiction side to allow us to expand our teen and fiction area. This multi-step process required plenty of planning and lots of teamwork to accomplish!

## **Public Relations and Marketing**

- The reach for social media and newsletters during February was 47,830.
- Facebook:
  - Our Facebook reach was 24,977.
  - Our account has 5,923 followers.
- Twitter:
  - The System has 561 total followers. We made 4 tweets with 677 impressions this month.
- Instagram:
  - The System has 1,290 Instagram followers.
  - We shared 34 posts on Instagram with 3,594 impressions.
- YouTube:
  - The System has 133 total subscribers. Our videos had 124 views this month.
- Pinterest:
  - The System has 83 followers. Our Pinterest account's reach was 151 people for the month.
- Newsletters: Our e-blasts were opened by approximately 16,214 patrons this month.
- TikTok: Our TikTok channel now has 662 subscribers. We posted 3 new videos and had 2,093 total views this month.
- Virtual Customer Service: Interacted with 49 patrons.
  - Google - 4 new five-star reviews
    - "Good wifi, friendly staff, good place to study"
- Our community engagement team's connection with the City of Valparaiso allowed PCPLS to highlight a few of our existing resources through our Disability Awareness partnership with the city:
  - Caleb Comfort Dog monthly visits at Valpo (expanding to Hebron in April, and hopefully one of our North county branches by Summer)
  - Book club recommendations and events
  - Parent/child book discussion event
- We continue to see strong use of our Book a Librarian Tool, with a reach of nearly 400 in February! This tool allows a consistent rapid response to requests, especially from our educational partners. We're especially excited to see an increase in requests from middle schools, and are hopeful it translates into more active engagement with teens at our branches!
  - 3 visits to middle schools
  - 19 visits to local preschools
  - Total reach = 398
- Dawn Ailes, of our Kouts branch, was invited again this year to present at a book-tasting event with NW Indiana Literacy Council. By being a part of this event, Dawn was able to reach out to a good amount of teachers, parents, and community members in the NW Indiana region.
- Our community engagement team is coordinating Seed Library displays at all five branches and expects those to hit the branches during the month of March. We're actively cultivating (pun intended!) partnerships with several community organizations to bring tie-in gardening



programs to our branches. Porter County Government is particularly excited about this program and how it can help improve the health and wellness of its employees.

- Each branch had a table for valentine's card making for the Senior Center from February 1st-February 9th. We had 2 senior centers that participated (Life Care Center of Valparaiso and Life Care Center of The Willows). We received an estimated 500 valentines cards from the public. Both senior facilities were excited to share the cards with their residents.
- Jesse conducted interviews with the paper regarding the Portage Library Garden and the County library garden projects. The community continues to be excited about the expansion of these spaces.

### **Youth and Teen Services**

- Hebron was thrilled with the turnout for our recent teen program, Altered Art: Thrift Store Edition. Teens were given the opportunity to put their own spin on some thrift store found paintings. Everyone had a lot of fun and we hope to continue finding fun programs that teens are interested in attending.
- The Kouts program, Mother Goose on the Loose, has been full up this past month. Patrons from all over the county have been coming in and inviting their friends. We are thrilled and hope the numbers keep climbing.
- Hebron had an amazing visit from Cinderella this month at their Bibbidi-Bobbidi-Ball. All the princesses and princes that attended had a wonderful time and even got to create their very own magical wands.
- Kouts had a fantastic turnout for their Hearts and Love Valentine's Day Party. We are so excited to have been able to make this into a much more inclusive event for our patrons.
- Allison and Courtney presented a fantastic new teen program called Paint What You Meme at the Valpo branch. Teens brought in a picture of one of their favorite memes and then got to recreate the image in a painting. There were a total of 19 teens in attendance, so it was definitely a great turn out! We had several requests that we offer this program again.
- The Valpo branch offered its first morning Lego Club program on February 21st. This addition to our programming calendar was made in response to Lego Club's continued popularity as well as community requests for morning children's programming. Our afternoon Lego Club is very much in demand and has expanded so much in size that it was moved to the downstairs combined meeting rooms. The morning option is a smaller group, which allows for more interaction between the programmers and attendees.
- Programs in Portage and South Haven are gaining popularity! We had good turnouts for Nerf Night and Winnie the Pooh: Books & Breakfast.

### **Adult Services**

- PCPLS has partnered again with the AARP to bring much-needed tax help to the people of Porter County. Working with the wonderful AARP volunteers, PCPLS has been able to have AARP tax appointments at the South Haven, Valparaiso, and Kouts branches. We have even been able to accommodate more appointment slots so that no one is turned away from this much-appreciated service.

- Both South County branches have started adult painting programs back up again. Patrons have been asking if this popular adult program would be back and South County is very glad to be able to have them once more.
- The Valpo branch held its first Film Club meeting in years on February 15th. Tiffany A and John B worked hard to get this program back up and running, and the night was a success with a total of 11 attendees! The group viewed a screening of “The Philadelphia Story” and participated in a discussion afterward. We plan to hold the Film Club each month going forward, to complement our current adult program offerings.
- Our programming leadership has been working on Adult Programming pillars that will form the foundation of our programming expansion for this essential age group.

### **Technical Services**

- In February we rolled out our newest kit. We created a Gardening Kit that contained several books, tools, and accessories in a large waterproof cart. We are preparing for our next new item in our collection, pre-loaded Roku devices. Patrons will be able to checkout a device that provides a variety of streaming services at no cost to the patron. This service is in response to changing patron trends in the consumption of content.
- The ALA Youth Media Awards were announced at the end of January. TS staff ensured that we own copies of winners and honorees of all 30+ awards. Often these award winners are used heavily in the schools and are used for our own library programs such as Preschool story hour, which uses the Firefly award winners.
- Danielle has completed the Evergreen training necessary to perform record maintenance. This will give our team more agility and allow her to continue to grow her skills!
- The cataloging team has implemented some new practices for creating call numbers in order to improve discoverability and ease of access for patrons.
- Jackie has begun preliminary discussions with Baker & Taylor to begin exploring the possibility of outsourcing some of our cataloging, and a few additional processing tasks. This would free system staff to work on other service-enhancing projects and decrease our turn-around times for new items, getting them into the patron's hands faster.

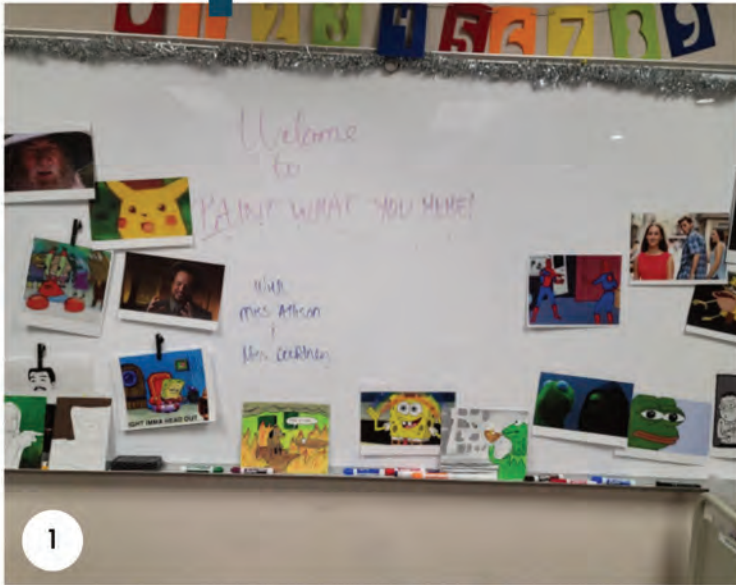
### **Genealogy**

- Libraries are based on cooperation and this month really showcased the way we all work to help each other. We sorted through a box of clippings from the La Porte Public Library. These were mostly Porter county stories that made the La Porte papers. We also separated out the Westchester township (Chesterton, Porter, and Burns Harbor) articles to give to the Westchester Historical Museum.
- We were excited to receive microfilms of The Times for all of 2022!
- We researched and found information for the next Valparaiso magazine article about Chester, Inc., the original company that made Orville Redenbacher popcorn.
- We dug into the house history for the new owners of 354 Valparaiso St. They want to name their house after the builder/designer, Roy Berkey, who lived there for over 30

years. Roy was likely the builder and designer as that was his occupation in the census and his obituary.

- Our patrons had some great things to say about us including a nice compliment from a visitor who said that we had a great collection.
- Our DAR volunteers are planning to work with NWIGS on their next project. We are grateful for the time they have put in this past year.
- A new volunteer has been working on the Indiana Steel Products/Indiana General newsletters. This index has many local people who worked there at one time and will make a great addition to our searchable collection.
- We are still getting obit requests from Virtual Customer Service and folks that call in for the information. These are people living across the country that are excited at the service we are able to offer.
- We were able to find a photo in a Hebron book for a patron looking for the family business. They were extremely grateful!
- The team pulled Indiana General information for a former employee. He will be happy to see the index.

# Valparaiso



1 Allison and Courtney had a fantastic time during our Teen Paint What You Meme program. This picture shows all of the samples the teens could choose from if they didn't bring their own.

2 Teens having fun painting memes with Courtney and Allison!

3 Patrons had a blast painting their very own pet rocks with Miss Emily!

4 Kelleen and Courtney did a great job creating our Blind Date with a Book display! It was a hit with patrons and had to be re-filled with more books multiple times.

5 Penny and Steven are here showing off Lego creations from the Valpo branch's first morning Lego Club!

# Hebron



1 It was a Bibbidi-Bobbidi-Ball with Cinderella and magic was in the air! The kids loved dancing and granting wishes with the magic wands that they made!

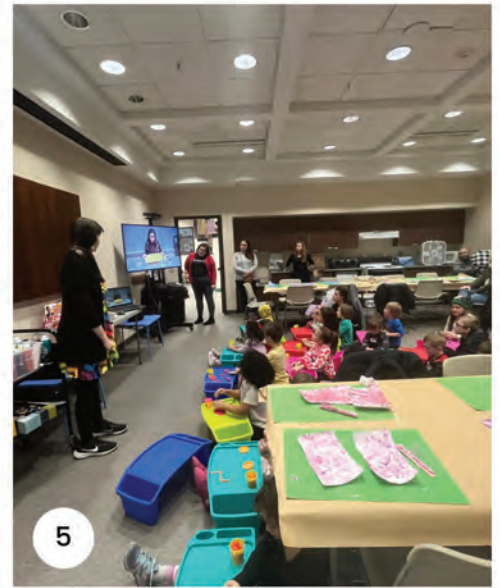
2 Snack, Snooze, Skedaddle! Learning about "Animals in Winter" with the Porter County Parks Department was so much fun!

3 Creativity flowed at our Altered Art: Thrift Store Edition Art Program for Teens! Many said they want to try it at home as well!

4 This fun interactive story about Grumpy Bird brought anything but grumpy faces!

5 Bake Me a Story had homemade pop tarts & lots of smiles on the menu this month!

# South Haven



1

Sandra King hands out the day's activity for Stem Saturday in South Haven.

2

Kids enjoying some hands-on fun at Stem Saturday in South Haven!

3

South Haven had a full house for our Stem program, and the children participating loved getting to use PlayDoh for their projects.

4

Patrons love enjoying a puzzle and a beautiful view in South Haven.

5

Exposing kids to simple STEM activities at an early age today sets a foundation for higher learning tomorrow – this is part of why STEM Saturdays at South Haven are always so popular and important!

# Kouts



1

Lots of fun to be had for the Kouts Valentine's Day Party. There were tasty snacks, exciting games, and fun crafts to be made.

2

These little ones made so many interesting kinds of pizza for Pizza Day at today's storytime!

3

Everyone had a fun and relaxing time creating their very own picture of the Northern Lights. It was a great way to brush those winter blues away.

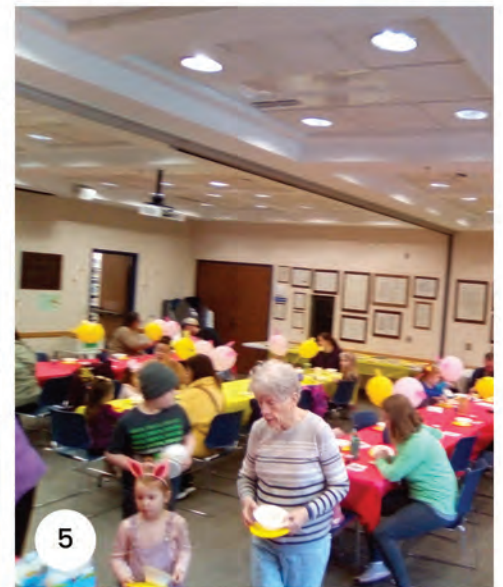
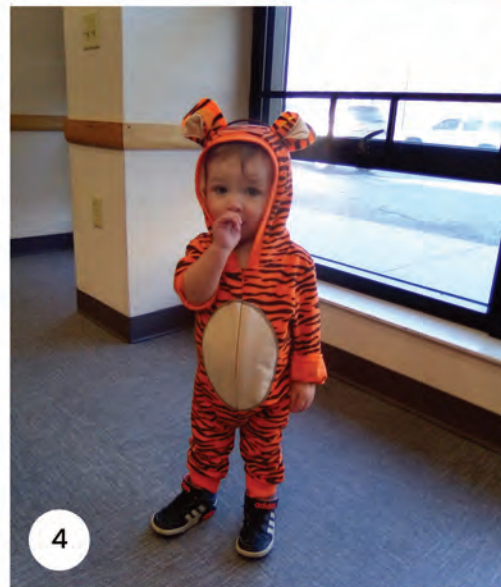
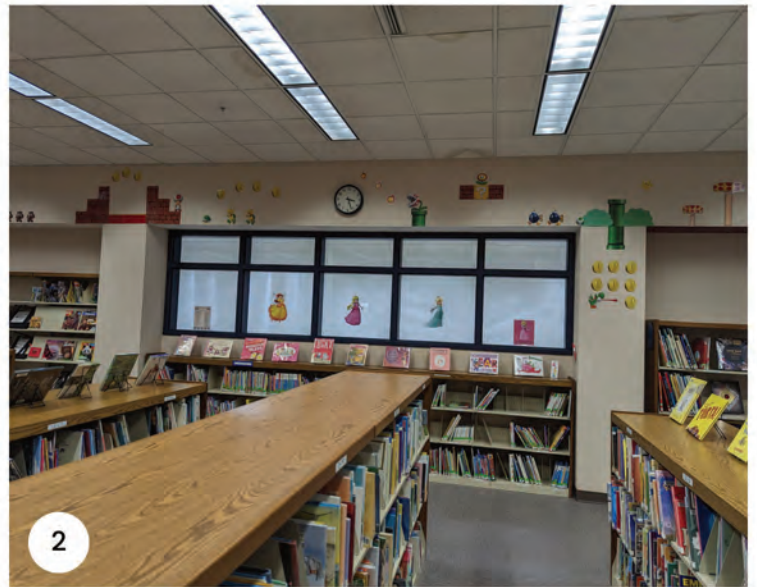
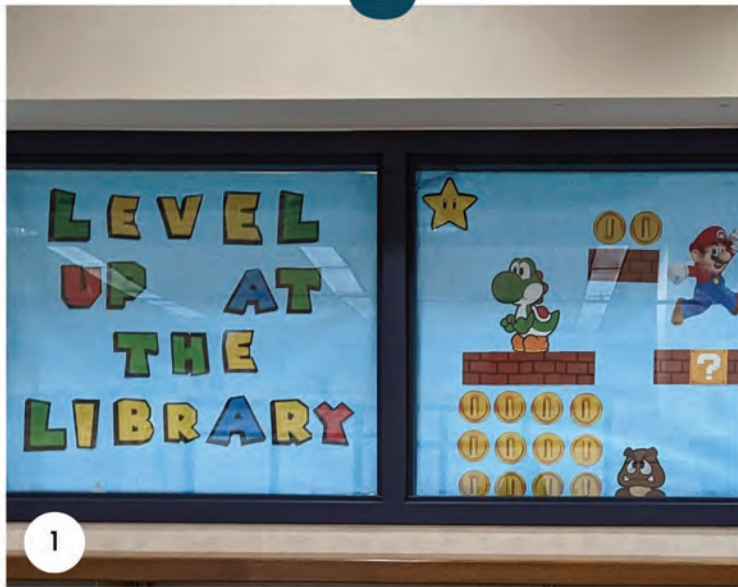
4

We got to share the love while making heart pillows at this month's Kids Craft Program.

5

Painting programs are so popular and always a blast! Bet you would love to have as much fun as Miss Dawn is having.

# Portage



- 1 Our staff has had a blast decorating with a Mario theme in Portage Youth Services.
- 2 Mario is the theme for Portage Youth Services this month, because March 10 (MAR10) is Mario Day!
- 3 Attendees enjoying Winnie the Pooh themed breakfast in Portage.
- 4 Everyone loves a trip to the Hundred Acre Woods... Our Winnie the Pooh Breakfast had a full house!
- 5 As you can see, we even had some patrons come in costume, including this little Tigger.