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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, June 21, 2023**

**NOTICE:** The Porter County Public Library System Board of Trustees will meet on June 21, 2023, at 4:00 p.m. at the Valparaiso Public Library, 103 Jefferson St. Valparaiso, IN, 46368.

**Public Comment on Agenda Items:** (Olga)

The 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 May 17, 2023 (Roger)
2. Approval of the Executive Session Minutes from May 17, 2023 (Roger)
3. Financial Report
  - a. Treasurer's Report (Stu)
  - b. Approval of the Claims Register (Hayley)
4. 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. Establishment of Garden Funds (Jesse)
4. Investment Rates Review (Hayley)

Any other items  
Adjournment (Olga)  
Signature Session

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

- July 19, 2023 - Valparaiso Public Library
- August 16, 2023 - Valparaiso Public Library
- September 20, 2023 - Valparaiso Public Library

# Porter County Public Library System

## Board of Trustees

Meeting Minutes for Jun 21, 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, and Stacey Whitten. Kevin Pazour was absent. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, and Associate Directors Inge Kokidko & Hayley Scott.

### Public Comment

No public comment was given.

### Consent Agenda

Approval of Minutes from May 17, 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:** Kristy Merritt moved to approve the consent agenda as presented. The motion was seconded by Roger Rhodes.

**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

The HVAC project will be completed tomorrow. Factory resets and sprinklers were discussed.

## Library Gardens Update

Updates were given for the Portage garden approval, groundbreaking date, donation page, South Haven garden, and woods landscaping. Discussion included donations clauses, such as morals and maintenance. It was recommended that the board approve the South Haven landscaping quote by RLM for \$14,167.68.

**Motion:** Stu Summers moved to “approve Jesse moving forward with the amount of \$14,167.68”. The motion was seconded by Stacey Whitten.

**Discussion:** Erosion control was discussed.

**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

## Establishment of Garden Funds

Garden funds for South Haven, Hebron, and Kouts would mirror those set up for Valparaiso and Portage. The Kouts fund would also include moving \$20,000 from the Brzykcy estate.

**Motion:** Stu Summers moved to “approve the resolutions to establish the South Library Garden Fund, Hebron Library Garden fund, and Kouts Library Garden Fund”. 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	absent	Y	Y

## Investment Rates Review

A summary of the Report of Investments was given.

## Future Board Officers

A slate of officers was proposed including Kristy Merritt as president, Roger Rhodes as vice president, Stu Summers as treasurer, and Paul Knauf as secretary. Stacey Whitten's eight years of service on the library board was also recognized.

## Adjournment

Roger Rhodes moved to adjourn, Kristy Merritt seconded. The motion passes unanimously. Meeting adjourned at 4:30 pm.

Roger Rhodes, Secretary

# May 2023

## Overview

- In most years May dips slightly as people head out and enjoy the amazing weather and prepare for the beginning of summer and the end of the school year. This year, however, our door count was up 10% and our circulation of physical items was up 5%! It was great to see the building so full last month.
- While physical items did well, e-circulation continued to rise at 33% overall, and for the first time ever, our e-Branch became our largest circulating branch for the year to date. With double-digit increases in usage each month, we expect this trend to continue. A huge part of this increase is our participation in the Indiana Digital Library consortium which continues to grow and expand.
- You'll notice the branches all look fantastic as our teams have been working hard to decorate for Summer Reading. The kids coming in are always filled with awe seeing the creations our team comes up with. This year we have already received positive feedback for all branches and their efforts!

## Important Upcoming Dates

- June
  - 1st: Summer Reading Begins!
  - 7th: Friends of the Library Board Meeting
  - 21st: Library Board of Trustees Meeting- Valparaiso
- July
  - 4th: Library Closed for the Fourth of July
  - 5th: Friends of the Library Board Meeting
  - 19th: Library Board of Trustees Meeting- Valparaiso

## Personnel

- Ending Employment
  - None
- New Employment
  - Brittany Paxton, Library Clerk
- Staff Promotions
  - Nikki Fuccillo, Full-Time Library Clerk
  - Stephanie Gerber, Full-Time Library Clerk
- Staff Development
  - The Valparaiso and North County management teams are training to become Notary Publics. Kelleen and Allison are now both notaries! Steven, Courtney, Ty, Ryana, Tifani, and Brenda are currently working on their notary training. Kellie and Monique completed their continuing education to maintain their active notary status.

- Amy conducted phone interviews for part-time LC 3 and maintenance positions.
- Kellen at Valpo has been working on a new Volunteer intake application and process.
- Roger Rhodes has been reappointed for his third term as Board Trustee. Roger has the most difficult appointing process of all trustees. While other trustees are elected by either the County Council, County Commissioners, or the Valparaiso School Board, Roger's is appointed by the School Board Presidents of the other school districts that serve Porter County. That is a lot of organizations meeting on various times and dates that need to be contacted and collected. Roger received yes votes from Alayna Pol of Duneland, Steve Lesko of East Porter, Jeff Nilsen of Boon Township, and Natalie Wargo of Porter Township School Corporation.

### **Finance Notes**

- The budget benchmark for the end of May is that 42% of the budget should be spent. So far, 36% has been spent and we're on target to be within our estimated budget.
- The Library earned \$25,445.41 from Trust Indiana in May.
  - Included in the total interest earned is the Valpo Garden Donations, which earned \$806.85 in May.
- In May, the library received \$35,786.31 from the Karen J. Brzykcy Estate for a total of \$111,335.45 received for the Kouts branch!
- The Valparaiso branch was the recipient of a \$5,000 donation from the Edward H. Kolner Estate during the month of May.
- Our new square registers have been installed. A huge thank you to Hayley for researching and finding the best and simplest option for our teams. It will also serve as our donation page on the website.
- Jesse met with our new Paylocity rep to go over options for a centralized scheduling process that will help our team adapt to staff challenges.

### **Subscription/Contract Renewals**

- Subscriptions
  - New
    - None
  - Renewals
    - Weiss Financial Ratings - \$3,495.00
  - Cancellations
    - None
- Contracts
  - New
    - Otis - \$9,900.00
  - Renewals
    - None
  - Cancellations
    - None

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

- Hebron had their new HVAC system installed the week of May 15th. A big thank you to Porter County's Emergency response team for setting up their emergency AC units. Because of them, we were able to keep the library open to patrons and only have the youth service area closed when the HVAC crew was working in the mechanical room.
- Kouts also had their new HVAC system installed this month, on the week of May 22nd. Thank you again to Porter County's Emergency response team for their AC units. Kouts was able to stay completely open the whole operation. There was an issue with a coolant leaking before opening one morning. Kout's alarm was triggered and the Kouts fire department responded right away. Nothing was damaged and the coolant leak was quickly repaired.
- All branches have worked with their local fire departments to update their Knox box keys. While doing this, Hebron and Kouts discovered that their Knox box will need to be replaced and will be working with the Hebron fire department to get this done.
- Tuckpoint and brickwork continue, with the Valpo branch underway now that both Hebron and Kouts have been completed.
- We had an issue relating to a pressure valve at Portage and one at Kouts that was discovered during an annual audit of our boiler system. These are fairly simple fixes that will put us in alignment with current standards.
- We've discovered some sprinkler system issues at our Kouts branch that are currently being worked on. These issues are due in part to corrosion over time and poor repairs to our sprinkler pipes. Additionally, we had a compressor failure on the dry system that resulted in the fire department coming out. We have identified the issues and the repairs should resolve the problems.
- Sounds Cool Live Audio has begun the meeting room AV equipment installation. We have all new speakers in the ceiling and audio controls on both sides of the room. We are still waiting on the projector but everything should be installed and ready to use by the end of the month.
- We updated our document feed scanners for the scan stations. The old scanners had issues with frequent paper jams and document misalignment. We've had the new scanner out at the Valparaiso location for several months now and it hasn't had any issues.
- We moved our remaining Frontier fax lines to Nitco so all our phone and fax lines are with the same provider.
- We had two Opportunity Enterprise clients come in and job shadow Nathan this past month. He showed them around and talked to them a little about working in IT at the library.

### **Public Relations and Marketing**

- The total reach for social media and newsletters during May was 89,992.
- Facebook:
  - Our Facebook reach was 21,295.

- Our account has 6,137 followers.
- Twitter:
  - The System has 565 total followers. We made 5 tweets with 516 impressions this month.
- Instagram:
  - The System has 1,335 Instagram followers.
  - We shared 8 posts on Instagram with 1,448 impressions.
- YouTube:
  - The System has 133 total subscribers. Our videos had 96 views this month.
- Pinterest:
  - The System has 83 followers. Our Pinterest account's reach was 80 people for the month.
- Newsletters: Our e-blasts were opened approximately 65,290 times this month.
- TikTok: Our TikTok channel now has 736 subscribers. We posted 1 new video and had 1,267 total views this month.
- Virtual Customer Service: Interacted with 70 patrons.
  - Google - 4 new five-star reviews
    - "...my husband had to go print some paperwork, my toddler and I went to the kids' area upstairs and had an absolute blast. So clean and organized, and the librarians upstairs and downstairs were so welcoming and sweet, will definitely be coming back and supporting our local library when we can!"
    - "Very nice library. There is a complete floor for kids that I think is just wonderful. The main floor has areas to sit and study. The front desk is very helpful. The books are easy to find..."
    - "Always very helpful and sweet librarians. My daughter loves this library more than any others."
- Our Marketing Team was hard at work promoting 2023's summer reading campaign, Imagine Your Story, throughout the month of May. This year, we released custom bookmarks that feature PCPLS branded Imagine Your Story graphics on one side, and on the other side promote our summer reading programming and events, challenge registration, and more! Between partnerships with community organizations, community events, branch usage, and school visits, our team has used these bookmarks to spread the word about Imagine Your Story to over 3,000 people!
- The first weekend in May marked our first annual Dunes LitFest children's literature festival in collaboration with Valparaiso University. Our Community Engagement team worked closely with Professor Benjamin Boche, and Director of Professional Educators Partnership Emma Kelley over a span of months to coordinate this two-day event, which was a hit featuring a variety of children's authors and illustrators from across the nation, school visits, and so much more!
- Our Outreach team had a great time at the City of Portage's Senior Health Fair and was lucky enough to use the opportunity to promote our digital resources and all-ages summer reading program to the seniors in our community.
- Jesse and Inge met with State Librarian Jacob Speer regarding the impact of pending legislation on the Indiana Digital Library.



- Our Rotary Garden was able to host a Rotary meeting where the Valpo high school football coach presented to its members. It was a great day for an awesome meeting!

### **Youth and Teen Services**

- At the Kouts branch, the Mother Goose on the Loose program has been so well attended that we will be adding a second time slot. We found ourselves running out of space and shaky eggs and hope that this second program slot will help.
- In Hebron, our team visited the elementary schools, as well as had the kids visit the library for field trips and a town-wide scavenger hunt. In Hebron, we were able to start a partnership with the new school superintendent and elementary principal, being invited to not only go to the elementary school and talk about our summer reading program but also for the back-to-school carnival that they are planning for the next school year.
- In Kouts, we had the kindergarten and first-grade classes come on a field trip to the library. Kids and their teachers had a lot of fun learning more about the library and all the upcoming and exciting events we have planned. We also got invited to go and talk to the whole elementary school about the summer reading program and we were even included as a stop on the town-wide scavenger hunt that the middle school did for their field day.
- At the Kouts branch, the final Kouts Elementary School art show was a blast. We had 233 patrons attend. The kids loved showing off their works of art and the parents/guardians and other family members loved seeing their children's art on display in the library. We were able to let a lot of new patrons know about the system's upcoming summer reading program and all the exciting activities that we have planned.
- Kouts held their annual celebration for Star Wars Day, on May the fourth. Kids got to make their own popsicle stick lightsabers, practice their force skills with ring toss, and do several fun Star Wars themed crafts. Everyone had a great time and every young padawan took home a sweet treat.
- Emily E. led a kids' rock painting program at the Valpo branch on May 10th, which was a huge hit with families! The theme for this program was to paint a pet rock, so there were googly eyes and other fun accessories available to bring the rocks to life! Patrons had a blast painting and really went all out with their imaginations! Emily noted that many of the parents in attendance said they wanted more programs like this. We plan to offer it again in the future since this program was well-attended and a lot of fun for everyone involved.
- The Valpo branch held another meme painting program for teens in May! This program has been something of a patron favorite. Teens painted a variety of memes, ranging from the "it's wednesday my good fellows" toad to "NO THIS IS PATRICK!" We had 12 patrons join us for this fun, chaos-filled painting program.
- The Lego Club at the Valpo branch continues to be very successful. Steven leads two Lego Clubs per month to meet the high demand for this program. We added the morning Lego Club at the suggestion of a patron who asked for more programming options for children who are home-schooled. We are happy we were able to meet the needs of our community in this way.
- In anticipation of the library's Summer Reading "busy season," Kellie and the Valpo management team have been hard at work training team members to work in the Youth

Services department. Stephanie, Kim, Bethany, and Liz have all begun training upstairs and are sure to be amazing additions to the YS team! Kellie has been doing a wonderful job with Library Clerk training, covering advanced but important topics like readers' advisory.

- Lakeshore PBS used Portage's youth services department as the backdrop for their interview with Mya Fieleke with First Things First.
- Amanda, Amy, and Sandra did a great job preparing our facilities for summer reading. Patrons are amazed and appreciate all the hard work they have done.
- Outreach in North County is a huge part of why our summer reading program is always successful. Amanda, Amy, and Sandra worked with our systems teams to visit schools and conduct tours at both branches.

### **Adult Services**

- The Valparaiso branch staff are continuing to work on a large shifting project in our nonfiction book collection. This project has been quite an undertaking, as it involves adjusting shelf heights, adding rows of shelves, identifying oversize books, and shifting books. Nevertheless, our team is up to the task and has been working diligently!
- Paint and Pour, an Adult Painting program led by Allison and Nikki at the Valpo branch, is one of our most popular offerings. We are planning to add a watercolor painting program starting in August, to be led by Nikki. This will be a great addition to our calendar, as Paint and Pour tends to have a waitlist soon after registration opens!
- The Valparaiso branch has offered a series of Journaling workshops in partnership with the Porter County Arts Commission. The May workshop showcased several examples of how to spruce up hand-made cards. These workshops have been well-received by our patrons, and the next series is scheduled to start in August!
- South County is excited to be able to host another painting class at both branches next month. We have something super special planned to go along with the summer reading theme this year.
- The book clubs in both Kouts and Hebron decided to continue on through the summer and are excited about their book picks.
- The system programming team led a painting class at this month's OE Respite visit, to highlight and promote PCPLS' events calendar. The artwork created is currently on display on the Art Wall at the Valparaiso branch.
- Sarah Geer met with the Senior Advisory Committee to confirm dates, plans, and procedures for the Portage branch to host the annual Senior Art Fair.
- Amanda Koeppen has been hosting a successful learn-to-sew program in north county. Patrons really enjoy her classes and have requested more of them.
- The community engagement team partnered with several community organizations and agencies to plan, promote and present numerous events and resources throughout the month of May:
  - Indiana Jewish Heritage Society to coordinate, promote and present displays and events at the Valparaiso branch during the month of May (Jewish Heritage Month).

- HOST (Homeless Outreach Services Team) to select pilot locations for their soft launch of monthly HOST sites. Valparaiso branch was selected as one of the HOST launch sites. Porter County Health Department, Porter Starke, Housing Opportunities, and the Valparaiso Fire Department will provide free medical supplies, resource information and intake screenings, and health screenings.
- FTF Connection Task Force Team to help coordinate a community grant application that could potentially impact the health and wellness of Porter County parents, caregivers, and kids 0-5 years.
- Purdue Extension to coordinate a (very popular!) Food Tasting event, as part of our Porter County Government Health Task Force partnership.
- Our much-requested Seed Library officially launched in a soft opening. The community enjoys being able to grab seeds on the go! This has been a huge hit and our partnership with the Northwest Indiana Food Council has allowed us to keep the library stocked. Next up? Harvest season!

### **Technical Services**

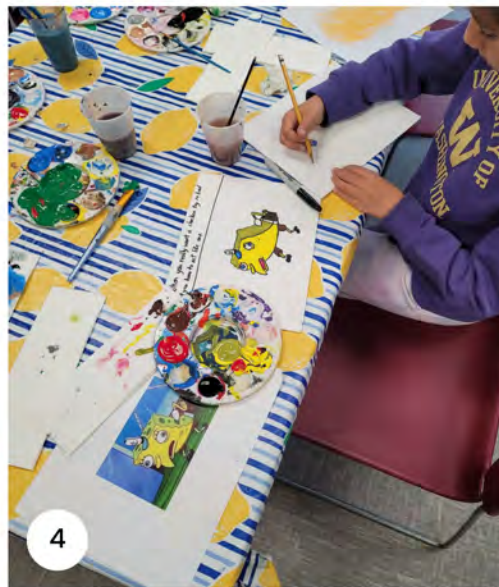
- Tech Services are working on cataloging an order of large, oversized children's picture books. These fun and engaging books will be used in-house for activities such as storytime, and are especially useful for outdoor storytimes in the garden as they are visible from a further distance.
- We were able to take advantage of a promotion to order a large quantity of high-quality children's nonfiction books, and we are working on getting those distributed. All branches received many series on topics ranging from geography to diverse animal species to dealing with life issues.
- Tech Services managers will be attending the upcoming ALA conference and plan to gather more information about RFID, circulating novel devices like Roku, and other strategic technical services management techniques.

### **Genealogy**

- We use a variety of different sources in genealogy to help our patrons. This month we used the Gary Diocese films to search for marriage and baptism records for a patron. While we didn't find it, the patron was grateful for our efforts and appreciated our time.
- Chris set up a talk for the Central Neighborhood Association on House Histories on Jun 14, 2023. We get many requests about this topic, so we hope it will be well attended. This patron is currently in London, England.
- While we had a small group for beginning genealogy on May 6, they asked great questions and also had a tour of the department.
- While Summer is slow at times in our area, patrons often take advantage of the great weather to travel to our space. So don't be surprised to see tons of people in the space!
- The team pulled information on "The Stroller" William O. Wallace for a patron who now lives on his former property. The Stroller articles ran in the Vidette-Messenger newspaper for many years and we have accumulated copies of all the published columns.

- We had visitors from Dallas, TX here to research family. We were able to find a newspaper article about the couple's Golden Wedding Anniversary, located their house on Lincolnway, and sent them to St. Paul Cemetery with a map and directions.

# Valparaiso



- 1 Emily and Corine greeting the crowd at their Book Babies program!
- 2 Allison and Nikki getting prepped for May's Paint & Pour!
- 3 Allison completed this amazing Youth Services display just in time for Summer Reading!
- 4 Art-in-progress at the teen program, Paint What You Meme: The Sequel!
- 5 Courtney created this cool Dungeons and Dragons-themed display for our YA area at the Valpo branch!

# Hebron



1 Everyone is excited for summer reading at the Hebron Elementary School!

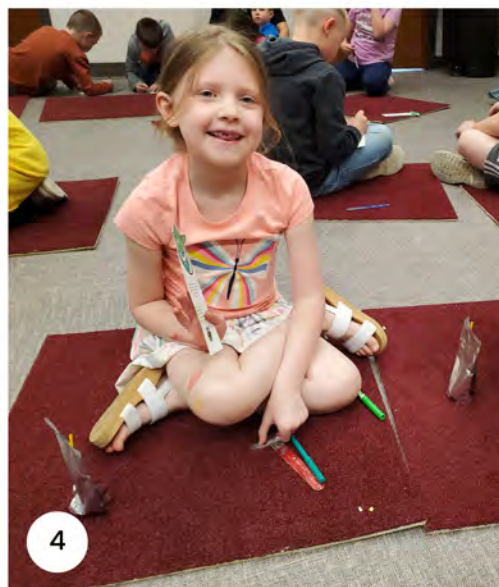
2 We had a rootin' tootin' great "Tall Tales" Storytime, y'all!

3 We built "podracers" to race for our Lego Club Star Wars STEM Challenge!

4 Time to release the butterflies! The kids loved seeing their release outdoors at our storytime in the park.

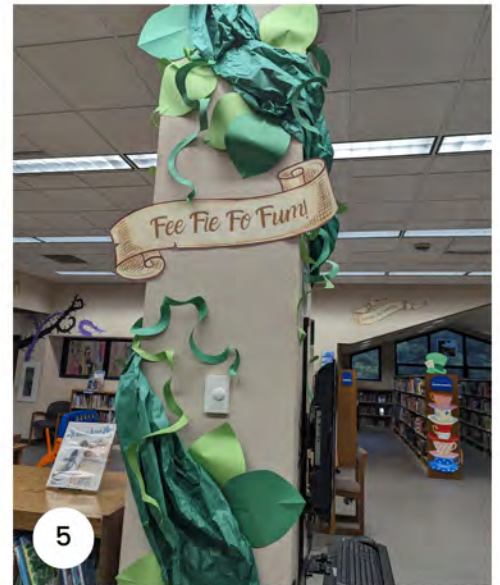
5 May was a good time to experience the "magic" of butterfly transformation at the Hebron Library.

# Kouts



- 1 What will we build today at the Kouts Library?
- 2 We got to make our very own lightsabers for Star Wars Day! Don't worry. These guys are trained Jedi.
- 3 Guardians, parents, and family came to see all the fantastic art at the KES end of year art show, hosted by the Kouts library.
- 4 "Do or do not. There is no try." And for Star Wars Day at the library, everyone definitely did have a lot of fun.
- 5 The Kouts branch once again partnered with KES to put on their art show. Kids made their pet's face out of clay. Look at all those awesome animals!

# Portage



- 1 Amanda Koeppen reading a picture book in our Little Blue Truck program.
- 2 Some of our Portage Book Club members!
- 3 Staff created an inviting stairwell leading up to our youth services department as we gear up for Summer Reading!
- 4 Mya Fieleke with First Things First being interviewed in our youth services department by Lakeshore PBS.
- 5 Staff have a ton of fun decorating for Summer Reading!



# South Haven



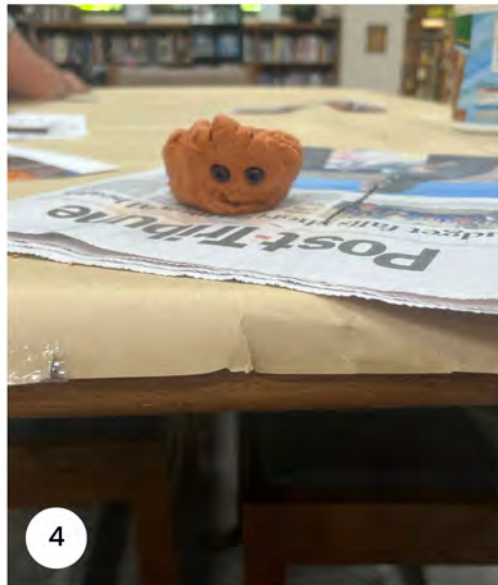
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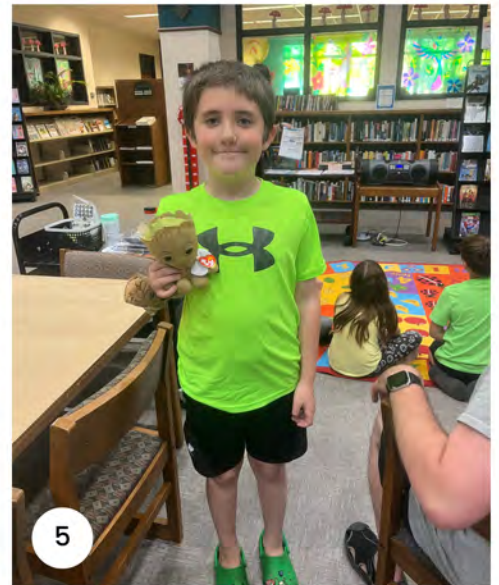
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- 1 Amanda Koeppen, along with several helpers enjoyed getting South Haven's youth services department decorated for Summer Reading.
- 2 South Haven youth services decorated for Summer Reading.
- 3 Amy Keleman reading a picture book during South Haven's Storytime.
- 4 Several Groots were made at the Groot Gala!
- 5 Kids enjoyed Groot centered activities during our Groot Gala in South Haven!