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Clay Patton

Library Director

Jesse Butz

Porter County Public Library
System

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Valparaiso, IN

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pcpls.org

BOARD MEETING AGENDA: Wednesday, January 17, 2024

NOTICE: The Porter County Public Library System Board of Trustees will meet on January 17, 2024, at 4:00 p.m. for its regularly scheduled meeting.

Public Comment on Agenda Items: (Roger)

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: (Roger)

1. Approval of the Minutes from December 13, 2023 (Paul)
2. Financial Report (Stu)
 - a. Treasurer's Report
 - b. Approval of the Claims Register
3. Approval of Communications (Jesse)
 - a. Friend's Report
 - b. Director's Report
 - c. Patron Comments

ITEMS FOR INDIVIDUAL CONSIDERATION:

1. Rainy Day Transfer Resolution (Hayley)
2. Encumbrance Resolution (Hayley)
3. Valpo Renovation Cost Analysis (Jesse)

Any other items

Adjournment (Roger)

Board of Finance Committee Meeting To follow (Roger)

Signature Session

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

- February 21, 2024 - Valparaiso Public Library
- March 20, 2024 - Valparaiso Public Library
- April 17, 2024 - Valparaiso Public Library

Porter County Public Library System Board of Trustees

Meeting Minutes for Jan 17, 2024

The regular meeting of the library board of trustees was called to order at 4:02 pm at 103 Jefferson St. Valparaiso, IN 46383. Roger Rhodes presided.

Members in attendance included Roger Rhodes, Vice President; Paul Knauff, Secretary; Stu Summers, Treasurer; Kevin Pazour, Julie Giorgi, and Olga Granat. Kristy Merritt was absent, and Paul Knauff arrived late at 4:05 pm. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, and Assistant Directors Inge Kokidko & Hayley Scott.

Public Comment

No public comment was given.

Consent Agenda

Approval of Minutes from Dec 13, 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 Olga Granat.

Discussion: Paul Knauff arrived during this discussion at 4:05 pm. Communications reports were summarized. The details of a lawsuit involving a notary were discussed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Rainy Day Transfer Resolution

Hayley Scott recommended transferring the full 10% of unexpended appropriations, \$722,301.00, from the operating fund to the rainy day fund.

Motion: Stu Summers moved to approve. The motion was seconded by Kevin Pazour.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Encumbrance Resolution

Hayley Scott recommended that purchase orders from 2023 are encumbered and brought forth into 2024 calendar and fiscal year, totalling \$184,192.59.

Motion: Julie Giorgi moved to “approve the resolution to record outstanding encumbrances from 2023 carried forward to 2024.” The motion was seconded by Olga Granat.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Valpo Renovation Cost Analysis

Strategic considerations for a renovation of the Valparaiso branch were discussed.

Motion: Stu Summers moved to “move approval of the Valparaiso renovation cost analysis proposal submitted by William S. Gorski Jr. CPE, LEED AP.” The motion was seconded by Kevin Pazour.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Any other business

Notary Lawsuit

The board revisited an earlier discussion that occurred during the consent agenda regarding a lawsuit involving a library staff notary.

Motion: Julie Giorgi moved to “authorize Clay to represent the staff member in the notary case”. The motion was seconded by Paul Knauff.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Resolution to Transfer Appropriations within the Operating Fund

A recommendation to transfer funds from various budget lines to the ebook line was summarized.

Motion: Stu Summers moved to “approval of resolution to transfer appropriations within the operating fund”. The motion was seconded by Julie Giorgi.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Adjournment

Motion: Stu Summers moved to adjourn. Julie Giorgi seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with 6 in favor and 0 opposed.

Meeting adjourned at 4:42 pm.

Paul Knauff, Secretary

December 2023

Overview

- December finished off the PCPLS calendar year on a high note with Holiday Open houses, exciting programming, and many additions to our collections.
 - Teams throughout the system went above and beyond with our decorations and open house preparations. A huge thank you to our staff and volunteers who made the entire month a winter wonderland for our patrons!
 - We continued our commitment to expanding our electronic resources with a major expansion in December to drive hold ratios down. Our electronic circulation was up another 48% for the month of December and up 39% for the year while holds ratios continue to decrease!
 - Perhaps the most popular addition to our system was the extremely popular Dolly Parton's Imagination Library. The library had over 2,000 families enrolled and has had fantastic publicity in the community!
- A mild winter in December allowed our teams to continue working on our facilities, with progress being made on the Portage and South Haven gardens.

Important Upcoming Dates

- January
 - 1: Library Closed
 - 17: Library Board of Trustees Meeting
- February
 - 7: Friends of the Library Meeting
 - 21: Library Board of Trustees Meeting

Personnel

- Ending Employment
 - Randy DeLeon - Custodian
- New Employment
 - Isabella Santana - Library Clerk, Valparaiso Branch
- Staff Development
 - Brittany and Madeline from the Valparaiso branch have been promoted to LC1 and have been doing a great job! They will continue to work in different areas and master their skills. New hires, Bella and Megan are doing a wonderful job learning the ins and outs of Circulation. We're really grateful to have them join our team!
 - Kelleen has been testing out a volunteer scheduling software called Better Impact, which will streamline our process quite a bit. We hope to launch this soon! Kelleen is also planning to work with Ryana from the Portage branch as they are building a volunteer program in North County.
 - Jesse and Willow conducted interviews for the Marketing Coordinator position.

- Jason conducted interviews for a custodial position.

Finance Notes

- The budget benchmark for the end of December is that 100% of the budget should be spent. As of December 31, 2023, the library was under budget by 5.7%.
- The Library earned \$34,704.93 from Trust Indiana in December, making our year-to-date total \$356,299.15!
 - Included in the total interest earned is the Valpo Garden Donations, which earned \$889.77.

Subscription/Contract Renewals

- Subscriptions
 - New
 - None
 - Renewals
 - None
 - Cancellations
 - None
- Contracts
 - New
 - None
 - Renewals
 - None
 - Cancellations
 - None

Buildings & Grounds

- Jason and Aiden dismantled the high-top computer lab setup in Portage this month. The old setup resulted in numerous falls by patrons and complaints. Jason was able to construct a pillar for the cords and we have computer tables in a circle around the pillar, making the space look better and much safer than the old setup.
- The maintenance team installed new activity panels at all branches, offering kiddos a fun and engaging play environment that will change on a regular basis.
- Jason and team worked with various tree companies on a plan for tree removal in South Haven and Portage. South Haven needed additional trees removed behind the property for the installation of the fencing as well as a few dead trees that were discovered. In Portage, the trees had been causing gutter and roofing issues for years. The removal of these trees will allow us to plan more space-appropriate options that will be aesthetically pleasing without damaging our facilities.
- The large sunshade sail arrived in South Haven. Jason was able to borrow a forklift to remove the item as it is so large, a lift gate could not be used and so heavy that it is unable to be moved without a machine. This spring we will get the sail installed as soon as the weather allows.

- We were able to finally install shelving units in the new teen area in Hebron. This much-needed install will allow for some expansion of the collections while enhancing the space in youth services.
- Air compressors for the Johnson Controls pneumatic systems required ongoing care and maintenance. Jason was able to conduct that maintenance, saving us from a pricey service call from Johnson Controls.
- A small shingle repair took place in Kouts. The Kouts roof full repair is next up on our list as it is past its life expectancy.

Technology

- Angela has been working with our Google account manager to switch our licensing over to Enterprise Standard. We are able to get this service at a discounted rate as a public library, and it offers many benefits over the free not-for-profit license we have been using, such as better storage, document organization, and access control.
- We went live with a new incident reporting system and it is currently being used system-wide. Our goal is to make important safety and security information immediately accessible to all staff.
- We set up the patron computers on the new tables in Portage. After discussing the new setup with the team there, we decided to remove three of the patron computers from Portage to give patrons more “elbow” space.
- Nathan met with the programming team to finalize the plan for the first “Tech for Beginners” program that will be starting in late January.

Public Relations and Marketing

- The total reach for social media and newsletters during November was 112,913.
- Facebook:
 - Our Facebook reach was 41,615.
 - Our account has 6,454 followers.
- Twitter:
 - The System has 569 total followers. We made 4 tweets with 525 impressions this month.
- Instagram:
 - The System has 1,429 Instagram followers.
 - We shared 14 posts on Instagram with 1,942 impressions.
- YouTube:
 - The System has 142 total subscribers. Our videos had 949 views this month.
- Pinterest:
 - The System has 83 followers. Our Pinterest account’s reach was 15 people for the month.
- Newsletters: Our e-blasts were opened approximately 66,196 times this month.
- TikTok: Our TikTok now has 868 subscribers. We had 1,671 total views this month.
- Virtual Customer Service: Interacted with 38 patrons.
- Google: 1 new five-star review

- Ashley Montelongo and Sandra York took a tour of the new OE Respite Center on Dec. 8th and discussed possible meeting spaces for upcoming library visits for 2024.
- Dec. 15th Ashley Montelongo and Beth Yates held the 2024 CLSP Summer Reading Training at the Valparaiso Branch for NWI Librarians. We were proud to host and heard numerous positive comments from patrons.
- System Programming received donations from Culvers Family Express, and Parlor Donuts including donuts, cookies, ice cream, and cases of water for the Valparaiso and Portage Winterfests.
- Makenna created and distributed marketing materials for our Winter Flurries Reading Challenge. Designs were printed and passed out to all branches for a lobby display at each location including sign-up and prize information. This helps create a cohesive theme that patrons can identify as the same challenge across all branches.
- Allison updated the lobby display at the Valparaiso branch to promote our Winter Reading Challenge! The display features her cozy campfire critters again, the weekly drawing prizes, and instructions on how to sign up (including a QR code)
- South County staff were thrilled to be a part of the Kouts Christmas Parade again this year. The library van was decked out with lights, as were the staff that participated. Patrons watching the parade were very happy to see the library and thrilled to be able to say “Happy Holidays” to their librarians.
- PCPLS was once again invited to participate in the Hebron Park’s Department Welcome Santa event. Staff were able to reach a lot of new families and inform them about the Winter Reading Challenge and all of the fun programs coming up at the branches. Patrons had a lot of fun playing games and making crafts. Many in attendance remarked how happy they were to see the library at these sorts of town events.
- Portage and Valpo were designated drop-off locations for Toys for Tots, this is something we look forward to helping with every year.
- Kelleen has coordinated visits from the Juvenile Day Reporting Group as well as students from Boone Grove. The Juvenile Day Reporting group was in on Dec 28, and they helped unpack prize bags for programming and did shelf straightening. Our Boone Grove group was great the first half of the month, helping us clean DVD cases and do shelf maintenance.

Youth and Teen Services

- Dec. 1 Valparaiso Winter Wonderfest had a total of 226 attendees. The System Programming Team picked out new games, new prizes, and new fun for the event! Ice Carver, Dan, sculpted a fun ice sculpture of Bluey. Toycayos Taco truck made an appearance as well. The inflatable balloons and Koala clips seemed to be the popular prizes of the night!
- Dec. 13th PCPLS started the Winter Flurries Reading Challenge with a grand winter basket of goodies. To promote the reading challenge we have a weekly raffle where patrons can enter to win various prizes throughout the program.
- Dec. 19th the Portage Winter WonderFest had a total of 246 in attendance! Patrons enjoyed games and won prizes. Refreshments donated by local businesses.

- Santa visited the Valparaiso branch on December 22nd for a spirited and fun sing-along program. Families really enjoyed hearing Santa's holiday stories and singing Christmas carols.
- The second meeting of the Anime Club at the Valparaiso branch was a success! We are hoping this becomes a staple for our teen patrons. In Anime Club, kids (Grades 6 to 12) come together to meet their fellow otaku (anime fans), eat Japanese snacks, watch a new anime each month, and do fun activities related to anime and Japanese culture. The kids had lots of fun creating anime character ornaments, chatting with their peers, and making some great suggestions for anime to show at future anime club programs.
- Monique, Kellie, Ashley, and Sandra met to discuss plans for 2024 Spring Into the Arts. It is going to be a super fun event, featuring an outdoor art-themed scavenger hunt, a craft, snacks, and lots and lots of student artwork!
- The Kouts branch was able to partner with the Kouts Fire Department to bring Santa to visit the library. Patrons were excited to see Santa brought to the branch on a fire truck. Everyone had a lot of fun, taking pictures with Santa and making sure he knew what they wanted for Christmas. A big thank you to Fire Chief Gettler and his crew for making this special program happen.
- Holiday Book Bingo was very well attended at the Kouts branch. Patrons of all ages were excited to play and take home a book or two.
- The Kouts branch helped ring in the New Year with their Noon Year's Eve program on January 30th. Everyone loved making some noise, blowing bubbles, throwing confetti, and making their own New Year's resolutions.
- South County both had a Grinch-filled December, with the Grinch's Gala in Kouts and Who's Down in Whoville in Hebron. Crafts were made, games were played, and there was even a visit from the Grinch himself.
- The Hebron branch had two well-attended Teen programs this month, the Holiday Cookie Decorating Party and Wonka's Chocolate Olympics. Both programs were full of tasty treats. Wonka's Chocolate Olympics had several games and challenges, all candy based of course, with a discussion about the book and new movie.
- Hebron branch's children's program, Bake Me a Story: Gingerbread House Edition, was a total success. Everyone in attendance got to make their very own gingerbread house and decorate it just how they wanted.
- The Stuffed Animal Sleepover, at the Hebron branch, was a ton of fun. Stories were read to favorite stuffed friends and there was even a special visit from Caleb the Comfort Dog.
- Portage Youth Services hosted a Gingerbread Celebration! Patrons of all ages enjoyed gingerbread-themed crafts and fun!
- South Haven hosted a Winter Woodland Celebration where kids and adults participated in winter-themed games and crafts.
- Sarah Geer, Tiffany Meadows, and Ryana Backe met with Nicole Anteck from JobSource to set up a volunteer program for her teen students to volunteer in the Portage and South Haven branches.

- The Portage branch was invited to participate in Jones Elementary's Golden Ticket scavenger hunt where students were awarded Willy Wonka Golden Tickets for visiting different establishments in the area.

Adult Services

- Dawn, John, and Allison at the Valparaiso branch have been continuing the CD relabeling project at a steady pace. They are over halfway through the collection and the project is to be finished by the end of January.
- Dawn, Monique, and Courtney met to discuss titles for the 2024 Valpo Book Club. Courtney made an eye-catching flier with the 2024 titles that has piqued the interest of many patrons! We are going to try offering an evening and morning option for the book club this year since patrons have asked us for more evening program offerings.
- The Kouts Music section is complete. All genres are labeled for easy browsing. South County staff are glad to have this project done so that patrons are able to find what they are looking for easily.
- Kouts and Hebron patrons were thrilled this month to learn that both branches would have their adult painting programs. Brush the Blues Away in Kouts and Coffee & Canvas in Hebron were both well attended. Those attending learned how to paint a simple, but beautiful monochrome picture of a holiday tree. Patrons are already asking when we will have the next one.
- Patrons in Portage had fun participating in a first-floor scavenger hunt! Usually, scavenger hunts are in youth services, but adults got a kick out of being the focus of this one.

Collections

- Increasingly, current and popular titles are no longer coming out on DVD. To offset this, we are now adding Blu-ray for select titles, in addition to Roku & streaming services.
- With the funds transfer in December, we were able to satisfy every outstanding "Notify Me" tag on ebooks not in the collection, and reduce our holds ratio from 11:1 to 5:1. This has contributed to reducing the average consortial hold wait time by 3 days so far.

Genealogy

- Chris helped a prospective DAR member plan her research. Since her mother was a DAR member, hopefully, it will be an easy job. Besides that line, she probably has at least four other lines that could be added as supplemental lines.
- The team is looking at April for a class on getting into a lineage society. Diane Schweitzer from DAR has agreed to talk about joining the society.
- We answered an obituary request from a former co-worker who moved to Arizona years ago. We love hearing from folks all over the country!
- Kathy helped a Westchester librarian with some research.
- Chris pulled articles on the beginning of Vale Day School. It was originally held in a meeting room at what was then called South Side Park. The park was later named for

Mayor Don Will. It was later used as a building on the VU campus before the SELF building was built on Ransom Rd.

- Indexing and family tree projects continue.
- This time of year we are often slower in person, but we fielded several email requests for information as well as postal mail requests.

Hebron



1

Bake Me A Story is one of Hebron's most popular kids' program. Everyone is having fun making their very own gingerbread house.

2

Everyone had a fun time at the Hebron Stuffed Animal Sleepover. Caleb the comfort dog even stopped by to visit.

3

We may not have had a lot of snow this December, but that didn't stop us from having some snowy fun at our storytimes in Hebron.

4

All Who's far and near enjoyed the Who's Down in Whoville event! There were lots of crafts, games and a visit from the Grinch!

5

A few patrons dressed up as characters from our favorite story for the Who's Down in Whoville event.

Kouts



1 Kouts patrons had fun at our Holiday Bunco program. There was much bell ringing to be had.

2 Thank you to the Kouts Fire Department for helping a very special guest come to visit.

3 Everyone had a lot of fun at Brush the Blues Away, the Kouts adult painting program. It was a fun way to make a nice gift to give.

4 Book Bingo in Kouts was a big hit. Everyone had a lot of fun and got to go home with some new books.

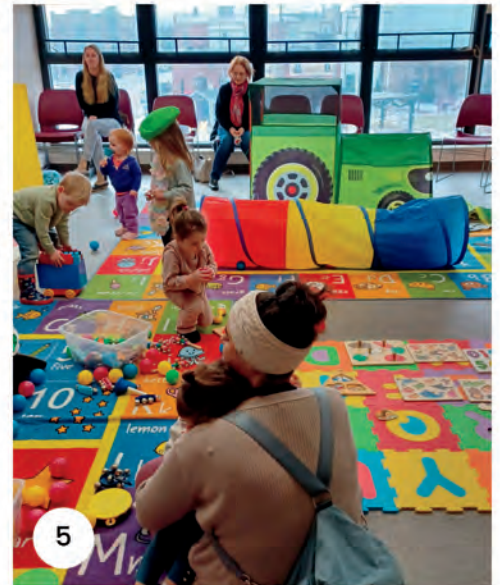
5 Kouts storytime was noisy and fun this month.

Portage + South Haven



- 1 We had fun making gingerbread houses at our Gingerbread Celebration!
- 2 New fencing was put around the South Haven Library Garden and patio. Our team is very excited for warm weather and outdoor programming!
- 3 Portage Youth Services decorated in a candy and gingerbread theme for the month of December.
- 4 We had fun making gingerbread houses at our Gingerbread Celebration!
- 5 Jones Elementary School asked the Portage branch to join their community scavenger hunt. Students won a Golden Ticket for visiting the library.

Valparaiso



1 Families had tons of fun singing along with Santa and hearing stories at this program!

2 Central Elementary students gifted library patrons with a wonderful performance of Christmas Carols.

3 The Winter WonderFest in Valpo was full of frosty family fun. This little patron wanted to show off her new masterpiece!

4 Patrons enjoyed testing out our new mini golf set at the Winter WonderFest.

5 December's Toddler Play Group offered lots of opportunity for kids to interact and let their imaginations soar!

in Our Community



- 1 We loved participating in the Kouts Christmas parade again this year. The South County staff had a lot of fun decorating the van.
- 2 This year we hosted the CSLP Summer Reading Info Session for NWI Librarians. We were able to brainstorm new ideas with librarians in our area.
- 3 Steven and kids at TJ Middle School showing off some of their cool creations in Lego Club as part of our Book A Librarian program!
- 4 Our team pushed out marketing across all branches to promote the Winter Flurries Reading program. Each branch was able to add their own flair.
- 5 We brought games and a fun craft to the Hebron Park's Department Welcome Santa Event, it was such a great turn out!