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Kristy Merritt

Vice President

Roger Rhodes

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Paul Knauff

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Stu Summers

Members

Kevin Pazour

Julie Giorgi

Olga Granat

Legal Counsel

Clay Patton

Library Director

Jesse Butz

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

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pcpls.org

BOARD MEETING AGENDA: Wednesday, June 19, 2024

NOTICE: The Porter County Public Library System Board of Trustees will meet on June 19, 2024, at 4:00 p.m. for its regularly scheduled meeting at 103 Jefferson St. Valparaiso, Indiana, 46383.

Public Comment on Agenda Items:

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:

1. Approval of the Minutes from May 15, 2024
2. Financial Report
 - a. Treasurer's Report
 - b. Approval of the Claims Register
3. Approval of Communications
 - a. Friend's Report
 - b. Director's Report
 - c. Patron Comments

ITEMS FOR INDIVIDUAL CONSIDERATION:

1. Portage Accident Update
2. Library Gardens Update
3. Construction Update
4. Investment Rates Review
5. Job Descriptions and Wage Matrix Drafts

Any other items

Adjournment

Signature Session

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

- July 17, 2024 - Valparaiso Public Library
- August 21, 2024 - South Haven Public Library
- September 18, 2024 - Valparaiso Public Library

Porter County Public Library System

Board of Trustees

Meeting Minutes for Jun 19, 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; Stu Summers, Treasurer; Kevin Pazour, Julie Giorgi, and Olga Granat. Kristy Merritt and Paul Knauff were absent. 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 May 15, 2024

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: Communications reports were summarized.

Vote: The motion was carried with 5 in favor and 0 opposed.

Portage Accident Update

Progress was summarized including discussions with an insurance adjuster, insurance company responsibilities, liability of the driver, project scope, repair and facade options, and next steps in the claims process.

Library Gardens Update

Updates included Portage canopies, clarification on the MOU with the city for Portage; South Haven's dry creek bed, stepping stones, bridge, native seeding & plugs, educational programming, and musical features; Kouts' variance approval, permits to break ground, canopy, interactive features, and ribbon cutting; Hebron's piano feature; obligation of ARPA funds and library funds. The possibility of renting gardens was discussed.

Construction Update

Updates included asphalt and concrete work, light bollards, and specs for the Portage roofing projects. It was recommended to go to bid for the Portage roof around October after roofing business has slowed. The Kouts roof work may take place in 2025. Additional discussion included plans for the lot the library owns in Portage.

Investment Rates Review

Investments were summarized.

Job Descriptions and Wage Matrix Drafts

This topic was tabled for the following month.

Adjournment

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

Meeting adjourned at 4:59 pm.

Paul Knauff, Secretary

May 2024 Director's Report

Overview

- May was an exciting month from a facilities standpoint as our Portage Library Garden ribbon cutting brought together members of the community and key stakeholders of the project to celebrate this amazing space that has already allowed our team the opportunity to enhance our programming from our very limited indoor attendance to a nearly unlimited amount of patron space.
 - Other facilities projects included the completion of the Portage parking lot enhancement, connecting our two lots, and repairing the entire lot.
 - The South Haven Library Garden has been able to make great progress as we addressed major drainage issues while providing another feature in our dry riverbed.
 - The Kouts Library Garden was able to move forward with support from the Town of Kouts as our variance was approved. We are now setting up our contractors to break ground sometime later this summer.
- Visitors at all of our branches increased as patrons began their summer breaks. Our team has been hard at work preparing for Summer Reading and our patrons are excited!

Important Upcoming Dates

- June
 - 1: Summer Reading Kickoff Celebration-Portage
 - 5: Friends of the Library Meeting
 - 19: Library Board of Trustees Meeting
- July
 - 3: Friends of the Library Meeting
 - 17: Library Board of Trustees Meeting

Personnel

- Ending Employment
 - Tifani Arnold - Programming Assistant
 - April Kaeb - LC1
- New Employment
 - Briana Petty - Programming Assistant
 - Margaret Collins - Tech Services/LC3
- Promotions
 - Alia Dresher - LC 1
 - Natalie Orsag - LC 2
 - Cari Postma - LC 1
 - Isabella Santana - LC 1
 - Megan Van Prooyen - LC 1

- Interviews
 - Monique and Kellie interviewed candidates for the full-time Team Lead position at the Valparaiso branch.
 - Monique and Inge interviewed candidates for a part-time LC3 position.
 - Ashley and Willow interviewed candidates for the part-time System Programming Assistant position.
- Staff Development
 - SRP How to Guide was created by Ashley for staff to familiarize themselves with the process, the prizes, and the presenters for this year's Summer Reading Program.
 - Monique, Kellie, and the Valparaiso branch's programmers met to go over important training topics, such as how to introduce and end a program, the role of a program assistant, and highlights for this year's Summer Reading program.

Finance Notes

- The budget benchmark for the end of May is that 42% of the budget should be expended. So far, 38% has been spent and we're on target to be within our estimated budget.
- The Library earned \$36,962.32 from Trust Indiana in May. Included in the total interest earned is the Mills Trust donation, which earned \$3,099.16.

Subscription/Contract Renewals

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

Buildings & Grounds

- Parking lot upgrades occurred in Portage and South Haven. The lots look amazing!
- The concrete Portage pad for garbage and new book drop location was installed. Fencing for the dumpster will be installed this summer.

- The Portage compressor was discovered to have a factory issue and needed to be replaced. Unfortunately, that replacement was broken as well and is on order. Until then, we are running, albeit inefficiently.
- Jesse met with local artists Rocco and Billy to look at possible mural options in the Portage Library Garden as well as climbable sculptures and bike racks for all branches.
- Jason and Aidan installed 12 storyboards for our trail in South Haven.
- The factory startup in South Haven for the HVAC system had a small issue as the technician destroyed a circuit board. Despite that hiccup, the system is up and running.
- Jesse met with Simko Signs regarding fixing the library branch signage. We are also having the brickwork fixed and this should provide a much-needed facelift for the exteriors of our facilities.
- The air handlers in Portage and Hebron had some issues as the belts and pulleys went out which resulted in the branches having no airflow. The issue was quickly resolved in time for the Summer heatwaves.
- Jack attended the Town of Kouts Board of Zoning Appeals public hearing about obtaining a fence variance for the Library Garden. With no one in opposition and community members speaking in support, the variance was granted.
- The bulk of Portage's garden construction was completed, as well as the parking lot reconfiguration project. Patrons and staff are very happy with the new layout of the parking lot and look forward to spending time in the new garden.
- The South Haven Library Garden's dry riverbed was installed. While the size needed to be larger than we had desired, it gave us an opportunity to create a more magical and whimsical place. Be on the lookout for giant footprints and a special bridge!

Technology

- Nathan worked on compiling board meeting minutes to post on our new website to improve our transparency with the public.
- Nathan is working on optimizing how some of our services are exposed in the new calendar system associated with our new website.
- Angela has been offboarding ProvenIT and getting everything ready to onboard Cardinal Point Technologies.
- Angela has been working with vendors to get cameras and audio equipment for our Portage library garden.
- Inge and Angela have been exploring how to improve our technology plan so that we are well-prepared for the next strategic planning cycle.

Public Relations and Marketing

- The total reach for social media and newsletters during May was 97,707.
- Facebook:
 - 6,889 followers with a reach of 18,717.
- Twitter:
 - 577 total followers; 5 tweets and a total of 746 impressions.

- Instagram:
 - 1,489 followers; 7 posts and a total of 831 impressions.
- YouTube:
 - 144 total subscribers; PCPLS videos had 49 views this month.
- Pinterest:
 - 83 followers with a reach of 18.
- Newsletters: Our e-blasts were opened approximately 75,725 times.
- TikTok: Our TikTok now has 884 subscribers with 1621 total views.
- PCPLS' Virtual Customer Service Team interacted with 45 patrons.
- Google: 6 new five-star reviews
 - "Great help..."
 - "Enjoyed the Ribbon Cutting Ceremony"
 - "They've moved things around but the visit is still most enjoyable."
- The Marketing Team rolled out the 2024 Summer Reading Promo: "Adventure Begins At Your Library!" This included cohesive displays at several branches, with a specific focus on Summer Reading prizes, special presenters, and festivals. Summer Reading bookmarks as well as the Summer Reading paper log and Beanstack information were also sent out.
- Over 185 people attended the Portage Library Learning Garden Ribbon Cutting Ceremony; attendees learned more about this wonderful space by listening to special guest speakers and engaging with the beautiful new spaces in the garden. Their experience was supplemented by enjoying refreshments and activities inside the branch. Since the opening ceremony, the PCPLS team has already seen many new and repeat visitors to this beautiful new space.
- Our awesome team brought the excitement of the library to nearly 1,900 attendees at community events in May, with a focus on the Summer Reading promo.
 - Dunes LitFest Summer Reading Presentation at VU
 - Dunes LitFest Booth
 - Chocolate Walk
 - Hebron Movies in the Park
 - Portage Senior Health Fair
 - Hebron MS Science Night
 - Benjamin Franklin Middle School 8th Grade Graduation
- A big thank you to Aidan for bringing our Big Blue Blocks out to the Hebron Middle School Science Night and helping facilitate the event. The kids had such fun using this cool library resource.
- PCPLS received coupon donations to our Summer Reading Program from Culvers, Dairy Queen, Casey's, and Chick-fil-A for finisher prizes. PCPLS also received Cinemark Ticket donations for the Weekly Raffle Movie Lovers Bundle.
- Allison updated the encyclopedia/dictionary display in Valpo Youth Services to highlight PCPLS material resources and online databases. The new signage markets digital resources, such as World Book Online, that patrons may find useful for research purposes.

Youth and Teen Services

- Kouts and Hebron branches both had a great turnout for their Books, Balls, and Blocks program this month. Patrons love this partnership with the Porter County Community Foundation, and PCPLS is already working to coordinate dates for the rest of 2024 and well into 2025.
- Sandra held a Storytime in the Park at Woodland Park in Portage, and 19 people braved the rain and enjoyed a music-themed storytime to promote Dolly's Imagination Library.
- North County Programmers visited Fegely Middle School & Willow Creek Middle School this month. Visits to promote PCPLS to Teens as a part of our coordinated Portage School Visits, and plans to continue these coordinated visits next school year are already underway.
- Thomas Jefferson Middle School Booked a Librarian to visit their school after hours for a Lego Club and Game Night where staff promoted PCPLS programs & resources.
- PCPLS System Program Team scheduled a total of nine Book a Librarian requests this month, and reached over 1,900 students with coordinated Summer Reading Promo Presentations.
- The Kouts branch held its last art show for the school year in partnership with the Kouts Elementary School. The graduating 5th-grade class created some amazing clay sculptures in the art style of the book cover for the Last Dragon Chronicles by Chris d'Lacey.
- A local Girl Scout Troop booked a librarian visit for a Mother's Day plant party and it was held at the Valparaiso branch led by Allison and Emily.
- All 5 branches were designed and decorated by our talented staff members with our Summer Reading theme: "Adventure Begins at the Library!"
- The Hebron branch had a Big Blue Blocks Drop-in program this month, and everyone had a lot of fun using their imaginations to build some cool creations.
- South Haven hosted their annual Mother's Day program, this year's theme was ice cream social.
- Portage hosted a Ready for Kindergarten program where young students are encouraged to explore stations that help them learn skills needed for kindergarten.
- Allison at the Valpo branch continues to coordinate projects to improve the Youth Services space. In May, the team shifted picture books and holiday books. Valpo team member, Liz has relabeled many of the YS shelves and has begun to create nonfiction image markers to make finding subjects easier for smaller kids.
- Courtney at the Valpo branch had a great turnout for the Teen Hangout program she led. This program allowed teens to destress and celebrate the end of the school year by participating in activities like painting and Lego building.
- Liz at the Valpo branch held a new program called the Art of Tea featuring the owner of a local business, the Tea and Spice Exchange.
- Ashley and Willow held a program at OE Respite at Lakeside ending the last monthly visit with a Book Bingo Night and promoting the Summer Reading Challenge.

Adult Services

- The CD relabeling project at the Valparaiso branch is finished, and all of the CDs have been sorted into their new sections. The team has done a great job staying focused and organized during this long haul of a project. The result is a much more intuitive browsing experience for patrons!
- The Valparaiso branch has seen a significant increase in the number of proctoring requests in May. The team proctored 4 exams for Valparaiso University students in May, and we already have 9 exams scheduled for June. We are pleased to be able to offer this important service to our community.
- Jennifer, an Employment Specialist with Goodwill, requested an informational interview with Monique to discuss what it is like to work at the library. Jennifer's client, Aiden, had great questions about what the Library Clerk position entails. It was a positive community connection, and they discussed the possibility of a tour or a job shadow in the future.
- Patrons are very excited that the adult painting program, Coffee and Canvas, was back again this month. There is so much interest that programming staff are looking into trying to do one every month.

Collections

- On May 2nd, Elizabeth joined Evergreen libraries across the country to live-test new features of the Evergreen OPAC (the public-facing portion). This opportunity allowed us to share our perspective with the Evergreen community on how best to serve patrons.
- The library began a partnership with Better World Books to replace the services lost when Discover Books closed without warning in March. We are pleased to have replaced this profit-sharing and eco-friendly way of disposing of unneeded books.
- The collections team has been working on several clean-up projects to help organize our collections better and to improve patron's access to our materials, such as relabeling TV series and cataloging Die Cut blocks for accessibility and inventory monitoring.
- Elizabeth helped with moving the new website forward by creating a detailed list of our resources and databases along with links to Niche Academy help guides.
- Inge, Jesse, and Elizabeth met with our state librarian, Jacob Speer, in mid-May to discuss improvements to the governance of the Indiana Digital Library consortium, as well as the Infoexpress courier delivery system.
- Requesting Die Cuts through Evergreen
 - Staff can now use Evergreen to request die cuts. HUGE shout out to Danielle Coleman in Collections for her assistance.

Genealogy

- The article for the Valparaiso Chamber of Commerce has been submitted and should be in the Summer edition of Chamber News. Tayler from South County has taken on the task of composing the article. We're excited about this opportunity to collaborate across library branches.

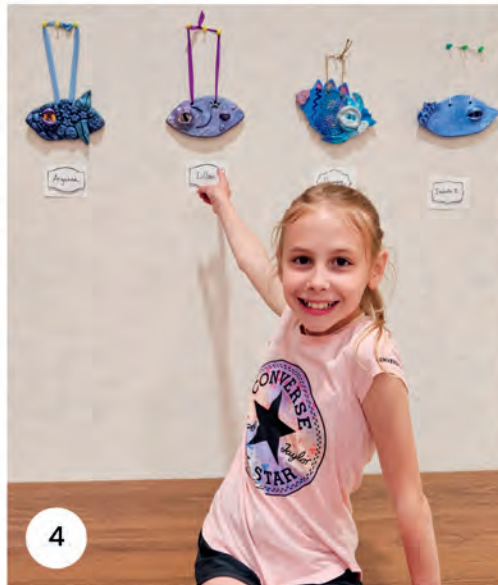
- Kathy continues to work on scanning historical Board minutes. A scanner has been moved from the Community Engagement team to the Genealogy workroom for this purpose. Kathy is making good progress and typically gets through a few years' worth of minutes per day.
- The department packed and sent three months of newspapers to the State Library for microfilming. Staff have not seen the films yet, but eagerly await the results.
- Chris M continues to work on fire department books. The forms they used changed, and more information had to be indexed.
- The department assisted patrons with a variety of requests, including, but not limited to, information about the Williams family, Dunn's bridge, and the water tower at the Journeyman building. Genealogy staff also provided obituaries by email, mail, and in-person pickup.

Hebron



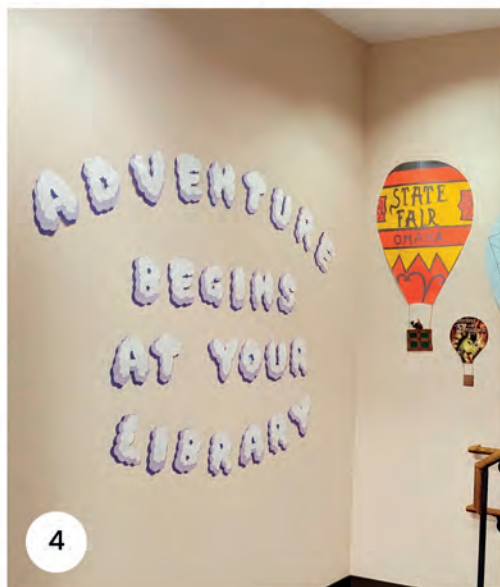
- 1 We had a lot of fun at our Book Babies program this month. We read some stories and sang some songs!
- 2 At Tinker Tunes this month we got to learn about drums and even make our own!
- 3 Storytime fun with funny faces!
- 4 Welcome back, Roscoe Sssigler! He's back to have some adventures with us this summer.
- 5 Family Game Night is a blast! These patrons had a lot of fun learning a new game.

Kouts



- 1 Everyone loves a visit from Caleb the Comfort Dog. This little patron needed something awesome to brighten his day!
- 2 For this month's Cookies and Canvas, it was such a nice day that we went outside to paint.
- 3 What amazing things we make in Lego Club!
- 4 We were so glad to have incredible 5th grade artists come show off their awesome pieces at the last Kouts Elementary School Art Show of the year.
- 5 Coffee and Canvas was a lot of fun this month. Everyone can't wait for the next one!

Portage



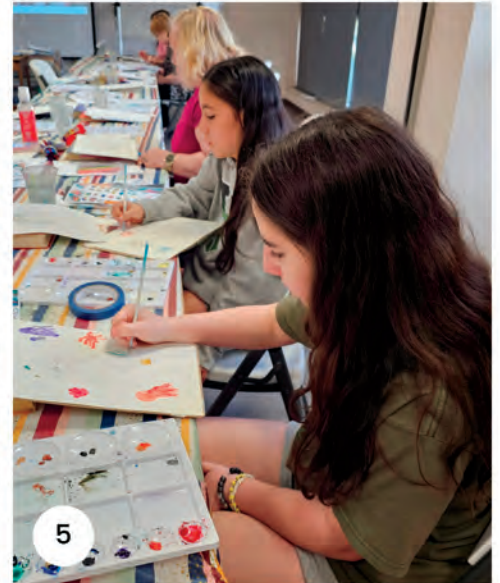
- 1 Teens learned to destress through crafting in our Teen De-Stressor Program.
- 2 It looks like Portage has a visitor! The Portage Branch is decorated based on the movie *Up*.
- 3 Staff worked hard getting our branches looking good for Summer Reading.
- 4 Making the library a fun adventure for Summer Reading.
- 5 Exploring kindergarten skill at our Ready for Kindergarten program.

South Haven



- 1 Fun activities for our Mother's Day Ice Cream Social.
- 2 Everyone enjoyed crafts and ice cream sundaes!
- 3 Wrangle up a new adventure at South Haven!
- 4 South Haven's youth services area is ready for our summer theme.
- 5 Circulation is the designated Visitor's Center for Summer Reading in South Haven!

Valparaiso



- 1 Patrons showing off their creations after our Paint & Pour program!
- 2 The Valparaiso Branch hosted a Mother's Day painting program for a local Girl Scout Troop!
- 3 The Valpo branch hosted a Mother's Day painting program for a local Girl Scout Troop!
- 4 The dollhouse has been redecorated in spirit of our summer reading theme, Adventure Begins at Your Library.
- 5 The theme for this month's Watercolor & Unwind was Mer-May. Patrons created a mermaid-themed picture.

in Our Community



- 1 Thank you for celebrating at the Portage Library Garden Ribbon Cutting event with us!
- 2 Anna and Amy leading a Summer Reading promo middle school BAL visit at Fegley in Portage.
- 3 We brought the Big Blue Blocks to the Hebron Middle School Science night. Our future architects made this awesome creation.
- 4 Beacon and Blaze stopped by our booth during the Dunes LitFest. This event is a great partnership between PCPLS and VU.
- 5 Books Balls and Blocks events have been such a huge hit we're partnering to bring them to all branches again this Fall.