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*Olga Granat*

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*Clay Patton*

**Library Director**

*Jesse Butz*

Porter County Public Library  
System  
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**BOARD MEETING AGENDA: Wednesday, August 21, 2024**

**NOTICE:** The Porter County Public Library System Board of Trustees will meet on August 21, 2024, at 3:00 p.m. for its regularly scheduled meeting at the South Haven Public Library, 403 W 700 N Valparaiso, IN 46385.

**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 July 17, 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. 2025 Budget Approval for Advertising
2. Public Adjuster Proposal
3. Natural Gas Supplier Proposal
4. Portage Library Garden Fence Quote

Any other items

Adjournment

Signature Session

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

- September 18, 2024 - Valparaiso Public Library
- October 16, 2024 - Valparaiso Public Library
- November 20, 2024 - Valparaiso Public Library

# Porter County Public Library System

## Board of Trustees

Meeting Minutes for Aug 21, 2024

The regular meeting of the library board of trustees was called to order at 3:00 pm at the South Haven Public Library, 403 W 700 N, Valparaiso, IN 46385. Olga Granat presided.

Members in attendance included Olga Granat, President; Kevin Pazour, Vice President; Paul Knauff, Secretary; Julie Giorgi, Treasurer; Kristy Merritt, & Stu Summers. Roger Rhodes arrived 2 minutes late, after roll call. No board members were absent. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, and Assistant Director Inge Kokidko & Finance Manager Hayley Scott. Remote attendance was facilitated via Google Meet.

### Public Comment

No public comment was given.

### Consent Agenda

Approval of Minutes from Jul 17, 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:** Paul Knauff moved to approve the consent agenda as presented. Kevin Pazour seconded the motion.

**Discussion:** Communications reports were summarized. Roger Rhodes arrived during this time.

**Vote:** The motion was carried with 7 in favor and 0 opposed.

## 2025 Budget Approval for Advertising

The budget was summarized and recommended to approve the budget for public hearing at the next board meeting.

**Motion:** Julie Giorgi moved to approve the recommendation. Kristy Merritt seconded the motion.

**Discussion:** LIRF and library databases were discussed.

**Vote:** The motion was carried with 7 in favor and 0 opposed.

## Public Adjuster Proposal

Public adjuster quotes for the damaged porte-cochère at the Portage Library were discussed, including reviews, complaint histories, licenses, references, meetings, and the differences between various pricing options and vendors. Public Service Adjusting LLC was recommended.

**Motion:** Kevin Pazour moved to approve the recommendation. Julie Giorgi seconded the motion.

**Discussion:** The strengths and weaknesses of both vendors were discussed.

**Vote:** The motion was carried with 7 in favor and 0 opposed.

## Natural Gas Supplier Proposal

A one-year agreement with IGS Energy, a competitor to Archer Energy, was recommended and discussed.

**Motion:** Stu Summers moved to approve the recommendation. Paul Knauff seconded the motion.

**Discussion:** No discussion followed.

**Vote:** The motion was carried with 7 in favor and 0 opposed.

## Portage Library Garden Fence Quote

A quote from True Line Fence was recommended.

**Motion:** Stu Summers moved to approve the recommendation. Kevin Pazour seconded the motion.

**Discussion:** Project timelines, title searches, and insurance policies were discussed.

**Vote:** The motion was carried with 7 in favor and 0 opposed.

## Adjournment

The meeting adjourned at 3:35 pm.

Paul Knauff, Secretary, Porter County Public Library System Board of Trustees

# July 2024 Director's Report

## Overview

- As July closed out our staff would like to thank all the patrons that took part in our summer reading program! Our staff did all they could to make this summer as magical as possible for our patrons, from engaging displays and passive activities to exciting programming across all of our branches.
  - In all, over 2,000 more patrons come through our doors this year in June and July and 2,371 patrons take part in our summer reading program!
  - Not every reader logged minutes, in fact only 53% chose to log their time. But those that did read for a combined 881190 minutes this summer. The equivalent of 611 full days of reading this summer! Congratulations to everyone!

## Important Upcoming Dates

- September
  - 18: Library Board of Trustees Meeting
- October
  - 2: Friends of the Library Meeting
  - 16: Library Board of Trustees Meeting

## Personnel

- Ending Employment
  - Stephanie Visser, Collections Clerk
  - Cari Postma, Team Lead
- New Employment
  - Amy Lauderback, Custodian
    - Valparaiso - 07/3/24
  - Nicole Green, Library Clerk
    - Valparaiso - 07/19/24
  - Nina Iglinski, Library Clerk
    - Valparaiso - 07/23/24
  - Payton Igras, Library Clerk
    - South County 07/29/24
- Promotions
  - Bethany Yoder, full-time Library Clerk
- Interviews
  - Monique and Kellie interviewed candidates for a full-time Team Lead position for our Valparaiso Branch.
  - Monique and Kellie interviewed candidates for a part-time Library Clerk position.
  - Jack and Sarah M. interviewed candidates for part-time Library Clerk positions in South County.
- Staff attended virtual training for Library Market, the new software we will use to manage meeting room reservations and publish programs on our calendar of events.

## **Finance Notes**

- The budget benchmark for the end of July is that 58% of the budget should be expended. So far, 52% has been spent and we're on target to be within our estimated budget.
- The Library earned \$48,665.54 from Trust Indiana in July. Included in the total interest earned is the Mills Trust donation, which earned \$3,124.29.
- Hayley met with the Public Funds staff at Centier to discuss banking security and controls to prevent and detect fraud and theft on our accounts. Spoiler Alert: PCPLS is in great shape and the Knowbe4 training is a great asset!

## **Subscription/Contract Renewals**

- Subscriptions
  - New
    - None
  - Renewals
    - Mango Languages - \$9,658.00
  - Cancellations
    - None
- Contracts
  - New
    - None
  - Renewals
    - Otis Elevator - \$10,392.00
    - Today's Business Solutions - \$6,524.50
  - Cancellations
    - None

## **Buildings & Grounds**

- A compressor in our sprinkler room in Hebron went bad and will need to be replaced. The problem was caught early and a temporary unit is in place to keep us operating at full capacity.
- Jason, Sarah, Tifani, and Jesse trained on the new lighting system for the Portage garden, learning the different features and color change capabilities.
- Jason and Aiden were hard at work in South Haven, installing our storytrail, musical features, convertible benches, mulching, and had our new bridge built.
- Kouts had an AC condensation leak that was repaired. The leak caused some damage to our staff areas but the fix will prevent this from ever happening again.
- The Portage AC compressor was replaced under warranty.
- Jesse met with Stantec regarding our bioswales in Valpo and Portage as well as our native restoration at the South Haven Garden. They provided us with a quote for the repair and upkeep of those areas.

## **Technology**

- IT worked with TBS to remove the contactless (tap) payment method from our copier kiosks which has resolved a lot of the copier payment issues we've been experiencing. Patrons will still be able to use the tap payment method through our Square registers at the desk if needed.
- IT also has been working with Cardinal Point to troubleshoot problems with our camera system as well as plan for a better backup solution.
- Nathan worked on updating our Chromebooks and re-evaluating the amount needed at each branch.
- Some issues with our online card catalogs have arisen and so Angela has begun researching other possible options.

## **Public Relations and Marketing**

- The total reach for social media and newsletters during July was 117,810.
- Facebook:
  - 6,991 followers with a reach of 23,334.
- Twitter:
  - 604 total followers.
- Instagram:
  - 1,523 followers; 18 posts and a total of 2,647 impressions.
- YouTube:
  - 154 total subscribers; PCPLS videos had 1,181 views this month.
- Pinterest:
  - 84 followers with a reach of 15.
- Newsletters: Our e-blasts were opened approximately 86,067 times.
- TikTok: Our TikTok now has 916 subscribers with 4566 total views this month.
- PCPLS' Virtual Customer Service Team interacted with 38 patrons.
- Google: 2 new five-star reviews
  - "Excellent free programs for kids."
- Our team brought the excitement of the library to 6,334 people at this year's Porter County Fair. Booth visitors took photos in our photo booth with Dolly Parton herself and answered questions about their library to win a small prize.
- Our staff were superstars this 4th of July and walked in both the Hebron and Portage parades simultaneously! Bubble guns were a hit with the kids who loved catching the bubbles as we walked by.
- Jesse, Jack, Stu Summers, and Paul Knauff, met with the Hebron Redevelopment Committee, to present the plan for the Hebron Garden. The library was able to secure a very generous donation of \$28,000, that will provide for the library to purchase our main musical feature, an interactive baby floor piano.

## Youth and Teen Services

- Our Summer Reading Program, Adventure Begins at Your Library, this year had 2,371 patrons registered!
- Spirit Week was a blast with Staff and patrons dressing up for each day's theme and patrons picked prizes out of our treasure chest of goodies for participating!
- PCPLS held the Storytime in the Park program at Founder Square and had a great turnout with 14 attendees!
- The Valparaiso branch held Bubblepalooza on July 12th. Thanks to help from an amazing team of volunteers at Valparaiso University, this program evolved into something truly special! Attendees celebrated Summer Reading with a foam cannon, face painting, crafts, snacks, and bubbles galore.
- Smarty Pants, a balloon artist, performed at all 5 branches this month. Everyone had an amazing and super silly good time!
- Ashley and Briana participated in a Book a Librarian storytime event at Thomas Jefferson Middle School led by their media specialist, Alicia Vera! There were about 25 in attendance - children, parents, and the Valpo Firefighters.
- The Hebron branch held a very special reception for all the participants in the Our Little Museum of Art program. Patrons of all ages were excited to see their works of art displayed for friends and family.
- The Hebron branch's Time Travelers: Days of the Dinosaurs program was so popular that another session had to be added. Kids had an amazing time learning how to be paleontologists and creating their own mini dinosaur terrarium.
- The Hebron branch put on another Big Blue Blocks Drop-in program with great success. Kids and parents had a great time making all sorts of fun creations.
- The Valparaiso and Kouts branches held their Paws to Read programs with a visit from Caleb the Comfort Dog.
- At the Kouts branch, the Elementary Explorers program continued to be very popular, as the kids learned about amazing places to visit in the USA and celebrated Smokey the Bear's birthday.
- The Kouts branch brought back Teen Nerf Night this month and had a great turnout. Teens and parents kept asking when the next one would be.
- The North County team was busy this month with travel-themed programs, scavenger hunts, and interactive displays at the Portage and South Haven branches. We had a fun and successful Summer Reading!
- Portage made use of the new garden and hosted several art and science programs in the new space, including Family Camp Night, with rave reviews!
- The Valparaiso branch welcomed several volunteers from the National Junior Honor Society this month. Their assistance with shelf straightening in the Youth Services department was much appreciated during our busiest time of the year!
- Melaina at the Valpo branch made a fantastic 'Jumanji' inspired display in the Youth Services dollhouse that is not only a host of hilarious vignettes, but also a massive joy to many of the children that come in.



- Nikki at the Valpo branch created an Anime Club display between the meeting rooms to drum up interest in her Japanese Festival in August, and it has an interactive part where patrons can leave their wishes/hopes on crafted paper bamboo shoots.

### **Adult Services**

- PCPLS partnered with The Art Barn to offer a series of painting classes to area seniors at the Portage branch. We have gotten really good feedback on the program and have enjoyed getting to know the folks at The Art Barn.
- The Valpo branch was a stop at the Festival of Magic, a Harry Potter-themed scavenger hunt spanning across Chesterton and Valparaiso. This event lasted from July 26th to 28th and brought a lot of new faces into the library. We had a passive program in the Rotary Garden, as well as a take-home craft, for our 344 visitors!
- The book clubs at both South County branches had good increases this month as participants have started to bring their friends and family members.
- South County was thrilled to see a sharp increase in the number of notary requests this month, as well as continue to have more proctoring requests.
- South Haven hosted author Jodi Newby for our July book club. Patrons enjoyed meeting the author and discussing her book *She Used to Be*.
- Nikki at the Valpo branch introduced a new standalone program, *How To Draw Manga-Style Art*, for adults and teens to learn how to draw in the style of Japanese comics (manga). They discussed the main characteristics of the style and provided a live drawing demonstration as patrons practiced techniques.
- Monique and Courtney continued to work on volunteer coordination at the Valparaiso branch. Courtney has done a great job creating an Adopt-a-Shelf program that will allow volunteers to take ownership of shelf straightening a particular aisle at the library.

### **Collections**

- The Collections team has moved into the testing phase of the Customized Library Services project, which provides enhanced services from our primary vendor. This is a complex project but may greatly increase the efficiency of the department.
- In July the Collections team began collecting quotes for picture book shelving. This included a branch visit by Inge, Jesse, and Elizabeth to take measurements and visualize the layout of the new shelves. These new shelves will display books facing out and allow for easier browsing by our youngest patrons.

### **Genealogy**

- Genealogy department hours will be changing in September based on patron usage trends. The department will be closed on Fridays since this day of the week tends to see relatively low traffic.
- The Genealogy team conducted research on several inquiries, including but not limited to, Dunn's Bridge and Lowenstine's Department Store.
- Chris H met with the Northwest Indiana Genealogical Society (NWIGS) Board and discussed holding a Beginner's Genealogy meeting at the Valparaiso branch in

November. Chris H will use that opportunity to give a talk on census records as well as lead a tour of the Genealogy department.

- Chris H met with Sarah at the Porter County Museum about accepting archival donations.
- The Indiana Lincoln Highway Association will be meeting at the Valpo branch in October, with Genealogy staff available to answer questions.

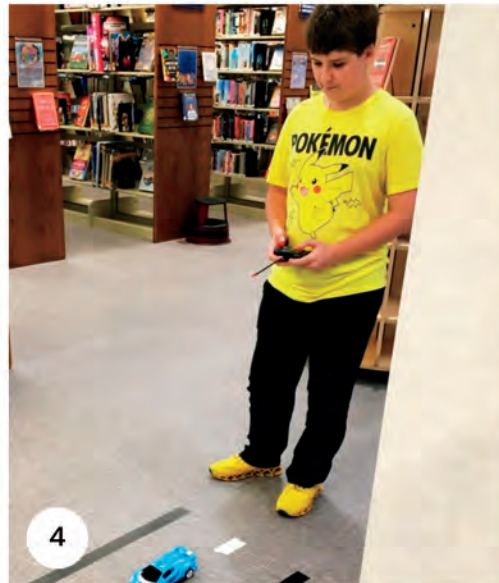
# Hebron



- 1 The teens who came to our Black Light Paint & Pour program had a lot of fun discovering a new way of seeing their art.
- 2 We had an eventful day in Hebron when a bunch of woolly mammoths showed up for a dance party!
- 3 At our Time Travelers: Days of the Dinosaurs program, these kids got to be paleontologists for the day.
- 4 SmartyPants made storytime extra interesting with twists and turns - the story was fun, too!
- 5 Time for a sensory walk! It was a blast making a mess and learning about different sensations.



# Kouts



- 1 It's the end of the show. Let's go out with a bang and balloons! Always so much fun with SmartyPants.
- 2 Teen Nerf Night got these patrons on their feet with some friendly competition!
- 3 Our Adventures At the Library program taught teens how to make tasty treats at home!
- 4 Let's take a spin down Route 66! At our Adventures At the Library program, these teens got to learn a bit about this historic road.
- 5 Our Elementary Explorers learned about the Great Wall of China and decided to try building their own.



# Portage



- 1 Founder's Square was the perfect place for Storytime in the Park this Summer!
- 2 These teens flexed their creative muscles and had a great time making their own books.
- 3 Local seniors enjoyed a painting class with The Art Barn.
- 4 Our Lego Club took a break from all their building to cool off with some ice cream.
- 5 Portage's Minute to Win It program was an exciting success!



# South Haven



- 1 SmartyPants put a real *twist* on our afternoon with his balloon tricks.
- 2 South Haven's youngest patrons enjoyed a storytime, thanks to Miss Sandra!
- 3 Our summer Friday Food program was full of creative (and delicious) works of art!
- 4 Author Jodi Newby joined us for our July Book Club where we discussed her book *She Used to Be*.
- 5 The South Haven Library Garden is almost complete!!!



# Valparaiso



- 1 Our Teddy Bear Picnic was a *bear-y* good time!
- 2 Valpo Team Member, Melaina, always does a marvelous job decorating the Youth Services Dollhouse! This summer, a "Jumanji" theme was chosen.
- 3 Bubblepalooza's foam cannons were a blast to run through!
- 4 Families used elements from nature to create a unique work of art with Liz at her Crafting with Nature program.
- 5 The theme for this month's painting program was freestyle - patrons had complete creative freedom!



# in Our Community



- 1 PCPLS *popped* into the Hebron 4th of July Parade this year in style! These new magnets can be reused each year for the parades.
- 2 So many patrons stopped to take a pic with Dolly at our Porter County Fair booth.
- 3 Our team also *popped* by the Portage 4th of July Parade! Kids loved our new bubble guns and completely forgot to look for candy.
- 4 We were ready to rock the Porter County Fair this year! Patrons answered trivia questions about their library to earn a small prize!
- 5 All aboard! Time to set sail and test the boat crafts made during Bubblepalooza!