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Olga Granat

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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, October 16, 2024

NOTICE: The Porter County Public Library System Board of Trustees will meet on **October 16, 2024, at 4:00 p.m.** for its regularly scheduled meeting at the Valparaiso Public Library, 103 Jefferson Street, Valparaiso, IN 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 September 18, 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 Adoption
2. Library Garden Update
3. Portage Accident Update
4. Portage Roofing Project
5. Kouts Roofing Project
6. Hebron Camera System Proposal
7. Hebron Shelving Unit Proposal
8. Meeting Room Upgrade Proposal

Any other items

Adjournment

Signature Session

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

- November 20, 2024 - Valparaiso Public Library
- December 18, 2024 - Valparaiso Public Library
- January 15, 2025 - Valparaiso Public Library

Porter County Public Library System Board of Trustees

Meeting Minutes for Oct 16, 2024

The regular meeting of the library board of trustees was called to order at 4:04 pm at 103 Jefferson St. Valparaiso, IN 46383. Olga Granat presided.

Members in attendance included Olga Granat, President; Paul Knauff, Secretary; Julie Giorgi, Treasurer; Kristy Merritt. Kevin Pazour, Roger Rhodes, and Stu Summers were absent. Also in attendance: Director Jesse Butz, Library Attorney Clay Patton, Assistant Director Inge Kokidko, Finance Manager Hayley Scott, and Tom Kuhn and Jacob Mavity from CSK Architects.

Public Comment

No public comment was given.

2025 Budget Adoption

The chair requested a motion to adopt the proposed budget.

Motion: Paul Knauff moved to adopt the budget as proposed. Julie Giorgi seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with the following roll call vote:

Pazour	Knauff	Giorgi	Merritt	Rhodes	Summers	Granat
absent	Y	Y	Y	absent	absent	Y

Consent Agenda

Approval of Minutes from Sep 18, 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: Kristy Merritt moved to approve the consent agenda as presented. Julie Giorgi seconded the motion.

Discussion: Communications reports were summarized.

Vote: The motion was carried with 4 in favor and 0 opposed.

Portage Accident Update

Updates were given on the timelines for a joint inspection, offer acceptance, and beginning construction.

Portage Roofing Project

Options for the Portage roof and porte-cochère were demonstrated by CSK Architects. Topics discussed included pros and cons of porte-cochère configurations, allowable uses of payout funds, availability of alternate funds if the payout is lower than expected, ADA accessibility options for entryway, and timelines of offer acceptance, fund encumbrances, bidding, and construction. The board indicated that the reduction of the canopy to just cover the entryway was preferred.

Kouts Roofing Project

The board gave direction to out to bid to be received in November.

Library Garden Update

Updates included contact with a local vendor, Parkreaction, who may be able to assist with future garden updates, and were able to suggest safety improvements and other park features. Transfer of the deed, communications with the City of Portage, solar energy options, and camera needs were also discussed.

Motion: Julie Giorgi moved to approve installation of the camera pole as proposed. Kristy Merritt seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with 4 in favor and 0 opposed.

Hebron Camera System Update

A proposal to update the Hebron security camera system was summarized. Topics included camera technology improvements, hardware failures, declining customer service from our current vendor, and decreased need for related equipment such as on-site servers.

Motion: Paul Knauff moved to approve the update of the Hebron Camera system as proposed. Julie Giorgi seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with 4 in favor and 0 opposed.

Hebron Shelving Units Proposal

A proposed update to the Hebron shelving units was presented. Topics covered included accessibility, configuration flexibility, space efficiency, possibility of repurposing replaced shelves, and cost-effective renovation.

Motion: Kristy Merritt moved to approve the proposed shelving purchase. Julie Giorgi seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with 4 in favor and 0 opposed.

Meeting Room Upgrade Proposal

A proposed update to the AV equipment in the meeting rooms of 3 branches was proposed.

Motion: Julie Giorgi moved to approve the proposed AV upgrade. Paul Knauff seconded the motion.

Discussion: No discussion followed.

Vote: The motion was carried with 4 in favor and 0 opposed.

Adjournment

The meeting adjourned at 5:02 pm.

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

September 2024 Director's Report

Overview

September was an exciting month as we launched our first new website in nearly a decade! The launch was the result of months of preparation by our team and went off without a hitch! In addition to a fresher look and feel, team members and patrons enjoy faster load times and much easier access to the PCPLS resources and services they use most.

Important Upcoming Dates

- November
 - 6: Friends of the Library Meeting
 - 20: Library Board of Trustees Meeting
- December
 - 4: Friends of the Library Meeting
 - 18: Library Board of Trustees Meeting

Personnel

- Ending Employment
 - None
- New Employment
 - Charlie Miller, Part-Time LC3 - Valparaiso
 - Andrew Becker, Part-Time LC3 - Valparaiso
 - Pamela Wright, Part-Time LC3 - South County
- Promotions
 - Bethany Yoder, Full-Time Assistant Team Lead at the Valparaiso Branch
 - Emily Piper, Full-Time Assistant Team Lead in North County
- Interviews
 - Monique and Kellie interviewed candidates for a part-time Library Clerk position.
 - Sarah and Tifani interviewed candidates for a part-time Library Clerk position in North County.
 - Jack and Sarah interviewed for a part-time Library Clerk position.
- The Administrative team has been reviewing and updating the checklists for our onboarding, offboarding, and transfer processes. This simple process is essential to ensuring smooth transitions in our HR workflows.

Finance Notes

- The budget benchmark for the end of September is that 75% of the budget should be expended. So far, 67% has been spent and we're on target to be within our estimated budget.
- The Library earned \$43,264.91 from Trust Indiana in September. Included in the total interest earned is the Mills Trust donation, which earned \$2,966.32.

- Hayley worked with Centier Bank to establish Positive Pay and ACH options to ensure our funds are as secure as possible.

Subscription/Contract Renewals

- Subscriptions
 - New
 - None
 - Renewals
 - A to Z the World - \$765.00
 - American Ancestors - \$270.00
 - Ancestry Library Edition (Proquest) - \$3,819.42
 - Heritage Quest - \$2,557.23
 - WSJ Online - \$1,890.00
 - Cancellations
 - None
- Contracts
 - New
 - None
 - Renewals
 - Collection HQ - \$12,000
 - Cancellations
 - Communico

Buildings & Grounds

- Work on the Kouts Library Garden was off and running this month as our pathway was laid out so the lighting could be installed and the crushed granite pathway was installed. Patrons have already been having fun walking it. We are excited to get the storywalk installed and start putting in the features next month!
- The storywalk in the Portage Library Garden was complete, the first story to go in is It's Fall by Renee Kurill.
- Repairs continued with the sprinkler system at the South Haven Branch. Plans to look at a more efficient system are in the works.
- With the garden construction in South Haven complete, Jason and Aiden were able to get back to normal maintenance activities such as light replacements, painting, power washing, etc.
- Jesse met with our insurance adjuster to review the Portage location damage.
- Jesse met with leadership teams from each branch to conduct detailed walkthrough checklists that encompass areas such as facility safety, cleanliness, merchandising, etc. These checklists will be completed monthly and help our team ensure our facilities are performing as best as possible.

Technology

- Upgrading the HVAC computer system - we learned that the software that operates our older pneumatic HVAC equipment will not run on Windows 11, only Windows 10, which will be unsupported by October 2025, and therefore a cybersecurity risk. Our team will be working with facilities to find safe options while they work on long term solutions.
- We continue researching a comprehensive document organization and knowledge-based system
 - Google Drive currently lacks adequate permissions to make documentation easily accessible, which has delayed efforts to advance training.
- IT is investigating mobile technology solutions that are accessible to the public and sustainable for staff to administer.
- Angela has been planning AV equipment updates in meeting rooms for better collaboration during staff or patron meetings.
- Angela has been conducting an ongoing assessment of alternate vendors and camera systems, branch-specific camera placement evaluations, and user profile creation for ExacqVision.
- Nathan and Angela have been working with Purdue Extension on the development of patron technology training that will enhance our offerings and align with the Extension's mission.
- Angela deployed security keys to support multi-factor authentication for staff, which enhances our cybersecurity measures and provides a welcome alternative to personal devices for authentication.

Community Engagement

- PCPLS went viral in September! A TikTok video made by Rachel Siska reached over 28,000 people on the platform. In the video, we suggested books based on which American Girl you relate to. We plan to continue to do similar reader's advisory-related videos since this was so popular.
- The Community Engagement Team worked to levy many of our community partnerships to help with the PCPLS Fall Fest promo. This is due to the hard work our team has put into pushing our prep timeline out to allow for the time needed to utilize improved marketing practices.
- PCPLS' Virtual Customer Service Team interacted with 53 patrons. One interaction that stood out to our team this month was with a Duneland High School student who reached out via VCS to interview a librarian for their school project. Staff connected the student with Willow for the interview with someone who makes a difference in our community.
- Willow and Lanette presented PCPLS to a group at Avalon Springs, with a focus on library card renewal and registration, digital apps, and home delivery.
- The Community Engagement Team partnered with Valparaiso University for their annual Day of Caring Service Project on Saturday, September 21st. A group of VU volunteers freshened up the Valparaiso Branch, outside and in. The group cleaned windows and picked up trash outside the building and grounds as well as straightened shelves inside.

- This month PCPLS participated in two different outreach events reaching 1,759 patrons in our community:
 - For the Valparaiso Popcorn Festival, we had 1,317 visitors to our booth despite the bad weather.
 - The Valparaiso International Center's World Cultural Festival continued to grow this year with 442 visitors to our table. Each year this event is a great opportunity to reach more people in our community who have yet to learn about all the resources our library provides.
- The team met with several community partners:
 - Willow and Ashley met with Sara Binder from The Porter County Juvenile Detention Center to address questions regarding library collection maintenance and explore potential partnership opportunities.
 - Willow, Ashley, and Makenna spoke with Tyler Leer, the Porter County Parks Director, about continued partnership and scheduling events for 2025.
 - Sarah, Tifani, Ryana, and Willow met with representatives of the Portage YMCA to discuss offering an after-school food program at the Portage Branch two days a week, in January-May. We have to work out a few more details, but the program looks promising.
 - Dawn A. and Jack L. met with the Kouts Elementary School art teacher to finalize plans for continuing KES art shows next year and a possible StoryWalk project involving KES art students.
 - Jesse met with members from Valparaiso Rotary, South Haven Lions Club, and the local Knights of Columbus regarding garden donation opportunities.
 - Jesse met with the new Craftsman Community Maker Lab that will be opening in Portage this year.
- Jesse took part in ISL's library definition committee meeting which is working to create a comprehensive definition update for the Indiana code.
- Jesse is part of the Purdue Extension Community Development Advisory Board that met in September. This group will be working on collaborative projects to boost community engagement in STEAM, internet access, and entrepreneurship among other topics.
- Jesse attended the Northern Indiana Library Board Association dinner where Baker Tilly presented on topics related to funding of Indiana Public Libraries.

Social Media Engagement

- The total reach for social media and newsletters during September was 127,024.
- Facebook:
 - 7,036 followers with a reach of 12,624.
- Twitter:
 - 616 total followers.
- Instagram:
 - 1,553 followers; 11 posts and a total of 788 impressions.
- YouTube:
 - 156 total subscribers; PCPLS videos had 665 views this month.
- Pinterest:

- 84 followers with a reach of 32.
- Newsletters: Our e-blasts were opened approximately 84,537 times.
- TikTok: Our TikTok now has 968 subscribers with 29,000 total views this month.
 - We had a video go viral this month with 28,174 views.
- Google: 6 new five-star reviews
 - “Friendly employees, plenty of parking spaces, clean and well stocked.”
 - “Luv this Library”
 - “Very nice library with a massive selection of DVD movies and if you can't find a certain movie they could possibly get it from a different library for you”
 - “Clean, orderly library with a paperback book exchange in the vestibule and kind, helpful staff. I loved the idea of adding board games to the library to make it more social!”

Youth and Teen Services

- Ashley met with Monique, Kellie, Makenna, and Willow to plan the 2024 Fall Fest at the Valparaiso Branch. Planned offerings include refreshments, games, crafts, face painting, a staff member in a Mother Bruce character costume, an updated Storywalk, and a pumpkin decorating contest!
- The Community Engagement Team added 2 new StoryWalks at the Valparaiso and Portage Branches, featuring "Mother Bruce" by Ryan T. Higgins and "It's Fall" by Renee Kurilla.
- Portage School Visits have returned! Portage programmers visited South Haven, Paul Saylor, Myers, and Central Elementary. During these visits, students discovered the exciting offerings of PCPLS and learned about upcoming fun events!
- At Hebron Branch's STEAM Hour kids and their parents had a blast planning out and building their own robot. Several kids plan to take their robot to school for show and tell.
- The Kouts and Hebron branches held Books, Blocks, and Balls events in collaboration with the Porter County Community Foundation's First Things First Initiative.
- The Kouts Branch started up a Teen Lego Club program this month. Lego Clubs for teens and younger kids will have STEAM challenge themes.
- The Portage Branch hosted the Wolfgang Choir for a concert in the garden. The teen choir sang a lot of fun and entertaining songs and made for a wonderful afternoon outside.
- Storytime goes and their caregivers enjoyed Storytime in the new South Haven Library Garden this month.
- Sandra offered a Pirate Training Camp program that took kids of all ages on a tour through the library, offering various activities at different locations, including the Portage Library Garden.
- Liz at the Valparaiso Branch led an American Girl-themed tea time program called Mommy, Dolly, and Me. This program was a great way to encourage patrons to check out our American Girl book collection. We hope to offer more American Girl Adventures programs in the future.
- Ashley, Allison, and Elizabeth C. participated in an Every Child Ready to Read training at the LaPorte Library, where they also enjoyed a tour of the LaPorte Public Library

Makerspace. They returned with a wealth of knowledge and insights to share with their fellow library system.

- Monique met with the programming staff at the Valpo Branch to discuss ideas for future storytime offerings. We plan to add a bimonthly Toddler Storytime to the calendar starting in January.

Adult Services

- The Hebron Branch collaborated with the Daughters of the Revolution to create an informative display for Constitution Week, which patrons greatly appreciated!
- Portage hosted our annual Senior Art Fair reception. We had over 50 participants in the art fair this year, over 60 came to our reception, including the current mayor of Portage, Austin Bonta.
- PCPLS partnered with the League of Women Voters to have the group at each branch for the months of September and October. The League of Women Voters was able to help patrons register to vote, check their registration status, and answer important voting questions.
- Steven has been coordinating collection shifts in the Fiction area. Corine, Nicole, Kim D, Cheyenne, and Bethany have made the Young Adult, Large Print, and Graphic Book sections shine! They have also made sure that we have a consistent number of front-facing display books on each shelf.
- Susan and Dawn at the Valpo Branch worked together on a nonpartisan Election Information Display.
- Courtney at the Valpo Branch continues to make strides in the Adult Services department. She has thought through and clarified newspaper and magazine workflows for staff. Courtney has also been cleaning and organizing the staff areas, which makes the space much more functional.
- Courtney and Melaina hosted a Bullet Journal workshop at the Valpo Branch, demonstrating setup using a document camera. Participants enjoyed the session and offered feedback for the upcoming October event.

Collections

- The collections team has been transitioning from the Statewide Remote Circulation System (SRCS) to the Indiana Share program for interlibrary loans. This included analyzing and revising ILL limits to maximize patron service and staff efficiency and networking with a national physical delivery interest group.
- Elizabeth and Inge have been analyzing quotes to enhance the children's department at the Hebron Branch with new shelving that supports discovery and the development of library skills in younger patrons. A Bradford Storage Systems rep visited Hebron to take measurements and help create mock-ups of potential shelving layouts and Elizabeth, Inge, and Jesse visited their warehouse to view real-world examples.
- Our team purchased books with donated funds from the Kouts Lions Club to support three library programs held at the Kouts library. This is part of an ongoing partnership with the club.

Genealogy

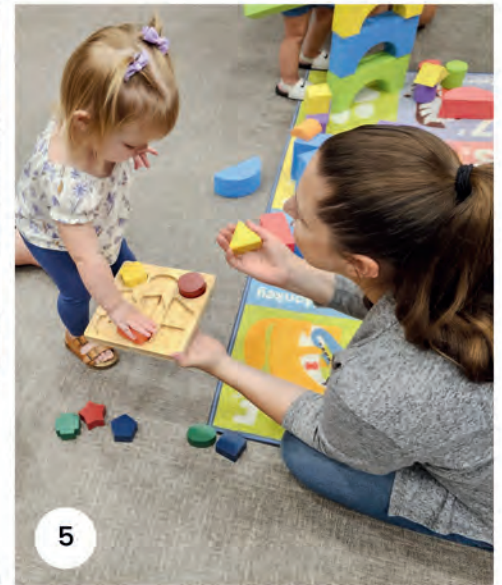
- The Genealogy Department implemented new open hours this month, with the change being that they are closed on Fridays. The team has still seen dedicated Genealogy enthusiasts on Saturdays who appreciate having access to the department during the weekend.
- Chris M is finishing up the Michigan City obituary card index. Her next project is typing a deed record index from the first book.
- Porter County yearbooks for 2024 have been arriving and will be added to our extensive collection.
- Planning continues for the talk with the Indiana group of Lincoln Highway historians. The date and location have been changed to Oct. 12 at the Community Foundation building.
- The next NWIGS event will be at the Valparaiso Branch in November, and PCPLS is partnering with the Northwest Indiana Genealogical Society for event promotion and during the event itself. At the event, Chris Hough will present information about census records and also give tours of the Larry J Clark Genealogy Center. So many people have no idea about the depth of the collection!
- The Genealogy team copied many articles for a patron finalizing the work on her ancestor, Almirla Fifield. The plaque and tombstone are scheduled for placement in Spring 2025.

Hebron



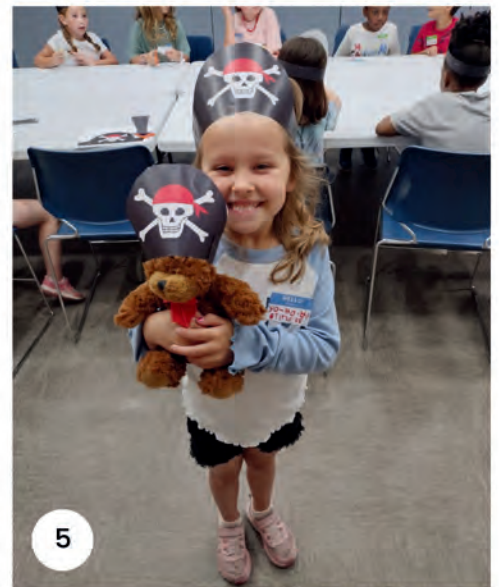
- 1 Lego Club had us put our heads together to build some robots!
- 2 These teen patrons learned about upcycling magazines to create unique art.
- 3 A cheesy macaroni craft taught us about food and fun!
- 4 Storytime stretching got us in tune with our bodies.
- 5 This teen patron flexed their creative muscles with an upcycled rendition of Godzilla!

Kouts



- 1 We are so happy that First Things First were able to continue this very important partnership for Books Blocks Balls.
- 2 Storytime showed us how to be busy bees and create some fun art with our new hive!
- 3 Silas made it to 1,000 Books! Congratulations!
- 4 Mazes, houses, amusement parks! You never know what amazing creation will be made next. Let's learn how to work as a team and make something new.
- 5 First Things First helped this patron figure out her shapes at Books Block Balls!

Portage



1 The Wolfgang Choir filled the Portage Library Garden with music for all to enjoy.

2 Seniors enjoyed a wonderful artists reception for everyone who participated in the Portage Senior Art Fair.

3 We enjoyed outdoor activities at our Pirate Training program.

4 Fun with Paint at our Storytime! We learned about colors and what happens when we combine them.

5 Nothing but smiles and a good time at our Pirate Training program!

South Haven



1 Patrons enjoyed a lovely crafternoon in South Haven creating mosaic pumpkins.

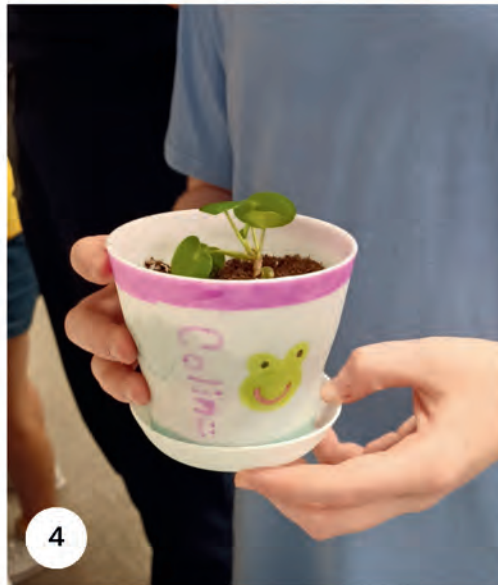
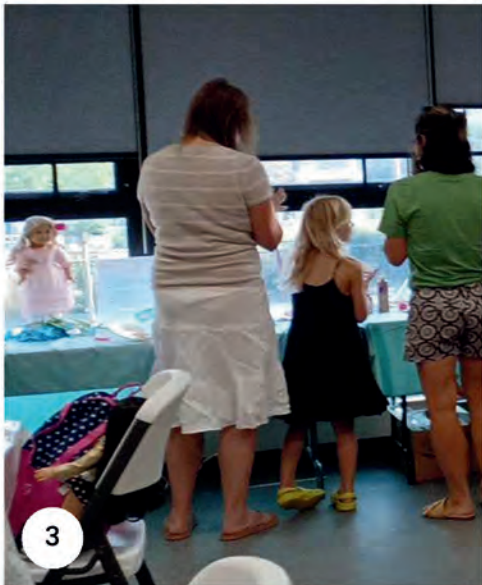
2 The new South Haven Library Garden is the perfect place for patrons to enjoy Storytime.

3 Families came together to make art and enjoy time together in South Haven.

4 Kids crafted, chatted, and had fun making friends at the South Haven Branch.

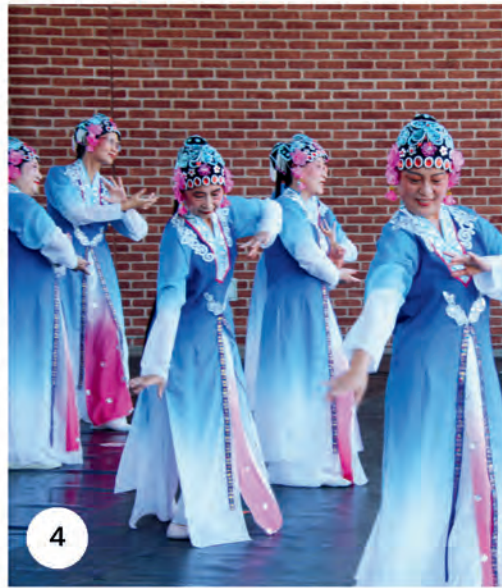
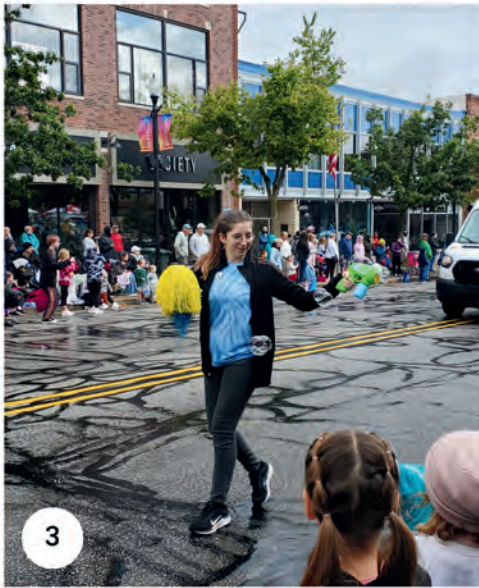
5 Pumpkins are the perfect fall craft to get patrons out of the house and flexing their creative muscles!

Valparaiso



- 1 A young patron posed with our Imagination Library Dolly Parton and learned all about what it has to offer!
- 2 Snacks, crafts, and games galore awaited patrons at the Mommy, Dolly, and Me tea time program.
- 3 Patrons enjoyed crafting with their moms and dolls after some tea!
- 4 Kids decorated their very own plant pots while learning how to help them grow at Emily's K-5 Plant Party!
- 5 Valparaiso Youth Services got a new doll house that patrons have really been enjoying!

in Our Community



- 1 Anna and Sandra read *Seals on the Bus* by Lenny Hort accompanied by a seal puppet at our Portage School Visit this month.
- 2 The rain couldn't bring PCPLS staff down! We were excited to see everyone at the Popcorn Fest Parade.
- 3 Bubbles and popcorn fun - parade goers were excited to see PCPLS. This year we cut the candy and opted for bubbles!
- 4 PCPLS had a wonderful time at the Valparaiso World Cultural Fest, meeting new patrons and learning about each other's cultures.
- 5 Patrons popped out of their seats when our van joined the Popcorn Parade!