

Lincoln County Public Library Board Meeting *Monday, April 13th, 2020*

Agenda

(Pages numbered in upper right hand corner)

4:00 p.m. Meeting Begins

**Call to order

**Roll Call

**Approval of previous meeting

minutes.....(Page 1)

**Treasurer's Report..... (Page 3)

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**KDLA Monthly Report (Page 39)

**Director's Report.....(Page 41)

- Adult Programming Librarian's Report.....(Page 45)
- Outreach Librarian's Report.....(Page 47)
- Children & Teen Librarian's Report.....(Page 49)

**Correspondence

**Committee Reports

**Unfinished Business-

- Boiler Vent Pipe
- New Trustee Approved by Fiscal Court-
Kathy Coffee

**New Business-

- Budget 2020-2021

The Lincoln County Public Library Board meeting was held Monday, March 9th, 2020 at 4:02 p.m. at Lincoln County Public Library. Those present were: Kay Hensley, Sharon Woods, Wayne Berry, Heidi Pence, Kathy Coffee, Candy Hodges, Judge Adams, Amanda Gearhart, Kendra Mitchell, Colette May and Angela Hensley.

Approval of February Minutes-

- ✓ Wayne Berry made a motion to accept minutes from the previous board meeting. Candy Hodges 2nd. Motion carried.

Treasurer's Report-

- ✓ Wayne Berry gave the treasurer's report.
- ✓ Candy Hodges made a motion to accept the report. Wayne Berry 2nd. Motion carried.

Pay Bills-

- ✓ Colette May made a motion to pay the bills.
- ✓ Wayne Berry 2nd. Motion carried.

KDLA Monthly Report-

- ✓ Amanda Gearhart gave the KDLA monthly Report.

Director's Report-

- ✓ Amanda Gearhart gave the Director's report.

Correspondence- NONE

Committee Reports-Personnel & Policy Committee to meet March 25th @ 3 p.m. Finance committee to meet March 30th @ 9 a.m.

Unfinished Business-*Letter from Attorney Jonathan Baker.*

- Jonathan Baker sent the letter to Mr. Codell about the boiler. We will wait and see how and if they respond.

New Business-*Term of Sharon Woods*

- The term of Sharon Woods expires Tuesday, June 30th. We will send in two names for consideration (*Kathy Coffee and Heidi Pence*). Wayne Berry made a motion to send in the two names. Colette May 2nd. Motion carried.
- We will start considering getting bids for the new boiler.

Candy Hodges made a motion to adjourn the board meeting at 4:45 p.m. Wayne Berry 2nd. Meeting adjourned.

Sharon Woods, President

Date

Kay Hensley, Secretary

Date

Lincoln County Public Library

Itemized Voucher

Month of April 2020.

Bills for the month of March 2019.

Presented by Wayne Berry, Treasurer

Sharon Woods, President

Date

Kay Hensley, Secretary

Date



Coronavirus Resources

COVID-19 is on everyone's mind right now. Here are some authoritative resources to turn to for up-to-date information:

- Kentucky State Government kycovid19.ky.gov

The official Team Kentucky source for information concerning COVID-19, this website lists current statistics, actions taken by state government, instructions on seeking care, and other resources.

- Public Library Association <http://www.ala.org/pla/issues/covid-19>

Links to a free webinar series featuring updates on the current status of the pandemic, examples of how libraries are dealing with closures and serving their communities virtually, and opportunities to share and learn from each other. There are many other resources compiled here, including posters from the CDC and links to self-care and mental health resources for library staff.

Board Meetings during the COVID-19 emergency

SB 150 went into effect on March 30th, 2020. It says "Notwithstanding KRS 61.826, a public agency may conduct any meeting, including its regular meeting, by live audio or live video teleconference during the period of the state of emergency. A public agency acting under this paragraph shall: 1. Provide public notice, under subsections (3) to (5) of KRS 61.823, that the meeting is being conducted under this paragraph by live audio or video teleconference; 2. Conduct the meeting by: a. Live video teleconference if the public agency has the technological capacity and availability to provide for live video teleconference; or b. Live audio teleconference if the public agency does not have the technological capacity or availability to provide for a live video teleconference; and 3. Provide specific information on how any member of the public or media organization can access the meeting." All board members attending by either method would be counted as part of the quorum and be allowed to vote. If there are no local rules or bylaws that would prohibit the activity, committees of the board can meet this way as well.

KDLA Website Spotlight: Library Link Up

Library Link Up is a collaborative monthly webinar series where public library staff from across the Commonwealth share their experiences on a variety of topics and services. Topics have covered everything from Animal Programs to Dropping the Dewey Decimal System to Workforce Development Partnerships. Most recently, the topics were Bookmobile Success Stories and Going Fine Free. Library Link Ups are archived and available at <https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/Library-Link-Up.aspx>

E-rate Deadlines Extended

E-rate filers have received extensions for filing forms to start competitive bidding and apply for discounts on internet access and networking equipment. The last date to file a Form 470 to open E-rate competitive bidding is April 1, 2020, and the last date to file a Form 471 application for discounts is April 29, 2020. Kentucky public libraries can contact the KDLA Technology Consultant, Lauren Abner, at lauren.abner@ky.gov or (502) 564-1728 for assistance. See KDLA's E-rate resources at <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>.



These services are made possible in part by the Institute of Museum and Library Services.

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@KDLALibDev

Lincoln County Public Library
Director's Report
April 13, 2020

The closure of Lincoln County Schools due to COVID-19 brought an increase in traffic to the library for computers and materials. Because of the concern for staff safety, it was decided to close to the public on Tuesday, March 17th. We had a brief staff meeting that morning and took steps to secure the book drops, check in all returned items, disinfect areas, and post signage indicating we were closed. My original plan was to keep everyone out of the building for 72 hours to allow the time indicated by the CDC for the virus to die. This timing would have allowed a late return Friday afternoon. At that point, I figured a few extra days would be fine. We planned to return on Monday, March 23. On Saturday, March 21 a staff member who had been at the meeting indicated they were not feeling well. On Sunday, March 22nd, the staff member shared that they had a fever as well as a family member that had been exposed to someone who tested positive. They were tested on March 23 for COVID-19. During this time another staff member who was not at the meeting also indicated that they had been tested. I reached out to Diane Miller at the Health Department for guidance. She indicated that all staff members that had been in contact should self-quarantine until test results came back. Test results came back negative on March 26th. By this time, all government offices were shut down to in person traffic. Library staff had been instructed to work on tasks from home.

Staff Updates

All part-time (under 100 hours/month) employees were furloughed. Last date worked was April 2.

Staff are emailing daily reports with the tasks they have worked on or completed. This has been a huge transition for all of us. There have been many hours of online training completed.

We are having weekly zoom meetings with all staff members. Additional Zoom meetings are scheduled as needed for training or discussions.

Angela: Put together 30 bags with small toys and activities to give out with the school lunches on March 31st. Going to the post office, bookkeeper. Picked up packages from the courthouse. Keeping up with sending bills and payroll to Marsha. Creating lists of books to order. Learning how to use library aware. Creating social media posts. Mailed seeds to patrons who had placed orders before we closed.

Amanda W.: Online story time and Science time programs. Program research and planning. Social media posts. Create marketing materials on Library aware.

Becky: Update library card expiration dates. Renew materials. Check "on order" list from Ingram.

Julia: Update library cards. Register new patrons from online card applications. Completed Wordpress course on Universal Class. Work on updating website. Learning Library aware.

Lincoln County Public Library
Director's Report
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Katlyn: Social Media posts. Spanish for Librarians class. Program planning and research. Learning library aware.

Lisa: Social media posts. Check on home delivery patrons. Reschedule programs. Learning library aware. Created activity packs and took copies to the Senior Citizens Center and Just Family for distribution.

Seed Library: We opened the seed library on March 2. 6,260 packs of seeds were checked out. We are working on ideas for how we may be able to get seeds out to patrons.

Summer Reading: We will be working on how to shift to a completely virtual summer reading/summer learning program.

Bookmobile: Lisa and I met with 3 of the Boyle County staff to discuss their bookmobile. It was great to see the layout and discuss how it functions. One important takeaway was that the actual foot traffic and circulation from people getting onto the bookmobile was very minimal. Based on this information, we currently believe that a larger vehicle is needed. However, a bookmobile that people get on may be more than our community needs. We will be reaching out to other libraries to gather more information.

	Mar-20	Mar-19	YTD 2019 20	YTD 2018 19	2018-19	2017-18	2016-17	2015-16	2014-15
Library Visits		11,162	52,250	48,039	78,544	73,686	98,757	91,877	92,447
Meetings	6	11	107	133	183	204	183	305	306
Notary Transactions		9	49	18	44				
New Registered Patrons	84	105	609	541	825	720	794	1,038	845
Patrons Deleted (Inactive 5 years)	34	55	960	1,061	1,553	1,175	1,034	792	4,605
Total Registered Patrons			12,590	13239	12984	13,760	14,222	14,468	14,225

**ADULT PROGRAMS AND SERVICES
MARCH 2020**

Peggy Denham

Date	Program	# PROGRAMS	
		In-house	Attended
3/4/20	Money Talks: Funeral Planning (Fox & Friend Funeral Home)	1	16
3/10/20	Books & Bagels	1	10
	Monthly Total	2	26
	Year-to-Date Total for Adult Programs	56	903
	Fiscal Year 2018-2019 Total	91	1467

	GENEALOGY	MARCH	YTD	2018-19
Genealogy Requests		2	25	31

MARCH 2020 OUTREACH PROGRAMS & SERVICES

MARCH NOTES

Due to the library closing, I was unable to do many programs or community stops. I did find a way to stay connected to most of our outreach patrons. I made daily phone calls to check in on our home delivery patrons. I was in contact with the directors of the facilities I visit. I provided activity packets to these facilities to be delivered with the patrons' lunches. I will continue to do this every couple of weeks. Seeds: I provided each home delivery patron an order form, but was unable to fill any orders before we closed. I did check out a total of 124 packets of seeds to patrons at the senior center. In April I will deliver the packets to the center to be delivered with the patrons' lunches.

STATISTICS

DESCRIPTION	Mar 2020	Mar 2019	YTD 19/20	YTD 18/19
Mileage	0	478	3805	5069
Stops	51	69	678	636
Current Patrons	108	125	NA	NA
New Patrons	6	1	21	47
Reclassified Patrons	14	7	25	26
Deleted Patrons	2	0	15	1

MONTHLY CIRCULATION

MONTH	2019/2020	2018/2019
July	1197	1322
August	1143	1179
September	1010	1016
October	1363	1430
November	1224	1059
December	1126	1026
January	1662	1341
February	1369	1478
March	1342	1146
April		1468
May		1344
June		1450
TOTAL	11436	15259

PROGRAMS

DATE	DESCRIPTION	PATRONS
3/9	SC: NATIONAL CRAFTING MONTH	23
TOTAL		23

COMMUNITY STOPS

DATE	LOCATION	PATRONS
12-Mar	JF: BOOKMOBILE SERVICE	17
3/30	JF: DROPPED OFF ACTIVITY PACKETS DUE TO COVID-19	10
3/30	SC: DROPPED OFF ACTIVITY PACKETS DUE TO COVID-19	125
3/30	WM: DROPPED OFF ACTIVITY PACKETS DUE TO COVID-19	25
TOTAL		177

COMMUNITY LENDING

Little Free Libraries: 4 stops/26 itmes - YTD 64/505
 Community Lending: 13 stops/47 items - YTD 104/337

-Lisa McCullough-

Children's and Teen Services Statistics March 2020

Amanda Wheeler, Jane Vanhook & Katlyn Hogue

Story Hour at the Library

Date	Incl. Adults
3/5/2020	Canceled
3/12/2020	17
Total	17
<i>Last Year</i>	<i>170</i>

Regular Programs	Incl. Adults	Last Yr.
Exploration Station	0	<i>19</i>
Teen Artworks	N/A	<i>N/A</i>
Homeschool Book Club	12	<i>N/A</i>
Teen Advisory Group	4	<i>7</i>
Total	16	26

Passive Programs		Last Yr.
Hedgehog Crafts		<i>N/A</i>
Dr.Seuss Scavenger Hunt		<i>N/A</i>
Estimation Station		<i>32</i>
Coloring Station		<i>68</i>
Science Stop		<i>15</i>
Total	0	115

School Visits	Incl. Adults	Last Yr.
Pre-K Stanford (4)	77	63
Pre-K Hustonville (2)	37	N/A
Pre-K Waynesburg (2)	34	34
21st Century Highland	49	31
21st Century at Hustonville	68	N/A
PASS at SES	27	N/A
Total	292	128

Special Programs	Incl. Adults	Last Yr.
Superhero Science	62	<i>35</i>
Highland Field Trip 2nd (2)	41	<i>N/A</i>
Hustonville Field Trip K (4)	77	<i>N/A</i>
LCHS / LCMS 21st Cent. Field Trip	83	<i>N/A</i>
Stanford Field Trip Special Ed. (1)	12	<i>N/A</i>
Highland / Hustonville Field Trip Pre-K (3)	53	<i>N/A</i>
Total	328	35

Community Story Times	Incl. Adults	Last Yr.
Little Patriots (2)	20	25
Learning Ladder (2)	17	19
Little Hands (2)	17	32
Kids Place (1)	17	12
Total	71	88

Online Programming	Online Views	Last Yr.
3/26/2020 - Online Storytime	328	N/A
3/31/2020- Online STEM	512	N/A
Total	840	N/A

Total Attendance for March 2020	1,717
Total Attendance for March 2019	806
Fiscal YTD Attendance '19/'20	10,463
Fiscal YTD Attendance '18/'19	9,431

In other news

We are trying to figure out how to transition programs to be online.
Currently we have Online STEM on Tuesdays at 10 AM and Online Storytime Thursdays at 10AM

I have conducted our April Teen Advisory Group meeting via Zoom
and our April Homeschool Book Club via Zoom.

We are going to do an online poetry contest in April because April is National Poetry Month.

I was unable to get the passive program numbers from the library before finishing this report.
I will provide them to Amanda Gearhart before the board meeting.