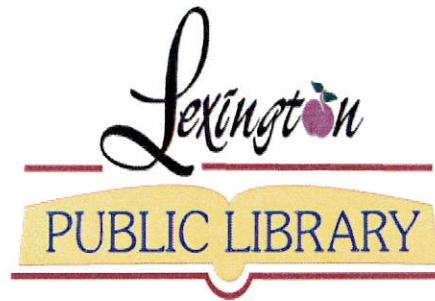




LEXINGTON PUBLIC LIBRARY

ANNUAL REPORT

2019-2020



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OCTOBER 1, 2019 TO SEPTEMBER 30, 2020

The library closed due to COVID-19 on March 16, 2020. The library reopened on July 1 with the following limited hours: 9:30 a.m. to 6:00 p.m. Monday through Thursday and 9:30 a.m. to 5:00 p.m. on Friday. During the time the library was closed, fulltime staff worked Monday through Friday 8:00 a.m. to 5:00 p.m. Instead of the unbalanced weekly schedule that part-time staff normally follows, their time was averaged, and each part-time person worked a uniform schedule every week. While the library was closed to the public, staff took an inventory of the collection, relabeled books in a series, shifted collections of books, weeded the collection, and cleaned out storerooms. While weeding the collection, new updated materials were ordered to maintain accuracy, quality, and currency. This is especially important with the nonfiction collection for both children and adults. The book drop was reopened the Tuesday following Memorial Day so people could begin to return items checked out. Returned items are quarantined and disinfected before being checked in and returned to the shelf. Curbside delivery was made available within two weeks of the library's closing and is still available at this time. A print by email option was offered through curbside pick-up while the library was closed. Wi-Fi was available outside the building from 6:00 a.m. to 10:00 p.m. During July, August, and September the phased reopening policy was tweaked and adjusted as circumstances dictated.

Library Events

The Library Initiative Grant 2019-2021, funded by the Lexington Library Memorial Fund, the Lexington Community Foundation, the Emerson Fund, and the Friends of the Lexington Library, was awarded by the Lexington Community Foundation in July 2019. The Library Initiative Grant is a two-year grant with the first year running from August 1, 2019, through July 31, 2020, and the second year running from August 1, 2020, through July 31, 2021. Programming was offered during the fall of 2019 and the first two months of 2020. The arrival of COVID-19 in mid-March 2020 put all in-person library programming on hold.

Adult and Family Programs

- *Books and Music with Mike Blakely* by Mike Blakely-This was an entertaining program where the author and musician highlighted his music and the books he has written.
- *Storytelling with Adam Booth* - Adam Booth performed at the Lexington Library as part of the Kearney Area Storytelling Festival. Booth, who is from West Virginia, told an original Appalachian story. Booth's original storytelling blended traditional mountain folklore, music, and awareness of contemporary Appalachia.

Booked for Lunch Programs

- *Teri Edeal and Jet* - Teri Edeal and Jet the therapy horse delivered a program featuring Jet's training and life as a therapy horse.
- *Job Vigil* - Vocals, Guitar, and Keyboard. Job Vigil presented a program featuring old songs, original songs, and Christmas carols.
- *Nebraska Author/Photographer, Faith A. Colburn* - Colburn, who is the author of two award-winning Nebraska memoirs, shared how the Great Plains inspired her writing.

All other scheduled programs were cancelled due to COVID-19.

Children's Programming including Summer Reading 2020



The children's summer reading program also had a new look. The theme for summer reading 2020 was *Imagine Your Story*. Following the theme, a fairy tale or folk tale was read on Tuesday and Thursday mornings on Facebook live each week in June. Grab & Go activity and craft bags were available for pick up through the library's curbside delivery.

Children and their families were given the opportunity to track their reading progress by using the Reader Zone app. Paper tracking was also available. Forty-six children from 27 families signed up for the summer reading program and 44 of the children completed the program. Children received Brag Tags as rewards for meeting summer reading goals. All who completed the summer reading program received a final prize bag.

Children also had the opportunity to remotely interact with Crane River Theater. Crane River Theater is a professional theater company from Kearney, Nebraska. Crane River presented "School House Rock," a Page to Stage production that incorporated theater, music, and dance. Crane River Theater's Page to Stage programs are special adaptations of their summer programs and are geared for libraries. Crane River's live performances at the library over the years have been amazing! They are high energy, interactive, and an outlet for artistic expression. The Page to Stage program is one of the most popular programs each summer for both children and adults. Children and families were able to access the "School House Rock" program from June 10 through the end of June on either the library's Facebook page or on the library's website.

Due to Covid-19 no summer reading programs were held for either Young Adults or Adults.

Library Sponsored Events
October 1, 2019 - September 30, 2020

- **Preschool Storytime**
- **Family Movie Night**
- **Tales and Travels Memory Program**
- **3TLS – Quilters at the Library**
- **Lights on After School**
- **Trick or Treat Street**
- **Christmas Open House – Coffee, Hot Apple Cider and Cookies**
- **Site for the Hospice Memorial Tree**
- **Prime Time Preschool Reading Time**
- **LEGO Club**
- **Partner with Multiple Choices Program at the Lexington Middle School**
- **Partner with the Elementary School After School Programs**
- **Lexington Early Childhood Connection/ Lexington Head Start**
 - **Tour, Storytime, and Register for Library Cards**
- **English Language Learner Class Tour**
- **Morton School - Tour and Storytime**
- **Christmas Tree Decorating Party**
- **Genealogy Class - Six-week class taught in the computer lab.**
- **Novel Stitchers**
- **Monday Afternoon Book Club**
- **Lexington Literary Guild**
- **Site for Census Taking**

Friends of the Lexington Library

The Friends of the Library continue to plan projects and support the library. Kathy Thomsen remains the leader of the group and Karen Thompson is the Library Liaison. The Friends of the Library sold brownies for one week each month until the March COVID-19 shutdown. They also sponsored Java Junction, the Nearly New Book Sale, and the Treasure Trove. The Friends of the Library raised \$6,150.00 during the Give Big Lexington campaign of 2019. The Lexington Community Foundation's matching grant program provided \$890.44. The total amount received from Give Big Lexington 2019 was \$7,040.44. A portion of the proceeds from Give Big Lexington 2019 has been allocated to cover the Friends of the Library's contribution to the Library Initiative Grant.

Programs Affiliated with the Lexington Friends of the Library

- Books on Wheels Program - The Friends of the Library deliver over 100 items to approximately 25 shut-ins on a monthly basis.
- Provide and serve treats for summer reading and other library events.
- Purchase the Golden Sower Nominee books for all categories each year.
 - The Golden Sower Award is the Nebraska Children's Choice Book Award Program.
- Sponsor the Treasure Trove Flea Market at the library.
- Sponsor the Java Junction Coffee Bar.
- Sponsor Humanities Nebraska Speakers' Bureau programs at the library.
- Provide exhibits for the library's entryway display case.
- Sponsor the annual Gently Used Book Sale.
- Promote the "Change for a Change" jar at the library for Give Big Lexington.

The Friends of the Library were not able to offer many of these programs during the COVID-19 pandemic, but they are planning to resume the activities when the pandemic is over.

Building Repairs

Due to Covid-19 no building repairs were completed during the month of April or the first half of May. ServiceMaster did not clean the library from March 27, 2020, to May 8, 2020. Library staff cleaned and disinfected the library daily during this time. The library began allowing repairmen back into the building the week of May 18.

Platte Valley Communications

- Replaced the hard drive because the library was not able to access past events and the system kept trying to regenerate the records.
- Replaced Camera #3 that views the hallway outside the restrooms. The image shown was a gray picture with white lines.
- Camera #7 that views the outside southeast corner of the property showed black images. A spider web and a bug caught in the web were removed.

Oliver Consulting

- Repaired the director's computer, which showed a hard drive failure.
- Installed five new computers - One for staff and four for public use.
- Updated all staff computers to Office 365.

Rasmussen Mechanical Services

- Set the heaters in the library's entryway to turn on automatically when the temperature drops below the safe level.
- Performed quarterly system checks and filter changes.
- Replaced Sump Pump #1 due to a bearing failure.
- Replaced a faulty solenoid on a heat pump in the attic.
- Replaced the connector switch on a heat pump in the mechanical room. The pump would not switch from heat to cool and large chunks of ice had formed on the heat pump.

Linden Plumbing

- Replaced the valve on the urinal that caused flooding in the men's restroom.
- Unclogged the sink in the staff restroom.
- Repaired the stool leak in the Women's Restroom.

- Repaired the sink faucet in the Miller Room.

City of Lexington Service Building

- Shut off the breaker because the security gate malfunctioned.
- Provided supplies to combat a sewer smell.
- Reset the outside lights timer.
- Moved shelving to provide more space for the audiobook collection.
- Hung the picture collection donated by Natalie Hahn in honor of Eric and Ruth Brown.
- Assembled new shelving purchased for the book sale area.

Jones Plumbing

- Replaced the broken door in the Men's Restroom.

Mike's Sprinklers

- Reset the clock controlling the sprinklers following a power outage.
- Replaced broken sprinkler heads.

Lacy Construction

- Checked the leaks above the front entryway and developed a plan to solve the leaking issues.

Intellicom

- Installed a new telephone system.

Weather Craft Roofing

- Repaired a roof leak in the office area.

Eakes Office

- Repaired the printers used for patron printing.
- Repaired the typewriters.

Fagot Electric

- Reset the outside lights timer.
- Replaced light bulbs in the entryway.

- Reset the people counter.
- Replaced the three-way switch in the office.

Financials

Revenue

- City of Lexington – \$514,025
- Nebraska Library Commission State Aid - \$1,523
- Interlibrary Loan Lender Compensation - \$520
- E-Rate - \$1,620

Total Revenue - \$517,688

Expenditures

- Personnel and Benefits - \$342,696
- Library Materials including Electronic Format - \$68,401
- Other Operating Expenses - \$96,923
- Computer Hardware & Software including Electronic Access - \$9,668

Total Expenses - \$517,688

Library Statistics

- **Hours Open – 2,109**
 - Number of weeks open from 10/01/2019 to 03/16/2020 - 24 weeks.
 - Number of weeks closed to the public in 2020 due to Covid-19 - 16 weeks.
 - Number of weeks limited in-person services offered - 12 weeks.
- **Registered Borrowers – 4,746**
- **Items in the Collection**
 - Books - 38,305
 - E-Books - 30,044
 - Books on CD - 3,679
 - Downloadable Audio Books - 28,031
 - DVDs - 1,720
 - Magazine / Newspaper Subscriptions - 53
 - Other Materials - 643
- **Total Materials in Library Collection - 102,475**
- **Items Checked Out including Downloads - 35,692.**
- **Library Visits - 31,187**
- **Reference Questions – 594**
- **Program Attendance**
 - Children’s Programs - 1,674
 - Adult Programs – 629
- **Technology**
 - 23 public access computers (5 available due to Covid-19)
 - Wi-Fi available throughout library; Outside access also available.
 - 26 Electronic Databases (25 funded by the Nebraska Library Commission)
 - Computer Usage - 7,082
 - Wireless Usage - 9,384

Staffing Changes

- **Resignations**
 - Library Assistant I - Rose Phillipson
 - Library Assistant II / Youth Services Librarian - Libby Zitterkopf

- **New Staff**
 - **Library Assistant I - Sharyn Cloyd**
 - **Library Assistant II / Youth & Family Services Librarian - Rocio Casanova**