

Maryland Public Libraries
Annual Report Requirements
FY2020

System Name, Address and Contact Information

Kent County Public Library

408 High Street

Chestertown, MD 21620

Jacqueline M. Adams, Executive Director

Names of Board Members and Director

Elisabeth Tully, President

Valerie S. Overton, Vice President

Earl R. Runde, Treasurer

Bronwyn Jones

Sabina Minney

John Silcox

Alan Austen

Jacqueline M. Adams, Executive Director

Elected Officials: County Commissioners

P. Thomas Mason, President

Ronald H. Fithian

Robert N. Jacobs, Jr.

Annual Financial Statistics for the Fiscal Year 2019

- Total Budget **(see attached audit)**
- Total Budget and Total Expenditures by source **(see attached audit)**
- Operating Budget (Local, State and federal) **(see attached audit)**
- Capital Budget, Grants Budget **(see attached audit)**

Annual Statistics for FY 2020

Pre Covid and YTD	July '19-Feb. '20	FY 2020 total
Total Materials Circulated (including e-materials)	107,929	124,733
Adult Materials Circulated (including e-materials)	83,889	98,796
Children's Materials Circulated	24,040	25,937
Reference Questions Answered	1,315	1,469
Number of Library Visits	69,242	73,437
Materials Owned	38,526	38,968
ILL Loaned	3,550	3,752
ILL Borrowed	846	915

- Registered Borrowers **(8,890)**
- Number of Programs/Attendance **(235/5,607)**
- Personnel **(13.5 FTE)**
- Digital Items **(107,190)**
- Public Access Computers **(34)**

- Public Computer Sessions **(8,559)**
- Public WiFi Sessions **(31,369)**
- Digital items **(107,190)**
- Meeting Room Use **(213/1,746)**

On March 16, 2020 KCPL closed its doors to the public and directed the staff to telework from home. Staff who were not equipped to work from home were supplied with laptops and hotspots as needed. We held weekly ZOOM staff meetings to stay in touch. Staff kept weekly logs of activities and stayed in close contact with their supervisors. They were also able to attend virtual local, regional and state committee meetings. Staff held virtual “Let’s Talk” sessions to discuss issues affecting them during COVID-19. Staff returned on a staggered basis to the building in early June.

COVID-19 had a serious impact on Kent County Funding for KCPL’s operations. The FY 2021 funding will be 10% lower than the FY 2020 funding. This anticipated reduction of nearly \$70,000 resulted in a delay in filling two open positions in the last quarter of FY2020. Without these positions, KCPL was unable to achieve many of their objectives.

Conducting library business while being down two positions is difficult enough but during the COVID 19 pandemic it presented additional challenges. KCPL’s exceptional staff faced these challenges and sought out training opportunities, forged new partnerships, and explored the world of contactless and virtual patron services.

KCPL kept in close contact with our community during the COVID-19 crisis using their website, social media and regular informative email blasts. We established an offsite phone number to enable patrons to talk with us in person or text.

FY 2020 Highlights

Strategic Long Range Plan: In early 2019 KCPL received a \$20,000 LSTA grant that enabled them to seek the services of an outside consultant. The Board of Trustees selected Spark Business Institute as the firm to assist in this process. KCPL engaged with Spark Business Institute to create a strategic planning process that clarified and revised the KCPL mission and vision statements, defined the community served by KCPL and established priorities for long range goals. The long range plan, was revised, reviewed and approved in November 2019.

Suggested Improvements fell into three major categories:

- Physical space /facilities management
- Marketing/community engagement
- Program enhancement opportunities

Publicity was printed and plans were underway to roll out the enhancements in these areas. However, when the COVID - 19 pandemic struck, these plans had to be put on hold and/or adapted to the new environment.

Collections: In preparation for redesign of the adult area in Chestertown, the entire adult collection from the Chestertown location was packed up and moved into storage from March 21 to July 10.

Technology: Even before the COVID 19 pandemic, it had become apparent that KCPL needed to perform a complete technology audit to help develop a strategic, future focused technology plan to include evaluation of the current infrastructure, expansion of digital network access and the purchase of internet capable devices. KCPL also needed to work on robust and secure cloud/file sharing capabilities. Since KCPL does not have, and has never had, an in-house IT person, it needed to get a good foundation and understanding of its current and future tech. It also needed to have a technology inventory so to speak along with a roadmap to help it move forward in providing the best possible services to meet the technological needs of the Kent County Community. A forthcoming grant for \$5,000 will enable KCPL to hire a consultant to work with the new technology person once that position is filled.

Pre Covid -19, KCPL provided services as needed to meet the technological needs of the community through one on one training and Technology/STEM programs for the public.

Good news is that KCPL worked with the Kent County IT Department and the IT personnel at ESRL to bring high speed Internet to the Galena and Rock Hall locations.

In addition, with financial and technology assistance from ESRL, KCPL was able to purchase 13 Desktop computers and 11 laptops for under \$17,000. Because computers were purchased through ESRL, KCPL received a significant discount with savings upwards of \$10,000 off what the price would normally be. ESRL also assisted in upgrading 17 existing computers.

Facilities: KCPL had applied for a FY2019 grant from the State to be matched by funds from the County totaling \$180,000 to complete the 2020 renovation to the adult and reference areas in Chestertown. Unfortunately, KCPL did not receive the grant. The KCPL Foundation generously agreed to provide \$90,000 and the KCPL Board (with guidance from the County Finance Department) determined that sufficient funds were available from its reserves in the amount of \$90,000 to provide funds for the renovation. The Friends of the Kent County Library also contributed \$10,000 for the renovations. The total cost of the project is \$215,000. In addition, the Friends also donated an additional \$5,000 for new hallway entrance flooring.

Renovation work including flooring and power track system were completed during the COVID-19 closure. The remaining renovation work was slated to be completed in August/September 2020.

Fine Free: KCPL is planning to become a fine free library. The Board of Trustees approved a “Fine Free” February in FY 2020 and enacted a second annual “fine free summer” for Children’s books in FY 2020.

Policies: The Board of Trustees continued to review and revise policies over five years old. The Board of Trustees approved new and revised policies and staff handbook sections to reflect policies, actions and procedures to be followed during a public health crisis.

Board of Trustees: The term for the KCPL Board of Trustees operates on the calendar year January through December. The Board meets once a month and when possible, holds their meetings at various KCPL locations. FY 2021 will see one new member added to the Board. The Board held virtual Finance and Board meetings March through June in FY 2020.

Volunteers, Supporters: The community, in the form of the municipalities, volunteers, the Friends of the Kent County Public Library, the Foundation for the Kent County Public Library and the general community continued their support. The Friends of the Kent County Library held their Fall 2019 book sale but unfortunately they were unable hold their Spring book sale due to Covid 19. The Friends have been donating \$15,000 a year to KCPL for materials and staff development. It is unsure whether they will be able to make a similar contribution for FY 2021 or FY2022

Grants: In addition to the LSTA grant for the Strategic Range Plan, KCPL was awarded a LSTA Staff Development Grant that enabled two staff members to further their formal education and staff members to attend the MLA Conference.

FY 2020 Program Highlights

Summer Reading: The Foundation for the Kent County Public Library was again the recipient of a \$6,500 PNC Grow up Great Grant to support the FY20 summer reading program. Conducting a summer reading program in the midst of the COVID 19 pandemic presented incredible challenges but the KCPL Children and Youth Services librarian exhibited extraordinary creativity, internal and external leadership and remarkable resilience in KCPL's summer offerings. She worked remotely with the Summer Reading Advisory Council and created expanded summer reading packets and activity guides with adapted activities that can be completed from home, recorded virtual snapshot programming for KCPL (2 minutes with KCPL, play, read alouds, etc.) conducted live Zoom outreach programs on Fairy Tales for summer KEEP camp, ordered new titles for the children's collection in the weeks leading up to reopening including many supplementary titles to support the summer reading theme, set up a digital version of our summer reading game in Beanstack to provide the option of a

packet pickup or an all virtual game experience, coordinated with the state to provide additional summer activities: summer slugger program, CSLP activities, partnered with the schools and KEEP camp to distribute summer packets in advance of camps beginning to all participants, administered the PDG-5 grant that funded Mindful Start programming as well as new story time props including stretchy bands and ribbon streamers, puzzles, and nutrition based activity cards, created, edited, and uploaded audio recordings for Dial-A-Story library rotations for the Easter Shore regional library consortium, collaborated with the schools at all 3 levels to update their summer reading requirements and lists for students, including cross referencing all high school titles with their availability on our digital platforms and providing instructions on how to create temporary cards to download materials as needed and recorded virtual storytimes for Judy Center summer outreach and for KCPL programming

Pre Covid-19

Mindful Yoga: year round yoga programming for toddlers and preschoolers.

After school/out of school programming: Pokemon Poms & family movie, Gingerbread Houses, Noon Year's Eve (2nd annual), Valentine's Crafts, Spring Soaps for Tweens & Teens

Family Trivia Night: Evening program held in collaboration with the Chestertown Recreation Commission

Out of the Box: Evening programming featuring modern board games for adults and teens

One Day University: Series of six video lectures presented by the nation's greatest professors

7th Annual Toy Train & Model Railroad Exhibit: biggest turnout ever

STEM Activities

Activities below are in addition to our Annual STEM Festival coordinated with local science and environmental groups, local public and private schools, community organizations, and Washington College

Out of this World Crafts
Outer Space! Storytime
Science of Spectroscopes
Insane Science of Fairyland
Galactic Pendants
Lego Time
Space Slime Time
Sciencetellers - Aliens!
Night of the Fireflies Storytime
Owl Pellets with 4-H
Soap Making

Therapeutic Touch Series: Relieve Stress, Calm headaches, Ease Back Pain

Community Archeology: presented Dr. Julie Markin and students from the 2019 summer field school at the Lost Towns project. An interactive presentation showing the benefits of collaborative and community based field work.

Life after the Book Deal: Author Lindsay Lusby presented an interactive and informative program about producing and marketing a book.

6th Annual Seed Swap: this year we added additional programs at branches.

Happiness Hour (all locations): Series of Creative Time for Grown-Ups featuring Doodler Art, One Word Resolutions, Homemade Valentines

Enneagrams: A Tool to Understand Yourself & Others

FY 20 One Maryland One Book:

Trauma of Racism: explored the interactions of the history of racism, effects of trauma, and adverse childhood experiences (ACEs).

How What We Do On Land Impacts our water: Kent's Soil and Water Conservation District presented an interactive watershed demo.

Flint documentary

National African American Read-In: A celebration of black authors, literacy, reading, and diversity in literature. Held in partnership with Sumner Hall GAR Post 25.

Plant Your Family Tree: African American Legacy Day Genealogy Program

Virtual Programming during COVID-19

Virtual programs for MD STEM festival: promotion of MD STEM Art contest, creation of weather STEM kit for distribution

Created an outdoor 'ad' for our summer reading program in the form of an interactive chalked sidewalk

Created craft and STEM kits for to-go pickup for families to use at home

FY 2020 Partnership /Outreach Highlights

Even during COVID-19, KCPL continued to actively participate with Washington College and two other prominent local organizations on a grant from the Mellon Foundation for "Chesapeake Heartland: An African American Humanities' project. The grant is a timely, innovative, unprecedented three-year initiative to preserve, share, and curate more than three centuries of African American history in Kent County, while developing a new model of public history that can eventually serve other communities around the Chesapeake region and even beyond. In FY 2020

KCPL also provided numerous public programs in partnership with multiple community organizations (see below).

Classes/Outside Group Meetings

Many of these groups continued to meet virtually during COVID-19

- Needlecrafters group
- Weekly films for public viewing and discussion
- Three Writers Groups
- 4 KCPL sponsored book groups and assistance to over 10 community book groups
- Weekly Chess Club
- Upper Shore Beekeepers
- Family History Discussion Group
- DLLR Veterans representative regular visits

KCPL is very proud of our continued relationship with our community. KCPL maintained contact and continued outreach with valuable partners, major organizations and civic entities throughout the COVID-19 closure. Many annual activities, especially those that were scheduled to take place in winter and spring were cancelled.

- Kent County Public Schools
- Bayside H.O.Y.A.S
- American Legion
- Homeports
- Kent County Chamber of Commerce: KCPL, Held our annual “Business after Hours”
- League of Women Voters: regularly hold candidate forums and co-host an annual African American History Month program
- Board of Elections: Chestertown Library is a designated polling place for early voting and a precinct location on Election Day. We hosted primary and throughout the COVID-19 pandemic
- Maryland Extension Service offers an annual Horticulture Program Series
- MD Health Connection
- Historical Society of Kent County
- Maryland Department of Disabilities

- Kent Center
- Kent County Arts Council
- Chestertown Recreation Commission
- Kent County Health Department
- Kent County Department of Social Services
- Washington College and the Washington College C.V. Starr Center
- Chesapeake College
- Sassafras Environmental Education Center has an annual exhibit
- Mid Shore Pro Bono
- Judy Center of Kent County
- SCORE holds annual classes
- Pepco holds annual hearings
- AARP Tax Preparation throughout the entire tax season (cancelled)
- Chestertown Tea Party Celebration and Storytime (cancelled)
- U.S Coast Guard Safe Boating Class
- Workforce Development Job Fair
- Project H.O.P.E.
- Mid Shore Pro Bono
- Chestertown Garden Club
- Headstart
- MD Insurance Outreach
- Community Mediation Upper Shore
- American Red Cross
- Compass Regional Hospice
- Kent County Teacher's Association
- Bayside HOYAS (Help our Youth Achieve Success)
- National Music Festival (cancelled)
- Woman's Literary Club
- Rotary Club of Chestertown
- New Yarmouth Questers
- Nature Club
- Kent County Job Fair

FY 2019 Budget

The attached Financial Statements Audit Report and Management Letters contain information on budget issues and provide significant financial highlights for FY 2020.