

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
townhall@keedysvillemd.com  
www.keedysvillemd.com



*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council*  
*Matthew Hull, Council*  
*Sarah Baker, Council*

*Approved*

## **Mayor and Council Minutes May 1, 2024**

The monthly meeting of the Keedysville Mayor and Town Council was called to order at 7:01 pm with the following present: Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Judy Kerns, Matt Hull, Sarah Baker, Town Attorney Ed Kuczynski, Deputy Dakota Watkins, Town Administrator Lisa Riner, and Administrative Assistant Teresa Pangle.

Minutes from the April 3, 2024 meeting were approved.

The General Fund Report was \$285,587.37

Announcements were read

### Community Deputy Report

Deputy Watkins reported the following checks, 21 in Cannon Ridge, 23 in Rockingham, 22 in Stonecrest, 7 in the Cemetery, 19 in the park, 9 at the filtration plant, 30 minutes of parking enforcement, 6 calls for service, 1 day for Court and 2 special events, Springfest and a test.

Jenny Bakos, Exec Director Washington County Free Library – Ms. Bakos provided their 2023 annual report and strategic plan to be included with the Town minutes. The strategic plan ends this year so as part of her initiative to go forward with the next couple years she wanted to come to Town Council meetings specifically to talk about our Library and what the Town wants to see. Council members mentioned the limited hours, and lack of evening hours compared to other locations, as well as the lack of updates on social media. Ms. Bakos said they are in the process of consolidating how they update social media. Ms. Baker mentioned the Keedysville Library is the only location on the County's website with zero events listed for the entire year. Ms. Kerns agreed the lack of hours and programs is an issue and is why she uses the Boonsboro Library as do other Keedysville residents. Ms. Bakos said they implemented Saturday hours due to the feedback they received about accessible hours. Ms. Bakos said they have seen more visitation since Saturday hours have started but what she needs is for the community to go more. Ms. Riner pointed out it's a double edge sword saying they don't have programs because no one goes, but maybe no one goes because they don't have programs. Ms. Bakos said they are bringing Boonsboro programmers over on Saturday for children. She said the first one didn't have a lot of attendance but they are going to keep doing them. She said one of the reasons they moved away from programs is due to Federal Labor Law changes. Several Council members mentioned not wanting to lose the library and Ms. Bakos said that is not on the horizon or her agenda. Her goal for this meeting is to take the feedback to her Board. Ms. Riner

pointed out the park is busy and if the library was open, it is more likely people will stop in. Council members are open to do things that generate interest for the library.

Planning & Zoning Commission Applicants: Luis Flores (full member) and Sarah Bennett (alternate member) – Ms. Riner said there were openings for one full member and two alternate members. Mr. Flores expressed interest first so he's applying for the full member and Ms. Bennett for the alternate position. Mr. Hull motioned to appoint both applicants, Mr. Sweeney seconded and all voted in favor.

#### Resident Comments

Mayor Lord asked Ms. Bennett how she thought the SpringFest went and she said fabulous. She went last year and this year was a much bigger turnout with more vendors and better weather. Mayor Lord thanked Deputy Watkins for attending SpringFest. Deputy Watkins said it was a great day.

#### Old Business

Park Sign – Ms. Pangle reported waiting on a revised quote from TMG Studios

Town Hall Address Plaque for Building – Ms. Pangle reported waiting on a revised quote from TMG Studios

Gazebo Planting – Ms. Pangle reported Ms. Thomas has picked June 1<sup>st</sup> for planting.

New Water Agreement with Boonsboro – Ms. Riner reported she did send them our comments but hasn't heard back. She hopes it can be discussed at the next Boonsboro Keedysville Water Board meeting.

ARPA Funds – Ms. Riner said she submitted the report before April 30<sup>th</sup>. The list of ARPA expenditures will be attached with this month's minutes.

FY 2025 Budget – Mr. Sweeney motioned to introduce the Town & Water budgets as discussed in the Budget Hearing, Mr. Hull seconded and all voted in favor.

Town Website – Ms. Riner reported Ms. Green is stepping back from taking care of our website. She provided a referral for Vic King who provided a quote. Evan Wiegand a resident, member of the Green Team and a web designer also provided a quote. There was some discussion. Ms. Kerns motioned to hire Mr. Wiegand, Mr. Sweeney seconded and all voted in favor.

Grant for Record Digitizing – Ms. Riner reported the paperwork for this was turned in some time ago, but Appalachian Regional Commission is no longer funding these types of programs.

Town Hall Window Repairs – The repairs are complete. There was some discussion of removing the tint from the windows.

Streambank Restoration – Ms. Riner said they will not get to this until the summer of 2025. They still would like Mr. Hull to clear off the dam. Apparently, there are some issues with permitting from the State and the streambed utilities. Ecotone is going to do a more in-depth flood study to make sure the design will stand.

#### New Business

Community Deputy Program Amendment – Ms. Riner said our cost is going up 20% from last year. The County is trying to make it so the Towns cover the whole cost for the Deputy, including salary, benefits and personal equipment. Our cost will be \$23,622.20. Ms. Baker feels the County should chip into this as well. Mayor Lord mentioned in his Town Mayors meetings, several have said their participation may not last long. Ms. Baker suggested the Towns come together with a counter proposal back to the County. A 20% increase is too high, can there be something in the middle so Towns can continue to participate. Mayor Lord would like to have a discussion with the Sheriff's office, the other Towns and

maybe the County Commissioners before making any decisions. There was much discussion. Mr. Hull motioned to table this, Ms. Kerns seconded and all voted in favor.

Tele-Plus Extended Service Agreement – Ms. Riner said we usually get the silver plan. The annual amount is \$1,490.83 if the Council wants to continue with the plan. Mr. Sweeney motioned for the silver maintenance plan, Ms. Kerns seconded and all voted in favor.

Town of Boonsboro Fishing Derby Donation – Ms. Riner said the Council usually donates \$100. Mr. Sweeney motioned to donate \$100, Ms. Kerns seconded and all voted in favor.

Sharpsburg Elementary Destination Imagination Team Donation – There is no money left in this year's budget.

Women's Restroom Door at the Park – Ms. Pangle reported she received a quote from HPG to replace the door, but is still waiting on their quote to replace just the hydraulic arm.

Paving – Ms. Baker said she is waiting on a call back but she will reach back out to them. She already has a list of the worst roads. Once she has the budget, she can see how far it will stretch. Gas prices are really high right now.

#### Council Comments

N/A

Meeting adjourned at 7:55 pm.

Respectfully Submitted,  
Teresa Pangle  
Administrative Assistant

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## Mayor & Council and Water Commission Meeting May 1, 2024

All attendees must sign in. Attendee comments will only be heard during the appropriate time in the agenda. Those wishing to be heard must check the appropriate box. Comments will be limited to three minutes each.

NAME	ADDRESS	PHONE	WISH TO BE HEARD
Jenny Bakos	100 S. Potomac St. Hagerstown	757 404 0021	<input type="checkbox"/>
Sarah Bennett	5 mallard Ln	848-933-3250	<input type="checkbox"/>
Dakota Watkins	17 Dosstreet Rd.	301-582-8267	<input type="checkbox"/>
Luis Flores		301-305-3170	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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## Mayor & Council Agenda May 1, 2024

Call to Order

Pledge of Allegiance

Approval of Minutes: April 3, 2024 Meeting

General Fund Report: \$285,587.37

Announcements: Town Election Saturday, May 4 at Town Hall; Community Yard Sale Saturday, May 4; Bulk Trash Pick-up Saturday, May 11; Street Sweeping Tuesday, May 21

Community Deputy Report

Planning & Zoning Commission Applicants: Luis Flores (full member) and Sarah Bennett (alternate member)

Resident Comments

Old Business: Park Sign; Town Hall Address Plaque; Gazebo Planting; New Water Agreement with Boonsboro; ARPA Funds; FY2025 Budget; Town Website; Grant for Record Digitizing; Town Hall Window Repairs; Streambank Restoration

New Business: Community Deputy Program Amendment; Tele-Plus Extended Service Agreement; Town of Boonsboro Fishing Derby Donation; Sharpsburg Elementary Destination Imagination Team Donation; Women's Restroom Door at the Park; Paving

Resident Comments Related to Agenda Items

Council Comments

Adjournment

## ARPA Expenditures

**Total Amount Awarded: \$306,963.75**

### Past Expenditures

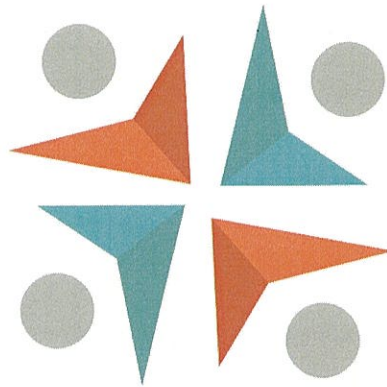
<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6/30/2023	Huntzberry Brothers	Preventive Maintenance Program	22,500.00
8/1/2023	Southern Corrosion	Tank Maintenance	8,148.15
9/30/2023	Town of Boonsboro	Water Operations & Billing Services	27,644.00
12/31/2023	Town of Boonsboro	Water Operations & Billing Services	27,644.00
2/1/2024	Southern Corrosion	Tank Maintenance	8,148.15
			<b>94,084.30</b>

### Future Expenditures

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
3/31/2024	Town of Boonsboro	Water Operations & Billing Services	27,644.00
9/30/2024	Town of Boonsboro	Water Operations & Billing Services	29,966.00
12/31/2024	Town of Boonsboro	Water Operations & Billing Services	29,966.00
2024	Southern Corrosion	Tank Maintenance	8,637.03
3/31/2025	Town of Boonsboro	Water Operations & Billing Services	29,966.00
9/30/2025	Town of Boonsboro	Water Operations & Billing Services	32,483.14
12/23/2025	Town of Boonsboro	Water Operations & Billing Services	32,483.14
2025	Southern Corrosion	Tank Maintenance	8,637.03
2025	Southern Corrosion	Tank Maintenance	9,146.61
2026	Southern Corrosion	Tank Maintenance	3,950.50
			<b>212,879.45</b>

<b>Total Expenditures</b>	<b>306,963.75</b>
---------------------------	-------------------

FY2023	22,500.00
FY2024	99,228.30
FY2025	107,172.06
FY2026	78,063.39
	<b>\$306,963.75</b>



# WASHINGTON COUNTY FREE LIBRARY

*Where People & Possibilities Meet*

## Strategic Plan 2021-2024

## Strategic Plan Update 2021 – 2024

It is difficult to imagine a more unusual time for strategic planning. In the past year the library experienced major disruptions due to the worldwide covid-19 pandemic. Much of the organization's energy and resources has been focused on maintaining as much stability as possible for patrons, library staff and the larger community. Yet even in the midst of constant repositioning, as an organization we find ourselves gleaning valuable lessons and seeing new opportunities.

Thus it is with considerable optimism that we present this Strategic Plan Update, which will guide our post-pandemic operations as we continue to work towards fulfilling our strategic focus on educational infrastructure and self-directed learning; workforce development and economic well-being; and civic resources for all. This Plan Update identifies a new strategic focus on stewardship which will ensure that all WCFL resources – buildings, materials, employees, infrastructure – are used effectively to benefit our community.

A recurrent theme in this Plan, and indeed in preceding plans, is the importance of partnerships within the community. We believe that the WCFL has a responsibility to bring partners together in a spirit of inclusivity and that, with our breadth of services across Washington County, we are uniquely positioned to do so.



Stephen Schutte  
President Board of Trustees



Jenny Bakos  
Library Director

Our thanks to the following members of the strategic planning committee:

Jenny Bakos, Judy Chambers, Kim Halsey, Kathleen O'Connell, Stephen Schutte, and Janlee Viands

## **Strategic Focus 1: Washington County Free Library is an integral component of the educational infrastructure of our community and a leading provider of self-directed learning.**

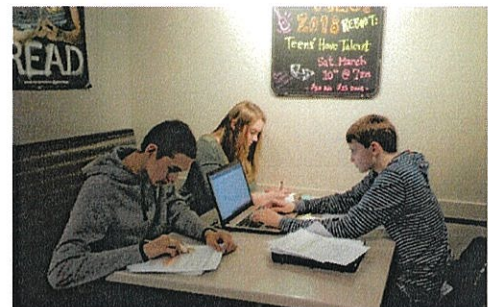
Washington County Free Library is committed to supporting learning at all stages of life and all levels of literacy. The Library encourages student success in school and enhances self-directed and incremental learning for children, teens and adults outside of formal education. Early learning is a primary focus in our community and our library.

### **Priority 1: The Library will be an Early Literacy Champion.**

- Focus on early learning activities. In response to the low number of students entering kindergarten ready to learn, the children's services staff will concentrate on designing age-appropriate programs to enhance Birth to Five Literacy levels and develop kindergarten readiness skills.
- Utilize the Every Child Ready to Read curriculum to provide resources and programs that train parents and caregivers in the use of talking, singing, reading, writing and playing as tools for teaching early literacy skills.
- Train children's public service staff in developing and delivering developmentally appropriate programming for children.
- Focus resources on activities both in the library and at home that foster parent engagement and support childcare providers in early childhood learning.
- Continuously develop and implement programs and services that foster a love of books, reading and learning.

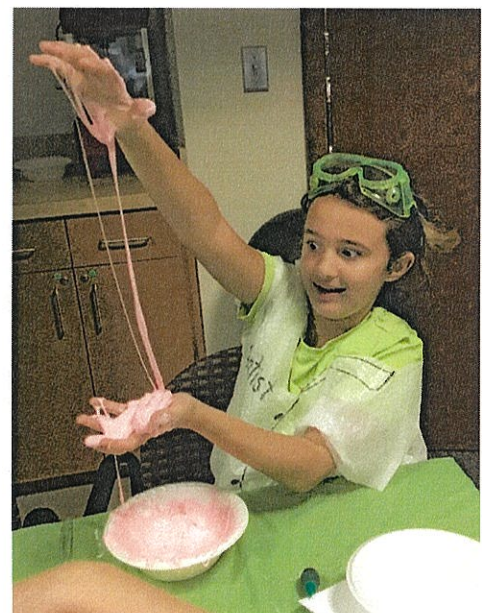
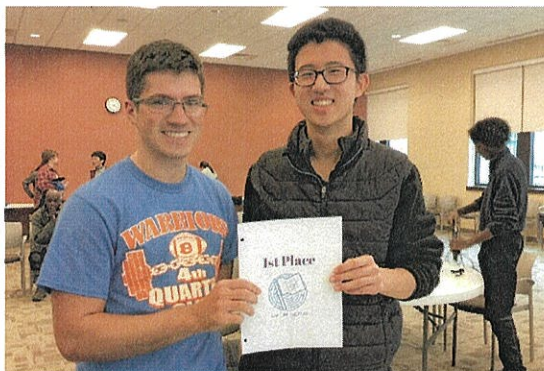
### **Priority 2: The Library will advocate for K-12 learning and success.**

- Strengthen relationships with the Washington County Public Schools and update the CLASS Partnership agreement to foster and enhance student achievement.
- Continue to offer library privileges to all students enrolled in public schools, which they will automatically receive by using their student ID as their library card. Students can access public library databases and use computers.
- The Fletcher Branch will continue as the school library of the Barbara Ingram School for the Arts.
- Partner with schools on special programs such as National History Day and One Maryland One Book.
- Work with the schools and other organizations to support afterschool and out-of-school learning activities
- Provide a rigorous summer reading program with online and in-library resources, classes and school involvement to address the "summer slide", support grade level reading and promote reading for pleasure.
- Offer school-aged and teen STEAM (Science, Technology, Engineering, Arts and Math) programs.
- Provide and promote resources for online homework and other educational resources.
- Participate in community-wide educational support efforts such as OnTrack and the Early Childhood Advisory Council.



### Priority 3: The Library will promote reading and self-directed learning for all.

- Promote reading for pleasure through book clubs, both in-person and online, author visits, special displays and events and partnerships with other organizations.
- Expand and augment opportunities for creative experimentation using new and old technologies with all library users. Begin to incorporate maker experiences into adult courses as they have been included in teen and children's activities. Explore the concept of a maker space for learners of all ages.
- Enhance life skills with classes: for example, financial literacy and basic computer skills to help address knowledge gaps that may exist in adult learners across a wide breadth of subject areas, using staff from the library and in partnership with other agencies.
- Provide opportunities for self-directed instructional opportunities for lifelong learners using online resources, lectures and partnerships exploring the creation of alternative pathways to learning. This could include offering credentialing and certification that recognize sources outside schools and formal educational institutions.
- Build and maintain a balance of relevant, current and accessible digital and print collections that offer access to information and support reading for pleasure in a variety of formats and environments.
- Improve online access to WCFL. Commission a website usability study in 2021 and allocate funding for website redevelopment in future budgets.
- Provide alternative delivery methods from books and other non-digital library materials.



## **Strategic Focus 2: The Washington County Free Library will support workforce development and the economic well-being of all Washington County citizens.**

The Washington County Free Library is committed to the economic development and growth of our community. The library is an integral part of the local workforce infrastructure providing resources and participating in community-wide economic development activities.

### **Priority 1: The Library will provide educational opportunities for workforce literacy and skills.**

- Offer classes in financial, computer, and digital literacy to community members.
- Provide one-on-one job search and resume coaching activities.
- Ensure that staff are trained in job search skills, resume writing and computer competencies to assist people looking for jobs.
- Explore opportunities for community members to develop business and entrepreneurial skills.
- Continue to work with external organizations to provide free or low-cost space for adult education.

### **Priority 2: The Library will collaborate with community organizations, both public and private, to promote jobs and economic development in our county.**

- Partner with the Washington County One Stop Job Center and the Western Maryland Consortium to offer workforce training, job search and resume coaching and special events targeted at job seekers.
- Continue to partner with organizations such as Greater Hagerstown, the Chamber of Commerce and the Homeless Coalition to grow the community's capacity for training, resource development, outreach and programming to support the economic well-being of all our citizens.
- Explore new partnership opportunities with organizations that promote jobs and economic development in Washington County.



## **Strategic Focus 3: The Washington County Free Library is a vital and strategic civic resource for all our citizens**

The library is a collaborator in building a strong, interconnected, diverse community. It is a place for the community to gather, engage and explore public and civic issues. Serving all residents from infants to seniors and providing technology, education, information, research and cultural enrichment; the library is uniquely situated as a public laboratory for our citizens to learn about each other and their world and work together to forge a robust, thriving society.

### **Priority 1: The Library will provide spaces, services, classes and resources for all with emphasis on the needs of each library community.**

- Provide library services for a culturally diverse population.
- Develop classes that incorporate the multicultural and diverse perspectives of each of our communities.
- Continue to develop and enhance multi-generational and family programming, classes and activities.
- Provide ongoing humanities programming that encourages creativity, critical thinking, the ability to reason, cultural understanding and acceptance.
- Maintain the high quality of research assistance through continual staff training and education.

### **Priority 2: The Library will anticipate and be responsive to community aspirations and needs, both current and future.**

- Conduct community conversations to discover the aspirations and needs of our communities. The library's responses to these needs will be varied and focused outward on the needs of the community. Communicate the findings from these conversations to the community and its leaders.
- Ask for customer and staff feedback to measure customer satisfaction and experience.
- Continue outreach efforts to underserved communities and individuals.
- Develop enhanced communication methods, both for the purpose of disseminating information out from the library and also for the purpose of facilitating connections within the community.

### **Priority 3: The Library will form and/or strengthen partnerships and alliances with other organizations and institutions.**

- Collaborate with other public libraries in the state to increase the quality of resources, classes, programs and services.
- Continue to partner with organizations who support the library's mission and goals such as the Bester Community of Hope, the Washington County Mediation Center, the Maryland Humanities Council, Maryland Public Libraries and the Maryland Division of Library Development & Services.
- Use outcome-based measurement to track progress.



## **Strategic Focus 4: The Library will be dedicated to the stewardship of resources for the staff and community members.**

### **Priority 1: The Library will provide a safe and productive environment for all.**

- Develop a strong Security Team for Washington County Free Library to monitor and maintain a safe working environment.
- Assess the need for facility and/or staffing improvements to improve safety at all branches.
- Provide staff training, tools and strategies for interacting with patrons who exhibit mental and/or behavioral health issues.
- Provide wellness resources for staff, to include an Employee Assistance Program, to encourage and promote good health in all of its aspects.
- Provide a safe space for those who use library facilities for nontraditional purposes, in balance with the needs of other patrons.
- Demonstrate sensitivity to the undeserved, traditionally marginalized and special populations through programming and other activities.

### **Priority 2: The Library will model ethical behavior.**

- Require adherence to a code of ethics for all library staff and trustees.

### **Priority 3: The library will maintain highly competent and professional personnel.**

- Assess the appropriate scope of marketing needs for the Library.
- Ensure compliance with state mandated continuing education credits for staff.
- Encourage all new permanent library staff members to participate in the annual state library conference (MLA).
- Begin creating departmental development and succession plans.



# ANNUAL REPORT

Washington County Free Library  
Washington County, MD

FY  
20  
23



# ANNUAL REPORT

Board of Trustees.....	2
A Word from the Executive Director.....	3
Library Visits.....	4
Cardholders.....	4
Circulation.....	5
Collections.....	5
Accessibility.....	6
Technology.....	7
Programs and Events.....	8
Financial Overview.....	12
Staff Breakdown.....	12
Return on Investment.....	13
Partnerships.....	14
Support Us.....	16

## Board of Trustees

Stephen Schutte  
*President*

Kimberly Halsey  
*Vice President*

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*Treasurer*

Laurie Bender

Kristine McGee

Katherine Oliver

Aaron Peteranecz

Kathleen Poole



WASHINGTON COUNTY  
FREE LIBRARY

*Where People & Possibilities Meet*

## Mission

The Washington County Free Library is committed to building a strong, interconnected, diverse community by bringing people, information and ideas together.

100 South Potomac Street Hagerstown, MD 21740  
301-739-3250 | [washcolibrary.org](http://washcolibrary.org)

Connect with us online:



[washcolibrary.org](http://washcolibrary.org)



@myWCFL

## A WORD FROM THE EXECUTIVE DIRECTOR



Dear Patrons, Supporters, and Friends of the Washington County Free Library,

I am pleased to present our 2023 Annual Report, highlighting the significant achievements and milestones we have accomplished together in serving our community.

This past year has marked exceptional progress for the Washington County Free Library. I'm excited to announce an increase in our circulation, marking a 26% rise from the previous year. Additionally, our commitment to innovation and accessibility was evident through the North Pointe smart locker system, which experienced an impressive 49% surge in usage. This growth underscores the dedication of our patrons and the tireless efforts of our library staff in offering diverse and engaging collections and services.

In addition to our traditional offerings, this year saw the integration of multiple community health programs. We addressed critical issues like period poverty by providing free menstrual products in all our restrooms, ensuring essential health resources are readily available. Furthermore, our collaboration with the Washington County Health Department played a pivotal role in the ongoing distribution of Covid-19 tests and in addressing mental health concerns within our community. These initiatives mirror our commitment to the overall well-being of our patrons and neighbors.

In recognition of the Library's hard work, we were honored with the prestigious "At Your Service" Award at the Washington County Chamber of Commerce's 2023 Business Awards. This achievement validates our unwavering dedication to excellence in service and innovation. My heartfelt thanks extends to our staff and supporters whose dedication made this accolade possible.

As we celebrate these achievements, I extend my deepest gratitude to our patrons, staff, volunteers, and community members whose steadfast support propels our mission forward. Together, we continue to forge a more vibrant and resilient community.

Thank you for your continued trust and partnership in our endeavors. We eagerly anticipate another year of growth, service, and community engagement.

Warm regards,

A handwritten signature in black ink that reads "Jenny Z. Bakos". The signature is fluid and cursive, with a large, stylized 'J' and 'B'.

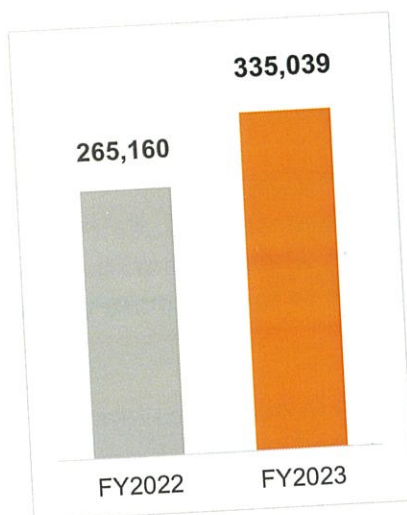
Jenny Bakos, Executive Director



## LIBRARY USE

Washington County Free Library was bustling with increased usage in the 2023 fiscal year! Residents of Washington County visited the system's **eight libraries** and **one bookmobile** over 335,000 times! WCFL's collection of **506,518 physical materials** and **quality digital library offerings** ensures there is something for everyone to enjoy.

### LIBRARY VISITS



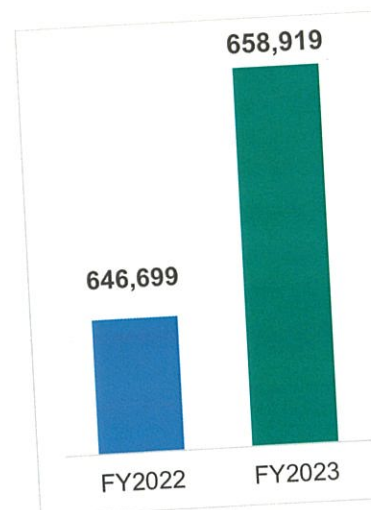
Visits increased by **26%** between FY2022 and FY2023.

### TOTAL CARDHOLDERS

**86,135** of 156,889 county residents are library cardholders.

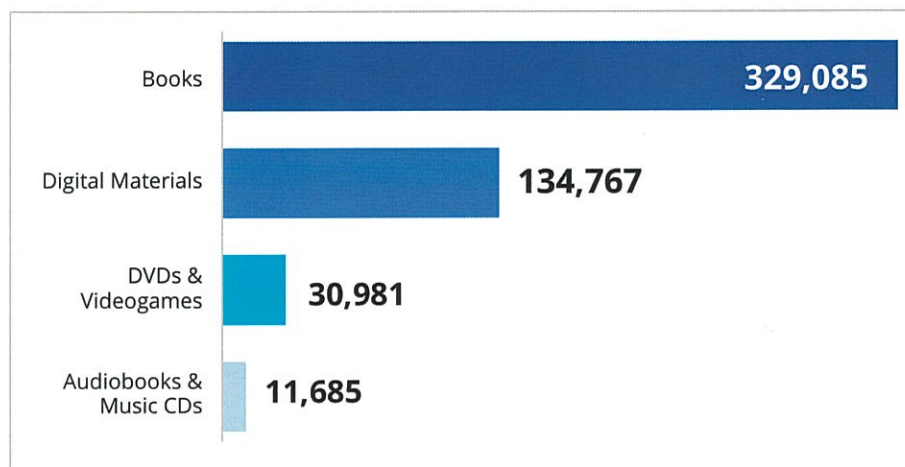


### TOTAL CIRCULATION



Circulation continues to see a consistent increase.

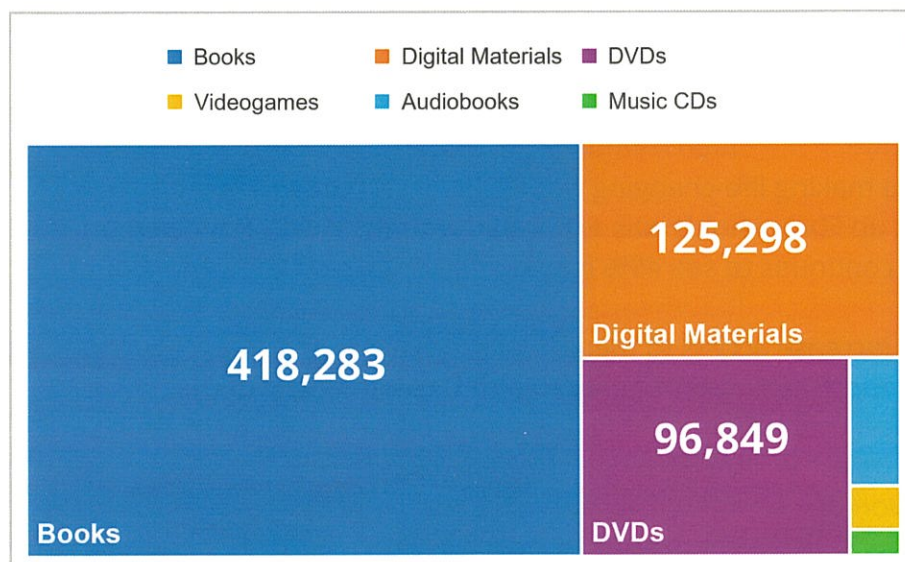
## LIBRARY COLLECTIONS



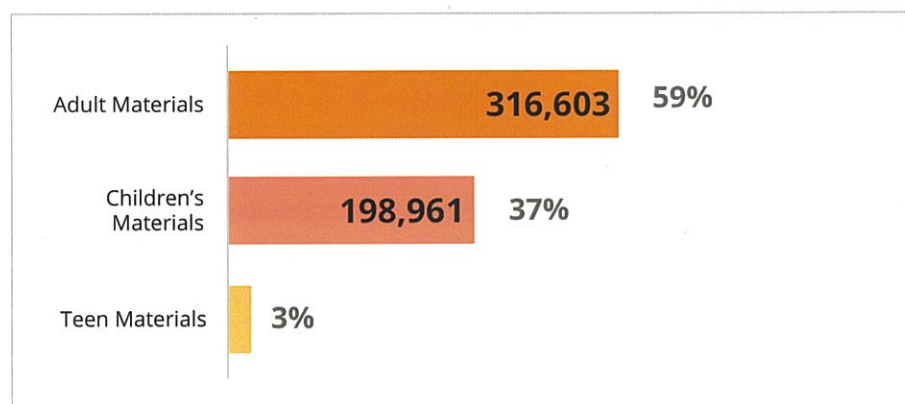
786 other materials are not represented in this graphic.

h

## CIRCULATION BY FORMAT



## PHYSICAL MATERIALS CIRCULATED BY TYPE



### At Your Service Award



This year, library staff throughout the county were honored for their commitment to incredible customer service with the Washington County Chamber of Commerce Business Award's *At Your Service Award*. Library staff at all locations and levels are dedicated to making libraries in Washington County welcoming, safe places to learn and connect.

## INTERLIBRARY LOAN

Total Materials:  
**20,411**

**10,499** Materials Borrowed  
**9,912** Materials Lent

Interlibrary Loan allows Washington County community members to access materials available in libraries throughout Maryland and beyond.



## ACCESS & ACCESSIBILITY

Washington County Free Library is dedicated to making life-changing services and resources available to all community members. Last year, access to pick up library holds was expanded with the North Pointe smart locker system and, this year the locker system continues to see **49% increased usage** over the course of FY23.

In FY23, a focus on community health brought increase access to menstrual products in libraries throughout the county. With support from Meritus Health and the Washington County Health Department, WCFL is now a recipient of free 100% cotton menstrual products through the Aunt Flow program. Community members have expressed appreciation for this kind of expansion of services to meet ongoing needs like period poverty.

### Library Stories

A staff member was approached by a young customer asking to learn more about the library. She shared that she didn't want to get a library card because she cannot read well— she has dyslexia.

The staff member showed this patron a section of books in the Children's Department with dyslexia-friendly font. She thumbed through a book, smiling the whole time. When asked if she could make out any of the words, she said, "Yes!"

She was excited to ask staff about finding more dyslexia-friendly books for all ages. Accessibility changes lives.



## Access to Internet Connectivity

According to the 2020 Census, approximately 18% of households in Washington County do not have a home internet connection. WCFL branches have **104 public computers**, in addition to printers, scanners, and more to help lessen the digital divide in Washington County.

<b>10,276</b>	Wi-Fi Sessions
<b>44,815</b>	Computer Sessions
<b>55,091</b>	Computer + Wi-Fi Hours

## MEETING ROOMS & STUDY SPACES

<b>433</b>	Meetings Hosted
<b>2,479</b>	Study Rooms Booked

Meeting rooms offer space for community organizations, businesses, and more, and study spaces offer students, small business owners, and others a quiet, private space to study or meet.

This year, hosted events in library spaces included test proctoring, strategic planning sessions, apartment tenant meetings, public information sessions, team building workshops, homeschool co-ops, interviews, and more!



## Access to Information

Library staff work hard to meet a wide range of information needs for all community members quickly, efficiently, and compassionately. This year, staff answered **41,857 questions**. That's 115 questions per day!

Community members visited WCFL's **70 premium digital services** for accurate, trusted database results a total of **154,470 times**.

### Library Stories

Staff shared that an older couple visited the library looking for a recipe from a local restaurant that is no longer in business. They knew the recipe had been in the Herald Mail sometime in the last 10-15 years. Other than that, they didn't know anything else about the recipe.

Library staff were able to locate the article and recipe for them! They were so happy to have this recipe again that they invited staff for dinner when they eventually make the recipe.

### Library Stories

A gentleman came in with his newly purchased chainsaw to show it to the librarians! He spent a very long time researching the best value chainsaws to find one that wasn't too heavy for his shoulder. He wanted to thank staff for the use of the library's computers to do this research and show them the result of his efforts.

# PROGRAMS FOR ALL AGES

The Washington County Free Library offers programming for all ages groups. In fiscal year 2023, WCFL saw an **12% increase** in overall program attendance from FY22. More children attended programs this year with an increase from 67% to 77% of overall attendance, and more teens attended programs rising from 6% to 11%!

**37,276 PEOPLE ATTENDED  
2,303 PROGRAMS**

**18 ATTENDEES PER  
PROGRAM ON AVERAGE**



**CHILDREN (77%)**

**TEENS (11%)**

**ADULTS (12%)**



## EARLY CHILDHOOD LEARNING

WCFL has focused resources to help foster caregiver engagement and support childcare providers in early childhood learning.

Storytimes with crafts, songs, and activities offer children and caregivers opportunities to engage with one another, learn, and grow. Children and young adults explored their interest in literature with book clubs and writing contents, as well as STEM with experiments and building challenges.

## ENHANCING EDUCATION

Book giveaways, author visits, creative maker experiences, and more offer students of all ages opportunities to learn and grow. Library staff are available to offer homework help and research assistance to K-12 students and beyond.

Many WCPS middle and high school classes visited their local libraries for tours and to learn about resources accessible with their RAIL (Raising Access to Improve Literacy) student library cards.

Homeschool Enrichment Classes gained popularity this year with educational and social opportunities for students during programs like Junk Drawer Robotics, presented by the 4-H Extension Office, and karate class, presented by Sensei Pat of Smith's Karate.

## Library Stories

A gentleman came to the front desk and shared his regard for the library. He told the staff that, as a little boy, he was the youngest of five and was always competing with his siblings for everything, especially for his mom's attention. She frequently visited the library and he quickly learned that if he came along with her, he could have her all to himself.

These visits with his mom led him one day to pick up the book entitled, *So, You Want to be a Lawyer?* He asked his mom if she would check it out for him, she said, "Yes, absolutely." Everyone else made fun of him for reading this book telling him he would never be a lawyer, but he kept coming to the library with his mom and reading more books with her encouragement. He grew up, attended HCC, then UMBC, then the University of Maryland School of Law before passing his bar exam.

He became that lawyer. Then, he became a judge. All this happened because he picked up a book with his mom at the library. Judge David W. Young shared, "This place can change the trajectory of people's lives."



## WCFL Program Highlights

### Hidden Treasures

Sharpsburg Library presented a short program, Hidden Treasures in the Sharpsburg Library, about the three books the branch manager found that were signed by a Civil War soldier in the NY militia and one signed by a local Sharpsburg Union soldier. The program explored the soldiers' connections to each other and in Sharpsburg.

### Summer Reading Club

Summer Reading Club helps prevent "summer slide" for students with a balance of self-paced reading goals and fun programs. This summer the Bookmobile crew brought the Summer Reading Club to 943 people in different locations throughout the summer. Out of the 943, there were 928 program finishers from the bookmobile stops!

### Makerspace

As part of its newly opened Makerspace, Williamsport Memorial Library purchased four child-sized sewing machines and held a series of programs to make simple sewing projects. Attendees enjoyed learning and the products of their new skill!

### Homeschool Book Club

The Sharpsburg Library's Homeschool Book Club made knotted blankets as a part of a kindness project. Nine fleece blankets were given to San Mar Treatment Foster Care for kids in their program. Students were excited about this project and talked about future opportunities to give back to the community!

## WORKSHOPS AND CLASSES

Life skills workshops, financial and digital literacy classes, one-on-one job search support, and community partnerships help WCFL provide ample opportunities for job seekers, entrepreneurs, and business owners to learn and connect.



### Library Stories

A gentleman came in to use public access computers, and he was attempting to sign into his unemployment account to ensure he could file appropriate paperwork to receive his checks. He was struggling to log in despite being on the phone with a representative. He explained to library staff that he'd been trying to get logged in for weeks and was clearly frustrated. After about a half an hour of investigation, searching email, and retrieving passwords, staff were finally able to get him logged in on the last possible attempt. He was so grateful, he hugged staff and said, "Thank you so much! Today was my deadline and I thought I'd never make it!"

To foster an interconnected community, the library incorporates multicultural and diverse thinking into our programming, reaches out to historically underserved communities, and collaborates with other organizations to strengthen bonds.





## RESPONDING TO THE COMMUNITY

Washington County Free Library strives to anticipate and be responsive to community aspirations and needs, both current and future.

With a focus on health and financial wellness, staff created a Seed Library for the Williamsport Memorial Library in spring. More than 33 patrons participated and took home over 200 seed packets to plant. In June, more seeds were added and over 46 patrons participated. Many stopped back to let staff know about the progress of their gardens! Some community members began dropping off seeds for the seed collection to help build the program for other gardeners.

### Library Stories



The voting display a library staff member created prior to Election Day worked! The staff member was working as an election judge when a young woman came into the polling place carrying the LWV Voter's Guide and Vote411 card, and she said she got them at the library. She spent some time looking at the resources before she voted.

Social bonds formed during library programs are important to highlight. Teens were very engaged working through puzzles together during popular Escape Room programs in Smithsburg and Williamsport. Attendees even requested specific themes based on their shared interests for subsequent Escape Room programs.

Library programs offer connection for residents of all ages. In Hancock, library staff offer a craft day each month at the Hancock Senior Center. Participants look forward to working on new creative activities together!



## WCFL Program Highlights

### Spotting the Lanternfly

In September, the Department of Agriculture to give an educational lecture about the invasive Spotted Lanternfly, Spotting the Spotted Lanternfly. The presenter discussed identification, sexual dimorphism, and commercial vs. residential removal.

### Flashback Storytime

To celebrate 101 years of the Smithsburg Library, staff designed a "Flashback Storytime" reflecting storytime in the 1920s with inventions and activities from that time period. Children used washboards and a clothesline to clean clothes for an interactive experience.

### Lawyer in the Library

In early 2023, Maryland Legal Aid offered community members the opportunity drop in and get advice from lawyers on any civil matters about which they had questions. Free service at the Lawyer in the Library program is extremely popular.

### Writing & Design Contests

The library received 161 entries into the annual Writers and Poets Contest and a record 222 entries for the annual Design a Bookmark Contest! These contests showcased the talent and creativity of young county residents!

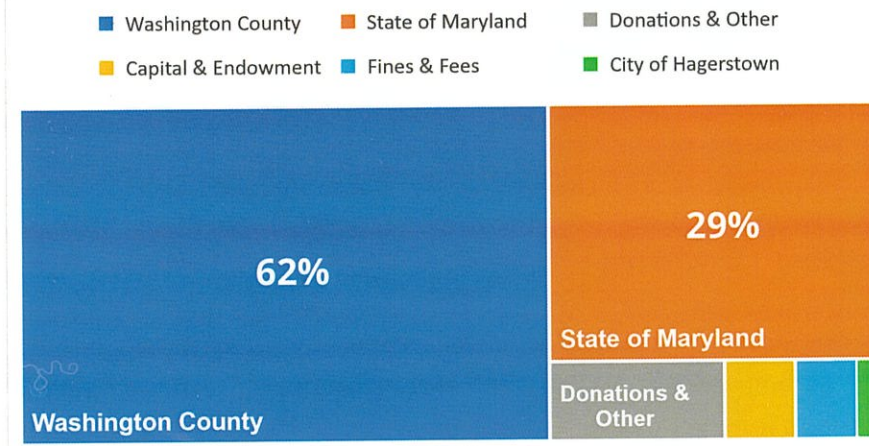
### History in Smithsburg

The Historical Society President gave an engaging talks on the Woman of Smithsburg during the Civil War and or Cavetown during the Civil War. The latter program had 65 adults and 4 teens in attendance!

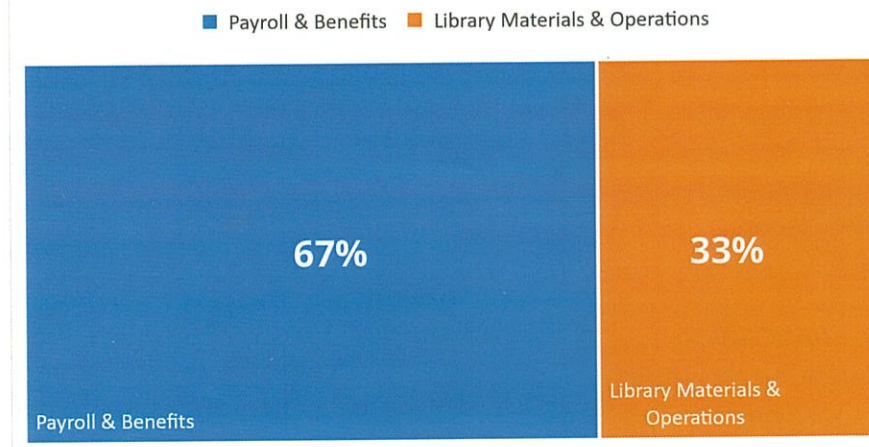
# FINANCIAL OVERVIEW

Total Budget: \$5,475,373.00

## Revenue



## Expenditures



The staff listed here work hard every day to provide free materials, programs, and other services to the Washington County community across eight libraries and a bookmobile.

## Staff Breakdown by Position FY23

WCFL Personnel (Total FTE): 72

### 14 Professional Librarians

These positions require a **Master's Degree** from an American Library Association accredited college or university and a **Professional Librarian Certificate** from the State of Maryland, along with the completion of continuing education credits on an annual basis.

### 3 Professional Support Staff

These positions require either a **Bachelor's Degree** or a **Master's Degree** in a specialized field relating to either Information Technology or Finance.

**10 FT | 17 PT**

### Library Associates

These positions require a **Bachelor's Degree** and the completion of a LATI (Library Associates Training Institute) certification, along with the completion of continuing education credits on an annual basis.

**21 FT | 27 PT**

### Library Assistants

**1 FT | 3 PT**

### Security Officers

**2 FT Maintenance Workers**

**2 PT Custodians**

# RETURN ON INVESTMENT

Investing in the well-being of your community pays dividends. When you invest in your public library system, those dollars are put toward educational infrastructure, economic development, cultivating connections, and beyond.

The personal stories shared by Washington County residents who use the library, the quantitative data gathered throughout FY23, and the below Estimated Value of Library Services chart offer a snapshot of Washington County Free Library's impact.

## Estimated Value of Library Services

Quantity	Service	Retail Value*	Value
20,411	Materials Borrowed via Interlibrary Loan	\$25.00	\$510,275.00
405,946	Books and Print Materials Borrowed	\$22.00	\$8,930,812.00
101,381	DVDs and Other Media Borrowed	\$20.00	\$2,027,620.00
138,847	eBook & Audiobooks Downloaded	\$27.00	\$3,748,869.00
41,857	One-on-One Research and Tech Assistance	\$20.00	\$837,140.00
32,802	Children and Teens Programs Attendees	\$16.00	\$524,832.00
4,474	Adult Programs Attendees	\$18.00	\$80,532.00
154,470	Premium Digital Resource Searches	\$15.00	\$2,317,050.00
55,091	Computer and Wi-Fi Hours	\$18.00	\$991,638.00
2,479	Study Room Use	\$50.00	\$123,950.00
443	Community Meeting Room Use	\$250.00	\$110,750.00

**Total: \$20,203,468.00**

\*Retail Value based on estimates.

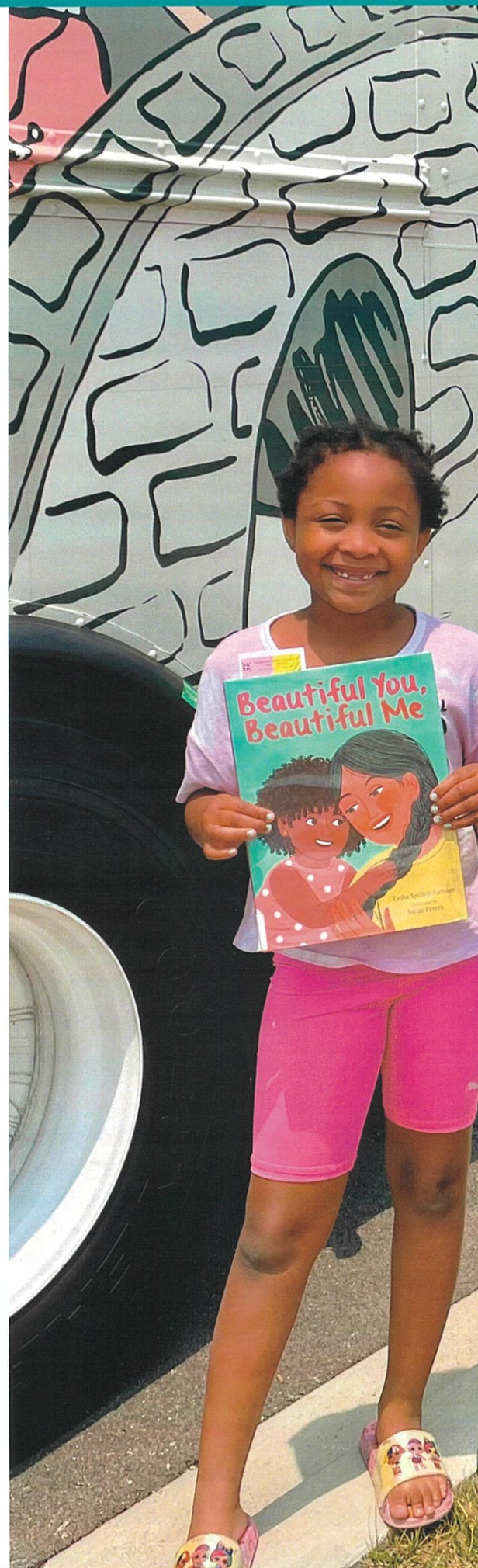
**For every \$1 Washington County spent on library services, the community received approximately \$4.98 worth in services.**

# PARTNERSHIPS

Washington County Free Library is generously supported by elected officials at the city, county, and state levels.

Notable partnerships this year include:

- WCFL continued to distributed Covid-19 at-home test kits and KN-95 masks provided by the **Washington County Health Department** to county residents.
- 26,498 **WCPS** students have RAIL (Raising Access to Improve Literacy) library accounts they can use to check out materials or use library computers.
- WCFL was honored as an active partner in **Meritus Health's** Go for Bold initiative and offer a wellness series in several library branches with **POWER HOUSE Studios**.
- The **Master Gardeners** dedicated a beautiful Sensory Garden in front of the Boonsboro Library.
- The **Town of Sharpsburg**, with support from the **Nora Roberts Foundation**, opened a new permanent StoryWalk in the Sharpsburg Community Park for families to enjoy different stories together outdoors!
- In January and February, 358 Common Cents Community Building Initiative STEM kits were distributed in Hagerstown, the library branches, and via the bookmobile in partnership with the **Discovery Station**.
- Boonsboro Library staff collaborated with the **Boonesborough Historical Society** to hold their monthly meetings at the library and bring in lively speakers for historical library programs.
- WCFL presented musical storytimes in partnership with musicians from the **Maryland Symphony Orchestra**.
- Sharpsburg Library staff presented a Storytime in Our Community series that included visits to the local **Post Office, Antietam Pumpkins**, and the historic Tolson's Chapel and School for an interactive activity with the **Friends of Tolson's Chapel**.



The library wishes to thank Washington County, the City of Hagerstown, and the many community organizations that provide support for our classes, workshops, special programs, and activities throughout the year.

- Antietam Pumpkins
- Apples for Children
- Authentic Community Theatre
- Baltimore Orioles
- Barbara Ingram School for the Arts
- Bester Community of Hope
- Boys & Girls Club of Washington County
- Chick-Fil-A
- CISCO
- Citizens for Maryland Libraries
- City of Hagerstown
- The Collegium
- Community Action Council
- Community Foundation of Washington County
- Dairy Queen
- Denny's
- Discovery Station
- First United Bank and Trust
- Food Lion
- Frederick Keys
- Fresh Academicz
- Friends of the Library
- Google
- Hadley Farms Bakery
- Hagerstown Community College
- Hancock Senior Center
- Head Start of Washington County
- Herald-Mail Media
- Horizon Goodwill
- Hospice of Washington County
- Hope Through Birth
- Hub@Hagerstown
- Institute of Museum and Library Services
- Judy Center of Washington County
- Kiwanis of Hagerstown
- Krispy Kreme
- Labor of Love
- Law Enforcement/Mental Health Task Force
- Live 96.7
- Martin's Foods
- Maryland Coalition of Families
- Maryland 529
- Maryland Humanities Council
- Maryland Department of Health
- Maryland Department of Natural Resources
- Maryland Division of Library Development and Services
- Maryland Science Center
- Maryland State Department of Education
- Maryland State Library Resource Center
- The Maryland Theatre
- Meritus Health
- Meritus Medical Center
- Middletown Valley Bank
- Misty Meadows Farm Creamery
- Neighborhoods First
- The Nora Roberts Family Foundation
- OnTrack Washington County, Inc.
- Potomac Case Management
- Potomac Valley Audubon Society
- Sharpsburg Historical Society
- Sheetz, Inc.
- Sheehy Hagerstown
- Sila Bartel
- Smith's Karate
- Smithsburg Historical Society
- Star Theatre
- SueChefs.org
- Town of Boonsboro
- Town of Clear Spring
- Town of Hancock
- Town of Keedysville
- Town of Sharpsburg
- Town of Smithsburg
- Town of Williamsport
- Tri-State Astronomers
- United Way of Washington County
- University of Maryland 4-H Extension Office
- University System of Maryland at Hagerstown
- U.S. National Park Service
- U.S. Postal Service
- Visit Hagerstown - Washington County CVB
- Volvo Group Trucks
- Waffle House
- WashCoLIT
- Washington County Chamber of Commerce
- Washington County Commission on Aging, Inc.
- Washington County Historical Society
- Washington County Homeless Coalition
- Washington County Master Gardeners
- Washington County Museum of Fine Arts
- Washington County Public Schools
- Washington County Reads
- WDVM
- Western Maryland Consortium
- Western Maryland Regional Library
- William Brish Planetarium
- Weis Markets
- WJEJ 1240 AM



# WASHINGTON COUNTY FREE LIBRARY

*Where People & Possibilities Meet*



Boonsboro



Clear Spring



Hancock



Keedysville



Hagerstown



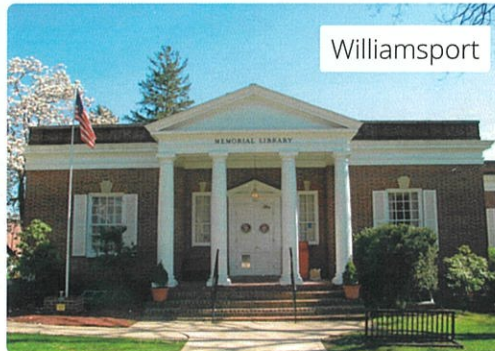
Sharpsburg



Smithsburg



Bookmobile



Williamsport

## How can I support my library?

### **Join the Friends of the Library!**

Join a group of library lovers who fundraise, advocate, and volunteer their time to support free library programs! Membership is just \$5 a year.

### **Speak Up!**

Advocate for your library locally, at the state level, and at the federal level. Let your elected officials know why public libraries matter to you.

### **Donate!**

Financially support your library to help further our mission, purchase materials, offer free educational and cultural programming, and more.