

**HARFORD COUNTY PUBLIC LIBRARY
FY 2026 BOARD OF TRUSTEES**

MEETING MINUTES

July 17, 2025

Present: Dr. William B. Allen; Errol E. Etting; Terrance Flannery; Dr. Monique H. Head; Carolyn K. Lambdin; Colonel Jonas Vogelhut, US Army, Retired, Vice Chair; Michael Woods, Treasurer; Carol Wright, Chair; Student Representative Isabella Lugo Frasqueri; Mary L. Hastler, CEO; and Jennifer Button

Absent: County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

Ms. Wright, Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:30PM.

CHANGES TO THE AGENDA

There was one change to the agenda. The Closed Executive Session was removed from the agenda.

RECOGNITIONS/PRESENTATIONS

Ms. Hastler recognized and welcomed new Trustee Carolyn Lambdin, who previously served on the Library's Foundation Board, and new Student Representative Isabella Lugo Frasqueri.

Ms. Hastler also recognized new staff member Zachary Herzog, Learning & Development Coordinator, and Sheila George, Early Literary Specialist, present to observe the Board meeting as part of the Library Associate Training Institute program.

APPROVAL OF MINUTES

All Trustees had the opportunity to review the minutes of the previous meeting in advance of this evening's Board meeting.

MOTION: Motion by Mr. Flannery, seconded by Dr. Allen, and carried by unanimous vote to approve the Minutes of the June 12, 2025 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Woods

The committee did not meet.

The Treasurer's Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending June 30, 2025 were within the annual FY2025 budget. Revenues were \$24.1 million and Expenditures were \$21.8 million. In December, the County invoiced the Library for ¼ of the RFP Admin expenses (\$30,000) to evaluate EAP service providers. This expenditure was not included in the Library's FY2025 budget.

MOTION: Motion by Dr. Allen, seconded by Mr. Flannery, and carried by unanimous vote to approve the Treasurer's Report as presented.

Executive Committee – Ms. Wright

The committee did not meet.

Capital Improvements Committee – Dr. Head

The committee did not meet.

Human Resources Committee – Ms. Wright for Colonel Vogelhut, US Army Retired

The committee met virtually on July 15, 2025.

The meeting was called to order at 8:31 a.m., by Ms. Wright who welcomed the newest member to the committee, Trustee Etting.

Ms. Wright provided an overview of the purpose of the committee and the group reviewed and discussed the July draft HR Report as prepared by Mr. Ross, Senior Director of Human Resources.

Foundation Board – Colonel Vogelhut, US Army Retired for Mr. Flannery

The Foundation Board met on June 24, 2025. A detailed report is included in the CEO report below, and Colonel Vogelhut, US Army Retired commended the success of the June 25th Build the Future Over Breakfast event. He also encouraged Trustees to consider sponsorship and attendance of the upcoming Library Gala on November 1.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the year to date include: Circulation 3,143,704; Walk-in visitors 742,007; Drive-thru visitors 62,813; Information/Reader assistance 383,529; Programs 9,924; Program attendance 540,615.

Programming and Events – Ms. Hastler for LaPenotiere

Ms. Hastler reviewed the Programming Report included in the CEO report below.

Teen Services – Ms. Lugo Frasqueri

Ms. Lugo Frasqueri reviewed the Teen Services Report included in the CEO report below.

CEO REPORT

Capital & Building Projects

Aberdeen

The Aberdeen branch has reported several safety issues regarding their sidewalks along the front of the branch – Franklin Street – as well as along the back of the building in-between the staff parking lot and the building. The County has identified both of these areas are the responsibility of the County to repair. The County has submitted tickets to Park & Recreation to repair the sidewalks. *(No Update)*

Abingdon

The Library received notice on February 18 that the county is seeking bids to perform a “recover” of the existing roof assembly under warranty. On February 28, the County held a bid walk through for vendors to bid on the repair of the roofing membrane. A thermal scan was scheduled for Tuesday, April 8th. The Abingdon roof membrane replacement was delayed due to inclement weather, and is now scheduled to begin on Friday, July 18th at noon and will continue through the weekend. The stone on the roof needs to be vacuumed so there will be some noise on Friday while that is happening.

The front step pavers have become loose and work orders submitted to the county. Repairs are complete except for the sealing which is to be done by a Parks & Rec vendor. *(No Update)*

Fallston

A leaking toilet was replaced along with repair/replacement of some tile work. Currently, there is water damage inside a wall between the restroom and book drop. The county is developing a plan to address.

Havre de Grace

The outdoor sign was completed July 3rd. Landscaping will be scheduled before the end of the month.

During one of the many storms recently, the branch experienced a partial power outage. This outage has caused unrepairable damage to the swipe badge system. We are working on replacing the swipe pads with either keys or code locks and removing the swipe pads. The staff elevator seems to be the one location in which the swipe card operated the elevator. Facilities is in the process of meeting with the elevator vendor to determine the appropriate solution. This meeting is scheduled for July 10th.

Jarrettsville

Portions of the geo thermal HVAC system are scheduled to be replaced. The system has been leaking for quite some time. The County requested several bids from vendors to repair the HVAC system and received one bid for \$175,000, which they felt was a bit high. A November 2024 meeting was cancelled and not rescheduled. On December 31, 2024, the unit stopped working. The County provided heaters for the Adult workroom and staff lounge but the number of portable heaters had to be limited due to electrical demands and tripping breakers. The library is providing fleece jackets for the branch staff in appreciation of their patience as the system is repaired. The County is waiting on parts as the estimated delivery is mid- April 2025. The latest plan by the County is to remove the existing system and replace with an air feed system. The next meeting is scheduled for June 10th with the vendor to work out the details and order the equipment. Replacement is tentatively scheduled to begin in late Fall 2025.

Joppa

The branch has had several false 911 calls from the fire panel and we have been working with the contractor, Harford Alarm. The fire panel is continuing to have alerts. The County is working on the problem. The phone lines have been tested by Verizon and are working.

Administration

The library has recommended the installation of a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at opening and closing. The County has added this item to their FY 2026 Capital requests.

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place. The county has requested the library provide funding for the portion of the project on the library side of the building. Included in the project is the build of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result. Planning continues as another meeting is scheduled for March 20th with the architect. The Design Phase should be completed by the end of May. The Construction Documents are estimated to be completed by the end of August 2025. The project should be ready for going to bid in August/September 2025. The assessment of the HVAC system has been completed and we should receive a report from the contractor in early March. The assessment indicates all of the HVAC units need to be replaced. The County project manager will follow up to determine the next steps. The replacement units will be placed on the ground – no more roof top units if replaced.

The Library has scheduled a meeting in mid-July with a space planner to optimize the efficient use of the smaller square footage.

FY 2025 Audit – Preliminary preparation for the FY 2025 Library Audit and the FY 2025 Foundation Audit is underway. The deadline to submit the final audit to the county is September 13th. Mitchell & Titus, LLP are the Library's auditors.

MPIA Request Submitted by Claudette Roberson (clroberson99@proton.me) – Ms. Roberson submitted a MPIA request through the County portal in June requesting the following information from Harford County Libraries: Aberdeen, Abingdon, Bel Air, Darlington, Edgewood, Fallston, Havre de Grace, Jarrettsville, Joppa, Norrisville, Whiteford. The information requested includes: Library Location; Department; Employee Name; Job Title; Rate of Hourly Pay; Rate of Annual Pay if Salaried for 2024. The Library complied with the request and sent a list of employees by requested location and the salary scale range.

Meetings & Presentations

June 2025

- 6/2 HCCAB Financial Review Meeting
- 6/2 HCCAB Meeting
- 6/3 LATI Meeting
- 6/3 UWCM Proclamation Presentation
- 6/3 Army Alliance Annual Dinner
- 6/4 Statewide Staff Development Meeting
- 6/4 Greater Harford Committee Meeting
- 6/4 Partnership Meeting: Fiore
- 6/4 Greater Bel Air Community Foundation Meeting
- 6/5 Mary Dulaney James Scholarship Review
- 6/6 The Sun Partnership Meeting
- 6/7 Char Hope 2025 Surfing for Recovery Corral Event

- 6/10 Harford County Chamber Government Affairs Committee
- 6/11 APG Behind the Gates Tour for 250th Anniversary
- 6/11 Harford County Good Scout Awards
- 6/13 Harford Chamber Education & Scholarship Breakfast
- 6/13 MD Humanities Board Meeting

- 6/16 HCPL Summer Reading Celebration
- 6/17 Harford County/Innovative Onsite Visit
- 6/18 Harford County Chamber FY26 Budget Review & Vote
- 6/18 Chamber Annual Dinner & Gavel Exchange

- 6/23 WJZ Interview: Book Club and Little Leapers
- 6/24 HCPL Foundation Executive & Board Meeting
- 6/24 Aberdeen Chamber Scholarship Lunch
- 6/25 HCPL Foundation Event: Build the Future Over Breakfast
- 6/26 HCPL Foundation End of Year Happy Hour
- 6/26-6/30 ALA Annual Conference

Programming and Events Highlights

At the Abingdon Branch, *Craft & Create – Adult Summer Activity Book* offered crafters of all skill levels a chance to make stab-bound, personalized activity books. Filled with coloring pages, mazes, and puzzles, the books served as both a creative outlet and a fun take-home project to enjoy throughout the summer.

Edgewood's *ColorFest* was a lively drop-in event that blended board games, paper crafts, and bracelet-making. Adults and children alike participated during the two-hour program, creating a vibrant, welcoming atmosphere.

At Fallston, the *Dinosaur Island Escape Room* was a standout program, running successfully over two days. Participants worked together to solve themed puzzles using dinosaur clues, with many attendees praising the creativity and attention to detail in the room's design.

Jarrettsville's final *Homeschool Connect* session of the season was both educational and entertaining. Families collaborated on bridge-building challenges using materials like straws, tape, marshmallows, and toothpicks. The result: imaginative, messy, and crowd-pleasing constructions.

At Norrisville, staff partnered with Norrisville Elementary School for the *Spring Art and Music Reception*, which featured student artwork and a performance by the NES Chorus. The event also served as a great opportunity to promote the *Summer Reading Adventure*, with many families signing up on the spot.

Bel Air staff were active in several outreach events in June, including an IronBirds baseball game, the Harford County Infants and Toddlers Summer Kickoff, the Bel Air Downtown Alliance Summer Movie Night, and the Bel Air Farmers' Market. The Farmers' Market was especially effective in boosting *Summer Reading Adventure* registrations, as families appreciated the opportunity to sign up during their visit.

At Joppa, the *Three Oaks Alpaca Farm* program delighted attendees with a visit from Happy and Cocoa, two friendly alpacas. The sunny morning event included hands-on learning and fun facts about alpacas, making it a memorable and educational experience.

Teen Services Highlights

At the Whiteford Branch, *Tie Dye Teens* gave participants a colorful, hands-on opportunity to explore fabric art. Teens created vibrant tie-dyed t-shirts and pillowcases, and also experimented with reverse tie-dye techniques using dark-colored shirts. They were excited to take home their unique, wearable works of art.

The Darlington Branch hosted a *Teen After Hours* event that offered two equally engaging activities. Half of the group focused on drawing Manga, watching instructional videos and independently exploring a variety of styles and characters. The other half enjoyed creative crafting, making shrinky dinks and personalized buttons.

At Havre de Grace, teens took part in a *Teen Paint Along* program where they "colored their universe" by painting constellation-themed canvases. Each participant added their own flair to their celestial creations, resulting in imaginative and beautiful artwork. The relaxed, expressive environment gave teens a fun way to connect with friends while being creative.

Marketing & Communications

The HCPL social media audience & interaction continues to grow.

- Facebook = 35,211 total followers
 - HCPL Main Facebook – 10,807 followers
 - Views: 158,476
 - Reach: 32,968
 - Interactions: 3,306
 - Link clicks: 63
 - Visits: 4,484
 - Branch Facebook combined – 24,404 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 10,211 followers
 - HCPL Main Instagram – 2,289 followers
 - Views: 19,511
 - Reach: 2,776
 - Interactions: 629
 - Visits: 242

- Branch Instagram combined – 7,922 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,818 followers
- HCPL Main LinkedIn – 1,092 followers
- HCPL Events Meetup - 180 members
- HCPL Weekly Newsletter – 25,820 subscribers
 - Sent 1 eNews per week for a total of 4 in June
 - Date sent: 6/5/25; Open rate: 26.83%
 - Date sent: 6/12/25; Open rate: 26.43%
 - Date sent: 6/19/25; Open rate: 25%
 - Date sent: 6/26/25; Open rate: 24.61%
- Top June Facebook posts
 - Beat the Heat (HCPL as Cooling Centers)
 - Date: 6/23/25
 - Views: 16,129; Interactions: 194
 - Introducing Librarian Lemon Lavender
 - Date: 6/12/25
 - Views: 10,614; Interactions: 186
 - Computer System Upgrade
 - Date: 6/18/25
 - Views: 6,515; Interactions: 31
 - 2025 Harford Leadership Academy Graduates
 - Date: 6/5/25
 - Views: 6,484; Interactions: 103
 - Join us at our Summer Reading Celebration!
 - Date: 6/11/25
 - Views: 6,294; Interactions: 61
- Top June Facebook Reels (also see under Summer Reading)
 - WJZ At 9 Book Club
 - Date: 6/27/25
 - Views: 311; Interactions: 13
- Top June Instagram Posts
 - Introducing Librarian Lemon Lavender
 - Date: 6/12/25
 - Views: 1,337; Interactions: 122
 - Beat the Heat (HCPL as Cooling Centers)
 - Date: 6/23/25
 - Views: 1,297; Interactions: 14
 - Teen Programs
 - Date: 6/21/25
 - Views: 630; Interactions: 17
 - National Best Friend Day
 - Date: 6/8/25
 - Views: 502; Interactions: 38
- Top June Instagram Reels (also see under Summer Reading)
 - WJZ At 9 Book Club
 - Date: 6/26/25
 - Views: 196; Interactions: 8

2025 Summer Reading

Summer Reading 2025 officially began on June 2 with the theme of, *Color Our World*. The program runs through Saturday, August 16 and readers of all ages are encouraged to participate.

Top Summer Reading stats as of July 7 are 17,601 customers registered with 26,082 books read.

A Summer Reading Celebration was held at Abingdon Library on June 16. The marketing department supported this event with an outreach table manned by marketing staff. There were 554 attendees at this event.

Summer programming includes several guest presenters, many of which are paid for by the various Friends of HCPL groups. This year's performers, which comprise of a total of 58 programs, include The Science Guys of Baltimore: Color Our World, Wildlife Adventures: Colors of the Wild, CTR Changing Lives: Buttons the Shetland Pony, Mr. Jon & Friends, The Fifty 7's: Colorful World of Music, Circus Science, The Farmyard: Small Animal Encounter, The Farmyard: Outdoor Animal Encounter, and Three Oaks Alpaca Farm.

The marketing team supported 2025 Summer Reading this year by having a seat on the year-long Summer Reading planning committee. In all, the team has completed nearly 30 design jobs for 2025 Summer Reading. The graphic designers created the following collateral:

- June 16 Celebration invitation/postcard/webslide/flatscreens,
- Summer Reading registration giveaway bag,
- Bookplates for customer completer books,
- Branch staff local school book talking bookmarks,
- All graphics for our first-ever bookmark contest,
- Summer Reading guest presenter program signs/social media event graphics/other social media graphics/public relations graphics,
- Volunteer application/name tag/certificate and artwork for the volunteer thank you gift,
- Graphics for the ReadSquared Summer Reading tracking platform,
- All other general marketing collateral for Summer Reading,
- Foundation Summer Reading sponsorship sell sheet/letterhead and pull-up sponsor signs for each branch.

In addition, the marketing & communications specialist worked with many local businesses to obtain solid, relevant offers for our highly-popular Summer Reading coupon sheet. These coupon sheets are given to all customers (except adults) when they register for Summer Reading.

The digital content coordinator put together a cohesive social media plan for Summer Reading that encompassed all of our Summer Reading initiatives. Below are top stats for these Summer Reading efforts.

- Top Summer Reading Facebook Reels
 - Summer Reading Prize Sneak Peek
 - Date: 6/6/25
 - Views: 2,879; Interactions: 79
 - Summer Reading Celebration
 - Date: 6/16/25
 - Views: 2,749; Interactions: 69
- Top Summer Reading Instagram Reels
 - Summer Reading prize sneak peek
 - Date: 6/6/25
 - Views: 1,000; Interactions: 60
 - Summer Reading Celebration
 - Date: 6/16/25
 - Views: 694; Interactions: 27
- Top Summer Reading Instagram Post
 - Color Our World Make a Bookmark Contest!
 - Date: 6/27/25
 - Views: 639; Interactions: 11

HCPL 80th Anniversary

We are commemorating HCPL's 80th Anniversary all year long! In celebration, a special logo was designed to be used over the next 12 months. A variety of fun events and engaging programs will take place over the next year that are designed to honor our history and our community. A few initiatives in place now are below.

- A special 80th bookmark created by the team with a QR code that will take customers to upcoming 80th Anniversary-related events and programs.
- Broom's Bloom Dairy created (3) special Library flavors that were voted on by the attendees at the recent Taste of Harford. The winning flavor, "Librarian Lemon Lavender" is now being sold at Broom's Bloom Dairy, local farmer's markets, and local farm stands. Special stickers for the ice cream containers and all collateral marketing materials were designed by the team. In addition, social media shout outs and features in our eNews have increased awareness of this partnership. A huge thank you to Broom's Bloom Dairy.
- Another partnership is in the works with Fiore Winery & Distillery. They have agreed to bottle a special vintage red wine for HCPL as well as a special vodka spirit... both in honor of our 80th Anniversary. Several events are being planned at Fiore over the next year. In addition, both of these beverages will be available at the Gala in November.
- *Whisper & Quill A Quiet Book Club* series kicks off in July. In honor of HCPL's 80th Anniversary, this quarterly series of silent reading sessions will take place at select Harford County establishments. Customers will enjoy a peaceful atmosphere where the only sounds are the turning of pages and the whispers of imagination. Our first one is at Broom's Bloom Dairy on July 15 with our second one taking place at Fiore Winery & Distillery on September 10. Ladew Gardens and Pairings Bistro will be the sites of future *Whisper & Quill A Quiet Book Club* events with plans underway. Currently, we have 50 customers registered for the July 15 event.

2025 Independence Day Parade – Darlington

The Marketing team registered HCPL for all (3) Independence Day parades, Saturday, June 26 in Darlington, Friday, July 4 in Bel Air, and Saturday, July 5 in Havre de Grace. The team also designed and created (2) large parade banners to be carried in the parades. One banner featured the Summer Reading theme with a QR code to register and the other banner featured logos of our Summer Reading Sponsors. The marketing team also supplied flags, pom poms, and other parade items to each of the (3) branches for their local parades.

Fall CheckOut – September/October/November 2025

Planning and design is underway for the next issue of CheckOut, HCPL's programming guide. This issue will feature programs happening this fall in September, October, and November. Book discussions are already published and may be viewed by visiting HCPLonline.org. The rest of our fall schedule of programs will be published in the HCPLonline.org front-facing calendar.

Marketing Request Forms (MRFs) Completed in June

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed over 133 Marketing Request Forms (jobs) in June. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides. These MRFs include materials and promotions needed for system-wide events coordinated by the marketing team as well as branch programs, and Foundation events/initiatives.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of "bite-size" book recommendations from HCPL
- 314 views total – June for all age groups

Recent Media Hits and Press Mentions

Press Releases Distributed

- *Harford County Public Library's Summer Reading Starts June 2 – June 2*

- *Harford County Public Library Unveils Refurbished Little Leapers Kits* – June 17
- *Harford County Cultural Arts Advisory Board Accepting Applications for Grants* – June 26

Television

- “WJZ at 9 Book Club with HCPL CEO, Mary Hastler” – *WJZ-13 at 9* – June 23
- “Good Morning, Maryland from Harford County Public Library, Summer Reading 2025” *WMAR-2 News/Good Morning Maryland* – June 17

Print

- “Harford County Cultural Arts Advisory Board Accepting Applications for Grants” – *Bel Air News & Views* – June 26; *Bel Air Patch* - June 26; *Harford County Chamber of Commerce* – June 26; *I-95Business* – June 26
- “How are Havre de Grace Residents Beating the Heat this Week?” - *The Aegis* – June 24
- “Extreme Heat Prompts Harford County to Open Cooling Centers at Libraries” – *Bel Air Patch* - June 23
- “Harford County Public Library Unveils Refurbished Little Leaper Kits” - *Bel Air News & Views* – June 17; *Bel Air Patch* – June 17; *Harford County Chamber of Commerce* – June 17; *I-95Business* – June 17
- “Harford County Public Library Kicks Off Summer with Reading Program” - *The Aegis* – June 4
- “Harford County Public Library’s Summer Reading Program Runs June 2 through Aug. 16” - *Bel Air News & Views* – June 2
- “Harford County Public Library’s Summer Reading Starts June 2” - *Bel Air Patch* – June 2; *Harford County Chamber of Commerce* – June 2; *I-95Business* – June 2
- “Last Year, Harford Had 14 Sites Offering Free Summer Meals to Kids. This Year, it’s Dropped to 7” – *The Aegis* – June 26
- “Daughters of the American Revolution Highlights Harford County Residents with Awards” – *The Aegis* – June 25

Foundation

The Harford County Public Library Foundation met on June 24th at 8:30 am via Zoom. The next meeting will be held on September 23, at 6:30 pm at Abingdon Library.

At the meeting, the Board recognized Andy Guckert, Treasurer, and Laurie Slizewski, Friends Liaison, for their dedicated service over the past nine years on the Foundation. Both will continue their involvement with the Foundation as emeritus members.

The Foundation’s events and initiatives, including the Little Leaper revamp, the 2025 Costume Wheelchair Workshop, the Taste of Harford, the Build the Future over Breakfast Panel Discussion sponsored by MEDCO, and the Summer Reading Kickoff, have been highlighted on numerous news stations and publications in the last few months including: *Bel Air News & Views*, *Bel Air Patch*, *Fallston Patch*, *Aberdeen Patch*, *Havre de Grace Patch*, *I95 Business (Online)*, *Harford County Chamber of Commerce*, *the Aegis*, *WBAL*, and *WJZ*.

2025 Summer Reading Celebration, June 16th

More than 800 children and their caregivers attended the record-setting event, which included interactive displays of the refurbished Little Leapers’ kits. Both attendees and sponsors were thrilled with the response.

Morris Mechanic Foundation

The Foundation has received a donation of \$20,000 from the Morris A. and Clarisse B. Mechanic Foundation in support of the Library’s early literacy programming. This year’s gift continues a longstanding partnership between the Mechanic Foundation and the Library. Since 2016, the Foundation has contributed \$20,000 annually to promote early literacy initiatives. Prior to that, in 2015, the Foundation made a \$25,000 gift to establish the Early Literacy Center at the Bel Air Library. Since 2010, the Morris A. and Clarisse B. Mechanic Foundation has contributed \$260,000 to the Harford County Public Library Foundation.

Innovation Lab Title Sponsorship Renewal

We are pleased to announce that Rosedale Federal Savings and Loan Association has renewed their commitment of the Innovation Lab at Abingdon Library. The agreement is for \$10,000 total over five years, paid in annual installments of \$2,000. Rosedale, which is also a valued Summer Reading Partner, has also expressed interest in a new sponsorship: Stream Works at Bel Air: A proposal, \$25,000 structured over five years (\$5,000/year), has been submitted.

Build the Future over Breakfast – Panel Discussion

In partnership with the Maryland Economic Development Corporation (MEDCO), HCPL hosted a strategic invitation-only breakfast and panel discussion on Wednesday, June 25th at the Abingdon Library. More than 60 influential leaders from the defense, education, and economic development sectors attended the strategic discussion. Follow-up community meetings regarding attracting STEM Talent to the region and increasing excitement around STEM learning in Harford County are planned for 2026. Updates to the Library's Business and Workforce Development webpages were made in anticipation of increased visitors following the inspiring event.

2025 Annual Gala – Epic Rewind: Eighties in the Stacks

Save the date! Saturday, November 1st, 2025, from 6 pm – 10 pm for Epic Rewind: Eighties in the Stacks. The theme is in honor of Harford County Public Library's 80 years of service. The Gala Committee is working on securing sponsorships and auction items. New commitments include: Mr. Clean Power Washing (\$5,000), American Design & Build (\$6,000), and Absolute Investigative Finger Printing (\$2,500 in-kind/\$2,500 cash); Acer Exhibits (in-kind, \$2,600).

Saxons Diamond Centers Jewelry Raffle

The 2025 Gala Raffle includes three elegant pieces generously donated by Saxon's Diamond Centers! The items include:

- Diamond Tennis Bracelet - 14kt white gold, bar link style, 4.03 carats in natural diamonds - Value: \$10,950
- Diamond Stud Earrings - 14kt white gold, martini style 4 prong 2.01 carats in natural diamonds - Value: \$11,250
- Sapphire and Diamond Ring – 18Kt white gold/ 2.1 carts natural sapphires 0.43 carats diamonds, - Value \$10,350

ONE LUCKY WINNER WILL CHOOSE WHICH ITEM TO TAKE HOME. They do not need to choose one at the time of purchase. Tickets are available in branches and online through October 20th. 1 for \$10 or 3 for \$25.

Wheelchair Costume Workshop 10/3 – 10/4 Coppermine Bel Air Athletic Club

Sponsorships total \$1,250. Three children have signed up along with dozens of volunteers.

Save the Date – the 2026 Taste of Harford—will be held on Sunday, May 17th from 1:00–4:00 PM at Vignon Manor Farm.

Statement of Financial Position May 31, 2025

Current Assets

ASSETS

Checking/Savings	\$ 1,541,697.63
Accounts Receivable/Prepaid Other	\$ 18,746.63
Other Current Assets (Prepaid)	<u>\$ 12,245.39</u>
Total Current Assets	\$ 1,572,689.65

LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	<u>\$ 61,471.20</u>

Total Current Liabilities	\$ 62,896.20
Equity	
Temporarily Restricted Net Assets	\$ 1,232,118.52
Board Designated Net Assets	\$ 648.42
Unrestricted Net Assets	\$ 147,569.53
Net Income	\$ <u>129,456.98</u>
Total Equity	\$ 1,509,793.45
 TOTAL LIABILITIES & EQUITY	 \$ 1,572,659.65

Cultural Arts Board

The Cultural Arts Board did not meet in July and the next meeting is in August. Recruitment for the Cultural Arts Board Outreach Coordinator position is underway and we hope to have the position filled soon. The FY 2026 Grant Application Portal is open and the deadline to submit for best consideration is July 31. Press releases have been sent out.

Ms. Hastler thanked Mr. Rickels, Information Technology Director, and Ms. Button, Executive Administrator, for their work in getting the application portal open and running.

ACTION ITEMS

Human Resources July Report

Personnel Changes

The following human resources changes were submitted for review and confirmation:

NEW HIRES:

Danielle Thompson, Library Associate II, Adult Services Department, Bel Air Branch, 20 hours per week. Effective Date: July 7, 2025.

Zachary Herzog, Learning & Development Coordinator, Administrative Office, 37.5 hours per week. Effective Date: July 7, 2025.

Stephanie Brocato, Library Associate I, Adult Services Department, Bel Air Branch, 20 hours per week. Effective Date: July 21, 2025.

Julia Gump, Library Associate I, Fallston Branch, 20 hours per week. Effective Date: July 21, 2025.

Ava Laubach, Library Assistant III, Outreach, Edgewood Branch, 37.5 hours per week. Effective Date: July 21, 2025.

Andrew Jin, Web Developer, Administrative Office, 37.5 hours per week. Effective Date: August 04, 2025.

PROMOTIONS:

Kate Wyer, Library Associate II, Jarrettsville Branch, 37.5 hours per week has been promoted to Librarian Teen Services, Abingdon Branch, 37.5 hours per week. Effective Date: July 6, 2025.

Rachel Dellman, Library Associate II Inclusive Services, Abingdon Branch, 37.5 hours per week has been promoted to Librarian Children Services, Aberdeen Branch, 37.5 hours per week. Effective Date: July 20, 2025.

Sierra Soper, Library Assistant II – Circulation, Havre de Grace Branch, 37.5 hours per week has been promoted to the position of Cataloging Specialist, Administrative Office, 37.5 hours per week. Effective Date: July 20, 2025.

OTHER CHANGES:

Pamela Diamond, Library Assistant II, Darlington Branch, 15 hours per week has been awarded the Library Assistant II, Aberdeen Branch, 37.5 hours per week. Effective Date: July 20, 2025.

Cynthia Height, Graphic Designer, 37.5 hours per week is moving to the Joppa Branch, Circulation Assistant, 37.5 hours per week. Effective Date: July 15, 2025.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

London Hodge, Library Assistant II – Technical Services, Administrative Office, 15 hours per week. Effective Date: July 14, 2025.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee is requesting FMLA to care for a parent due to a serious health condition effective June 16, 2025 to September 30, 2025.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

- **Circulation Supervisor**, Abingdon Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I, Inclusive Services**, Abingdon Branch, 37.5 hours per week. Posted internally

Administrative Office

- **Administrative Assistant**, Administrative Office, 37.5 hours per week. On hold.
- **Processing Specialist**, Administrative Office, 37.5 hours per week. Posted internally. Interviews to be scheduled.
- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024. On Hold.
- **Cultural Arts & Community Outreach Coordinator**, Administrative Office, 37.5 hours per week. Posted internally/externally. (This position was previously Cultural Arts Board Coordinator, 20 hours per week) Reviewing applications.
- **Custodian**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (2 positions). On Hold.
- **Custodian**, Administrative Office, 19 hours per week. Filled by contractor.

Bel Air Branch

- **Senior Assistant Branch Manager – Children’s Services**, Bel Air Branch, 37.5 hours per week. To be posted.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week. On hold.
- **Library Assistant II – Circulation**, Bel Air Branch, 28 hours per week. This position was previously 37.5 hours per week – gave 9.5 hours to the position of Early Literacy Specialist – Opening the Gift Coordinator to make it full-time. On hold.

Darlington Branch

- **Library Assistant II Circulation**, Darlington Branch, 15 hours per week. Posted internally/externally.

Edgewood

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.

Fallston Branch

- **Custodian**, Fallston Branch (also covers Joppa Branch), 37.5 hours per week. Temporarily filled by contractor. Posted internally.

Havre de Grace Branch

- **Custodian**, Havre de Grace Branch, 37.5 hours per week. Posted Internal/external.
- **Library Assistant II**, Havre de Grace Branch, 37.5 hours per week. Posted internally.

Jarrettsville Branch

- **Library Associate I/II – Adult Services**, Jarrettsville Branch, 37.5 hours per week. To be posted.

Joppa Branch

- **Library Associate I/II – Children’s Services**, Joppa Branch, 37.5 hours per week. Temporarily filled by another branch staff.

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2025.
- **Administrative Assistant**, Administrative Office, 37.5 hours per week. Effective Date: July 1, 2025.
- **Benefit Specialist**, Administrative Office, 37.5 hours per week. Effective Date: August 1, 2025. Posted internally/externally. Reviewing applications.
- **Library Assistant II – Circulation**, Fallston Branch, 20 hours per week. Effective Date: September 1, 2025.

POSITION RECLASSIFIED:

None

HCPL Library Jobs:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A8oFE008691EC4Fo3A189014B9C1100A>

The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.

MOTION: Motion by Ms. Lambdin, seconded by Dr. Allen, and approved by unanimous vote to approve the Human Resources July Report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Wright noted that all Trustees were provided a copy of the HCPL Conflict of Interest Policy and asked to sign an acknowledgement as part of the annual review process.

BUSINESS FROM THE CHAIRPERSON

Ms. Wright encouraged Trustees to visit branches, and especially those not the one they consider their home branch.

BUSINESS FROM BOARD MEMBERS

Colonel Vogelhut, US Army Retired, thanked Ms. Wright for accepting the position of Board Chair.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Dr. Allen, seconded by Mr. Etting, and approved by unanimous vote to adjourn the Public Meeting.

Ms. Wright declared the public meeting adjourned at 7:00PM.