

**HARFORD COUNTY PUBLIC LIBRARY
FY 2025 BOARD OF TRUSTEES**

MEETING MINUTES

January 16, 2025

Present: Dr. William B. Allen, Chair; Errol E. Etting; Terrance Flannery; Dr. Monique H. Head; Colonel Jonas Vogelhut, US Army, Retired; Carol Wright, Vice Chair; Student Representative Ellie Hanson; Mary L. Hastler, CEO; and Jennifer Button

Absent: Michael Woods, Treasurer; County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

There were no recognitions or presentations.

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 Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the November 20, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Colonel Vogelhut, US Army Retired for Mr. Woods

The committee did not meet.

The Treasurer's Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending December 31, 2024 were within the annual FY2025 budget. Revenues were \$12.1 million and Expenditures were \$11.5 million. Expenditures for Contracted Services was showing over budget, as several annual contracts – Polaris, Envisionware, and Tableau (Library software) were paid in July/August. 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. Electric seemed to run high, even with participation in the Harford County Chamber Consortium with CQI Energy. We continue to monitor the electric usage as well as the water bills.

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

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Allen for Dr. Head

The committee did not meet.

Dr. Allen requested the committee meet in advance of the next Board of Trustees meeting to review the status of deferred maintenance of the lights at the Jarrettsville Library.

Human Resources Committee – Ms. Wright

The committee did not meet. Ms. Wright noted that monthly meetings are being scheduled in advance of Board of Trustees meetings for the remainder of the fiscal year.

Foundation Board – Colonel Vogelhut, US Army Retired

The Foundation Board met on November 26, 2024. Save the Date for the November 1, 2025 Annual Gala! A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of December include: Circulation 241,873; Walk-in visitors 51,582; Drive-thru visitors 4,789; Information/Reader assistance 27,357; Programs 835; Program attendance 39,104.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. Hanson

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

CEO REPORT

Capital & Building Projects

Abingdon

Birds appear to find the HVAC wrapping on the roof irresistible and have pecked through the covering allowing leaks to occur again in the Children’s area. The duct work has been wrapped with new material that has proven to be less enticing and the birds have lost interest. Project complete.

The Library has been asked to fund 50% of the cost to repair the pond. The estimated total cost is \$13,876.60. The pond overflow pipe has been replaced as of the beginning of December 2024. Project is complete.

Bel Air

Multiple indoor lighting fixtures have been replaced or repaired. The contractor will complete the project as soon as the necessary parts are received. Exterior lights have also been replaced and/or repaired as appropriate.

Havre de Grace

The Havre de Grace Friends group has requested an exterior sign that can be updated with events and other library activities. After several months of research and consulting with contractors, the existing brick sign and raised bed were removed and a new sign installed. We are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually since digital signs are not permitted in the city.

A refresh to Schooner Cove has been completed.

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 meeting was cancelled and not rescheduled as of today. On December 31, 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 branch is experiencing lighting issues with lights out in several areas of the building on the public floor. Some fixtures are obsolete, requiring extensive searching for replacement bulbs. Other fixtures require complete replacement. An electrician will be replacing the bulbs as soon as the bulb order is received (tentative date January 23). The Library is working with a lighting vendor on replacement lights, etc.

Norrisville

Norrisville Elementary school, located next to the Library, has tested with high levels of PFAS and their water is considered unsafe to drink. Signs have been put in place advising the public not to drink the water. The Library reached out to the county to see if the water will be tested at the Parks & Rec and Norrisville Library joint use facility. We have not received any updates to date. The library has advised the staff to avoid drinking the water until further clarification is received and to post information informing them to the potential risk.

The County is replacing the building fire panel, adding and installing new smoke detectors, and pull stations in this joint use facility, Parks & Rec and the Library.

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 at opening and closing. The County has added this item to the 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 January 7th with the architect.

Board Appointees

The Library will begin recruitment for a Student Representative in February for FY 2026. In addition, Trustee Head is up for a second, five-year reappointment and Trustee Etting will be up for his first, five-year appointment. Both effective July 1, 2025.

Meetings & Presentations

December 2024

12/2-6 Learning Guild 2024 Conference

12/2 MD State Library IGR Task Force Meeting

12/9 Whiteford Library Holiday Open House

12/10 Riverside Project Meeting

12/10 Council President Vincenti Meeting

12/11 UWCM Harford County RUN Board Meeting

12/11-13 MACo Winter Conference

12/16 Laila's Gift

12/16 MD State Library IGR Task Force Meeting

Board Meeting Minutes – January 16, 2025

- 12/17 Harford Chamber Government Affairs Committee
- 12/17 Greater Harford Committee Meeting & Holiday Event
- 12/18 Harford County Consortium Quarterly Meeting
- 12/18 HCPS Customer Service Team Meeting

12/30 MD State Library IGR Task Force Meeting

November 2024

- 11/4 MD State Library Intergovernmental Task Force Meeting
- 11/4 Cultural Arts Board Meeting
- 11/6 MLA Legislative Panel Meeting
- 11/7 Harford County Investment Committee Meeting
- 11/7 Photo for Welcome One Donation Drive
- 11/8 United Way of Central Maryland Neighborhood Grants Meeting

- 11/12 EDAB Marketing Committee Meeting
- 11/13 EDAB Meeting
- 11/13 Harford County Education Foundation Everyday Hero Awards Dinner
- 11/14 United Way of Central Maryland Equity Meeting

- 11/18 MD State Library Intergovernmental Task Force Meeting
- 11/19 Harford Chamber Government Affairs Committee
- 11/19 HCPS Customer Service Task Force Meeting
- 11/20 HCEF Board Meeting
- 11/21 Harford County Chamber Eggs & Issues & Board Directors Update
- 11/21 Harford County Public Library Q3 2024 Plan Review
- 11/21 Margaret Worthington Memorial Thanksgiving Dinner
- 11/22 HCEF Board Development Committee Meeting

- 11/26 HCPL Foundation Executive & Board Meetings
- 11/26 MHAAC/LHIC Meeting
- 11/27 Harford County Facilities Meeting

Programming and Events Highlights

The Ballet Chesapeake Nutcracker performances were a highlight of the season. At Abingdon Library, the event drew an impressive audience of 450 attendees, showcasing the library's role as a community hub for cultural enrichment. The Joppa performance was equally memorable, with both dancers and attendees thoroughly enjoying the experience. One notable story involved a couple new to the Joppa area who visited the library in the morning to learn about services and returned in the afternoon to enjoy the performance – an excellent example of the library's welcoming impact.

Noon Year's Eve celebrations across the system were a resounding success. Families gathered at Abingdon, Bel Air, Darlington, Whiteford, Havre de Grace, and Norrisville to count down to the Noon Year with activities, dancing, and crafts. This family-friendly tradition continues to be a favorite for kicking off the New Year.

At Bel Air, Mechanical Engineer Andrew Lane from Intralox presented *3D Printing: Basics and Beyond* to a diverse audience of nearly 30 attendees. Participants of all ages engaged enthusiastically, asking questions and exploring the exciting possibilities of 3D design and printing.

Edgewood Library's *Tech Fun for Grownups* introduced adults to technology typically reserved for children's and teen programming. Participants explored the library's 3D Printer, Cricut, and Nintendo Switch with movement-based games, Sphero Indi robots for coding, and Osmo kits for augmented reality. The program

attracted a wide age range, from emerging adults to seniors, who enjoyed the hands-on learning and discovery and new tech.

Havre de Grace hosted an *Introduction to 3D Printing* workshop with strong attendance. Participants were captivated by the possibilities of 3D printing, eagerly asking questions about printer capabilities and design software. Handouts from the session enabled attendees to share what they learned with family and friends, further extending the program's reach.

Teen Services Highlights

Teens continue to make Joppa Library their go-to spot on Tuesday afternoons, enjoying activities like playing Magic the Gathering and watching their favorite anime. November's Teen Time featured a variety of games, including Uno, Exploding Kittens, chess, and Magic the Gathering, offering something for everyone.

A standout moment of the month was Joppa's Teen After Hours event, which drew an impressive crowd of 22 teens. The highlight? A thrilling large-scale game of hide and seek that was so popular it required two seekers to keep up with the action! The night earned rave reviews from all who attended.

At Edgewood, teens got into the holiday spirit with a delightful Holiday Cookie Tasting event. They sampled an assortment of festive cookies and treats, scoring each one to determine their favorites. The event was as flavorful as it was fun!

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 34,049 total followers
 - HCPL Main Facebook – 10,380 followers
 - HCPL Choose Civility Facebook – 1,153 followers
 - Branch Facebook combined – 23,741 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,675 total followers
 - HCPL Main Instagram – 2,062 followers
 - Branch Instagram combined – 7,613 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,852 total followers
- HCPL Main LinkedIn – 989 total followers
- HCPL Weekly Newsletter – 25,712 subscribers
 - Sent 1 eNews per week for a total of 5 in December
 - Sent 1 eNews per week for a total of 4 in November

Programs and Partnerships

Winter Reading 2025

Registration began December 21 for 2025's *Cozy Up with a Good Book*, which invites participants to embrace the warmth and comfort of reading during the cold winter months. Adults who read/listen to at least 5 books and high school students in grades 9-12 who read/listen to at least 3 books earn a 2025 Winter Reading special collector's edition mug*.

New this year and in addition to the reading component, we're playing Winter Reading Bingo! Featuring engaging activities both in HCPL and beyond, players who complete five activities in a column, row, or diagonally to get Bingo will receive a special HCPL bookmark* that may be picked up at any HCPL location. Winners will also be entered in a drawing to win a limited-edition Winter Reading tote bag*.

A special THANK YOU to our 2025 Winter Reading Mug Sponsors: APGFCU; BGE; Brightview Senior Living; Harford County Public Library Foundation; Bel Air, and Havre de Grace Friends of HCPL.

*While Winter Reading runs through March 19, prizes (mugs, bookmarks, & tote bags) are available while supplies last.

Below numbers as of 1/6/25:

- Enrollment = 1,490 (Adult 1,438 + Teen 52)
- Program Completers = 159
- Total Books Logged = 1,767
- Total Community Activities Logged = 1,330

Winter CheckOut Publication – December 2024 January 2025 February 2025

Upcoming programs for the winter months are featured in the new CheckOut publication that's now available at all HCPL locations. Ads include Winter Reading 2025, Noon Year's Eve Celebrations, 7th Annual Fairy Tale and Superhero Festival, Omega Psi Phi Book Dedication, Winter Genealogy Week, Black History Month, Romance Author Fest, Taste of Harford, Meet the Authors, Film This Book Trailer Contest, Lawyer in the Library, Friends of HCPL, Thank You 2024 Gala Sponsors, and Harford Community Action Agency (HCAA).

The Baltimore Sun's Best of Harford 2024

HCPL was very honored to be included in three of this year's voting categories: Best Kids Activity, Best Annual Festival/Event – HCPL Annual Gala, and Best Charity/Nonprofit – HCPL Foundation. Voting concluded at the end of November and the winners are expected to be announced in early 2025.

Black Friday Promotion

The free materials and resources available at HCPL were promoted in the weekly eNewsletter as well as on social media. Graphics reminded recipients about “the wide variety of money saving benefits that results from regular use of a library card makes it the most valuable card in their wallet!”

New to HCPL Customers – The Baltimore Banner

Harford County Public Library users may now access the latest news, insightful articles, and in-depth coverage of their community for free with their library card.

Community Partnership – Empty Stocking Fund

All HCPL locations served as collection sites for new, unwrapped toys to help make this year's holidays a little brighter for those less fortunate.

Community Partnership – Branch Collection Drives

In addition to this year's systemwide HCPL Cares initiatives, all HCPL locations organized branch-specific collections to benefit local charitable organizations.

The 11th Annual Film This! Book Trailers Contest

Lights...Camera...ACTION! It's time for Film This!

Teens are invited to create short videos to promote their favorite books. Submissions will be reviewed by library staff and are due on/by February 15. Winners will be announced at a red-carpet premiere at the Abingdon Library in March. Additional details and contest guidelines are available at HCPLonline.org.

Meet the Author Programs

- Josh Pons
 - Grade 9-12 & Adult
 - November 21
 - Abingdon Library

- 67 attendees
- Tracy Banghart
 - Grade 9-12 & Adult
 - December 7
 - Bel Air Library
 - 10 attendees

Community Partnership – Harford Community Action Agency (HCAA)

HCAA has programs that support our community and there is an HCAA representative scheduled to visit one HCPL location each week. Customers are invited to learn more about community assistance programs and services that include Maryland Energy Assistance Program; Harford County Fuel Fund; Homeless Prevention; Homeless Services; Community Food Pantry/Food Bank; Financial Services Program; and GED Plus. Programs took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program was also offered, where bags of non-perishable food were distributed, while supplies last.

Community Partnership – Lawyer in the Library

This free* brief legal advice clinic, by appointment only, features counsel from the Harford County Bar Foundation (HCBF). They offer legal advice for family issues like divorce and custody; help filling out forms; and more. Programs took place at the Abingdon Library in November. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

Veterans Day Holiday

The November 7 weekly eNewsletter included a reminder of the holiday closure.

Thanksgiving Holiday

The November 14, 21, and 28 weekly eNewsletters featured a reminder of the two-day holiday closure.

Christmas & New Year's Day Holidays

The December 19 weekly eNewsletter featured a special holiday message and included a reminder of the three-day holiday closure.

Community Partnership – Eden Mill Nature Center StoryWalk®

HCPL has an on-going relationship with Eden Mill and each quarter, HCPL creates a fun, educational, self-guided StoryWalk® that places the pages of a children's book out in nature! The new winter title, *Time to Sleep*, is now in place through the beginning of March.

Community Partnership – Holiday Outreach Events

Immediately after Halloween, plans for the holiday season really kicked into high gear as HCPL branches continued participation in their area's outreach events. Activities included functions at their local schools as well as performances by student choral and band groups at the libraries. Marketing coordinates the requests for these outreach materials as well as the distribution and delivery to all 11 branches.

Marketing Request Forms (MRFs) Completed in November & December

Promotional materials for HCPL programs and events are created by three full-time graphic designers. The group completed nearly 118 MRFs in November and 123 in December. 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.

Upcoming – 2025 Fairy Tale & Superhero Festival

Now in its 7th year, this annual event features celebrity story times throughout the day where local community leaders share their favorite children’s picture books. Attendees are encouraged to come dressed as their favorite fairy tale/superhero character. Activities include parades, dance parties, crafts, STEM activities, and more.

- January 17
- Abingdon Library 9:30 am-4:45 pm
- Visit HCPLonline.org for more details

Upcoming – Romance Author Fest

If you love a good romance, and you know you do, join us as we kick off the month of love! Spend the afternoon at a *Meet & Greet* with Maryland-based romance authors and then end the day with a *Meet the Romance Author Panel Discussion* led by local author, Jennifer Vido. Books will be available for purchase and author signing.

- Wednesday, February 12
- Abingdon Library
- *Author Meet & Greet* 4:00-6:00 pm; *Meet the Romance Author Panel Discussion* 6:30-7:30 pm
- Visit HCPLonline.org for more details

Upcoming – Genealogy Week

Taking place twice a year, Genealogy Week 2025 #1 is happening January 26-31 and features three virtual programs.

- DNA: Just Beyond the Basics
 - Monday, January 27
 - Virtual 6:30-8 pm
 - Presented by Peggy Jude
 - Registration is required by visiting [Genealogy Week! DNA – Just Beyond the Basics - Harford County Public Library](#)
- Walk Where Your Ancestors Walked
 - Tuesday, January 28
 - Virtual 6:30-8 pm
 - Presented by Lisa Lisson
 - Registration is required by visiting [Genealogy Week! Walk Where Your Ancestors Walked - Harford County Public Library](#)
- Using FamilySearch.org
 - Thursday, January 30
 - Virtual 6:30-8 pm
 - Presented by Dana Chou
 - Registration is required by visiting [Genealogy Week! Using FamilySearch.org - Harford County Public Library](#)

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 1,227 views total – November and December for all age groups
- Previous Genealogy Virtual Programs and Genealogy Bites
 - 94 views total – November and December additional views
- Previously recorded Dr. William B. Allen program
 - 100 views
- Previously recorded Noon Year’s Eve Celebration
 - 142 views

Recent Media Hits and Press Mentions

Press Releases Distributed

- ‘Cozy Up with a Good Book’ with 2025 Winter Reading – December 19

- *Harford County Collects 2,600 Warm Socks and Mittens, 746 Pounds of Food* – December 13
- *HCPL Annual Staff Day Honors Nearly 60 Staff Members for Service Anniversaries* – November 22
- *HCPL “Meet the Author” Features Country Life Farm’s Josh Pons* – November 11

Advertisements

- *2025 Harford County Resource Guide* – December 2024
- *2025 HCPS CEE Teacher of the Year* – December 2024

Television

- “Harford County Residents Donate Thousands of Winter Gear for SOCKtober” – *WBAL-TV11* – December 13

Print

- “Where to Celebrate New Year’s Eve 2024 in Bel Air, Across Harford County” – *Bel Air Patch* – December 30
- “Hanukkah Dinner, Library Craft and Story Time Help Celebrate the Holiday” – *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – December 26
- “What’s Open, Closed for Christmas 2024 in Bel Air, Harford County” – *Bel Air Patch* – December 24
- “2025 Winter Reading” – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – Bel Air News & Views* – December 19 – *The Aegis* – December 25 – *Harford County Living* – December 27 – *Harford County Living eNewsletter* – January
- “Harford County Collects 2,600 warm socks and mittens, 746 pounds of food for the needy” – *The Aegis* – December 18 – *Bel Air Patch* – December 13 -
- “HCPL Foundation 20th Annual Gala” – *Baltimore Business Journal* – December 13 – *The Daily Record* – November 29 – *The Baltimore Sun* – November 10 – *The Baltimore Sun* (online), *The Aegis* (online) – *Baltimore Scene by Sloane* – November 5 – *Harford County Living Monthly eNewsletter, Bel Air News & Views* – November 1
- “Consider a Seasonal Gift to Your Local Library” – *The Baltimore Sun* – December 13
- “Kiddie Academy Announces \$50,000 in Annual Giving” – *Eastern Progress, Yahoo! Finance/PR Newswire* – December 3
- “Aberdeen Coat Drive” – *Great Neighbors Newsletter* – December
- “What’s Open, Closed for Thanksgiving in Bel Air, Harford County” – *Bel Air Patch* – November 28
- “Facing 60 Million Deficit, How Can Maryland Officials Fund Next Year’s Education Budget?” – *The Baltimore Sun* (online) – November 23
- “HCPL Annual Staff Day Honors Nearly 60 Staff Members for Service Anniversaries” – *Harford County Living Monthly eNewsletter* – December 1 – *The Aegis* – November 27 – *Harford County Living* – November 26 – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace – Bel Air News & Views* – November 22 – *Harford County Living*
- “Governor Moore Announces Appointments to the Judicial Nominating Commission for Harford County” – *NottinghamMD.com* – November 19 – *The Office of Governor Wes Moore* – November 18
- “What’s Open, Closed for Veterans Day in the Baltimore area?” – *The Baltimore Sun* (online) – November 11 – *Bel Air Patch* – November 8

Foundation

The Harford County Public Library Foundation met on November 26th at 8:30 a.m. via zoom. The board voted to appoint a new director, Matthew Allison. He is a corporate associate at Nemphos Braue, LLC. Matthew is eager to get involved with the Foundation and we are happy to have him on the team.

The next meeting will be held on January 28th at 6:30 p.m. at the Abingdon Library.

The Summer Reading Program

The Summer Reading Program has been fully funded (\$32,500). Sponsors include Celebree School, Harford Day School, Bel Air Friends of HCPL, Rosedale Federal Savings and Loan Association, Klein's Shoprite, APGFCU, Rotary Club of Aberdeen, and Havre de Grace Friends of HCPL.

2025 Taste of Harford—Back for Seconds! Tickets for the 2nd Annual Taste of Harford, go on sale Monday, March 17th. The event will be held Sunday, May 18th, at Vignon Manor Farm.

Annual Giving

The Foundation's Annual Giving Campaign consisted of an online video and a general mailed request to approximately 160 donors who have a higher response via mail. The mailed request letters included return envelopes with paid postage and have had a very high return rate. To date, we have raised \$12,911 gross from the mailing campaign alone. In total, we have raised \$20,763.83 net from the combination of the mailing campaign and the video.

Congratulations to Ms. Shrodes, Director of Philanthropy and Community Engagement, who has been nominated for this year's Athena Award. The celebratory breakfast will be held on Friday, March 7.

Thank you for your efforts on behalf of the Library and the Foundation. We deeply appreciate the HCPL Board of Trustee's continued support and dedication to the Harford County Public Library Foundation.

Statement of Financial Position November 30, 2024

Current Assets

ASSETS

Checking/Savings	\$1,510,288.76
Accounts Receivable/Prepaid Other	\$ 13,505.00
Other Current Assets (Prepaid)	<u>\$ 8,088.39</u>
Total Current Assets	\$1,531,882.15

LIABILITIES & EQUITY

Accounts Payable	\$ 1,475.00
Other Current Liabilities	<u>\$ 87,163.68</u>
Total Current Liabilities	\$ 88,638.68

Equity

Temporarily Restricted Net Assets	\$1,225,411.02
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 154,327.03
Net Income	<u>\$ 62,907.00</u>
Total Equity	\$ 1,443,243.47

TOTAL LIABILITIES & EQUITY \$ 1,531,882.15

Statement of Financial Position October 31, 2024

Current Assets

ASSETS

Checking/Savings	\$ 1,499,620.82
Accounts Receivable/Prepaid Other	\$ 27,060.00
Other Current Assets (Prepaid)	<u>\$ 8,088.39</u>
Total Current Assets	\$ 1,534,769.21

LIABILITIES & EQUITY

Accounts Payable	\$ 1,450.00
Other Current Liabilities	<u>\$ 103,826.51</u>
Total Current Liabilities	\$ 105,276.51

Equity	
Temporarily Restricted Net Assets	\$ 1,220,416.02
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 159,322.03
Net Income	\$ <u>49,156.23</u>
Total Equity	\$ 1,429,492.70
TOTAL LIABILITIES & EQUITY	\$ 1,534,769.21

Cultural Arts Board

Harford County Cultural Arts Board voted to affirm and forward to the Harford County Council the following Harford Living Treasure nomination: Donald F. Osman.

Harford County Cultural Arts Board sends a fond farewell and its best wishes to valued Arts Advisory Board member William Rothenbach, who has relocated out of Maryland, and can no longer serve on the Board for this reason.

This brings the Harford County Cultural Arts Advisory membership to 10 out of 15, with five seats vacant. Some of these seats have remained empty since 2022. Throughout the past three years, an abundance of highly-qualified individuals has submitted applications to the Harford County Executive’s office and continue to express interest in serving. The Cultural Arts Board itself and staff have sent recommendations for many of these folks directly, via conversations and emails with the County Executive’s representatives.

Applications are now being accepted for Arts in Education Grants, designed to bring high-quality arts experiences to Harford’s schools and other underserved communities.

ACTION ITEMS

Personnel Changes – Ms. Hastler for Mr. Ross

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

NEW HIRES:

None

PROMOTIONS:

Beth LaPenotiere, Senior Director, Public Services, Administrative Office, 37.5 hours per week has been promoted to Associate Director, Public Services, Administrative Office, 37.5 hours per week. Effective Date: January 6, 2025.

OTHER CHANGES:

Kate Wyer, Library Associate II – Teen Services, Joppa Branch, 37.5 hours per week has been awarded the position of Library Associate II – Adult Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: January 19, 2025.

RETIREMENTS:

Margaret Polischeck, Library Associate II, Abingdon Branch 37.5 scheduled hours will be retiring February 1, 2025, after 30 years of service.

RESIGNATIONS/TERMINATIONS:

Victor Hensley, Library Associate II, Abingdon Branch, 20 hours per week. Effective Date: December 07, 2024.

Bridget Bloomer, Senior Assistant Branch Manager-Children Services, Abingdon Branch, 37.5 hours per week. Effective Date: January 10, 2025.

Amanda Hughes, Senior Assistant Branch Manager – Adult Services, Abingdon Branch, 37.5 hours per week. Effective January 30, 2025.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA for own serious health condition beginning December 1, 2024 to November 20, 2025.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

- **Library Assistant II**, Abingdon Branch, 30 hours per week. Posted Job internally/externally. Interviews are scheduled for January 15th.
- **Library Associate I/II**, Abingdon Branch, 20 hours per week. Posted Job internally/externally. Interviews are scheduled for January 15th.
- **Library Associate I/II-Adult Services**, Abingdon Branch, 37.5 hours per week. Posted internally. Interviews are scheduled for January 29th.
- **Senior Assistant Branch Manager-Children Services**, Abingdon Branch, 37.5 hours per week. Posted internally. Interviews are scheduled for January 16th.
- **Senior Assistant, Branch Manager- Adult Services**, Abingdon Branch, 37.5 hours per week. Posted Internally.
- **Librarian Adult**, Abingdon Branch, 37.5 hours per week. Posted Internally.

Administrative Office

- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024.
- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally.
- **Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. On Hold.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (1 position). On Hold.

Bel Air Branch

- **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.
- **Custodian**, Bel Air Branch, 37.5 hours per week, filled by Contractor.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.
- **Library Assistant II-Circulation**, Edgewood Branch, 15 hours per week.

Fallston Branch

None

Havre de Grace Branch

- **Custodian**, Havre de Grace, 37.5 hours per week, filled by Contractor.

Jarrettsville Branch

None

Joppa Branch

- **Library Associate I or II – Teen Services**, Joppa Branch, 37.5 hours per week. Posted internally.

Norrisville Branch

None

Whiteford Branch

None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Assistant II, Technical Services**, Administrative Office, 37.5 hours per week. Effective Date: June 1, 2025.

POSITION RECLASSIFIED:

None

HCPL Library Jobs:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A80FEO08691EC4F03A189014B9C1100A>

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 Colonel Vogelhut, US Army Retired, seconded by Mr. Etting, and approved by unanimous vote to approve the Personnel Report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen noted that a children’s book about his life, titled *The Front Steps*, has recently been published and he looks forward to bringing a copy to share with Trustees at a future Board meeting.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

EXECUTIVE SESSION

Dr. Allen cited the provision in the Maryland Open Meetings Act allowing for closed sessions:

Maryland Open Meetings Act § 3-305

(b) In general – Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:

(1) discuss:

(I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

Dr. Allen requested the Board retire to review the FY2025 CEO Work Plan.

MOTION: Motion by Ms. Wright, seconded by Colonel Vogelhut, US Army Retired, and approved by unanimous vote to approve the closing of the Public Meeting and go into a closed Executive Session.

The public meeting was closed at 6:53PM and the Executive Session began at 6:55PM.

Present during the Executive Session were: Dr. Allen; Mr. Etting; Mr. Flannery; Dr. Head; Colonel Vogelhut, US Army Retired; Ms. Wright; Ms. Hastler, and Ms. Button.

Ms. Hastler presented updates on the CEO FY2025 Work Plan.

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Etting and approved by unanimous vote to approve the closing of the Executive Session and adjourn the Public Meeting.

The Executive Session was closed at 7:23PM and the Public Meeting resumed at 7:23PM for the sole purpose of adjournment.

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded Mr. Etting and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:23PM.