

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

MEETING MINUTES

November 20, 2024

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

Absent: 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 6:25PM.

CHANGES TO THE AGENDA

There were no changes to the agenda.

RECOGNITIONS/PRESENTATIONS

Ms. Hastler recognized staff member Cara Meserve, Library Associate I at Fallston Library, present to observe the Board meeting as part of the Library Associate Training Institute program.

Dr. Allen recognized and thanked Daria Parry, Chief Operating Officer, retiring after thirteen years of service to HCPL.

Ms. Hastler recognized the Roenna Fahrney Award winners, and those with milestone years of service, that were present for this evening's Board meeting. Staff being recognized also had a photo opportunity with Trustees before the start of the meeting. A full summary of their accomplishments was included in Ms. Hastler's monthly report to the Board.

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 October 15, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Woods

The committee met virtually on November 15, 2024 to review and discuss the proposed FY2026 Operating and Capital Budgets. Included in the proposed operating budget is a 3% salary increase for eligible employees and a 10% increase in healthcare costs for active employees and retirees. Included in the proposed capital budget is the library's request for \$728,000 for technology and \$19,271,078 for the Bel Air renovation project. The committee approved the proposed draft budgets and recommended capital requests, and forwarded to the full Board for its review and approval.

The Treasurer's Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending October 31, 2024 were within the annual FY2025 budget. Revenues were \$8.0 million and Expenditures were

\$7.8 million. 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. Woods, seconded by Ms. Wright, and carried by unanimous vote to approve the Treasurer’s Report as presented.

Executive Committee – Dr. Allen

The committee met virtually on November 18, 2024 to discuss the budget process and schedule.

Capital Improvements Committee – Dr. Head

The committee met virtually on November 19, 2024 to discuss the proposed FY2026 capital budget including requests for technology and Bel Air renovation project as noted by Mr. Woods. The committee approved the proposed draft budget and recommended capital requests, and forwarded to the full Board for its review and approval.

Human Resources Committee – Ms. Wright

The committee met virtually on November 19, 2024. The committee reviewed and discussed the draft HR Report including promotions, interim reassignments, leave of absence requests, and open positions.

Dr. Allen noted that this review process has been especially helpful for the committee to obtain clarification prior to the monthly Board meetings.

Foundation Board – Colonel Vogelhut, US Army Retired

The Foundation Board met on October 22, 2024 to discuss last-minute details for the Annual Gala, which received positive feedback from the community. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Parry reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of October include: Circulation 262,555; Walk-in visitors 61,973; Drive-thru visitors 5,601; Information/Reader assistance 32,326; Programs 864; Program attendance 41,168.

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

The birds seem 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 County is testing a different type of materials and has rewrapped the area.

The Library has been asked to fund 50% of the cost to repair the pond. The estimated total cost is \$13,876.60. Dredging is underway.

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. In addition, we experienced a problem with multiple exterior lights going dark at the same time and bulbs have been replaced and back in working order.

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 will be removed and a new sign installed. Permits are pending and we are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually because digital signs are not permitted in the city.

A refresh to Schooner Cove continues with more painting over the next several months.

Jarrettsville

Portions of the geo thermal HVAC system are scheduled to be replaced. The system has been leaking for quite some time. The County received a bid of \$175,000 and is reviewing.

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

Administration

The library is exploring the possibility of installing 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 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 November 12th with the architect and county.

The County is considering a HVAC replacement project to start in late January 2025. The AC has been working sporadically this summer and the county has been out numerous times attempting to repair the system.

State Standards for Libraries and Legislative Updates

Freedom to Read Act - With the passage of the Freedom to Read Act in 2024, the next step is to develop a State regulation that applies to all public library systems, regional resource centers, academic libraries, correctional facility libraries, and public school system libraries. Maryland State Library Agency developed a draft regulation and it is currently being reviewed by the Attorney General's Office and will then be filed through the Maryland Register Electronic File System (ELF) for a 30-day public comment period. It is anticipated that the regulation will be finalized by the end of the calendar year. Additional information and guidance for incorporating the new state standards into policy will be provided later this year. The regulation requires that

libraries operate their library in a manner that is consistent with the established standards, including the development of a policy and procedures to review objections to materials in their collections. Items may not be removed from public access during the reconsideration period, and boards must set a reasonable timeline for review. A County Board of Education or library governing Board may not dismiss, suspend, discipline, demote, reassign, transfer, or otherwise retaliate against an employee for acting in a manner consistent with the library's written policy implementing the state standards for libraries. The State Library Board has the authority to notify the Comptroller to withhold funding from libraries that receive State funds if they do not adopt a written policy that is consistent with the State standards for libraries or conduct the operations of the library in a manner consistent with the written policy.

2024 Years of Service Awards and the Roenna Fahrney Awards Recipients – Staff Day 2024

Service Awards 30 Years

- Andrea Beichler, Riverside
- Margaret Polischeck, Abingdon

Service Awards 35 Years

- Kristen DeLambo, Whiteford
- Lisa Pounds, Edgewood

Roenna Fahrney Individual Award Winners

Harvey Dail, Abingdon Branch - For excellence in customer service and innovation.

Harvey is dependable, dedicated and a true team player. He does not hesitate to volunteer whenever an extra hand is needed and goes above and beyond to provide excellent customer service to the Abingdon branch staff and customers as well as HCPL.

As a member of the safety committee and Abingdon's celebration team, Harvey makes significant contributions to the physical and mental wellbeing of his co-workers. He closely monitors the condition of the building and equipment and is quick to respond to any safety concerns.

Every day, Harvey dedicates himself to serving the Abingdon branch and HCPL in any way he can. His diligence, kindness, generosity and humor benefit our staff and community.

Katherine Ellis, Jarrettsville Branch - For excellence in customer service and innovation.

Katherine is thoughtful, enthusiastic and displays excellent internal and external customer service daily. Customers seek her out for her reader advisory skills.

Katherine makes every effort to reach beyond her regular interactions to invite others in. She is very warm and welcoming. As a result, the once hesitant are now regular program attendees! Katherine is of the mindset that "if you're going to do it, do it well." This is evident in her creative programming as well as her efforts to be inclusive.

Patricia Hagan, Bel Air Branch – For excellence in customer service and innovation.

Patty has been instrumental in enhancing our branch operations. She has consistently ensured that both the branch and drive-thru open on time, a crucial aspect of our daily operations.

She has played a vital role in supporting our Friends group. Her involvement with the summer reading committee, both on and off, demonstrates her long-term dedication. This year, she has taken the lead in managing the t-shirt inventory, further showcasing her initiative and organizational skills.

Patty's influence also includes spearheading process improvements that have significantly enhanced our operational efficiency. Her unwavering support for the ILL/Marina staff, her representation at statewide resource meetings and conferences with professionalism and insight, and her ability to handle various tasks—from checking book drops during holidays or inclement weather to accommodating staff and groups—underscore her commitment to excellence.

Rebecca Hillenburg, Aberdeen Branch - For excellence in customer service and innovation.

Rebecca Hillenberg embodied the call to embrace Futurism when she began to design an elaborate “choose your own adventure escape room” as a teen services program. Becca used AI to create a script that would offer three fates to participants, a script that would ultimately empower them to envision multiple possible futures for themselves. Incorporating AI was a way to grow her own technical skills as a librarian, and she was able to tweak the script to achieve a tone that would resonate with teens.

Over 22 short films were created in a day, which Becca then wove into a PowerPoint Presentation that allowed teens to follow their own paths through the videos, each choice leading to another outcome, another possible future. Becca also created three handmade medallions that represented admirable traits the teens wished to personify. These medallions were part of the escape room portion of the program, and each Teen Services LA was able to customize their placement according to the needs of their library.

Team Award Winner:

FY2024 Opening the Gift Team: For an outstanding project or endeavor. Laura Dudzinski, Debbie Reid, Theresa Stephens, Kim Truxel, and Bethany Vangrin and with us tonight is Debbie Reid and Theresa Stephens.

Opening the Gift is HCPL's preschool outreach program where an HCPL staff member visits licensed daycare homes once a month from October through May to present a story time and share library resources and information.

The team from the Bel Air Children's Department coordinated, planned, and implemented the program during FY24. Theresa coordinated scheduling, training, and communication with the daycare providers. Bethany created the monthly story times and newsletters that the providers and each family received. Laura handled administrative tasks, such as assembling packets for each month's visits. The monthly visits were done by Debbie, Theresa, and Kim, with each doing one day of visits each week.

The team ensured the program continued to meet the Maryland State Department of Education certification criteria. They balanced these additional tasks with the workloads of their positions at the Bel Air Branch. 35 daycare centers were visited each month, doing a total of 239 visits in FY24 with an attendance of 1,661 children.

Meetings & Presentations

October 2024

- 10/1 The Baltimore Sun Interview
- 10/2 MLA Legislative Panel Meeting
- 10/4 WJZ Interview: Wheelchair Costume Workshop
- 10/5 Wheelchair Costume Workshop

Board Meeting Minutes – November 20, 2024

- 10/7 Intergovernmental Relations MAPLA Task Force
- 10/7 HCPL Diversity & Inclusion Committee
- 10/9 Harford County Education Foundation Board meeting
- 10/10 Riverside Renovations Design Meeting
- 10/10 SARC Bubbles, Bourbon & Barrels
- 10/11 Harford County Education Foundation Excellence in Education Showcase & Awards Breakfast

- 10/15 Harford Chamber Government Affairs Committee
- 10/16 HCPS Customer Service Team

- 10/20 Albert Giangiardano Celebration of Life
- 10/21 Intergovernmental Task Force MAPLA
- 10/22 The Daily Record Women's Leadership Summit
- 10/22 Harford Awards
- 10/23 Riverside Renovation Meeting
- 10/24 Archer-Bull Design Excellence Awards
- 10/25 Harford County Education Foundation Board Development Committee meeting
- 10/26 HCPL Foundation Annual Gala

- 10/29 Riverside Renovation Meeting

Programming and Events Highlights

Aberdeen's Trunk or Treat at Festival Park saw an impressive turnout of around 500 attendees, many of whom expressed enthusiasm for the library. The event also featured the popular "Hooray for Firefighters Touch a Truck," where children explored a firetruck and a firefighter showcased equipment, creating an engaging learning experience.

Abingdon hosted two lively Halloween programs: Spooky Sensory Stations with 37 attendees and Halloween Hullabaloo, which drew an impressive 126 participants. The Halloween Hullabaloo included 26 ARC members who enjoyed a button-making craft, adding a creative element to the festivities.

Bel Air held an after-hours Humans vs. Zombies Nerf program where adult participants engaged in a thrilling game in the Children's department. Beginning with one zombie, participants tried to evade and survive five rounds as zombies multiplied with each tag, adding suspense to the evening.

A homeschool co-op chose Darlington Branch for a fall-themed field trip, with 45 parents and students attending. Participants enjoyed a fall-themed scavenger hunt centered on their StoryWalk.

Edgewood celebrated autumn flavors with a Pumpkin Spice Tasting event that attracted participants of all ages. Attendees sampled four pumpkin-flavored treats: a wafer, pie, muffin, and sweet roll, making for a delicious seasonal gathering.

At Jarrettsville, a Paranormal Investigation Presentation was led by the founder of the Baltimore Paranormal Society and a team investigator. The captivating program, featuring eerie photos and videos, is known for filling up quickly and once again delivered a thrilling experience.

For the first time, Norrisville Branch joined the Norrisville Elementary School PTA's Trunk or Treat. Staff members decorated a "Dance Party" themed trunk complete with a disco ball and dance music, attracting over 200 visitors who enjoyed the vibrant setup.

Teen Services Highlights

Aberdeen’s Teen Pumpkin Fest was a tremendous success, drawing a large group of older teens to the library. The event offered pumpkin painting, pumpkin spice tasting, and various games, creating a festive and engaging autumn atmosphere.

Teens at Darlington celebrated Halloween with a themed night that included pumpkin painting, personalizing stuffed animals, and enjoying Nintendo Switch games. Some attendees dressed up, and two had their photos taken with the green screen, adding a memorable visual touch to the evening.

During Teen Crafternoon, Fallston teens crafted Halloween spell books using withdrawn YA books, black tissue paper, Mod Podge, and spooky decorations. Each participant created two books, and one teen shared how much they enjoyed taking the time to perfect their first creation.

In Havre de Grace, teens gathered for Teen After Hours, where they made Halloween wreaths, played Halloween Pictionary, enjoyed Switch and board games, and joined in a scavenger hunt.

Teens arrived in costume for Joppa’s Green Screen event, posing with popular backgrounds like the Japanese Forest Creature, anime vampires, and an abandoned farmhouse. Later, they joined the Halloween Haunts Teen After Hours.

Whiteford’s Teen After Hours featured pumpkin painting and an opportunity to try the branch’s new Nintendo Switch, offering a fun way to celebrate Halloween and introduce teens to the library’s latest gaming addition.

Overall, October 2024 was packed with Halloween-themed activities across HCPL branches, providing a mix of arts, games, and interactive experiences that fostered creativity and community among teens.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 33,892 total followers
 - HCPL Main Facebook - 10,265 followers
 - HCPL Choose Civility Facebook - 1,155 followers
 - Branch Facebook combined - 23,627 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,524 followers
 - HCPL Main Instagram - 2,023 followers
 - Branch Instagram combined – 7,501 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) - 1,910 followers
- HCPL Main LinkedIn - 978 followers
- HCPL Family History Month – “Thank you for joining us” program link email.
- HCPL Family History Month – “Sorry we missed you” program link email.
- HCPL Weekly Newsletter - 25,856 subscribers
 - Sent 1 eNews per week for a total of 5 in October.
- HCPL Family History Month – “Thank you for joining us” with program link email.
 - Sent 1 email for each of the 3 events for Family History Month
- HCPL Family History Month – “Sorry we missed you” with program link email.
 - Sent 1 email for each of the 3 events for Family History Month

Programs and Partnerships

Family History Month

During the month of October, a series of Virtual Genealogy programs were offered by several guest presenters. In addition to the programs themselves, these guest presenters also filmed Genealogy Bites, which were used on social media as well as on the HCPL website.

- How to Read Old Handwriting
 - October 1
 - Presented by Lisa Lisson
 - 215 virtual attendees and post event views
 - Genealogy Bites (featuring program presenter) – 125 total Facebook/Instagram/YouTube views
- Above the Fold
 - October 8
 - Presented by Jeanette Sheliga
 - 212 virtual attendees and post event views
 - Genealogy Bites (featuring program presenter) – 72 total Facebook/Instagram/YouTube views
- German Research Online
 - October 15
 - Presented by James M. Beidler
 - 262 virtual attendees and post event views
 - Genealogy Bites (featuring program presenter) – 73 total Facebook/Instagram/YouTube views

Maryland STEM Festival

The Maryland STEM Festival, happening October 18-November 17, is a month-long annual celebration of science, technology, engineering and mathematics that takes place across the state of Maryland. Library customers, students, families, friends, STEM professionals, teachers, and volunteers enjoy events focused on fun, interactive science learning opportunities. HCPL is proud to be a partner of this initiative and has 30 programs and activities planned.

TEENtober™

This annual celebration is hosted by libraries across the country each October to celebrate teens and promote year-round teen programs. It shines a light on the innovative ways that librarians help teens learn new skills to fuel their passions both inside and outside the library. HCPL had over 60 programs and activities planned for our teen customers.

Community Partnership – SOCKtober

Sponsored by Harford County Government, in partnership with HCPL, this countywide collection drive occurs every year to collect new socks, hats, mittens, and gloves of all sizes. These items will be distributed to local individuals and families experiencing, or on the brink of, homelessness and to veteran organizations in the area. Each branch and the administrative office had a donation box out for the month and thousands of items were collected.

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 (Aberdeen, Edgewood, Havre de Grace, Joppa, and Whiteford Libraries). 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. Non-perishable food bags were also available, while supplies lasted.

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. Took place at the Abingdon Library in October. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

One Maryland One Book

The final book discussions for this year's selected title, *What Storm, What Thunder*, by Myriam J.A. Chancy, concluded in October.

One Maryland One Book is a program of Maryland Humanities. This project was made possible in part by the Institute of Museum and Library Services and the Maryland State Library.

- Total of 101 participants
- Over 200 free books were distributed via HCPL to interested customers.

Winter Reading 2025 – Cozy Up with a Good Book

Planning continues for Winter Reading and the branches have planned programming for the upcoming months. Participants will be encouraged to embrace coziness with featured books on creating warmth, comfort, and coziness in winter, including lifestyle, home décor, and self-care titles.

Open to high school students and adults, registration begins on Saturday, December 21. Participants who complete their required number of books, 3 for high schoolers or 5 for adults, will earn this year's *Cozy Up with a Good Book* collectable mug, available while supplies last. The Winter Reading program ends on Wednesday, March 19.

Plans are underway for a 2025 Winter Reading Bingo activity, and HCPL will partner with local businesses.

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! Customers continue to enjoy the fall title, *Hiking Day*, which will be in place through the end of the month. A new winter title will be posted mid-December.

Marketing Request Forms (MRFs) Completed in October

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed more than 124 MRFs in October. These jobs involved designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flat screens, videos, and web slides. Work also began on the December 2024/January 2025/February 2025 Programming Guide, CheckOut.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 537 views total – October for all age groups
 - Meet the Author – Dr. William B. Allen, originally recorded on February 29
 - 100 views total

Press Releases Distributed

- *HCPL's 20th Annual Gala Raises \$80,000 Net for Essential Resources, Services, and Programs* – October 28
- *HCPL Participates in Maryland STEM Festival October 18-November 17* – October 10

Advertisements

- *Harford Awards* – October 10
- *Harford County Commission on Disabilities Annual Employment Recognition Luncheon* – October 30

Recent Media Hits and Press Mentions

Television

- “Wheelchair Costumer Contest and Inclusive Trick or Treat” – *WJZ TV/WJZ@9, WBAL TV* – October 4 – *Fox 45* – October 2

Print

- “20th Annual Gala Raises \$80,000” – *I95 Business eNewsletter* – October 31 – *The Aegis* – October 30 – *Harford County Living, Harford County Chamber of Commerce* – October 29 – *I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – October 28
- “Maryland STEM Festival” – *Harford County Living* – October 14 – *Harford County Chamber of Commerce, I95 Business* (online), *Bel Air News & Views, The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – October 10
- “Wheelchair Costume Contest and Inclusive Trunk or Treat” – *The Aegis, Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – October 9 – *The Aegis* (online), *The Baltimore Banner* – October 5
- “Teentober™” – *The Aegis* – October 2
- “Harford County SOCKtober Collection” – *nottinghammd.com* (online) – October 1 – *The Aegis* – October 9
- “Meet the Author: F. Kennerly Clay” – *Harford Highlights/HCC eNewsletter* – October 2024

Foundation

The Harford County Public Library Foundation met virtually on October 22nd at 8 a.m.

The 20th Annual Library Gala; Cirque de Magie:

The 20th annual gala was a success, raising more than \$80,000 net. Publicity for the event was outstanding. Sponsorships totaled \$121,300 in cash and \$107,300 in in-kind contributions. The Live Auction did well with \$14,400 raised. The Silent Auction raised \$21,450. Plans for the 2025 Gala are under way. Comments on social media have been positive.

The Winter Reading Program:

\$9,000 has been raised to support the Winter Reading Program.

The Summer Reading Program:

Sponsorships for the Summer Reading Program will be mailed next week.

2025 Taste of Harford—Back for Seconds! Save the date for the 2nd Annual Taste of Harford, Sunday, May 18th, at Vignon Manor Farm.

Annual Giving:

An annual giving video and web page will premiere in two weeks. A small number of mailed requests will also be sent to individuals with a history of responding to written appeals.

Statement of Financial Position September 30, 2024

Current Assets

ASSETS

Checking/Savings	\$1,508,460.37
Accounts Receivable/Prepaid Other	\$ 10,160.00
Other Current Assets (Prepaid)	<u>\$ 8,088.39</u>
Total Current Assets	\$1,526,708.76

LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	\$ <u>98,555.43</u>
Total Current Liabilities	\$ 99,980.43

Equity	
Temporarily Restricted Net Assets	\$1,220,416.02
Board Designated Net Assets	\$ 2,258.99
Unrestricted Net Assets	\$ 157,661.46
Net Income	\$ <u>46,391.86</u>
Total Equity	\$ 1,426,728.33

TOTAL LIABILITIES & EQUITY \$ 1,526,708.76

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.

Cultural Arts Board

Harford County Cultural Arts Board voted to affirm and forward to the Harford County Council the following Harford Living Treasure nomination: Richard Presberry.

Sponsorships were approved for the following programs: WHFC; Upper Chesapeake Bay Pride Festival.

The Nominating Committee presented the following individuals to serve as officers for the Harford County Cultural Arts Board for 2024-2025: (a) Chuck Bowden--President, (b) Gigi Devanney--Vice President, and (c) Tatiana Levone’--Recording Secretary.

The Board recognized the termination of membership of the following two individuals due to non-attendance at three consecutive meetings: Janet Embrey; Richard Morgan.

ACTION ITEMS

Personnel Changes – Mr. Ross

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

NEW HIRES:

Pamela Diamond, Library Assistant II, Darlington Branch, 15 hours per week. Effective Date: November 12, 2024.

Anna Sives, Library Assistant II, Whiteford Branch, 15 hours per week. Effective Date: November 12, 2024.

Catrell Jackson, Library Assistant II, Abingdon Branch, 15 hours per week. Effective Date: December 16, 2024.

PROMOTIONS:

None

OTHER CHANGES:

Emily Corral, Library Assistant II, Circulation, Abingdon Branch, 30 hours per week has been awarded the position Library Assistant II, Circulation, Abingdon Branch, 37.5 hours per week. Effective Date:

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

Doug Hess, Library Associate II – Adult Services, Jarrettsville Branch, 37.5 hours per week. Effective Date: October 16, 2024.

Christine Miller, Library Assistant II, Circulation, Edgewood Branch, 15 hours per week. Effective Date: October 16, 2024.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee has requested FMLA consecutively and intermittently for their own health condition beginning October 21, 2024 to April 21, 2025.

OPEN POSITIONS:

Aberdeen Branch

- None

Abingdon Branch

- **Library Assistant II**, Abingdon Branch, 30 hours per week. Posted Job internally.

Administrative Office

- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. On Hold.
- **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**, Edgewood Branch, 15 hours per week. Posted internally/externally.

Fallston Branch

- None

Havre de Grace Branch

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

Jarrettsville Branch

- **Library Associate I/II – Adult Services**, Jarrettsville Branch, 37.5 hours per week. Posted internally.

Joppa Branch

- None

Norrisville Branch

- None

Whiteford Branch

- None

FUTURE VACANCY DUE TO RETIREMENTS:

- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024.

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 Ms. Wright, seconded by Mr. Woods, and approved by unanimous vote to approve the Personnel Report.

FY2026 Operating and Capital Budgets

All Trustees had an opportunity to review the proposed FY2026 Operating and Capital Budgets.

Dr. Allen requested a motion to approve the FY2026 Operating and Capital Budgets as presented.

MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Dr. Head and carried by unanimous vote to approve the FY2026 Operating and Capital Budgets as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair, other than to defer the closed Executive Session to January.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Mr. Flannery, seconded by Mr. Woods and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:14PM.