

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

MEETING MINUTES

February 20, 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; Mary L. Hastler, CEO; and Jennifer Button

Absent: Michael Woods, Treasurer; Student Representative Ellie Hanson; 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

Ms. Hastler recognized staff member Abigail Matta, Library Associate I at Bel Air Library, 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 Colonel Vogelhut, US Army Retired, seconded by Dr. Head, and carried by unanimous vote to approve the Minutes of the January 16, 2025 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 January 31, 2025 were within the annual FY2025 budget. Revenues were \$14.3 million and Expenditures were \$13.6 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.

MOTION: Motion by Ms. Wright, seconded by Dr. Head, 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. Head

The committee met virtually on January 30, 2025 and reviewed updates on current branch projects including: Jarrettsville Library lighting; the Whiteford Library’s dumpster wall; Riverside renovations; and a BGE Pilot Project at Joppa Library.

Human Resources Committee – Ms. Wright

The committee met virtually on February 18, 2025. The committee reviewed and discussed the draft HR Report including promotions, reassignments, reclassifications, leave of absence requests, open positions, etc.

Foundation Board – Colonel Vogelhut, US Army Retired

The Foundation Board met on January 28, 2025. 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 January include: Circulation 253,405; Walk-in visitors 57,350; Drive-thru visitors 5,354; Information/Reader assistance 34,220; Programs 873; Program attendance 41,864.

Programming and Events – Ms. LaPenotiere

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

Teen Services – Ms. LaPenotiere for Ms. Hanson

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

CEO REPORT

Capital & Building Projects

Abingdon

The Library received notice this week that the county is seeking bids to perform a “recover” of the existing roof assembly under warranty. More as we know it.

Darlington

The story walk sign holders have been vandalized again. Procurement is looking at options for replacement plexiglass.

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 was removed and a new sign to be 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. Materials have been approved and the project is moving forward.

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 County is waiting on parts as the estimated delivery is mid-March 2025.

The branch is experiencing lighting issues with lights out in several areas of the building on the public floor. Some of the fixtures are obsolete requiring extensive searching for replacement bulbs. Other fixtures require complete replacement. The 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. The majority of the lights have been repaired – 5 pendant lights, 16 wall lights, stack lighting and exterior walk way lights. Facilities is waiting on the delivery of additional bulbs to complete the exterior wall way lights and waiting on an estimate to repair emergency lights.

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. During the windstorm this past week, a couple of trees fell on the back parking lot fence and air conditioning unit. The tree has been cleared and the county is working on repairing the fence. The county is aware that there is a dent in the air conditioning unit and will monitor.

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 6th with the architect. The assessment of the HVAC system has been completed and we should receive a report from the contractor in early March.

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 are effective July 1, 2025.

Meetings & Presentations

January 2025

- 1/4 Fox 45 Interview: Fairytale and Super Hero Festival

- 1/8 The Daily Record Eye on Annapolis & Legislative Session Opening Day
- 1/8 Economic Development Advisory Board (EDAB) Meeting
- 1/8 MLA Leg Panel Meeting
- 1/10 BGE Geo Thermal Regional Pilot Meeting

- 1/13 IGR Task Force Meeting
- 1/14 WJZ Interview: Fairytale and Super Hero Festival
- 1/14 Harford County Chamber Government Affairs Committee
- 1/14 Harford County Executive and Council State of the County
- 1/16 Harford County Chamber Board of Directors Meeting
- 1/17 NAACP and United Way Community Project
- 1/17 Fairytale and Super Hero Festival

- 1/21 BGE GeoThermal Regional Pilot Proposal
- 1/22 UWCM Strategic Planning Focus Group for RUN Boards
- 1/22-27 ALA LibLearnX Conference

- 1/28 Harford County Chamber Government Affairs Committee
- 1/28 FY26 Budget Presentation to County Executive

1/29 Harford Night in Annapolis
1/30 L&D and DEI Shift Maisie – Workshop
1/31 Birdland Caravan

Athena Leadership Awards – We are thrilled that Amber Shrodes, Director of Philanthropy and Community Engagement, has been nominated along with other distinguished women throughout the county. The Awards event is scheduled for Friday, March 7th, and the Library is a once again a Gold sponsor.

Bush 250 Celebration – March 22-23, 2025 – Harford County was the site of the nation’s first declaration in support of independence. The Bush Declaration was signed by 34 local men “at the risqué of our lives and fortunes.” The county, in collaboration with the Historic Society, is planning free, family-friendly events on March 22-23 including a tour of historic sites related to the declaration. Participants may pick up their passport at any library branch and earn special badges.

Trials and Triumphs Exhibit – Abingdon Library – February 15-21 - The Trials and Triumphs: A History of the African American Experience in Harford County exhibit chronicles the experiences of African Americans in county history from the earliest days through the 21st century. This exhibit is a partnership between the Hosanna School Museum and the Historical Society of Harford County and a grant provided by Harford County Government.

Harford County Capital Projects Audit – The Harford County Council Auditor conducted a capital projects audit for affiliated agencies that included the school system, library, Harford Community College, and volunteer fire companies. The review period was from January 1, 2022 through December 31, 2024. The Library passed with flying colors!

Programming and Events Highlights

In celebration of Martin Luther King Jr. Day, Aberdeen hosted a *Dove Scavenger Hunt*, where children found letters spelling out his famous quote, “*I have a dream.*” The activity involved 60 children and helped them learn about Dr. King’s legacy in an interactive way.

The annual *Fairy Tale and Superhero Festival* at Abingdon was a tremendous success, attracting nearly 800 attendees. Families enjoyed stories read by guest readers, participated in themed crafts, and engaged in various fun activities.

Bel Air’s first *Intergenerational Story Time* with Brightview Senior Living – Bel Air was a heartwarming experience. Families and senior residents shared a special moment reading *In the Snow*, with copies distributed for everyone to follow along. The seniors delighted in watching the children dance and shake jingle bells to *Frosty the Snowman*. Bel Air staff, Bethany Vangrin and Becca Addington, led the group in reading, singing, crafting, and playing, with even the facility associates joining in on the fun.

Art in the Afternoon was a fantastic addition to Havre de Graces’ half-day programming lineup. Participants learned about African American artist *Alma Thomas* and created their own masterpieces inspired by her vibrant and abstract works. The event was well-received and encouraged artistic expression.

Teen Services Highlights

Aberdeen’s Teen Greenscreen program welcomed a group from Trellis Services, which supports children and teens with autism and related disorders. Participants had fun selecting creative backgrounds, including Wonder Pets, trains, and Disney scenes, to take unique and personalized pictures.

At Bel Air, 20 teens and preteens attended a four-hour *Be a Safe Sitter* training class. The session featured a police officer speaking about safety, and representatives from Cecil County Libraries observed the program in action.

Teen After Hours at Darlington featured a *Stop Motion* video-making session. Using the Library's Digital Camp iPads, now upgraded with the Pro version of the *Stop Motion* app, thanks to the CSC department, teens experimented with animation techniques and brought their creative ideas to life.

At Fallston, their *Bullet Journaling* program had a strong turnout. Teens learned the basics, set up their own journals, and had fun decorating them with colored pens and stickers.

Havre de Grace hosted *College & Career Prep 101*, providing teens and adults with valuable information on library resources for college admissions, career planning, and certifications. Attendees explored local scholarship opportunities and learned about what HCC offers students.

At Joppa, *The Lunar New Year: Year of the Snake* craft program invited teens to create lanterns featuring this year's zodiac animal while learning about their own Chinese zodiac signs using library books. Anime played in the background, creating a lively and social atmosphere. (Fun fact: Taylor Swift's zodiac animal is the Snake!)

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 34,253 total followers
 - HCPL Main Facebook – 10,394 followers
 - HCPL Choose Civility Facebook – 1,148 followers
 - Branch Facebook combined – 23,859 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,787 total followers
 - HCPL Main Instagram – 2,108 followers
 - Branch Instagram combined – 7,679 followers
 - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,845 total followers
- HCPL Main LinkedIn – 999 total followers
- HCPL Weekly Newsletter – 25,731 subscribers
 - Sent 1 eNews per week for a total of 5 in January
- Additional eNews sent:
 - Thanks for joining – Genealogy Week '25: DNA Just Beyond the Basics
 - Date sent: 1/28/25
 - Audience: DNA Just Beyond the Basics attendees
 - Open rate: 63.25%
 - We missed you – Genealogy Week '25: DNA Just Beyond the Basics
 - Date sent: 1/28/25
 - Audience: DNA Just Beyond the Basics attendees
 - Open rate: 58.95%
 - Thanks for joining – Genealogy Week '25: Walk Where Your Ancestors Walked
 - Date sent: 1/29/25
 - Audience: Walk Where Your Ancestors Walked attendees
 - Open rate: 66.89%
 - We missed you – Genealogy Week '25: Walk Where Your Ancestors Walked
 - Date sent: 1/29/25
 - Audience: Walk Where Your Ancestors Walked attendees
 - Open rate: 54%
 - Thanks for joining – Genealogy Week '25: Using FamilySearch
 - Date sent: 1/31/25
 - Audience: Using FamilySearch attendees

- Open rate: 75.63%
- We missed you – Genealogy Week '25: Using FamilySearch
 - Date sent: 1/31/25
 - Audience: Using FamilySearch Walked attendees
 - Open rate: 55.37%

Programs and Partnerships

The Baltimore Orioles 2025 Birdland Caravan

O's fans from Harford County and beyond were out in full force at the Abingdon Library on January 31, as the branch served as a stop for this year's Orioles Birdland Caravan. This annual three-day winter tour is a community outreach program where Orioles players, coaches, and mascots visit different towns to promote the team and interact with fans.

In November 2024, the marketing & communication director submitted a proposal to have our Abingdon Library included as a stop on the Birdland Caravan. They were selected as one of only (2) library stops in the state and one of only three surprise Pop Up Photo Op events. Locations were kept top-secret until 24 hours prior to the actual event.

Orange and black were the colors of the day for the close to 800 attendees ...plus one canine companion, which was a Birdland Caravan first! Several fans arrived well before the branch opened and were first in line for a photo with three O's players (Colton Cowser, Ryan Mountcastle, and Jordan Westburg) along with the team manager Brandon Hyde.

The crowd was great! They were super excited and waited very patiently, many for several hours. The parking lot was full to capacity with many cars parked along the library entrance. Many customers who were unaware of the day's festivities were very surprised and pleased to see the parking lot and the branch so crowded, especially midday on a cold, rainy Friday!

Reaction on social media was tremendous with customers and fans alike, posting pictures on their social media pages. A record view of our reels from this event were over 23,000 views of one reel and over 14,000 views of the other reel.

Harford County Night in Annapolis

HCPL had a presence at this event, organized by the Greater Harford Community Foundation. This event, held annually, is an opportunity for the County's business community, local institutions, county and municipal governments, and other organizations to show the legislators in Annapolis what Harford County has to offer.

In addition to handing out information about Library programs and services, giveaways were available to attendees as well.

- January 29
- Governor Calvert House, Annapolis
- 137 attendees

Winter Reading 2025

Registration began on 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 2/10/25:

- Enrollment 3,114 (Adult 2,816+ Teen 298)
- Program Completers = 1,335
- Total Books Logged = 8,785
- Total Bingo Activities Logged = 4,299

2025 Fairy Tale & Superhero Festival

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

- January 17
- Abingdon Library
- 798 attendees

Genealogy Week

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

- DNA: Just Beyond the Basics
 - Virtual on Monday, January 27
 - Presented by Peggy Jude
 - 181 attendees
- Walk Where Your Ancestors Walked
 - Virtual on Tuesday, January 28
 - Presented by Lisa Lisson
 - 233 attendees
- Using FamilySearch.org
 - Virtual on Thursday, January 30
 - Presented by Dana Chou
 - 201 attendees

Meet the Author Program

- J.R. Miller
 - January 9
 - Abingdon Library
 - 6 attendees

Spring CheckOut Publication – March/April/May 2025

Design and layout of the next CheckOut publication is underway, with final artwork sent to the printer by mid-February. In addition to the regular programming schedule of story times, book discussions, and other various activities for all ages, the spring edition will also feature National Library Week details as well as information about Taste of Harford 2025.

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.

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. The program was held at the Edgewood Library in January. *A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only.

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.

Marketing Request Forms (MRFs) Completed in January

Promotional materials for HCPL programs and events are created by three full-time graphic designers. The group completed nearly 146 MRFs in January. 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 – 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 26 – *New date due to snow*
- 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

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 503 views total – January for all age groups
- Previous Genealogy Virtual Programs and Genealogy Bites
 - 33 views total – January additional views
- Previously recorded Dr. William B. Allen program
 - 29 views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL's 2nd Annual Romance Author Fest Celebrates the Month of Love* – January 29
- *HCPL Foundation Elects Matthew L. Ellison to Foundation*– January 24
- *HCPL Opening with Reduced Hours January 7* – January 7
- *HCPL Hosts Genealogy Week Programs* – January 6
- *HCPL Closed on January 6* – January 5

Television

- “Fairy Tale & Superhero Festival with HCPL” – *WMAR 2 News, WJZ @ 9* – January 14 – *Fox 45 News* – January 4

Print

- “HCPL Foundation Elects Matthew L. Ellison” – *The Aegis* – January 29 – *Harford County Living* – January 28 – *Bel Air News & Views, Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – January 24
- “HCPL Hosts 2nd Annual Romance Author Fest” – *Bel Air News & Views, Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – January 24
- “Application Period for Harford County Arts Grants Now Open” – *The Star* – January 23
- “Harford Community College Announces 2025 Athena Award Finalists” – *The Aegis* (online), *Newsbreak* (online) – January 22
- “HCPL Hosts 7th Annual Fairy Tale & Superhero Festival” – *The Aegis* – January 22 – *The Aegis* (online) – January 17 – *Harford County Living, Bel Air News & Views* – January 6 – *The Aegis* (online) – January 4 – *I95 Business* (online), *The Aegis* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – January 2
- “MLK Day 2025: What’s Open and Closed in Havre de Grace, Harford County” – *Havre de Grace Patch* – January 17
- “HCPL Hosts Genealogy Week” – *The Aegis* – January 8 – *The Aegis* (online), *Bel Air News & Views* – January 7 – *Harford County Living, Harford County Chamber of Commerce, I95 Business* (online), *The Patch – Aberdeen, Bel Air, Fallston, Havre de Grace* – January 6
- “HCPL Announces Top Reads in 2024, Plans for 2025” – *Weekender* – January 9 – *The Aegis* – January 3 – *The Aegis* (online) – January 2

Foundation

The Harford County Public Library Foundation met on January 28th at 6:30 pm at the Abingdon Library and via zoom.

The next meeting will be held on February 25th at 6:30 pm at the Abingdon Library.

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, from 1 pm – 4 pm at Vignon Manor Farm. Tickets are \$45, so far, the following restaurants are on board Coffee Coffee, CoffeeBar Bel Air, Harford Vineyard, Pairings Bistro, Fiore Winery, Fresh Source Farms LLC, Slate Farm Brewery, Hopkins Farm Brewery, Flavor Bakery & Café, One Eleven Main, The Newberry Cafe and Bakery, Eats & Sweets, Blue Farm Catering, Ladew Café, and Conrad's Crabs Food Truck. Sponsorships are available. You can find more information on hcplmd.org/toh.

Annual Giving - As of today, we have raised a total of \$27,076.00 gross and \$22,003.83 net, surpassing our initial goal of \$20,000 by 10%. This achievement reflects the generosity of our community, with contributions from 107 individual donors.

Little Leaper Title Sponsorship Renewal - We are pleased to announce that Celebree School has renewed its commitment as the Little Leaper Title Sponsor with a generous pledge of \$30,000 over three years (\$10,000 per year). We are currently finalizing a Memorandum of Understanding (MOU) to formalize this partnership.

Wheelchair Costume Workshop - The Foundation team recently met with the General Manager of Coppermine Bel Air Athletic Club to explore opportunities for expanding our partnership in support of the Wheelchair Costume Workshop. As a result of this discussion, Coppermine has generously offered their children’s space as the official venue for the two-day workshop. Additionally, they are aligning their Trunk-or-Treat event with the workshop and assuming a significant portion of the associated costs.

Beyond this immediate support, Coppermine has committed to serving as the year-round home for the Wheelchair Costume Workshop. This includes providing storage for workshop supplies and hosting the pre-event measuring session. Furthermore, they will actively promote the workshop to their 6,000 members, increasing awareness and engagement within the community.

Annual Gala - 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.

Statement of Financial Position December 30, 2024

Current Assets

ASSETS

Checking/Savings	\$ 1,525,369.74
Accounts Receivable/Prepaid Other	\$ 35,605.00
Other Current Assets (Prepaid)	\$ <u>12,245.39</u>
Total Current Assets	\$ 1,573,220.13

LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	\$ <u>88,358.23</u>
Total Current Liabilities	\$ 89,783.23

Equity

Temporarily Restricted Net Assets	\$ 1,256,411.02
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 123,327.03
Net Income	\$ <u>103,100.43</u>
Total Equity	\$ 1,483,436.90

TOTAL LIABILITIES & EQUITY \$ 1,573,220.13

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 - January’s regularly-scheduled meeting was postponed due to inclement weather; attempts to reschedule were unsuccessful. Board vacancies (five of 15 required members) continue to prevent business from being conducted.

ACTION ITEMS

Personnel Changes – Mr. Ross

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

NEW HIRES:

Sarah Dobbs, Library Assistant II Circulation, Abingdon Branch, 30 hours per week. Effective Date: February 18, 2025.

PROMOTIONS:

Angela Pfeiffer, Assistant Branch Manager, Whiteford Branch, 37.5 hours per week has been promoted to Senior Assistant Branch Manager Children Services, Abingdon Branch, 37.5 hours per week. Effective Date February 02, 2025.

Sarah Prindiville, Library Assistant II, Fallston Branch 15 hours per week has been promoted to Library Associate I, Abingdon Branch, 20 hours per week. Effective Date: February 16, 2025.

Sydney Buffington, Assistant Branch Manager, Edgewood Branch, 37.5 hours per week has been promoted to Senior Assistant Branch Manager, Adult Services, Abingdon Branch, 37.5 hours per week. Effective Date: March 2, 2025.

OTHER CHANGES:

Julia Clifton, Library Associate I, Jarrettsville Branch, 20 hours per week has been awarded the position of Library Associate I – Teen Services, Joppa Branch, 37.5 hours per week. Effective Date: February 16, 2025.

Shirlene Coleman, Custodian, Administrative Office, 19 hours per week has been awarded the position Custodian, Havre de Grace Branch, 37.5 hours per week. Effective Date: February 16, 2025.

Cate Isert, Library Associate II PT, Fallston Branch has been awarded the position of Library Associate II Adult Services FT, Abingdon Branch. Effective Date: March 2, 2025.

Maurice Coleman, Technical Trainer, Administrative Office, 37.5 hours per week has been reassigned the position Library Associate I, Abingdon Branch, 37.5 hours per week. Effective Date: February 17, 2025.

Vincent Katzenberger, Custodian/Delivery Driver, Jarrettsville/Whiteford Branch, 37.5 hours per week has been reclassified Custodian, Jarrettsville/Whiteford Branch, 37.5 hours per week. Effective Date: March 2, 2025.

Darian Tucker, Custodian/Delivery Driver, Joppa/Administrative Office Branch, 37.5 hours per week has been reclassified Custodian, Fallston/Joppa Branch. Effective Date: March 02, 2025.

RETIREMENTS:

Colleen Hampton- Library Assistant II, Riverside Administrative Office, 37.5 scheduled hours, retiring June 1, 2025, with twenty-one years of service.

Annette Gaskins- Librarian, Abingdon Branch, 37.5 scheduled hours is retiring on April 1, 2025 after 27 years of service.

RESIGNATIONS/TERMINATIONS:

Zoe DiGiorgio, Librarian – Teen Services, Bel Air Branch, 37.5 hours per week. Effective: March 1, 2025.

DISCIPLINARY ACTIONS:

None

LEAVE OF ABSENCE REQUESTS:

An employee is requesting FMLA for own serious health condition effective February 3, 2025.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

- **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. On hold.
- **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. Hiring Process.
- **Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Hiring Process.
- **Custodian/Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (1 position). On Hold.
- **Custodian**, Administrative Office, 19 hours per week. Filled by contractor.
- **Technical Trainer**, Administrative Office, 37.5 hours per week. The job description is currently being reviewed.

Bel Air Branch

- **Librarian – Teen**, Bel Air Branch, 37.5 hours per week. Posted internal only.
- **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. Posted internally/externally. Hiring Process.
- **Assistant Branch Manager**, Edgewood Branch, 37.5 hours per week. Posted Internally.

Fallston Branch

- **Library Assistant II – Circulation**, Fallston Branch, 15 hours per week. Posted internally/externally.
- **Library Associate I or II**, Fallston Branch, 20 hours per week. Posted internally/externally.

Havre de Grace Branch

None

Jarrettsville Branch

- **Library Associate I or II**, Jarrettsville Branch, 20 hours per week. Posted internally/externally.

Joppa Branch

None

Norrisville Branch

None

Whiteford Branch

- **Assistant Branch Manager**, Whiteford Branch, 37.5 hours per week. Posted internally.

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=A80FE008691EC4F03A189014B9C1100A>

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 Ms. Wright, 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 requested that a closed Executive Session be scheduled for next month to discuss the status of the search for a new Chief Operating Officer.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

Dr. Allen declared the public meeting adjourned at 6:59PM.