

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

MEETING MINUTES

July 18, 2024

Present: Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Durbin Vido; Michael Woods, Treasurer; Carol Wright, Vice Chair; Student Representative Ellie Hanson; Tara Lathrop, Legislative Aide for County Council Member Jessica Boyle-Tsottles; Mary L. Hastler, CEO; and Jennifer Button

Absent: Taryn J. Martin; Colonel Jonas Vogelhut, US Army, Retired

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 and welcomed new Student Representative Ellie Hanson, present for her first Board meeting.

APPROVAL OF MINUTES

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

Dr. Allen noted a minor correction to the minutes, related to math computation.

MOTION: Motion by Mr. Flannery, seconded by Mr. Vido, and carried by unanimous vote to approve the Minutes of the June 13, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Woods

The committee did not meet.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending June 30, 2024 were within the annual FY2024 budget. Revenues were \$24.0 million and Expenditures were \$23.3 million. The County returned excess funds from the Healthcare Consortium Fund to the Library in April 2024. The Library has used about \$870,000 of these funds to fully fund the OPEB Trust. This resulted in Benefits expense to be over budget. Expenditures for Contracted Services were over budget as there have been cost increases for security service, waste removal, and computer support for both hardware and software.

MOTION: Motion by Mr. Flannery, seconded by Mr. Vido, 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 did not meet.

Human Resources Committee – Ms. Wright

The committee met virtually on July 10, 2024. The committee reviewed and discussed the draft HR Report including promotions, interim reassignments, leave of absence requests, and open positions. Six retirees were recognized for the years of service they have given to the Harford County community at the Retiree Celebration on July 12 at the Abingdon Library. Three of the retirees and their families attended and Trustees were invited to attend. The report will be presented to the Board for full review and approval at tonight’s meeting.

Foundation Board – Ms. Wright

The Foundation Board met on June 25, 2024 for their annual retreat. A detailed report is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2024 statistics have improved and the following were highlighted: Circulation 4,147,447; Walk-in visitors 721,742; Drive-thru visitors 54,556; Information/Reader assistance 379,318; Programs 9,651; Program attendance 483,519.

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

Capital Projects Planned for FY 2024

The County Administration has decided to postpone the capital projects originally planned for FY 2024. In spring 2023, the County Executive provided confirmation in a letter, certifying a local minimum match of 45% for the Bel Air Library Renovation Project and this match was a commitment from the Library fund balance. Additionally, the County allocated \$575,000 in FY 2024 County Capital Funds for the Bel Air roof replacement. During the recent Legislative Session, the County Executive submitted a letter to the County Delegation that the county would not be providing matching funds due to the requirement for prevailing wage and expected downturn in county revenue. As a result, the State withdrew the \$5 million library capital grant from the FY 2025 Maryland Capital Budget.

Abingdon

The Library Team engaged with the County to address persistent roof leakage issues. The primary areas requiring attention are the coping and flashing. Garland/DBS, Inc. has been contracted by the County to work on coping replacement and redoing the sill plate and caulking. Work on the north side of the roof, focusing on coping and flashing replacement/redoing, commenced on July 3rd as a test to resolve ongoing leaks in that area. Facilities will monitor this section for the next six months. If successful, the rest of the roof will undergo similar treatment. Despite ongoing efforts, additional leaks have occurred during recent storms. The County utilized drones and thermal imaging to inspect the roof the week of January 2nd for further analysis of the continued leaks. The results of the test indicate leaking under the coping. The County asked the contractor to apply round foam underneath to redirect the water. This is being tested at the main handicapped entrance. If this fixes the problem

after a few rain storms, it will be installed along the remaining portions of the roof. The County completed the adjustments to the coping along the front entrance and near Conference Room B.

Bel Air

The elevators passed inspection.

Edgewood

The County has informed the library about the use of balances from a Community Development Block Grant (CDBG) to repave the Edgewood Library parking lot. The total eligible funding for the project is \$166,886.21. A recent pre-bid meeting was held, and the county has determined that if the ADA ramp in the back of the building is retained, the parking lot project will not proceed, and funding will not be available. The Library insists that the ADA ramp is crucial for staff and HCC access to the classroom wing. This project is on hold until warmer weather arrives, and the asphalt plants reopen in the spring. The bid process will begin promptly and the project includes ADA accessible access for the both the front and back of the building. After some re-working of the plans for the back sidewalk and realigning the handicapped parking the project is ready to go out for bid. A pre-bid meeting was held on March 11, 2024. The sidewalk repairs began June 10th and were completed on June 11th. The milling of the parking lot was scheduled for June 17th with paving and stripping to follow. The branch was closed June 17th through June 20th. The project was substantially completed on June 25th. The college entry doors from the back parking lot needed to be repaired and the tile floor needed to be replaced. This too has been completed.

The Edgewood Branch air conditioning was not working on Wednesday, July 17, 2024 and repairs are expected to be complete by Thursday, July 18th.

Fallston

Sidewalks are scheduled for repair/replacement. The project is being coordinated by Harford County Highways Division and scheduled to begin in the fall of 2024. The branch may need to be closed for about two weeks. Shrubbery has been removed in front of the building.

Havre de Grace

Facilities is looking at options for the branch's street corner signage. The Havre de Grace Friends group is contributing to the cost of the sign. The Library is reviewing an estimate on the additional masonry work and safety features required in order to install a manual sign.

A refresh to Schooner Cove is underway.

Norrisville

The County met with a contractor on June 11th to discuss the repaving of the shared parking lot. The work is tentatively scheduled to begin on July 8th. The branch will be closed to the public and staff will have the option to either work at another location or take leave. Weather permitting, the project should take four days, however we are going to advertise closing from July 8th to July 12th. If the project finishes early, the library will reopen as soon as the work is completed. The project was completed late on July 11th – too late to make plans to reopen on July 12th. The branch opened on July 13th.

Whiteford

The County met with a contractor on June 11th to discuss the repaving of the shared parking lot. The work began on July 16th. The branch will be closed to the public and staff will have the option to either work at another location or take leave. Weather permitting, the project should take three days, however we are going to advertise closing from July 16th to July 19th. If the project finishes early, the library will reopen as soon as the work is completed.

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.

The AC has been working sporadically this summer and the county has been out numerous times attempting to repair the system. As of July 17th, a portion of the building is without air conditioning and we anticipate being repaired by Monday, July 22nd.

Board Updates

Appointments and Reappointments - Trustee Shannon Gahs resigned from the Board, having relocated to Howard County, and is no longer eligible to serve. The seat will be filled, and the new Trustee will complete Ms. Gahs' term (until June 30, 2025) and be eligible for their first five-year appointment to the Board. The Board Executive Committee interviewed candidates for this position and forwarded their recommendation to the County Executive for consideration in December.

Interviews were held on March 20 for the Student Representative for FY 2025. The selected candidate was forwarded to the County Executive for appointment effective July 1, 2024. The Board has two openings for Trustees in FY 2025 and we have selected one candidate to move forward. In addition, interviews were held the week of April 29th and the Executive Committee selected a third candidate to move forward.

Three new letters and documentation were submitted to the county executive on May 3 recommending the following appointments to the Library Board of Trustees effective July 1: Stacey Rebbert; Phil Cramer; and George Hergenbahn. Also pending is the reappointment of Carol Wright for a second, five-year term effective July 1 and a second letter was sent, dated May 3rd.

The County Executive responded to Dr. Allen's update request on the status of the nominations and noted that Mr. Cassilly will submit his nominations to the County Council when they reconvene in September.

Ellie Hanson was appointed by the Harford County Council on May 7 as the Student Representative effective July 1, 2024. Congratulations Ellie!

Strategic Plan

The draft *Strategic Plan FY 2025-2029* is included in tonight's Board meeting for review and approval. Sections of the plan include: Core Purpose and Core Organizational Values; Vision Statement; Goal 1 Community Engagement; Goal 2 Technology and Collection Innovation; Goal 3 Staff Talent Development; and Goal 4 Sustainable Funding and Infrastructure.

Retirement Celebration

The library celebrated this year's retirees on Friday, July 12, 2024, at the Abingdon Library, 5:30PM to 8:00PM. We have six retirees this year: Karen Dull, Johneva MicKey, Cindy Narup, Hope Stavros Barnoff, Melinda Chase, and Amy Kraft. Three retirees and their family and friends attended the celebration: Karen Dull, Johneva MicKey, and Cindy Narup. Trustees Dr. Allen and Colonel Vogelhut, US Army Retired, attended representing the Board.

Administrative Closure

The Library Board of Trustees approved an administrative closure day on Friday, July 5th, for all library staff in celebration of the July 4th holiday on Thursday. The Library was open on Saturday, July 6th as usual.

Meetings & Presentations

June 2024

- 6/1 Char Hope Rocking for Recovery
- 6/3 HCPL Diversity & Inclusion Committee Meeting
- 6/5 Greater Bel Air Community Foundation Social
- 6/6 Harford County Education Foundation Board Meeting
- 6/6 MD Humanities Finance Committee Meeting
- 6/6 Liriodendron Foundation Reception

- 6/10 HCPS Library Planning Workgroup Meeting Materials Policy
- 6/11 Harford County Chamber of Commerce Government Affairs Meeting
- 6/11 Abingdon Board Walk Photo Ribbon Cutting with County Executive
- 6/12 Harford County Regional United Way Board Meeting
- 6/13 eBook Consortium Meeting
- 6/14 Chamber of Commerce Education & Scholarship Breakfast
- 6/14 MD Humanities Executive Committee Meeting
- 6/15 Aberdeen Ironbirds: Throwing out first pitch for Summer Reading

- 6/17 Summer Reading Kickoff Celebrations
- 6/17 HCPS Customer Service Task Force
- 6/20 Harford Chamber FY 25 Budget Meeting
- 6/20 HCPL Foundation Audit Meeting
- 6/20 Harford Chamber Annual Dinner & Gavel Exchange
- 6/21 MD Humanities Board Meeting
- 6/21 MD State Librarian Irene Padilla Retirement Celebration

- 6/25 HCPL Foundation Board Meeting
- 6/25 Aberdeen Chamber of Commerce Scholarship Lunch
- 6/25 Tina Hersh Celebration of Life
- 6/25 HCPL Foundation Annual Dinner
- 6/27 Harford County Employee Assistance Program Pre-Proposal Bid Meeting

Programming and Events Highlights

Bel Air and Havre de Grace hosted the Summer Reading celebration on June 17th and an excellent time was had by all. Besides meeting program sponsors and registering for Summer Reading, great crowds enjoyed story time, a dance party, crafts and an obstacle course. Extreme Balloon Man was a favorite with the children, who enjoyed all the balloon creations he made for them.

Abingdon presented Digeridoo Down Under, and they gave a spectacular family-time performance. It was a roaring success with 130 attendees. What an amazing start to an awesome summer!

Bubblepalooza at Edgewood was well attended. A bubbletastic time was had by all while making their own bubble wands, playing with bubbles that were shot into the air by the automatic bubble machine, blowing lots of bubbles and enjoying the bubble party playlist.

Campfire Sing-Along at Norrisville was a big hit. They sang traditional children's songs, folk songs, along with John Denver and Bob Marley songs. It was quite a fun mix of music.

The Traveling Library was on the move in June, visiting the Bel Air Farmers Market, the Magic of Science Fair and Family Festival and the Bel Air Downtown Alliance Summer Movie Night. Between these events, staff talked to over 700 people.

Teen Services Highlights

At Edgewood’s Manga Drawing Lessons, teens were able to learn how to draw the face of an anime character from a 3/4 perspective and a side view.

Fallston had a great turnout for Teen Anime Club on the last day of school. The teens made mini manga books while watching anime. They also played Teen Dungeons and Dragons, in partnership with Critical Hit Games. Critical Hit provided a Dungeon Master who ran the campaign. The teens were excited that the next session would be in July.

Teens put their crafting hats on at Havre de Graces’ Teen Paint Along. They followed along with Miss Hannah to create their own octopus masterpiece.

At Joppa’s Fossil Finding Adventure, teens went home with their own fossil. The Breakout Box was fun as the teens worked together to figure out the puzzles, and in keeping with the science theme, the paper snail craft was also enjoyed by many. One teen created a goth snail.

Teen Volunteers at all the branches have been an amazing help. They aid customers registering for Summer Reading, promote summer programs and lend a helping hand to special guest events. Their presence also inspires other teens to ask how they can become a Summer Reading volunteer!

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 33,090 total followers
 - HCPL Main Facebook – 10,028 followers
 - HCPL Choose Civility Facebook – 1,153 followers
 - Branch Facebook combined – 23,062 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 9,213 total followers
 - HCPL Main Instagram – 1,960 followers
 - Branch Instagram combined – 7,253 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- HCPL Main X (formerly Twitter) – 1,933 total followers
- HCPL Main LinkedIn – 858 total followers
- HCPL Weekly Newsletter – 26,260 subscribers
 - Sent 1 eNews per week, for a total of 4 in June

Here are some notable bitly engagements from the last 30 days (a URL shortening service and a link management platform). This includes link clicks, QR scans, and link-in-bio clicks.

- hcplmd.org/summer-reading – 752
- hcplmd.org/SRA-guestpresenters – 137
- hcplmd.org/BaltimoreSunsBest2024 – 521

Programs and Partnerships

The Baltimore Sun’s Best 2024

For the very first time ever, HCPL is honored to have been nominated in the “Best Nonprofit/Charity” category! Voting, which was open to the public, closed on June 7. This nomination was promoted on all HCPL social media pages, in our eNews, and on our website, inviting customers to cast their vote. Results are in and HCPL was voted as an honorable mention this year, which we are very proud of.

2024 Summer Reading

Summer Reading 2024 officially began on June 1 with the theme of, *Adventure Begins at Your Library*. The program runs through Saturday, August 17 and readers of all ages are encouraged to participate.

Summer Reading Celebration events were held on June 17 at the Bel Air and Havre de Grace Libraries. Sponsors were there to meet participants and provide additional incentives. Plus, attendees were able to pick up their registration materials, if they hadn't already done so, and completion prizes were also available for those who completed the number of books required for their age group.

- Bel Air Celebration (am) - 525 attendees
- Havre de Grace Celebration (pm) – 327 attendees

Everyone is loving the return of the Summer Reading reusable tote bags, which would not be possible without the generous support of our 2024 sponsors: Celebree School, Bel Air Friends of HCPL, Harford Day School, APGFCU, Klein's Shoprite, The John Carroll School, Havre de Grace Friends of HCPL, Rotary Club of Aberdeen, Aberdeen Friends of HCPL, Horizon Cinemas, and the IronBirds.

Summer programming includes several guest presenters, many of which are paid for by the various Friends of HCPL groups. This year's performers, which comprise a total of 57 programs, include The Science Guys: STEAM Adventure, Didgeridoo Down Under, Wildlife Adventures: Wild Tales, CTR Changing Lives: Story Time with Buttons the Shetland Pony, Mr. Jon & Friends: Rock and Rhyme, Magician Mike Rose: Magical Adventures, The Fifty 7's: Musical Adventure, Circus Science, The Farmyard: Small Animal Encounter, and The Farmyard: Outdoor Animal Encounter.

- 16,319 registrants as of July 8
- 27,209 books read as of July 8

Parking Lot Paving Project – Edgewood

Notification was received from the County that the long-awaited paving project at the Edgewood Library was scheduled to take place the week of June 17th. Marketing materials were created and shared to alert HCPL customers. Additional locations and resulting branch closures are expected in the weeks to come.

Happy Father's Day!

To help celebrate those special men in our lives, the weekly HCPL eNews highlighted some of our greatest digital resources that are available to assist customers with topics of interest, gift ideas, and other helpful suggestions.

Juneteenth – June 19

All HCPL locations were closed on Wednesday, June 19, for the Juneteenth holiday.

Marketing Committee

The Marketing Committee met to discuss 2025 Winter Reading themes for this year's program.

2024 Independence Day Parade – Darlington

While the actual summer holiday was technically still a few days away, Harford County started celebrating during the last weekend of June with the Darlington Independence Day Parade. The HCPL Traveling Library had a wonderful time at the Saturday evening event.

Fall CheckOut – September/October/November 2024

Planning is underway for the next issue of CheckOut, HCPL's programming guide. This issue will feature programs happening this fall. Book discussions are already published and may be viewed by visiting HCPLonline.org. The rest of our fall schedule of programs will be published towards the end of July.

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 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. Programs took place at the Bel Air Library in June.

*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 Summer title, *Summer Color*, was installed in mid-June and will be available through the end of August.

Marketing Request Forms (MRFs) Completed in June

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed nearly 125 MRFs in June. These jobs involve designs for several different mediums, everything from printed flyers or posters to digital files, such as graphics for the various social media platforms, flatscreens, and webslides. These MRFs include materials and promotions needed for system-wide events coordinated by the Marketing team as well as branch programs, and Foundation (2024 Gala and Taste of Harford) events/initiatives.

Additional Views for Previously Reported Programs, Events, and Partnerships

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

Recent Media Hits and Press Mentions

Press Releases Distributed

- *Maryland Library Association (MLA) Presents Excellence in Marketing Award to HCPL* – June 4

Advertisements

- 2024 Harford County Chamber of Commerce Annual Dinner
- “Summer Reading” – *The Chamber Chronicle* – June 11

Television

- “Summer Reading” – *WMAR-2 News/Good Morning Maryland* – June 17

Print

- “The Librarian Who Spoke Out: Irene Padilla Steps Down After 22 Years as State Librarian” – *Maryland Matters* – June 27
- “What’s Open, Closed for Juneteenth 2024” – *Havre de Grace Patch* – June 18
- “Cooling Centers in Harford County” – *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – June 17 – *WBAL News Radio* – June 22
- “Summer Lunches Available June through August to Harford County Kids” – *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – June 14
- “MLA Presents Excellence in Marketing Award to HCPL” – *195 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – June 4 – *Harford*

County Living – June 5 – *Bel Air News & Views* – June 7 – *The Aegis* (online) – June 18 – *The Aegis* – June 19

- “Adventure Begins at Your Library” – *The Aegis*, *The Aegis* (online) – June 12 – *The Chamber Chronicle* – June 11 – *Harford County Living Monthly eNewsletter* – June 2024
- “Sold Out Taste of Harford Welcomes More Than 450 Guests” – *Harford County Living Monthly eNewsletter* – June 2024

Foundation

The Harford County Public Library Foundation met via Zoom on June 25, 2024, at 8:00 am.

Foundation Operations:

The Foundation renewed its charitable status with the State of Maryland in June. Its annual Audit is scheduled for July 22nd – July 26th with Ellin and Tucker.

The next Foundation Meeting will be held on Tuesday, September 24th, at 6:30 PM at the Abingdon Library.

Events:

20th Annual Library Gala; Cirque de Magie

Gala Sponsorship letters have been distributed, with many verbal commitments for sponsorship and return auction items. Auction packages and in-kind donations presently total \$39,000 and pledged cash sponsorships total \$23,200.

The Saxon’s Gala Raffle Items have been selected, and they are stunning. Tickets for a 2 CT diamond necklace, a .54 CT diamond bangle bracelet, and a Men’s Ball Watch are on sale online and in branches.

The Foundation is hosting children’s celebrity author Lana Button on August 28th at the Abingdon and Havre de Grace Libraries. APGFCU is sponsoring the event for \$1,000. Several partners are considering the \$500 sponsorship level.

A new event, the Game Changers Business Speakers Series featuring Dr. Anirban Basu, chairman and CEO of the Sage Policy Group, Inc., will be held on September 11 from 8:30 to 10 a.m. at the Abingdon Library, 2510 Tollgate Road in Abingdon. Basu’s topic, “The Good, The Bad & The Ugly,” will provide an in-depth analysis of major factors shaping economic outcomes, including interest rates, global conflict, wage dynamics, business confidence, and demographics. He will also forecast for the coming year, providing valuable insights for economic stakeholders. Registration begins at 8:30 a.m. with the program from 9 to 10 a.m. Business partner sponsorships are available for \$500. Tickets cost \$75 per person and include a continental breakfast. Sponsors include The Kelly Group (\$6,000) and APGFCU (\$1,500).

The Harford Center and APGFCU have sponsored the Wheelchair Workshop for \$1,000, and Rosedale Federal has sponsored the event for \$500. McCormick is providing costume materials at no cost. Numerous volunteers have signed up to support the event. Please share the event online; we would like to build costumes for at least 10 children who use wheelchairs.

Grants:

The Foundation applied for two grants in June. M&T Bank (\$5,000 Rolling Reader - FUNDED), Kiddie Academy (\$2,000 Gala/Costume Workshop - PENDING). The Foundation will submit a grant to PNC Bank’s Grow Up Great Foundation for (\$18,000) on July 19th.

Statement of Financial Position May 31, 2024

ASSETS	31-May-24	31-April-24
Current Assets Checking/Savings		

1006 · M&T Money Market	\$196,688.79	\$196,188.29
1000 · PNC Money Market	\$474,724.16	\$472,995.86
1001 · PNC Non-Profit Checking	\$121,165.23	\$157,419.91
1002 · Morgan Stanley / Smith Barney	\$520,084.48	\$517,939.68
1004 · M&T Acct	\$107,405.53	\$107,405.53
Total Checking/Savings	<u>\$1,420,068.19</u>	<u>\$1,451,949.27</u>
Accounts Receivable		
2000 · Pledges Receivable	\$31,660.00	\$24,160.00
Total Accounts Receivable	<u>\$31,660.00</u>	<u>\$24,160.00</u>
Other Current Assets		
2101 · Prepaid-Other	\$30,137.00	\$4,892.00
Total Other Current Assets	<u>\$30,137.00</u>	<u>\$4,892.00</u>
Total Current Assets	<u>\$1,481,865.19</u>	<u>\$1,481,001.27</u>
TOTAL ASSETS	<u>\$1,481,865.19</u>	<u>\$1,481,001.27</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2900 · Accounts Payable		
Total Accounts Payable	<u>\$2,850.00</u>	<u>\$2,850.00</u>
Other Current Liabilities		
2001 · Deferred Revenue	\$8,055.00	\$0.00
2910 · Due to HCPL	\$118,382.86	\$122,657.34
Total Other Current Liabilities	<u>\$126,437.86</u>	<u>\$122,657.34</u>
Total Current Liabilities	<u>\$129,287.86</u>	<u>\$125,507.34</u>
Total Liabilities	<u>\$129,287.86</u>	<u>\$125,507.34</u>
Equity		
Total 3130 · Temp. Restricted Net Assets	\$1,242,586.57	\$1,253,636.57
Total 3205 · Board Designated Net Assets	\$2,258.99	\$2,258.99
3300 · Unrestricted Net Assets	-\$38,673.93	-\$49,723.93
Net Income	\$146,405.70	\$149,322.30
Total Equity	<u>\$1,352,577.33</u>	<u>\$1,355,493.93</u>
TOTAL LIABILITIES & EQUITY	<u>\$1,481,865.19</u>	<u>\$1,481,001.27</u>

We deeply appreciate the HCPL Board of Trustee’s continued support and dedication to the Harford County Public Library Foundation.

Cultural Arts Board

The Cultural Arts Board invested more than \$160,000 in Harford’s creative community including 12 General Operations Community Arts Development Grants to arts organizations; 11 Arts Program Community Arts Development Grants to nonprofits, units of government, colleges and faith-based organizations; 12 Arts in Education Grants supporting high-quality arts experiences; and sponsoring four artist-driven media projects promoting the local cultural scene.

ACTION ITEMS

Personnel Changes – Mr. Ross

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

NEW HIRES:

None

PROMOTIONS:

Val Aranovich, Library Assistant II, Edgewood Branch, 15 hours per week, has been promoted to Library Associate I, Edgewood Branch, 20 hours per week. Effective Date: July 07, 2024.

Sam Stubing, Circulation Supervisor, Abingdon Branch, 37.5 hours per week, has been promoted to Circulation Manager, Whiteford Branch, 37.5 hours per week. Effective Date: August 04, 2024.

OTHER CHANGES:

Beth Heinlein, Assistant Branch Manager, Fallston, 37.5 hours per week has accepted interim assignment to Branch Manager at Darlington.

Bryan Gannon, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week has been awarded the position of Library Assistant II – Circulation, Bel Air Branch, 37.5 hours per week. Effective Date: July 7, 2024.

Sally Haines, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week has been awarded the position of Library Assistant II – Circulation, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 7, 2024.

Kaysea Hoover, Library Assistant II, Abingdon Branch, 30 hours per week has been awarded the position of Library Assistant II, Abingdon Branch, 37.5 hours per week. Effective Date: July 21, 2024.

RETIREMENTS:

None

RESIGNATIONS/TERMINATIONS:

None

DISCIPLINARY ACTIONS:

An employee has been suspended with pay pending conclusion of internal investigation.

LEAVE OF ABSENCE REQUESTS:

An employee has requested consecutive leave for own health condition, effective July 22, 2024, to October 14, 2024.

An employee has requested intermittent leave for her own health condition, effective August 21, 2024 to August 20, 2025.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

- **Library Assistant II**, Abingdon Branch, 30 hours per week. Posted internally/externally.
- **Circulation Supervisor**, Abingdon Branch, 37.5 hours per week.

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. Posted internally/externally.

- **Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. Reviewing Job Description.

Bel Air Branch

- **Early Literacy Specialist – Opening the Gift**, Bel Air Branch, 30 or 37.5 hours per week. Posted internally/externally. Conducting phone interviews.
- **Library Associate I or II**, Children’s Services Department, Bel Air Branch, 20 hours per week. Posted internally/externally. Interviews held July 3, 2024. Recommendation forwarded.
- **Library Associate I or II**, Adult Services Department, Bel Air Branch, 20 hours per week. Posted internally/externally. Reviewing applications.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (3 Positions). Posted internally/externally. Reviewing applications.
- **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

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

Havre de Grace Branch

- **Custodian**, Havre de Grace, 37.5 hours per week, filled by Contractor.
- **Library Assistant II**, Havre de Grace, 15 hours per week. Posted internally/externally.

Jarrettsville Branch

- **Library Assistant II – Circulation**, Jarrettsville Branch, 15 hours per week. Posted internally/externally. Reviewing applications.

Joppa Branch

None

Norrisville Branch

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

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=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 Mr. Vido, seconded by Mr. Flannery and approved by unanimous vote to approve the Personnel Report.

Statement of Principles

Dr. Allen presented the *Statement of Principles of the Harford County Public Library System on Collective Bargaining Efforts* that all Trustees had an opportunity to review in advance of tonight’s meeting.

MOTION: Motion by Mr. Vido, seconded by Mr. Woods and approved by unanimous vote to approve the *Statement of Principles* as presented.

Strategic Plan

Dr. Allen presented the *Strategic Plan for FY 2025-2029* that all Trustees had an opportunity to review in advance of tonight’s meeting. He shared his appreciation for staff efforts on this initiative. Dr. Allen noted that the plan appeared comprehensive in scope, but stated that he would appreciate development of measurable goals and results, and requested they be included in the CEO Work Plan. Mr. Vido echoed his sentiments, and requested measurable goals.

MOTION: Motion by Mr. Flannery, seconded by Mr. Vido and approved by unanimous vote to approve the *Strategic Plan for FY 2025-2029* as presented.

OLD BUSINESS

There was no old business.

NEW BUSINESS

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

BUSINESS FROM THE CHAIRPERSON

There was no business from the Chair.

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 FY2024 CEO Work Plan.

MOTION: Motion by Mr. Flannery, seconded by Mr. Vido, 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 6:56PM and the Executive Session began at 6:58PM.

Present during the Executive Session were: Dr. Allen; Mr. Flannery; Dr. Head; Mr. Vido; Mr. Woods; Ms. Wright; Ms. Hastler, and Ms. Button.

Ms. Hastler presented the CEO FY2024 Work Plan and final report of the fiscal year.

MOTION: Motion by Ms. Wright, seconded by Mr. Vido and approved by unanimous vote to approve the closing of the Executive Session and adjourn the Public Meeting.

The Executive Session was closed at 7:04PM and the Public Meeting resumed at 7:04PM for the sole purpose of adjournment.

ADJOURNMENT OF PUBLIC MEETING

MOTION: Motion by Ms. Wright, seconded Mr. Vido and approved by unanimous vote to adjourn the Public Meeting.

The public meeting adjourned at 7:04PM.