

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

**MEETING MINUTES**

**September 19, 2024**

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**Present:** Dr. William B. Allen, Chair; 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:** Errol E. Etting; 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 the following staff members, present to observe the Board meeting as part of the Library Associate Training Institute program: Miranda Spivey, Library Associate I at Aberdeen Library; and Julia Clifton, Library Associate I at Jarrettsville Library.

**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 minor corrections to the minutes.

**MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Flannery, and carried by unanimous vote to approve the Minutes of the July 18, 2024 Meeting as corrected.**

**COMMITTEE REPORTS**

**Budget & Finance Committee – Mr. Woods**

The committee did not meet. Ms. Hastler and Ms. Cogar met with Mr. Woods on August 13, 2024 to provide an overview of the Library's financials and conduct onboarding in his new role as Treasurer.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending August 31, 2024 were within the annual FY2025 budget. Revenues were \$4.0 million and Expenditures were \$4.45 million. Many of the Online Database subscriptions were paid in July for the entire fiscal year. As a result, the Materials line appeared to be overspent, however, that will even out as the year progresses. Expenditures for Contracted Services were showing as over budget, as several annual contracts, Polaris and Tableau (Library software), were paid in July/August. The Library also contracted with a vendor for additional exterior and interior cleaning at several branches. Electric seemed to run high, even with participation in the Harford County Chamber Consortium with CQI Energy. Hopefully usage will scale back now that fall has arrived.

**MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, 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 September 16, 2024. The committee reviewed and discussed the draft HR Report including promotions, interim reassignments, leave of absence requests, and open positions. The committee was pleased to note several new hires have been made across multiple branches.

**Foundation Board – Colonel Vogelhut, US Army Retired**

The Foundation Board did not meet during August, but planning continued for the Annual Gala and the Wheelchair Costume Workshop. 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 started strong and the following were highlighted for the month of August: Circulation 290,629; Walk-in visitors 69,383; Drive-thru visitors 6,103; Information/Reader assistance 37,270; Programs 775; Program attendance 46,158.

Dr. Allen was pleased to note that circulation increased at every branch, and Ms. Parry explained the successful Summer Reading program was likely the cause.

**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**

**Aberdeen**

Treatment for wasps in the Children’s Story Garden was completed by Home Paramount.

**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 by Conference Room B. 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 evaluating having the HVAC re-wrapped with a different material.

### **Bel Air**

Multiple lighting fixtures are failing throughout the branch and we are pursuing replacements and repairs. It has been challenging contracting with electricians that are on the county contract.

### **Edgewood**

The Edgewood Branch air conditioning was not working on Wednesday, July 17, 2024, and repairs were made.

### **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. Shrubbery has been removed in front of the building. The County has approved the vendor and work is scheduled to begin September 30<sup>th</sup>. The branch will need to be closed for approximately three weeks as the front entrance will not be assessable. Appropriate signs will be posted along with updates on the library website and social media. There seems to be a debate on whether there is a time capsule that will be unearthed when the project begins. More as the mystery unfolds.

### **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 and the meeting room is underway.

### **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.

### **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 County is planning 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. As of July 17<sup>th</sup>, a portion of the building is without air conditioning and we anticipate being repaired by Monday, July 22<sup>nd</sup>. The County is planning for the project to start in late January 2025.

Both the Silver Reader and the Rolling Reader have been surplus. Staff have removed all the items from the vehicles and the vehicles are at the County lot. New flexible vehicles have been ordered and we are very appreciative of the Foundation donors who are supporting a new Rolling Reader van.

## **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. We have not received any feedback or update on the process to date on these recommendations. These recommendations have not moved forward.

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. These recommendations have not moved 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. These recommendations have not moved forward.

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.

Carol Wright was reappointed for a second term on September 17<sup>th</sup> and Errol Etting, representing District C, was appointed to fill Ms. Gahs' position until June 30, 2025 (first term). The Executive Committee met Mr. Etting on September 5<sup>th</sup>. The Library Board of Trustees now consists of seven voting members, which is the minimum as stated in Maryland Public Library Law.

## **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.

**FY 2025 State Aid** - The FY 2025 final state aid calculations were issued to the library systems. Public libraries will receive an additional 40 cents per capita for an increase to \$18.30 per resident. The increase is reflected in the FY 25 operating budget.

## **Meetings & Presentations**

August 2024

8/1 Harford County Library / Lincoln Quarterly Retirement Plan

## Board Meeting Minutes – September 19, 2024

- 8/5 HCPL Diversity & Inclusion Committee Meeting
- 8/7 Harford County Investment Committee Meeting
- 8/7 Harford County Weather Conference Call
- 8/8 Harford County Weather Conference Call
- 8/14-16 MACo 2024 Summer Conference
- 8/13 Orientation for the Library Board of Trustees Treasurer
- 8/28 Meet the Author: Lana Button

### July 2024

- 7/10 Harford County Education Foundation Board Meeting
- 7/12 HCPL Retiree Celebration
- 7/16 T. Rowe Price Foundation Webinar: Communicating Financial Information to Nonfinancial Audiences – Part 1
- 7/18 Harford Chamber Board Retreat
- 7/23 Maryland Library Webinar
- 7/23 EDAB Tourism Subcommittee Discussion
- 7/24 Family Leave Act Update Webinar
- 7/24 Harford County Farm Fair Literary Spelling Bee
- 7/25 Harford County Economic Development Advisory Board (EDAB) Social Event & Meeting
- 7/25 Moms for Liberty Presentation
- 7/30 T. Rowe Price Foundation Webinar: Communicating Financial Information to Nonfinancial Audiences – Part 2
- 7/31 MACo Planning Meeting

### **Programming and Events Highlights**

Abingdon's School Readiness Fair attracted 105 attendees, including families looking to connect with local Harford County organizations that support school readiness for toddlers and preschoolers.

A packed house of engaged participants worked with Robomasterminds leaders to build and improve mini golf holes using Legos at Havre de Grace. The program was praised as one of the best by the leaders.

*At the Rolling Reader's Indiana Jones Adventure program*, attendees learned about archaeologist Howard Carter and King Tut, then embarked on their own quest to find the "Golden Skull" by solving challenges and clues.

Jarrettsville hosted best-selling author Richard Chizmar, who engaged with a large crowd. He discussed his writing and books, took photos with patrons, and signed copies of his works. Attendees loved the event.

Norrisville's Wake Up and Walk weekly program has been well attended throughout the summer, with participants expressing how much they look forward to the sessions each week.

The final summer session of Whiteford's Adventure Story Time drew almost 50 participants. Families and children enjoyed the adventure-themed activities, making it a memorable conclusion to the summer series.

### **Teen Services Highlights**

Teens showcased their creativity by designing one-of-a-kind glitter globes at Aberdeen Library. They selected from various plastic figures, jars, and glitter types, then combined water and glycerin to complete their globes. Each creation was unique, making the event a notable success.

The beloved Summer Socks program, an annual event at Edgewood Library, had teens excited to participate in tie-dyeing socks with a vibrant mix of colors. The event was lively, hands-on, and encouraged creativity, making it a favorite for all.

A packed house of teens took part in a fantasy mapmaking session at Fallston Library, creating detailed maps on coffee-stained paper. Using beans to outline their landscapes, they added cities, landmarks, and forests, resulting in intricate and imaginative maps.

Fallston also held a multi-generational event, with teens and adults teaming up to create Tolkien-themed crafts, including mini books of *The Hobbit* and *The Lord of the Rings*, hobbit door wreaths, themed coasters, and dragon eyes. A parent enthusiastically described it as "the best program the library has ever done."

Teens explored the Art and Science of Boba Tea at Joppa's Teen After Hours. This record-breaking event drew 21 teens, many of whom were middle schooler age eager to try boba tea. In addition, a kawaii felt cat pin craft introduced several teens to sewing, combining fun with a new skill.

## **Marketing & Communications**

### **Social Media**

The HCPL social media audience & interaction continues to grow.

- Facebook = 33,455 total followers
  - HCPL Main Facebook – 10,120 followers
  - HCPL Choose Civility Facebook – 1,154 followers
  - Branch Facebook combined – 23,335 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 9,340 total followers
  - HCPL Main Instagram – 1,988 followers
  - Branch Instagram combined – 7,252 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,929 total followers
- HCPL Main LinkedIn – 886 total followers
- HCPL Weekly Newsletter – 26,050 subscribers
  - Sent 1 eNews per week, for a total of 5 in August

### **Programs and Partnerships**

#### **2024 Summer Reading**

This year's Summer Reading, *Adventure Begins at Your Library*, officially concluded on August 17 with a grace period for customers through August 31 allowing participants to complete their reading and pick up any prizes that were earned. Open to readers of all ages, the program started June 1.

The return of the Summer Reading reusable tote bags was a huge success and would not have been 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 included several guest presenters, many of which are paid for by the various Friends of HCPL groups. This year's performers, which comprise of a total of 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.

- 19,487 registrants as of September 1
- 90,658 books read as of September 1

### Summer Reading Reel/Short Views

HCPL's Digital Content Coordinator filmed and posted a video utilizing a hot virtual trend called "jumping over the phone". In it, two young customers 'jumped' from outside of the Bel Air Library to the inside of the Bel Air Library... now wearing their Summer Reading t-shirts and sporting their Summer Reading bags! This video was featured on all social media channels, in the July 11 eNews, and the video was also on the Summer Reading landing page: <https://hcplonline.org/srplanding.php>. A still image of the 'jumpers' was also used as a webslide on HCPLonline.org to promote Summer Reading when we were at the halfway mark – the webslide linked to the Summer Reading landing page.

- Total views 4,199 (3,306 views on Facebook, 809 views on Instagram, 84 on YouTube)

### Literary Spelling Bee at the Harford County Farm Fair

As part of the 2024 Harford County Farm Fair, the Literary Spelling Bee was held at the Harford County Equestrian Center in Bel Air. Competitors were grouped by grade levels and contests included Up to K, Grades 1-2, Grades 3-4, Grades 5-6, Grades 7-8, Grades 9-12, and Adults.

Advance online registration was once again offered through the HCPL website and more than 40 people signed up prior to the in-person registration that occurred on the day of the Spelling Bee.

The annual event was once again emceed by Jeff St Pierre of iHeart radio. Members of the HCPL Foundation Board and the Library CEO served on two separate panels of judges that were tasked with overseeing the various competitions.

As in previous years, participants who finished in 1<sup>st</sup>-6<sup>th</sup> place were awarded Farm Fair ribbons and everyone who participated received a free book of their choosing.

- July 24
- 167 participants & attendees

### Disney Princess Collection from American Girl®

HCPL's American Girl Doll Collection was expanded this summer to include several Disney Princess dolls. Customers were invited to explore classic stories with Ariel, Cinderella, and Tiana. These new additions to our collection were promoted in eNews, on social media, and on the website.

### Community Partnership – Harford County Education Foundation Stuff the Bus

As in previous years, all HCPL locations are collecting essential school supplies to help support our local students. From July 15-September 20, community members are encouraged to drop off donations of school supplies.

### National Book Lovers Day – August 9

In honor of this special day, HCPL customers were encouraged to celebrate the joy of reading in a variety of different ways, like checking out physical books and audiobooks available in our branches as well as the electronic materials that make up our digital library.

### Maryland Association of Counties (MACo) Summer Conference – *Turning the Tide*

Held at the Roland Powell Convention Center in Ocean City, MD, August 14-17, the Library CEO, Mary Hastler and Library Marketing & Communications Director, Leslie Greenly Smith were part of the team that represented all Maryland Libraries at the Conference. They also coordinated the booth design/creation and worked with a small team of other Maryland Library staff to set up the booth. The booth won a MACo prize and was recognized as one of the most engaging, well-designed booths at the conference.

The 2024 Summer Conference examined ways counties can, with an eye on the future, foster and fund county priorities like planning for sustainable growth, modernizing mental health and public safety services, and advancing our education system, among others. Presenters discussed new avenues for resources and partnerships. Bridging all levels of government and the private sector, counties are looking to turn the tide with innovative solutions for today's challenges to ensure tomorrow's success.

The Library CEO and Director of Marketing & Communications represented HCPL and all Maryland libraries at the Tech Expo- where they featured technology used at HCPL. HCPL's AI dog, Aibo returned and is always receives a warm welcome. In addition, Sphero Indi and Robosen's Elite Optimus Prime robot were featured.

- August 14 – MACo Tech Expo
  - 150 visitors to the table
- August 15, 16 - MACo Conference
  - 1,175 visitors to the booth

#### Outreach – National Night Out

Held at the Harford County Equestrian Center on August 27, (rescheduled from August 6-due to weather) this nationwide annual event is a community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our communities safer, more caring places to live.

HCPL was proud to show off one of our Traveling Library vans at this event. In addition to handing out Library information, those who visited the table were able to 'spin the wheel' for fun prizes. Attendees also visited outreach tables that highlighted a wide variety of Harford County community partners and resources. The Harford County Sheriff's Office provided demonstrations of their K-9 unit, while families had an opportunity to see some of the various emergency services vehicles up close and learn what they do.

- August 27
- 350 attendees

#### Fall CheckOut – September/October/November 2024

The new fall issue of CheckOut, HCPL's programming guide, is now available digitally online and printed copies can be picked up at all HCPL locations. This edition features programs happening in September, October, and November.

#### One Maryland One Book

Harford County readers are invited to join thousands of Marylanders this fall who will be reading this year's featured title, *What Storm, What Thunder*, by Myriam J.A. Chancy. Book discussions will be taking place throughout September and October at several HCPL locations. A limited number of free books are available, while supplies last.

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.

#### Winter Reading 2025

The Marketing Committee met to discuss Winter Reading 2025, themed "Cozy Up with a Good Book". 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 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* mug, available while supplies last. The program ends March 19.

Plans are underway for the 2025 Winter Reading Passport and we'll begin contacting local businesses later this month.

The HCPL Foundation is working on acquiring sponsors over the next several weeks as mug and bag samples arrive for review.

#### Community Partnership – Harford Community Action Agency (HCAA)



HCAA has programs that support our community and an HCAA representative visits 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.

During the summer months, the program 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 Abingdon Library in July and Edgewood Library in August. \*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 summer title, *Summer Color*, remains available for families to enjoy. The new title, *Hiking Day*, will be installed in time to celebrate the first day of fall on September 21.

#### Marketing Request Forms (MRFs) Completed in July & August

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed more than 200 MRFs in July and August, combined. 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, 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 (Game Changers Business Speakers Series, 2024 Gala, etc.) events/initiatives.

#### Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from HCPL
  - 699 additional views total – July & August for all age groups
  - Previous Genealogy Virtual Programs
    - 34 additional views total - July & August
  - Previous Mysteries & Macabre Book Buzz virtual program
    - 44 additional views total – July & August

#### Recent Media Hits and Press Mentions

##### Press Releases Distributed

- *HCPL Foundation Launches Game Changers Business Speaker Series with Dr. Anirban Basu* – August 27
- *HCPL Hosts Five Meet the Author Events This Fall* – August 19
- *HCPL Hosts 20<sup>th</sup> Annual Gala October 26* – August 12
- *HCPL Welcomes ‘See You Later, Alligator’ Author Lana Button* – August 5
- *HCPL Hosts Author Hannah McKinnon* – August 1

##### Print

- “The Daily Record Announces 2024 Empowering Women Winners” – *The Daily Record* (online) – August 30
- “What’s Open, Closed for Labor Day 2024” – *Bel Air Patch* – August 30

- “Five Meet the Author Events This Fall” – *Bel Air News & Views* – August 27 – *Harford County Living* – August 23 – *Harford County Chamber of Commerce, I95 Business* (online), *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace* – August 19
- “Steve Linkous Reappointed to Harford Community College Board of Trustees” – *Harford Community College* (online) – August 15
- “20<sup>th</sup> Annual Gala” – *The Aegis* – August 30 – *Harford County Living* – August 14 – *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace, I95 Business* (online), *Harford County Chamber of Commerce, Bel Air News & Views* – August 12
- “Meet the Author: Lana Button” – *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace, I95 Business* (online), *Harford County Living, Harford County Chamber of Commerce, Bel Air News & Views* – August 5
- “Meet the Author: Hannah McKinnon” – *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace, I95 Business* (online), *Harford County Living, Harford County Chamber of Commerce, Bel Air News & Views* – August 1
- “Literary Spelling Bee” – *The Aegis* – July 26 – *The Aegis* (online) – July 24
- “School Readiness Fair Planned for July 30 at Abingdon Library” – *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace* – July 25
- “Golf Tournament Raises Funds for Harford Community College Student Scholarships” – *Harford Community College* (online) – July 18
- “Comments Sought for Proposed Solar Facility in Harford County” – *Bel Air Patch* – July 16
- “2024 Baltimore’s Best: Arts & Entertainment, Charity/Nonprofit Category – Honorable Mention” – *The Baltimore Sun* – July 14 – *The Baltimore Sun* (online) – July 9
- “Harford Library Branches to Serve as Cooling Centers” – *The Baltimore Sun* (online) – July 14 – *WMAR* (online) – July 11 – *The Aegis* – July 10 – *The Patch* – Aberdeen, *Bel Air, Fallston, & Havre de Grace* – July 8, 15
- “What’s Open, Closed on Independence Day” – *Bel Air Patch* – July 3
- “Obituary – Dorothy Glackin” – *The Baltimore Sun* – July 3
- “Buttons Has Her Day at The Library” – *The Paddock Post* (CTR Monthly eNewsletter) – July 2024
- “Adventure Begins at Your Library” – *Baltimore’s Child* – July 2024
- “MLA Excellence in Marketing Award” – *The Crab* (MLA magazine) – Summer 2024

### **Foundation**

The Harford County Public Library Foundation met on June 25<sup>th</sup>. The next meeting will be held September 24<sup>th</sup> at 6:30 p.m. at the Abingdon Branch.

### **HCPL Foundation Audit**

The HCPL Foundation's annual audit was conducted by the firm Ellin & Tucker from July 22nd to July 26th, resulting in a clean audit with no exceptions. The auditors presented their findings to the HCPL Foundation Executive Committee on September 4th, noting significant increases in gala, event, and interest income. The full audit report will be shared with the Board of Directors at the upcoming meeting.

### **The 20<sup>th</sup> Annual Library Gala; Cirque de Magie**

The Gala Committee will reconvene on Wednesday, September 11th, at 4 PM at the Abingdon Branch. Committee meetings have been well-attended, reflecting strong engagement.

The 20th Annual Gala video debuted in August. To view, click here: [Harford County Public Library's 20th Annual Gala, Cirque de Magie](#).

The Saxon’s Gala Raffle includes a 2 CT diamond necklace, a .54 CT diamond bangle bracelet, and a Men’s Ball Watch. Tickets are available online and in branches: 1 for \$10 or 3 for \$25.

The Foundation has successfully obtained the required liquor license for the Gala.

### **Sponsorship and Fundraising Update**

Gala sponsorships total \$93,600 in cash and \$63,900 in in-kind contributions. Cash sponsorships are down \$33,500 compared to 2023, leaving us \$37,000 short of our goal. There are pending sponsorships, and we remain optimistic about reaching our target.

### **Trends Impacting Gala Sponsorships**

1. **Shift Toward Grant-Based Support:** Many sponsors now prefer grants over event sponsorships.
  - *Approach:* Reinforce that grant funding is integral to the HCPL Foundation and offer to connect the firm with the Foundation team to explore grant opportunities. Highlight the flexibility and visibility that event sponsorships provide, along with networking opportunities that enhance a firm's connection to the community.
2. **Community Needs:** Increasing demands in areas like food insecurity and human services are drawing greater philanthropic attention.
  - *Approach:* Emphasize the Library's pivotal role in connecting people to essential resources.
3. **Economic Uncertainty:** Some sponsors are cautious due to economic conditions.
  - *Approach:* Reiterate the importance of continued support during challenging times. Suggest alternatives like in-kind donations or volunteering. Highlight the critical role Gala proceeds play in maintaining essential services. Encourage attendance at the Game Changers Business Speaker Series featuring economist Anirban Basu for further discussion of economic trends.
4. **Competing Local Events:** Other events may be affecting sponsorship levels.
  - *Approach:* Emphasize the unique networking and community impact offered by the Library Gala, which attracts key business and community leaders. Highlight the direct impact of Gala proceeds on library programs and the broader community.
5. **Expansion of Library Events:** Sponsors are spreading their support across multiple Library initiatives, including Taste of Harford.
  - *Approach:* Express appreciation for their support of other events and encourage them to share their positive experience with potential new sponsors.

These trends reinforce the importance of engaging new sponsors and reconnecting with past supporters along with the opportunity to continue to share the story of the library and its role in the community.

### **Looking for opportunities to support the Gala?**

1. Share the Foundation's posts on Facebook and Instagram.
2. Coordinate a big group to attend.
3. Sell Saxon's raffle tickets to your family, friends, and business associates.
4. Ask a business if they would donate to the Library's Silent or Live Auctions – these are great marketing opportunities.
5. Purchase a bottle of wine, bourbon, or other spirits and donate it to be included in a silent auction package.
6. Volunteer to set up on Friday, 10/25, from 4 pm to 7 pm or take down on Sunday, 10/27, from 10 am to 12:30 pm.

### **Foundation Events**

#### **Lana Button Author Event**

On August 28th, children's author Lana Button, visited the Abingdon (10 AM) and Havre de Grace (1 PM) Libraries to discuss her book, "See You Later, Alligator," which helps young children with back-to-school anxieties. This event was sponsored by APGFCU, Growing Smiles, and the Morris A. and Clarisse B. Mechanic Foundation. The event was free for families. 90 participants attended.

**Game Changers Business Series:** Dr. Anirban Basu, CEO of Sage Policy Group, presented “The Good, The Bad & The Ugly” on September 11th from 8:30 to 10 AM at the Abingdon Library. He analyzed economic factors and forecast the coming year. Tickets were \$75 and included breakfast. Sponsors included The Kelly Group (\$6,000), APGFCU (\$1,500), Harford County Chamber of Commerce (\$500), and Venture Access (\$500). More than 100 were in attendance.

### Foundation Upcoming Events

**Wheelchair Costume Workshop on October 4th-5th:** The Harford Center (\$1,000), APGFCU (\$1,000), Rosedale Federal Savings and Loan Association (\$500), Coppermine (\$500), American Design and Build (\$500), Bayside Commercial Building Services (\$500), and Mt. Washington Pediatric Hospital (\$250) have sponsored the event. McCormick is donating costume materials. 6 volunteer teams are in place. We aim to create costumes for at least 10 children in wheelchairs; five have applied so far. Please promote the event online – we need volunteers, children, and Trunk or Treat participants

**2025 Taste of Harford—Back for Seconds!** It's official—save the date for the 2nd Annual Taste of Harford, Sunday, May 18th, at Vignon Manor Farm.

### Grants

The Foundation applied for four grants this summer:

- M&T Bank (\$5,000 Rolling Reader - FUNDED)
- Kiddie Academy (\$2,000 Gala/Costume Workshop - PENDING)
- SIAB (\$1,600 Gala -PENDING)
- PNC Bank’s Grow Up Great Foundation (\$18,000- PENDING).

\$3,000 has been raised to support the Winter Reading Program. An Annual Giving campaign design is also underway.

### Statement of Financial Position July 31, 2024

#### Current Assets

##### ASSETS

Checking/Savings	\$1,461,565.71
Accounts Receivable/Prepaid Other	\$ <u>33,610.00</u>
Total Current Assets	\$1,495,175.71

##### LIABILITIES & EQUITY

Accounts Payable	\$ 1,425.00
Other Current Liabilities	\$ <u>106,151.84</u>
Total Current Liabilities	\$ 107,576.84

##### Equity

Temporarily Restricted Net Assets	\$1,219,451.02
Board Designated Net Assets	\$ 2,258.99
Unrestricted Net Assets	\$ 158,625.46
Net Income	\$ <u>7,263.40</u>
Total Equity	\$ 1,387,598.87

**TOTAL LIABILITIES & EQUITY**                    **\$ 1,495,175.71**

### **Cultural Arts Board**

Harford County Cultural Arts Board voted to affirm and forward to the Harford County Council the following Harford Living Treasure nominations: James Edwin Chrismer; Dr. Richard Streett.

Grant Agreements executed with the following organizations:

- Maryland State Arts Council
- Hosanna Community House, Incorporated, doing business as Hosanna School Museum
- Down Syndrome Association of Maryland

The Board evaluated and discussed Community Arts Development Grant requests for FY25. More than \$150,000 in funding was approved for the following organizations:

- B4Youth Theatre
- Bach Concert Series
- Bay Country Gentlemen
- Bel Air Rec Committee
- Deer Creek Chorale
- Ed Lally Foundation
- Friends of Jerusalem Mill
- Harford Artists' Association
- Harford Ballet Company
- Harford Choral Society
- Harford Community College
- Harmer's Town Art Center
- Havre de Grace Arts Collective
- Ladew Topiary Gardens
- Maryland Center for the Visual and Performing Arts
- Scottfield Theatre Company
- Susquehanna Symphony Orchestra
- The Historical Society of Harford County
- The Liriodendron Foundation, Inc.
- The Vestry of Deer Creek Parish
- Tidewater Players
- True North Project, Inc.
- Upper Chesapeake Chorus

Sponsorships approved for the following programs:

- Mouthful of Graffiti Podcast
- ARC of Northern Chesapeake's Sprout Film and Art Festival
- Music at the Havre de Grace Farmer's Market c/o Community Projects of Havre de Grace

Jessica Cleaver, Cultural Arts Board Coordinator, visited the Havre de Grace Arts & Entertainment District to present a professional development seminar for artists on the Harford County Cultural Arts Board Arts in Education Grant Program.

### **ACTION ITEMS**

**Personnel Changes – Ms. Hastler for Mr. Ross**

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

**NEW HIRES:**

Abigail Matta, Library Associate I, Children’s Services Department, Bel Air Branch, 20 hours per week. Effective Date: August 7, 2024.

Mackenzie Dowell, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: September 16, 2024.

Isabella Nagle, Library Assistant II, Havre de Grace Branch, 15 hours per week. Effective Date: September 16, 2024.

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

Ruthann Sutherland, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Effective Date: September 16, 2024.

Sheila George, Early Literacy Specialist – Opening the Gift, Children’s Department, Bel Air Branch, 37.5 hours per week. Effective Date: September 23, 2024.

Jill McCullough, Library Associate I, Norrisville Branch, 20 hours per week. Effective Date: September 23, 2024.

**PROMOTIONS:**

Heather Gagnon, Library Assistant II – Circulation, Whiteford Branch, 15 hours per week has been promoted to the position of Library Associate I, Adult Services Department, Bel Air Branch, 20 hours per week. Effective Date: October 13, 2024

**OTHER CHANGES:**

Darian Tucker, Custodian/Delivery Driver, Riverside 37.5 hours per week has been transferred to Custodian/Delivery Driver, Fallston/Joppa Branches, 37.5 hours per week. Effective Date: October 1, 2024.

Vincent Katzenberger, Custodian/Delivery Driver, Riverside 37.5 hours per week has been transferred to Custodian/Delivery Driver, Jarrettsville/Whiteford Branches, 37.5 hours per week. Effective Date: October 1, 2024.

**RETIREMENTS:**

Melinda Knight, Custodian, Whiteford, 37.5 scheduled hours plans to retire October after 20 years of service.

**RESIGNATIONS/TERMINATIONS:**

Beata Turnquist, Children Assistant Temporary, Edgewood Branch, 300 hours has completed the temporary position. Effective Date: August 21, 2024.

Karen Zaiko, Library Assistant II, Darlington Branch, 15 hours per week. Effective Date: September 16, 2024.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee at the Aberdeen Branch has requested FMLA intermittently for the serious health condition of a family member effective August 12, 2024 to August 11, 2025.

An employee at the Riverside Administrative Office has requested consecutive leave for their own health condition, effective July 25, 2024 to August 24, 2024.

An employee at the Riverside Administrative Office has requested FMLA intermittent leave for their own serious health condition effective July 17, 2024 to January 1, 2025.

**OPEN POSITIONS:**

**Aberdeen Branch**

None

**Abingdon Branch**

- Library Assistant II, Abingdon Branch, 30 hours per week. Posted Job internally, Interview scheduled for 9.18.24.
- Circulation Supervisor, Abingdon Branch, 37.5 hours per week. Posted Job internally, Interview scheduled for 9.18.24.

**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. Interview scheduled for 9.13.24.
- 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. (2 position). On Hold

**Bel Air Branch**

- Library Assistant II – Circulation, Bel Air Branch, 15 hours per week. Posted internally/externally. Interviews scheduled for September 20, 2024.
- 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**

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

**Edgewood**

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

**Fallston Branch**

**Havre de Grace Branch**

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

**Jarrettsville Branch**

None

**Joppa Branch**

None

**Norrisville Branch**

None

**Whiteford Branch**

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

**FUTURE VACANCY DUE TO RETIREMENTS:**

- Custodian, Jarrettsville/Whiteford Branches, 37.5 hours per week. Effective Date: October 1, 2024.
- 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.*

Mr. Flannery asked for clarification on the status of positions listed as “on hold.” Ms. Hastler explained that newly vacant positions are evaluated to determine whether the position still fits the needs of the department/location, whether changes may need to be made, the position eliminated, etc. During that process, the position status may be on hold.

**MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and approved by unanimous vote to approve the Personnel Report.**

**OLD BUSINESS**

Ms. Hastler noted that Trustees had been provided with a hard copy of the new Strategic Plan, and that an electronic version would be posted to the website soon.

**NEW BUSINESS**

There was no new business.

**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 initial FY2025 CEO Work Plan.

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

The public meeting was closed at 7:01PM and the Executive Session began at 7:02PM.

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

Ms. Hastler presented the initial CEO FY2025 Work Plan.

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

The Executive Session was closed at 7:18PM and the Public Meeting resumed at 7:18PM for the sole purpose of adjournment.

#### **ADJOURNMENT OF PUBLIC MEETING**

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

The public meeting adjourned at 7:18PM.