

**HARFORD COUNTY PUBLIC LIBRARY
FY 2024 BOARD OF TRUSTEES**

MEETING MINUTES

June 13, 2024

Present: Dr. William B. Allen, Chair; Terrance Flannery; Dr. Monique H. Head; Taryn J. Martin; Durbin Vido, Treasurer; Colonel Jonas Vogelhut, US Army, Retired; Michael Woods; Carol Wright, Vice Chair; Student Representative Ava Holloway; Mary L. Hastler, CEO; and Jennifer Button

Absent: County Council Member Jessica Boyle-Tsottles

CALL TO ORDER

Dr. Allen, Chair, called the meeting of the Harford County Public Library Board of Trustees to order at 6:31PM.

CHANGES TO THE AGENDA

Dr. Allen requested that Recognitions and the Teen Highlight Report be moved to occur prior to the Closed Session.

MOTION: Motion by Dr. Head, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the changes to the agenda, as presented.

RECOGNITIONS/PRESENTATIONS

Ms. Hastler recognized and thanked Ms. Holloway for serving as the FY24 Student Liaison. She wished Ms. Holloway good luck in her future endeavors and congratulated her on her recent graduation.

Ms. Hastler recognized and thanked Mr. Vido and Ms. Martin for their ten years of service on the Board, noting they have each demonstrated their care and support for the library, its staff, and the community. Dr. Allen echoed his thanks on behalf of the Board, and shared it has been a pleasure working together.

As a special recognition of our thanks, Mr. Vido, Ms. Martin, and Ms. Holloway were each presented with a certificate noting their service and a gift of appreciation.

Teen Services Report – Ms. Holloway

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

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:

(7) consult with counsel to obtain legal advice;

Dr. Allen requested the Board retire to closed Executive Session to consult with counsel to obtain legal advice.

MOTION: Motion by Mr. Woods, seconded by Dr. Head, 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 6:36PM and the Executive Session began at 6:40PM.

Present during the Executive Session were: Dr. Allen; Mr. Flannery; Dr. Head; Ms. Martin; Mr. Vido; Colonel Vogelhut, US Army, Retired; Mr. Woods; Ms. Wright; Ms. Hastler, and legal counsel: Eric McLaughlin, Edmund J. O’Meally, and Adam E. Konstas.

The Board consulted with legal counsel and considered a motion to adopt a Statement of Principles regarding collective bargaining.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to approve the adoption of a Statement of Principles regarding collective bargaining.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to approve the closing of the Executive Session and resume the Public Meeting.

The Executive Session was closed at 7:44PM and the Public Meeting resumed at 7:45PM.

APPROVAL OF MINUTES

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

MOTION: Motion by Mr. Flannery, seconded by Colonel Vogelhut, US Army Retired, and carried by unanimous vote to approve the Minutes of the May 15, 2024 Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Mr. Vido

The committee met virtually on June 5, 2024 and discussed the following items:

1. FY 2025 Operating Budget Presentation:
 - Ms. Cogar presented the proposed FY 2025 Operating Budget.
 - Highlights included:
 - Health care adjustments
 - 3% salary increases for eligible staff
 - Teen pages program
 - Use of fund balance for these items
 - The Committee unanimously approved the proposed budget as presented.
2. Capital Expenditure:
 - \$200,000 allocated for Technology in FY 2025.
3. Other Post-Employment Benefits (OPEB):
 - The Committee met and recommends transferring \$1.15 million into the OPEB Trust, which will fully fund the trust.
 - Funds for this transfer will come from the health care carryover received from the County Healthcare Consortium.
 - The remaining funds will be used to finance the PEHP for the upcoming year for employees and will leave a small reserve for crisis healthcare costs.
4. FY 2024 Update:
 - Ms. Cogar provided an update indicating that the library should end the fiscal year positively.
5. Capital Facility Projects Update:
 - Current projects include:
 - Bel Air renovation planning
 - Abingdon roof repair

- Edgewood parking lot repaving
- Fallston sidewalk replacement and parking lot striping
- Norrisville parking lot
- Whiteford parking lot

The Treasurer’s Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending May 31, 2024 were within the annual FY2024 budget. Revenues were \$22.1 million and Expenditures were \$19.3 million. 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 Colonel Vogelhut, US Army Retired, seconded by Mr. Woods, 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 June 11, 2024 and the following agenda items were reviewed and discussed:

1. FY2025 Proposed Capital Budget:
 - \$200,000 allocated for Technology
2. State Library Capital Grants:
 - The County returned/refused the \$5 million state library capital grant for the Bel Air Library renovation project.
3. Capital Facility Projects Update:
 - Current projects include:
 - Bel Air renovation planning
 - Riverside Refresh
 - Abingdon roof repair
 - Edgewood parking lot repaving
 - Fallston sidewalk replacement and parking lot striping
 - Norrisville parking lot
 - Whiteford parking lot
 - Havre de Grace Schooner Cove refresh

Human Resources Committee – Ms. Wright

The committee met virtually on May 7, 2024. The Committee reviewed the draft HR Report in preparation for the June Board of Trustees meeting and discussed exit interviews.

Foundation Board – Ms. Wright for Ms. Martin

Ms. Wright highlighted the success of the inaugural *Taste of Harford* event. The Gala Committee has begun meeting in anticipation of the October 26th event. A detailed report is included in the CEO report below.

OPEB Trust Committee – Dr. Allen

The committee met virtually on May 29, 2024 and the following agenda items were reviewed and discussed:

1. Investment Update:
 - As of March 31, 2024, the year-to-date balance stands at \$5,985,617.
 - The Trust’s asset allocation is as follows:
 - Equities: 63.4%
 - Fixed Income: 36.4%
 - Cash: 0.2%

2. Recommended Transfer Amount:

- The Committee recommended and approved transferring \$1.15 million from the Health Care Consortium excess balance received from the County to fully fund the Library OPEB Trust fund.
- The remaining balance from the Health Care Consortium excess will be allocated to fund the Mission Square PEHP Plan for employees in FY 2025, and to set aside funds for health care crisis expenditures.

PUBLIC SERVICES REPORTS

Statistics – Ms. Parry

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report.

Programming and Events – Ms. LaPenotiere

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

CEO REPORT

Capital & Building Projects

Capital Projects Planned for FY 2024

The County Administration deferred several 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.

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 is scheduled for June 17th with paving and stripping to follow. The branch will be closed June 17th through June 20th.

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.

One of Fallston's public restrooms failed a quarterly water test for bacteria and was retested, successfully passing the bacteria test on May 21 and has reopened.

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.

Whiteford

The County met with a contractor on June 11th to discuss the repaving of the branch parking lot. The work is tentatively scheduled to begin 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 building of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result.

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.

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.

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

Time to Care Act

The new Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. The library has submitted a statement of intent to join the TCA Insurance Collaborative, along with the County. Pending legislation in Annapolis, if passed, clarifies the current Act.

Strategic Plan and Futures Thinking

Trustees are invited to visit the Abingdon Library on April 25-27 and experience the Futures Room. Thursday, 3-8 p.m., and Friday & Saturday 10 a.m., to 5 p.m. Visit the future by entering an interactive space designed to help us think about how we want the world to be. Be immersed in a future scenario and think through how we might react. Interacting with a possible future in this way can help us get past our preconceived ideas of what the world is and think about what it can be. Funding provided by the Maryland State Library Agency, Institute of Museum and Library Services (IMLS).

The Library has received two grants to support upcoming strategic planning and futures thinking. The Maryland State Library Agency has awarded \$22,500 for the Strategic Plan and \$13,000 for Futures Thinking, both supported by the Institute of Museum and Library Services (IMLS). The RFP has been completed, and an agreement has been signed with the Maryland-based Quinn Strategy Group led by Ann Quinn, Principal Chief Action Officer. Focus groups, interviews and meetings are ongoing as the consultants gather input and feedback from stakeholders. Staff have participated in two futures trainings and invited to provide feedback.

FY 2025 Operating and Capital Budgets

In January, the proposed fy 2025 budget was drafted and discussed at the Board Budget and Finance Committee and the Board Capital Improvement Committee. The Library has recommended a 4% salary increase for eligible staff, the return of teen pages for all branches (13 pages, minimum wage, and nine hours per week), and a 10% increase in health care benefits. The total proposed budget increase is \$1.5 million or a 6.23% increase. This reflects an overall increase of 14% for materials, 14% for operating expenditures; 5% salaries and benefits; 3% contractual services (insurance/equipment/software support; telecommunications; contract services). The budget was submitted on February 9th.

The library met with the County Executive and his staff on March 5th and the County Executive expressed that in the best case it will be a flat budget as state revenue projections are down substantially. His priorities are education and safety. We also discussed the capital projects including the Bel Air renovation and he expressed concern with prevailing wage requirements and that the state does not provide 50% funding for library projects. We understand that the County Executive followed up with a letter to our delegation, dated March 6, expressing his concerns regarding prevailing wage and that the county is not in a financial position to move forward with or without the state grant.

On April 15th, the County Executive forwarded his budget to the County Council. The Library has been recommended to receive flat funding and \$200,000 for Technology in the Capital Budget.

On April 12th we received notice that our Medical/RX plans are increasing 6.3% for FY 2025 and 5.3% increase in our dental plans. Since we did not receive funding for this increase we are analyzing our budget to fully cover this increase and not pass it along to our employees.

On June 11, 2024, the Harford County Council passed the FY 2025 budgets and the library operating and capital budgets remained as submitted by the County Executive, flat funding for operational and \$200,000 for Technology in the Capital Budget. The revised proposed Library Budget, as presented this evening, includes a 3% salary increase for eligible employees, health care cost increases, teen pages program and the fund balance will be used for these items.

OPEB Trust – The Committee met and is recommending transferring \$1.15 million into the OPEB Trust, which will fully fund the trust. Funds for this transfer will come from the health care carryover received from the County Healthcare Consortium. The remaining funds will be used to fund the PEHP for the upcoming year and will leave a small reserve for crisis healthcare costs.

Harford Leadership Academy 2024 – Graduation was held on Thursday, June 6, and two library employees successfully completed the program, Deidrah Reeves, Branch Manager, and Arthur Squire, Director of Facilities. Congratulations to Deidrah and Arthur!

Retirement Celebration – The library is celebrating this year’s retirees on Friday, July 12, 2024, at the Abingdon Library, 5:30 p.m., to 8 p.m. 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 will be attending the celebration: Karen Dull, Johneva MicKey, and Cindy Narup. Please let Kitty Duggan, duggan@hcplonline.org, know if you would like to attend.

Meetings & Presentations

May 2024

- 5/2 HCPS Customer Service Committee Meeting
- 5/2 HCPL/Lincoln Quarterly Retirement Plan Meeting
- 5/2 University of MD Upper Chesapeake Health Foundation Annual Leadership Donor Reception

- 5/6 Interview with 100.7 The Bay, Huber in the Morning
- 5/6 Good Morning MD Segment
- 5/7 Harford County Education Foundation Meeting
- 5/8-5/10 MLA Annual Conference
- 5/9 MACo 2024 Summer Conference Planning Meeting
- 5/11 Interview with WBAL

- 5/16 Interview with Fox 45
- 5/16 Harford County Consortium Investment Committee Meeting
- 5/16 TARC Application Review
- 5/17 Harford County Bike to Work
- 5/19 HCPL Inaugural Taste of Harford

- 5/22 Good Scout Award
- 5/29 Partnership Meeting with Advisers Give Back
- 5/29 Mary Dulaney James Scholarship Review
- 5/30 MACo 2024 Summer Conference Planning Meeting
- 5/30 MD Humanities Audit Subcommittee Meeting

Programming and Events Highlights

Abingdon hosted two Meet the Author events. J.R. Miller spoke about his book, *Towers on the Beach: World War II Spies and Heroes from Ocean View, Delaware to Bremen Germany* and William Yeske spoke about his book, *Damn the Valley: 1st Platoon, Bravo Company, 2/508 PIR, 82nd Airborne in the Arghandab River Valley Afghanistan*.

Edgewood partnered with the Joppa Branch to attend the Jones Farm Strawberry Festival. They set up a table with information about Summer Reading 2024 and upcoming programs. The table was visited by over eighty people of all ages.

National Frog Jumping Day was celebrated by the Rolling Reader. Students learned about the origins of this holiday from Mark Twain's 1865 story and the record set by Rosie The Ribiter in 1986 with a 21-ft jump. The Rolling Reader partnered with Anita C. Leight Estuary Center, who lent a frog skeleton and real frog life cycle specimens. Students then used their creativity and engineering skills to create their own frogs out of paper and straws. Their frogs competed in their own jumping contest with Wally setting a record of 32-ft.

For this month's Armchair Road Trip, seniors at Broad Creek Manor Assisted Living 'traveled' (with the help of the Silver Reader) to California. There were lots to learn and 'see' in the Golden State and the seniors enjoyed pictures of the golden age of Hollywood.

Cait Vogtman, Raquel Warbington, and Annie Kovach attended several events with the Traveling Library in May, including the Harford Land Trust Spring Fling, the Bel Air Farmers Market, and the Taste of Harford. The Book Bike also attended Bike to Work Day and the Bel Air Garden Mart. Between these events, they talked to over 400 people!

Teen Services Highlights

Fallston's Bad Art Night was a hit with the teens. Everyone who registered came. Teens created unique art pieces using leftover craft supplies. Teens expressed interest in repeating the program. One teen appreciated the low-stress, creative environment.

Jarrettsville repeated "Drama Teens: Improv Workshop" which was fully booked and another hit! It was amazing to watch the teens go from shy and self-conscious, to creative and laughing, especially when they got to use props! Positive comments: "Wonderful for beginners," "The games were fun; wish I had more time," "It was so fun!" The program will continue due to its popularity.

Whiteford's Choose Your Own Adventure Escape Room: Our Special Futures teen programming was well received! The teens created characters, watched fate videos and participated in a scavenger hunt for 3 amulets! Thanks to Becca Hillenburg and Angela Pfeiffer for their assistance in making this program possible.

Stitch & Sew at Aberdeen shattered all expectations with 14 teens and adults showing up to sew. Staff helped everyone to complete reversible tote bags. A couple of participants enjoyed just being together and meeting new people, then took their pattern pieces to complete on their home machines. The Facebook post garnered a lot of comments and likes.

Joppa's Create Your Own Comic Strip was popular with teens and tweens. It drew new youth to the program, where they collaged their own strips or drew manga using library books tutorials.

Marketing & Communications

Social Media

The HCPL social media audience & interaction continues to grow.

- Facebook = 32,874 total followers
 - HCPL Main Facebook – 9,961 followers
 - HCPL Choose Civility Facebook – 1,155 followers
 - Branch Facebook combined – 22,913 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 9,149 total followers
 - HCPL Main Instagram – 1,935 followers
 - Branch Instagram combined – 7,214 followers
 - *(All 11 branches, Choose Civility, Rolling Reader, Silver Reader)*

- HCPL Main X (formerly Twitter) – 1,932 total followers
- HCPL Main LinkedIn – 847 total followers
- HCPL Weekly Newsletter – 37,431/26,304 contacts/subscribers
 - Sent 1 eNews per week, for a total of 5 in May

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 is open to the public and closes on Friday, June 7. This nomination was promoted on all HCPL social media pages, in our eNews, and on our website. Winners will be announced in mid-July and shared once available.

2024 Summer Reading

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

Summer Reading Kick-off Celebration events are scheduled for Monday, June 17, at the Bel Air (10 am-noon) and Havre de Grace (1-3 pm) Libraries. Children and teens may pick up their registration materials while also meeting some of our sponsors. Due to the generosity of our sponsors, participants will be thrilled to see the return of HCPL's Summer Reading reusable tote bags this year.

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 57 total 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.

National Get Caught Reading Month

To celebrate the joy of reading and the magic it brings to our lives, HCPL customers were encouraged to cozy up with a classic, dive into a thrilling mystery, or explore new worlds in the fantasy realm. Participants were asked to share photos of themselves with their current read on social media using #GetCaughtReading. This social media engagement was popular with customers and staff alike.

Summer CheckOut – June/July/August 2024

Print copies of the Summer CheckOut are now available in all HCPL branches. This 20-page programming guide features programs that are happening in June, July, and August. This edition also includes information about 2024 Summer Reading. The schedule of summer programs may also be viewed online by visiting HPCLOnline.org and clicking on Calendar of Events.

Maryland Library Association/Delaware Library Association 2024 Conference

Harford County Public Library was honored to be the recipient of the Maryland Library Association 2024 Excellence in Marketing Award for the marketing materials and video created for the 19th Annual Gala, SpyBall: Secrets in the Stacks. It was selected for top honors among entries submitted by public and academic libraries from across Maryland. It is the second time since 2019 that the Library has received the honor.

Mary Hastler, Amber Shrodes, and Leslie Greenly Smith presented the “Parties with a Purpose” session at this year's MLA/DLA Conference.

- May 10
- 35 attendees

Meet the Author – J.R. Miller

Set in World War II, *Towers on the Beach*, written by Maryland native J.R. Miller, was inspired by the real history of the Delmarva Peninsula. The author recently returned to HCPL to discuss this story of love, family, survival, and people making difficult choices. Attendees were encouraged to purchase Mr. Miller's book at their favorite bookseller and bring it with them that evening for a book signing.

- May 14
- Abingdon Library
- 10 attendees

Happy Mother's Day!

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

Bike to Work Day

Harford County Public Library was pleased to sponsor and participate in the Central Maryland Bike to Work event. HCPL had a presence at the Bel Air pitstop sharing our Book Bike and Traveling Library Van with all attendees. HCPL also donated a prize for the popular raffle giveaway.

- May 17
- Bel Air Pit Stop, 220 S. Main Street
- 74 visits to our Traveling Library Van/Book Bike

Meet the Author – William Yeske

Harford County resident and Army combat veteran William Yeske was joined in conversation by fellow veterans about his acclaimed work, *Damn the Valley*. Attendees were invited to purchase Mr. Yeske's book at their favorite bookseller and bring it with them that evening for a book signing.

- May 21
- Abingdon Library
- 25 attendees

Community Partnership – Harford Community Action Agency (HCAA)

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

In addition to the weekly HCAA representative branch visits, a Mobile Pantry program was also offered, where bags of non-perishable food were distributed, while supplies 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. Sessions took place at the Edgewood Library in May. *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*, will be installed on/around June 21.

Marketing Request Forms (MRFs) Completed in May

Promotional materials for HCPL programs and events are created, proofed, and produced by the team. The group completed nearly 117 MRFs in May. 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 (Taste of Harford and 2024 Gala) events/initiatives.

Additional Views for Previously Reported Programs, Events, and Partnerships

- Book Bites, 1-minute videos of “bite-size” book recommendations from HCPL
 - 417 views total – May for all age groups
- Previous Genealogy Virtual Programs
 - 28 views total – May additional views
- Mysteries & Macabre-Kensington Book Buzz
 - 33 views total – May additional views

Recent Media Hits and Press Mentions

Press Releases Distributed

- *HCPL Launches Summer Reading June 1* – May 28
- *Sold-Out Taste of Harford Welcomes More Than 450 Guests* – May 22

Advertisements

None

Radio

- “Maryland Perspectives: Harford County Public Library” – *98Rock/Maryland Perspectives with Amelia* – May 6
- “Taste of Harford” – *100.7 The Bay/Huber in the Morning* – May 6

Television

- “Taste of Harford” – *WBAL-TV 11/Sunday Brunch* – May 12 – *WMAR-2 News/Good Morning Maryland* – May 13 – *Fox45* – May 16
- “Reimagining Public Libraries in Maryland” – *Comcast Newsmakers* – May 6

Print

- “HCPL Launches Summer Reading June 1” – *Bel Air News & Views, I95 Business* (online), *The Aegis* (online), *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace, Harford County Chamber of Commerce* – May 28
- “Memorial Day 2024: What’s Open, Closed in Bel Air, Harford County” – *Bel Air Patch* – May 24
- “Harford County Hosts Meetings Seeking Input for Use of Opioid Restitution Funds” – *WMAR-2 News Baltimore* (online) – May 20
- “Forty-eight Marylanders Among the More Than 2,500 Who Own a Piece of Preakness Winner Seize the Grey” – *The Baltimore Sun* (online) – May 18 – *The Baltimore Sun* – May 20 – *The Aegis* – May 22
- “Bel Air’s Then and Now” – *The Aegis* – May 1

“Taste of Harford” – *BizBytes Business eNewsletter* – May 2024 – *Harford County Living, Harford County Chamber of Commerce, I95 Business* (online) – *The Patch – Aberdeen, Bel Air, Fallston, & Havre de Grace* – May 22 – *Bel Air News & Views* – May 24 – *The Aegis* (online) – May 28 – *The Aegis* – May 29

Foundation

The Harford County Public Library Foundation met on May 29, 2024, at 6:30 p.m. at the Abingdon Branch. The next meeting will be on June 25th.

The Foundation’s Annual Audit was scheduled for July 22nd – July 26th with Ellin and Tucker.

More than 450 guests attended the sold-out Taste of Harford on May 19th at Vignon Manor Farm in Darlington. Forty restaurants, breweries, wineries, bakeries, and caterers joined the celebration and provided a diverse array

of “tastes.” Sponsorships, raffle tickets, vendor spaces, and ticket sales exceeded \$24,941. Less expenses of \$10,266. The net amount raised is \$14,675.

The Saxon’s Gala Raffle Items have been selected, and they are stunning. Tickets debuted at the Taste of Harford for a 2 ct diamond necklace, a .54 ct diamond bangle bracelet, and a Men’s Ball Watch.

The Gala promo video is in production and should debut in June. The Night Circus Theme is generating excitement among the Gala Committee and sponsors. Gala sponsorship letters have been prepared for sponsors this week. \$9,000 in cash sponsorships and in-kind donations totaling \$15,500 have already been committed for the event. The Gala Committee met on 6/12/24. There will be three additional meetings in August, September, and October.

Edgewood Epicenter has agreed to host the Costume Wheelchair Workshop on October 4th and 5th. Marketing materials will be distributed to schools in June and be available in branches during summer reading. The Committee will meet next in June.

Statement of Financial Position April 30, 2024

Current Assets

ASSETS

Checking/Savings	\$1,451,949.27
Accounts Receivable/Prepaid Other	<u>\$ 29,052.00</u>
Total Current Assets	\$1,481,001.27

LIABILITIES & EQUITY

Accounts Payable	\$ 2,850.00
Other Current Liabilities	<u>\$ 122,657.34</u>
Total Current Liabilities	\$ 125,507.34

Equity

Temporarily Restricted Net Assets	\$1,253,636.57
Board Designated Net Assets	\$ 2,258.99
Unrestricted Net Assets	\$ -49,723.93
Net Income	<u>\$ 149,322.30</u>
Total Equity	\$ 1,355,493.93

TOTAL LIABILITIES & EQUITY \$ 1,481,001.27

Cultural Arts Board

No business was conducted at the April 2024 meeting of Harford County Cultural Arts Board due to a lack of a quorum.

On April 24, 2024, Harford County Cultural Arts Board hosted its annual signature event, the Arts Gathering at the Liriodendron Mansion. Close to 150 members of the creative community came together for networking and celebration of the arts in Harford County, along with regional and state-wide partners. The event featured a performance by a local Brazilian jazz singer, as well as a triumphant post-pandemic return performance from members of the Bay County Gentlemen barbershop singing group.

Harford County Cultural Arts Advisory Board members, 75% of whom are brand new, have been immersed in learning about their roles & responsibilities as Arts Advisory Board members, specifically the grant programs and review process.

All Harford County Cultural Arts Advisory Board members, patrons, and staff are learning to use the new grant software and portal. GrantSpace was unveiled this spring and is still in active development.

ACTION ITEMS

Personnel Changes – Ms. Hastler for Mr. Ross

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

NEW HIRES:

Iris Van Kirk, Library Assistant II – Circulation, Fallston Branch, 15 hours per week. Effective Date: June 10, 2024.

Halli Powers, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: June 24, 2024.

PROMOTIONS:

None

OTHER CHANGES:

Amy Lingelbach, Circulation Manager, Whiteford Branch, 37.5 hours per week has been awarded the position of Library Associate II – Adult Services, Bel Air Branch, 37.5 hours per week. Effective Date: July 7, 2024.

Jennifer Stewart, Library Associate II, Norrisville Branch, 20 hours per week has been awarded the position of Library Associate II – Adult Services, Joppa Branch, 37.5 hours per week. Effective Date: July 7, 2024.

RETIREMENTS:

Daria Parry, COO, 37.5 hours per week. Effective: December 1, 2024

RESIGNATIONS/TERMINATIONS:

Danielle Thompson, Library Associate II – Adult Services, Bel Air Branch, 15 hours per week. Effective Date: May 11, 2024.

Rashard Smith, Delivery Driver, Administrative Office, 37.5 hours per week. Effective Date: May 22, 2024.

Carmen Cortez, Library Assistant II, Abingdon Branch, 37.5 hours per week. Effective Date: June 11, 2024.

Irene Ragan, Library Assistant II, Havre de Grace Branch, 15 hours per week. Effective Date: June 21, 2024.

DISCIPLINARY ACTIONS:

An employee. Effective Date: May 29, 2024.

LEAVE OF ABSENCE REQUESTS:

An employee, has requested FMLA intermittent leave for own health condition, effective 4/22/24.

OPEN POSITIONS:

Aberdeen Branch

None

Abingdon Branch

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

Administrative Office

- **Administrative Assistant**, Administration, Administrative Office, 37.5 hours per week. On hold
- **Virtual Services Coordinator**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Second Round Phone Interviews.
- **Delivery Driver**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. Reviewing Job Description.

Bel Air Branch

- **Library Associate II – Opening the Gift Coordinator**, Bel Air Branch, 37.5 hours per week. This position was previously 28 hours per week, added 9.5 hours to construct this position to full-time, 37.5 hours per week. Posting removed. Reviewing position.
- **Library Assistant II – Circulation**, Bel Air Branch, 15 hours per week (2 Positions). On hold.
- **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 Library Associate I/II – Opening the Gift Coordinator to make it full-time. On hold.
- **Custodian**, Bel Air Branch, 37.5 hours per week, On hold.
- **Library Associate I or II**, Children’s Services Department, Bel Air Branch, 20 hours per week. Posted internally/externally. In-person interviews to be scheduled.
- **Library Associate I or II**, Adult Services Department, Bel Air Branch, 20 hours per week. To be posted.

Darlington Branch

None

Edgewood

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.
- **Library Associate I/II**, Edgewood Branch, 20 hours per week. Posted internally/externally. Hiring Process

Fallston Branch

None

Havre de Grace Branch

- **Custodian**, Havre de Grace, 37.5 hours per week. On hold.
- **Library Assistant II**, Havre de Grace, 15 hours per week.

Jarrettsville Branch

None

Joppa Branch

None

Norrisville Branch

- **Library Associate I or II**, Norrisville Branch, 20 hours per week.

Whiteford Branch

- **Circulation Manager**, Whiteford Branch, 37.5 hours per week.

FUTURE VACANCY DUE TO RETIREMENTS:

- **Library Associate I or II – Adult Services**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Amy Kraft] Posted internally/externally. To be filled by Amy Lingelbach on July 7, 2024.

- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Hope Barnoff-Stavros] Posted internally/externally. Interviews held June 6, 2024. Recommendation to be forwarded.
- **Library Assistant II – Circulation**, Jarrettsville Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Johneva MicKey] Posted internally/externally. Interviews held June 3, 2024. Recommendation to be forwarded.
- **Librarian – Adult Services**, Joppa Branch, 37.5 hours per week. Effective Date: July 1, 2024. [Karen Dull] Posted internally/externally for Library Associate or Librarian – Adult Services. To be filled by Jennifer Stewart on July 7, 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. Flannery, seconded by Mr. Vido and approved by unanimous vote to approve the Personnel Report.

FY2025 Operating Budget and Capital Improvement Budget

Dr. Allen requested a motion on the FY2025 Operating Budget as presented by the Board Budget & Finance Committee.

MOTION: Motion by Mr. Woods, seconded by Mr. Flannery and approved by unanimous vote to approve the FY2025 Operating Budget as presented.

Dr. Allen requested a motion on the FY2025 Capital Budget as presented by the Board Budget & Finance Committee.

MOTION: Motion by Mr. Vido, seconded by Dr. Head and approved by unanimous vote to approve the FY2025 Capital Budget as presented.

FY2025-2029 Strategic Plan

By collective agreement, consideration of the new Strategic Plan was deferred to the July meeting in order to provide Trustees additional opportunity to review the draft document.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen expressed his gratitude to Ms. Hastler for attending the award ceremony recognizing him as a 2024 Bradley Prize Recipient last month. Ms. Hastler noted it was a lovely ceremony and Dr. Allen was a rock star!

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT OF PUBLIC MEETING

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

The public meeting adjourned at 8:06PM.