

**HARFORD COUNTY PUBLIC LIBRARY
FY 2023 BOARD OF TRUSTEES**

MEETING MINUTES

September 15, 2022

Present: Dwayne R. Adams (proxy for Ms. Martin); Dr. William B. Allen (proxy for Mr. Vido); Shannon G. Gahs; Dr. Monique H. Head (proxy for Ms. Wright); Colonel Jonas Vogelhut, US Army, Retired; Student Representative David Simberg; Aurora Kahoe, Legislative Aide to Councilman Shrodes; and CEO Mary L. Hastler; and Jennifer Button

Absent: Trustees Taryn J. Martin; Durbin P. Vido; Carol Wright; and County Councilman Chad R. Shrodes

CALL TO ORDER

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

CHANGES TO THE AGENDA

There were no changes to the agenda.

PRESENTATIONS/RECOGNITIONS

Dr. Allen recognized and welcomed Terrance Flannery, present for tonight's Board meeting. The Board anticipates that Mr. Flannery will be appointed as a new Trustee later this month.

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 requested one correction be made and submitted that change to Ms. Button.

MOTION: Motion by Mr. Adams, seconded by Ms. Gahs and carried by unanimous vote to approve the Minutes of the July 12, 2022 Board Meeting as presented.

COMMITTEE REPORTS

Budget & Finance Committee – Colonel Vogelhut, US Army, Retired for Mr. Vido

The committee did not meet.

The Treasurer's Report was prepared by Kathy Cogar, Chief Financial Officer. Operating expenditures for the fiscal period ending August 31, 2022 were within the annual FY2023 budget. Revenues were \$3.9 million and Expenditures were \$3.8 million. Expenditures for Materials are over budget as several annual contracts are paid in July including Midwest (\$159K); Kanopy (\$30K); CCPL consortium (\$54K); Baker & Taylor Leased Books (\$86K) and several databases. Expenditures for Contracted Services is similar, with the annual contract for Polaris and Envisionware (Library software) also paid in July/August.

Executive Committee – Dr. Allen

The committee did not meet.

Capital Improvements Committee – Dr. Allen

The committee did not meet.

Human Resources Committee – Mr. Vogelhut

The committee did not meet.

Foundation Board – Ms. Hastler for Ms. Martin

The Foundation Board did not meet.

Ms. Hastler shared that the Foundation is working on the audit, getting financials up-to-date, and the planning for the upcoming Gala. Additional information is included in the CEO report below.

PUBLIC SERVICES REPORTS

Statistics – Ms. Hastler for Ms. Parry

Ms. Hastler reviewed the Statistical Report. Mr. Adams requested additional information regarding the plan to maintain new levels of service and Ms. Hastler provided details.

Programming and Events – Ms. LaPenotiere

Ms. LaPenotiere reviewed the Programming Report, which can be found as part of Ms. Hastler’s monthly report below.

Teen Services – Mr. Simberg

Mr. Simberg reviewed the Teen Services Report, which can be found as part of Ms. Hastler’s monthly report below.

CEO REPORT

Building Projects

Aberdeen – A ribbon cutting was held on August 31, 2022 to celebrate the completed renovation including the new outdoor Story Garden and renovated children’s department.

Abingdon Pond Repair –The County signed off on the completion of the HVAC project. The new units are operating as designed.

Two bollard lights were replaced.

Bel Air – The branch is the busiest branch in the system with approximately 27% of total activity (circulation, walk-ins, programming and attendance). It was last renovated/built in the mid- 1990s and is overdue for a refresh. The library is working with the county on a space assessment and exploring the possibility of incorporating some of the Administrative functions in the building. Library space planning prioritizes designing with flexibility and adaptability for future technology and needs. During this time of exploring options, the library will continue to maintain the appearance and functionality of the building to include small refresh projects in the meeting room, stairwells, and more. Meetings to begin the conversation of adapting the branch to include administrative functions began in February and continue. Colimore Architects completed a Bel Air Library Programming and Scope Study in early April 2021 and it is being reviewed with the county. The Library submitted a State Library Capital Grant to offset some of the cost for fiscal year 2023 in the amount of a \$4,086,000 state grant request and total project amount \$8,513,000. Many thanks to the County Executive, Delegate Susan McComas, Senator Bob Cassilly, and

Councilman Chad Shrodes for writing letters of support for the project. The County selected Murphy & Dittehafer Architects for the Schematic Design Phase which is in progress.

Both elevators will be replaced this fiscal year prior to the renovation project and many thanks to the County for coordinating the replacement.

A walkway bollard light has been replaced.

Darlington Library – The County settled on the new property located at 3535 Conowingo Road in April 2020 and the consultants Colimore/HBM are leading the renovation and overall improvements to this facility. Purchase price was \$812,000 and the Library Foundation contributed \$300,000. We are working with the County on the future of the existing modular and historic building. The site plan was finalized. This will be the first library with after-hours locker pickup. The schematic plans are complete and we are now working on interior electrical and furniture layout. Planning continues and interior demolition began July 13, 2021, and is now complete. A pre-bid meeting took place on August 31, 2021, with all bids due September 22nd. The due date was extended to September 29th. The project was approved by the Board of Estimates on October 12, 2021, with construction beginning on November 8th.

Construction is well underway. All demolition was completed, interior wall studs are up, HVAC ductwork was installed and insulated, plumbing rough-in completed, and electric rough-in is in progress. Selection of interior finishes is also in progress. The walls are insulated and the drywall is being installed. Construction is moving along as scheduled. Floor outlets were installed and the concrete poured, walls are painted, and the ceramic tile floor was installed. The wood accent wall has been installed behind the service desk. Outdoor work has begun: trenching for septic is in place and tied in; roof downspouts were installed to empty into the stormwater management pond; storefront glass was installed; parking lot curbing has been framed and concrete poured; new roof installed; and brickwork is complete for the outdoor fireplace. A punch list walk-through was held on September 8, 2022. Items that need to be completed include installation of guardrails for the ADA ramp and the phenolic panels that are located about the exterior windows and soffits.

The modular Darlington Library will close at the end of business on Saturday, September 17 in preparation for the move and opening of the new Darlington Library. We anticipate opening the new branch by mid-October with a ribbon cutting scheduled during the week of October 17 or 24th. Some of the key components to opening the new branch include recruiting additional staff, moving the existing collection, preparing new items for the new branch, setting up technology in the new building, setting up public and staff space, training staff, punch list items, and more. During closure, customers will be contacted if their reserves come in to determine where they would like to pick up their items.

Havre de Grace – The public elevator was finally repaired after critical parts were delivered after a lengthy delay due to the supply chain.

Dash Cams – All Library vehicles are being fitted with front and rear dash cams. This was a recommendation made by employees who work on the outreach vehicles. Two cameras have been installed and installation for the remainder of the fleet is underway.

Benefits – CareFirst and Johns Hopkins announced that their agreement is terminating effective December 1, 2022, unless they come to an understanding. We have notified staff of this situation so that they can be prepared if the contract is not renewed.

Fines and Fees

The Maryland General Assembly voted to override the Governor’s veto of Building Lifelong Learners Act of 2020, on February 8th and will go into effect 30 days after the vote. The funding, to cover lost revenue, of an additional \$0.40 per capita pre-funding-formula, will not be in place until FY23.

There are three main points to the bill:

1. Not charging Overdue Fines - The bill (as amended) states that “A Public Library may not charge a fine for overdue library materials on a minor’s library materials.” It further states, “A Public library may not attempt to collect any outstanding fees for overdue library materials that are incurred by a minor after June 30, 2021.”
2. With regard to lost materials – “A public library may not charge a fee for a minor’s overdue library materials until 21 days after the date on which the library materials were due.”
3. If materials are returned - And “If a minor’s overdue library materials are returned after a public library has charged a fee, the public library shall cancel the fee.”

Special collections are specifically excluded in the bill (American Girl Dolls, cake pans, fishing rods, etc.) Minor is defined as under the age of 18.

Harford County Public Library is currently not charging overdue fines on any materials and will revise procedures to support the new legislation.

2022 Literary Spelling Bee at the 35th Annual Harford County Farm Fair - HCPL was very happy to host the 2022 Literary Farm Fair Spelling Bee on July 27th, with 106 in attendance. Emceed by Jeff St Pierre, this year’s competition invited participants ranging from school-aged children to adults to compete in a spelling bee against their peers and the top six in each age group took home a Farm Fair ribbon plus a free book of their choosing. This year’s judges included Library CEO Mary Hastler with HCPL Foundation’s Carolyn & Joe Lambdin, Robin Sommer as well as Laurie & Steve Slizewski.

Maryland Association of Counties Summer Conference – Ms. Hastler and Ms. Greenly-Smith attended MACO’s Summer Conference in August and represented libraries statewide at the Wednesday’s Tech Fair. Aibo, our AI puppy, was the star of the fair as attendees remembered Aibo from previous conferences and asked if our puppy was back. His performance was flawless and his popularity continues. We also introduced our newest AI robot, Moxie, who is designed to interact with our customers with differing abilities. In addition, we demonstrated Sphero indi Educational Robot Student Kit which received a designation of one of the best inventions of 2021. The kit is designed to engage students in learning how to code. Our exhibit was well received and our hands-on activities a big hit. Feedback included comments that this was a tech fair and none of the vendors brought tech except Harford County Public Library!

End of Summer Reading Celebration - On Tuesday, August 30th we hosted our second annual End of Summer Celebration at Broom’s Bloom Dairy. An estimated 300 attendees joined us for a free “mini moo” of ice cream. Our wonderful librarians set up a craft table with a crab hat craft and button making station. They also led the crowd in sing-alongs, music and story time. Thank you to everyone that was able to attend.

Board Trustee Search – The Board Executive Committee has recommended the appointment of Mr. Terry Flannery to the County Executive and we anticipate an appointment being made at the September 20th County Council meeting. In anticipation of Mr. Flannery moving forward through the process, an onboarding/orientation was held on September 15th. Mr. Flannery has a strong background in information technology and management and has a Master’s Degree in Applied Information Technology from Towson University and a Bachelor’s Degree in Information Systems Management from University of Maryland. Mr. Flannery is a resident of the Edgewood Community.

CML (Citizens for Maryland Libraries) Annual Meeting – Save the Date! – The CML Annual Meeting is scheduled for Saturday, October 15, 9-3 p.m., at the Michael E. Busch Annapolis Library.

Branch Hours Open to the Public – Beginning September 6, the branches are open to 8 p.m., Monday through Thursday. Friday and Saturday hours will remain the same (10 a.m., to 5 p.m.). The additional hour Monday through Thursday coincided with the beginning of the new school year. We will pilot the expanded hours as we evaluate the impact on busyness of the branches. In addition, a big thanks to the library staff who were instrumental in the return of the 8 p.m., closing.

FY 22 Audit for HCPL and FY 22 Audit for the Library Foundation – The Foundation Audit and Library Audit are underway.

Board Meet & Greets – Board visits have been scheduled for September and October and all staff have been notified. As reminder, no more than three Trustees may attend a visit.

November Board Meeting – There is a conflict with the Thursday, November 17th Board meeting, and requesting that the Board meeting be moved to Wednesday, November 16th.

Meetings & Presentations

August 2022

- 8/2 Harford County National Night Out
- 8/4 HCPL Gala Committee Meeting
- 8/4 MD Humanities Meeting with Executive Director
- 8/4 MACo Planning Meeting
- 8/4 HCPL Book Donation
- 8/9 HCPL Gala Sponsorship Meeting
- 8/9 MD Humanities Development and Governance Committee
- 8/9 HCPL Board of Trustees Candidate Interview
- 8/10 Harford County Education Foundation Meeting
- 8/10 Polaris Training
- 8/10 HCPL Virtual Program: Chesapeake Farm & Bay to Table: Oldies but Definitely Goodies
- 8/11 Working with a Co-Worker with Disabilities Training
- 8/11 HCPL Audit Meeting
- 8/16 MACo Tech Fair Presentation
- 8/16-8/18 MACo Annual Conference
- 8/30 HCPL End of Summer Celebration
- 8/31 Aberdeen Library Children's Department Ribbon-Cutting
- 8/31 Harford County Councilman Beulah Event

July 2022

- 7/2 Edgewood/Joppa Independence Day Parade
- 7/3 Havre de Grace Independence Day Parade
- 7/4 Bel Air Independence Day Parade
- 7/8 MACo Planning Meeting
- 7/11 Bel Air Library Project Meeting
- 7/11 Darlington Library Project Meeting
- 7/13 Harford County Education Foundation Meeting
- 7/13 Chesapeake Farm & Bay to Table Virtual Program: Down the Ocean Hon
- 7/14 BMA Board Meeting
- 7/14 HCPL Student Representative to the Board Orientation
- 7/21 Darlington Library Project Meeting
- 7/21 HCPL Foundation Audit Meeting

- 7/21 HCPL Board of Trustees Meeting
- 7/25 Darlington Library Project Meeting
- 7/25 HCPL Foundation Audit Meeting
- 7/26 From Strength to Strength Community Author Event Planning
- 7/26 LATI Meeting
- 7/27 Harford County Farm Fair Literary Spelling Bee
- 7/28 Darlington Library Site-Visit for Board of Trustees
- 7/28 Cocktails & Conversation with Author Kate White
- 7/29 Harford County Education Foundation Board Development

Programming and Events

Many wonderful programs occurred in all the branches this summer, such as Under the Sea Mini Golf, Extreme Balloon Man, Magician Mike Rose, EcoAdventures: Treasure Quest and Pam the Kindersinger. Once again, our Great Outdoor Summer Series with Circus Science, The Fifty 7's and the Daniel Bennett Group drew wonderful audiences. Here are some other summer programs.

Abingdon's the Bermuda Triangle Escape Room had over 20 attendees of all ages, and challenged them to find clues and solve puzzles. Participants were particularly excited about the life-size cockpit and decorations.

Julianne Sterrett, Bel Air's circulation assistant, dressed up and talked about her upbringing in Hawaii during Bel Air's *Explore Hawaii* program for families. The dance she taught and the cultural experiences she shared were meaningful. Over 50 people enjoyed watching a watermelon volcano (conducted by a teen volunteer), making a hula skirt and other activities. Despite heat advisory and thunderstorms, Bel Air had a well-attended Talent Show inside in their meeting room. The performers did an excellent job. They had many positive comments from parents and family

A full crowd of attendees enjoyed Fallston's Sink or Float because what's more fun than dropping things in tubs of water!?!

At Havre de Grace's Under the Sea Bash, everyone had a fin-tastic time making ocean sensory bags, color your own buttons, and dancing to seaworthy tunes with the bubble machine. There were also STEM activities like color matching games, cartesian diver water bottle, and a pearl diving/ necklace making station. All parents said how wonderful the program was, their children had a great time, and they loved the beautiful decorations and hard work to create such engaging programs.

Thanks to Havre de Grace librarian Angela Pfeiffer's creativity and movie music knowledge, Whiteford and Havre de Grace had Movie Music Bingo! Everyone from age 4 to 80 had a blast! They guessed the tunes from their favorite children's movies and won fabulous prizes.

Norrisville's Pirates Crafternoon! was spearheaded by librarian Stacey O'Connor-Whitmore. The participants had fun making a Pirate Ship Sign, a Treasure Map and a Parrot Puppet, while listening to some rollicking good pirate music!

Teen Services

Teen programs were a big hit this summer with variety and attendance. Here is a glimpse of them. The Ocean Painted Shirts program at Aberdeen garnered interest from not only teens, but staff and people of all ages. Those that participated made great designs. Also, at Aberdeen teens got to play like a Viking with a game called Hneftafl, which is over 1000 years old.

At Bel Air several teens and families enjoyed the Bermuda Triangle Escape Room. One pair, a teen and her grandmother, solved all the puzzles with one minute to spare, while the youngest participants solved everything in less than 16 minutes!

The Fallston teens had a great time at Anime Club, which continued to draw more enthusiastic teens every month. They hosted a marbled coaster program where teens designed coasters with nail polish and water and also some coasters using Sharpies and alcohol.

Havre de Grace's Ahoy! Arts and Crafts program was where teens had fun making popsicle stick sea creatures! They also created beautiful coral reef sculptures with tropical fish.

Jarrettsville teens had two interesting programs. They made Mini-Mindfulness Gardens with felt foliage and flowers, rocks and glass gems, sand and a Zen rake. Meditative flowing water and Zen music played in the background, making it a perfect way to stay calm and cool on the hot summer day! And librarian Katherine hosted a Cosplay Fashion Show! This event marked the end of Summer Reading 2022 "Oceans of Possibilities", which paired well with the show's "oceans of creative possibilities" theme. Comments included: "Thank you for putting on such a great show today! The kids really enjoyed themselves, and my teen also had a chance to get out of her comfort zone and meet some new friends"; "This was a WONDERFUL event!! Thank you for creating a space where our young ones can share their passion and creativity. The organizers and volunteers did an amazing job. Looking for more events like this."

The teens in Whiteford made fantastic looking coral reef sculptures using a variety of materials to create a 3-dimensional piece of art.

Marketing & Communications

Social Media:

The HCPL social media audience & interaction continues to grow.

- Facebook = 26,194 total followers
 - HCPL Main Facebook – 8,313 followers
 - HCPL Choose Civility Facebook – 1,144 followers
 - Branch Facebook combined – 18,601 followers
 - *(all 11 branches, Choose Civility, Rolling Reader, Silver Reader)*
- Instagram = 7,130 total followers
 - HCPL Main Instagram – 1,464 followers
 - Branch Instagram combined – 5,666 followers
 - *(all 11 branches, Rolling Reader, Silver Reader)*
- HCPL Main Twitter – 1,874 total followers
 - *(10 branches)*
- HCPL Main LinkedIn – 589 total followers
- HCPL Weekly Newsletter – 38,317 contacts/28,333 subscribers
- Sent out 2 eNews per week for a total of 8 in July and 9 in August

Programs and Partnerships

"Oceans of Possibilities" Summer Reading Adventure 2022:

After a solid two months of aquatic-themed programming and activities, this year's annual Summer Reading Adventure concluded on Saturday, August 27. Registration numbers were the highest in recent years and participation in all age groups closely emulated pre-COVID levels.

- 13,385 total enrollment of all ages combined (infants, children, teens & adults)
- 73,029 total books read

Open to children of all ages and adults, the goal of the Summer Reading Adventure is to prevent the “summer slide,” a loss of previously learned knowledge and skills that occurs when students are inactive, or not in school, during June, July, and August.

Youth participants (infants and school-aged children/teens) who signed up receive registration materials* that included an “Oceans of Possibilities” book log where they could record their titles, a voucher for a free ticket to an Aberdeen Ironbirds game, and the 2022 Summer Reading Coupon Sheet that featured offers from several local businesses.

Each age group had a required number of books to read in order to complete the adventure. Infants in the Read to Me program read/listened to 25 books, Preschool-Elementary students should read/listened to 10 books, Middle & High Schoolers read/listened to 3 books. Participants who completed their required reading earned a completion certificate and a FREE book* of their choosing.

Adults were also welcome to register and they completed by reading 5 books.

Guest presenters in July and August included Susquehannock Wildlife Society, Storyteller Beth Ohlsson, Magician Mike Rose, National Aquarium, Extreme Balloon Man, and EcoAdventures.

- 1,987 July and August total number of attendees, combined

The Great Outdoor Summer Series 2022 series featured a trio of outdoor events at three different HCPL locations. Kicking the series off on July 13 at the Abingdon Library was Circus Science with former Ringling Brother’s Circus performer and Port Discovery Children’s Museum educator Gregory May. The final two programs in the series happened in August with performances by The Fifty 7’s on August 5 at the Aberdeen Library and Daniel Bennett Group at the Bel Air Library on August 18.

- 326 total number of attendees, combined

The Foundation hosted an End of Summer Celebration at Broom’s Bloom Dairy on Tuesday, August 30. Compliments of Harford County Public Library, the children received a free “mini-moo” ice cream and families in attendance enjoyed crafts, story time, and other activities.

Chesapeake Farm & Bay to Table - Season 3

July 13 *Down the Ocean Hon, Beach Food is calling* featured breakfast at Bayside Skillet, Thrasher's Fries, Alaska Stand Ice Cream, and Liquid Assets! Chef John, Library CEO Mary, & Kate from Bloom's Broom cooked up a storm making beach favorites in John’s kitchen! Held via ZOOM.

- 203 total number of attendees

In August, *Chesapeake Farm & Bay to Table* took a “vacation” from live filming and promoted previous episodes of all-time favorites.

- 103 additional views

2022 Independence Day Parades:

Accompanied by this year’s Summer Reading Adventure-themed float, HCPL staff and volunteers participated in three Independence Day parades over the holiday weekend: Edgewood/Joppatowne on July 2, Havre de Grace on July 3, and Bel Air on July 4.

“Oceans of Possibilities” was the theme of the HCPL float which included a large yellow submarine, coral constructed of colorful pool noodles, a musical playlist of aquatic songs, bubbles, accompanied by a quartet of umbrella jellyfish that were carried by library staff and volunteers.

The HCPL Marketing Department is happy to share that this year's float won 4th place at the Havre de Grace parade.

2022 Stuff the Bus:

Collection boxes are available in all HCPL locations for this annual school supply collection drive. Organized by Harford County Education Foundation, donations of essential school supplies are collected to help support Harford County students. This year's drive ends September 15.

Community Partnership – University of Maryland Upper Chesapeake Health Medical Mobile Van:

Beginning this fall at the Jarrettsville Library, this monthly program aims to promote wellness in the Harford community by sharing information on health topics and offering a range of preventative screenings. Each month focuses on a different topic and September is Healthy Aging Education.

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. Took place every Tuesday afternoon at a different branch each week (Aberdeen, Edgewood, Havre de Grace, and Joppa Libraries).

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. A \$5.00 administrative fee is due to the HCBF at time of appointment: cash only. Took place at the Aberdeen and Edgewood Libraries.

Community Partnership - Eden Mill Nature Center StoryWalk®:

HCPL has an on-going relationship with Eden Mill and each quarter, creates a fun, educational, self-guided S StoryWalk® that places the pages of a children's book out in nature! After its June debut, the summer StoryWalk® was featured through the end of August and the new fall edition will be posted in September.

Community Partnership – HCPS New Teacher Orientation:

Harford County Public Library staff attended Harford County Public Schools New Teacher Orientation on August 25 at Bel Air High School. Promotional items were distributed along with information on HCPL resources and services.

- August 25
- 75 visits to the HCPL outreach table

Outreach – National Night Out

HCPL hosted an outreach table at the National Night Out event at the Equestrian Center in Bel Air. National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live.

- August 2
- 241 visits to the HCPL outreach table

Outreach – HCPS Open Houses & Back to School:

Over the weeks leading up to the start of the new school year, promotional items along with information on HCPL resources and services were distributed to almost all 11 branches. The return of in-person Open Houses & Back to School events had many HCPL staff very excited to promote HCPL with Harford county students and their families.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
 - 397 July total views for all age groups
 - 926 August total views for all age groups

Press Releases Distributed

- *Harford County Public Library Unveils Newly Renovated Children’s Outdoor Story Garden & Department in Aberdeen* – August 31

Recent Media Hits and Press Mentions:

Print

- “Buttons at HCPL” – *The Paddock Post* (CTR eNewsletter) – July 2022
- “Virtual Program: Chesapeake Farm & Bay to Table Season 3 – *APG eNewsletter* – July 1
- “Cooling Centers Available at Local Libraries” – *The Aegis* – July 27
- “Fun at Harford County Farm Fair” – *The Aegis* – July 29
- “Local Flavor – Till the Cows Come Home” – *Baltimore Magazine* – September 2022

Foundation

The next meeting of the HCPL Foundation Board of Directors is scheduled on September 27, 2022.

Summer Reading

The 2022 Summer Reading Challenge concluded on Saturday, August 27. We are thrilled to share that we had **13,194** registrations this year! Our in-person programming was both engaging and educational for the community. The Library hosted concerts, magic shows, programming with the National Aquarium and much, much more. A special thank you again to our Summer Reading sponsors for supporting this countywide initiative: Aberdeen Ironbirds, Horizon Cinemas, Harford Day School, The Highlands School, The John Carroll School, Maryland 521, APGFCU, Bel Air Friends of HCPL, and the Aberdeen Rotary Club. They contributed **\$21,500** to sponsor the 2022 Summer Reading Challenge! On Tuesday, August 30th we hosted our second annual End of Summer Celebration at Broom’s Bloom Dairy. An estimated 300 attendees joined us for a free “mini moo” of ice cream. Our wonderful librarians set up a craft table with a crab hat craft and button making station. They also led the crowd in sing-alongs, music and story time. Thank you to everyone that was able to attend.

18th Annual Library Gala

Tickets are still available for the 18th Annual Library Gala scheduled for Saturday, November 5 at the Abingdon Library. We are excited to work with many small businesses on this year’s event. Food will be provided by: The Local Oyster, Matsuri Japanese Restaurant, Salad Works, Boards by Dana, Pierpoint Restaurant. New this year...our late-night snack will be provided by two food trucks: Don’s Dogs (hot dogs and tater tots!) and Dough Slingers (funnel cakes and fried Oreos!). Thus far we have raised **\$93,500** in sponsorships! Many thanks to everyone that has contributed! We will be collecting silent auction items until the end of September. We welcome and ask for your help with this. Gift cards, items, artwork, trips, event tickets, golf, and experiences are some of the things we are looking for. Please contact Courtney if you have anything that you would like to donate. Here are a list of our sponsors to date: Saxon’s Diamond Centers, Richardson’s Flowers and Gifts, GFL, Freedom Federal Bank, M&T Bank, The Daily Record, Rainbow International, Huether-McClelland Foundation, Lynch Design and Build, Laurel Bush Family Dentistry, WebIXI, Coffee, The Kelly Group, The Law Offices of Anthony J DiPaula, P.A., Mary and Mark Hastler, Harford Mutual, Campion Insurance, Chesapeake Employers Insurance, Truist Wealth, Tropical Smoothie Café, Keene Dodge, Thompson’s Moving, Spartan Surfaces, Morgan Stanley, PNC, Rosedale Federal Savings and Loan, Highlands School, Harford Community College, Towson University in Northeastern Maryland, Bel Air Friends of HCPL, Harford County Government, Harford County Chamber of Commerce Events By I Did It Myself, TENAX Technologies, T2S Solutions, Greater Harford

Committee, MELOS Inc., Carol Wright and Mike Lafiandra, Harford Day School, Alan and Kristen Butler, WSMT Insurance, MidAtlantic Photographic LLC, The John Carroll School, Jarrettsville Federal Savings & Loan Association, Harford Financial Group, Terry and Steve Troy, Mark and Pam DiBerardino, Sharon and Brian Lipford, Ellin & Tucker, Laurie and Steve Slizewski, Eastern Savings Bank, Dr William and Carol Allen, Law Office of Shannon Gahs, Janet Gomes, Ivy Hill Land Services, Town of Bel Air, RSC2, Plaza Ford, Modular Genius, Taylor Pickett, Absolute Investigative Services, Sanctuary Title, Janney Montgomery Scott, Kurt and Pam Rutherford, Matt and Abby Buecker, Safe Harbor Retirement Planners, Ballet Chesapeake.

DRAFT Statement of Financial Position as of June 30, 2022

Assets:

Checking/Savings	\$ 419,828.85
Accounts Receivable	9,500.00
Other Current Assets	100.00
Total Current Assets:	<u>\$ 429,428.85</u>

Liabilities & Equity:

Accounts Payable	\$ 2,760.00
Other Liabilities	149,125.98
Total Current Liabilities:	<u>151,885.98</u>
Long Term Liabilities	<u>0.00</u>
Total Liabilities	<u>\$ 151,885.98</u>

Equity:

Temporarily Restricted Net Assets	346,532.12
Board Designated Net Assets	2,258.99
Unrestricted Net Assets	-2,860.27
Net Income	<u>-68,387.97</u>
Total Equity:	<u>277,542.87</u>

Total Liabilities & Equity **\$ 429,428.85**

Cultural Arts Board

Harford County Cultural Arts Board wishes a fond farewell to Advisory Board Member Marcia Bailey.

Harford County Cultural Arts Board was notified it will be in receipt of a County Arts Development Grant award for Fiscal Year 2023 in the amount of \$198,386.

A FY2023 Arts in Education Grant application was approved for Carpe Diem Arts Inc.

Grant Agreements have been executed with the following organizations: Hosanna School Museum and Maryland State Arts Council.

In partnership with Harford TV, Harford County Cultural Arts Board proudly presents the Summer 2002 episode of Kaleidoscope, featuring:

- Visit Harford’s Matthew Scales and MDCF’s Suzanna Zantop announcing Harford County Arts Week
- Searching for a History, a Myles Banks film featuring Gina Pierleoni, and the exhibit she created of her late husband Brent Crothers’ art
- We “Shine A Light” on ceramic artist, Paul Lyon

Watch on tv, online, anytime: <https://www.culturalartsboard.org/kaleidoscope.html>

ACTION ITEMS

Personnel Changes – August & September 2022 - Mr. Ross

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

NEW HIRES:

Dena Gloss, Library Associate I, Abingdon Branch, 15 hours per week. Effective Date: August 22, 2022.

Mary Rasa- Library Associate II – Adult Services, Aberdeen Branch, 20 hours per week. Effective Date: August 22, 2022.

Tammie Jordan, Library Associate I, Edgewood Branch, 15 hours per week. Effective Date: September 19, 2022.

Julianne Russell, Library Associate II, Edgewood Branch, 15 hours per week. Effective Date: September 19, 2022

Janet Anderson, Library Assistant I – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: TBD.

Emily Hernandez, Library Associate II, Jarrettsville Branch, 15 hours per week. Effective Date: September 19, 2022.

Rita Bender, Library Assistant I – Circulation, Norrisville Branch, 15 hours per week. Effective Date: TBD.

PROMOTIONS:

Amy Lingelbach, Circulation Supervisor, Abingdon Branch, 37.5 hours per week has been promoted to the position of Circulation Manager, Whiteford Branch, 37.5 hours per week. Effective Date: August 7, 2022.

Kelly Donelson, Library Associate II – Adult Services, 37.5 hours per week, Bel Air has been promoted to the position of Library Associate III – Outreach Silver Reader, 37.5 hours per week, Bel Air. Effective Date: September 18, 2022.

OTHER CHANGES:

George Pope, Custodian, 19 hours per week, Havre de Grace, has been awarded the position of full-time Custodian, Havre de Grace, 37.5 hours per week. Effective Date: September 4, 2022.

Laura Dudzinski, Library Associate II – Children’s Services, Joppa Branch, 37.5 hours per week has been awarded the position of Library Associate II – Learning & Sharing Coordinator, Bel Air Branch, 37.5 hours per week. Effective Date: October 2, 2022.

RETIREMENTS:

Elizabeth Bensen, Librarian – Adult Services, Bel Air Branch, 37.5 scheduled hours per week. Effective Date: October 1, 2022.

RESIGNATIONS/TERMINATIONS:

Vicki Manning, Library Assistant I – Circulation, Bel Air Branch, 15 hours per week. Effective Date: August 5, 2022.

Angela Ratajczak, Library Associate II, Abingdon Branch, 15 hours per week. Effective Date: August 10, 2022.

Mary Dulin, Librarian – Children’ Services, Edgewood Branch, 37.5 hours per week. Effective Date: September 2, 2022.

DISCIPLINARY ACTIONS:

None.

LEAVE OF ABSENCE REQUESTS:

An employee, 37.5 scheduled hours has requested FMLA for the care of a family member beginning 9/12/2022 to 9/11/2023.

OPEN POSITIONS:

Aberdeen Branch

- **Library Assistant I- Circulation**, Aberdeen Branch, 15 hours per week. Posted internal/external. Scheduling Interviews.

Abingdon Branch

- **Circulation Supervisor**, Abingdon Branch, 37.5 hours per week. Posted internal/external- Interview Schedule
- **Library Associate I**, Abingdon Branch, 15 hours per week. Posted internal/external.

Administrative Office

- **Custodian**, Facilities & Operations Department, Administrative Office, 19 hours per week. Posted internal/external.
- **Facilities & Operations Director**, Administrative Office, 37.5 hours per week. Posted internal/external.
- **Finance Director**, Finance Department, Administrative Office, 37.5 hours per week. On hold.

Bel Air Branch

- **Librarian – Adult Services**, Bel Air Branch, 37.5 hours per week. Posted internally/externally.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 37.5 hours per week. To be posted.
- **Library Associate I/II – Adult Services**, Bel Air Branch, 15 hours per week (1 Positions). To be reposted.
- **Library Assistant I- Circulation**, Bel Air Branch, 15 hours per week (5 position). Posted internal/external.

Darlington Branch

- **Library Associate I/II**, Darlington Branch, 30 hours per week. Posted internal/external. Interviews scheduled.
- **Library Associate I/II**, Darlington Branch, 15 hours per week. Posted internal/external, interviews scheduled.
- **Library Assistant I-Circulation**, Darlington Branch, 15 hours per week. (2 Positions) Posted internal/external. Scheduling interviews.

Edgewood

- **Librarian, Children Services**, Edgewood Branch, 37.5 hours per week. Posted internal/external.

Fallston Branch

- **Library Assistant I – Circulation**, Fallston Branch, 15 hours per week. Posted internal/external. Offer pending.
- **Library Associate**, Fallston Branch, 15 hours per week. To be posted.

Havre de Grace Branch

- **Library Associate I/II**, Havre de Grace, 15 hours per week. Posted internal/external. Offer pending.

Jarrettsville Branch

- **Library Assistant I – Circulation**, Jarrettsville Branch, 15 hours per week (1 Position). Offer pending.

Joppa Branch

- **Library Associate – Children’s Services**, Joppa Branch, 37.5 hours per week. To be posted.

Norrisville Branch

- **Library Associate I/II**, Norrisville Branch, 15 hours per week. Interviews held. Conducting reference checks.

Whiteford Branch

- **Branch Manager**, Whiteford Branch, 37.5 hours per week. Interviews held September 7, 2022.

FUTURE VACANCY DUE TO RETIREMENTS:

None

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.

Dr. Allen requested a motion to approve the Personnel Changes for August and September 2022.

MOTION: Motion by Mr. Adams, seconded by Dr. Head and carried by unanimous vote to approve the Personnel Changes as presented.

OLD BUSINESS

Dr. Allen confirmed the FY2023 Board Sub-Committee assignments as follows:

Budget & Finance: Durbin Vido (Chair), Shannon Gahs, Jonas Vogelhut

Capital Improvements: Dwayne Adams (Chair), Carol Wright, Monique Head

Human Resources: Carol Wright (Chair), Jonas Vogelhut, William Allen

Representing the Library Board on the Foundation Board: Taryn Martin, Carol Wright, William Allen

Ms. Hastler shared that the Lawyer in the Library program provides assistance on family law and more.

NEW BUSINESS

There was no new business.

BUSINESS FROM THE CHAIRPERSON

Dr. Allen shared that the Board was eager for the opportunity to visit branches and meet staff and customers.

BUSINESS FROM BOARD MEMBERS

There was no business from Board members.

PUBLIC COMMENTS

Ms. Hastler shared that the Board would see many upcoming outreach opportunities and encouraged to participate as appropriate.

There were no public comments.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, Dr. Allen requested a motion to adjourn the meeting.

MOTION: Motion by Mr. Adams, seconded by Dr. Head and approved by unanimous vote to approve the adjournment of the Public Meeting.

The public meeting adjourned at 7:12PM.