

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

**MEETING MINUTES**

**June 12, 2025**

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**Present:** Dr. William B. Allen, Chair; Errol E. Etting; 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:** 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**

The OPEB Trust Committee Report was added to the agenda.

**RECOGNITIONS/PRESENTATIONS**

Ms. Hastler recognized and thanked Ms. Hanson for serving as the FY25 Student Liaison. She wished Ms. Hanson good luck in her future endeavors and congratulated her on her recent graduation. As a special recognition of our thanks, Ms. Hanson was presented with a card and gift of appreciation.

Dr. Allen recognized and thanked Kitty Duggan, who retired after 28 years of service. Dr. Allen shared that Ms. Duggan took on the role of his “Sherpa” when he first joined the Library’s Foundation Board, and credited her with his growing attachment to the Library, as she was the forward face of the Library at that point in time. Dr. Allen extended his well wishes on Ms. Duggan’s retirement, and gifted her with a copy of his new children’s book, *The Front Steps*.

**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 Mr. Etting, seconded by Ms. Wright, and carried by unanimous vote to approve the Minutes of the April 15, 2025 Meeting as corrected.**

**COMMITTEE REPORTS**

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

The committee did not meet.

The Treasurer’s Report was prepared by Ms. Cogar, CFO. Operating expenditures for the fiscal period ending May 31, 2025 were within the annual FY2025 budget. Revenues were \$22.3 million and Expenditures were \$20.1 million.

**MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Wright, 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 June 10, 2025. The Committee reviewed the May HR Report.

The May HR Report is on tonight's Board Meeting Agenda for review and approval.

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

The Foundation Board met on May 27, 2025. A detailed report is included in the CEO report below, and Colonel Vogelhut commended staff and volunteers on their tremendous effort that made the recent Taste of Harford event such a success.

**OPEB Trust Committee – Ms. Hastler**

The committee met virtually on June 10, 2025, to review the OPEB Trust activity as of March 31, 2025. The MACo OPEB Trust balance stood at \$94,650,959, with HCPL's portion totaling \$7,422,003, or 7.8% of the total. The Trust's asset allocation included 61.5% in equities, 38.5% in fixed income, and no holdings in cash. For the first quarter, the Trust returned 0.8%, slightly outperforming the benchmark return of 0.7%. Over the past 12 months, the Trust returned 4.5% compared to the 5.9% benchmark, and since its inception on April 1, 2015, has returned 6.3%. As of June 5, 2025, the Trust exceeded \$100 million for the first time—a notable milestone. The annual audit for the period ending June 30, 2024, received a clean opinion, and CliftonLarsonAllen will remain the auditors for FY 2025. HCPL's portion of the Trust as of April 30, 2025, increased to \$7,453,771, up \$293,516 from June 30, 2024. While market declines were noted in October, December, and March, the Trust continues to perform well over the long term. HCPL will not contribute to the Trust in FY 2025, as it is fully funded and recorded as an asset on the FY 2024 Statement of Position.

Ms. Hastler shared the history of the Library's participation in the MACo OPEB Trust.

**PUBLIC SERVICES REPORTS**

**Statistics – Ms. Hastler**

Ms. Hastler reviewed highlights from the submitted Monthly Statistical Report. Fiscal Year 2025 statistics highlighted for the month of May include: Circulation 254,537; Walk-in visitors 60,190; Drive-thru visitors 4,606; Information/Reader assistance 27,243; Programs 835; Program attendance 42,423.

**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**

The Aberdeen branch has reported several safety issues regarding their sidewalks along the front of the branch – Franklin Street – as well as along the back of the building in-between the staff parking lot and the building. The County has identified both of these areas are the responsibility of the County to repair. The County has submitted tickets to Park & Recreation to repair the sidewalks. *(No Update)*

### **Abingdon**

The Library received notice on February 18 that the county is seeking bids to perform a “recover” of the existing roof assembly under warranty. On February 28, the County held a bid walk through for vendors to bid on the repair of the roofing membrane. A thermal scan was scheduled for Tuesday, April 8<sup>th</sup>. The project is scheduled to begin in July.

The front step pavers have become loose and work orders submitted to the county. Repairs are complete except for the sealing which is to be done by a Parks & Rec vendor. *(No Update)*

### **Bel Air**

The branch seems to have attracted a family of birds that wish to live at the branch. The County has inspected the roof and in the process of determining where the birds are entering.

### **Fallston**

A leaking toilet was replaced along with repair/replacement of some tile work. Currently, there is water damage inside a wall between the restroom and book drop. The county is developing a plan to address.

### **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 were removed and a new sign to be installed. We are very appreciative of the financial contribution for this project by the Friends Group. The sign will be accessible and updated manually since digital signs are not permitted in the city. The original sign has been removed and the area has been prepared for a new sign. Materials have been approved and the project is moving forward. The footers for the sign were dug on June 4<sup>th</sup>. Once the footers are set the rest of the sign can be installed. Weather permitting, the sign should be completed in three weeks.

We were informed on June 5<sup>th</sup> that the County scheduled Flotron to replace a bad compressor at the Havre de Grace branch on Monday, July 9<sup>th</sup> and the work may take up to two days to complete. The branch will be without HVAC during the time the work is being completed. The Library’s facilities team will provide several fans for the branch, as we prefer not to close the building with the Summer Reading program just beginning. However, the temperature on the second floor reached 79 degrees Monday evening and that floor was closed to customers and the branch closed early after a storytime was complete at 6:45 p.m. On Tuesday, June 10<sup>th</sup>, the temperature was above 80 degrees throughout the building and it remained closed. It should reopen on Wednesday. However, there was a partial power outage this morning and hopefully it will be corrected ASAP.

### **Jarrettsville**

Portions of the geo thermal HVAC system are scheduled to be replaced. The system has been leaking for quite some time. The County requested several bids from vendors to repair the HVAC system and received one bid for \$175,000, which they felt was a bit high. A November 2024 meeting was cancelled and not rescheduled. On December 31, 2024, the unit stopped working. The County provided heaters for the Adult workroom and staff lounge but the number of portable heaters had to be limited due to electrical demands and tripping breakers. The library is providing fleece jackets for the branch staff in appreciation of their patience as the system is repaired. The County is waiting on parts as the estimated delivery is mid- April 2025. The latest plan by the County is to remove the existing system and replace with an air feed system. The next meeting is scheduled for June 10<sup>th</sup> with the vendor to work out the details and order the equipment. Replacement is tentatively scheduled to begin in late Fall 2025.

### **Joppa**

The branch has had several false 911 calls from the fire panel and we have been working with the contractor, Harford Alarm.

### **Norrisville**

The County is replacing the building fire panel, adding and installing new smoke detectors, and pull stations in this joint use facility, Parks & Rec and the Library. Planning meetings continue and the next one is scheduled for March 13<sup>th</sup>. Harford Alarm began work on March 20<sup>th</sup>. The project had the final inspection by the fire marshal on April 15<sup>th</sup> and is complete.

### **Administration**

The library has recommended the installation of a new electric gate in the back parking lot. Currently, library staff must manually close the gates and lock them at opening and closing. The County has added this item to their FY 2026 Capital requests.

The library is working with the county on providing square footage to enable expansion of the homeless shelter to house women and children. Two walk-throughs have taken place. The county has requested the library provide funding for the portion of the project on the library side of the building. Included in the project is the build of 4-6 offices and relocation of the meeting room. Staff and some departments will be relocated as a result. Planning continues as another meeting is scheduled for March 20<sup>th</sup> with the architect. The Design Phase should be completed by the end of May. The Construction Documents are estimated to be completed by the end of August 2025. The project should be ready for going to bid in August/September 2025. The assessment of the HVAC system has been completed and we should receive a report from the contractor in early March. The assessment indicates all of the HVAC units need to be replaced. The County project manager will follow up to determine the next steps. The replacement units will be placed on the ground – no more roof top units if replaced.

**Board Appointees** - The County Council confirmed the reappointment of Trustee Head for a second, five-year term, and the first, five-year appointment of Trustee Etting, both effective July 1, 2025.

Isabella Lugo Frasqueri was appointed by the Harford County Executive and confirmed by the County Council as the new Student Representative on May 13, 2025, effective July 1, 2025. Congratulations Isabella!

**Summer Reading 2025** – Please join us for the HCPL Summer Reading 2025 Celebration on Monday, June 16, 2025, 10- a.m., to 1 p.m., Abingdon Library. This year's theme is Color Our world and we will be celebrating the start of summer along with thanking our wonderful sponsors!

**FY 2025 Audit** – Preliminary preparation for the FY 2025 Library Audit and the FY 2025 Foundation Audit is underway. The deadline to submit the final audit to the county is September 13<sup>th</sup>. Mitchell & Titus, LLP are the Library's auditors.

**80<sup>th</sup> Anniversary** – Today we debuted the ice cream flavor the received the most votes created by Broom's Bloom in celebration of the Library's 80<sup>th</sup> Anniversary, *Librarian Lemon Lavender*. It will be available throughout the summer for purchase while supplies last. In addition, we are launching the Whisper & Quill Silent Book Club this summer. Bring your favorite book and join us in quiet reading, Tuesday, July 15<sup>th</sup>, 6:30 p.m., at Broom's Bloom Dairy.

**Harford Leadership Academy** – The Harford Leadership Academy held its graduation banquet on June 5<sup>th</sup> at River Watch at Water's Edge and congratulations to Jamie Reilly, Branch Manager Havre de Grace, and Pam Taylor, Branch Manager Joppa, for successfully completing this year's Harford Leadership Academy!

### **Meetings & Presentations**

May 2025

- 5/1 Interview with Jennifer Franciotti at Broom's Bloom with Kate Dallam
- 5/1 Harford County Library / Lincoln Quarterly Retirement Plan
- 5/1 Interview/Maryland Perspectives with Amelia

## Board Meeting Minutes – June 12, 2025

- 5/5 The Daily Record Top 100 Women
- 5/5 Cultural Arts Board Meeting
- 5/6 HCCAB FY26 CAD Application MSAC
- 5/7 MLA Legislative Panel Meeting
- 5/7-5/9 MLA Annual Conference
- 5/9 After D'Arc Gala
  
- 5/12 EDAB Monthly Marketing Committee Meeting
- 5/12 HCPL Diversity & Inclusion Committee
- 5/13 Fox 45 Interview with John Shields
- 5/13 HCC Ribbon Cutting
- 5/14 Economic Development Advisory Board (EDAB) Meeting
- 5/14 Harford Chamber 48th Military Appreciation Luncheon
- 5/15 County Council Public Hearing on FY26 Budget
- 5/16 Bike to Work Pit Stop Bel Air
  
- 5/18 HCPL Foundation's 2<sup>nd</sup> Annual Taste of Harford
- 5/19 HCPL FY2025 Audit Entrance Meeting
- 5/20 Harford Chamber Mini-Golf
- 5/21 Investment Committee Meeting
- 5/21 Kaleidoscope Production Meeting
- 5/21 Harford Family House Ahoy!
- 5/22 HCC Graduation Ceremonies
  
- 5/27 HCPL Foundation & Executive Board Meetings
- 5/28 Good Scout Meeting
- 5/29 MD Humanities Finance Committee Meeting
- 5/29 HCEF - Board Development Committee Meeting

### April 2025

- 4/2 Masie Workshop AI Changes Jobs
- 4/3 Board Tactical Training Operation Conference
- 4/3 Harford County Public Library Procurement Renewal Evaluation: CQI
- 4/4 Maryland Humanities Emergency Board Meeting – Federal Directives
- 4/4 Lions Club Awards Dinner
  
- 4/6 HCPL Foundation Gala Video Taping
- 4/7 HCPL Diversity & Inclusion Committee Meeting
- 4/7 MAPLA Intergovernmental Relations Task Force
- 4/7 Harford County Cultural Arts Board Meeting
- 4/7 Good Scout Meeting
- 4/8 Harford County Chamber Government Affairs Committee
- 4/8 30th Annual HCPS Celebration of Excellence Awards and Teacher of the Year
- 4/8 National Library Week County Council Meeting Proclamation
- 4/9 Harford County Education Foundation Board Meeting
- 4/9 UWCM Harford Co RUN Board Meeting
- 4/9 Harford County Bar Foundation Appreciation Luncheon
- 4/10 Aberdeen Chamber Taste of Aberdeen at Wetlands
  
- 4/15 HCPL Board HR Committee Meeting
- 4/15 HCPL Board Student Representative Interviews
- 4/15 HCPL Board of Trustees Meeting

- 4/16 CAB Arts Grant Review Meeting
- 4/16 CAB Kaleidoscope Meeting
- 4/16 RAMP MD Monthly Board Meeting
  
- 4/22 Harford County Chamber Government Affairs Committee
- 4/22 Harford County Government Employee Health Clinic Meeting
- 4/22 Maryland Computer Lab Grant Program – Kickoff Meeting with Reviewer
- 4/22 MD Today Interview
- 4/22 HCPL Retiree Luncheon
- 4/22 HCPL Foundation & Executive Board Meeting
- 4/23 EDAB Marketing Committee
- 4/23 FY26 Council Budget Work Session
- 4/23 CAB Annual Arts Gathering
- 4/23 CAB CAD Panel Review Meeting
- 4/24 University of Maryland Upper Chesapeake Health Foundation Annual Leadership Donor Reception
- 4/25 WJZ Interview “On Time”
- 4/25 MAPLA April Meeting
- 4/29 HCPL Board Student Representative Interviews

### **Programming and Events Highlights**

At Abingdon, families enjoyed a one-of-a-kind experience with *Putting with Picture Books*—a whimsical, amusement park-style putt-putt course set up right in the picture book area. The playful event drew over 70 attendees who navigated their way through the imaginative course.

Jarrettsville hosted a spontaneous but memorable *Inclusive Monday* program, where customers created jewelry using washers and beads. One customer was so pleased with her creation that she shared plans to wear it to prom later that week.

Aberdeen’s *Playdoh Playdate* continued to gain momentum in its second month, with increased attendance and enthusiastic participation from both parents and children. The addition of new Playdoh tools added to the excitement and creativity.

Edgewood had a strong presence at *The Magic of Science Fair & Family Festival*, hosted by The Discovery Center at Water’s Edge. Staff demonstrated two brand-new LEAP Kits—*Exploring Flight* and *Magnets and Magnetism*—engaging families in hands-on STEM learning. The Traveling Library also participated, setting a new record for circulation during the event.

Edgewood staff also represented HCPL at the *Judy Center’s Community Baby Shower* held at the Epicenter. With over 50 new and expectant mothers in attendance, the event was a valuable opportunity to promote early childhood services, including story times and library resources for families.

The *Rolling Reader* had a bustling month. Rebecca led 29 lively story times, reaching 664 children, teachers, and parents. She also delivered 19 *Star Wars STEM* programs to 461 before- and after-school students, sparking excitement through science and storytelling.

Norrisville celebrated *Earth Day* with a *Butterfly Program* in partnership with Ladew Gardens’ Butterfly House. With support from staff and two expert docents, families explored the world of butterflies through engaging presentations and interactive learning stations. The event offered a perfect mix of education and fun and drew an enthusiastic crowd.

### **Teen Services Highlights**

At Abingdon, *Teen After Hours* embraced an anime theme, attracting local anime fans for a fun and social evening event. Highlights included anime-themed activities like a “guess-the-show” game featuring 3D printed

anime figures created by Frank DiBeneditto in the Innovation Lab. To cap off the night, attendees selected a film from the library's *Anime Binge Box* collection to watch together.

Aberdeen hosted a memorable Saturday craft program where teens created *dinosaur nightlight jars*. Using jars with LED lights, participants added layers of colored sand, glitter, miniature plants, and glow-in-the-dark dinosaur figures. About half of the attendees were walk-ins, and each teen left with a one-of-a-kind nightlight they crafted themselves.

At Joppa, *Teen After Hours* continued to grow in popularity. This month's event featured Nintendo Switch gaming, Roblox on public computers, and a freestyle crafting area. A group of teens gravitated toward drawing, using the space to unwind and express themselves creatively. With spring bringing longer daylight hours, teens embraced a new twist on an old favorite—playing hide and seek without the cover of darkness.

### **Marketing & Communications**

The HCPL social media audience & interaction continues to grow.

- Facebook = 34,995 total followers
  - HCPL Main Facebook – 10,732 followers
  - Branch Facebook combined – 24,263 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- Instagram = 10,112 total followers
  - HCPL Main Instagram – 2,243 followers
  - Branch Instagram combined – 7,869 followers
    - (All 11 branches, Choose Civility, Rolling Reader, Silver Reader)
- HCPL Main X (formerly Twitter) – 1,819 followers
- HCPL Main LinkedIn – 1,069 followers
- HCPL Events Meetup - 157 members
- HCPL Weekly Newsletter – 25,795 subscribers
  - Sent (1) eNews per week for a total of 4 in April
    - Date sent: 4/3/25; Open rate: 25.02%
    - Date sent: 4/10/25; Open rate: 24.61%
    - Date sent: 4/17/25; Open rate: 24.47%
    - Date sent: 4/24/25; Open rate: 24.54%
  - Sent (1) eNews per week for a total of 5 in May
    - Date sent: 5/1/25; Open rate: 23.98%
    - Date sent: 5/8/25; Open rate: 23.59%
    - Date sent: 5/15/25; Open rate: 24.49%
    - Date sent: 5/22/25; Open rate: 25.30%
    - Date sent: 5/29/25; Open rate: 26.87%
- Additional eNews sent:
  - Taste of Harford, One Month Away from the Ultimate Buy-Local, Taste-Local, Read-Local Event of the Year!
    - Date sent: 4/15/25; Open rate: 27.68%

### **Summer CheckOut Publication – June / July / August 2025**

The summer edition of CheckOut is hot off the presses and now available at all HCPL locations! Work began on the creation of this guide in mid-April. The marketing team pulled and edited all copy for the 24-page guide, in addition, the team worked with multiple other departments to secure, create copy and design all ad artwork. Be sure to grab a copy the next time you visit your favorite branch. Or, if you prefer not to wait, visit [HCPLonline.org](https://www.hcplonline.org/downloads/CheckOut-JJA25.pdf) to view the digital publication on our website. The quantity printed and distributed by the marketing team jumps to 13,000 for the summer months. (<https://www.hcplonline.org/downloads/CheckOut-JJA25.pdf>) In addition, the Marketing Team promotes the activities and events included in the 24-page edition through flyers, social media, videos, campaigns and more.

### **Marketing Request Forms (MRFs) Completed in April & May**

Promotional materials for HCPL programs and events are created by three full-time graphic designers and a digital content coordinator. In addition to branch-based programs/events, the team also designs and produces all marketing for the Foundation and the administrative team. The team completed nearly 104 in May and 125 MRFs in April. 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, webslides. It also includes copy for social media campaigns and eNews... as well as preparation for all HCPL outreach events.

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

- Book Bites, 1-minute videos of “bite-size” book recommendations from Harford County Public Library
  - 409 – May for all age groups
  - 438 – April for all age groups

### **Advertisements**

- Gala Ad – Summer (June/July/August) CheckOut
- Taste of Harford Ad – Summer (June/July/August) CheckOut
- 2025 Military Appreciation Event – Harford Chamber of Commerce – May 14
- Harford Center Golf Tournament – May 5
- 2025 Athena Awards – March 7

### **Recent Media Hits and Press Mentions**

#### **Press Releases Distributed**

- *Sold Out Crowd of 550 Guests Attend 2<sup>nd</sup> Annual Taste of Harford* – May 21
- *HCPL Foundation Hosts 2<sup>nd</sup> Annual Taste of Harford: Back for Seconds* – April 23
- *HCPL Celebrates National Library Week April 6-12* – April 2

#### **Radio**

- “Maryland Perspectives with Amelia: Harford County Public Library” – 98Rock – May 18
- “HCPL CEO highlights upcoming events and special celebrations” – *Maryland Today with Jeff St Pierre* – WPOC, WZFT, and WQSR – May 4

#### **Television**

- “Going Back for Seconds at the 2<sup>nd</sup> Annual Taste of Harford” – *Fox 45* – May 13
- “New Ice Cream Flavors to Debut at 2025 Taste of Harford” – *WBAL TV* – May 1
- “Second Annual Taste of Harford to Take Place May 18” – *WJZ@9* – April 25

#### **Print**

- “Eileen Teresa Cox Obituary – Evans Funeral Chapel & Cremation Services – Forest Hill – *Legacy.com* (online) – May 29
- “Liriodendron Museum Features Exhibit of Art by Joan Henderson Hodous” – *The Aegis* (online)
- “Harford County to Host 2025 Symposium on Addiction & Recovery” – *Bel Air Patch* – May 21
- “Doris Mary Kavanagh Obituary” – *Legacy.com* (online) – May 7
- “Registration Open for Harford’s Free Bike to Work Events May 13 & 16” – *Bel Air Patch* – May 1
- “2025 Taste of Harford” – *The Aegis* – May 28 – *The Aegis* (online) – May 27 – *Harford County Living eNewsletter*, *Harford County Living* – May 23 – *Harford County Chamber of Commerce*, *I95 Business* (online), *The Patch* – *Aberdeen*, *Bel Air*, *Fallston*, & *Havre de Grace* – May 21 – *Harford County Living* – May 2 – *HCC Monthly Newsletter ‘Harford Highlights’* – May 2025 – *The Aegis*, *The Aegis* (online) – April 30 – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch* – *Aberdeen*, *Bel Air*, *Fallston*, & *Havre de Grace* – April 23
- “Sharon Miller Obituary” – *Legacy.com* (online) – April 19
- “Harford County Activist Named Civil Rights Leadership Award Winner” – *Bel Air Patch* – April 17
- “A Time of Book Bans and Library Funding Cuts | Reader Commentary” – *The Baltimore Sun* (online) – April 11
- “Rural Maryland Libraries Depend on Vital Federal Funding | Guest Commentary” – *The Baltimore Sun* (online) – April 10



- “On the Chopping Block in Local Libraries: Adult Literacy Programs, Seed Swaps” – *The Baltimore Sun* (online) – April 7
- “HCPL Celebrates National Library Week” – *Fallston Patch eNewsletter* – April 3 – *Bel Air News & Views*, *I95 Business* (online), *Harford County Chamber of Commerce*, *The Patch – Aberdeen*, *Bel Air*, *Fallston*, & *Havre de Grace* – April 2

### **2025 National Library Week – April 6-12**

The Marketing Team created a campaign to celebrate National Library Week (NLW), which highlights the valuable role that libraries, librarians, and library workers play in transforming lives and strengthening communities. This year’s theme was “Drawn to the Library,” which encouraged engagement with libraries. Focus during the week included Right to Read Day, Library Workers Day, Outreach Day, and Take Action for Libraries Day.

A highlight of HCPL’s yearly celebration includes recognition by the Harford County Council at an April meeting where the system is presented with a Proclamation. Mary Hastler, Leslie Greenly Smith, and Jennifer Button attended the April 8 meeting to accept this year’s honor.

For National Library Week, marketing developed a comprehensive social media campaign that included a feature in our Weekly eNews, along with engaging posts, stories, and reels designed to encourage audience interaction. The campaign generated a total of 1,313 post engagements throughout the week. Our highlight video, *National Library Week – Animated Journey through HCPL*, was especially well-received, garnering over 2,800 views across Facebook, Instagram, and YouTube, with 145 user interactions.

We also asked customers online and who visited branches during NLW, “What Drew You to the Library Today”. We received nearly 525 responses with comments such as *I love everything about Whiteford Library-the staff, the wide selection of books, the programs they offer infants thru adults. It’s the best! To Our deep love of learning and the peace that reading brings to I come here after school to hangout! It’s very chill and homey here. To More books to read to my baby! 1000 books before kindergarten. To Picked up the kids early from school today, and I offered to stop here. They both exclaimed, “Yes! The library!”* and so much more!

### **May is National Get Caught Reading Month**

The Marketing Team created a campaign to celebrate the joy of reading and the magic it brings to our lives through encouraging HCPL customers to cozy up with a good book. Customers were asked to share photos on social media of them with their current book using #GetCaughtReading. This social media engagement was popular with customers and staff alike.

Branch involvement was strong, with staff sharing photos of themselves reading in fun and creative spots throughout their libraries, such as the cozy reading nooks at Abingdon. Customers also embraced the spirit of the campaign, with one reader getting caught reading upside down while practicing aerial yoga, another on an exercise bike, and many more in fun unique settings.

### **Bike to/from Work Day Pitstops**

Harford County Public Library was pleased to sponsor and participate in (2) Central Maryland Bike to Work events. Marketing coordinated the library’s engagement with an outreach table, manned by marketing staff, administrative staff, and branch staff at both events... sharing all things HCPL with attendees. The marketing team also put together and presented (2) gift baskets of signed ‘summer reads’ books and HCPL swag for winners of the popular raffle giveaway.

- Bike FROM Work
- May 13
- Edgewood Library Pit Stop, hosted by the Edgewood Library

- Bike TO Work
- May 16
- Bel Air Pit Stop, hosted by 220 S. Main Street
- 50 visits to our Traveling Library Van and Outreach Table

### **Foundation**

The Harford County Public Library Foundation met on May 27 at 6:30 pm at the Abingdon Library.

### **2025 Taste of Harford—Back for Seconds!**

The 2025 *Taste of Harford* was held on Sunday, May 18, from 1:00–4:00 PM at Vignon Manor Farm and was a resounding success. The event drew over 550 guests, who enjoyed tastings from 38 vendors—a mix of local restaurants, breweries, bakeries, and wineries.

- Net Proceeds: Exceeded \$33,000
- A heartfelt thanks to all vendors, sponsors, volunteers, and guests who helped make this event a community favorite!

### **Little Leaper Title Sponsorship Renewal**

We are pleased to announce that Celebree Schools has officially signed the Little Leaper MOU.

- **Commitment:** \$30,000 total over three years, in \$10,000 annual installments, with additional funding provided for signage.
- **Recognition:** Celebree will be honored during the Summer Reading Celebration as part of our sponsor recognition efforts.
- **Publicity:** Managed by MediaWise, with interviews scheduled for July 5 and July 10 (Abingdon Library).

### **Innovation Lab Sponsorship - Rosedale Federal Savings and Loan Association (Renewal)**

A renewal proposal has been submitted to Rosedale Federal Savings & Loan Association (RFS&LA) for the Innovation Lab:

- **Proposal Details:** \$10,000 commitment, distributed as \$2,000 annually over five years
- RFS&LA has also expressed interest in a new sponsorship: Stream Works at Bel Air: A proposal, \$25,000 structured over five years (\$5,000/year), has been submitted.

### **Build the Future over Breakfast – Panel Discussion**

In partnership with the Maryland Economic Development Corporation (MEDCO), HCPL hosted a strategic invitation-only breakfast and panel discussion:

- **Date:** Wednesday, June 25
- **Time:** 8:00–10:30 AM
- **Location:** Abingdon Library
- **Format:** Plated breakfast, limited to 60 guests

### **Panelists include:**

- **Moderator:** Tom Sadowski, Executive Director, MEDCO
- **Harry Coker** – Maryland Secretary of Commerce
- **Kimberly G. Ploskonka** – Director, ARL, DEVCOM
- **Nicole Funk** – Managing Director, Deloitte Consulting

**Focus:** Community engagement, economic development, enhancing collaboration around the assets at Aberdeen Proving Ground (APG) and the Army Research Lab (ARL), and the STEM Pipeline.

### **2025 Annual Gala – Epic Rewind: Eighties in the Stacks**

Save the date! Saturday, November 1<sup>st</sup>, 2025, from 6 pm – 10 pm for Epic Rewind: Eighties in the Stacks. The theme is in honor of Harford County Public Library's 80 years of service. The Gala video, which featured local leaders and library advocates, debuted on 5/17, the Friday before the Taste of Harford.

We will return to highlighting several restaurants at the Gala, rather than a single caterer. Participating Restaurants include The Local, Matsuri Sushi, Boards by Dana, Pairings, Island Spice, Vagabond, Market Street Brewing, Brooms Bloom Diary, Coffee, Full Circle Boards, and Kleins.

Kleins has committed to an in-kind sponsorship of \$10,000. APGFCU and Keene Dodge have also committed to sponsorships.

### **Saxons Diamond Centers Jewelry Raffle**

The 2025 Gala Raffle includes three elegant pieces generously donated by Saxon's Diamond Centers! The items include:

- Diamond Tennis Bracelet - 14kt white gold, bar link style, 4.03 carats in natural diamonds - Value: \$10,950
- Diamond Stud Earrings - 14kt white gold, martini style 4 prong 2.01 carats in natural diamonds - Value: \$11,250
- Sapphire and Diamond Ring – 18Kt white gold/ 2.1 carts natural sapphires 0.43 carats diamonds, - Value \$10,350

ONE LUCKY WINNER WILL CHOOSE WHICH ITEM TO TAKE HOME. They do not need to choose one at the time of purchase. Tickets are available in branches and online through October 20<sup>th</sup>. 1 for \$10 or 3 for \$25.

The First Gala Meeting was held on 6/10.

### **Additional Upcoming Events:**

Wheelchair Costume Workshop 10/3 – 10/4 Coppermine Bel Air Athletic Club with upcoming interviews scheduled to get the word out.

### **Statement of Financial Position April 30, 2025**

#### **Current Assets**

##### **ASSETS**

Checking/Savings	\$ 1,559,656.53
Accounts Receivable/Prepaid Other	\$ 28,746.63
Other Current Assets (Prepaid)	<u>\$ 12,245.39</u>
Total Current Assets	\$ 1,600,648.55

##### **LIABILITIES & EQUITY**

Accounts Payable	\$ 1,425.00
Other Current Liabilities	<u>\$ 95,332.16</u>
Total Current Liabilities	\$ 96,757.16

##### **Equity**

Temporarily Restricted Net Assets	\$ 1,236,915.13
Board Designated Net Assets	\$ 598.42
Unrestricted Net Assets	\$ 142,822.92
Net Income	<u>\$ 123,554.92</u>
Total Equity	\$ 1,503,891.39

**TOTAL LIABILITIES & EQUITY** **\$ 1,600,648.55**

### **Cultural Arts Board**

The Cultural Arts Board met in May and June. Recruitment for the Cultural Arts Board Outreach Coordinator position is underway and we hope to have the position filled soon.

Harford County Cultural Arts Board voted to affirm and forward to the Harford County Council the following Harford Living Treasure nomination: Hazel Numsen.

Harford County Cultural Arts Board welcomes Marge Hentschel as an Advisory Board member, appointed by the County Executive and confirmed by the County Council on June 3, 2025. Board Members, Lisa Mangione, has stepped down from the board due to personal reasons. This brings the Harford County Cultural Arts Advisory membership to 13 out of 15, with two seats vacant. The Board and the County Executive is reviewing submissions and has been supportive of the process.

### **Cultural Arts Board (CAB) Annual Gathering**

On April 23, artists, arts administrators, board members, volunteers, and partners were invited to this annual event, a celebration of the arts community in Harford County. Attendees connected, reflected, and experienced a joyous reminder of the vibrant community of creatives in our county.

This year included a special recognition of our Guest of Honor, Joan Henderson Hodous. Harford County's own renaissance woman, Mrs. Hodous is renowned for her passion and talent for the arts, education, adventurous spirit, and her unrelenting celebration of women's empowerment. A very big thanks to the Library Team who stepped in quickly and planned and executed a wonderful gathering.

Ms. Hastler met with representatives from MSAC regarding recent Fiscal Years grants as well as the upcoming FY 2026 grant. It was an informative meeting.

The grant portal has been updated and ready for FY 2026 applications to be submitted. Grant applications are due the end of July for Community Arts Grants.

**Special Collection** – On behalf of the incoming Chair and Executive Committee, Ms. Hastler presented Dr. Allen with a gift in recognition of his years of service as Chair. Additionally, in honor of his years of service, we are creating a special, curated children's picture book collection. As selectors identify new books that meet Dr. Allen's selection criteria, we will add the books to the collection and make a special note in the record. We'll include a special book plate in the book, and it will be interfiled in the existing collection. The first book to be added to this special collection is Dr. Allen's own book, *The Front Steps*.

Dr. Allen shared that this has been an honor of his lifetime, and this library system in particular is a very special place. Dr. Allen noted his intention to remain a Trustee through the end of the year, or at least through the next Library Gala!

### **ACTION ITEMS**

#### **Personnel Changes – Mr. Ross**

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

#### **NEW HIRES:**

**Kristen Harrison**, Children's Summer Assistant (temporary summer position), Edgewood Branch, 37.5 hours per week. Effective Date: May 27, 2025.

**Lina Abuothman**, Library Assistant II – Circulation, Jarrettsville Branch, 15 hours per week. Effective Date: June 9, 2025.

**Dorene Dorney**, Custodian, Bel Air Branch, 37.5 hours per week. Effective Date: June 9, 2025.

**PROMOTIONS:**

**Amanda Gergely**, Circulation Manager, Fallston Branch, 37.5 hours per week has been promoted to Librarian Children Services, Abingdon Branch, 37.5 hours per week. Effective Date: May 11, 2025.

**Rian Mitchell**, Circulation Supervisor, Abingdon Branch, 37.5 hours per week has been promoted to the position of Circulation Manager, Fallston Branch, 37.5 hours per week. Effective Date: July 6, 2025.

**OTHER CHANGES:**

**Barbara Rahl**, Library Associate II, Adult Services Department, Bel Air Branch, 20 hours per week has been awarded the position of Library Associate II – Teen Services, Adult Services Department, Bel Air Branch, 37.5 hours per week. Effective Date: April 27, 2025.

**Rachel Larkin**, Library Associate II Children Services, Joppa Branch, 37.5 hours per week has been awarded Library Associate II Children Services, Abingdon Branch, 37.5 hours per week. Effective Date: May 11, 2025.

**Laura Dudzinski**, Library Associate II – Learning & Sharing Center Coordinator, Bel Air Branch, 37.5 hours per week has been assigned an interim assignment as Library Associate II – Children’s Services, Joppa Branch, 37.5 hours per week. Effective Date: May 11, 2025.

**Raquel Warbington**, Senior Circulation Manager, Bel Air Branch, 37.5 hours per week has been assigned an interim assignment as Branch Manager, Joppa Branch, 37.5 hours per week. Effective Date: June 9, 2025.

**Erin Jolley**, Library Assistant II – Circulation, Bel Air Branch, 15 hours per week has been reassigned as Library Assistant II - Circulation, Fallston Branch, 15 hours per week. Effective Date: June 2, 2025.

**RETIREMENTS:**

**Kitty Duggan**, Administrative Assistant - Human Resources, Riverside, 37.5 hours per week. Effective July 1, 2025 with 28 years of service.

**Santa Jones**, Library Assistant II – Circulation, Joppa Branch, 37.5 hours per week. Effective September 1, 2025 with 19 years of service.

**RESIGNATIONS/TERMINATIONS:**

**Darian Tucker**, Custodian, Fallston Branch (also covers Joppa Branch), 37.5 hours per week. Effective Date: April 28, 2025.

**Heather Gagnon**, Library Associate I, Adult Services Department, Bel Air Branch, 20 hours per week. Effective Date: May 30, 2025.

**Shirlene Coleman**, Custodian, Havre de Grace, 37.5 hours per week. Effective Date: June 1, 2025.

**Christi Offutt**, Circulation Assistant, Whiteford Branch, 14 hours or fewer per week. Effective Date: June 5, 2025.

**Jamie Hinkle**, Library Assistant II, Aberdeen Branch, 37.5 hours per week. Effective Date: June 7, 2025.

**Theresa Stephens**, Senior Assistant Branch Manager – Children’s Services, Bel Air Branch, 37.5 hours per week. Effective Date: July 5, 2025.

**DISCIPLINARY ACTIONS:**

None

**LEAVE OF ABSENCE REQUESTS:**

An employee is requesting FMLA to care for a parent due to a serious health condition effective June 2, 2025, to August 25, 2025.

An employee is requesting FMLA to care for a parent due to a serious health condition effective June 1, 2025 to August 1, 2025.

An employee is requesting FMLA for own serious health condition effective May 5, 2025, to June 9, 2025.

An employee is requesting FMLA for own serious health condition effective July 1, 2025, to September 23, 2025.

An employee is requesting FMLA to care for a parent due to a serious health condition effective May 11, 2025, to May 10, 2026.

An employee is requesting FMLA for own serious health condition effective June 11, 2025, to July 28, 2025.

An employee is requesting FMLA for own serious health condition effective July 30, 2025, to October 22, 2025.

**OPEN POSITIONS:**

**Aberdeen Branch**

- **Librarian Children Service**, Aberdeen Branch, 37.5 hours per week. Posted internally/externally. Interview schedule for May 22, 2025.
- **Library Assistant II, Circulation**, Aberdeen Branch, 37.5 hours per week. Posted internally.

**Abingdon Branch**

- **Librarian Teen Service or Library Associate I/II Teen**, Abingdon Branch, 37.5 hours per week. Posted Internally. Interview Schedule June 6, 2025.
- **Circulation Supervisor**, Abingdon Branch, 37.5 hours per week. Posted internally.

**Administrative Office**

- **Administrative Assistant**, Administrative Office, 37.5 hours per week. On hold.
- **Cataloging Specialist**, Administrative Office, 37.5 hours per week. Posted internally. Interviews scheduled for June 9<sup>th</sup>.
- **Processing Specialist**, Administrative Office, 37.5 hours per week. Posted internally.
- **Chief Operating Officer**, Administrative Office, 37.5 hours per week. Effective Date: December 1, 2024. On Hold.
- **Cultural Arts & Community Outreach Coordinator**, Administrative Office, 37.5 hours per week. Posted internally/externally. (This position was previously Cultural Arts Board Coordinator, 20 hours per week)
- **Custodian**, Facilities & Operations Department, Administrative Office, 37.5 hours per week. (2 positions). On Hold.
- **Custodian**, Administrative Office, 19 hours per week. Filled by contractor.
- **Learning & Development Coordinator** Administrative Office, 37.5 hours per week. Posted internally/externally. Interviews scheduled for June 11<sup>th</sup> & 12<sup>th</sup>.
- **Web Developer**, Information Technology Department, Administrative Office, 37.5 hours per week. Posted internally/externally. Phone Interview Schedule June 13, 2025.

**Bel Air Branch**

- **Library Associate**, Adult Services Department, Bel Air Branch, 20 hours per week. (2 Positions) Posted internally/externally. Interviews scheduled for May 28, 2025. Recommendations to be forwarded.
- **Senior Assistant Branch Manager – Children's Services**, Bel Air Branch, 37.5 hours per week. To be posted.

- **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.

#### **Darlington Branch**

None

#### **Edgewood**

- **Library Associate I/II**, Edgewood Branch, 20 hours per week. On hold.
- **Library Assistant III Outreach**, Edgewood Branch, 37.5 hours per week. Posted internally/externally.

#### **Fallston Branch**

- **Custodian**, Fallston Branch (also covers Joppa Branch), 37.5 hours per week. Temporarily filled by contractor. Posted internally.
- **Library Associate I/II**, Fallston Branch, 20 hours per week. Posted internally/externally. Interviews scheduled for May 28, 2025. Recommendation to be forwarded.

#### **Havre de Grace Branch**

- **Custodian**, Havre de Grace Branch, 37.5 hours per week. Posted Internal.

#### **Jarrettsville Branch**

None

#### **Joppa Branch**

- **Library Associate I/II – Children’s Services**, Joppa Branch, 37.5 hours per week. Temporarily filled by another branch staff.

#### **Norrisville Branch**

None

#### **Whiteford Branch**

None

#### **FUTURE VACANCY DUE TO RETIREMENTS:**

- **Library Assistant II – Circulation**, Bel Air Branch, 37.5 hours per week. Effective Date: July 1, 2025.
- **Administrative Assistant**, Administrative Office, 37.5 hours per week. Effective Date: July 1, 2025.
- **Benefit Specialist**, Administrative Office, 37.5 hours per week. Effective Date: August 1, 2025. Posted internally/externally.
- **Library Assistant II – Circulation**, Fallston Branch, 20 hours per week. Effective Date: September 1, 2025.

#### **POSITION RECLASSIFIED:**

- **Jennifer Mitchell**, Library Assistant II – Technical Services, Technical Services Department, Administrative Office, 37.5 hours per week, Grade 40 has been reclassified to Cataloging Specialist, Technical Services Department, Administrative Office, 37.5 hours per week, Grade 70. Effective Date: May 25, 2025.
- **Lienna Hillenburg**, Library Associate II – Technical Services (Cataloging), Technical Services Department, Administrative Office, 37.5 hours per week, Grade 70 has been re-titled to Cataloging Specialist, Technical Services Department, Administrative Office, 37.5 hours per week, Grade 70. Effective Date: May 25, 2025.

### **HCPL Library Jobs:**

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=A8oFE008691EC4F03A189014B9C1100A>

*The following are examples of some sites that maybe used to recruit for open positions: LinkedIn, Indeed, American Library Association (ALA), Marylib listserv, CareerBuilder, Monster.com, and Facebook.*

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

### **FY2026 Operating Budget and Capital Improvement Budget**

Ms. Hastler reviewed the FY2026 Operating & Capital Budgets that were recently approved by the County Council. Trustees had opportunity to discuss, and Dr. Allen noted that 83% of the Operating Budget comes from Harford County. We are very appreciative of the County Executive's recommendation of a 3% salary increase along with accompanying expenses for FY 2026.

Dr. Allen requested a motion on the FY2026 Operating & Capital Budgets as presented.

**MOTION: Motion by Mr. Etting, seconded by Colonel Vogelhut, US Army Retired and approved by unanimous vote to approve the FY2026 Operating & Capital Budgets as presented.**

### **FY26 Board Officer Nominations**

Dr. Allen presented the following nominations for Board Officers for FY26, effective July 1, 2025:

Chair – Carol Wright  
Vice Chair – Jonas Vogelhut  
Treasurer – Michael Woods

There was a discussion among Trustees regarding the Board sub-committee selections for FY26. Dr. Allen confirmed the assignments for FY26, effective July 1, 2025, as follows:

- Executive: Carol Wright, Jonas Vogelhut, Michael Woods
- Budget & Finance: Michael Woods (Chair), Monique Head, Errol Etting
- Capital Improvements: Monique Head (Chair), new appointee, Terrance Flannery
- Human Resources: Jonas Vogelhut (Chair), Carol Wright, Errol Etting
- OPEB Trust: Carol Wright, Mary Hastler, Kathy Cogar
- Representing the Library Board on the Foundation Board: Carol Wright, Jonas Vogelhut, Terrance Flannery

Dr. Allen requested a motion to close the nominations and approve the slate of officers as presented.

**MOTION: Motion by Mr. Woods, seconded by Mr. Etting and approved by unanimous vote to approve the FY2026 Board Officer nominations as presented.**

### **OLD BUSINESS**

There was no old business.

### **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 final FY2025 CEO Work Plan.

**MOTION: Motion by Colonel Vogelhut, US Army Retired, seconded by Mr. Etting, 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 7:21PM and the Executive Session began at 7:22PM.

Present during the Executive Session were: Dr. Allen; Mr. Etting; Dr. Head; Colonel Vogelhut, US Army Retired; Mr. Woods; Ms. Wright; Ms. Hastler, and Ms. Button. Note – Mr. Woods left before the conclusion of the Executive Session.

Ms. Hastler presented the final CEO FY2025 Work Plan.

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

The Executive Session was closed at 7:34PM and the Public Meeting resumed at 7:34PM for the sole purpose of adjournment.

**ADJOURNMENT OF PUBLIC MEETING**

Ms. Wright declared the public meeting adjourned at 7:34PM.