

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting February 16, 2022**

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**7:00 p.m. CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**APPROVAL OF MINUTES**

January 19, 2022 LBOT Meeting

**AGENDA CHANGES**

**REPORTS**

Brambleton Library Report:

Director's Report:

**Branch Manager Christine Thompson and Friends Group**

**Library Director Chang Liu**

**INFORMATION ITEM:**

**II 01** Virginia Library Association Update

**II 02** Staffing Update

**II 03** Library Governance Discussion Update

**II 04** Intellectual Freedom Discussion

**II 05** Overview of Collection Management Services

**CLOSED EXECUTIVE SESSION (if needed)**

**ADJOURNMENT**

**Remote access via WebEx for the Library Board of Trustees Meeting**

Library Board of Trustees Meeting

February 16, 2022 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=ee80f5322a2e5baa4b1cfa3c6c3c166f4>

Password: LBOT

Telephone Access

Call 1-844-992-4726

Enter access code: 2334 489 1027#

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**DATE & TIME: February 16, 2022, at 7:00 p.m.**

**LOCATION: 102 North Street NW Suite A Leesburg VA 20176**

**ACCOMMODATIONS:** To request a reasonable accommodation for any type of disability, please call 703-737-8468. Three days prior notice is requested.

**Loudoun County Public Library**  
**Board of Trustees Meeting Minutes**  
January 19, 2022

The Library Board of Trustees (LBOT) met Wednesday, January 19, 2022 at 7:02 p.m. The Chair and the Secretary were present.

**Present**                   Christina Olorunda, Chair  
                                  Walter Purnell, Vice Chair  
                                  Alana Boyajian  
                                  Kush Jenkins  
                                  Kathleen Kuhn  
                                  Monti Mercer  
                                  Christine Newton  
                                  Sara Pensgard  
                                  Chang Liu, Director

**Absent**                    Priscilla Martinez

**I. CALL TO ORDER**

Chair Olorunda read the statement for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic. All trustees participated remotely. Chair Olorunda called the meeting to order at 7:02 p.m. and called for a moment of silence.

**II. PUBLIC COMMENT**

None.

**III. BOARD COMMENT**

All of the Trustees offered congratulations to Loudoun County Public Library (LCPL) for once again being named an America's Star Library by *Library Journal*, and for earning a four-star designation for the first time. Trustees expressed their gratitude for staff's continued hard work, flexibility during winter weather and through changes in programming format.

Trustee Jenkins and Chair Olorunda both commended branch staff on the Teen book subscription boxes. Chair Olorunda also commended library staff at Ashburn who have created a "sunshine committee" to bring joy to their fellow employees.

Trustees Newton and Pensgard noted that if Covid-19 home testing kits become available again for library distribution, consideration should be given to planning and coordination to allow staff to continue to serve the community while handling test kit distribution.

**IV. DIRECTOR COMMENT**

Library Director Chang Liu thanked the LBOT for their words of encouragement. Director Liu pointed out that of 16,000 total public libraries in the U.S., only 5,608 are eligible to be rated by *Library Journal*, and only 262 are named Star Libraries. Director Liu also informed the LBOT that LCPL is one of three library systems in Virginia to be named Star Libraries in

2021, that LCPL has been named a Star Library six times in the past ten years, and that this is our first year to earn four stars.

Director Liu asked that Division Manager for Programming and Community Engagement Susan VanEpps give the LBOT an update on the Covid-19 home test kits project. Ms. VanEpps updated the LBOT on LCPL's distribution of 1,224 home test kits received from the Virginia Department of Health (VDH). The test kits were distributed by library staff to Loudoun County residents who were signed up for food distribution events through the Red Cross and Loudoun Hunger, and to low income seniors visited by LCPL Outreach Services staff.

Chair Olorunda thanked Ms. VanEpps and her staff for their work on this project and expressed appreciation for the collaboration with the County and State.

Director Liu asked HR Administrative Manager Cheryl Granger to update the LBOT on some of the recent County leave changes related to Covid-19. Ms. Granger informed the LBOT that at the end of 2021, County departments received a new table of scenarios to utilize for Covid-19 related staffing situations, and noted that the most significant change was that the quarantine time required for most situations went from 10 days to 5 days (provided that staff felt well enough to return to work after 5 days). Ms. Granger also noted that the County reinstated Pandemic Paid Sick Leave (PPSL).

Director Liu then informed the LBOT that the FY 2023 proposed budget will be presented by County Administrator Hemstreet to the Board of Supervisors (BOS) on February 9<sup>th</sup> at 5pm.

Trustee Boyajian asked if mask requirements were changing on the County level; Director Liu responded that masking in County buildings for staff and members of the public ages 2 and up is a County requirement which has not changed.

## **V. AGENDA CHANGES**

None.

## **VI. READING AND APPROVAL OF MINUTES**

Trustee Kuhn moved to approve the minutes from the December 15, 2021 LBOT meeting. Trustee Newton seconded the motion, which carried **7-1-0-1 (yes/abstained/no/not present)**.

## **VII. REPORTS**

Ashburn Library Branch Manager Mary Butler and Friends of Ashburn Library President Dale VanAtta presented reports on the work of Ashburn Library and the Friends of Ashburn Library during the past year. The reports were received by the LBOT Secretary and placed on file.

## **VIII. DIRECTOR'S REPORT**

Director Liu presented the Director's Report for December 2021. The report was received by the LBOT Secretary and placed on file.

## **IX. INFORMATION ITEMS**

**II 01 LCPL FY 2022 Budget Update**

Director Liu presented the July 1, 2021 – December 31, 2021 budget update. See the Director's Report.

### **II 02 LCPL Staffing Update**

Division Manager for Branch Services Sydney McCoy provided a staffing update and informed the LBOT that since June 2021 LCPL has had 24 internal promotions, hired 30 new staff, and arranged for 15 transfers, with more transfers pending and 16 vacancies that are currently in the interviewing process, posted for applications, or have offers pending. Ms. McCoy explained that the 10 remaining positions are at the aide level and will not be filled while LCPL is waiting for a decision from the BOS on their number 1 priority FY2023 Resource Request.

### **II 03 Library Governance Discussion Update**

Chair Olorunda read the letter sent to the BOS on December 31, 2021. See LBOT letter attached.

Chair Olorunda updated the LBOT that on January 4, 2022 the BOS voted to remove the legislative initiative regarding library governance from the BOS 2022 legislative program.

Chair Olorunda provided an overview of the establishment of LCPL according to Virginia Code, and the financial and personnel agreements between the LBOT and BOS which lay out the roles and responsibilities of the LBOT, BOS, County Administration, and Library Director. Chair Olorunda reiterated that the management of library operations and staff are delegated to the Director. Chair Olorunda reiterated the LBOT's commitment to honoring those agreements and to continued collaboration in serving the public.

## **X. ACTION ITEMS**

### **AI 01 Approval of the LBOT Meeting Schedule for Calendar Year 2022**

Chair Olorunda noted that her forthcoming motion to move the December 2022 LBOT meeting from December 21 to December 14 was intended to avoid scheduling the meeting during Hanukkah week.

Chair Olorunda moved to approve the LBOT meeting schedule for calendar year 2022 as proposed, with the exception of moving the December 2022 LBOT meeting to December 14, 2022. Trustee Kuhn seconded the motion. The motion passed **8-0-0-1 (yes/abstained/no/not present)**.

## **XI. ADJOURNMENT**

The meeting was adjourned at 9:08 p.m.

Respectfully submitted by,

*Chang Liu*

Chang Liu

Director, LCPL

Adopted by the Board in January 2022

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(Signature of Presiding Officer)

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II01 Virginia Library Association Update**

<b>SUBJECT:</b>	Virginia Library Association Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	February 16, 2022
<b>RECOMMENDATION:</b>	Director Liu will provide the latest information from the Virginia Library Association (VLA) pertaining to VLA's legislative program for 2022.
<b>BACKGROUND:</b>	On February 1, 2022, Director Liu received VLA's Legislative Program for 2022 that was approved by the VLA Council. See attached.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	VLA's Legislative Program for 2022
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



## Legislative Program 2022

### 1. *Support the Freedom to Read.*

**The freedom to read is essential to our democracy, and VLA opposes efforts to suppress in any way any Virginian's freedom to read, and with this, attempts to remove or limit access to reading materials, to censor content in schools, to label "controversial" views and materials, to distribute lists of "objectionable" books or authors, and to remove valuable materials and content from libraries.**

Recent activities across Virginia have attempted to limit the freedom to read and remove titles from libraries in violation of local policies. We oppose these efforts at all levels in Virginia and will defend the freedom to read as articulated in "The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed January 20, 2022)

### 2. *Strengthen State funding for public libraries to improve childhood literacy and invigorate STEAM-focused instruction in schools.*

**VLA proposes that the Commonwealth strengthen State funding for public library materials and programs that target childhood literacy and STEAM instruction before and during school-age years, using traditional library materials as well as contemporary digital library materials including ebooks, audiobooks, streaming media, and electronic databases.**

<b>FY2023</b>	<b>\$2.5 million</b>
<b>FY2024</b>	<b>\$2.5 million</b>

Recent studies document significant improvement in childhood literacy that result from summer reading programs and strong access to print and digital materials provided by public libraries. Data from Virginia public libraries also show strong demand for and use of print and digital materials that extend STEAM learning outside the classroom and support STEAM-focused curriculums. This funding will help Virginia's public libraries provide the 21st century library materials needed by school programs focused on foundational literacy and STEAM education throughout Virginia.

This funding also would represent a modest step forward in restoring the viability and vitality of the State Aid program, which the Joint Legislative Audit and Review Commission (JLARC) found in 2001 to be an effective investment that leverages local spending and achieves cost efficiencies and economies of scale. State Aid to Public Libraries has been deeply cut over the past 15 years, declining by over \$5 million in constant dollars to a level last seen in FY 1999. State Aid now falls about \$9.6 million short of full-funding and represents 65 percent of the \$27.67 million in funds required under the formula funding program established under state law.

### 3. *Support the Library of Virginia.*

**In addition to supporting increased funding for local public libraries, VLA also supports the Library of Virginia's legislative and budgetary priorities and proposes that the General Assembly continue to strengthen its financial foundation.**

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 02 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and Branch Services Division Manager Sydney McCoy
<b>ACTION DATE:</b>	February 16, 2022
<b>RECOMMENDATION:</b>	Director Liu and Division Manager McCoy will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1103 Library Governance Discussion Update**

<b>SUBJECT:</b>	Library Governance Discussion Update
<b>CONTACT:</b>	Chair Christina Olorunda
<b>ACTION DATE:</b>	February 16, 2022
<b>RECOMMENDATION:</b>	Chair Olorunda will provide an overview of the Board of Supervisors' and LBOT's discussions and actions about LCPL governance so far, then open the floor for comments/questions/suggestions by the Trustees.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: I 04 Intellectual Freedom Discussion**

<b>SUBJECT:</b>	Intellectual Freedom Discussion
<b>CONTACT:</b>	Director Chang Liu and Chair Christina Olorunda
<b>ACTION DATE:</b>	February 16, 2022
<b>RECOMMENDATION:</b>	Director Liu and Chair Olorunda would like to once again share the fundamental documents mentioned in the Library's Collection Management Policy. These documents are: ALA's Library Bill of Rights; ALA's The Freedom to Read Statement; and ALA's Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights. See attached.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	ALA's Library Bill of Rights; ALA's The Freedom to Read Statement; and ALA's Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftfrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

## Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.<sup>3</sup>

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."<sup>4</sup> Libraries and their governing bodies

cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.<sup>5</sup>

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup> *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

<sup>2</sup> *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

<sup>3</sup> "Privacy: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

<sup>4</sup> "Libraries: An American Value (<http://www.ala.org/advocacy/intfreedom/americanvalue>)," adopted on February 3, 1999, by ALA Council.

<sup>5</sup> "Rating Systems: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems>)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.



**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1105 Overview of Collection Management Services**

<b>SUBJECT:</b>	<b>Overview of Collection Management Services</b>
<b>CONTACT:</b>	Director Chang Liu and Collection Management Services Division Manager Jessica West
<b>ACTION DATE:</b>	February 16, 2022
<b>RECOMMENDATION:</b>	Director Liu and Division Manager West will provide an overview of LCPL’s collection management process, reviewing the Library’s Collection Management Policy and the Reconsideration(Challenge) Procedures. See attached.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LCPL’s Collection Management Policy and the Reconsideration(Challenge) Procedures
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## 2. Collection Management

### Collection Development

Loudoun County Public Library (LCPL) provides a range of materials in a variety of formats to meet the needs and interests of its customers.

Items in LCPL's collection are selected based on intrinsic merit, appropriateness, and customer demand. LCPL strives to offer a balanced assortment of viewpoints in all subject areas. Materials are judged on the entirety of the work and not on isolated passages. LCPL is an apolitical public service. Therefore, opinions shared in materials are neither endorsed by LCPL, its Director, nor the Loudoun County Public Library Board of Trustees (LBOT).

Use and access of materials by minors is solely the responsibility of each minor's legal guardian(s).

[Customer input regarding the selection](#) or [reconsideration](#) of materials is encouraged and reviewed promptly. The LBOT endorses and supports the LCPL Reconsideration (Challenge) Procedures developed by staff.

The LBOT endorses the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the ALA's [Access to Library Resources and Services for Minors](#) statement and interprets these statements to include all materials regardless of format.

### Collection Maintenance

Materials that are outdated, no longer in demand, or in poor condition may be removed from the collection and distributed to LCPL support groups for sale or surplus auction held by Loudoun County Government.

**Effective June 16, 2021**

# LCPL Guidelines and Procedures | Current as of February 2022

## Reconsideration (Challenge) Procedures

<b>Prepared By:</b> Jessica West	<b>Approved By:</b> Chang Liu	<b>Updated By:</b>
<b>Date:</b> 1/28/2022	<b>Position:</b> Library Director	<b>Updated Date:</b>
<b>Division:</b> Collection Management Services	<b>Associated Policies, Guidelines, or Procedures:</b> Collection Management Policy	<b>Review Schedule:</b> Annual

### Purpose

Loudoun County Public Library recognizes that differences of opinion may exist in the community about the value and suitability of materials in the library's collection. It is the library's position that while anyone is free to reject for themselves materials of which they do not approve, they may not restrict the use and access by others. The library carefully evaluates suggestions from customers to consider the removal or reclassification of material in the library collection.

Responsibility for the use and access of library materials by children and young adults rests with their parents or legal guardians. Loudoun County Public Library does not stand *in loco parentis*. It is the responsibility of parents to monitor what their children check out.

Library materials are not marked or identified by the library to show approval or disapproval of the contents. No book or other library material is sequestered, except for the purpose of protecting it from injury or theft. Materials that have been accepted into the collection as qualifying under the criteria for selection will not be automatically removed at the request of those who disagree with their content. The following procedures are a guide for handling a request for reconsideration.

### Informal Reconsideration

1. Staff should listen respectfully to the customer. As soon as possible, staff should locate the branch manager or person-in-charge (PIC) to speak with the customer. As appropriate, the manager or PIC should briefly explain the following points from the library's collection management policy:
  - Loudoun County Public Library strives to provide a wide range of materials in a variety of formats to meet the needs and interests of a diverse public.

- Opinions and viewpoints shared in materials are not endorsed by LCPL or its staff.
  - Staff should remind the customer that individuals are free to select or reject materials for themselves. However, our goal is to ensure that a broad spectrum of materials are available for other customers who might be interested in these items.
2. If the customer suggests removing the item from the library or restricting access because, in the customer's opinion, the item is not appropriate for children, staff should explain that only parents have the right to determine what resources are acceptable for their children. It is the responsibility of parents to monitor what their children check out.
  3. Staff should remind the customer that library staff are always available to help locate materials that are of interest and may appeal to them.
  4. If the customer would like to pursue this challenge further, staff should provide the customer with a copy of these procedures, LCPL's [collection management policy](#), the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the [ALA's Access to Library Resources and Services for Minors](#), and point the customer to or provide a hard copy of the Request for Reconsideration form, which is available via [LCPL's website](#) or in the [Collection Management](#) channel on Teams.
  5. Staff should send the completed Request for Reconsideration form to the division manager of collection management services, who will respond to the customer's request.

### **Formal Reconsideration Process**

The following steps will be used when a customer submits a request for reconsideration. Each step in the process is to be completed within 30 days or less. Once the form is received, it is considered a formal request. For the duration of this process, the material in question will remain in circulation in the library collection.

1. The division manager of collection management services will respond to the customer in writing based on the library's collection management policy.
2. If the customer is not satisfied with the division manager's response, the reconsideration request will be passed to the library director, who will look into the matter further and respond to the customer in writing.
3. Any appeal of the director's decision must be made in writing to the Library Board of Trustees.

When the board receives the appeal, the library director and the chair of the Library Board of Trustees will form a review committee comprising a member of the staff (not to include the library director), a library board member (not to include the chair), and a non-partial community representative.

The following steps are then carried out by the review committee within a period of 45 days or less:

1. Read, view, or listen to the material in question.
2. Review any awards, recommended lists, and reviews of the material.
3. Determine the extent to which the material meets the [collection development policy](#), the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the [ALA's Access to Library Resources and Services for Minors](#), and consider the customer's written complaint.
4. Discuss the material confidentially.
5. Write and submit a report to the library director detailing the committee's recommendation.

The customer is notified of the committee's recommendation and invited to attend all library board meetings where the reconsideration request will be considered. The library director then presents the committee's report and recommendation to the board as an information item. At the next scheduled library board meeting, when the board has received sufficient information to proceed, the board votes to either:

1. Make no changes to the material.
2. Re-catalog the material.
3. Remove the material.

The decision of the library board will be final.

Materials that have been reviewed by the Library Board of Trustees, as the result of a formal request, will not be reconsidered for a period of one year. Should a new reconsideration request for the same material occur within a year of a decision, a copy of the response to the previous complaint will be sent to the individual or group submitting the new reconsideration request.

## Library Trust Funds Holdings

1/31/2022

<b>Irwin Uran Trust Fund</b>	<b>\$ 84,401.10</b>	LGIP*	0.104%
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<b>Symington Trust Fund</b>	<b>\$ 86,940.26</b>	LGIP*	0.104%
		CD**	Trade Date    Maturity    Yield
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20    03/18/25    1.250%
	<b>\$ 851,824.65</b>	<i>FVC Bank</i>	02/19/19    02/19/24    3.005%
	<b>\$ 874,814.45</b>	<i>United Bank</i>	03/22/18    03/22/23    3.000%
	<b>\$ 845,245.27</b>	<i>United Bank</i>	03/29/17    03/29/22    2.000%
	<b>\$ 905,059.01</b>	<i>John Marshall Bank</i>	03/31/21    03/31/26    0.750%
<b>Symington Total</b>	<b>\$ 4,414,136.95</b>		

<b>James Horton Trust Fund</b>	<b>\$ 29,838.74</b>	LGIP*	0.104%
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\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund  
Fund 1220  
FY22**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 4.08	\$ 84,370.51	0.058%
<b>August</b>	\$ 84,370.51	\$ -	\$ -	\$ -	\$ 84,370.51	\$ 4.36	\$ 84,374.87	0.062%
<b>September</b>	\$ 84,374.87	\$ -	\$ -	\$ -	\$ 84,374.87	\$ 4.22	\$ 84,379.09	0.060%
<b>October</b>	\$ 84,379.09	\$ -	\$ -	\$ -	\$ 84,379.09	\$ 4.15	\$ 84,383.24	0.059%
<b>November</b>	\$ 84,383.24	\$ -	\$ -	\$ -	\$ 84,383.24	\$ 4.57	\$ 84,387.81	0.065%
<b>December</b>	\$ 84,387.81	\$ -	\$ -	\$ -	\$ 84,387.81	\$ 5.98	\$ 84,393.79	0.085%
<b>January</b>	\$ 84,393.79	\$ -	\$ -	\$ -	\$ 84,393.79	\$ 7.31	\$ 84,401.10	0.104%
<b>February</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 34.67	\$ 84,401.10	

\*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust  
Fund 1223  
FY22**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,414,101.24	\$ -	\$ -	\$ -	\$ 4,414,101.24	\$ 8.36	\$ -	\$ 4,414,109.60	0.058%
August	\$ 4,414,109.60	\$ -	\$ -	\$ -	\$ 4,414,109.60	\$ 8.94	\$ -	\$ 4,414,118.54	0.062%
September	\$ 4,414,118.54	\$ (8.61)	\$ -	\$ -	\$ 4,414,109.93	\$ 4.35	\$ -	\$ 4,414,114.28	0.060%
October	\$ 4,414,114.28	\$ -	\$ -	\$ -	\$ 4,414,114.28	\$ 4.27	\$ -	\$ 4,414,118.55	0.059%
November	\$ 4,414,118.55	\$ -	\$ -	\$ -	\$ 4,414,118.55	\$ 4.71	\$ -	\$ 4,414,123.26	0.065%
December	\$ 4,414,123.26	\$ -	\$ -	\$ -	\$ 4,414,123.26	\$ 6.16	\$ -	\$ 4,414,129.42	0.085%
January	\$ 4,414,129.42	\$ -	\$ -	\$ -	\$ 4,414,129.42	\$ 7.53	\$ -	\$ 4,414,136.95	0.104%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 4,414,101.24</b>	<b>\$ (8.61)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,414,092.63</b>	<b>\$ 44.32</b>	<b>\$ -</b>	<b>\$ 4,414,136.95</b>	

\*Ending Balances include CD's and Money Market balances - see holding tab

\*\*Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

\*\*\*July and August Interest calculated based off 7.1.20 CD Balances, corrected in September\*\*\*

CD's as of 12/31/2021

<b>\$ 905,059.01</b>		<i>John Marshall Bank</i>	3/31/2021	3/31/2026	0.750%
<b>\$ 850,253.31</b>		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
<b>\$ 851,824.65</b>		<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
<b>\$ 874,814.45</b>		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
<b>\$ 845,245.27</b>		<i>United Bank</i>	3/29/2017	3/29/2022	2.000%
<b>\$ 4,327,196.69</b>					



**James Horton Prog for the Arts Trust Fund  
Fund 1222  
FY22**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Month Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 28,326.70	\$ -	\$ -	\$ -	\$ 28,326.70	\$ 1.37	\$ 28,328.07	0.058%
<b>August</b>	\$ 28,328.07	\$ -	\$ -	\$ -	\$ 28,328.07	\$ 1.46	\$ 28,329.53	0.062%
<b>September</b>	\$ 28,329.53	\$ -	\$ -	\$ -	\$ 28,329.53	\$ 1.42	\$ 28,330.95	0.060%
<b>October</b>	\$ 28,330.95	\$ -	\$ 1,500.00	\$ -	\$ 29,830.95	\$ 1.47	\$ 29,832.42	0.059%
<b>November</b>	\$ 29,832.42	\$ -	\$ -	\$ -	\$ 29,832.42	\$ 1.62	\$ 29,834.04	0.065%
<b>December</b>	\$ 29,834.04	\$ -	\$ -	\$ -	\$ 29,834.04	\$ 2.11	\$ 29,836.15	0.085%
<b>January</b>	\$ 29,836.15	\$ -	\$ -	\$ -	\$ 29,836.15	\$ 2.59	\$ 29,838.74	0.104%
<b>February</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 28,326.70	\$ -	\$ 1,500.00	\$ -	\$ 29,826.70	\$ 12.04	\$ 29,838.74	

\*Interest Earnings Based On Average LGIP Rate For the Month