

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting December 14, 2022

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Acting Director's Comment

APPROVAL OF MINUTES

November 16, 2022, LBOT Meeting

AGENDA CHANGES

REPORTS

Lovettsville Library Report:

Branch Manager Myisha Fuller

Director's Report:

Library Acting Director Michael VanCampen

Committee Reports:

LBOT Chair Christina Olorunda

INFORMATION ITEM:

II 01 FY2023 and FY2024 Budget Update

II 02 Staffing Update

II 03 LCPL Strategic Plan Extension

II 04 Challenge Procedures in Reference to Third Party Vendors

ACTION ITEM:

AI 01 Approval of Calendar Year 2023 LBOT Meeting Schedule

AI 02 Approval of Calendar Year 2023 LCPL Holiday Schedule

AI 03 Approval of LCPL Strategic Plan Extension

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: December 14, 2022, at 7:00 p.m.

LOCATION: Rust Library 380 Old Waterford Road NW 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
November 16, 2022

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, November 16, 2022 at 7:00 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair (attended remotely for reason of illness from Ashburn, VA)
Sara Pensgard, Vice Chair
Alana Boyajian
Mary Colucci
Erika Daly
Kathleen Kuhn (attended remotely for personal reasons from Sterling, VA)
Priscilla Martinez
Monti Mercer
Christine Newton
Michael Van Campen, Acting Director

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:01 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Vice Chair Pensgard shared that the LBOT holiday cards arrived for Trustees, and recommended that Trustees consider sending cards to their Supervisors with well wishes. She also noted how pleased she is by Loudoun County Public Library's (LCPL) focus on soliciting public input on operations, including community events, the Suggest a Purchase function, and the Program Feedback Form.

Trustee Daly thanked Acting Director Van Campen and the staff of the Western branches including Rust Library for their generosity with their time and information during recent tours.

Trustee Collucci echoed Trustee Daly's appreciation for her recent tour of library branches. She also expressed how impressed she was by the content shared during the LCPL Town Hall, including the use of data, and the availability of additional bilingual e-books for children. She commended staff for incredible programming and noted that the biggest challenge we have is making sure the public is aware of everything the public library has to offer.

Trustee Newton thanked Acting Director Van Campen and Finance & Budget Manager Nan Paek for an excellent presentation to County Administration during their recent budget meeting. She noted she's pleased that LCPL continues to add more electronic resources to the collection.

Trustee Martinez expressed her appreciation for Acting Director Van Campen for stepping in to lead in Director Chang Liu's temporary absence. She asked meeting attendees to remember the recent local tragedies in Maryland and Virginia and recent incidences of antisemitism in Montgomery County, and to pause to remember those in our community who need support.

Trustee Mercer echoed appreciation for Acting Director Van Campen, and for the energy and excitement of the two new Trustees. Trustee Mercer also pointed out that this is a busy season and encouraged attendees to be patient and kind with everyone they encounter during this time.

Trustee Boyajian expressed her continued amazement at the work being done and the resources available at LCPL. She thanked Chair Olorunda and all others who put together the LBOT retreat, in particular Acting Director Van Campen for his walkthrough of the Strategic Plan. She also shared a recent experience telling a friend about Kanopy and helping them download it, and how satisfying it is to connect the community with library resources.

Chair Olorunda thanked Acting Director Van Campen for his hard work and dedication and encouraged Trustees to join future Town Halls when possible. She shared that agenda items relating to the reconsideration process as well as the possibility of extending the Strategic Plan will be discussed at December's LBOT meeting.

IV. DIRECTOR COMMENT

Acting Director Michael Van Campen shared that the freestanding meeting pods to provide privacy for customers have been installed at the Lovettsville Library and the Law Library. He also recognized and thanked the Loudoun Library Foundation for their award of over \$40,000 in 10 different grants for staff-led projects and programming.

V. AGENDA CHANGES

None.

VI. READING AND APPROVAL OF MINUTES

Trustee Newton moved to approve the September LBOT meeting minutes and Trustee Pensgard seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Trustee Boyajian moved to approve the Retreat minutes. Trustee Newton seconded.

Approved **8-1-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Division Manager for Technology Services Dan Bureau presented a report on the work of the Technology Services Division. The report was received by the LBOT Secretary and placed on file.

Chair Olorunda commended LCPL's use of data to back up decisions about selections for the collection, programming, and other operations.

Trustee Martinez thanked Division Manager Bureau for his presentation and inquired whether LCPL collects a record of patron searches for titles not in the collection. Division Manager Bureau responded that LCPL does not log search data, but does track Suggest a Purchase requests. He also shared that after adding a new link for Suggest a Purchase to the public catalog, these requests increased by 37%. Division Manager Bureau highlighted that LCPL's goal is to make library resources more accessible and hear from customers more.

Trustee Mercer asked Division Manager Bureau to describe the challenges and lessons learned during the library's response to Covid-19. Division Manager Bureau responded that the Technology Services team learned to pivot and to be responsive to changing needs, including by developing an in-house ticketing system.

Chair Olorunda highlighted data shared in the report showing the benefits of recent changes to library open hours, and expressed her excitement that Head of Makerspace Services Sheila Ryan has joined the Technology Services division.

VIII. DIRECTOR'S REPORT

Acting Director Van Campen presented the Director's Report for September - October 2022. The report was received by the LBOT Secretary and placed on file.

IX. COMMITTEE REPORTS

Executive Committee: Chair Olorunda created an ad hoc Executive Committee, to consist of the LBOT Chair and Vice Chair, to respond to urgent issues and to share any items that may need to be added to meeting agendas.

Governance Committee: Trustee Boyajian reported on a webinar presented by the Virginia Library Association entitled "How to Keep Up: Tracking Legislation and Elected Officials," and shared information from the presentation on how to engage in the civic process.

Trustee Daly offered to share information with Trustees about coordinating simple advocacy for local representatives and recommended sending holiday cards to representatives at state and national levels.

X. INFORMATION ITEMS

II 01 FY 2023 AND FY 2024 Budget Updates

Acting Director Van Campen shared revenues and expenditures for the first quarter of FY 2023, which are in line with projections. Trustee Daly requested the addition of information about donations to future budget updates.

Acting Director Van Campen also reported on a recent budget meeting that included County Administrator Tim Hemstreet, Trustees Mercer and Newton, and Finance & Budget Manager Nan Paek. He shared that LCPL supports County Administrator Hemstreet's prioritization of compensation for existing County staff in the FY 2024 budget. He underscored that in the event that resource requests are included in the budget, LCPL's strong focus will be on the first resource request for a Visual Communications Specialist.

Trustees Newton and Mercer commended Acting Director Van Campen for his presentation, and shared their impressions of the meeting.

II 02 Staffing Update

Acting Director Van Campen shared that LCPL has hired or promoted 7 Library Assistants: 6 part time and 1 full time position were filled, including 2 promotions. Acting Director Van Campen shared that these were openings that were held pending the transition of Library Aide positions to Library Assistant positions.

Trustee Boyajian asked about current open positions: Acting Director Van Campen listed the positions currently open, including an IT Analyst position, several part time Library Assistant positions, 1 Head of Adult Services position at Purcellville Library, and 2 open Teen Librarian positions.

II 03 Calendar Year 2023 LBOT Meeting Schedule

Acting Director Van Campen shared the LBOT meeting dates and presentation plans for Calendar Year 2023. He also proposed that LBOT meetings all be held at Rust Library for Calendar Year 2023.

Chair Olorunda highlighted the plan to hold a Board Retreat in October and asked for any input on the October timeframe for the Retreat.

Trustee Martinez noted that April 19th is directly adjacent to the Eid holiday, and as such she would not be able to be in attendance for that meeting.

Chair Olorunda clarified that per LBOT's attendance bylaw, more than 3 absences in a 12-month cycle could be taken into consideration by the LBOT, but may not necessarily be referred to or taken up by the Board of Supervisors.

Vice Chair Pensgard noted that the proposed Calendar Year 2023 LBOT Meeting Schedule will be an action item on next month's agenda and that any proposed new dates would be considered then.

II 04 Calendar Year 2023 LCPL Holiday Schedule

Acting Director Van Campen shared the proposed holiday schedule for 2023 and noted that the upcoming New Year's holidays are already decided. He clarified the policy on holidays: closure holidays will be observed on the actual calendar day, meaning that library branches would be open on the County Observed holiday date and closed on the actual calendar

holiday date when they conflict. He also stressed that non-exempt employees who work on County Observed holidays receive holiday pay as well as regular pay; exempt employees receive an alternate day off in these cases.

Trustee Mercer asked that LCPL clarify the availability of floating holidays to library staff.

XI. ADJOURNMENT

Trustee Newton moved to adjourn the meeting. Trustee Mercer seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

The public meeting was adjourned at 8:49 p.m.

Respectfully submitted by,

Michael VanCampen

Michael VanCampen

Acting Director, LCPL

Adopted by the Board in December 2022

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2023 and FY2024 Budgets Update

| | |
|------------------------|--|
| SUBJECT: | FY2023 and FY2024 Budgets Update |
| CONTACT: | Acting Director Mike VanCampen and Finance and Budget Manager Nan Paek |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | Acting Director VanCampen and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2023 and FY2024 budgets. |
| BACKGROUND: | Director Liu and Manager Paek periodically update the LBOT on the library's budget situation. This December 14, 2022 update will include an update on FY2023 and FY2024 budgets. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1102 Staffing Update

| | |
|------------------------|--|
| SUBJECT: | Staffing Update |
| CONTACT: | Acting Director Mike Van Campen and HR Administrative Manager Cheryl Granger |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | Acting Director Mike Van Campen and HR Admin Manager Granger will provide an update on the Library's staffing situation. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 LCPL Strategic Plan Extension

| | |
|------------------------|---|
| SUBJECT: | LCPL Strategic Plan Extension |
| CONTACT: | Acting Director Mike Van Campen |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | At the LBOT Retreat on October 8, Deputy Director Mike Van Campen proposed that the current Strategic Plan be extended through 2025. |
| BACKGROUND: | As adopted the current Strategic Plan expires in 2023. Due to the pandemic and related external factors, LCPL staff would like to extend the exiting strategic plan to 2025. The current goals provide a strong foundation for 2022 to 2025 priorities, including rebuilding our customer base, affirm LCPL's value to the community, and providing resources and services that reflect the entire community. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | LCPL Strategic Plan |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 Challenge Procedures in Reference to Third Party Vendors

| | |
|------------------------|---|
| SUBJECT: | Challenge Procedures in Reference to Third Party Vendors |
| CONTACT: | Legal Counsel John Sherwood |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | <ul style="list-style-type: none"> • Maintain current challenge process without additional changes. • Conduct a review of customer challenges and complaints about third-party platforms and services as part of the procurement process when renewing service contracts. |
| BACKGROUND: | Library staff reported to the LBOT that they had received a challenge because of a title that appeared in an email newsletter highlighting new items in the library catalog. The newsletter is compiled and transmitted by a third-party service using an automated process. The LBOT inquired whether changes were necessary to the current process for challenging materials to include challenges to third-party platforms. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | <p>The current challenge process states the process (and approved form) is intended for “any individual title held by the library in physical or digital form.” Unlike challenges to titles, which if upheld results in the removal or restriction of a particular item, a challenge to a third-party platform or service would potentially impact many if not all content provided through that service.</p> <p>Third-party platforms and services are secured through the public procurement process, and controlled by contract terms. Once in place, LCPL is bound by the terms of the contract, and unlikely to be able change the terms during the life of the contract. Further, many of the platforms and service used by LCPL are automated, with very limited ability to customize.</p> |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of Calendar Year 2023 LBOT Meeting Schedule**

| | |
|------------------------|--|
| SUBJECT: | Approval of Calendar Year 2023 LBOT Meeting Schedule |
| CONTACT: | Acting Director Mike VanCampen and Chair Christina Olorunda |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | |
| BACKGROUND | Every year around November, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | I move to approve the attached Calendar Year 2023 LBOT Meeting Schedule. |
| ATTACHMENTS: | Calendar Year 2023 LBOT Meeting Schedule |
| NOTES: | |
| ACTION TAKEN: | |



2023 Library Board of Trustees Meeting & Report Schedule

All LBOT meetings are held at Rust Library starting at 7:00 p.m.

| DATE | Branch or Division / Support Group |
|--------------------|---|
| January 18, 2023 | Middleburg Library / Friends Group |
| February 15, 2023 | Purcellville Library / Friends Group |
| March 15, 2023 | Communications Division |
| April 19, 2023 | Rust Library / Friends Group |
| May 17, 2023 | Sterling Library / Friends Group |
| June 21, 2023 | Loudoun Library Foundation (LLF) |
| July 19, 2023 | Branch Services Division / Training |
| August 2023 | RECESS |
| September 20, 2023 | Annual Budget and Personnel Update |
| October 18, 2023 | Ashburn Library / FOAL |
| November 15, 2023 | Brambleton Library / FOBL |
| December 20, 2023 | Cascades Library / Friends Group |
| DATE TBD | LBOT Retreat |

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Approval of Calendar Year 2023 LCPL Holiday Schedule

| | |
|------------------------|--|
| SUBJECT: | Approval of Calendar Year 2023 LCPL Holiday Schedule |
| CONTACT: | Chair Christina Olorunda and Acting Director Mike VanCampen |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | |
| BACKGROUND | Every year around the year end, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government's holiday schedule. Since LCPL is a seven-days-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government's holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | I move to approve the attached Calendar Year 2023 LCPL Holiday Schedule |
| ATTACHMENTS: | Calendar Year 2023 LCPL Holiday Schedule |
| NOTES: | |
| ACTION TAKEN: | |

2023 LCPL Holiday Schedule

| Holiday or Event | Calendar Date | County Observed | Library Closed |
|--|--|---|--|
| ⁽¹⁾ New Year's Eve / New Year's Day | Saturday, December 31, 2022 Sunday, January 1, 2023 | Monday, January 2, 2023 | Saturday, December 31, 2022 (Open) Sunday, January 1, 2023 Monday, January 2, 2023 (Open) |
| M L King, Jr. Day | 3 rd Monday in January | Monday, January 16 | Monday, January 16 |
| Presidents' Day | 3 rd Monday in February | Monday, February 20 | Monday, February 20 |
| ⁽¹⁾ Easter Sunday | Sunday, April 9 | Not a County Holiday | Sunday, April 9 |
| Memorial Day | Last Monday in May | Monday, May 29 | Monday, May 29 |
| Juneteenth | Monday, June 19 | Monday, June 19 | Monday, June 19 |
| Independence Day | Tuesday, July 4 | Tuesday, July 4 | Tuesday, July 4 |
| Labor Day | 1 st Monday in September | Monday, September 4 | Monday, September 4 |
| Indigenous Peoples' Day | 2 nd Monday in October | Monday, October 9 | Monday, October 9 |
| Election Day | Tuesday, November 7 | Tuesday, November 7 | Tuesday, November 7 |
| Veterans Day | November 11 | Friday, November 10 | Friday, November 10 (Open) Saturday, November 11 |
| Thanksgiving | 4 th Thursday in November | Wednesday, November 22 ⁽²⁾ Close at Noon Thursday, November 23 Friday, November 24 | Wednesday, November 22 ⁽²⁾ Close at Noon Thursday, November 23 Friday, November 24 |
| Christmas | Sunday, December 24 Monday, December 25 | Friday, December 22 ⁽²⁾ Close at Noon Monday, December 25 | Friday, December 22 (Open) – Close at 5 PM Saturday, December 23 (Open) Sunday, December 24 Monday, December 25 |
| New Year's Eve / New Year's Day | Monday, January 1, 2024 | Monday, January 1, 2024 | Monday, January 1, 2024 |
| ⁽³⁾ Staff Development Day | TBD | Not a County Holiday | TBD |
| ⁽⁴⁾ Floating Holiday | 01/01/2023 – 12/31/2023 | Upon employee request | Upon employee request |

- (1)** When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.
- (2)** Half-day holiday - Full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20 hour per week employees receive 2 hours of holiday pay. For Christmas leave in 2023, all staff will receive 1.5 days of holiday pay (Example: full-time employees will receive 11.5 hours of holiday pay; 20 hour per week employees will receive 6 hours of holiday pay).
- (3)** Staff Development Day to be determined by the Library Director and Library Board of Trustees
- (4)** Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi- per week employees must use 4 hours of "Floating Holiday Pay".)

Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours holiday pay for each full day of a County holiday and 4 hours for a half day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20 hour per week employee receives 4 hours of holiday pay for a full-day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible to be paid for the hours they physically work.

Explanation of Pay for Working on County Holidays

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the payperiod.
- Regular non-exempt employees who earn leave and who work on a County holiday, will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both "**holiday pay**" and "**holiday worked**" should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.
- Employees must be in a paid status to receive pay for the holiday. Employees on LWOP are not eligible for holiday pay.

UPDATED: October 24, 2022

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI03 Approval of LCPL Strategic Plan Extension

| | |
|------------------------|---|
| SUBJECT: | Approval of LCPL Strategic Plan Extension |
| CONTACT: | Acting Director Mike VanCampen |
| ACTION DATE: | December 14, 2022 |
| RECOMMENDATION: | |
| BACKGROUND | As adopted the current Strategic Plan expires in 2023. Due to the pandemic and related external factors, LCPL staff would like to extend the exiting strategic plan to 2025. The current goals provide a strong foundation for 2022 to 2025 priorities, including rebuilding our customer base, affirm LCPL’s value to the community, and providing resources and services that reflect the entire community. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | I move to approve the attached LCPL Strategic Plan, which reflects an extension through 2025. |
| ATTACHMENTS: | LCPL Updated Strategic Plan |
| NOTES: | |
| ACTION TAKEN: | |

Strategic Plan, 2020-2025





MISSION

Inspiration, Information, Innovation, Inclusion

VISION

Loudoun County Public Library builds community through activities and resources that celebrate the joy of reading and learning.

VALUES STATEMENT

- We welcome all
- We are friendly and helpful
- We celebrate learning and intellectual curiosity
- We embrace diverse perspectives
- We encourage collaboration and innovation
- We empower staff
- We manage resources well
- We get things done

GOALS & STRATEGIES

GOAL 1: COMMUNITY ENGAGEMENT

Strengthen engagement with all sectors of the community to collaborate, gather feedback, create buy-in, and spread the library message.

Strategies:

- Work with a wide range of sectors (schools, county agencies, area nonprofits, civic groups, businesses, economic development entities, etc.) to identify opportunities for collaboration.
- Identify targeted library service constituencies (adults, youth, teens, ethnic groups, English language learners, professionals, etc.) to further engage in developing desired programs and services.
- Explore the possibility of LCPL as a connecting hub across the community to inform the public about available services and resources.

GOAL 2: FACILITIES USAGE AND GROWTH PLANNING

Consolidate gains from recent expansions and apply lessons learned as future needs emerge.

Strategies:

- Evaluate the hours of operation and service model at branches and adjust as needed to better meet community needs.
- Explore trends in other communities nationwide, such as kiosk services, smaller footprints, pick-up locations for holds, and co-locating with partners, to effectively expand the range and types of services at future facilities.
- Work with the County to develop a long-range facilities master plan to address the need for new and diverse facilities, building standards, and ongoing maintenance requirements.

GOAL 3: PROGRAMS

Review and foster programming system-wide to strive for consistency, quality, reach, and effectiveness.

Strategies:

- Create an internal programming group with branch representatives to maximize the potential of centrally-produced and higher-profile programs, while balancing with local efforts.
- Develop more specific goals for programming, especially for use in assessing programming success.
- Refine and increase offerings as new products and populations appear, popularity increases and declines, and achievement of programming goals is accomplished.



GOAL 4: CUSTOMER SERVICE

Strengthen the customer-focused service model to increase use, satisfaction and efficiencies, and by investing in our superior staff.

Strategies:

- Update the staffing model to provide for general broadening of customer assistance by all public staff, while maintaining specialized service where appropriate and needed.
- Extend training and communications to foster the customer-focused service model among all levels of library staff.
- Conduct regular, on-going evaluation of the service model with both customers and staff.

GOAL 5: PUBLIC AWARENESS AND MARKETING

Capture the value of the Library's brand to create a stronger system-wide identity that speaks to inspiration, information, innovation, and inclusion.

Strategies:

- Expand external messaging to promote programming, initiatives, resources, and services.
- Reinforce the Library's brand and messaging in all communications, services, and programs.
- Ensure that all staff advance the Library's brand and messaging through direct engagement with customers and community partners.
- Develop additional initiatives to support branding and dissemination of brand messages.



GOAL 6: RESOURCE DEVELOPMENT

Explore efforts to increase private support and public advocacy.

Strategies:

- Work with the Library Foundation to develop future directions in support of the Library.
- Open dialogs with Friends groups to coordinate and maximize their contributions and activities.
- Create a cohesive, annual advocacy program to increase the overall value proposition for public support.



Library Board of Trustees

Denis Cotter – *Chair, Blue Ridge District*
Christina Olorunda – *Vice Chair, Ashburn District*
Sean Mallon – *Algonkian District*
Walter Purnell – *Broad Run District*
Sara Pensgard – *Catoctin District*
Chuong Nguyen – *Dulles District*
Christine Newton – *Leesburg District*
Kathleen Kuhn – *Sterling District*
Priscilla Martínez – *At-Large*

Steering Committee

Sarah Ali – *Coordinator, EQOLS (Elevating Quality of Life Skills) Group*
Jennifer Brady – *Health Educator, Loudoun County*
Daniel Bureau – *Division Manager of Technology Services, LCPL*
Jacob Etter – *Lovettsville Branch Manager, LCPL*
Katherine Kalil – *Sterling Branch Manager, LCPL*
Kush Jenkins – *Professor of Accounting and Business, NOVA*
Christina Olorunda – *LBOT Vice Chair, Ashburn District*
Walter Purnell – *LBOT Member, Broad Run District*
Mike Van Campen – *Deputy Director, LCPL*
Susan VanEpps – *Division Manager of Programming and Community Engagement, LCPL*
Charles Yudd – *Deputy County Administrator, Loudoun County*

Library Director

Chang Liu

Library Trust Funds Holdings

11/30/2022

| | | | |
|--------------------------------|------------------------|---------------------------|-------------------------------------|
| Irwin Uran Trust Fund | \$ 85,526.95 | LGIP* | 3.730% |
| Symington Trust Fund | \$ 88,100.00 | LGIP* 3.730% | |
| | | CD** | Trade Date Maturity Yield |
| | \$ 850,253.31 | <i>FVC Bank</i> | 03/18/20 03/18/25 1.250% |
| | \$ 851,824.65 | <i>FVC Bank</i> | 02/19/19 02/19/24 3.005% |
| | \$ 874,814.45 | <i>United Bank</i> | 03/22/18 03/22/23 3.000% |
| | \$ 933,907.71 | <i>John Marshall Bank</i> | 03/30/22 03/30/23 1.235% |
| | \$ 905,059.01 | <i>John Marshall Bank</i> | 03/31/21 03/31/26 0.750% |
| Symington Total | \$ 4,503,959.13 | | |
| James Horton Trust Fund | \$ 31,748.60 | LGIP* | 3.730% |

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY23**

| Month | Beginning Balance | Prior Mo Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|------------------|--------------------------|----------------------------|----------------------------|-----------------|--|-------------------------|---------------------------------------|--------------------------|
| July | \$ 84,585.79 | \$ - | \$ - | \$ - | \$ 84,585.79 | \$ 117.86 | \$ 84,703.65 | 1.672% |
| August | \$ 84,703.65 | \$ - | \$ - | \$ - | \$ 84,703.65 | \$ 154.65 | \$ 84,858.30 | 2.191% |
| September | \$ 84,858.30 | \$ - | \$ - | \$ - | \$ 84,858.30 | \$ 182.52 | \$ 85,040.82 | 2.581% |
| October | \$ 85,040.82 | \$ - | \$ - | \$ - | \$ 85,040.82 | \$ 221.11 | \$ 85,261.93 | 3.120% |
| November | \$ 85,261.93 | \$ - | \$ - | \$ - | \$ 85,261.93 | \$ 265.02 | \$ 85,526.95 | 3.730% |
| December | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| January | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| February | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 84,585.79 | \$ - | \$ - | \$ - | \$ 84,585.79 | \$ 941.16 | \$ 85,526.95 | |

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY23**

| Month | Beginning Balance | Prior Month Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|------------------|--------------------------|-------------------------------|----------------------------|-----------------|--|-------------------------|---------------------------------------|--------------------------|
| July | \$ 29,904.04 | \$ - | \$ - | \$ - | \$ 29,904.04 | \$ 41.67 | \$ 29,945.71 | 1.672% |
| August | \$ 29,945.71 | \$ - | \$ - | \$ - | \$ 29,945.71 | \$ 54.68 | \$ 30,000.39 | 2.191% |
| September | \$ 30,000.39 | \$ - | \$ 1,500.00 | \$ - | \$ 31,500.39 | \$ 67.75 | \$ 31,568.14 | 2.581% |
| October | \$ 31,568.14 | \$ - | \$ - | \$ - | \$ 31,568.14 | \$ 82.08 | \$ 31,650.22 | 3.120% |
| November | \$ 31,650.22 | \$ - | \$ - | \$ - | \$ 31,650.22 | \$ 98.38 | \$ 31,748.60 | 3.730% |
| December | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| January | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| February | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 29,904.04 | \$ - | \$ 1,500.00 | \$ - | \$ 31,404.04 | \$ 344.56 | \$ 31,748.60 | |

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY23**

| 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 | \$ 4,502,989.65 | \$ - | \$ - | \$ - | \$ 4,502,989.65 | \$ 121.40 | \$ - | \$ 4,503,111.05 | 1.672% |
| August | \$ 4,503,111.05 | \$ - | \$ - | \$ - | \$ 4,503,111.05 | \$ 159.31 | \$ - | \$ 4,503,270.36 | 2.191% |
| September | \$ 4,503,270.36 | \$ 232,683.23 | \$ - | \$ 232,683.23 | \$ 4,503,270.36 | \$ 188.01 | \$ - | \$ 4,503,458.37 | 2.581% |
| October | \$ 4,503,458.37 | \$ - | \$ - | \$ - | \$ 4,503,458.37 | \$ 227.76 | \$ - | \$ 4,503,686.13 | 3.120% |
| November | \$ 4,503,686.13 | \$ - | \$ - | \$ - | \$ 4,503,686.13 | \$ 273.00 | \$ - | \$ 4,503,959.13 | 3.730% |
| December | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| January | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| February | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 4,502,989.65 | \$ 232,683.23 | \$ - | \$ 232,683.23 | \$ 4,502,989.65 | \$ 969.48 | \$ - | \$ 4,503,959.13 | |

*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

CD's as of 8/31/2022

| | | | | | |
|------------------------|--|---------------------------|-----------|-----------|--------|
| \$ 933,907.71 | | <i>John Marshall Bank</i> | 3/30/2022 | 3/30/2023 | 1.235% |
| \$ 905,059.01 | | <i>John Marshall Bank</i> | 3/31/2021 | 3/31/2026 | 0.750% |
| \$ 850,253.31 | | <i>FVC Bank</i> | 3/18/2020 | 3/18/2025 | 1.950% |
| \$ 851,824.65 | | <i>FVC Bank</i> | 2/19/2019 | 2/19/2024 | 3.005% |
| \$ 874,814.45 | | <i>United Bank</i> | 3/22/2018 | 3/22/2023 | 3.000% |
| \$ 4,415,859.13 | | | | | |