

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting February 15, 2023**

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

**MOMENT OF SILENCE**

**AWARD PRESENTATION:**

The award is being presented jointly by the Loudoun County and Library Board of Trustees to Chang Liu, Director LCPL for her exceptional leadership and innovation during the pandemic.

**COMMENTS**

Public Comment

Board Comment

Director Comment

**APPROVAL OF MINUTES**

**January 18, 2023, LBOT Meeting**

**AGENDA CHANGES**

**REPORTS**

Purcellville Library Report:

Purcellville Library Advisory Board:

Director's Report:

Committee Reports:

**Branch Manager Aaron Duplissey**

**President Leah Bromser-Kloeden**

**Library Director Chang Liu**

**LBOT Chair Christina Olorunda**

**INFORMATION ITEM:**

**II 01** FY2023 and FY2024 Budget Update

**II 02** Staffing Update

**II 03** Library Board of Trustees Awards in Recognition of LCPL Staff

**ACTION ITEM:**

**AI 01** Approval of Library Board of Trustees Awards in Recognition of LCPL Staff

**CLOSED EXECUTIVE SESSION (if needed)**

**ADJOURNMENT**

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**DATE & TIME: February 15, 2023, 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**

January 18, 2023

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, January 18, 2023, at 7:00 p.m. The Chair and the Secretary were present.

**Present**                   Christina Olorunda, Chair  
                              Sara Pensgard, Vice Chair  
                              Alana Boyajian  
                              Mary Colucci (attended remotely)  
                              Erika Daly  
                              Kathleen Kuhn  
                              Priscilla Martinez (attended remotely)  
                              Monti Mercer  
                              Christine Newton  
                              Chang Liu, Director

**I. CALL TO ORDER**

Chair Olorunda called the meeting to order at 7:03 p.m. and called for a moment of silence.

**II. PUBLIC COMMENT**

None.

**III. BOARD COMMENT**

Trustee Martinez thanked the Technology Services Team for facilitating her remote participation, and encouraged attendees to renew their focus on civic engagement.

Trustees Daly and Boyajian commended library staff for excellent programming.

Trustee Newton mentioned a recent Washington Post article regarding the removal of books from a Texas school library.

Vice Chair Pensgard and Trustees Kuhn and Mercer welcomed Director Liu back and commended library staff for the work done in her absence.

Chair Olorunda also welcomed Director Liu back, expressed her appreciation and respect for Deputy Director Mike Van Campen, and thanked LBOT Secretary Manisha Adhikari for her dedication. She noted that Assistant Director Van Campen will be continuing to send updates to all staff following LBOT meetings, and will continue offering open office hours at rotating library branches.

**IV. DIRECTOR COMMENT**

Director Liu wished everyone a happy New Year and a happy Lunar New Year. She thanked the Trustees for approving her leave request so that she could focus on her parents during a

critical period, Deputy Director Van Campen for his leadership and hard work, and library staff for their dedication.

## V. AGENDA CHANGES

None.

## VI. READING AND APPROVAL OF MINUTES

Trustee Kuhn noted a correction to a typographical error in section 12 of the previous meeting's minutes and moved to approve the minutes as amended. Trustee Boyajian seconded the motion.

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

## VII. REPORTS

Middleburg Library Branch Manager Lillian Newton and Middleburg Library Advisory Board (MLAB) President Kathryn Baran presented reports on the work of Middleburg Library and the MLAB. The reports were received by the LBOT Secretary and placed on file.

## VIII. DIRECTOR'S REPORT

Deputy Director Van Campen presented the Director's Report for December 2022. The report was received by the LBOT Secretary and placed on file.

## IX. COMMITTEE REPORTS

Library Governance Committee: Trustee Boyajian reported that the Virginia General Assembly has been in session for the past few weeks and shared information about three bills the Library Governance committee is monitoring:

- **SB 1463** that is seeking to amend the VA State code related to libraries by requiring a parental advisory label. The language on sexually explicit content in S. 2.2-2827 is vague. Certain public libraries; books; sexually explicit materials; parental advisory label. Chief Patron Amanda F. Chase
- **SB 1204** which attempts to define the term "obscene." Chief Patron Bryce E. Reeves
- **HB 1708** would repeal exceptions to the prohibition of sales and loans of materials deemed harmful to juveniles. Chief Patron Dave A. LaRock

Executive Committee: Chair Olorunda described potential LBOT recognition for Loudoun County Public Library (LCPL) staff, including recognition of employees upon completion of their first year of employment with LCPL, additional recognition for an exceptional employee among the first-year awardees, and four awards for work that furthers each part of LCPL's Mission statement (Inspiration, Information, Innovation, Inclusion). The proposal will be considered as an action item at the February meeting.

Facilities Committee: Deputy Director Van Campen noted that a meeting is being planned between the Department of Transportation and Capital Infrastructure (DTCI) and the Facilities Committee. Chair Olorunda recognized Brambleton Library Branch Manager Christine Thompson for her great work on the Facilities Committee and congratulated her on a recent Empact award in recognition of her exceptional efforts.

**X. INFORMATION ITEMS**

**II 01 FY 2023 AND FY 2024 Budget Update**

Finance and Budget Manager Nan Paek shared financial data from July to December 2022, including donations from Library Friends groups and the Loudoun Library Foundation to fund LCPL programming. Both revenue and expenditures are on track with budgeted amounts.

Deputy Director Van Campen shared that County Administrator Hemstreet will present the budget to the Board of Supervisors on February 15<sup>th</sup>, and that Budget Work Sessions will commence after that presentation.

**II 02 Staffing Update**

Human Resources Administrative Manager Cheryl Granger shared that LCPL has had one new hire, one internal transfer, and one promotion, and has 15 part time and 2 full time Library Assistant positions to be filled.

**XI. ACTION ITEMS**

None.

**XII. ADJOURNMENT**

Trustee Mercer moved to adjourn the meeting, and Trustee Kuhn seconded the motion.

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

The public meeting was adjourned at 8:31 p.m.

Respectfully submitted by,

*Chang Liu*

Chang Liu

Director, LCPL

Adopted by the Board in February 2023

\_\_\_\_\_  
Christina Olorunda

Chair, LBOT

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

<b>SUBJECT:</b>	FY2023 and FY2024 Budgets Update
<b>CONTACT:</b>	Director Chang Liu and Finance and Budget Manager Nan Paek
<b>ACTION DATE:</b>	February 15, 2023
<b>RECOMMENDATION:</b>	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2023 and FY2024 budgets.
<b>BACKGROUND:</b>	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the library's budget situation.
<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: 1102 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and HR Administrative Manager Cheryl Granger
<b>ACTION DATE:</b>	February 15, 2023
<b>RECOMMENDATION:</b>	Director Liu and HR Administrative Manager Granger 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 Board of Trustees Awards in Recognition of LCPL Staff**

<b>SUBJECT:</b>	Library Board of Trustees Awards in Recognition of LCPL Staff
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	February 15, 2023
<b>RECOMMENDATION:</b>	Chair Olorunda will provide an update on proposed staff recognition awards, including First Year Awards, a Rookie Award, and LCPL Mission Awards.
<b>BACKGROUND:</b>	In the January LBOT meeting, the Executive Committee discussed potential methods for recognizing LCPL employees.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	Library Board of Trustees Awards in Recognition of LCPL Staff document - DRAFT
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Board of Trustees Awards in Recognition of LCPL Staff

1. First Year Award (multiple)
  - Awarded to all LCPL staff members who have completed their first year with LCPL (those transferring from other Loudoun County departments are eligible so long as they have not worked for LCPL in the past)
  - Eligible time frame is from May 1st - April 30th of each previous award cycle
  - Awards are presented every June to recognize those who have completed the 1 year period as outlined above
  - All recipients receive a certificate that will be presented at the June LBOT meeting, branch monthly meeting, and/or Annual LCPL Staff Development Day
  
2. Rookie Award (1 Award)
  - Recognizes the top First Year LCPL staff member who has demonstrated outstanding performance and service to LCPL and the community
  - Recipient will receive a plaque that will be presented at the June LBOT meeting, branch monthly meeting, and/or Annual LCPL Staff Development Day
  
3. LCPL Mission Awards (4 Awards)
  1. Innovation
    - one LCPL staff member will be awarded a plaque recognizing their work in fulfilling LCPL's mission of innovation
  2. Inspiration
    - one LCPL staff member will be awarded a plaque recognizing their work in fulfilling LCPL's mission of inspiration
  3. Information
    - one LCPL staff member will be awarded a plaque recognizing their work in fulfilling LCPL's mission of information
  4. Inclusion
    - one LCPL staff member will be awarded a plaque recognizing their work in fulfilling LCPL's mission of inclusion
  - all recipients will receive a plaque in recognition of their work in the designated area (i.e. innovation, inspiration, etc)
  - all Mission Awards are to be broadly defined by the staff member who is making the nomination on demonstrating how the nominee evidences innovation, inspiration, information or inclusion in performing their work
  - LCPL staff members may self-nominate or nominate a fellow co-worker for any Mission Awards
  - Eligible time frame for the Mission Awards is from May 1st - April 1st of the previous awards cycle and can include any body of work performed by the nominee
  - Nomination window for applications will be from April 1st - May 1st
  - All recipients receive a plaque that will be presented at the June LBOT meeting, branch monthly meeting, and/or Annual LCPL Staff Development Day



**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: AI01 Approval of Library Board of Trustees Awards in Recognition of LCPL Staff**

<b>SUBJECT:</b>	Approval of Library Board of Trustees Awards in Recognition of LCPL Staff
<b>CONTACT:</b>	Chair Christina Olorunda
<b>ACTION DATE:</b>	February 15, 2023
<b>RECOMMENDATION:</b>	Chair Olorunda will provide an update on proposed staff recognition awards, including First Year Awards, a Rookie Award, and LCPL Mission Awards.
<b>BACKGROUND</b>	In the January LBOT meeting, the Executive Committee discussed potential methods for recognizing LCPL employees.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to approve the attached document for Library Board of Trustees Awards in Recognition of LCPL Staff
<b>ATTACHMENTS:</b>	Library Board of Trustees Awards in Recognition of LCPL Staff document - DRAFT
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Trust Funds Holdings

1/31/2023

<b>Irwin Uran Trust Fund</b>	<b>\$ 86,152.58</b>	LGIP*	4.533%
<b>Symington Trust Fund</b>	<b>\$ 88,744.45</b>	LGIP* 4.533%	
		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>\$ 933,907.71</b>	<i>John Marshall Bank</i>	03/30/22      03/30/23      1.235%
	<b>\$ 905,059.01</b>	<i>John Marshall Bank</i>	03/31/21      03/31/26      0.750%
<b>Symington Total</b>	<b>\$ 4,504,603.58</b>		
<b>James Horton Trust Fund</b>	<b>\$ 31,980.84</b>	LGIP*	4.533%

\*LGIP balances available for expenses

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

**Irwin Uran Trust Fund  
Fund 1220  
FY23**

<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>	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 117.86	\$ 84,703.65	1.672%
<b>August</b>	\$ 84,703.65	\$ -	\$ -	\$ -	\$ 84,703.65	\$ 154.65	\$ 84,858.30	2.191%
<b>September</b>	\$ 84,858.30	\$ -	\$ -	\$ -	\$ 84,858.30	\$ 182.52	\$ 85,040.82	2.581%
<b>October</b>	\$ 85,040.82	\$ -	\$ -	\$ -	\$ 85,040.82	\$ 221.11	\$ 85,261.93	3.120%
<b>November</b>	\$ 85,261.93	\$ -	\$ -	\$ -	\$ 85,261.93	\$ 265.02	\$ 85,526.95	3.730%
<b>December</b>	\$ 85,526.95	\$ -	\$ -	\$ -	\$ 85,526.95	\$ 301.41	\$ 85,828.36	4.229%
<b>January</b>	\$ 85,828.36	\$ -	\$ -	\$ -	\$ 85,828.36	\$ 324.22	\$ 86,152.58	4.533%
<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>	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 1,566.79	\$ 86,152.58	

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

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

<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>	\$ 29,904.04	\$ -	\$ -	\$ -	\$ 29,904.04	\$ 41.67	\$ 29,945.71	1.672%
<b>August</b>	\$ 29,945.71	\$ -	\$ -	\$ -	\$ 29,945.71	\$ 54.68	\$ 30,000.39	2.191%
<b>September</b>	\$ 30,000.39	\$ -	\$ 1,500.00	\$ -	\$ 31,500.39	\$ 67.75	\$ 31,568.14	2.581%
<b>October</b>	\$ 31,568.14	\$ -	\$ -	\$ -	\$ 31,568.14	\$ 82.08	\$ 31,650.22	3.120%
<b>November</b>	\$ 31,650.22	\$ -	\$ -	\$ -	\$ 31,650.22	\$ 98.38	\$ 31,748.60	3.730%
<b>December</b>	\$ 31,748.60	\$ -	\$ -	\$ -	\$ 31,748.60	\$ 111.89	\$ 31,860.49	4.229%
<b>January</b>	\$ 31,860.49	\$ -	\$ -	\$ -	\$ 31,860.49	\$ 120.35	\$ 31,980.84	4.533%
<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>	\$ 29,904.04	\$ -	\$ 1,500.00	\$ -	\$ 31,404.04	\$ 576.80	\$ 31,980.84	

\*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	\$ 4,503,959.13	\$ -	\$ -	\$ -	\$ 4,503,959.13	\$ 310.48	\$ -	\$ 4,504,269.61	4.229%
January	\$ 4,504,269.61	\$ -	\$ -	\$ -	\$ 4,504,269.61	\$ 333.97	\$ -	\$ 4,504,603.58	4.533%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 4,502,989.65	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,502,989.65	\$ 1,613.93	\$ -	\$ 4,504,603.58	

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