

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting July 20, 2022

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

APPROVAL OF MINUTES

June 15, 2022 LBOT Meeting

AGENDA CHANGES

REPORTS

Law Library Report:	Branch Manager, Alice Zent
Friends of Law Library	President, Denis Cotter
Director's Report:	Library Director, Chang Liu
Committee Reports/Appointments	LBOT Chair, Christina Olorunda

INFORMATION ITEM:

II 01 FY2022 and FY2023 Budget Update

II 02 Staffing Update

II 03 Annual Review of LCPL Policies and LBOT Governance Documents

II 04 LBOT Vice Chair Nomination Process

II 05 LBOT Retreat

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: July 20, 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
June 15, 2022

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, June 15, 2022 at 7:00 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair
 Walter Purnell, Vice Chair
 Alana Boyajian (attended remotely)
 Kathleen Kuhn
 Priscilla Martinez
 Monti Mercer
 Christine Newton
 Sara Pensgard
 Chang Liu, Director

Absent

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:00 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Trustee Boyajian highlighted the programming and outreach efforts taking place at Loudoun County Public Library (LCPL) branches and expressed her excitement for this year's Summer Reading Program.

Trustee Mercer noted that May was a busy month for LCPL staff and commended the diversity of events inside and outside of the library.

Vice Chair Purnell remarked that he's extremely proud of the job that the entire LCPL team has done over the past four years in restoring, maintaining, and improving the level of service to our community in the face of various challenges.

Trustee Pensgard complimented the success of the larger library events with attendance numbers up to and above 300 and noted how those large events help connect the broader community.

Trustees Newton, Kuhn, and Martinez commended Lovettsville Branch Manager Myisha Fuller for joining Loudoun County's Diversity, Equity, Inclusion, and Accessibility (DEIA) Workgroup as Library Services' Equity Ambassador.

Trustee Kuhn thanked the Loudoun Library Foundation (LLF) for funding a staff luncheon at Sterling Library, where she was impressed with the cohesive, collaborative, and friendly

atmosphere among the staff. Trustee Kuhn also shared positive feedback on LCPL's Summer Reading Program and outreach events that she received from members of the Loudoun County Public Schools community.

Trustee Martinez congratulated all graduates, and friends and family of graduates, during this season.

Chair Olorunda noted that the LCPL Summer Reading Program was kicking off, and thanked staff in advance for everything they are doing to welcome the community to libraries this summer. She also thanked Division Manager for Communications Pete O'Brien and his team for updating the library website.

IV. DIRECTOR COMMENT

Director Chang Liu displayed the Summer Reading Program bookmarks the Trustees received in their meeting packets and invited Division Manager for Programming and Community Outreach, Susan VanEpps, to update the LBOT on the launch of the Summer Reading Program.

Director Liu also highlighted metal bookmarks which were made in the Brambleton Library Makerspace with graphics from the Virginia Library Association (VLA). The Brambleton Makerspace Staff made hundreds of buttons with the same graphic for the VLA booth at the American Library Association (ALA) Annual Conference.

Director Liu recognized Rust Library patrons Charles Hinkley and Sarah Richardson, as well as Thomas Balch Library Director Alexandra Gressitt, who were in attendance.

V. AGENDA CHANGES

None.

VI. READING AND APPROVAL OF MINUTES

Trustee Kuhn moved to approve the minutes and the motion was seconded. Approved **8-0-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Division Manager for Collection Management Services Jessica West introduced members of the Collection Management Team and presented a report on the work of the Collection Management Services Division. The report was received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for May 2022. The report was received by the LBOT Secretary and placed on file.

IX. INFORMATION ITEMS

II 01 FY2022 and FY2023 Budget Update

Director Liu shared that the County is at the end of its Fiscal Year and nearly all purchases have been closed out. Budget and Finance Manager Nan Paek is working on allocating the budget for next year and will share end-of-year budget figures in September.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger provided an update on staffing and informed the LBOT that the process of transitioning all Library Aides into Library Assistant positions is near completion and will be effective on July 7, 2022.

II 03 Library Governance Discussion Update

Trustee Pensgard informed the LBOT that proposals regarding changes to LBOT By-Laws will be shared in July.

Trustee Mercer and Vice Chair Purnell inquired about the impact of potential redistricting on the LBOT: Chair Olorunda and Assistant County Attorney John F. Sherwood, Jr. explained that because Trustees are appointed for a specific term, redistricting would not cause an interruption to a sitting Trustee's term.

II 04 LBOT Facilities Planning Committee

Chair Olorunda shared that the LBOT Facilities Planning Committee is comprised of Trustee Pensgard, Chair Olorunda, Director Liu and Brambleton Library Branch Manager.

Chair Olorunda informed the LBOT that Library Services has been added to the Application Referral List for development projects in Loudoun County, and will have the opportunity to review and comment on how development will impact the community's need for libraries. The LBOT Facilities Planning Committee will be reviewing applications and sharing comments with the Loudoun County Department of Planning and Zoning on an ongoing basis, and will inform all the Trustees.

Director Liu shared that the Law Library is scheduled to be moved to the renovated Valley Bank building in Leesburg as a part of the Loudoun County Courthouse renovation and construction project.

II 05 LBOT Chair and Vice Chair Nominations

Trustee Kuhn announced that Chair Olorunda and Vice Chair Purnell were unanimously nominated to continue in their respective roles for the coming year. Trustee Kuhn asked for nominations from the floor; none were put forward.

X. ACTION ITEMS

AI 01 Thomas Balch Library Contract

Director Liu recognized Thomas Balch Library Director Alexandra Gressitt and remarked on the longstanding partnership between LCPL and Thomas Balch Library.

Chair Olorunda moved to approve the FY2023 Thomas Balch Library contract as provided in the meeting packet, and Trustee Pensgard seconded.

The motion passed **7-1-0-0 (yes/abstained/no/not present)**. Trustee Newton abstained due to her employment with the Town of Leesburg.

XI. ADJOURNMENT

The public meeting was adjourned at 8:28 p.m.

XII. CLOSED SESSION

Chair Olorunda moved that the LBOT recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia. The purpose of the Closed Session is to consider a personnel matter involving the performance and salary of a specific employee of the LBOT. The motion was seconded by Trustee Martinez and passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Ms. Olorunda moved to adjourn the Closed Session and that the LBOT reconvene its public meeting and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session. The motion passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Chair Olorunda then read the resolution to certify the Closed Session: Whereas, the Loudoun County Public Library Board of Trustees has this 18th day of May, 2022 convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

Chair Olorunda moved that the resolution certifying the Closed Session be adopted and reflected in the minutes of the public meeting. The motion passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

Chair Olorunda read the decisions made during the closed session. Chair Olorunda moved that Director Liu receive a 5% merit increase for the annual review effective July 1, 2022. The Board also recommended a onetime bonus of \$4,000 for Ms. Liu's performance during the pandemic. Trustee Martinez seconded the motion, which passed by a vote of **8-0-0-0 (yes/abstained/no/not present)**.

The meeting was adjourned at 10:45 p.m.

Adopted by the Board in July 2022

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2022 and FY2023 Budgets Update

SUBJECT:	FY2022 and FY2023 Budgets Update
CONTACT:	Director Chang Liu
ACTION DATE:	July 20, 2022
RECOMMENDATION:	Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2022 and FY2023 budgets.
BACKGROUND:	
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:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	July 20, 2022
RECOMMENDATION:	Director Liu 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 Annual Review of LCPL Policies and LBOT Governance Documents

SUBJECT:	Annual Review of LCPL Policies and LBOT Governance Documents
CONTACT:	Chair Christina Olorunda and Trustees
ACTION DATE:	July 20, 2022
RECOMMENDATION:	<p>The Ad Hoc Committee on Governance is proposing changes to the LBOT By-Laws and Rules of Order. Proposed changes to the By-Laws include a statement on Trustee term dates, removal of Trustees from the Board, Conflict of Interest, remote participation, and duties of Trustees. Proposed changes to the Rules of Order are all concentrated in the meeting agenda template. They include a corrected start time for LBOT's monthly meetings, a reordering of the reports presented to LBOT, and a corrected time for the presentation of the last "new item" at the monthly meeting.</p> <p>Staff are proposing adding a sentence in the Library Card Eligibility policy. The proposed sentence is "Individuals under the age of 18 may obtain a library card with proper approval from a parent or legal guardian."</p>
BACKGROUND:	The LBOT annually reviews LCPL's policies and other essential documents such as By-Laws and Rules of Order to make necessary updates and revisions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	<ul style="list-style-type: none"> • LBOT By-Laws • LBOT Rules of Order • LCPL Library Card Eligibility Policy
NOTES:	
ACTION TAKEN:	

7. Library Card Eligibility

Loudoun County residents are eligible for a free library card regardless of age. Those who own property, own a business, work, or attend school in Loudoun County are also eligible.

Individuals under the age of 18 may obtain a library card with proper approval from a parent or legal guardian.

Residents of jurisdictions with reciprocal borrowing agreements with LCPL are eligible for reciprocal accounts. Some online resources as well as Interlibrary Loan (ILL) may not be available to reciprocal borrowers.

Reciprocal jurisdictions are as follows: the cities of Falls Church, Alexandria, Winchester, and the District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke, and Frederick counties in Virginia; and Montgomery, Prince George's, Frederick, and Charles counties in Maryland.

~~Effective June 16, 2021~~

Effective July 21, 2022

**Loudoun County Public Library Board of Trustees
BY-LAWS**

Revised 7/20/2022

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DRAFT

Loudoun County Public Library Board of Trustees

BY-LAWS

ARTICLE I: NAME

The name of the Board shall be Loudoun County Public Library Board of Trustees, existing by virtue of the provisions of Code of Virginia 42.1-35 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: TERMS OF MEMBERSHIP

All members of the Board of Trustees shall be appointed for terms of four years by the Loudoun County Board of Supervisors. **Terms shall run from July 1 through June 30.** Board members may serve a maximum of two consecutive terms. Immediately prior to appointment to a four-year term, members may also fill the remaining portion of an unexpired term. **Trustees may be removed from office by the Loudoun County Board of Supervisors in accordance with the Code of Virginia 42.1-35.**

ARTICLE III: CONFLICT OF INTEREST

Trustees should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations, or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a Chair and a Vice Chair, elected from among the appointed trustees at the annual meeting of the Board in June.

Section 2. A nominating committee shall be appointed by the Chair and will present a slate of officers at the June annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the July meeting after they are elected until their successors are duly elected. Officers may be re-elected.

Section 4: The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Loudoun County Public Library Board of Trustees BY-LAWS

Section 6. In the event of a vacancy in either office for a period of three months or longer, a special election will be held to fill the position for the remainder of the term.

ARTICLE IV: MEETINGS

Section 1. Regular meetings shall be held monthly, pursuant to a schedule set by the Board. The Board shall have at least nine regular meetings per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business and conduct of regular meetings shall be in accordance with the Rules of Order of the Loudoun County Public Library Board of Trustees.

Section 4: Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board.

Section 6: Remote participation in regular meetings by Trustees shall be in accordance with the Remote Participation Policy of the Loudoun County Public Library Board of Trustees.

ARTICLE V: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall recommend to the Board the appointment of and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of library property, for an adequate and proper selection of books and other library resources in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The director shall make monthly reports to the Board.

ARTICLE VI: COMMITTEES

Section 1. The Chair may appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. Each such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

**Loudoun County Public Library Board of Trustees
BY-LAWS**

ARTICLE VII: GENERAL

Section 1. An affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon any proposal before the Board.

Section 2. The by-laws may be amended by a two-thirds majority vote of all members of the Board present and voting, provided written notice of the proposed amendment shall have been sent to all members at least seven days prior to the meeting at which such action is proposed to be taken.

ARTICLE VIII: GENERAL DUTIES OF THE LIBRARY BOARD

- A. To secure adequate funds from private and public sources.
- B. To hire a capable, trained director.
- C. To determine library policies.
- D. To approve expenditures of library funds.
- E. To receive gifts to the library.
- F. To attend Board meetings regularly. Absence from more than three regular meetings in a 12-month period may serve as a basis for recommending removal of a trustee from the board.

It shall be in the general interest of the Library Board members to:

- G. Uphold the integrity of the Library and perform their duties impartially and diligently.
- H. Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- I. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- J. Become familiar with the state and federal aid programs and with state and national library standards.
- K. Become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- L. Support the library's service program in daily contacts with the public at large.
- M. Attend and participate in special programs relating to Trustee development, including orientation and workshops.
- N. Encourage private funding in addition to public funding.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

Revised 7/20/2022

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Loudoun County Public Library Board of Trustees
RULES OF ORDER

I. DUTIES OF THE CHAIR, VICE CHAIR

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director, and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

II. ORDER OF BUSINESS AT BUSINESS MEETINGS

The order of business of the Board shall be as follows:

1. CALL TO ORDER -7:00 p.m.
2. MOMENT OF SILENCE
3. PROCLAMATIONS AND RESOLUTIONS OF APPRECIATION
4. COMMENTS
 - Public Comment
 - Board Comment
 - Director's Comment
5. AGENDA CHANGES
6. MINUTES APPROVAL
7. REPORTS
 - Branch Library Report: Library Branch (Librarian)
 - Friends Group Report: Advisory Board Representative
 - Director's Report
 - Committee Reports
8. INFORMATION ITEMS
9. ACTION ITEMS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

Loudoun County Public Library Board of Trustees

RULES OF ORDER

The Board shall attempt, in all good faith, to confine the meeting time to three hours. New items will not be introduced for discussion **after 9:55 p.m.**

III. GENERAL RULES GOVERNING PLACING ITEMS ON THE BOARD AGENDA

1. Trustees shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee at the same time that it is distributed to the news media.
4. Revised agendas shall be promptly sent to each Trustee and the news media.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. When Board packets are prepared, a copy of the agenda and the packet shall be made available for review by the public at the Library Administration Office and on the Library website.

IV. MEETINGS OF THE BOARD

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website.
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July 1 of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.

V. RECORDKEEPING

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary. Minutes shall be a summation of the public hearings and public meetings.

VI. AMENDMENTS TO RULES OF ORDER

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.
10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of other Trustees.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 LBOT Vice Chair Nomination Process

SUBJECT:	LBOT Vice Chair Nomination Process
CONTACT:	Chair Christina Olorunda
ACTION DATE:	July 20, 2022
RECOMMENDATION:	Since Mr. Walt Purnell was not re-appointed to serve a 2 nd term, the LBOT Vice Chair position is vacant. Chair Olorunda will establish the Vice Chair nomination process.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 LBOT Retreat

SUBJECT:	LBOT Retreat
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	July 20, 2022
RECOMMENDATION:	Chair Olorunda and Director Liu would like to know when a good time for the LBOT would be to have a retreat during October 2022. Which of the following three Saturdays would work for most Trustees: October 1st, 8th or 15 th ?
BACKGROUND	The LBOT usually holds a retreat in the fall for continuing education and planning purposes, where in-depth discussions could take place.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

6/30/2022

Irwin Uran Trust Fund	\$ 84,585.79	LGIP*	1.148%
Symington Trust Fund	\$ 87,130.52	LGIP*	1.148%
		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	\$ 4,502,989.65		
James Horton Trust Fund	\$ 29,904.04	LGIP*	1.148%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY22**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 4.08	\$ 84,370.51	0.058%
August	\$ 84,370.51	\$ -	\$ -	\$ -	\$ 84,370.51	\$ 4.36	\$ 84,374.87	0.062%
September	\$ 84,374.87	\$ -	\$ -	\$ -	\$ 84,374.87	\$ 4.22	\$ 84,379.09	0.060%
October	\$ 84,379.09	\$ -	\$ -	\$ -	\$ 84,379.09	\$ 4.15	\$ 84,383.24	0.059%
November	\$ 84,383.24	\$ -	\$ -	\$ -	\$ 84,383.24	\$ 4.57	\$ 84,387.81	0.065%
December	\$ 84,387.81	\$ -	\$ -	\$ -	\$ 84,387.81	\$ 5.98	\$ 84,393.79	0.085%
January	\$ 84,393.79	\$ -	\$ -	\$ -	\$ 84,393.79	\$ 7.31	\$ 84,401.10	0.104%
February	\$ 84,401.10	\$ -	\$ -	\$ -	\$ 84,401.10	\$ 9.35	\$ 84,410.45	0.133%
March	\$ 84,410.45	\$ -	\$ -	\$ -	\$ 84,410.45	\$ 16.95	\$ 84,427.40	0.241%
April	\$ 84,427.40	\$ -	\$ -	\$ -	\$ 84,427.40	\$ 27.23	\$ 84,454.63	0.387%
May	\$ 84,454.63	\$ -	\$ -	\$ -	\$ 84,454.63	\$ 50.32	\$ 84,504.95	0.715%
June	\$ 84,504.95	\$ -	\$ -	\$ -	\$ 84,504.95	\$ 80.84	\$ 84,585.79	1.148%
Total FY	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 219.36	\$ 84,585.79	

*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	\$ 4,414,136.95	\$ -	\$ -	\$ -	\$ 4,414,136.95	\$ 9.64	\$ -	\$ 4,414,146.59	0.133%
March	\$ 4,414,146.59	\$ -	\$ -	\$ -	\$ 4,414,146.59	\$ 17.46	\$ 88,662.44	\$ 4,502,826.49	0.241%
April	\$ 4,502,826.49	\$ -	\$ -	\$ -	\$ 4,502,826.49	\$ 28.05	\$ -	\$ 4,502,854.54	0.387%
May	\$ 4,502,854.54	\$ -	\$ -	\$ -	\$ 4,502,854.54	\$ 51.83	\$ -	\$ 4,502,906.37	0.715%
June	\$ 4,502,906.37	\$ -	\$ -	\$ -	\$ 4,502,906.37	\$ 83.28	\$ -	\$ 4,502,989.65	1.148%
Total FY	\$ 4,414,101.24	\$ (8.61)	\$ -	\$ -	\$ 4,414,092.63	\$ 234.58	\$ 88,662.44	\$ 4,502,989.65	

*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

\$ 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%
\$ 845,245.27	United Bank	3/29/2017	3/29/2022	2.000%
\$ 4,327,196.69				

CD's as of 3/31/2022

\$ 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%
\$ 4,415,859.13				

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 28,326.70	\$ -	\$ -	\$ -	\$ 28,326.70	\$ 1.37	\$ 28,328.07	0.058%
August	\$ 28,328.07	\$ -	\$ -	\$ -	\$ 28,328.07	\$ 1.46	\$ 28,329.53	0.062%
September	\$ 28,329.53	\$ -	\$ -	\$ -	\$ 28,329.53	\$ 1.42	\$ 28,330.95	0.060%
October	\$ 28,330.95	\$ -	\$ 1,500.00	\$ -	\$ 29,830.95	\$ 1.47	\$ 29,832.42	0.059%
November	\$ 29,832.42	\$ -	\$ -	\$ -	\$ 29,832.42	\$ 1.62	\$ 29,834.04	0.065%
December	\$ 29,834.04	\$ -	\$ -	\$ -	\$ 29,834.04	\$ 2.11	\$ 29,836.15	0.085%
January	\$ 29,836.15	\$ -	\$ -	\$ -	\$ 29,836.15	\$ 2.59	\$ 29,838.74	0.104%
February	\$ 29,838.74	\$ -	\$ -	\$ -	\$ 29,838.74	\$ 3.31	\$ 29,842.05	0.133%
March	\$ 29,842.05	\$ -	\$ -	\$ -	\$ 29,842.05	\$ 5.99	\$ 29,848.04	0.241%
April	\$ 29,848.04	\$ -	\$ -	\$ -	\$ 29,848.04	\$ 9.63	\$ 29,857.67	0.387%
May	\$ 29,857.67	\$ -	\$ -	\$ -	\$ 29,857.67	\$ 17.79	\$ 29,875.46	0.715%
June	\$ 29,875.46	\$ -	\$ -	\$ -	\$ 29,875.46	\$ 28.58	\$ 29,904.04	1.148%
Total FY	\$ 28,326.70	\$ -	\$ 1,500.00	\$ -	\$ 29,826.70	\$ 77.34	\$ 29,904.04	

*Interest Earnings Based On Average LGIP Rate For the Month