

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting March 15, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

February 15, 2023 LBOT Meeting

AGENDA CHANGES

REPORTS

Communications Division Report:

Director's Report:

Committee Reports:

Division Manager Peter O'Brien

Library Director Chang Liu

LBOT Chair Christina Olorunda

INFORMATION ITEM:

II 01 FY2024 Budget Update

II 02 Staffing Update

II 03 Library Trust Funds Investment Information

ACTION ITEM:

AI 01 Approval of Library Trust Funds Investment

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: *March 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

February 15, 2023

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, February 15, 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
 Erika Daly
 Kathleen Kuhn
 Priscilla Martinez
 Monti Mercer
 Christine Newton
 Chang Liu, Director

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 6:56 p.m. and called for a moment of silence.

II. AWARD PRESENTATION

Chair Olorunda, joined by County Administrator Tim Hemstreet and Deputy County Administrator Charles Yudd, presented a joint award from the County of Loudoun and the Library Board of Trustees to Director Liu in recognition of her work during the Covid-19 pandemic.

Chair Olorunda commended Director Liu's demonstration of collaborative and focused leadership throughout the pandemic. Mr. Hemstreet and Mr. Yudd remarked on Director Liu's leadership of Loudoun County Public Library (LCPL) during the pandemic response including her steady guidance to LCPL staff and collaboration with County leadership, as well as the contributions of all LCPL staff that allowed the library to continually provide services to the community. Mr. Hemstreet also recognized the willingness of LCPL staff to participate in much-needed pandemic response outside of the library, including at the County vaccination site and the County's PPE warehouse.

Director Liu expressed her gratitude for the award, and for her colleagues' dedication to maintaining public service and keeping libraries safe and open during the pandemic. She thanked the Trustees and the County Administration for their trust and confidence.

III. PUBLIC COMMENT

None.

IV. BOARD COMMENT

All Trustees congratulated LCPL on its recent designation by Library Journal as a Star Library and commended the hard work and public engagement that went into the award.

Trustees Newton and Boyajian commended Rust Library staff for their passport services, the usage of which is nearly at an all time high. Trustee Boyajian shared that when she recently visited Rust Library for assistance with a passport application, the service was seamless and convenient.

Trustee Newton recognized the staff participating in the current cohort of LEAD Loudoun: Sterling Library Branch Manager Amanda Jones and Brambleton Library Assistant Branch Manager Dan Steiner.

Trustee Martinez complimented work being done throughout LCPL in observance of Black History Month.

Trustee Colucci expressed her appreciation of the Technology Services Team for arranging for her remote attendance at last month's meeting.

Chair Olorunda noted that any new library built in the Western part of Loudoun would be in addition to the existing Purcellville Library. She recognized the ten-year anniversary of Gum Spring Library's creation, and commended the behind-the-scenes work in Library Administration.

V. DIRECTOR COMMENT

Director Liu thanked the LBOT for the joint award in recognition of work done throughout the pandemic. She introduced Thea Connor, Library Assistant at Lovettsville Library, to the Trustees and congratulated Trustee Mercer on a recent award from the Loudoun Chamber of Commerce.

VI. AGENDA CHANGES

None.

VII. READING AND APPROVAL OF MINUTES

Trustee Daly moved to approve the minutes from the January LBOT meeting. Trustee Newton seconded.

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

VIII. REPORTS

Purcellville Library Branch Manager Aaron DuPlissey and Purcellville Library Advisory Board (PLAB) President Leah Bromser-Kloeden presented reports on the work of Purcellville Library and PLAB. The reports were received by the LBOT Secretary and placed on file.

Chair Olorunda commended Branch Manager DuPlissey's professional growth within the system, the improvements he has made to the Purcellville Library building, and the leadership and caring he demonstrates as Branch Manager.

IX. DIRECTOR'S REPORT

Director Liu presented the Director's Report for January 2023. The report was received by the LBOT Secretary and placed on file.

X. COMMITTEE REPORTS

Library Governance Committee: Trustee Boyajian shared that most of the bills the Committee is monitoring have failed or are likely to fail. Chair Olorunda thanked Trustees Boyajian and Pensgard for their work keeping track of legislative activities.

Facilities Committee: Chair Olorunda commended Brambleton Library Branch Manager Chris Thompson for her continued leadership handling application and referral responses, and shared that the Committee's goal in 2023 is to examine the County's facilities standards that would prompt a new library to be built and consider whether and how to update those standards.

XI. INFORMATION ITEMS

II 01 FY 2023 AND FY 2024 Budget Update

Director Liu shared that County Administrator Hemstreet's proposed budget has been presented to the Board of Supervisors and that the materials are available at Loudoun.gov/budget.

Trustee Newton commended the inclusion of a proposed 6% merit increase for staff.

II 02 Staffing Update

Director Liu shared updates from a busy month of hiring, including multiple new Part Time Library Assistants, a new Accountant, a new Courier, and three internal transfers.

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

Chair Olorunda reviewed the outline of proposed awards included in the meeting packet.

XII. ACTION ITEM

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

Chair Olorunda moved to approve the attached document for the Library Board of Trustees Awards in Recognition of LCPL Staff. Trustee Boyajian seconded the motion.

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

XIII. 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 8:48 p.m.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in March 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 FY2024 Budget Update

SUBJECT:	FY2024 Budget Update
CONTACT:	Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	March 15, 2023
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024 budget.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	March 15, 2023
RECOMMENDATION:	Director Liu and HR Administrative 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 Library Trust Funds Investment Information

SUBJECT:	Library Trust Funds Investment Information
CONTACT:	Chair Christina Olorunda; Director Chang Liu
ACTION DATE:	March 15, 2023
RECOMMENDATION:	
BACKGROUND:	Chair Olorunda and Director Liu will provide investment options for the CDs in the Library’s trust funds. The CDs are maturing in March 2023. These options were provided by the County Treasurer’s Office.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Investment options for the maturing CDs, as provided by the County Treasurer’s Office
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval of Library Trust Funds Investment

SUBJECT:	Approval of Library Trust Funds Investment
CONTACT:	Chair Christina Olorunda; Director Chang Liu
ACTION DATE:	March 15, 2023
RECOMMENDATION:	Chair Olorunda and Director Liu will provide investment options for the CDs in the Library's trust funds. The CDs are maturing in March 2023. These options were provided by the County Treasurer's Office.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve (Option Number) for the maturing CDs.
ATTACHMENTS:	Investment options for the maturing CDs, as provided by the County Treasurer's Office
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

2/28/2023

Irwin Uran Trust Fund	\$ 86,490.15	LGIP*	4.702%
Symington Trust Fund	\$ 89,092.18	LGIP*	4.702%
		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	\$ 4,504,951.31		
James Horton Trust Fund	\$ 32,106.15	LGIP*	4.702%

*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	\$ 85,526.95	\$ -	\$ -	\$ -	\$ 85,526.95	\$ 301.41	\$ 85,828.36	4.229%
January	\$ 85,828.36	\$ -	\$ -	\$ -	\$ 85,828.36	\$ 324.22	\$ 86,152.58	4.533%
February	\$ 86,152.58	\$ -	\$ -	\$ -	\$ 86,152.58	\$ 337.57	\$ 86,490.15	4.702%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 1,904.36	\$ 86,490.15	

*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	\$ 31,748.60	\$ -	\$ -	\$ -	\$ 31,748.60	\$ 111.89	\$ 31,860.49	4.229%
January	\$ 31,860.49	\$ -	\$ -	\$ -	\$ 31,860.49	\$ 120.35	\$ 31,980.84	4.533%
February	\$ 31,980.84	\$ -	\$ -	\$ -	\$ 31,980.84	\$ 125.31	\$ 32,106.15	4.702%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 29,904.04	\$ -	\$ 1,500.00	\$ -	\$ 31,404.04	\$ 702.11	\$ 32,106.15	

*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	\$ 4,504,603.58	\$ -	\$ -	\$ -	\$ 4,504,603.58	\$ 347.73	\$ -	\$ 4,504,951.31	4.702%
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	\$ 1,961.66	\$ -	\$ 4,504,951.31	

*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%
\$ 4,415,859.13				