

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting February 21, 2024

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

January 17, 2024 LBOT Meeting

AGENDA CHANGES

REPORTS

Communications Division Report:

Director's Report:

Committee Reports:

Strategic Plan Update

Division Manager Peter O'Brien

Library Director Chang Liu

LBOT Chair Christina Olorunda

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2024 and FY2025 Budget Update

II 02 Staffing Update

II 03 Library Trust Funds Investment Information

II 04 Library Board of Trustees Awards in Recognition of LCPL Staff

II 05 Board Retreat

ACTION ITEM:

AI 01 Approval of Library Trust Funds Investment

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: February 21, 2024 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 17, 2024

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday, January 17, 2024 at 7:00 p.m. The Chair and Secretary were present.

Present Christina Olorunda, Chair
 Alana Boyajian, Vice Chair
 Mary Colucci
 Erika Daly
 Kathleen Kuhn (Remote Access)
 Monti Mercer
 Christine Newton
 Kate Gordon
 Kathy Ellen Davis
 Chang Liu, Director

Absent None

I. CALL TO ORDER

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

PUBLIC COMMENT

There were no public comments.

II. BOARD COMMENT

Chair Olorunda greeted the audience Happy New Year as she welcomed two new trustees. She invited both trustees to introduce themselves.

Trustee Kate Gordon, representing the Catoctin District, shared that she grew up in Western Loudoun and enjoyed libraries growing up. Ms. Gordon is currently a real estate attorney in Leesburg and expressed excitement in serving on the library board.

Trustee Kathy Ellen Davis shared that she is a teacher at an outdoor-play based pre-school, as well as works with Independent Booksellers Association to aid bookstores (where she has worked for seven to eight years) and noted her enjoyment of reading. Ms. Davis also shared that she lives in Sterling with her children ages 7 and 2 respectively. She expressed her love and appreciation for libraries.

Trustee Mercer welcomed Trustees Gordon and Davis as well as all in attendance, greeting everyone a Happy New Year. Mr. Mercer complimented the libraries on their exceptional public outreach, as he shared the presence of overwhelming feedback from people who love the library system. He reflected on the fact libraries are the most popular program Loudoun County offers, sharing a quote from a patron, who noted her grandchildren have been attending programs at Gum Spring Library for the past few years and complimented the

awesome job the librarians do. Mr. Mercer also thanked all our staff on their care for the community through the activities and programs each branch offers.

Trustee Daly offered her congratulations to Amanda Jones, Sterling Branch Manager, for participating in the Virginia Library Association (VLA) Leadership Academy and wished her a great experience. Ms. Daly also commended the Rust Library team on being awarded the honor of County Team of the Month. She thanked and congratulated the team for being an example to others.

Trustee Newton greeted everyone a Happy New Year while welcoming our two new staff members to LCPL, Ryan Pagala and Jeremy Worley. She also wished good luck to Jessica West, Division Manager for Collection Management Services, who is currently recruiting two new Collection Assistants because of recent staff retirements.

Vice Chair Boyajian welcomed Trustees Davis and Gordon as she greeted everyone Happy New Year. Ms. Boyajian shared that while reviewing the monthly reports, she enjoyed reading the anecdotes in customer service. She commended LCPL staff for helping kids with their excitement about reading and learning about what interests them in the world.

Trustee Colucci shared how impressed she was with all the reading initiatives, and community outreach. She added that from young to old, there is no one in the community that LCPL does not reach.

Trustee Kuhn welcomed Trustees Davis and Gordon as she looked forward to meeting them both in-person in February. Ms. Kuhn expressed how remarkable connections with the schools are and that bringing families into the library is critical. She also thanked LCPL staff for opening the doors on time and welcoming patrons despite the recent snowstorm.

Chair Olorunda reminded the trustees about completing their Strength Finders assessments and forwarding them on to Training Coordinator Jen DesRoberts. She noted that the assessment instructions would be emailed, along with a reminder on potentially having the LBOT retreat on March 2nd from 9:00 AM -12:00 PM. Due to March having certain holidays, Chair Olorunda recommended having the retreat earlier in the month, with the other alternative being March 23rd. She also disclosed that the topics of discussion would be reviewing the Strength Finders Assessment and Succession Planning.

III. DIRECTOR COMMENT

Director Liu greeted Happy New Year to staff and the Trustees and welcomed Trustees Gordon and Davis to LBOT.

Ms. Liu highlighted a few accomplishments that occurred in the month of December. She shared that LCPL hosted Crosby Kemper, Director of the Institute of Museum and Library Services (IMLS). Ms. Liu shared that she and Mr. Kemper visited Rust and Brambleton libraries, noting that Mr. Kemper was very impressed with LCPL's positive energy, its facilities, as well as the services we offer. Ms. Liu participated in the new Board of Supervisors Orientation offered by the County Administrator, where she was available to answer any questions about Library Services. Ms. Liu was also invited by the Thomas Balch Library Advisory Commission to speak about LCPL, the services we offer (such as Passport, Notary, Online Resources, and Makerspace), and the partnership we have had over the years.

Ms. Liu indicated that she has begun meeting with the branch managers one-on-one and finds the meetings informative while continuing to be inspired by the great leadership and work that staff do.

IV. AGENDA CHANGE

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Chair Olorunda moved to approve the December 2023 LBOT meeting minutes. Vice Chair Boyajian seconded the motion.

Approved 7-2-0-0 (yes/abstained/no/not present).

VI. REPORTS

Branch Manager Vivy Niotis provided a report on the Gum Spring Library. The report was received by the LBOT Secretary and placed on file.

President Kimberly Reinhard presented on behalf of Friends of Gum Spring Library. The report was received by the LBOT Secretary and placed on file.

VII. DIRECTOR'S REPORT

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

VIII. COMMITTEE REPORTS

Chair Olorunda updated the LBOT about the status of the various committees:

Facilities Committee: Ms. Olorunda appointed Ryan Pagala, Project Management Specialist, as an additional member of the Facilities Planning Committee. Ms. Liu noted that Christine Thompson has been handling referrals and applications from the developers by providing comments to articulate the needs of Library Services. Ms. Liu also reiterated that Master Facilities Planning is one of the strategic goals for LCPL, which already has funding identified in FY2024 using state aid. Ms. Liu added that LCPL is engaged with the County's Department of Transportation and Capital Infrastructure (DTCI) to define the scope of work for the architectural firm to complete the project before July 1, 2024.

Budget Committee: Ms. Olorunda deferred comment to the FY2024 and FY2025 Budget Update Information Item discussion.

Nomination Committee: There were no updates noted.

Board Evaluation Committee: Ms. Olorunda deferred comment to the Presentation of the Board Self Evaluation Form Information Item discussion.

Governance Committee: Ms. Boyajian noted no updates. Ms. Olorunda tasked the committee with determining if additional language is needed in the bylaws for an outgoing trustee's position to be extended until a replacement is sworn in.

Executive Committee: There were no updates noted.

IX. STRATEGIC PLAN UPDATE

Deputy Director Van Campen presented an update on the Strategic Plan to the trustees. Director Liu shared the report with the trustees prior to the meeting. The update was received by the LBOT Secretary and placed on file.

X. INFORMATION ITEMS

II 01 FY 2024 and FY 2025 Budget Update

Finance and Budget Manager Paek presented her FY 2024 budget report, which was attached to the Director's Report. Ms. Liu mentioned that the County Administrator is scheduled to present the proposed FY2025 budget on February 14, 2024.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger presented the staffing report. The report was received by the LBOT Secretary and placed on file.

II 03 Presentation of the Board Self Evaluation Form

Trustee Daly shared that the LBOT self-evaluation process started in 2023 as recommended by the Virginia Library Association (VLA). She and Trustee Kuhn presented a draft evaluation for which was received and reviewed for future input.

XI. ACTION ITEM:

AI 01 Approval of the Board Self Evaluation Form

Chair Olorunda moved to approve the Board Self Evaluation Form as drafted. Vice Chair Boyajian seconded the motion.

Approved **7-2-0-0 (yes/abstained/no/not present)**.

XII. ADJOURNMENT

Trustee Mercer moved to adjourn the meeting at 9:09 p.m. Chair Olorunda seconded the motion.

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

Respectfully submitted by,
Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in February 2024

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2024 and FY2025 Budget Update

SUBJECT:	FY2024 and FY2025 Budget Update
CONTACT:	Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	February 21, 2024
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024 and FY2025 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: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	February 21, 2024
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
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:	February 21, 2024
RECOMMENDATION:	
BACKGROUND:	Chair Olorunda and Director Liu will provide renewal options for the maturing CDs in the Library’s trust funds. The CDs are maturing in February and March 2024. 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:	

Investment options for the maturing CDs, as provided by the County Treasurer's Office

Freedom Bank

1 year – 5.25% APY

3 year – 4.50% APY

5 year – 4.25% APY

TD Bank

1 year – 4.95% APY

3 year – 4.18% APY

5 year – 3.96% APY

Bank of Charles Town

1 year – 5.29% APY

3 year – 4.71% APY

5 year – 4.49% APY

First Virginia Community Bank

1 year – 5.00% APY

3 year – 4.15% APY

5 year – 3.95% APY

John Marshall Bank

1 year – 5.01% APY

3 year – 4.45% APY

5 year – 4.31% APY

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1104 Library Board of Trustees Awards in Recognition of LCPL Staff

SUBJECT:	Library Board of Trustees Awards in Recognition of LCPL Staff
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	February 21, 2024
RECOMMENDATION:	This Information Item is for any questions the Trustees and staff might have about the LBOT Awards program. Chair Olorunda will announce the award program to all Library staff, seeking nominations. The LBOT will review the nominations and determine the winners of all five awards in a closed session at the May 15, 2024 meeting. The LBOT award ceremony will be held during the LBOT meeting on June 26, 2024.
BACKGROUND:	In February 2023, the LBOT established the LBOT Mission and Newcomer Awards to recognize outstanding LCPL staff whose work especially exemplifies the Mission of LCPL which is Inspiration, Information, Innovation, and Inclusion. There are five awards: one for each of the four components of the Mission statement; and a Newcomer Award for a new staff member. Chair Olorunda announced the establishment of the LBOT Mission and Newcomer Awards in March 2023.
ISSUES:	
FISCAL IMPACT:	As in 2023, the Loudoun Library Foundation will underwrite this program through a grant.
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:	February 21, 2024
RECOMMENDATION:	Chair Olorunda and Director Liu will finalize the LBOT Retreat date for Spring 2024.
BACKGROUND	The LBOT usually holds two retreats per year for continuing education and planning purposes, where in-depth discussions could take place. The last retreat was held on October 28, 2023 at Sterling Library. Chair Olorunda would like to hold a retreat on March 2, 2024 if most of the Trustees are available.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
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:	February 21, 2024
RECOMMENDATION:	Chair Olorunda and Director Liu will provide renewal options for the CDs in the Library's trust funds. The CDs are maturing in February and March 2024. These options were provided by the County Treasurer's Office.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	<p>I move to renew the maturing CDs in the following manner: Renew the FVC Bank account maturing on Feb. 19, 2024 for one/three/five years at XXX rate, or at whichever rate that was most favorable to the LBOT on the date of the actual renewal.</p> <p>Renew the Bank of Charles Town account maturing on March 31, 2024 for one/three/five years at XXX rate, or at whichever rate that was most favorable on the date of the actual renewal.</p>
ATTACHMENTS:	Investment options for the maturing CDs, as provided by the County Treasurer's Office
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

1/31/2024

Irwin Uran Trust Fund	\$ 90,801.97	LGIP*	5.534%	
Symington Trust Fund	\$ 93,533.71	LGIP* 5.534%		
		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%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23 03/23/28	4.190%
	\$ 945,506.96	<i>Bank of Charles Town</i>	03/31/23 03/31/24	5.290%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26	0.750%
Symington Total	\$ 4,660,486.99			
James Horton Trust Fund	\$ 35,241.56	LGIP*	5.534%	

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY24**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 389.85	\$ 88,342.65	5.319%
August	\$ 88,342.65	\$ -	\$ -	\$ -	\$ 88,342.65	\$ 400.19	\$ 88,742.84	5.436%
September	\$ 88,742.84	\$ -	\$ -	\$ -	\$ 88,742.84	\$ 406.15	\$ 89,148.99	5.492%
October	\$ 89,148.99	\$ -	\$ -	\$ -	\$ 89,148.99	\$ 408.97	\$ 89,557.96	5.505%
November	\$ 89,557.96	\$ -	\$ -	\$ -	\$ 89,557.96	\$ 413.61	\$ 89,971.57	5.542%
December	\$ 89,971.57	\$ -	\$ -	\$ -	\$ 89,971.57	\$ 414.92	\$ 90,386.49	5.534%
January	\$ 90,386.49	\$ -	\$ -	\$ -	\$ 90,386.49	\$ 415.48	\$ 90,801.97	5.516%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 2,849.17	\$ 90,801.97	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY24**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 32,649.10	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	5.319%
August	\$ 32,793.82	\$ -	\$ -	\$ -	\$ 32,793.82	\$ 148.56	\$ 32,942.38	5.436%
September	\$ 32,942.38	\$ -	\$ 1,500.00	\$ -	\$ 34,442.38	\$ 157.63	\$ 34,600.01	5.492%
October	\$ 34,600.01	\$ -	\$ -	\$ -	\$ 34,600.01	\$ 158.73	\$ 34,758.74	5.505%
November	\$ 34,758.74	\$ -	\$ -	\$ -	\$ 34,758.74	\$ 160.53	\$ 34,919.27	5.542%
December	\$ 34,919.27	\$ -	\$ -	\$ -	\$ 34,919.27	\$ 161.04	\$ 35,080.31	5.534%
January	\$ 35,080.31	\$ -	\$ -	\$ -	\$ 35,080.31	\$ 161.25	\$ 35,241.56	5.516%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 32,649.10	\$ -	\$ 1,500.00	\$ -	\$ 34,149.10	\$ 1,092.46	\$ 35,241.56	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY24

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	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.436%
September	\$ 4,658,365.92	\$ -	\$ -	\$ -	\$ 4,658,365.92	\$ 418.37	\$ -	\$ 4,658,784.29	5.492%
October	\$ 4,658,784.29	\$ -	\$ -	\$ -	\$ 4,658,784.29	\$ 421.27	\$ -	\$ 4,659,205.56	5.505%
November	\$ 4,659,205.56	\$ -	\$ -	\$ -	\$ 4,659,205.56	\$ 426.05	\$ -	\$ 4,659,631.61	5.542%
December	\$ 4,659,631.61	\$ -	\$ -	\$ -	\$ 4,659,631.61	\$ 427.40	\$ -	\$ 4,660,059.01	5.534%
January	\$ 4,660,059.01	\$ -	\$ -	\$ -	\$ 4,660,059.01	\$ 427.98	\$ -	\$ 4,660,486.99	5.516%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 2,934.88	\$ -	\$ 4,660,486.99	

*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 6/30/2023

\$ 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	1.242%
\$ 851,824.65		FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35		Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 945,506.96		Bank of Charles Town	3/31/2023	3/31/2024	5.290%
\$ 4,566,953.28					