

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for March 2016

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL:

February 17, 2016 Regular Meeting Minutes

PRESENTATION:

**Park View High School Students and Faculty
(Journeys of my life / Viajes de mi Vida)**

REPORTS

Library Advisory Board:

Library Branch Report:

Director's Report:

Gum Spring Library Friends Group

Gum Spring Library, Leah Bromser-Kloedon

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 FY 2017 Budget

II 03 Law Library

II 04 ILS Update

II 05 Sterling Update

II 06 Brambleton Update

II 07 Collection Services

II 08 Review of Library Policies

II 09 Agenda Items for Library Board Retreat

ACTION ITEMS

AI 01 Closed Executive Session (as needed)

ADJOURNMENT

DATE & TIME: March 30, 2016 at 7:30 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 703-777-0368. Three days prior notice is requested.

**Loudoun County Public Library
Board of Trustees Meeting Minutes**

February 17, 2016

The Library Board of Trustees meeting was held on Wednesday, February 17, 2016 at 7:30 PM, at Ashburn Library located at 43316 Hay Road, Ashburn VA 20147, the Chair and Secretary was present.

Present: Mark Miller, Chair
Larry Stepnick, Vice Chair
Chang Liu, Library Director
Mary Pellicano
Michael Silber
Sara Pensgard
Joseph Maio
Sean Mallon

Absent: Nancy Nuell

I. CALL TO ORDER

Presiding Chair Mr. Mark Miller called the meeting to order at 7:30 PM and asked for a moment of silence.

COMMENTS

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustees Mr. Maio and Mr. Mallon thanked the Ashburn Library staff for hosting the meeting.

Trustee Ms. Sara Pensgard congratulated Library Director Chang Liu and Programming Division Manager Ms. Linda Holtlander for the excellent work they contributed to winning the VACO Award for Loudoun County Public Library.

Vice Chair Mr. Larry Stepnick welcomed everyone to the Ashburn Library.

Board Chair Mr. Miller reported that the Friends of Ashburn Library had a very successful book sale.

IV. DIRECTOR COMMENT

Ms. Liu stated the VACO Award was presented to Loudoun County Public Library for the ten-year anniversary of the After Hours Teen Center at Cascades Library.

Ms. Liu reported that the library system is offering many programs and events on Latino :Americans; 500 Years of History. Ms. Liu stated that Loudoun County Public Library received a grant to specifically offer these programs to the community.

Ms. Liu announced that the Library Board of Trustees Secretary, Ms. Kelley Nelson, has accepted a position with the Loudoun County Treasurer's Office and her last day with Library Administration will be March 9.

AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the January 20, 2016 Library Board of Trustees regular meeting. Mr. Maio moved to approve the minutes of the January 20, 2016 Library Board of Trustees regular meeting. The motion was seconded and approved by a vote of 7-0-0-1. (yes/abstained/no/not present).

VI. REPORTS

A. FRIENDS OF ASHBURN LIBRARY

The Ashburn Library Branch Manager, Ms. Catherine Hall, reported on behalf of the Friends of Ashburn Library Advisory Board. The report was received and placed on file.

B. ASHBURN LIBRARY

The Ashburn Library Branch Manager, Ms. Catherine Hall, reported on behalf of the Ashburn Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by the Library Director, Ms. Chang Liu. The report was received and placed on file.

VII. INFORMATION ITEMS

II01 BRAIN TEASER:

Mr. Stepnick presented the Brain Teaser in honor of Gabriella Miller.

II02 FY 2017 BUDGET:

Ms. Liu stated that the County Administrator, Mr. Tim Hemstreet presented his proposed FY 2017 County budget on Wednesday, February 10. Ms. Liu reported that during Mr. Hemstreet's presentation he stated that Loudoun County Public Library won the VACO Award for the After Hours Teen Center at Cascades Library. Ms. Liu also mentioned that the beautiful Rust Library is on the cover of the FY 2017 proposed budget book.

Ms. Liu reviewed the scheduled public hearing dates with the Trustees and suggested that the Trustees share this information with their Advisory Boards, family and friends. Ms. Liu explained that she will be sending out the following documents to the Trustees; Loudoun County Public Library in Just One Year, Focus Areas and Talking Points with a copy of the public input sessions schedule.

Mr. Miller encouraged his fellow Trustees to reach out and meet with their appointed Board of Supervisors member regarding the Library Services budget enhancement requests.

II03 LAW LIBRARY:

Ms. Liu stated that she has been working directly with the County Attorney, County Human Resources, County Budget and the County Clerk of the Circuit Court on a Memorandum of Understanding regarding the County Law Library becoming part of the Loudoun County Public Library system. Ms. Liu reported once the Memorandum of Understanding is complete she will present it to the Library Board of Trustees for consideration.

II04 ILS UPDATE:

Special Projects Assistant Ms. Megan Avera reported that the training phase of the ILS project is complete and the ILS team is in the testing phase now. On March 9 the ILS team and Library Director will make the decision on the go live date. The Library Director and ILS team have been working with the County's Department of Information and Technology on installing two phone lines at Library Administration for patrons and staff to call if they have any questions.

II05 STERLING LIBRARY:

Ms. Liu reported that the design phase is complete, the furniture has been selected and construction has begun for the relocation of Sterling Library. Ms. Liu reported that Ms. Carolyn Reagle has been selected as the Acting Branch Manager of Sterling Library. Ms. Liu reported that the Sterling Library is still slated to open on September 1, 2016.

II06 BRAMBLETON LIBRARY:

Ms. Liu reported that she scheduled a meeting with The Brambleton Group, the architect and a designer from the County's department of Transportation and Capital Infrastructure.

II07 PASSPORT PROCESSING AT LCPL LOCATIONS:

Ms. Liu reported that on Tuesday, February 2 County Administrator, Mr. Hemstreet, requested that the Board of Supervisors grant him permission to work with the Library Director, with consent from the Trustees, on the feasibility of Library staff processing US passport applications at Loudoun County Library locations. The Board of Supervisors voted to move the passport application item to the Thursday, February 11 Finance, Government Services & Operations Committee meeting. Ms. Liu reported that this item did not make it to the February 11 agenda. Ms. Liu reported that she spoke with Chief of Staff Mr. Caleb Weitz about processing passport applications in Loudoun County libraries. Ms. Liu reported that Mr. Weitz explained that this item has been removed from the agenda and he has been tasked with researching this topic and collecting more information from the State Department. Ms. Liu stated that she will report the findings to the Library Board of Trustees.

II08 BOARD RETREAT DATES (ALA ONLINE TRAINING):

Ms. Liu suggested that the Library Board of Trustees hold their next retreat meeting on Saturday, April 30 from 9 AM to 2:30 PM, at the Library Administration building, the Trustees agreed.

VIII. ACTION ITEMS

AI01 LIBRARY CARD POLICY:

Ms. Liu recommended that the Library Board of Trustees adopt the revised Library Card Policy.

Mr. Mallon moved to adopt the revised Library Card Policy as presented. Mr. Miller opened the floor for discussion. The motion was seconded and approved by a vote of 7-0-0-1.

AI02 CLOSED EXECUTIVE SESSION:

There was no closed executive session.

IX. ADJOURMENT

Presiding Chair Mr. Miller accepted Mr. Stepnick’s motion to adjourn the meeting. The motion was seconded and approved by a vote of 7-0-0-1, at 9:12 PM.

Respectfully submitted by

Kelley Nelson
Secretary

Adopted by the Board in the meeting
of _____,

(Signature of Presiding Officer)

DIRECTOR'S REPORT
Loudoun County Public Library
March 2016

February is always a busy time, as the County's annual **budget process** occupies much of our attention. The Director joined trustees in meeting with new and returning members of the Board of Supervisors in preparation for the budget hearings, and worked closely with County Administration to ensure a smooth and productive budget process.

Reaching out to serve all

- At Cascades Library, the second **Spanish language book discussion group** for adults went very well. The participants had a very animated conversation about *La Reina del Sur* by Arturo Perez-Reverte. We continue to see this program grow.
- Programming staff participated with the Park View High School students and faculty in their presentation to the Loudoun County Public School on February 23. The presentation highlighted the student's work on the **Journeys of My Life children's bilingual picture book project**. Students showed their connection to the LCPS One to the World initiative and the themes of the National Endowment for the Humanities Latino Americans: 500 Years of History grant awarded to LCPL.
- Programming and Sterling Library staff attended the **INMED Early Literacy Workshop** on February 26. Library staff presents a monthly program to the mothers in the program in Spanish. Participants took part in the PLA Project Outcome Survey.
- In **Outreach Services**, Potomac Green continues to amaze us with business: 110 customers in an hour at the first visit in February. Customers at our busiest visits (Potomac Green, Lansdowne Woods, Falcons Landing, Wingler, Ashby Ponds) and our newest (Central Parke) continue to intermittently request E Reader help.
- The following **special needs groups** visited Rust several times this month: Aurora, Heritage, Dominion, Evergreen Mills, Echo Works and Paxton.
- The Library was presented with an award at the **Paxton School Annual Board Meeting**, recognizing the Next Chapter Book Club as well as Rust Library staff's work with the students that visit each week.
- Sterling Library and Programming collaborated to present **How I Made It** on February 10 and 20. This innovative program brings community resources related to business, employment, and job seeking together with the Hispanic community. Hispanic community leader Giuliana Jahnsen Lewis, LCPS shared her experiences with the community. Loudoun Source Link, Escala, Virginia Hispanic Chamber of Commerce, Loudoun Workforce Resource Center, and LCPL partnered to develop this program.

Enhancing learning

- Gum Spring staff worked with Graziella McCarron to develop a "**Career Club Conversation Group**" that will start in April. It will offer networking and job seeking discussion tips. The

Library is reaching out to local technology professionals to explore setting up a similar Conversation Group for technology professionals and hobbyists.

Using technology to improve our customers' experience

- In preparation for the transition to a new integrated library system, staff attended training and design sessions and submitted extensive data for the **CARL X Migration**. The implementation of the new system will take place in late March.
- Requests for **assistance with e-devices** are ongoing: Purcellville Adult Services staff held twenty-four one-on-one sessions with patrons, lasting up to 1 hour each.

Focusing on community impact

- At Cascades Library, compared to February of 2015, ALL programming (YS, Teen, and Adult) saw an **increase in attendees** at a rate of 33%, 20%, and 51% respectively. Considering February is a slow month, this is especially telling.
- Staff members from Gum Spring, Programming and Communications met with Jennifer Knowlton, **StoneSprings Hospital** Center Marketing Director, to discuss ways LCPL can partner with SSH. Plans are moving forward to have LCPL materials sent home with new parents, having a cart of donated books for patients and families, and SSH staff participating in programs at Gum Spring.
- An Adult Services staff member attended a **Loudoun County Chamber of Commerce** Young Professionals Committee meeting to talk about MAPs and potential future partnerships.

Looking to the future

- The Director, Deputy Director, and Branch Manager of Gum Spring met with Kim Adams, **Brambleton Marketing Director, and staff from HGA**, the architectural firm that will be designing and building the Brambleton Library.
- Library staff is busy preparing for the expansion of the **Sterling Library** this fall.
- Planning for **Fall for the Book** series and the annual **1Book1Community** program has begun.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 01 Brain Teaser

SUBJECT:	Brain Teaser
CONTACT:	Library Board
ACTION DATE:	March 30 17, 2016
RECOMMENDATION:	
BACKGROUND:	A Brain Teaser is presented at every Library Board of Trustees Meeting in honor of Gabriella Miller.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I102 FY 2017 Budget

SUBJECT:	FY 2017 Budget
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Ms. Liu will provide an update on the FY 2017 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Law Library

SUBJECT:	Law Library Proposal
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Library Director Chang Liu will give an update on the Law Library proposal.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 ILS Update

SUBJECT:	ILS Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Library Director Chang Liu will provide an update on the new ILS implementation.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 05 Sterling Library Update

SUBJECT:	Sterling Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Library Director Chang Liu will provide an update of the new Sterling Library.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Brambleton Library Update

SUBJECT:	Brambleton Library Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Library Director Chang Liu will provide an update regarding Brambleton Library.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 07 Review of Library Policies

SUBJECT:	Review of Library Policies
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	
BACKGROUND:	The Library policies are up for annual review on July 1. Policies will need to be approved by the Trustees at the June 2016 board meeting and will go into effect July 1, 2016.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Library Policies
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 08 Agenda Items for Library Board Retreat

SUBJECT:	Agenda Items for Library Board Retreat
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	March 30, 2016
RECOMMENDATION:	The Library Board of Trustees agreed to hold their annual board retreat on Saturday, April 30, 2016 at the Library Administration building from 9 AM to 2:30 PM.
BACKGROUND:	Ms. Liu requests that the Trustees submit their agenda items to her by Friday, April 15, 2016.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI01 Closed Executive Session

SUBJECT:	Closed Executive Session
CONTACT:	LBOT
ACTION DATE:	March 30, 2016
RECOMMENDATION:	Closed Executive Session (as needed)
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

**Symington Trust
Fund 1223
FY16**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 3,986,162.17	\$ 2,976.39	\$ (1,383.50)	\$ 3,990,522.06	\$ 7.43	\$ -	\$ 3,990,529.49	0.1490%
August	\$ 3,990,529.49	\$ 233.52	\$ (348.96)	\$ 3,991,111.97	\$ 8.31	\$ -	\$ 3,991,120.28	0.1650%
September	\$ 3,991,120.28	\$ 389.46	\$ (608.04)	\$ 3,992,117.78	\$ 8.91	\$ -	\$ 3,992,126.69	0.1740%
October***	\$ 3,992,126.69	\$ 1,611.61	\$ 180.75	\$ 3,993,557.55	\$ 9.64	\$ -	\$ 3,993,567.19	0.1840%
November	\$ 3,993,567.19	\$ 313.11	\$ 6,585.90	\$ 3,987,294.40	\$ 8.87	\$ -	\$ 3,987,303.27	0.1880%
December	\$ 3,987,303.27	\$ 751.56	\$ (1,222.75)	\$ 3,989,277.58	\$ 13.72	\$ -	\$ 3,989,291.30	0.2810%
January	\$ 3,989,291.30	\$ 46.50	\$ (1,592.45)	\$ 3,990,930.25	\$ 20.18	\$ -	\$ 3,990,950.43	0.4020%
February	\$ 3,990,950.43	\$ 85.23	\$ (372.94)	\$ 3,991,408.60	\$ 22.06	\$ -	\$ 3,991,430.66	0.4360%
March				\$ -	\$ -	\$ -	\$ -	
April				\$ -	\$ -	\$ -	\$ -	
May				\$ -	\$ -	\$ -	\$ -	
June								
Total FY	\$ 3,986,162.17	# \$ 6,407.38	# \$ 1,238.01	\$ 3,991,331.54	\$ 99.12	\$ -	\$ 3,991,430.66	

*Ending Balances include CD's and Money Market balances - see holding tab

\$19,278.00

**Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

***Interest Accrued Income for FY015" - \$123,408.94

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY16**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 19,558.44	\$ -	\$ -	\$ 19,558.44	\$ 2.43	\$ 19,560.87	0.1490%
August	\$ 19,560.87	\$ -	\$ -	\$ 19,560.87	\$ 2.69	\$ 19,563.56	0.1650%
September	\$ 19,563.56			\$ 19,563.56	\$ 2.84	\$ 19,566.40	0.1740%
October	\$ 19,566.40			\$ 19,566.40	\$ 3.00	\$ 19,569.40	0.1840%
November	\$ 19,569.40			\$ 19,569.40	\$ 3.07	\$ 19,572.47	0.1880%
December	\$ 19,572.47	\$ 1,500.00	\$ 750.00	\$ 20,322.47	\$ 4.76	\$ 20,327.23	0.2810%
January	\$ 20,327.23			\$ 20,327.23	\$ 6.81	\$ 20,334.04	0.4020%
February	\$ 20,334.04			\$ 20,334.04	\$ 7.39	\$ 20,341.43	0.4360%
March				\$ -	\$ -	\$ -	
April				\$ -	\$ -	\$ -	
May				\$ -	\$ -	\$ -	
June				\$ -	\$ -	\$ -	
Total FY	\$ 19,558.44	\$ 1,500.00	\$ 750.00	\$ -	\$ 32.99	\$ 20,341.43	

*Interest Earnings Based On Average LGIP Rate For the Month

**Irwin Uran Trust Fund
Fund 1220
FY16**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 232,160.95	\$ -	\$ -	\$ -	\$ 232,160.95	\$ 28.83	\$ 232,189.78	0.1490%
August	\$ 232,189.78	\$ -	\$ -	\$ -	\$ 232,189.78	\$ 31.93	\$ 232,221.71	0.1650%
September	\$ 232,221.71			\$ 29,900.00	\$ 202,321.71	\$ 29.34	\$ 202,351.05	0.1740%
October**	\$ 202,351.05			\$ -	\$ 202,351.05	\$ 31.03	\$ 202,382.08	0.1840%
November	\$ 202,382.08				\$ 202,382.08	\$ 31.71	\$ 202,413.79	0.1880%
December	\$ 202,413.79				\$ 202,413.79	\$ 47.40	\$ 202,461.19	0.2810%
January	\$ 202,461.19				\$ 202,461.19	\$ 67.82	\$ 202,529.01	0.4020%
February	\$ 202,461.19				\$ 202,461.19	\$ 73.56	\$ 202,534.75	0.4360%
March					\$ -	\$ -	\$ -	
April					\$ -	\$ -	\$ -	
May					\$ -	\$ -	\$ -	
June								
Total FY	\$ 232,160.95	\$ -	\$ -	\$ 29,900.00	\$ -	\$ 341.62	\$ 202,602.57	

*Interest Earnings Based On Average LGIP Rate For the Month

** Note the incorrect LGIP rate was used to calculate the interest earned in October 2014. The amount calculated was \$19.50, but it should have been \$20.22 (see above). The adjustment of 0.72 will be posted with the November interest entry

Library Trust Funds Holdings

As of February 29th 2016

Irwin Uran Trust Fund	\$ 202,602.57	LGIP*	0.4360%
Symington Trust Fund	\$ 60,747.00	LGIP*	0.4360%
		CD**	Trade Date Maturity Yield
	\$ 772,000.00	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 790,612.34	<i>Access National</i>	02/18/14 02/17/19 1.500%
	\$ 818,070.97	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.342%
	\$ 775,000.00	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.740%
	\$ 775,000.00	<i>Washington First</i>	03/30/12 03/30/16 1.350%
\$ -			
Symington Total	\$ 3,991,430.31		
James Horton Trust Fund	\$ 20,341.43	LGIP*	0.4360%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal