

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for June 15, 2016

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

May 18, 2016 Regular Meeting Minutes

PRESENTATION

Proclamation in honor of Nancy's service on the Library Board of Trustees

REPORTS

Library Advisory Board:	Middleburg Library Advisory Board
Library Branch Report:	Middleburg Library
Director's Report:	Library Director, Chang Liu

INFORMATION ITEMS

- II 01 Brain Teaser**
- II 02 Sterling Expansion Update**
- II 03 Brambleton Library Update**
- II 04 Review of Law Library Memorandum of Understanding**
- II 05 Fines for the Library System**
- II 06 Policy Review and Affirmation**
- II 07 Staff Development Day Date 11/4/2016**

ACTION ITEMS

- AI 01 Nomination and Election of Chair & Vice Chair**
- AI 02 Signing of the Law Library Memorandum of Understanding**
- AI 03 Executive Session (as needed)**

ADJOURNMENT

DATE & TIME: June 15, 2016 at 7:30 p.m.

LOCATION: Rust Library, 380 Old Waterford 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**

May 18, 2016

The Library Board of Trustees meeting was held on Wednesday, May 18, 2016 at 7:34 P.M. at the Balch Library, 208 W Market St, Leesburg, VA, 20176. The Chair and Secretary were present.

Present: Mark Miller, Chair
Larry Stepnick, Vice Chair
Chang Liu, Library Director
Nancy Nuell
Sean Mallon

Absent: Joseph Maio
Mary Pellicano
Sara Pensgard

I. CALL TO ORDER

Presiding Chair Mark Miller called the meeting to order at 7:34 PM and asked for a moment of silence.

COMMENTS

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Vice Chair Stepnick stated the Ashburn Library will be having their annual book sale in June. The presale will be on June 17 and open to the public on June 18 and 19.

Chair Miller recognized and thanked Programming Division Manager Linda Holtlander for her many years of dedication and service to Loudoun County Library.

Mr. Miller thanked Alexandra Gressitt and the Thomas Balch Library for hosting the May Library Board of Trustees meeting.

IV. DIRECTOR COMMENT

Director Liu thanked Alexandra Gressitt for hosting the May Library Board of Trustees meeting and for the continued partnership between Loudoun County Public Library and the Thomas Balch Library.

Ms. Liu congratulated Cheryl Granger on her promotion to HR Administrative Manager for Library Services.

Ms. Liu recognized Ms. Holtlander for her many years of service to Loudoun County Library and noted that she has been a great inspiration and driving force behind the success of the Library. Ms. Liu wished Ms. Holtlander all the best in her upcoming retirement.

Ms. Liu mentioned that Library Services hired a new Visual Communications Specialist, Kathryn Stuart, who will be introduced at the June Library Board of Trustees Meeting.

AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the April 20, 2016 Library Board of Trustees regular meeting. Trustee Nuell moved to approve the minutes of the April 20, 2016 Library Board of Trustees regular meeting. The motion was seconded and approved by a vote of 4-0-0-3. (Yes/abstained/no/not present).

VI. REPORTS

A. FRIENDS OF LIBRARY OUTREACH SERVICES

Friends of Library Outreach Services Chair Mary Jane Mitchell was absent. Director Liu reported on behalf of the Friends of Library Outreach Services. The report was received and placed on file.

B. Library Outreach Services

Head of Library Outreach Services Virginia Larocque reported on behalf of Outreach Services. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by Library Director 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 STERLING EXPANSION UPDATE:

Ms. Liu said that the design of the Sterling Library is complete. Ms. Liu stated that the current Sterling Library book collection will be supplemented with new books which are being ordered by Division Manager Mary Lou Demeo and her staff. Ms. Liu noted that the Sterling Library Branch Manager position was approved for reclassification and the job advertisement posted today.

II03 BRAMBLETON UPDATE:

Ms. Liu stated that a second meeting with the architects from HGA was held on May 17, 2016. Ms. Liu said that the shell design of the new Brambleton Library is taking place very quickly allowing HGA's internal design concepts to come together nicely.

II04 LIBRARY MATERIALS RECOVERY; PRESENTATION BY UNIQUE MANAGEMENT:

Jonathan Hayes from Unique Management Services gave an overview of his company's materials recovery process. Mr. Miller requested that Ms. Liu provide some current statistics on the scope and scale of current library fines and overdue materials before the Library makes a decision on using Unique Management's services for materials and fine recovery.

II05 LAW LIBRARY

Ms. Liu stated that the final draft of the Law Library Memorandum of Understanding was complete. She noted that the Board of Supervisors would consider the reduction in force of one FTE in the Clerk of Court's office and the addition of one FTE position in Library Services at the June 7, 2016 meeting. Ms. Liu reported that after the Board of Supervisors approves the RIF and establishment of a new position, the MOU can then be signed by the Library Board of Trustees and the transfer of the Law Library to the Loudoun County Library will be finalized.

VIII. ACTION ITEMS

AI01 THOMAS BALCH CONTRACT:

Trustee Nuell moved to approve the FY 2017 Thomas Balch Library Contract as presented. The motion was seconded and approved by a vote of 4-0-0-3. (yes/abstained/no/not present).

AI02 CLOSED EXECUTIVE SESSION:
There was no Closed Executive Session.

IX. ADJOURMENT

The meeting was adjourned at 9:00 P.M.

Respectfully submitted by
Cheryl Granger

Secretary

Adopted by the Board in the meeting
of June 15, 2016,

(Signature of Presiding Officer)

DIRECTOR'S REPORT
Loudoun County Public Library
June 2016

Library management and supervisory staff spent two days in workshops with AJ Robinson, Chairman and CEO of Symphonic Strategies Inc., developing strategies to help our library system remain adaptive and responsive in an ever-changing world.

To better meet the challenges of a frequently changing environment, we are organizing task forces to initiate, launch and guide new initiatives. The Task Force Charter Group has drafted the charter and shared it in May with Library staff. We are on schedule to roll out the task force structure in July 2016.

The Director attended the "State of the County" address by Chair Phyllis Randall at the Loudoun Chamber of Commerce meeting on May 25. It was a good opportunity to hear questions and comments from the business community as Chair Randall looked back at the past few months in Loudoun.

Collections Management and branch staff continued to smooth the transition from the former Horizon ILS to the CARLX system, responding to questions from patrons and working closely with vendors to enable efficient and effective ordering of materials.

Reaching out to serve all

- A contingent of Teen Services staff attended the **Loudoun Youth Fest** on May 21, where they interacted with hundreds of teens.
- The Library was represented at the Sterling area Job Fair on May 14, publicizing opportunities at the new Sterling Library and bilingual job opportunities across the system.
- Lovettsville staff reached 112 children through offsite story-times at the **local community center**. They also hosted special story-time fieldtrips to the library for the community center & Montessori school totaling 45 attendees. These partnerships are great assets that we plan to utilize even more in the future.

Promoting the joy of reading and learning

- **1000 Books Before Kindergarten celebrations** at all branches were well-attended and a great way to reward parents and kids for their efforts while building excitement about the program for those who just started.
- Ashburn and Cascades staff joined forces to staff a table at **Comic Logic on Free Comic Book Day** on May 7; they talked to 237 people, made library cards using CARLConnect on iPads, demonstrated Hoopla, and provided information about comic-related events at the Library.
- During May, Programming Staff purchased, received, and organized the books for **the new book club kits**, purchased with money from the Director's Fund. A Task Force will be organized to determine how the book club kits are stored, requested, and rotated between branch and public book clubs.

Focusing on community impact

- Artist in residence John Parra returned to Park View High School on May 10 for a book release party of the student-written and illustrated children's books. **The Journeys of My Life project** was held in conjunction with LCPS' one-to-the-world initiative, and students from the project presented their work to LCPS Board of Education, LCPL Board of Trustees, and more.
- Our final report was submitted to the National Endowment for the Humanities **for Latino Americans: 500 Years of History**. That grant provided funds for guest speakers, a documentary showing, the Journeys of My Life project, and more.
- **Mental Health Awareness Month** had 14 programs throughout the system; these conversations will continue into the fall, as our 1Book 1Community title is about a boy with schizophrenia.

Welcoming new staff and recognizing departing staff

- After more than 25 years of service, Linda Holtslander retired on Friday, June 3. No words can describe our gratitude for her dedication, selflessness, and inspiration during those years.
- Cheryl Granger was appointed to the Library Administrative Manager position.
- Emily Jackson Dunlop joined Sheila as a MILL Studio Coordinator, which brought Gum Spring up to full staff.
- Katie Stuart was appointed as Visual Communications Specialist for the system.

Looking Ahead

- The **Summer Reading Program** begins June 15, which includes a new online registration option on Beanstack. Families with young readers are familiar with Beanstack, but this summer we have an opportunity to teach other age groups about its usefulness.
- **Sterling Library and Brambleton Library plans** are proceeding, as are plans for the transfer of responsibility for the **Loudoun County Law Library** to LCPL.

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

SUBJECT:	Brain Teaser
CONTACT:	Library Board
ACTION DATE:	June 15, 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: 1102 Sterling Library Update

SUBJECT:	Sterling Library Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Ms. Liu will provide an update on the Sterling Library project.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Brambleton Library Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Ms. Liu will provide an update on the Brambleton Library project.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 04 Law Library Memorandum of Understanding

SUBJECT:	Law Library Memorandum of Understanding
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	The Trustees will review the final draft of the MOU and present any questions to Ms. Liu.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 05 Overview of Fines and Fees in the Library's Database

SUBJECT:	Overview of Fines and Fees in the Library's Database
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Ms. Liu will present an overview of outstanding fines and fees in the Library's patron database.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Policy Review Process

SUBJECT:	Policy Review Process
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Ms. Liu will share her recommendations for a new process of reviewing policies throughout the year.
BACKGROUND:	In order to review the policies in a more systematic manner, Ms. Liu would like to ask the LBOT to review a few policies at each meeting throughout the year. A staff task force would be formed to assist the Trustees in reviewing and recommending policies.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 11 07 2016 Staff Development Day

SUBJECT:	2016 Staff Development Day
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	November 4, 2016 has been tentatively selected to by the next Staff Development Day. The LBOT has already approved a day of library closure for Staff Development Day.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Nomination and Election of Chair and Vice Chair

SUBJECT:	Nomination and Election of Chair and Vice Chair
CONTACT:	Board Chair, Mark Miller
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Nominate and elect Board Chair and Vice Chair to serve for FY17.
BACKGROUND	Mr. Joe Maio nominated Mark Miller to continue serving as Chair and Larry Stepnick to continue serving as Vice Chair.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to accept the nominations as presented and elected the following Board members as Chair and Vice Chair.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: A102 The Signing of the Law Library MOU

SUBJECT:	The Signing of the Law Library MOU
CONTACT:	Chair Mark Miller and Director Chang Liu
ACTION DATE:	June 15, 2016
RECOMMENDATION:	Ms. Liu will present the Law Library MOU to the Trustees for signatures.
BACKGROUND	In the past few months, with LBOT's approval, Ms. Liu has been working with the County Attorney's Office and the Clerk of the Circuit Court to draft a MOU that outlines the details of the Law Library transfer from the Clerk's Office to LCPL.
ISSUES:	
FISCAL IMPACT:	None
DRAFT MOTION:	I move to sign the Memorandum of Understanding between the Clerk of the Circuit Court and Loudoun County Public Library to transfer the Law Library from the Clerk's Office to LCPL.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

as of May 31, 2016

Irwin Uran Trust Fund	\$ 202,841.09	LGIP*	0.4790%
Symington Trust Fund	\$ 61,511.73	LGIP*	0.4790%
	\$ 819,000.00	CD**	
	\$ 772,000.00	<i>John Marshall Bank</i>	Trade Date: 03/31/16 Maturity: 03/31/21 Yield: 2.000% new
	\$ 790,612.34	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 818,070.97	<i>Access National</i>	02/18/14 02/17/19 1.500%
	\$ 775,000.00	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.342%
	\$ -	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.740%
Symington Total	\$ 4,036,195.04		
James Horton Trust Fund	\$ 20,365.38	LGIP*	0.4790%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

Symington Trust notes

2/5/15 Per 11/19/14 Library Board- hold out predetermined cash from next reinvestment for fy16 expenses

3/30/16 confirmed cash holdout for remainder of fy16 and fy17 at \$60k combined

**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	\$ 20,341.43			\$ 20,341.43	\$ 7.70	\$ 20,349.13	0.4540%
April	\$ 20,349.13			\$ 20,349.13	\$ 8.12	\$ 20,357.25	0.4790%
May	\$ 20,357.25			\$ 20,357.25	\$ 8.13	\$ 20,365.38	0.4790%
June				\$ -	\$ -	\$ -	
Total FY	\$ 19,558.44	\$ 1,500.00	\$ 750.00	\$ -	\$ 56.94	\$ 20,365.38	

*Interest Earnings Based On Average LGIP Rate For the Month

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	\$ 3,991,430.66	\$ 734.40	\$ (305.57)	\$ 3,992,470.63	\$ 23.38	\$ 42,956.34	\$ 4,035,450.35	0.4540%
April	\$ 4,035,450.35	\$ 81.36	\$ (57.82)	\$ 4,035,589.53	\$ 24.31	\$ -	\$ 4,035,613.84	0.4790%
May	\$ 4,035,613.84	\$ 191.76	\$ (364.90)	\$ 4,036,170.50	\$ 24.54	\$ -	\$ 4,036,195.04	0.4790%
June								
Total FY	\$ 3,986,162.17	# \$ 7,414.90	# \$ 509.72	\$ 3,993,067.35	\$ 171.35	\$ 42,956.34	\$ 4,036,195.04	

*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

CDS

\$ 819,000.00	John Marshall Bank	03/31/16	03/31/21	2.000%
\$ 772,000.00	Access National	03/19/15	03/17/20	1.950%
\$ 790,612.34	Access National	02/18/14	02/17/19	1.500%
\$ 818,070.97	Cardinal Bank	03/22/13	03/22/18	1.342%
\$ 775,000.00	Virginia Commerce	03/30/12	03/29/17	1.740%
\$ 3,974,683.31				

**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	\$ 202,529.01				\$ 202,529.01	\$ 73.59	\$ 202,602.60	0.4360%
March	\$ 202,602.60				\$ 202,602.60	\$ 76.65	\$ 202,679.25	0.4540%
April	\$ 202,679.25				\$ 202,679.25	\$ 80.90	\$ 202,760.15	0.4790%
May	\$ 202,760.15				\$ 202,760.15	\$ 80.94	\$ 202,841.09	0.4790%
June								
Total FY	\$ 232,160.95	\$ -	\$ -	\$ 29,900.00	\$ -	\$ 580.14	\$ 202,841.09	

*Interest Earnings Based On Average LGIP Rate For the Month

** Note the incorrect beginning balance used in Feb 2016- so additional interest of .12 to be posted in in May 2016