

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for April 20th, 2016

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL:

March 30th, 2016 Regular Meeting Minutes

REPORTS

Library Advisory Board:

Friends of the Lovettsville Library

Library Branch Report:

Lovettsville Library

Director's Report:

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 FY 2017 Budget

II 03 ILS Update

II 04 National Library Week

II 05 2016 LBOT Retreat

II 06 Law Library

ACTION ITEMS

AI 01 Uran Fund

AI 02 Executive Session (as needed)

ADJOURNMENT

DATE & TIME: April 20th, 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**

March 30, 2016

The Library Board of Trustees meeting was held on Wednesday, March 30, 2016 at 7:35 P.M. at the Rust Library located at 380 Old Waterford Road NW, Leesburg, VA 20176, the Chair and Secretary were present.

Present: Mark Miller, Chair
Larry Stepnick, Vice Chair
Chang Liu, Library Director
Sara Pensgard
Joseph Maio

Absent: Sean Mallon
Mary Pellicano
Nancy Nuell

I. CALL TO ORDER

Presiding Chair Mark Miller called the meeting to order at 7:35 PM and asked for a moment of silence.

COMMENTS

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustee Sara Pensgard said she loved the new catalog.

Vice Chair Larry Stepnick stated that he loved the new catalog. Mr. Stepnick mentioned that he was at the Paxton Campus during an award ceremony where the library was being recognized. Mr. Stepnick noted the great partnership between Paxton and the Library. Library Director Chang Liu and Branch Manager Jessica West each received a plaque awarded at the aforementioned ceremony. Mr. Stepnick also stated that Division Manager Linda Holtlander and Trustee Mary Pellicano both were recognized for their extensive volunteer hours and for serving on the Paxton Board.

Board Chair Mark Miller reported that that things are looking positive for the library budget. Mr. Miller stated that he was given an impromptu demonstration of the new ILS system at the Ashburn Library. Mr. Miller thanked and congratulated all the library staff for taking the time needed to make the implementation of the new ILS system a success.

IV. DIRECTOR COMMENT

Director Chang Liu yielded her comments to The Library Corporation (TLC) Director of Project Strategies/Customer Relations Lori Ann Butler and LCPL Special Projects Assistant Megan Avera. Ms. Butler gave a brief introduction of TLC and Ms. Avera gave a brief demonstration of the new ILS system.

AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the February 17, 2016 Library Board of Trustees regular meeting. Trustee Joseph Maio moved to approve the minutes of the February 17, 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. PRESENTATION

Park View High School students and faculty presented Journeys of My Life/Viejas de mi Vida.

VII. REPORTS

A. FRIENDS OF GUM SPRING LIBRARY

Friends of the Gum Spring Library president Bob Michaud was absent. Gum Spring Branch Manager Leah Bromser-Kloeden provided the Friends of the Gum Spring Library report and it was placed on file.

B. GUM SPRING LIBRARY

The Gum Spring Library Branch Manager, Leah Bromser-Kloeden, reported on behalf of the Gum Spring Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

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

VIII. 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 Board of Supervisors will approve all of the enhancement requests for the Sterling Library. Mr. Miller said the Board will thank Sterling Board of Supervisor Saines and Broad Run Supervisor Meyer for advocating Friday and Saturday evening hours for the Sterling Library.

Mr. Miller mentioned that during the budget hearing meeting he brought up two items that did not appear in the Director's budget; (the Division Manager of Branch Services and the Administrative Assistant). Mr. Miller stated that with persistence the Library will continue to get the items that it needs.

Mr. Miller stated that through vacancy savings and library revenue LCPL turns back about \$1 million a year. Mr. Miller said that because of these savings LCPL may be able to go back and do a mid-year enhancement request for the Division Manager of Branch Services position.

Mr. Miller said that the Library will need to be very diligent in tracking and monitoring Sterling Library usage from 5-9 on Fridays and Saturdays including programming, demographics and where patrons are coming from.

Mr. Stepnick proposed that a "mini think tank" come together to discuss new ideas on how to present the library's budgetary needs to the Board of Supervisors.

II03 LAW LIBRARY:

Ms. Liu stated that she received a draft of the Law Library proposal and is in the process of reviewing it.

II04 ILS UPDATE

(Covered previously in the agenda)

II05 STERLING LIBRARY:

Ms. Liu reported that the projected opening date remains September 2016 and that construction has already started.

II06 BRAMBLETON LIBRARY:

Ms. Liu stated that she and Deputy Director Mike Van Campen had their first meeting with the Brambleton staff and the head architect from HGA. Ms. Liu said the next meeting will take place on April 19 at 9 A.M. at the Brambleton office and will focus on the library design. Ms. Liu reported that the projected date for Brambleton opening is still October 2017.

II07 COLLECTION SERVICES

Ms. Liu reported that more libraries nationwide are using collection services to recover overdue book fines. One company, Unique Management Services specializes in collection services for library's, not only for overdue fines but also for material recovery. Mr. Stepnick stated that prior to any further discussion, more detailed information will need to be provided to the Board in order to make an informed decision.

II08 REVIEW OF LIBRARY POLICIES

Ms. Liu stated that it is time to review Library Policies; if there are any suggested changes, trustees should let her know so that she and her staff can work on them.

Mr. Miller said that during the April 30 Library Board retreat that he would like to discuss the Library Holiday policy, specifically the possibility of opening during some federal holidays.

II09 AGENDA ITEMS FOR LIBRARY BOARD RETREAT

Ms. Liu stated she is building the agenda for the Library Board Retreat and that if trustee members have agenda items to add they should send them to her.

IX. ACTION ITEMS

AI01 CLOSED EXECUTIVE SESSION:

There was no closed executive session.

X. ADJOURNMENT

The meeting was adjourned at 9:30 P.M.

Respectfully submitted by

Cheryl Granger
Acting Secretary

Adopted by the Board in the meeting
of _____,

(Signature of Presiding Officer)

DIRECTOR'S REPORT
Loudoun County Public Library
April 2016

March brought the culmination of a major library project, as CARL•X, the new integrated library system, debuted on March 29. Branch and administrative staff worked hard and collaborated effectively with each other and with the County's Department of Information Technology to launch the new system, which is the library's first major new system since 2001. The implementation team was nominated for the Loudoun County Employee Advisory Committee's "Team of the Month" for their work on the new system.

Reaching out to serve all

- Programming and branch staff worked closely with the NOVA Teen Book Festival planning committee, which resulted in a highly successful event in Arlington on March 5. Over 550 teens and adults heard from 24 authors, and feedback from the event's attendees was overwhelmingly positive. A \$1,000 grant from the Loudoun Library Foundation brought keynote speaker Holly Black into town for the event, and to a visit at Rock Ridge High School which saw 140 engaged students.
- The County's Advisory Commission on Youth (ACOY) will now be conducting their monthly meeting at branches of LCPL; Linda Holtslander attended and presented at the ACOY meeting on March 28.
- At Sterling Library on Saturdays you'll find Family Storytime in the morning, followed by GIVE tutoring, and "This Land is Your Land" citizenship classes in the Library meeting room. The Sterling ESOL Conversation Group, led by Eva Ramos-Yates from Gum Spring, has been meeting for one month on Thursday evenings. Eleven patrons attended ESOL Conversation on March 31. This group meets one hour before Loudoun Literacy classes. Sterling Library is offering Loudoun Literacy classes two evenings a week and one conversation group.

Promoting the joy of reading and learning

- The first Loudoun County Book Club Book Conference took place at Gum Spring Library on March 5 with nearly 50 attendees. Author Art Taylor of George Mason University presented the keynote address, and library staff presented on LCPL resources for book clubs.
- A series of writing workshops with David Hazard attracted many attendees to Purcellville and other branches.
- The Library attained visibility for its programs and initiatives in several publications this month: the Communications Division worked to place a major feature in *Loudoun Now* that focused on writing workshops, librarian Chrystina Hunter published an article on "Diversity and Disability" in *Public Libraries* magazine, and Linda Holtslander worked with *Motives* magazine to feature the LA500 project with Park View High School in the Spring issue.
- The Communications Division launched the first patron e-newsletter this month, focusing on the upcoming implementation of the new catalog system. This monthly publication will highlight

programs, resources and initiatives and will be distributed to cardholders with current email addresses. All county residents will have the option to subscribe, as well.

Focusing on community impact

- In anticipation of the April 15 filing deadline, the AARP volunteer tax program at Rust Library helped 103 people file returns.
- Tying programming to community interests has proven very successful, as spring gardening programs at Gum Spring and Rust attracted more than 120 total attendees. The popularity of many recurring programs (Knitting and Crochet Circle, Adult Book Clubs, Minecraft Club) at Purcellville and other branches has grown.
- Rust Library staff attended a Family Literacy Night at Catoctin Elementary. The students received passports and participated in various literacy activities to earn a free book. A visit to the Rust Library table was one of the stops where students learned about the library and signed up for library cards. Attendance was estimated at over 100.

Looking to the future

- The Director worked on the Memorandum of Understanding outlining the relationship between LCPL and the Law Library.
- The adoption of the FY2017 budget by the Board of Supervisors on April 5 included funding for the staffing of the new and expanded Sterling Library, including extended hours on Friday and Saturday evenings. We are moving forward with recruiting for these new staff positions.

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

SUBJECT:	Brain Teaser
CONTACT:	Library Board
ACTION DATE:	April 20, 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 FY 2017 Budget

SUBJECT:	FY 2017 Budget
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 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 ILS Update

SUBJECT:	ILS Update
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 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 04 National Library Week

SUBJECT:	National Library Week
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 2016
RECOMMENDATION:	Library Director Chang Liu will discuss National Library Week
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 11 05 LBOT Retreat

SUBJECT:	LBOT Retreat
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 2016
RECOMMENDATION:	Library Director Chang Liu will discuss agenda items for the April 30, 2016 LBOT Retreat
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Law Library Proposal

SUBJECT:	Law Library Proposal
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 2016
RECOMMENDATION:	Library Director Chang Liu will provide an update regarding the Law Library Proposal
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: A101 FY 2017 Irwin Uran Gift Trust Fund Allocations

SUBJECT:	FY 2017 Irwin Uran Gift Trust Fund Allocations
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	April 20, 2016
RECOMMENDATION:	Ms. Liu recommends that the Trustees approve the transfer of \$35,000 from the Irwin Uran Gift Fund Trust into the library operating budget: \$30,000 to 1Book1Community and \$5,000 to Collections.
BACKGROUND	Annually the Library Board of Trustees votes on transferring funds from the Irwin Uran Gift Fund to the library operating budget. This year the Library Director is recommending that \$35,000 be transferred into the library operating budget.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the transfer of \$35,000 from the Irwin Uran Gift Fund Trust into the library operating budget.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI02 Closed Executive Session

SUBJECT:	Closed Executive Session
CONTACT:	LBOT
ACTION DATE:	April 20, 2016
RECOMMENDATION:	Closed Executive Session (as needed)
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

**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	Fund Balance-asset less
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%	19,572.47
December	\$ 19,572.47	\$ 1,500.00	\$ 750.00	\$ 20,322.47	\$ 4.76	\$ 20,327.23	0.2810%	\$ 20,327.05 \$ (0.18)
January	\$ 20,327.23			\$ 20,327.23	\$ 6.81	\$ 20,334.04	0.4020%	20327.05 \$ (6.99)
February	\$ 20,334.04			\$ 20,334.04	\$ 7.39	\$ 20,341.43	0.4360%	A \$0.18 discrepancy will be fixed in F
March	\$ 20,341.43			\$ 20,341.43	\$ 7.70	\$ 20,349.13	0.4540%	
April				\$ -	\$ -	\$ -		
May				\$ -	\$ -	\$ -		
June				\$ -	\$ -	\$ -		
Total FY	\$ 19,558.44	\$ 1,500.00	\$ 750.00	\$ -	\$ 40.69	\$ 20,349.13		

*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			\$ -			\$ -	\$ -	
May						\$ -	\$ -	
June								
Total FY	\$ 3,986,162.17	# \$ 7,141.78	# \$ 932.44	<u>\$ 3,992,371.51</u>	\$ 122.50	\$ 42,956.34	\$ 4,035,450.35	

*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

**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	Fund Balance-asset less liability
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%	202,529.01
December	\$ 202,413.79				\$ 202,413.79	\$ 47.40	\$ 202,461.19	0.2810%	\$ 202,429.01
January	\$ 202,461.19				\$ 202,461.19	\$ 67.82	\$ 202,529.01	0.4020%	202,461.19
February	\$ 202,461.19				\$ 202,461.19	\$ 73.56	\$ 202,534.75	0.4360%	
March	\$ 202,534.75				\$ 202,534.75	\$ 76.63	\$ 202,611.38	0.4540%	
April					\$ -	\$ -	\$ -		
May					\$ -	\$ -	\$ -		
June									
Total FY	\$ 232,160.95	\$ -	\$ -	\$ 29,900.00	\$ -	\$ 418.25	\$ 202,679.20		

*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 March 31st 2016

Irwin Uran Trust Fund	\$ 202,679.20	LGIP*	0.4540%
Symington Trust Fund	\$ 60,767.00	LGIP*	0.4540%
		CD**	Trade Date Maturity Yield
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
	\$ 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%
	\$ -	<i>Washington First</i>	03/30/12 03/30/16 1.350%
Symington Total	\$ 4,035,450.31		
James Horton Trust Fund	\$ 20,349	LGIP*	0.4540%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal