

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for June 17, 2020

This meeting is being held in compliance with the Loudoun County Board of Supervisors Emergency Ordinance Memo dated March 25, 2020 which states that “Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting”.

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

May 2020 Special LBOT Meeting Minutes

REPORTS

Director's Report: Director Chang Liu

ACTION ITEMS

AI 01 Approval of Thomas Balch Library Contract

AI 02 Approval of July 3 and July 4, 2020 holiday closure

AI 03 Approval of the draft plan for phased library re-opening

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: Wednesday, June 17, 2020 at 7:00 p.m.

LOCATION: Virtual Meeting

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0674 three days prior notice is requested.

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for June 17, 2020

VIRTUAL MEETING DETAILS

Event: Loudoun LBOT Meeting
Type: Unlisted Event
Event address for attendees: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e1eb1222902ab126936085a60a372db63>
Event address for panelists: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=eb30cf004d5a2957685fd460983eac3d8>
Date and time: Wednesday, June 17, 2020 7:00 pm
Eastern Daylight Time (New York, GMT-04:00)
Duration: 1 hour
Description:
Event number: 129 571 9589
Event password: LBOT
Host key: 728196
Panelist Info:
Panelist password:
Panelist numeric password: 149961
Video Address: [1295719589@loudoun-gov.webex.com](https://loudoun-gov.webex.com/join/1295719589)
You can also dial 173.243.2.68 and enter your meeting number.
Audio conference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
United States Toll
+1-408-418-9388
[Show all global call-in numbers](#)
Access code: 129 571 9589

Attachments:

- Thomas Balch Library draft contract
- LCPL Phased Re-Opening Plan

DATE & TIME: Wednesday, June 17, 2020 at 7:00 p.m.

LOCATION: Virtual Meeting

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0674 three days prior notice is requested.

Loudoun County Public Library Board of Trustees Meeting Minutes

May 13, 2020

The Library Board of Trustees (LBOT) met Wednesday, May 13, 2020 at 6:00 PM as a virtual WebEx meeting. The Chair and Secretary were present.

Present: Denis Cotter, Chair
Christina Olorunda, Vice Chair
Kathleen Kuhn
Christine Newton
Chuong Nguyen
Priscilla Martinez
Sara Pensgard
Walter Purnell
Chang Liu, Director

Absent Sean Mallon

I. CALL TO ORDER

Chair Cotter called the meeting to order at 6:05 PM and asked for a moment of silence.

- II. AI01 Mr. Cotter called for approval of Resolution of the Loudoun County Public Library Board of Trustees Authorizing the adoption of the procedures for electronic public meetings and public hearings to ensure the continuity of government during the COVID-19 Pandemic Disaster** at the beginning of the meeting. The motion was moved by Trustee Nguyen. The motion was seconded and approved by a vote of 8-0-0-1. (Yes/abstained/no/not present).

III. PUBLIC COMMENT

There was no Public Comment.

IV. AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Cotter requested a motion to approve the minutes of the March 2020 LBOT meeting. Vice Chair Olorunda moved to approve the minutes. The motion was seconded and approved by a vote of 7-0-0-2. (yes/abstained/no/not present).

VI. DIRECTOR'S REPORT

Director Liu presented her report for the month of May. The report and presentation was received and placed on file. Mr. Cotter thanked Ms. Liu and staff for the work during the pandemic.

ACTION ITEMS

AI01 Authorization to Implement No-contact Curbside Library Service, in Coordination with Loudoun County Administration

Mr. Cotter opened the floor for discussion. The trustees had a thorough deliberation on the curbside plan. There was time provided for public comment. Mr. Cotter commented that the curbside delivery plan was a very well thought-out plan.

Ms. Newton moved the motion to Implement Curbside Library Service, Ms. Kuhn seconded the motion. The motion passed 8-0-0-1. (yes/abstained/no/not present).

ADJOURNMENT

The meeting was adjourned at 7:30 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in February, 2020

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: AI 01 Approval of Thomas Balch Library Contract**

SUBJECT:	Approval of Thomas Balch Library Contract
CONTACT:	Director Chang Liu
ACTION DATE:	June 17, 2020
RECOMMENDATION:	Ms. Liu recommends that the LBOT renew the contract between LCPL and Thomas Balch Library of the Town of Leesburg.
BACKGROUND	For about three decades, LCPL and Thomas Balch Library have had a contract where LCPL catalogs some items for, and provides automation support to, Thomas Balch Library. This is a great partnership that has been working very smoothly and should be continued.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to renew the contract with Thomas Balch Library of the Town of Leesburg.
ATTACHMENTS:	Contract
NOTES:	
ACTION TAKEN:	

SERVICES PROVIDED TO TOWN OF LEESBURG TERMS OF AGREEMENT

CATALOGING AND PROCESSING

Loudoun County Public Library will catalog items, perform all data entry operations in order that items would appear on the online catalog, and physically process all items with appropriate labels and/or jackets when necessary. No ordering, receiving, or fund accounting will take place. Work will be accomplished per the following conditions:

1. The Public Library will catalog items received at their office, performing all data entry operations for items to appear on the online catalog. Cataloging decisions will remain consistent with Thomas Balch's current bibliographic database.
2. The Public Library will process items with any labels/jackets/stamps necessary.
3. Catalogued materials will be picked up by Thomas Balch staff. The Public Library will process newly purchased Thomas Balch materials within two months of receiving them from Thomas Balch. Gift items will be processed within three months of receipt from the donor.

Cost: \$10.80 per title, for those items appearing in the OCLC database; \$27.75 per title, for those items which do not appear in the OCLC database. In addition, the Town must continue its "sharing membership" to the OCLC Eastern consortium; the annual membership fee is payable directly to OCLC Eastern.

The Town will be billed quarterly for Cataloging and Processing services; payment is due within 30 days of invoice date.

Terms: This is a one-year contract renewable annually; either party may terminate the contract with 90 days written notice.

**SERVICES PROVIDED TO TOWN OF LEESBURG
TERMS OF AGREEMENT**

AUTOMATION SUPPORT

Thomas Balch Library will share the existing Integrated Library System.

In support of the system, Loudoun County Public Library agrees to:

1. include Thomas Balch staff in training for appropriate system modules;
2. invite Balch staff to monthly Automation meetings and send them minutes of those meetings;
3. monitor all aspects of automation processes for Thomas Balch Library; and
4. assist with regularly scheduled automation reports.

Cost: \$1,695.00 annually to be billed on July 1 of each year and payable within 30 days of invoice date.

This is a one-year contract renewable annually; either party may terminate the contract with 90 days written notice. Contract Period: From July 1, 2020 to June 30, 2021.

Denis Cotter, Chair Library Board of Trustees	Date
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Kaj H. Dentler, Town Manager Town of Leesburg	Date
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Tim Hemstreet, County Administrator Loudoun County	Date
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Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: AI 02 Approval of July 3 & July 4, 2020 holiday closure**

SUBJECT:	Approval of July 3 & July 4, 2020 holiday closure
CONTACT:	Director Chang Liu
ACTION DATE:	June 17, 2020
RECOMMENDATION:	Ms. Liu recommends that the LBOT approve the closure of LCPL locations on July 3 and July 4, 2020 in compliance with the County's holiday schedule.
BACKGROUND	The County is observing Independence Day Holiday on Friday, July 3, 2020.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to authorize Library staff to close all LCPL locations on July 3 and July 4, 2020 in compliance with the County's holiday schedule.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: AI 03 Approval of the draft plan for phased library re-opening**

SUBJECT:	Approval of the draft plan for phased library re-opening
CONTACT:	Director Chang Liu
ACTION DATE:	June 17, 2020
RECOMMENDATION:	Ms. Liu recommends that the LBOT approve the phased re-opening plan for LCPL, in order to comply with the Virginia Governor's and the County Administrator's directive on Loudoun County entering Phase two of the re-opening on June 12, 2020, and to be ready for Phase three re-opening, at a time to be determines in the future.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the plan for phased Library re-opening.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Phased Re-opening Plan

	PHASE 1 - Current Service	PHASE 2 - Implementation Date: June 22nd	PHASE 3 - Implementation Date: TBD
<i>Facility Access</i>	Building closed to public – Curbside service available	Buildings limited to 50% of capacity	Full capacity for all locations
<i>Facility/Furniture Modifications</i>	Staff workstations set up for social distancing Six feet markings outside facility	Develop and Implement plan to social distance furniture at all locations Six feet marking inside facility One-way flow markings in aisles Limit service points/desk Sneeze guards installed at all desks in service Follow County guidelines for public facing desks	Open all desks / <i>Sneeze guards remain</i> Return to standard furniture/layout plan at all facilities
<i>Materials Checkout</i>	June 1 st : Curbside Service available	Cloud Library (Mobile) and Self Check Out Machines / <i>Curbside service continues</i>	Full service (including staff assisted checkout) / <i>Curbside service continues</i>
<i>Computer/Device Access</i>	Not available	Limited computers available / by appointment	100% of public computers available
<i>Access to Stacks</i>	Closed	Open for browsing with one-way traffic flow	Open for browsing to all
<i>Returns of Materials</i>	June 1 st : Returns via receptacles / bins outside Items quarantined for 4 days	Returns via receptacles/bins and book drops Automated Materials Handling System (AMH) not in service Returned items quarantined for 4 days / No quarantine for in-house materials	Returns via all book drops and Automated Materials Handling System (AMH) resume
<i>Wi-Fi Access</i>	Available via parking lots at Western Loudoun locations	Available in building and all location parking lots	Available in building and all location parking lots
<i>Programming</i>	Online programming only	Online only programming continues	Physical programming resumes at all locations
<i>Interlibrary Loan (ILL)</i>	Not available	ILL services resume (w/ online payment only)	Full ILL services
<i>Teen Rooms</i>	Closed	Closed w/ materials retrieved by staff	Available
<i>Passport Services</i>	Not available	Not available	Available
<i>Notary Services</i>	Not available	Not available	Available
<i>Meeting Rooms</i>	Closed	Closed	Available
<i>Study Rooms</i>	Closed	Closed	Available
<i>Maker Space</i>	Closed	Closed	Available
<i>Recording Studio</i>	Closed	Closed	Available
<i>Payments</i>	No cash – Online payments only	No cash – Online payments only	Full Service
<i>Staffing</i>	All full-time staff (w/ exceptions)	Additional (30) part-time staff recalled - may need to recall additional (up to 15) staff as needed	All staff return from leave and to home location

Phased Re-opening Plan

Library Trust Funds Holdings

5/31/2020

Irwin Uran Trust Fund	\$ 109,186.52	LGIP* 0.673%			
Symington Trust Fund	\$ 86,751.53	LGIP* 0.673%			
		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%
	\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16	03/31/21	2.000%
Symington Total	\$ 4,327,889.21				
James Horton Trust Fund	\$ 26,775.71	LGIP* 0.673%			

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY20**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 132,681.87	\$ -	\$ -	\$ -	\$ 132,681.87	\$ 265.25	\$ 132,947.12	2.399%
August	\$ 132,947.12	\$ -	\$ -	\$ -	\$ 132,947.12	\$ 251.82	\$ 133,198.94	2.273%
September	\$ 133,198.94	\$ -	\$ -	\$ 24,990.00	\$ 108,208.94	\$ 197.66	\$ 108,406.60	2.192%
October	\$ 108,406.60	\$ -	\$ -	\$ -	\$ 108,406.60	\$ 183.12	\$ 108,589.72	2.027%
November	\$ 108,589.72	\$ -	\$ -	\$ 310.34	\$ 108,279.38	\$ 163.41	\$ 108,442.79	1.811%
December	\$ 108,442.79	\$ -	\$ -	\$ -	\$ 108,442.79	\$ 157.51	\$ 108,600.30	1.743%
January	\$ 108,600.30	\$ -	\$ -	\$ -	\$ 108,600.30	\$ 155.93	\$ 108,756.23	1.723%
February	\$ 108,756.23	\$ -	\$ -	\$ -	\$ 108,756.23	\$ 155.43	\$ 108,911.66	1.715%
March	\$ 108,911.66	\$ -	\$ -	\$ -	\$ 108,911.66	\$ 122.43	\$ 109,034.09	1.349%
April	\$ 109,034.09	\$ -	\$ -	\$ -	\$ 109,034.09	\$ 91.23	\$ 109,125.32	1.004%
May	\$ 109,125.32	\$ -	\$ -	\$ -	\$ 109,125.32	\$ 61.20	\$ 109,186.52	0.673%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 132,681.87	\$ -	\$ -	\$ 25,300.34	\$ 107,381.53	\$ 1,804.99	\$ 109,186.52	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY20**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 24,863.24	\$ -	\$ -	\$ -	\$ 24,863.24	\$ 49.71	\$ 24,912.95	2.399%
August	\$ 24,912.95	\$ -	\$ -	\$ -	\$ 24,912.95	\$ 47.19	\$ 24,960.14	2.273%
September	\$ 24,960.14	\$ -	\$ 1,500.00	\$ -	\$ 26,460.14	\$ 48.33	\$ 26,508.47	2.192%
October	\$ 26,508.47	\$ -	\$ -	\$ -	\$ 26,508.47	\$ 44.78	\$ 26,553.25	2.027%
November	\$ 26,553.25	\$ -	\$ -	\$ -	\$ 26,553.25	\$ 40.07	\$ 26,593.32	1.811%
December	\$ 26,593.32	\$ -	\$ -	\$ -	\$ 26,593.32	\$ 38.63	\$ 26,631.95	1.743%
January	\$ 26,631.95	\$ -	\$ -	\$ -	\$ 26,631.95	\$ 38.24	\$ 26,670.19	1.723%
February	\$ 26,670.19	\$ -	\$ -	\$ -	\$ 26,670.19	\$ 38.12	\$ 26,708.31	1.715%
March	\$ 26,708.31	\$ -	\$ -	\$ -	\$ 26,708.31	\$ 30.02	\$ 26,738.33	1.349%
April	\$ 26,738.33	\$ -	\$ -	\$ -	\$ 26,738.33	\$ 22.37	\$ 26,760.70	1.004%
May	\$ 26,760.70	\$ -	\$ -	\$ -	\$ 26,760.70	\$ 15.01	\$ 26,775.71	0.673%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 24,863.24	\$ -	\$ 1,500.00	\$ -	\$ 26,363.24	\$ 412.47	\$ 26,775.71	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY20**

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	\$ 4,247,175.06	\$ 1,104.59	\$ -	\$ -	\$ 4,248,279.65	\$ 170.72	\$ -	\$ 4,248,450.37	2.399%
August	\$ 4,248,450.37	\$ -	\$ -	\$ -	\$ 4,248,450.37	\$ 162.08	\$ -	\$ 4,248,612.45	2.273%
September	\$ 4,248,612.45	\$ -	\$ -	\$ -	\$ 4,248,612.45	\$ 156.60	\$ -	\$ 4,248,769.05	2.192%
October***	\$ 4,248,769.05	\$ -	\$ 1.00	\$ -	\$ 4,248,770.05	\$ 145.08	\$ -	\$ 4,248,915.13	2.027%
November	\$ 4,248,915.13	\$ -	\$ -	\$ -	\$ 4,248,915.13	\$ 129.83	\$ -	\$ 4,249,044.96	1.811%
December	\$ 4,249,044.96	\$ -	\$ -	\$ -	\$ 4,249,044.96	\$ 125.15	\$ -	\$ 4,249,170.11	1.743%
January	\$ 4,249,170.11	\$ -	\$ -	\$ -	\$ 4,249,170.11	\$ 123.89	\$ -	\$ 4,249,294.00	1.723%
February	\$ 4,249,294.00	\$ -	\$ -	\$ -	\$ 4,249,294.00	\$ 123.49	\$ -	\$ 4,249,417.49	1.715%
March	\$ 4,249,417.49 \$ 4,327,725.92	\$ -	\$ -	\$ -	\$ 4,249,417.49 \$ 4,327,725.92	\$ 55.12 \$ 42.18	\$ 78,253.31	\$ 4,327,725.92 \$ 4,327,768.10	1.349% 1.349%
April	\$ 4,327,768.10	\$ -	\$ -	\$ -	\$ 4,327,768.10	\$ 72.48	\$ -	\$ 4,327,840.58	1.004%
May	\$ 4,327,840.58	\$ -	\$ -	\$ -	\$ 4,327,840.58	\$ 48.63	\$ -	\$ 4,327,889.21	0.673%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 4,247,175.06	\$ 1,104.59	\$ 1.00	\$ -	\$ 4,248,280.65	\$ 1,355.25	\$ 78,253.31	\$ 4,327,889.21	

*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

CDs 3/18/2020-6/30/2020

\$ 819,000.00		<i>John Marshall Bank</i>	3/31/2016	3/31/2021	2.000%
\$ 850,253.31		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
\$ 851,824.65		<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
\$ 874,814.45		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
\$ 845,245.27		<i>Virginia Commerce</i>	3/29/2017	3/29/2022	2.000%
\$ 4,241,137.68					