

# Loudoun County Public Library Board of Trustees

## AGENDA: *Monthly Meeting for March 2021*

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**NOTICE OF ELECTRONIC MEETING:** Due to the ongoing COVID-19 Pandemic, Library Board of Trustees (LBOT) meeting will be conducted as an Electronic Meeting pursuant to the Continuity Ordinance adopted by the Board of Supervisors on October 14, 2020. Members of the public are strongly encouraged to view and participate in the LBOT meeting by electronic or other means, in furtherance of the Governor's Executive Orders and social distancing directives. To learn more about participating remotely in this meeting, visit <https://www.loudoun.gov/remoteparticipation>.

Electronic/call-in public input: To sign up for electronic public input, contact the Library at [communications@library.loudoun.gov](mailto:communications@library.loudoun.gov) or call 703-737-8468 no later than noon, March 17, 2021. Instructions will be provided to individuals who sign up for electronic public input prior to the LBOT Meeting.

The Conference Room, Library Administration Building, 102 North Street NW Suite A Leesburg VA 20176 remains open for members of the public who wish to view the meeting in person.

### RESOLUTION

#### TO CONDUCT AN ELECTRONIC MEETING UNDER THE READOPTED CONTINUITY OF GOVERNMENT ORDINANCE

**WHEREAS**, the COVID-19 pandemic constitutes a real and substantial threat to public health, safety and welfare; and

**WHEREAS**, the COVID-19 pandemic constitutes a disaster as defined in Virginia Code Section 44.146.16; and

**WHEREAS**, on October 14, 2020 the Board of Supervisors readopted a continuity of government ordinance pursuant to Virginia Code Section 15.2-1413.

**NOW, THEREFORE, BE IT RESOLVED** that the Library Board of Trustees (LBOT) is conducting the Wednesday, March 17, 2021 LBOT meeting as an electronic meeting pursuant to the readopted continuity of government ordinance and hereby certifies that all items on the Agenda for this meeting are necessary or appropriate to ensure the continuity of government during the COVID-19 pandemic disaster.

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Christina Olorunda  
Chair, Library Board of Trustees

ATTEST:

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Manisha Adhikari  
Secretary, Library Board of Trustees

Adopted by the Library Board of Trustees of Loudoun County, Virginia, this 17th day of March, 2021.

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**DATE & TIME:** *Wednesday, March 17, 2021 at 7:00 p.m.*

**LOCATION:** *Webex Meeting, 102 North Street NW Leesburg, VA 20176*

**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: *Monthly Meeting for March 2021*

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**7:00 p.m. CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment  
Board Comment  
Director's Comment

**AGENDA CHANGES**

**MINUTES APPROVAL**

**February 2021 LBOT Meeting Minutes**

**REPORTS**

Collection Management Services: **Division Manager Leah Bromser-Kloeden**  
Director's Report: **Director Chang Liu**

**INFORMATION ITEMS**

- II 01** LCPL COVID Year in Review
- II 02** LCPL FY2022 Budget Update
- II 03** Staffing Update

**ACTION ITEMS**

**AI 01** None

**Closed Executive Session (if needed)**

**ADJOURNMENT**

**Remote access via WebEx for the Library Board of Trustees Meeting**

LCPL Library Board of Trustees Meeting

March 17, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=ec1b6dec438834ee42513302d91c3122a>

Password: LBOT

**Telephone Access**

Call 1-844-992-4726

Enter access code: 129 854 5724#

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# Loudoun County Public Library Board of Trustees Meeting Minutes

February 17, 2021

The Library Board of Trustees (LBOT) met virtually via WebEx on Wednesday, February 17, 2021 at 7:02 PM. The Vice Chair and Secretary were present.

**Present:** Walter Purnell, Vice Chair  
Alana Boyajian  
Kathleen Kuhn  
Christine Newton  
Priscilla Martinez  
Monti Mercer  
Sara Pensgard

Chang Liu, Director

**Absent** Christina Olorunda, Chair  
Sean Mallon

## I. **CALL TO ORDER**

Vice Chair Purnell read the resolution for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic.

Mr. Purnell called the meeting to order at 7:03 PM and asked for a moment of silence.

## II. **AGENDA CHANGES**

Mr. Purnell asked the board if there were any agenda changes. There were none.

## III. **PUBLIC COMMENT**

There was no public comment.

## IV. **BOARD COMMENT**

Mr. Purnell opened the floor for board member comments. The trustees that were present each thanked staff for their hard work and for continually finding new ways to serve the public during the pandemic.

Assistant County Attorney Leslie Barnes introduced Carlos Teran. Mr. Teran is replacing Ms. Barnes as the Office of the County Attorney's liaison for LCPL.

## V. **DIRECTOR'S COMMENTS**

Director Liu thanked Ms. Barnes for her years of service and guidance to LCPL and welcomed Mr. Teran. She also read a letter from Clerk of the Circuit Court Gary Clemens thanking her for LCPL's holiday card and complimenting the staff for their great work.

## VI. READING AND APPROVAL OF MINUTES

Mr. Purnell requested a motion to approve the minutes of the January 2020 LBOT meeting.

Ms. Kuhn moved to approve the minutes. The motion was seconded by Ms. Newton.

The motion carried **6-0-0-3 (yes/abstained/no/not present)**.

## VII. REPORTS

Branch Manager Christine Thompson gave a presentation on the Brambleton Library. The report was received and placed on file.

## VIII. Director's Report

Ms. Liu's report was received and placed on file.

## IX. INFORMATION ITEMS

### **II 01** LCPL COVID Response Update

Ms. Liu said she is proud of the staff for coming up with creative ideas to serve the community during the pandemic. She informed the Board that all library staff fall in category 1B-9 on the vaccination priority list.

Mr. Mercer asked a question about staff safety. Ms. Liu outlined the steps LCPL is following to ensure a safe working environment, including a strict face-covering mandate, enhanced cleaning procedures, a 72-hour quarantine on returned materials, and limiting capacity at branches to 15%. She also explained that staff are doing their best to maintain social distancing but it's not possible for them to always keep a six-foot distance between fellow staff and customers due to the nature of their work.

Customers can take advantage of Curbside Pickup and extended WiFi in parking lots to reduce their risk of exposure.

LCPL has not yet had a single employee test positive for COVID-19 due to work interactions.

### **II 02** LCPL Budget Update

Ms. Liu shared that the Department of Finance and Budget presented the Proposed FY 22 Budget at the Finance and Budget Committee meeting last Tuesday.

County Administration staff and the Finance and Budget Committee proposed moving the Purcellville Library project (\$5.4 million allocation) out of the 2025 Capital Infrastructure & Projects plan into future years.

Blue Ridge District Supervisor Tony Buffington had requested accelerating the building of the Western Loudoun Recreation Center. Mr. Buffington did not, however, ask for the Purcellville Library renovations to be pushed back.

After discussion, the LBOT directed Ms. Liu to draft a statement to the Finance and Budget Committee that reenforces the need for a new or renovated Purcellville Library while also asking the committee to explore the option of co-locating the Western Loudoun Recreation Center with a new Purcellville Library.

### **II 02 Staffing Update**

Ms. Liu reported that there are 22 unfilled positions throughout the system. Ten of the vacancies were prior to March 2020. Numerous applications have come in for the two, new Programming Coordinator positions. Those positions should be filled this spring.

## **X. ACTION ITEM**

### **AI 01** Approval of Revised 2021 Library Closure Dates

Ms. Liu presented an updated schedule of branch closures based on the Loudoun County's decision to add Juneteenth to the holiday calendar.

Ms. Martinez moved to approve the motion; Mr. Mercer seconded the motion.

The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

## **ADJOURNMENT**

Mr. Purnell asked for a motion to adjourn the meeting.

Mr. Mercer moved to adjourn the meeting; Ms. Kuhn seconded the motion. The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

## **ADJOURNMENT**

The meeting was adjourned at 8:27 PM

Respectfully submitted by,

*Manisha Adhikari*

Manisha Adhikari

Secretary

Adopted by the Board in March, 2021

\_\_\_\_\_  
(Signature of Presiding Officer)

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II01 LCPL COVID Year in Review**

<b>SUBJECT:</b>	LCPL COVID Year in Review
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	March 17, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an overview of LCPL's efforts in the past year, in response to the COVID-19 pandemic.
<b>BACKGROUND:</b>	The LBOT has requested regular update on the Library's operational response to the COVID pandemic. Director Liu will provide the update.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 02 LCPL FY 2022 Budget Update**

<b>SUBJECT:</b>	LCPL FY 2022 Budget Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	March 17, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an update on the Library's current and FY2022 budgets.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 03 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu
<b>ACTION DATE:</b>	March 17, 2021
<b>RECOMMENDATION:</b>	Director Liu will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



## Library Trust Funds Holdings

2/28/2021

<b>Irwin Uran Trust Fund</b>	<b>\$ 84,343.72</b>	LGIP*	0.115%
<b>Symington Trust Fund</b>	<b>\$ 86,888.26</b>	LGIP*	0.115%
		CD**	Trade Date      Maturity      Yield
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20      03/18/25      1.250%
	<b>\$ 851,824.65</b>	<i>FVC Bank</i>	02/19/19      02/19/24      3.005%
	<b>\$ 874,814.45</b>	<i>United Bank</i>	03/22/18      03/22/23      3.000%
	<b>\$ 845,245.27</b>	<i>Virginia Commerce</i>	03/29/17      03/29/22      2.000%
	<b>\$ 819,000.00</b>	<i>John Marshall Bank</i>	03/31/16      03/31/21      2.000%
<b>Symington Total</b>	<b>\$ 4,328,025.94</b>		
<b>James Horton Trust Fund</b>	<b>\$ 28,319.08</b>	LGIP*	0.115%

\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund  
Fund 1220  
FY21**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 29.31	\$ 109,250.31	0.322%
<b>August</b>	\$ 109,250.31	\$ -	\$ -	\$ -	\$ 109,250.31	\$ 23.40	\$ 109,273.71	0.257%
<b>September</b>	\$ 109,273.71	\$ -	\$ -	\$ -	\$ 109,273.71	\$ 19.85	\$ 109,293.56	0.218%
<b>October</b>	\$ 109,293.56	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,293.56	\$ 13.14	\$ 84,306.70	0.187%
<b>November</b>	\$ 84,306.70	\$ -	\$ -	\$ -	\$ 84,306.70	\$ 10.75	\$ 84,317.45	0.153%
<b>December</b>	\$ 84,317.45	\$ -	\$ -	\$ -	\$ 84,317.45	\$ 9.20	\$ 84,326.65	0.131%
<b>January</b>	\$ 84,326.65	\$ -	\$ -	\$ -	\$ 84,326.65	\$ 8.99	\$ 84,335.64	0.128%
<b>February</b>	\$ 84,335.64	\$ -	\$ -	\$ -	\$ 84,335.64	\$ 8.08	\$ 84,343.72	0.115%
<b>March</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 109,221.00	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,221.00	\$ 122.72	\$ 84,343.72	

\*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund  
Fund 1222  
FY21**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Month Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 7.19	\$ 26,791.36	0.322%
<b>August</b>	\$ 26,791.36	\$ -	\$ -	\$ -	\$ 26,791.36	\$ 5.74	\$ 26,797.10	0.257%
<b>September</b>	\$ 26,797.10	\$ -	\$ 1,500.00	\$ -	\$ 28,297.10	\$ 5.14	\$ 28,302.24	0.218%
<b>October</b>	\$ 28,302.24	\$ -	\$ -	\$ -	\$ 28,302.24	\$ 4.41	\$ 28,306.65	0.187%
<b>November</b>	\$ 28,306.65	\$ -	\$ -	\$ -	\$ 28,306.65	\$ 3.61	\$ 28,310.26	0.153%
<b>December</b>	\$ 28,310.26	\$ -	\$ -	\$ -	\$ 28,310.26	\$ 3.09	\$ 28,313.35	0.131%
<b>January</b>	\$ 28,313.35	\$ -	\$ -	\$ -	\$ 28,313.35	\$ 3.02	\$ 28,316.37	0.128%
<b>February</b>	\$ 28,316.37	\$ -	\$ -	\$ -	\$ 28,316.37	\$ 2.71	\$ 28,319.08	0.115%
<b>March</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 34.91	\$ 28,319.08	

\*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust  
Fund 1223  
FY21**

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	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 23.29	\$ -	\$ 4,327,939.90	0.322%
August	\$ 4,327,939.90	\$ -	\$ -	\$ -	\$ 4,327,939.90	\$ 18.59	\$ -	\$ 4,327,958.49	0.257%
September	\$ 4,327,958.49	\$ -	\$ -	\$ -	\$ 4,327,958.49	\$ 15.77	\$ -	\$ 4,327,974.26	0.218%
October	\$ 4,327,974.26	\$ -	\$ -	\$ -	\$ 4,327,974.26	\$ 13.53	\$ -	\$ 4,327,987.79	0.187%
November	\$ 4,327,987.79	\$ -	\$ -	\$ -	\$ 4,327,987.79	\$ 11.07	\$ -	\$ 4,327,998.86	0.153%
December	\$ 4,327,998.86	\$ -	\$ -	\$ -	\$ 4,327,998.86	\$ 9.48	\$ -	\$ 4,328,008.34	0.131%
January	\$ 4,328,008.34	\$ -	\$ -	\$ -	\$ 4,328,008.34	\$ 9.27	\$ -	\$ 4,328,017.61	0.128%
February	\$ 4,328,017.61	\$ -	\$ -	\$ -	\$ 4,328,017.61	\$ 8.33	\$ -	\$ 4,328,025.94	0.115%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 4,327,916.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,327,916.61</b>	<b>\$ 109.33</b>	<b>\$ -</b>	<b>\$ 4,328,025.94</b>	

\*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 7/1/2020

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