

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for October 20, 2021

NOTICE OF ELECTRONIC MEETING: Due to the ongoing COVID-19 Pandemic, Library Board of Trustees (LBOT) meeting will be conducted as an electronic meeting. 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 or call 703-737-8468 no later than noon, October 20, 2021. Instructions will be provided to individuals who sign up for electronic public input prior to the LBOT Meeting.

The Library Administration Building, 102 North Street NW Suite A Leesburg VA 20176 will remain open for members of the public who wish to view the meeting or provide public input in person.

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

September 15, 2021 Meeting Minutes
October 6, 2021 Special Meeting Minutes

REPORTS

Lovettsville Library:
Purcellville Library:
Director's Report:

Branch Manager Myisha Fuller
Branch Manager Aaron Duplissey
Library Director Chang Liu

INFORMATION ITEMS

- II 01** Library Operations under COVID
 - II 02** LCPL FY2022-23 Budget Update
 - II 03** Staffing Update
 - II 04** Library Governance Discussion
 - II 05** Agenda Items for November 13, 2021 LBOT Retreat
 - II 06** LCPL Rules of Conduct Policy
-

DATE & TIME: October 20, 2021, at 7:00 p.m.

LOCATION: 102 North Street NW Suite A Leesburg VA 20176

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-737-8468. Three days prior notice is requested.

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for October 20, 2021

ACTION ITEMS

AI 01 Approval of FY 2023 Resource Request
Recommendations from the Budget Think Tank

AI 02 Approval of LCPL Rules of Conduct Policy

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

Remote access via WebEx for the Library Board of Trustees Meeting

Library Board of Trustees Meeting
October 20, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=ed7caffa4503c6d3503ec33ad507ed79d>

Password: LBOT

Telephone Access

Call 1-844-992-4726

Enter access code: 2346 087 5795#

DATE & TIME: October 20, 2021, at 7:00 p.m.

LOCATION: 102 North Street NW Suite A Leesburg VA 20176

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-737-8468. Three days prior notice is requested.

Loudoun County Public Library Board of Trustees Meeting Minutes

September 15, 2021

The Library Board of Trustees (LBOT) met Wednesday, September 15, 2021 at 7:03 PM. The Chair and the Director were present.

Present Christina Olorunda, Chair
 Walter Purnell, Vice Chair
 Alana Boyajian
 Kush Jenkins
 Kathleen Kuhn
 Priscilla Martínez
 Monti Mercer
 Christine Newton
 Sara Pensgard
 Chang Liu, Director

Absent None.

I. **CALL TO ORDER**

Chair Olorunda read the statement for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic. All members attended the meeting remotely.

Ms. Olorunda called the meeting to order at 7:07 PM and asked for a moment of silence.

II. **PUBLIC COMMENT**

There was no public comment.

III. **BOARD COMMENT**

Ms. Olorunda opened the floor for board member comments.

Trustee Boyajian informed the board about Ms. Sheila Whetzel's retirement celebration at Middleburg Library.

Ms. Newton mentioned that she was looking forward to the 1book 1community program.

Vice Chair Purnell mentioned that he found the 1book 1community book *Refugee* by Alan Grantz very interesting and read it through the night.

Trustee Pensgard mentioned that she is excited to see The Reading Machine. She congratulated and thanked Ms. Liu for the interview with *Library Journal* and for representing the system well.

Trustee Martinez also mentioned the excitement about the new Reading Machine. She thanked Ms. Liu and staff for expanding LCPL's opening hours.

Trustee Kuhn informed the board that the Friends of the Sterling Library are having a book sale on the Indigenous Peoples Day in conjunction with Sterling Fest.

Trustee Mercer complimented Ms. Liu and Gum Spring Library staff for their handling of the accident a few weeks ago in which a car crashed into the side of the branch. He welcomed new staff members and congratulated staff who were recently promoted.

Trustee Jenkins mentioned that he was glad to be part of LCPL.

Chair Olorunda said Ms. Liu and her staff did a stellar job managing the vehicle accident at Gum Spring Library.

IV. DIRECTOR'S COMMENTS

Ms. Liu thanked the board for its support. She informed the board that LCPL has hired or promoted 28 staff members in the past two months.

Ms. Liu asked the new employees present to introduce themselves.

V. AGENDA CHANGES

There were no agenda changes.

VI. READING AND APPROVAL OF MINUTES

Ms. Olorunda requested a motion to approve the minutes of the July 2021 LBOT meeting.

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

The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

VII. REPORTS

Peter O'Brien presented on behalf of Communications Division.

Susan VanEpps presented on behalf of Programming and Community Engagement Division.

The reports were received and placed on file.

VIII. DIRECTOR'S REPORT

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

IX. INFORMATION ITEMS

II 01 Library Operations under COVID

Ms. Liu stated LCPL has resumed some in-person programming. The Board of Supervisors announced all County employees are required to be vaccinated or tested weekly. County Administration and Human Resources are developing procedures.

Ms. Olorunda asked clarification on the re-opening plan in case the County is shut down. Ms. Liu mentioned that LCPL will strictly follow the County guidelines.

II 02 LCPL FY2022-23 Budget Update

Ms. Liu informed the board that LCPL leadership has met with the County's Capital Improvement Program budget staff regarding three future projects; Purcellville Library, Law Library and STEM Library. She also mentioned that LCPL is open to co-locating future facilities with other departments.

Ms. Liu said she will be meeting with County Administrator Tim Hemstreet regarding budget in November.

Ms. Olorunda asked board members to consider volunteering for the LCPL budget think tank.

II 03 Staffing Update

Ms. Liu gave a staffing update.

II 04 Strategic Plan Update

Deputy Director Mike VanCampen reviewed the six goals and strategies of the LCPL Strategic Plan. (Strategic plan document enclosed for reference).

II 05 Agenda items for November 13, 2021 LBOT retreat

Ms. Olorunda informed the board about the November 13, 2021 LBOT retreat. Ms. Liu, Ms. Olorunda and Mr. Purnell will be collecting agenda items via email in the coming weeks.

CLOSED SESSION:

(1) Motion for Convening Closed Session:

Ms. Olorunda moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia to consult with legal counsel on a specific legal

matter requiring the provision of legal advice. The purpose of the Closed Session is to consult with legal counsel on for Section 40.1-57.2 of the Virginia Code.

Mr. Mercer seconded the motion.

The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

(2) Motion to Adjourn Closed Session:

Ms. Olorunda moved that the Closed Session be adjourned, that the Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session.

Ms. Boyajian seconded the motion.

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

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 15th day of September, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(4) Motion to Certify Closed Session:

Ms. Olorunda moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Ms. Newton seconded the motion.

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

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation, or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711 (B)

ADJOURNMENT

Ms. Olorunda asked for a motion to adjourn the meeting.

Ms. Newton 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 9:26 PM

Respectfully submitted by,

Adopted by the Board in October 2021

Chang Liu

Chang Liu

Director, LCPL

(Signature of Presiding Officer)

Strategic Plan, 2020-2023





MISSION

Inspiration, Information, Innovation, Inclusion

VISION

Loudoun County Public Library builds community through activities and resources that celebrate the joy of reading and learning.

VALUES STATEMENT

- We welcome all
- We are friendly and helpful
- We celebrate learning and intellectual curiosity
- We embrace diverse perspectives
- We encourage collaboration and innovation
- We empower staff
- We manage resources well
- We get things done

GOALS & STRATEGIES

GOAL 1: COMMUNITY ENGAGEMENT

Strengthen engagement with all sectors of the community to collaborate, gather feedback, create buy-in, and spread the library message.

Strategies:

- Work with a wide range of sectors (schools, county agencies, area nonprofits, civic groups, businesses, economic development entities, etc.) to identify opportunities for collaboration.
- Identify targeted library service constituencies (adults, youth, teens, ethnic groups, English language learners, professionals, etc.) to further engage in developing desired programs and services.
- Explore the possibility of LCPL as a connecting hub across the community to inform the public about available services and resources.

GOAL 2: FACILITIES USAGE AND GROWTH PLANNING

Consolidate gains from recent expansions and apply lessons learned as future needs emerge.

Strategies:

- Evaluate the hours of operation and service model at branches and adjust as needed to better meet community needs.
- Explore trends in other communities nationwide, such as kiosk services, smaller footprints, pick-up locations for holds, and co-locating with partners, to effectively expand the range and types of services at future facilities.
- Work with the County to develop a long-range facilities master plan to address the need for new and diverse facilities, building standards, and ongoing maintenance requirements.

GOAL 3: PROGRAMS

Review and foster programming system-wide to strive for consistency, quality, reach, and effectiveness.

Strategies:

- Create an internal programming group with branch representatives to maximize the potential of centrally-produced and higher-profile programs, while balancing with local efforts.
- Develop more specific goals for programming, especially for use in assessing programming success.
- Refine and increase offerings as new products and populations appear, popularity increases and declines, and achievement of programming goals is accomplished.



GOAL 4: CUSTOMER SERVICE

Strengthen the customer-focused service model to increase use, satisfaction and efficiencies, and by investing in our superior staff.

Strategies:

- Update the staffing model to provide for general broadening of customer assistance by all public staff, while maintaining specialized service where appropriate and needed.
- Extend training and communications to foster the customer-focused service model among all levels of library staff.
- Conduct regular, on-going evaluation of the service model with both customers and staff.

GOAL 5: PUBLIC AWARENESS AND MARKETING

Capture the value of the Library's brand to create a stronger system-wide identity that speaks to inspiration, information, innovation, and inclusion.

Strategies:

- Expand external messaging to promote programming, initiatives, resources, and services.
- Reinforce the Library's brand and messaging in all communications, services, and programs.
- Ensure that all staff advance the Library's brand and messaging through direct engagement with customers and community partners.
- Develop additional initiatives to support branding and dissemination of brand messages.



GOAL 6: RESOURCE DEVELOPMENT

Explore efforts to increase private support and public advocacy.

Strategies:

- Work with the Library Foundation to develop future directions in support of the Library.
- Open dialogs with Friends groups to coordinate and maximize their contributions and activities.
- Create a cohesive, annual advocacy program to increase the overall value proposition for public support.

Library Board of Trustees

Denis Cotter – *Chair, Blue Ridge District*
Christina Olorunda – *Vice Chair, Ashburn District*
Sean Mallon – *Algonkian District*
Walter Purnell – *Broad Run District*
Sara Pensgard – *Catoctin District*
Chuong Nguyen – *Dulles District*
Christine Newton – *Leesburg District*
Kathleen Kuhn – *Sterling District*
Priscilla Martínez – *At-Large*

Steering Committee

Sarah Ali – *Coordinator, EQOLS (Elevating Quality of Life Skills) Group*
Jennifer Brady – *Health Educator, Loudoun County*
Daniel Bureau – *Division Manager of Technology Services, LCPL*
Jacob Etter – *Lovettsville Branch Manager, LCPL*
Katherine Kalil – *Sterling Branch Manager, LCPL*
Kush Jenkins – *Professor of Accounting and Business, NOVA*
Christina Olorunda – *LBOT Vice Chair, Ashburn District*
Walter Purnell – *LBOT Member, Broad Run District*
Mike Van Campen – *Deputy Director, LCPL*
Susan VanEpps – *Division Manager of Programming and Community Engagement, LCPL*
Charles Yudd – *Deputy County Administrator, Loudoun County*

Library Director

Chang Liu

Loudoun County Public Library Board of Trustees Special Meeting Minutes

October 06, 2021

The Library Board of Trustees (LBOT) met Wednesday, October 06, 2021 at 7:05 PM. The Chair and Secretary were present.

Present Christina Olorunda, Chair
Walter Purnell, Vice Chair
Alana Boyajian
Kush Jenkins
Kathleen Kuhn
Priscilla Martínez
Monti Mercer
Christine Newton
Sara Pensgard
Chang Liu, Director

Absent None. Ms. Martinez arrived late and missed the first vote.

I. CALL TO ORDER

Chair Olorunda read the statement for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic. All members of LBOT attended the meeting remotely and no one was present in person.

Ms. Olorunda called the meeting to order at 7:07 PM and asked for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Ms. Olorunda opened the floor for board member comments.

There were no board comments.

Ms. Olorunda informed the board that Kelly Yang's award-winning children's book *Front Desk*, which was LCPL's 1book1community choice for 2020, has been banned in a school district in New York. She shared the article with the board and staff via email.

[https://urldefense.com/v3/ https://www.yahoo.com/lifestyle/why-parents-tried-ban-childrens-book-143223253.html _!!lvMiCv -VA!k1Uq4PgLX04-ejypRNSClqmSRkRt9BReWW-2BFuaCZE4FeKwnC-iH88GL72SnKaf_K-KAKfyOg\\$](https://urldefense.com/v3/https://www.yahoo.com/lifestyle/why-parents-tried-ban-childrens-book-143223253.html_!!lvMiCv-VAlk1Uq4PgLX04-ejypRNSClqmSRkRt9BReWW-2BFuaCZE4FeKwnC-iH88GL72SnKaf_K-KAKfyOg$)

IV. DIRECTOR'S COMMENTS

Ms. Liu had no comments.

V. AGENDA CHANGES

Ms. Olorunda proposed regarding Action Item No. 1 on Library Governance. Trustee Kuhn made the motion; Vice Chair Purnell seconded the motion.

The motion carried **8-0-0-1 (yes/abstained/no/not present)**.

VI. INFORMATION ITEMS

II 01 Library Governance Discussion

Chair Olorunda provided background information and presented a document regarding Collective Bargaining for LCPL employees that was shared with LBOT members and staff prior to the meeting (see attached). She drew attention to the September 21, 2021, Loudoun County Board of Supervisors meeting in which Library Governance and Collective Bargaining were discussed. Chair Olorunda read the letter from the Virginia Library Association in support of the governing library boards (see attached).

ACTION ITEMS

AI 01 Motion on Library Governance

The following motion was proposed by Chair Olorunda:

"I move that the Library Board of Trustees request that the Board of Supervisors amend its legislative agenda to seek an amendment to Virginia Code Section 40.1-57.2 (Collective Bargaining), to include governing library boards among those entities that may collectively bargain with employees, together with such additional amendments, if any, as are necessary to enable a governing library board to utilize joint collective bargaining efforts with the governing body of the locality."

Trustee Pensgard seconded the motion.

The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

ADJOURNMENT

Ms. Olorunda asked for a motion to adjourn the meeting.

Vice Chair Purnell moved to adjourn the meeting; Trustee Mercer seconded the motion.

The motion carried **9-0-0-0 (yes/abstained/no/not present)**.

ADJOURNMENT

The meeting was adjourned at 8:26 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in October 2021

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 Library Operations under COVID

SUBJECT:	Library Operations under COVID
CONTACT:	Director Chang Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Director Liu will provide an overview of the Library's continued response to the pandemic.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 LCPL FY 2022-23 Budget Update

SUBJECT:	LCPL FY 2022-23 Budget Update
CONTACT:	Director Chang Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's FY2022-23 budgets.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's staffing situation.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1104 Library Governance Discussion

SUBJECT:	Library Governance Discussion
CONTACT:	Chair Christina Olorunda
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Chair Olorunda will provide an overview of the Board of Supervisors' and LBOT's discussions and actions about LCPL governance so far, then open the floor for comments by the Trustees.
BACKGROUND:	<p>At the September 21, 2021 BOS meeting, BOS Chair Randall made a motion to change the governance of LCPL.</p> <p>Here is the link for the video of the September 21 BOS meeting: https://loudoun.granicus.com/player/clip/6768?view_id=77&redirect=true</p> <p>The discussion about the LBOT starts at 3:01:14 and ends at 3:08:42.</p> <p>On October 6, 2021, the LBOT held a special meeting on the Library governance issue, and adopted, unanimously, a motion that requests the BOS to seek an alternative legislative process that would allow the LBOT to remain a governing body while giving staff the option to collectively bargain. For details of the meeting and the exact motion that passed, please see the meeting minutes for the October 6, 2021 LBOT meeting.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 Agenda Items for November 13, 2021 LBOT
Retreat

SUBJECT:	Agenda Items for the November 13, 2021 LBOT Retreat
CONTACT:	Ms. Olorunda and Trustees; Director Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Please let Chair Olorunda, Vice Chair Purnell and Director Liu know if you have any suggestions for the LBOT retreat agenda.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

**Loudoun County Public Library Board of Trustees
 INFORMATION ITEM SUMMARY: **II06** LCPL Rules of Conduct Policy**

SUBJECT:	LCPL Rules of Conduct Policy
CONTACT:	Ms. Olorunda and Trustees; Director Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Chair Olorunda and Director Liu will share the draft revised LCPL Rules of Conduct Policy and seek comments and answer questions from the other Trustees.
BACKGROUND:	The LBOT regularly reviews and revises as necessary the Library's policies.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Draft revised LCPL Rules of Conduct Policy
NOTES:	
ACTION TAKEN:	

9. Rules of Conduct

The following rules of conduct are meant to ensure LCPL is a safe and enjoyable environment. Staff has the right to contact the proper authorities and ask customers to leave the library when customers are in violation of the rules. Violation of the rules or any unlawful behavior may result in the loss of library privileges.

Exceptions to these Rules of Conduct may be granted at the discretion of the Director or designee.

The following are prohibited in and on LCPL facilities, property, and grounds:

1. Damage, destruction, or theft of LCPL or personal property.
2. Abusive, threatening, or intimidating language.
3. Conduct that disturbs or endangers customers, staff, or volunteers.
4. Conduct that hinders other customers from using library space, equipment, or materials.
5. Conduct that prevents staff from performing their duties. Such behavior includes, but is not limited to, verbal abuse, intimidation, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation.
6. Sleeping.
7. Selling or solicitation, except for designated LCPL-sponsored events.
8. Smoking, including e-cigarettes, or use of tobacco in any form.
9. Open containers of alcoholic beverages.
10. Being under the influence of alcohol or illegal substances.
11. Consuming food or drink that creates a nuisance or disrupts other customers because of odor, garbage, or spills.
12. Leaving bags or personal items unattended.
13. Any use of computers or Internet access that interferes with the activities of LCPL or its network, or is in violation of federal, state, or local laws, including [Virginia Code §18.2-374.1:1](#) (child pornography), [Virginia Code §18.2-372-§18.2-374](#) (obscene materials), or [Virginia Code §18.2-377](#) (obscene materials), or materials deemed harmful to juveniles [Virginia Code §18.2-390](#) is prohibited.

The following must always be observed:

14. Appropriate attire, including, but not limited to, shoes and a shirt.
15. Bicycles must be left outside.

In addition, please be aware:

16. LCPL is not responsible for personal items that are lost, stolen, or damaged on LCPL premises.

17. Animals are not permitted inside LCPL facilities. Service animals are exceptions.
18. Staff reserves the right to contact the appropriate authorities when children are left unattended, do not observe the Rules of Conduct, or are in distress (see Safe Children, policy 12).
19. Staff may ask any customer to leave when they are in violation of the Rules of Conduct. Staff may contact the appropriate authorities if a customer refuses to leave when asked.

Effective June 16, 2021

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of FY 2023 Resource Request Recommendations from the Budget Think Tank**

SUBJECT:	Approval of FY 2023 Resource Request Recommendations from the Budget Think Tank
CONTACT:	Director Chang Liu, Trustee Newton, and Trustee Jenkins
ACTION DATE:	October 20, 2021
RECOMMENDATION:	<p>The Budget Think Tank, comprised of the Library’s senior management team and Trustees Newton and Jenkins, recommends that the LBOT approve the following Resource Requests in the following priority order for FY2023</p> <ol style="list-style-type: none">1) Library Aides to Assistants Upgrade (49 positions, about \$360,000)2) Finance Specialist (one full-time position, about \$90,000)3) Communications positions (two full-time positions, about \$155,000)
BACKGROUND	Every year, a Budget Think Tank is formed to evaluate the Library’s personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire County government, then makes his budget proposal to the BOS. The BOS reviews Mr. Hemstreet proposed budget and adopts next fiscal year’s budget for the County in early April.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the Library’s FY 2023 Resource Requests as presented by the Budget Think Tank.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Approval of LCPL Rules of Conduct Policy

SUBJECT:	Approval of LCPL Rules of Conduct Policy
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	October 20, 2021
RECOMMENDATION:	Staff recommends that LBOT approve the attached, revised LCPL Rules of Conduct Policy.
BACKGROUND	The LBOT regularly reviews and revises, as necessary, the library's policies.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the LCPL Rules of Conduct Policy
ATTACHMENTS:	The draft revised LCPL Rules of Conduct Policy
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

9/30/2021

Irwin Uran Trust Fund	\$ 84,379.09	LGIP*	0.060%
Symington Trust Fund	\$ 86,917.59	LGIP*	0.060%
		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>United Bank</i>	03/29/17 03/29/22 2.000%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,414,114.28		
James Horton Trust Fund	\$ 28,330.95	LGIP*	0.060%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY22**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 4.08	\$ 84,370.51	0.058%
August	\$ 84,370.51	\$ -	\$ -	\$ -	\$ 84,370.51	\$ 4.36	\$ 84,374.87	0.062%
September	\$ 84,374.87	\$ -	\$ -	\$ -	\$ 84,374.87	\$ 4.22	\$ 84,379.09	0.060%
October		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 84,366.43	\$ -	\$ -	\$ -	\$ 84,366.43	\$ 12.66	\$ 84,379.09	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY22**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 28,326.70	\$ -	\$ -	\$ -	\$ 28,326.70	\$ 1.37	\$ 28,328.07	0.058%
August	\$ 28,328.07	\$ -	\$ -	\$ -	\$ 28,328.07	\$ 1.46	\$ 28,329.53	0.062%
September	\$ 28,329.53	\$ -	\$ -	\$ -	\$ 28,329.53	\$ 1.42	\$ 28,330.95	0.060%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 28,326.70	\$ -	\$ -	\$ -	\$ 28,326.70	\$ 4.25	\$ 28,330.95	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY22**

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	\$ 4,414,101.24	\$ -	\$ -	\$ -	\$ 4,414,101.24	\$ 8.36	\$ -	\$ 4,414,109.60	0.058%
August	\$ 4,414,109.60	\$ -	\$ -	\$ -	\$ 4,414,109.60	\$ 8.94	\$ -	\$ 4,414,118.54	0.062%
September	\$ 4,414,118.54	\$ (8.61)	\$ -	\$ -	\$ 4,414,109.93	\$ 4.35	\$ -	\$ 4,414,114.28	0.060%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,414,101.24	\$ (8.61)	\$ -	\$ -	\$ 4,414,092.63	\$ 21.65	\$ -	\$ 4,414,114.28	

*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

July and August Interest calculated based off 7.1.20 CD Balances, corrected in September

CD's as of 7/31/2021

\$ 905,059.01	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.950%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 874,814.45	United Bank	3/22/2018	3/22/2023	3.000%
\$ 845,245.27	United Bank	3/29/2017	3/29/2022	2.000%
\$ 4,327,196.69				