

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for October 29, 2020

NOTICE OF ELECTRONIC MEETING: Due to the ongoing COVID-19 Pandemic, this business meeting will be conducted as an Electronic Meeting pursuant to the Continuity Ordinance re-adopted by the Board of Supervisors on September 15, 2020. Members of the Public are strongly encouraged to view and participate in the meeting by electronic or other means, in furtherance of the Governor's Executive Orders and social distancing directives.

The Dulles room at Loudoun County Government Center remains open for members of the public who wish to provide their comments in person.

7:00 p.m. CALL TO ORDER; ROLL CALL

MOMENT OF SILENCE

AGENDA CHANGES

COMMENTS

Public Comment

Board Comment

Director's Comment

MINUTES APPROVAL

September 2020 LBOT Virtual Meeting Minutes

REPORTS

Collection Management: **Leah Bromser-Kloedon, Division Manager**

Director's Report: **Director Chang Liu**

INFORMATION ITEMS

II 01 Nomination of candidates for Chair and Vice Chair of LBOT

II 02 Proclamation for Mr. Denis Cotter & Mr. Chuong Nguyen for their service on the LBOT

II 03 BOS discussion on Library Governance

ACTION ITEMS

AI 01 Selection of LBOT Chair and Vice Chair- VOTE

Closed Executive Session:

ADJOURNMENT

DATE & TIME: Thursday, October 29, 2020 at 7:00 p.m.

LOCATION: Dulles Room, County Government Center, 1 Harrison Street, Leesburg VA 20175

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: LBOT Meeting for October 29, 2020

If you wish to speak at the LBOT Meeting during public comment, please send email to communications@library.loudoun.gov or call 703-737-8468 before noon on October 29, 2020.

Remote access via WebEx for the Library Board of Trustees Meeting

LCPL Library Board of Trustees Meeting

October 29th, 7:00 PM

Event Address:

<https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=ef4879a883b45fb998e9459233070235a>

Password: LBOT

Telephone Access:

Call 1-844-992-4726

Enter access code: 173 502 4401#

DATE & TIME: Thursday, October 29, 2020 at 7:00 p.m.

LOCATION: Dulles Room, County Government Center, 1 Harrison Street, Leesburg VA 20175

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

AGENDA: 2020-10-29

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Loudoun County Public Library Board of Trustees Meeting Minutes

September 30, 2020

The Library Board of Trustees (LBOT) met virtually via WebEx on Wednesday, September 30, 2020 at 7:01 PM. The Vice Chair and Secretary were present.

Present: Christina Olorunda, Vice Chair
Kathleen Kuhn
Christine Newton
Priscilla Martinez
Monti Mercer
Sara Pensgard
Walter Purnell
Chang Liu, Director

Absent Sean Mallon

I. CALL TO ORDER

Vice Chair Olorunda called the meeting to order at 7:02 PM and asked for a moment of silence.

Ms. Olorunda read the resolution of the Loudoun County Public Library Board of Trustees for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Ms. Olorunda opened the floor for the board member comments. She welcomed new Trustee Monti Mercer and asked him to comment first.

Mr. Mercer mentioned that he professionally works for Howard Hughes Medical Center (Janelia Research Campus) in Ashburn and was appointed by Supervisor Letourneau from the Dulles District. He said that he felt very welcomed and is looking forward to working with everyone.

Trustee Kuhn welcomed Mr. Mercer to LBOT.

Trustee Newton also welcomed Mr. Mercer and hoped that more members of the public will be able to participate in the meeting.

Trustee Pensgard welcomed Mr. Mercer and thanked former trustees Mr. Cotter and Mr. Nguyen for their service. She also congratulated the Loudoun County Public Library (LCPL) staff for the amazing work they have done during these odd times, especially the programming staff and branch staff for their efforts with online programming.

Trustee Purnell welcomed Mr. Mercer and mentioned that library staff don't take no for an answer and always find ways to serve the public.

Ms. Olorunda mentioned that everyone has done a fantastic job.

Trustee Martinez also welcomed Mr. Mercer and wished those that had celebrated Yom Kippur and Hispanic Heritage Month well. She thanked Ms. Liu and staff for producing online programming for all ages.

IV. DIRECTOR'S COMMENTS

Director Liu welcomed Mr. Mercer to the LBOT. She reminded the trustees to use their Loudoun County email addresses for LBOT-related communications.

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 August 2020 LBOT meeting. Ms. Pensgard moved to approve the minutes. The motion was seconded by Ms. Kuhn. The motion was approved by a vote of **6-1-0-1 (yes/abstained/no/not present)**.

VII. DIRECTOR'S REPORT

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

INFORMATION ITEMS

II 01 Nomination of candidates for Chair and Vice Chair of LBOT

Ms. Olorunda provided information on the process for nominating and electing a new Chair and Vice Chair. She informed the board that Ms. Newton and Ms. Pensgard are on the nomination committee and all nominations should be sent to them one week prior to the next board meeting in October. The elected officers will serve a one-year term and can be re-elected.

II 02 Overview of the County's CIP Process

Ms. Megan Bourke, Assistant Director, Department of Finance and Budget, presented an overview of the County's CIP Process. The report was received and placed on file.

ACTION ITEMS

AI 01 Approval of the new holiday closure: Election Day, November 3, 2020

Mr. Purnell moved to close all LCPL branches Tuesday, Nov. 3 in observance of the Election Day holiday. Ms. Kuhn seconded the motion. The motion passed with **7-0-0-1 (yes/abstained/no/not present)**.

CLOSED SESSION

Vice Chair Ms. Olorunda read the motion for convening a Closed Session.

I move 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)(1) of the Code of

Virginia. The purpose of the Closed Session is to consider a personnel matter involving salaries, performance, demotion, and/or firing of certain employees of the Loudoun County Public Library. The motion was seconded and approved by a vote of 7-0-0-1 (yes/abstained/no/not present).

Vice Chair Ms. Olorunda read the resolution to certify the Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 30 day of September, 2020 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.

Vice Chair Olorunda moved that the resolution certifying the Closed Session be adopted and reflected in the minutes of the public meeting. The motion was seconded by Ms. Newton and approved by a vote of 7-0-0-1. (yes/abstained/no/not present).

Ms. Olorunda proposed the motion to adjourn the Closed Session and that the Library Board of Trustees reconvene its public meeting and that in the minutes of the public meeting should reflect that no formal action was taken in the closed session. The motion was moved by Mr. Mercer and seconded by Ms. Kuhn. The motion was approved by a vote of 7-0-0-1. (yes/abstained/no/not present).

ADJOURNMENT

The meeting was adjourned at 9:44 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in October, 2020

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: **II 01** Nomination of candidates for Chair and Vice Chair of LBOT

SUBJECT:	Nomination of candidates for Chair and Vice Chair of LBOT
CONTACT:	Christine Newton and Sara Pensgard
ACTION DATE:	October 29, 2020
RECOMMENDATION:	
BACKGROUND:	The LBOT Bylaws require the annual nomination and election of Chair and Vice Chair positions. Nominations may be presented from the floor or submitted to the nominating committee appointed by the Chair. Officers shall serve a one-year term. Officers may be re-elected.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: **1102** Proclamation for Mr. Denis Cotter and Mr. Chuong Nguyen

SUBJECT:	Proclamation for Mr. Denis Cotter and Mr. Chuong Nguyen
CONTACT:	Vice Chair Olorunda and Director Liu
ACTION DATE:	October 29, 2020
RECOMMENDATION:	A proclamation is made in recognition of Mr. Cotter's and Mr. Nguyen's leadership and service on the Library Board of Trustees.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: 1103 BOS Discussion on Library Governance

SUBJECT:	BOS Discussion on Library Governance
CONTACT:	Vice Chair Olorunda and Director Chang Liu
ACTION DATE:	October 29, 2020
RECOMMENDATION:	The LBOT needs to develop a response to the BOS' discussion on eliminating the LBOT's governing authority over LCPL.
BACKGROUND:	At the October 13, 2020 BOS Finance/Government Operations and Economic Development Committee (FGOEDC), per Supervisor Matt Letourneau's request, Mr. Charles Yudd, Deputy County Administrator, provided an overview of the governance structure of the Loudoun County Public Library. See attached item for the October 13 meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Item 3: Library Governance, BOS FGOEDC Meeting, October 13, 2020
NOTES:	
ACTION TAKEN:	

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Library Governance

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: At the pleasure of the Board

STAFF CONTACTS: Charles Yudd, County Administration
Milissa Spring, County Attorney's Office

PURPOSE: The purpose of this Item is to provide the Finance/Government Operations and Economic Development Committee (“FGOEDC”) with an overview of the governance structure of the Loudoun County Public Library (“LCPL”).

BACKGROUND: LCPL is under the management and control of the Library Board of Trustees (“LBOT”), whose members are appointed by the Board of Supervisors. Library Services administers the library system. As stated in the FY 2021 Adopted Budget document, *LCPL provides free and equal access to innovative technologies and a full range of library resources to enhance the quality of life and meet the informational, educational, and cultural interests of the community.* LCPL has three operational programs: Public Services, Support Services, and General Library Administration, each of which are described more fully below:

Public Services – provides patrons access to the LCPL collection, programs, technology, and passport and notary services. This includes promoting the joy of reading and lifelong learning through early literacy programs, teen initiatives, humanities, arts and science events, technology training, and educational opportunities.

Support Services – selects, acquires, catalogs, and processes LCPL materials to inform, educate, and enlighten County residents. Also provides systems administration, technical training and support for all automated library systems and technologies.

General Library Administration – Enacts the policies of the LBOT and County initiatives. Provides administrative support and oversees the Public Services and Support Services Programs. Manages the budget, accounting, human resources, training needs, and library capital improvement program.

According to the Virginia Public Library Trustee Handbook -_ Governing Boards, 4th edition, rev. 2019), public libraries in Virginia are the responsibility of local governments. As organizational entities, libraries fall into four categories: a) regional libraries (a library established by two or more political subdivisions that join in maintaining a library system under the terms of a contract), b) county libraries, c) city libraries, and d) town libraries. The handbook contains extensive reference material about library boards in Virginia and can be accessed [here](#).

Applicable Statutes

While libraries are the responsibility of local governments, [§ 42.1-36 of the Code of Virginia](#) requires that most counties govern their public libraries through boards of trustees, but excepts those with a county manager, county executive, urban county manager, or urban county executive form of government, any county that has adopted a Charter, as well as the counties of Caroline, Chesterfield, and Shenandoah.

[Section 42.1-35 of the Code of Virginia](#) addresses library boards generally and vests the management and control of a free public library system in a board of not less than five members or trustees. That section also provides the following: “The members shall adopt such bylaws, rules and regulations for their own guidance and for the government of the free public library system as may be expedient. They shall have control of the expenditures of all moneys credited to the library fund. The board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for same.”

Under [§ 42.1-36.1 of the Code](#), library boards that are established by a County are also tasked with creating an acceptable Internet use policy.

Loudoun County Library Board of Trustees

The LBOT Bylaws (“Bylaws”) specify the terms of membership for trustees, enumerates the duties of officers, outlines the general duties of the Board of Trustees, and addresses other organizational matters. The Bylaws were last revised in June 2012. LBOT members are appointed by the Board of Supervisors to staggered four-year terms and may serve a maximum of two consecutive terms. Although the Bylaws do not specify the total number of trustees, [Section 42.1-35 of the Code of Virginia](#) states that library boards of trustees shall be comprised of not less than five members. Historically, the Board of Supervisors has maintained a LBOT of nine members, one trustee from each election district and one At-Large Member. The existing LBOT by-laws can be accessed [here](#).

Appointments to the LBOT are handled in the same manner as appointments and confirmations to other boards, commissions and committees: prospective trustees submit applications noting their interest and outlining their experience and qualifications, Board of Supervisors members make district-specific nominations at a Board Business Meeting, and those nominations are considered and voted on at a subsequent Board Business Meeting.

The LBOT meets regularly and routinely receives reports on library operations from the Library Director. The LBOT also addresses collection management issues and service delivery matters and updates are provided from branch managers. Other issues that the LBOT provides guidance on include budget development and resource requests presented to the Board of Supervisors as part of the annual budget process. For additional information, copies of recent LBOT meeting packets can be accessed via the following link: [LBOT Meeting Packets](#).

Recent LBOT packets include copies of the LCPL 2020-2023 strategic plan which was adopted by the LBOT in January of 2020, as well as the LBOT's guidance and support of the innovative approach to curbside services which was developed in response to the COVID-19 pandemic.

Library Funding

As noted below, LCPL's FY 2021 Adopted Budget includes expenditures of \$22,355,255, of which local tax funding covers \$21,830,954. The additional \$524,301 includes \$225,256 from the Commonwealth and \$298,775 from charges for services and other revenues.

In past years several trust funds have been established for literacy related purposes and generally benefitting library related activities. The LBOT regularly receives updates on the investment performance of the funds which are invested with the oversight of the County Treasurer. Utilization of the trust fund monies is subject to stipulations specific to each fund. The Irwin Uran Trust Fund provides funds for the One Book, One Community program, while the Symington Trust Fund limits expenditures to only those specific to Rust Library.

Management of Library Staff

The Library Director manages the operations of the LCPL and reports directly to the LBOT in accordance with the provisions of an employment contract between the Director and the LBOT.

By formal agreement executed initially in 1996 (copy attached), and subject to automatic renewal, the Board of Supervisors and the LBOT extended coverage of County human resources policies, procedures, and regulations to all employees of LCPL. The agreement acknowledged that the management and control of library personnel is vested with the LBOT, and the LBOT delegated the authority to the County Administrator for the purpose of administering County personnel policies and procedures over library employees.

The agreement also states that compensation of all LCPL employees shall be paid directly by Loudoun County, and such employees shall be considered County employees for purposes of classification, performance evaluation, grievance procedures, compensation, withholding taxes, social security, and benefits.

Library Facilities

Based on the long-standing agreement in place between the Board of Supervisors and the LBOT, the ownership, co-ownership, or leasehold status of land and improvements is clear; the Loudoun

County Board of Supervisors is the owner, co-owner, or lessee of land and improvements associated with library related capital facilities. The agreement also states that the Board of Supervisors has final responsibility for siting, construction, and funding of future facilities, while the LBOT has a core responsibility to participate and collaborate in the design of future facilities.

The agreement also identifies that the County provides maintenance for the land, buildings and equipment of the library system, and that obligation is the responsibility of the Department of General Services.

ISSUES: In the case of programming decisions, should the Board of Supervisors or staff in County departments identify new and innovative programming for County activities that are beyond the scope of library-related activities, or would impact library-related activities, these new initiatives will involve LBOT approval in order to take place in a library facility. Examples of these initiatives could include youth programming, the recent child-care initiative or other yet-to-be recommended activities that would be responsive to County needs. Staff is seeking further discussion and/or guidance by/from the FGOEDC regarding these types of initiatives in the future.

It should also be noted that although library employees are treated as County employees, employees of the library system are employees of the LBOT and not of the County. While this structure has worked in practice for many years, when considering certain issues in the modern era, such as collective bargaining and county-wide emergency response, this structure creates questions of authority regarding which Board should be responsible for addressing certain issues for these employees.

For example, should the Board of Supervisors decide to permit Collective Bargaining, with which Board would library employees discuss pay, benefit, and working conditions? During the current State of Emergency, or during any other State of Emergency, does the Board of Supervisors have clear authority, through the County Administrator, to direct library employees to perform services in response to the State of Emergency? These questions are considered in light of the fact that the Board of Supervisors provides full funding for the library system, provides for the pay and benefits for each employee, provides for the maintenance and upkeep of library facilities, provides for new facilities, provides for the care and upkeep of library materials, and by Agreement, the County Administrator is responsible for including the Library Director and all library employees as if they are County employees.

On July 21, 2020, the Board of Supervisors directed staff to study changing the Loudoun County form of government. Currently staff is working on that effort and expects to bring forward a consultant report in April 2021 to address the Board direction. A recommendation to the Board of Supervisors regarding a potential change in form of government as outlined above, or the adoption of a County Charter, would result in the elimination of the mandate for a library board for Loudoun County.

[Section 42.1-36 of the Code of Virginia](#) also lists specific Counties as exceptions to the mandate requiring a library board, and the Board of Supervisors could pursue a change to that section to

specifically add Loudoun County to that list along with Caroline, Chesterfield, and Shenandoah Counties.

FISCAL IMPACT:

LCPL's FY 2021 Adopted Budget includes expenditures of \$22,355,255, local tax funding of \$21,830,954, and 223.06 FTE. This is inclusive of approved FY 2021 resource requests totaling four (4.00) FTE which are currently frozen. New FY 2021 positions include two Program Coordinators and two Technology Support Specialists. At this time, staff has not identified any additional expenses that could be realized should the form of governance of the library system change.

**FINANCIAL MANAGEMENT AGREEMENT
BETWEEN THE LOUDOUN COUNTY BOARD OF SUPERVISORS
AND THE
LOUDOUN COUNTY LIBRARY BOARD OF TRUSTEES**

WHEREAS, pursuant to Section 42.1-35 of the Code of Virginia of 1950, as amended, hereafter "the Code" the management and control of a free public library system shall be vested in a board of not less than five members or trustees; and

WHEREAS, pursuant to a resolution adopted by the Loudoun County Board of Supervisors dated March 20, 1973, the Board of Supervisors established the Loudoun County Library System, to be governed by a Library Board composed of one citizen from each magisterial district to be appointed by the Board of Supervisors; and

WHEREAS, pursuant to Section 42.1-35 of the Code, the members of the Library Board shall adopt such bylaws, rules and regulations for their own guidance and for the government of the free library system as may be expedient, and they shall have control of the expenditures of all monies credited to the Loudoun County library fund; and

WHEREAS, pursuant to Title 15, Chapter 11 of the Code, the Board of Supervisors has authority over the location, character and extent of all public facilities under its comprehensive planning authority and commission permit responsibilities; and

WHEREAS, pursuant to Section 15.1-491(a) of the Code, the Board of Supervisors has legislative authority to accept proffers of sites for public facilities as part of rezoning approvals, which authority is vested solely in the Board of Supervisors; and

WHEREAS, pursuant to Section 15.1-163.1, the Board of Supervisors has, by resolution, consolidated the financial accounting of the library system with the General Fund of the County; and

WHEREAS, pursuant to Section 42.1-35 of the Code, it is the responsibility of the Board of Supervisors, in its sole discretion, to determine the size and composition of the Library Board within the parameters established therein; and

WHEREAS, pursuant to Section 15.1-20.2 of the Code the Board of Supervisors has the authority to review the use of funds by the Library Board and

the method of management, control and organization of the library system; and further to combine administrative functions or activities of the Library Board with those of the County in lieu of an appropriation to the Library Board for such functions or activities; and

WHEREAS, the Board of Supervisors and the Library Board are mutually desirous of entering into an agreement for the financial management of the County library system, it is hereby mutually agreed as follows:

ARTICLE I. TERM OF AGREEMENT

This agreement shall commence on June 17, 1996, and shall terminate on June 30, 2000. This agreement shall automatically renew for successive four-year terms unless either party notifies the other party of its intent not to renew at least ninety (90) days prior to any expiration date. Modifications or revisions to the agreement shall be by mutual consent.

ARTICLE II. SCOPE OF AGREEMENT

This agreement provides for the financial management of the Loudoun County Public Library System and its capital facilities, and outlines the privileges and responsibilities of the parties thereto.

A. Ownership of Capital Facilities

It is acknowledged that Loudoun County is the owner, co-owner or lease holder of the land and improvements constituting the library system and of any library built in the future and incorporated into the Loudoun County Public Library System. Following consultation with the Library Board, the Board of Supervisors will continue to have final responsibility for siting, construction and funding of future facilities. The parties agree, however, that the design of future facilities is a core responsibility of the Library Board pursuant to its "management and control" mandate under Section 42.1-35 of the Code.

The Library Board shall be responsible for preparing service plans for the library system which shall be forwarded to the Board of Supervisors for final approval. The Board of Supervisors shall consider those service plans in developing or amending its comprehensive plan for the County. The parties agree that the Board of Supervisors shall be guided by the County's comprehensive plan in its actions regarding the location, character and extent of library facilities, including its

review of Commission Permits under Section 15.1-456 of the Code, and the acceptance of proffers pursuant to Section 15.1-491 (a) of the Code.

It is further acknowledged that the County is the sole owner of a leasehold interest in the land, building, contents and books of the Eastern Loudoun Library and reserves the right to purchase said assets in accordance with the terms of the lease-purchase agreements entered into between Loudoun County and the Crestar Leasing Corporation on September 15, 1990, and the Certificates of Participation, Series 1990E, issued for the purpose of financing that facility.

B. Financial Management

Financial management and control of the operations of the Loudoun County Public Library System shall be exercised by the Library Board through the Department of Library Services in full accord and cooperation with the policies, practices and financial controls of Loudoun County.

The Library Board acknowledges that the County has exercised its authority under Section 15.1-163.1 of the Code to consolidate the financial accounting of the library-system operations with the General Fund of the County.

The Library Board further acknowledges that the County maintains accountability for certain other funds related to the Library System including but not limited to trust funds, proffer funds, etc.

The Library Board shall provide the County with full information as to its budget needs, anticipated revenues and expenditures, and shall submit its operating and capital budget requests and service plans to the County as prescribed by the Board of Supervisors through the County Administrator. The County shall process such budget requests under its normal procedures and shall make budgetary revenue estimates and appropriations of funds accordingly. All anticipated revenues from all sources shall be included in the budgetary process.

All receipt, use and expenditure of funds from all sources, including payrolls and procurements, shall be accomplished through normal County policies, procedures and practices.

C. Insurance

The County shall maintain the following coverages, either commercially insured or self-insured, in full force and effect and in such amounts as are normally maintained as to the facilities, property and valuable papers of the Loudoun County Public Library System: general liability, property damage, vehicle liability and collision (bookmobiles and other vehicles). The named insured of said policies shall be the parties hereto as their respective interest may appear under this agreement.

D. Maintenance and Capital Improvements

The County shall provide normal maintenance for the land, buildings and equipment of the public library system.

The County shall be under no obligation to make capital improvements to the facilities of the public library system.

E. Books, Furnishings, Vehicles and Other Library Materials

Except as otherwise provided herein, the County is the sole owner and holder of title of all books, library furnishings, vehicles and other library materials of the public library system. Such library materials shall include all books and other reading matter, and other audio materials, maps, video tapes and other visual materials, computers and other electronic equipment, and any library furnishings, provided such furnishings have been or shall be hereafter purchased with any source of funds for which the County maintains accountability.

F. Legal Services

The Library Board shall be represented by the office of the County Attorney. The Library Board shall direct its Director of Library Services to request legal services from the County Attorney as needed. In the event of a conflict of interests between the Library Board and the Board of Supervisors, the County Attorney will be guided by the ethical canons of the Virginia Code of Professional Responsibility. When, in its sole discretion and for any reason the Library Board wishes to employ outside counsel, it may do so at its own expense.

ARTICLE III. BREACH OF AGREEMENT

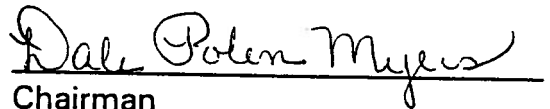
In the event of breach by either party to this agreement, the other party may give written notice to the party deemed to be in breach specifying the manner in which the agreement has been breached. If the party receiving the notice has not substantially corrected the breach within thirty (30) days of receipt of the written notice, the party sending the notice shall have the right to terminate this agreement.

ARTICLE IV. TERMINATION

In the event of termination of this agreement, either under Article I or Article III herein, the parties shall continue to exercise their respective statutory duties and responsibilities.



Chairman
Library Board of Trustees



Chairman
Loudoun County Board of Supervisors

8/17/98
Date

June 17, 1996
Date

PERSONNEL AGREEMENT
BETWEEN THE LOUDOUN COUNTY BOARD OF SUPERVISORS
AND THE
LOUDOUN COUNTY LIBRARY BOARD OF TRUSTEES

WHEREAS, employees of the Loudoun County Public Library System have for many years been covered by the Loudoun County Personnel Policies, Procedures and Regulations; and

WHEREAS, the Loudoun County Board of Supervisors, hereafter "the Board of Supervisors" and the Loudoun County Library Board of Trustees, hereafter "the Library Board", wish to extend coverage of the Loudoun County Personnel Policies, Procedures and Regulations to all employees of the Loudoun County Public Library System by formal agreement, it is hereby mutually agreed as follows:

ARTICLE I. TERM OF AGREEMENT

This agreement shall commence on June 17, 1996, and shall terminate on June 30, 2000. This agreement shall automatically renew for successive four-year terms unless either party notifies the other party of its intent not to renew at least ninety (90) days prior to any expiration date. Modifications or revisions to the agreement shall be by mutual consent.

ARTICLE II. SCOPE OF AGREEMENT

This agreement extends coverage of the County Personnel Policies, Procedures and Regulations to all employees of the Department of Library Services. This agreement recognizes that employees of Library Services and other County employees serve all residents of Loudoun County. This agreement also recognizes that the management and control of library personnel is vested with the Library Board, and that the Library Board has delegated that authority to the County Administrator for the purpose of administering County personnel policies and procedures over library employees. Therefore, this agreement seeks to establish a uniform personnel system so that library employees will have the same rights and benefits and will be subject to the same procedures and regulations as other County employees.

A. Personnel

All regular and temporary, full and part-time library employees shall be subject to the personnel policies, procedures and regulations of Loudoun County, including but not limited to, policies and procedures governing hiring, discipline and termination, except as provided herein.

Compensation of all such employees shall be paid directly by the County, and such employees shall be considered County employees for purposes

of classification, performance evaluation, grievance procedures, compensation, withholding taxes, social security, insurance programs or payments therefor, unemployment compensation, leave, retirement benefits, worker's compensation and related matters.

B. Director of Library Services

The Director shall serve under contract to the Library Board, and shall be selected and appointed by the Library Board after consultation with the County Administrator. The Director shall be supervised and evaluated by the Library Board, with input from the County Administrator.

The Director shall be considered a County Department Head, and shall have all authority as designated thereto by the personnel policies and regulations including, but not limited to, the authority to hire and fire employees of the Department of Library Services.

The Director shall act as administrative liaison between the Library Board and the County Administrator, and shall respond to requests made by the County Administrator as administrative agent of the Board of Supervisors.

The Director shall administer the Department of Library Services in accordance with all Loudoun County personnel policies, procedures and regulations.

ARTICLE III. BREACH OF AGREEMENT

In the event of breach by either party to this agreement, the other party may give written notice to the party deemed to be in breach specifying the manner in which the agreement has been breached. If the party receiving the notice has not substantially corrected the breach within thirty (30) days of receipt of the written notice, the party sending the notice shall have the right to terminate this agreement.

ARTICLE IV. TERMINATION

In the event of termination of this agreement, either under Article I or Article III herein, the parties shall continue to exercise their respective statutory duties and responsibilities.

ARTICLE ~~IV~~ V. PERSONNEL RECORDS AND REPORTS

The Loudoun County Division of Human Resources shall maintain the official written records of all employment actions for library personnel except that those

pertaining solely to payroll benefits and leave shall be maintained by the Department of Financial Services. Records and forms shall be submitted in accordance with procedures outlined by the County Administrator.

James B. Pender
Chairman
Library Board of Trustees

Dale Polen Myers
Chairman
Loudoun County Board of Supervisors

8/17/96
Date

June 17, 1996
Date



PHILIP A. BOLEN
Executive Secretary

COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN

OFFICE OF EXECUTIVE SECRETARY

18 EAST MARKET STREET
LEESBURG, VIRGINIA 22075

TELEPHONE: 777-2660
Extension 20

At a meeting of the Board of Supervisors of Loudoun County, Virginia, held in the Meeting Room of the County Office Building, Leesburg, Virginia, on Tuesday, March 20, 1973 at 10:00 a.m.

PRESENT: William C. Crossman, Jr., Chairman
James F. Brownell
Paul J. Walstad
James E. Arnold
John A. Costello
Henry C. Stowers
Frank Raflo

IN RE: LOUDOUN COUNTY LIBRARY BOARD

Upon motion of Mr. Walstad, seconded by Mr. Costello, the following resolution was passed:

R E S O L U T I O N

WHEREAS, Section 42.1-33 of the Code of Virginia gives the power to local governments to establish and support a free public library system; and

WHEREAS, a recent study requested by the Board of Supervisors recommends the establishment of a Loudoun County Library; and


WHEREAS, the establishment of a county library will promote the efficient management of library programs and expenditures and will assist the improvement and future expansion of library facilities and programs throughout the County; and

WHEREAS, a Loudoun County library can provide service through the Purcellville Library, Sterling Public Library and Thomas Balch Library, with future additional facilities to be provided according to need by the Library Board and Board of Supervisors as the resourcer of the County can permit;

NOW, THEREFORE, BE IT RESOLVED, THAT pursuant to Section 42.1-33 of the Code of Virginia, there is established a Loudoun County Library, to be governed by a Library Board composed of one citizen from each magisterial district to be appointed by the Board of Supervisors.

Voting on the motion: Messrs. Walstad, Raflo, Costello and Brownell - Yes; Messrs. Crossman, Stowers and Arnold - No.

A COPY TESTE:


Philip A. Bolen
County Administrator

3/20/73

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Vote on Nominations for LBOT Chair and Vice Chair

SUBJECT:	Vote on Nominations of LBOT Chair and Vice Chair
CONTACT:	Trustee Christine Newton and Trustee Sara Pensgard
ACTION DATE:	October 29, 2020
RECOMMENDATION:	
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the nominations of _____ as Chair and _____ as Vice Chair.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

9/30/2020

Irwin Uran Trust Fund	\$ 109,293.56	LGIP*	0.218%
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Symington Trust Fund	\$ 86,836.58	LGIP* 0.218%			
		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	\$ 4,327,974.26				

James Horton Trust Fund	\$ 28,302.24	LGIP*	0.218%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY21**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 29.31	\$ 109,250.31	0.322%
August	\$ 109,250.31	\$ -	\$ -	\$ -	\$ 109,250.31	\$ 23.40	\$ 109,273.71	0.257%
September	\$ 109,273.71	\$ -	\$ -	\$ -	\$ 109,273.71	\$ 19.85	\$ 109,293.56	0.218%
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	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 72.56	\$ 109,293.56	

*Interest Earnings Based On Average LGIP Rate For the Month

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 7.19	\$ 26,791.36	0.322%
August	\$ 26,791.36	\$ -	\$ -	\$ -	\$ 26,791.36	\$ 5.74	\$ 26,797.10	0.257%
September	\$ 26,797.10	\$ -	\$ 1,500.00	\$ -	\$ 28,297.10	\$ 5.14	\$ 28,302.24	0.218%
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	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 18.07	\$ 28,302.24	

*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***		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 57.65	\$ -	\$ 4,327,974.26	

*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

\$ 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					