

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting April 15, 2026

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

March 18, 2026 LBOT Meeting

AGENDA CHANGES

REPORTS

Purcellville Library Report:
Purcellville Library Advisory Board:
Director's Report:
Committee Reports:
Strategic Plan Update:

Branch Manager Dan Steiner
President Amie Erickson
Director Chang Liu
LBOT Chair Monti Mercer
Deputy Director Mike Van Campen

INFORMATION ITEM:

II 01 FY2026 and FY2027 Budget Update

II 02 Staffing Update

II 03 Annual Review of LCPL Policies

II 04 "LCPL Culture & Leadership Awards", presented by the LBOT

ACTION ITEM:

AI 01 Approval of LCPL Policies

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: April 15, 2026 at 7:00 p.m.

LOCATION: Rust Library 380 Old Waterford Road NW Leesburg VA 20176

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 571-335-3714. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes

March 18, 2026

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, March 18, 2026, at 7:00 p.m. LBOT Chair and Secretary were present.

Present	Monti Mercer, Chair Kate Gordon, Vice Chair Kara Chiles Mary Colucci Erika Daly Alana Boyajian (late arrival 7:27 p.m.) Stacy Cleveland Kathy Ellen Davis Chang Liu, Director
Absent	Jennifer Crawford

I. CALL TO ORDER

Chair Mercer called the meeting to order at 7:00 p.m. and requested a moment of silence. He read the statement of the rules for public comment.

II. PUBLIC COMMENT

Mr. Matt Chwalowski made a public comment.
Ms. Kerry McKenna made a public comment.

III. BOARD COMMENT

Chair Monti Mercer invited the Trustees for comments. Trustees expressed their appreciation to the LCPL Staff and the programs.

IV. DIRECTOR'S COMMENT

Director Chang Liu thanked the Trustees and Jamal Mathews, Department of Information Technology, for arranging new microphones for the LBOT meeting.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the February 11, 2026, LBOT meeting minutes. Trustee Chiles made the motion. Trustee Gordon seconded the motion.

Approved 5-2-0-2 (yes/abstained/no/not present).

VI. AGENDA CHANGES

There was an addition to the presenters' names on the agenda for the MLAB part of the report. Two presenters were Sarah Brissing and Robert Carter.

Chair Mercer proposed the motion to approve the agenda change, and Vice Chair Gordon seconded the motion.

Approved 7-0-0-2 (yes/abstained/no/not present).

VII. REPORTS

Branch Manager Dena Henchen presented the report on behalf of Middleburg Library. The report was received and placed on file by the LBOT Secretary.

Two Co-Presidents of the Middleburg Library Advisory Board, Sarah Brissing and Robert Carter, attended the LBOT meeting. Mr. Carter presented the report on behalf of the advisory board.

VIII. DIRECTOR'S REPORT

Director Chang Liu thanked the Middleburg Library Branch Manager and the Middleburg Library Advisory Board Co-Presidents for their presentations.

Ms. Liu presented highlights from the Director's February 2026 report. The report was received and placed on file.

IX. COMMITTEE REPORTS

Chair Mercer invited the committee members to present updates.

Executive Committee: Chair Mercer requested that LCPL establish standard operating procedures for oversight of the Library in the absence of Director Liu and Deputy Director Van Campen. He requested that LCPL establish a shared drive for documents to be accessible to all trustees in a view-only capacity. He deferred the remaining committee items to Information Item #4, LBOT Awards in Recognition of LCPL Staff; Information Item #5, LBOT Retreat; and Information Item #6, Staff Development Day.

Advocacy Committee: Trustee Daly had no updates.

Board Evaluation Committee: There was no update from Trustees Chiles and Colucci.

Budget Committee: Trustee Crawford was absent. Chair Mercer mentioned that the official adoption of the FY 27 budget would be in early April. He deferred financial planning to the Facilities Planning Committee and CIP.

Facilities Planning Committee: Chair Mercer invited Vice Chair Gordon and Trustee Cleveland to present the report. Ms. Cleveland reported that they had attended two sessions of the Finance/Government Operations and Economic Development Committee (FGOEDC). She noted that several library-related items are included, along with the ongoing Cascades project. Funding is proposed to initiate a feasibility study and design alternatives for the Eastern Loudoun library. Supervisor Mike Turner introduced a motion to allocate \$500,000 in year-end surplus funds to advance this feasibility study work. Trustee Cleveland explained that planning for the Eastern Loudoun library is based on growth in the Ashburn planning subarea, which differs from the electoral district. She further reported that the Western Loudoun Library is not included in the current five-year CIP because the growth thresholds to trigger the project have not yet been met. She said that although County staff indicated that while road access and utilities might be extended to the site, no grading or detailed site preparation is planned at this time. She expressed appreciation to Supervisor Turner for proposing early funding to accelerate the feasibility study.

Governance Committee: The committee comprises Trustees Boyajian and Davis. Ms. Boyajian mentioned that HB236 has failed. HB30 is approved, which is 100% state aid from the General Assembly for the first time in two decades.

Nomination Committee: The committee remains inactive.

Strategic Planning Committee: The comments were deferred to Strategic Plan updates by Deputy Director Mike Van Campen. Trustees Chiles and Colucci had no updates.

X. STRATEGIC PLAN UPDATE

Deputy Director Van Campen presented the March 2026 Strategic Plan update. The update was received by the LBOT Secretary and placed on file for future reference.

XI. INFORMATION ITEMS

II 01 FY2026 and FY2027 Budget Update

Finance and Budget Manager Nan Paek provided the financial report for July 2025 through February 2026. The report was received by the LBOT Secretary and placed on file for future reference.

II 02 Staffing Update

HR Program Manager Cheryl Granger was not present. Director Liu presented the staffing update as included in the LBOT packet. The report was received by the LBOT Secretary and placed on file.

Chair Mercer thanked Dan Bureau for overseeing LCPL in February 2026 while Ms. Liu and Mr. Van Campen were on leave.

II 03 Annual Review of LCPL Policies

Director Liu presented proposed updates to LCPL policies, noting the revisions had been reviewed by the County Attorney's Office and the County's Office for Emergency Management. Director Liu highlighted key updates outlined in the Board packet, including a complete rewrite of the Rules of Conduct policy.

Trustee Boyajian recommended that vaping be included in the Rules of Conduct Policy. Chair Mercer raised questions regarding enforcement, noted potential ambiguity in certain areas, and requested a copy of the County's EMER-01 policy. Trustee Cleveland inquired whether staff have adequate authority to raise and address concerns, and Trustee Chiles emphasized awareness of ethical considerations related to the policy. Director Liu stated that EMER-01 would be shared with the Trustees. She explained that the revised policy is intended to support staff in managing volatile situations by providing clear guidance that can be communicated to customers.

Trustees provided feedback and suggested rephrasing portions of the policy. Chair Mercer stated that the revised document will be brought back as an information item at the April 15 LBOT meeting.

II 04 Library Board of Trustees Awards in Recognition of LCPL Staff

Chair Mercer distributed Appendix A related to the LBOT awards and presented different names of the awards.

II 05 LBOT Retreat

Chair Mercer presented November 7 and November 14 as potential dates for the LBOT Fall Retreat and conducted a straw poll. November 14 was selected.

II 06 LCPL Staff Development Day

Director Liu invited Andria Donnelly, Training Specialist, to present on Staff Development Day. Ms. Donnelly stated that a Staff Development Day is planned for FY 2027, with a tentative timeframe in March 2027.

Chair Mercer thanked Ms. Donnelly and commended her work on staff retreats and development initiatives.

ACTION ITEM:

AI 01 Approval of Library Board of Trustees Awards in Recognition of LCPL Staff

Chair Mercer requested a motion to discuss the names of the LBOT awards.

Vice Chair Gordon made the motion, and Trustee Cleveland seconded it.

The Board agreed to name the awards the LCPL Culture and Leadership Awards, presented by the LBOT, with the following categories:

- Community Impact Award
- Excellence in Service Award
- Innovation Award
- Inclusion and Belonging Award
- DuPlissey Memorial Leadership Award (subject to family approval)

Vice Chair Gordon made the motion, and Trustee Davis seconded it.

Approved 7-0-1-1 (yes/abstained/no/not present).

ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 9:13 p.m. Trustee Cleveland made the motion, and Trustee Colucci seconded the motion.

Approved 8-0-0-1 (yes/abstained/no/not present).

Respectfully submitted by,

Adopted by the Board, April 2026

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Monti Mercer
LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY 2026 and FY2027 Budget Update

SUBJECT:	FY2026 and FY2027 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	April 15, 2026
RECOMMENDATION:	Finance and Budget Manager Nan Paek will provide an update on the Library's FY2026 and FY2027 budgets.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	April 15, 2026
RECOMMENDATION:	HR Program Manager Cheryl Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Program Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Staffing Update
NOTES:	
ACTION TAKEN:	

Library Board of Trustees Meeting Packet – Information Item II Attachment

Staffing Update- April 2026

New Hires/Folks Joining Us This Month

Valentina Chirico- PT Makerspace Assistant, BRM (4/23)
Lindsay Blanchfield- PT Adult Services Assistant, PUR (4/23)
Noah Brushwood- PT Makerspace Assistant, STR (5/7)

Promotions/ Hours Increase

Jenna Wolf, Collection Development Librarian

Departures

Susan VanEpps- Division Manager, Programming & Community Engagement (effective 4/1)
Sharon Hershey- Collection Development Librarian, Children's/Young Adult materials selector (effective 4/1)

Transfers

Nichole Thornton- PT Circulation Services Library Assistant, from GUM to BRM (5/7)

Currently Posted/To Be Posted

Assistant Branch Manager, RUST
Branch Manager, RUST

Recently Closed

PT Circulation Services Library Assistant, GUM

Currently Interviewing

Librarian-Collection Development
FT Children's Services Library Assistant, ASH
Division Manager of Programming & Community Engagement

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Annual Review of LCPL Policies

SUBJECT:	Annual Review of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	April 15, 2026
RECOMMENDATION:	
BACKGROUND:	Every year, the LBOT and Library staff review and revise the LCPL Policies as necessary to make sure that they are up to date. This year, staff have recommended making changes in the Facilities Use Policy, the Rules of Conduct Policy, and Addendum A. The attached draft documents have been reviewed and approved by the County Attorney's Office.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Draft Policy Document
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Policies

Policies are determined by the Library Board of Trustees.

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1. Library Closings

The Library Board of Trustees (LBOT) approves systemwide closings for holidays and other operational needs. The Director or designee, working with Loudoun County Government Administration, determines the closing of the library system or specific branches due to weather, maintenance, or safety-related concerns.

Effective June 16, 2021

2. Collection Management

Collection Development

Loudoun County Public Library (LCPL) provides a range of materials in a variety of formats to meet the needs and interests of its customers.

Items in LCPL's collection are selected based on intrinsic merit, appropriateness, and customer demand. LCPL strives to offer a balanced assortment of viewpoints in all subject areas. Materials are judged on the entirety of the work and not on isolated passages. LCPL is an apolitical public service. Therefore, opinions shared in materials are neither endorsed by LCPL, its Director, nor the Loudoun County Public Library Board of Trustees (LBOT).

Use and access of materials by minors is solely the responsibility of each minor's legal guardian(s).

[Customer input regarding the selection](#) or [reconsideration of materials](#) is encouraged and reviewed promptly. Requests for reconsideration are addressed according to LCPL [Reconsideration \(Challenge\) Procedures](#).

The LBOT endorses the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the ALA's [Access to Library Resources and Services for Minors](#) statement and interprets these statements to include all materials regardless of format.

Collection Maintenance

Materials that are outdated, no longer in demand, or in poor condition may be removed from the collection and distributed to LCPL support groups for sale or surplus auction held by Loudoun County Government.

Effective April 20, 2022

3. Facilities Use

“Facilities” refers to all space occupied or used by LCPL, including the buildings themselves, lobbies, meeting and study rooms, display areas, grounds, parking lots, and common areas. No group or individual will be excluded from equal access to facilities because of sex, race, religious or political persuasions or views.

Groups and individuals eligible to use facilities may do so free of charge. Facility use does not constitute LCPL’s endorsement of the beliefs, ideas, or policies expressed by groups or individuals using the space. **Customers must comply with the Rules of Conduct (see policy 11) and all applicable federal, state, and local laws.**

The Branch Manager (or designee) must give advance permission for use of facilities. LCPL-sponsored programs and activities take precedence over other activities. Use by outside groups or individuals may not interfere with LCPL operations.

All meetings held in meeting rooms must be open to the public. Outside groups or individuals using facilities may not limit or restrict attendance except for fire code capacity limits. The Branch Manager (or designee) reserves the right to refuse or terminate the use of facilities when, in the manager’s best judgment, the use does not conform to LCPL policy or poses health or safety risks.

Use of facilities may be permitted under the following conditions:

1. Meeting **and study room** users must accept and adhere to the **Room Use Guidelines**. (Addendum A)
2. The sale of goods or services, admission fees, and/or solicitation of monetary donations or personal information is prohibited.
3. Petition signing must be conducted outside LCPL buildings at a minimum distance of 25 feet from building entrances. Users must submit a Drive or Petition application (Addendum B).
4. Individuals or groups using facilities may not interfere with other customers use of the library.
5. Lobby use is restricted to non-partisan voter registration, blood drives, and LCPL-sponsored events or activities. Users must submit a Drive or Petition application (Addendum B).

To ensure free and unimpeded access to the library, facility use may be denied based on available space or the requested activity. LCPL reserves the right to place additional limitations on facility use at any location due to varying demands at those locations.

Use of the following is restricted to LCPL, LCPL support groups, and federal, state, or county government agencies:

1. Unattended collection bins.
2. Signs, emblems, banners, etc., displayed or posted on LCPL buildings or grounds.
3. Parking lots, unless such facilities are shared.

LCPL is not liable for damages caused to the user or his or her property while using facilities, and LCPL will be held harmless from any liability to third parties for injury caused by any persons or groups while using facilities. **Meeting and study room** users are not covered by the County of Loudoun's liability insurance.

Effective June 16, 2021

4. Fees

The Library Board of Trustees (LBOT) will approve all fees, as referenced in the Schedule of Fees below. The LBOT authorizes the Library Director to develop procedures for staff to waive fees for customers due to extenuating circumstances beyond the control of the customer.

Schedule of Fees

Item	Cost
Lost or Damaged Items	List price per item
Printing	\$0.10 per page for black and white \$0.25 per page for color
Interlibrary Loans (ILL)	LCPL does not charge a fee; customers are responsible for any fees assessed by lending institutions
Makerspace Supplies	Material cost (prices may fluctuate)
Passport Services	\$35 execution fee \$15 per photo

Effective September 20, 2023

5. Gifts

LCPL welcomes monetary gifts, bequests, endowment funds, and gifts of property, services or materials from individuals, groups, foundations, or corporations. Gifts are accepted at the discretion of the Director and/or the Library Board of Trustees (LBOT). All gifts will be evaluated for appropriateness. Gifts are not a substitute for taxpayer funding. The LBOT and staff are not obligated to accept gifts, items, or funds, and reserve the right to refuse any gift.

Gifts valued at \$5,000 or less will be reviewed and accepted by the Director or his/her designee.

Gifts valued over \$5,000 as well as conditional gifts will be reviewed and accepted by the LBOT upon the recommendation of the Director.

LCPL takes full ownership of gifts and reserves the right to decide use, condition of display, and final disposition of all gifts it receives. LCPL may provide a receipt acknowledging the number of donated items but will not estimate their value.

LCPL may transfer gifts deemed unusable to LCPL support groups or outside organizations.

Effective June 16, 2021

6. Internet and Computer Use

Summary

Essential digital public services provided by LCPL include access to computers, the Internet, and basic software. In addition, LCPL provides an unsecured wireless network for customers' use with their personal devices.

Customers are permitted to use computers to access the Internet. In accordance with [Virginia Code §42.1-36.1](#), LCPL employs commercial filtering software and/or parental controls on LCPL computers and mobile devices to block the display of illegal material and material that is potentially harmful to children. However, no filtering software or control is completely effective. It may inadvertently allow access to content intended to be blocked and, conversely, it may block unobjectionable content. Customers 18 years of age or older may request unfiltered Internet access for bona fide research or other lawful purposes.

Parents and guardians – not LCPL staff – are responsible for the information selected and the sites visited on the Internet by the children in their care and for supervising their Internet use on LCPL-owned computers and devices, as well as on personal devices used in the library. This policy supports the ALA's Intellectual Freedom statements, including [The Library Bill of Rights](#), and [Access to Digital Resources and Services](#).

Acceptable Use

The following guidelines have been established for acceptable use of LCPL-owned computers and equipment, as well as personal devices used on LCPL property:

- A. Time limits on the use of computers and equipment, as well as bandwidth limits on wireless access, may be enforced to ensure that all customers have an opportunity to use those resources.
- B. Any activity that violates Federal, state, or local laws is prohibited on both LCPL and customer devices. Examples of illegal activities include, but are not limited to, fraud (which includes disguising or falsifying sources of electronic mail or other electronic communications with the intent of misleading, defrauding, or harassing others); libeling and slandering other persons; displaying or distributing child pornography; [Virginia Code §18.2-374.1:1](#) or other obscene materials; [Virginia Code §18.2-372](#), or materials deemed harmful to juveniles [Virginia Code §18.2-390](#). LCPL must comply with all proper judicial processes.

- C. Customers may not violate software license agreements or infringe on copyrighted material. [United States Copyright Law: U.S. Code, Title 17](#) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of “fair use.” This includes most electronic information sources. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Customers are responsible for consequences of copyright infringement.

- D. Customers may not attempt to or modify LCPL hardware, software or any configurations via workstations or any wireless network. This includes, but is not limited to, attempts or succeeding to evade or disable LCPL’s Internet filtering software; the intentional propagation of computer viruses or worms; and “hacking” of any kind. Customers may not interfere with the activities of LCPL or its network in any way. Customers may not attempt to intercept, monitor, disrupt, or impede other customer’s communications or to access or alter other customer’s data or software.

Failure to follow this policy or the Rules of Conduct (see policy 9) may result in suspension of Internet or library privileges.

User Responsibility

LCPL computers are in public areas and information viewed on the screen may be visible to customers of all ages. Customers are asked to view content appropriate to a public space and respect the privacy of others. Staff may ask customers to take action to address the situation if other customers express concern about the nature of their web browsing.

Customers accept that LCPL makes no representation or guarantee that computer or Internet services, including wireless service, will be uninterrupted, error-free, virus-free, timely, or secure, nor that any Internet content is accurate, reliable, or safe in any manner for download or any other purpose.

Use of LCPL’s hardware, software, Internet service, wireless network, and electronic information resources is entirely at the risk of the customer. LCPL will not be liable for any damage that may occur to any computer, peripheral equipment, device, or storage media; loss of data or confidential information; unauthorized access to or alteration of data transmission; and/or any other direct, indirect, special, incidental, consequential, or exemplary damages resulting from or arising out of use of LCPL’s Internet service, equipment, or other devices; wireless network, and/or electronic information resources or inability to use these services; or any other matter relating to these services.



Customers agree to hold LCPL harmless from any claims, losses, damages, obligations, or liabilities relating to the use of LCPL computers, network, or other equipment, or related to the use of information obtained from LCPL's electronic information system.

Effective June 16, 2021

7. Library Card Eligibility

Loudoun County residents are eligible for a free library card regardless of age. Those who own property, own a business, work, or attend school in Loudoun County are also eligible. Individuals under the age of 18 may obtain a library card with proper approval from a parent or legal guardian.

Residents of jurisdictions with reciprocal borrowing agreements with LCPL are eligible for reciprocal accounts. Some online resources as well as Interlibrary Loan (ILL) may not be available to reciprocal borrowers.

Reciprocal jurisdictions are as follows: the cities of Falls Church, Alexandria, Winchester, and the District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke, and Frederick counties in Virginia; and Montgomery, Prince George's, Frederick, and Charles counties in Maryland.

Effective September 21, 2022

8. Naming of Libraries

The Library Board of Trustees (LBOT) may provide recommendations for the naming of LCPL branches to the Loudoun County Board of Supervisors (BOS), which has final approval. The LBOT has the authority to name collections, additions, rooms, or other significant areas within any LCPL branch.

When taking these actions, the LBOT will follow the guidelines set forth in the Loudoun County Board of Supervisors Finance and Government Services Committee's [Resolution Relating to County Memorials and the Names for County Parks, Sites, and Facilities](#) (adopted March 17, 1992), as well as the following additional guidelines:

1. Generally, the library will carry a name that reflects the geographical area in which it is located or for which it serves in order to be understood by customers; for example, Lovettsville Library. Exterior signs will identify each library as such; for example, "Lovettsville Library." The library may be further identified as "A branch of Loudoun County Public Library."
2. In exceptional circumstances, the LBOT may consider naming libraries, collections, additions, rooms, or significant areas within a library after a donor, provided that the donor paid for a substantial portion or the entire cost of construction or renovation or has donated a significant amount of money to LCPL.
3. In exceptional circumstances, the LBOT may consider naming libraries, collections, additions, rooms, or significant areas within a library in honorable recognition of an individual or group, provided the following criteria are met:
 - a) Commemorative naming in memory of individuals must at least one year after the death of the individual.
 - b) Commemorative naming may only be for civic or charitable organizations (not for corporate or religious organizations).
 - c) Commemorative naming is in recognition of outstanding achievement, distinctive service, or significant contribution by the individual or group to the library, local, or national community.

Effective June 16, 2021

9. Privacy

LCPL protects the privacy of all customer information, including requests for service or materials, loan transactions, online sites visited, and resources accessed. Records that link personally identifiable information to borrowed or requested materials or to website visits are kept only as long as needed for operational purposes.

LCPL does not release such information to individuals or to any private or public agency unless it is required to comply with proper judicial processes, such as a government order to produce documents or information.

Per [Virginia Code 2.2-3705.7](#), parents and/or legal guardians will have complete access to the records of their minor child or children. LCPL staff may only access personal data for the purpose of serving customers.

LCPL uses Google Analytics to gather information regarding usage patterns of LCPL-maintained websites. Google Analytics uses cookies to collect statistical data such as browser type and operating system. No personally identifiable information is stored. [Customers may opt out of being tracked by Google Analytics](#) without affecting their use of LCPL-maintained websites.

Confidentiality of customer records is protected under state law per [Virginia Code § 2.2-3705.7](#).

Effective June 16, 2021

10. Programming

LCPL programs are designed to spotlight materials and services and provide educational and recreational opportunities for customers of all ages.

LCPL may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its efforts.

Programs are scheduled at the discretion of staff and are open to the public. Presenters will not be excluded from consideration because of their origin, background, or views and topics will not be excluded from consideration due to potential controversy.

LCPL sponsorship of a program does not constitute an endorsement of the content of the program, the organization presenting the program, or the views expressed by participants.

Customer input regarding programs is encouraged and reviewed through [program surveys](#) and the [Loudoun County Public Library Program Feedback Form](#). Input provided on the Feedback Form is reviewed according to the [LCPL Program Feedback Procedures](#).

To request a reasonable accommodation for a disability, call 703-777-0368. Three days' notice is requested.

Effective June 27, 2024

11. Rules of Conduct

The Rules of Conduct are intended to ensure Loudoun County Public Library (LCPL) locations remain welcoming, safe, and enjoyable for all. Customers are expected to be considerate of others and respectful in shared spaces.

Staff will address issues as needed and may take action in accordance with Loudoun County Policy Regarding Disruptive Behavior (EMER-01), which may include warnings or removal from the premises.

- Failure to comply with staff direction may result in further action, including law enforcement involvement for trespass or other violations.
- Staff may contact law enforcement, emergency services, or other authorities when necessary.

Exceptions to these Rules of Conduct may be granted at the discretion of the Director, or the Director's designee, including for adherence with the Americans with Disabilities Act (42 U.S.C. ch. 126 § 12101 et seq.) and all regulations issued pursuant to such law.

Section 1: Accessibility and Shared Use

- **Access & Movement:** Blocking entrances, exits, walkways, or access to services and spaces is prohibited.
- **Use of Resources:** Monopolizing and misusing shared resources, including staff time or library spaces, is not permitted.
- **Personal Belongings:** Bags and personal items must not obstruct others and may not be left unattended. LCPL is not responsible for personal items that are lost, stolen, or damaged on LCPL premises.
- **Attire:** Proper attire is required, including a shirt and shoes. Indecent exposure is prohibited.
- **Sleeping & Lying Down:** Sleeping or lying down in seating areas or public spaces is not permitted, excluding children.
- **Programs & Spaces:** Customers must follow program instructions and use designated areas (e.g., Teen Centers, Makerspaces, Rest Rooms) for their intended purposes.
- **Noise:** Noise levels must be reasonable and not disruptive. Staff determine what is reasonable based on context. Unreasonable noise levels may include shouting, playing audio without headphones, or calls/videoconferences that disturb others.

- **Food & Drink:** Food and beverages are permitted. Customers must clean up after themselves.
- **Posting Materials:** Posting flyers, signs, or advertisements requires staff permission.

Section 2: Prohibited Behaviors

Disruptive behavior is prohibited. This includes behavior that significantly interferes with staff duties or other customers' ability to use library services and spaces.

Examples of prohibited and disruptive behavior include, but are not limited to:

- Harassing, threatening, intimidating, or unwanted interactions. Such behavior includes, but is not limited to, verbal abuse, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation.
- Filming that violates the Rules of Conduct.
- Running or disruptive play.
- Posing an infestation risk to the library.
- Bringing bicycles, scooters, skateboards, or similar equipment inside the building.
- Failure of caregivers or group leaders to supervise dependents or group members.
- Bringing a weapon or other prohibited items into a library, according to County Policy 684.04.
- Threats, criminal acts, theft, or property damage.
- Conduct that endangers or disturbs others, including harassment or intimidation.
- Gambling, soliciting money, or selling goods or services.
- Using or possessing alcohol or illegal drugs.
- Smoking or activities that create fumes or fire hazards.
- Entering staff-only areas, remaining after closing, or engaging in activity in violation of federal, state, or local laws.
- Using computers or the Internet in any manner that interferes with LCPL or its network or is in violation of federal, state, and local laws.
- Entering a library with a non-service animal (service animals must remain under control).

Safe Children Policy

Staff may contact appropriate authorities when children are left unattended, are in distress or do not follow the Rules of Conduct (see LCPL Safe Children Policy).

12. Safe Children

LCPL provides a welcoming and safe environment for children. Staff can assist children using library resources but cannot provide childcare or assume responsibility for their safety. Parents, guardians, teachers, and caregivers are responsible for the behavior and safety of the children in their care.

- Children 9 years old or younger must always be directly supervised by a parent, guardian or caregiver age 13 or older. Parents, guardians or caregivers are to remain in the immediate vicinity of the children in their care.
- If children 9 years old or younger are left unattended, staff will attempt to reach their parents or guardians. If they cannot be reached, staff will contact the appropriate authorities.
- Children are expected to abide by the Rules of Conduct (see policy 9). Staff reserves the right to contact parents or guardians or the appropriate authorities if a child of any age is disruptive or is in distress.
- Minors 17 years old or younger left at the library without transportation at closing time may be referred to the appropriate authorities for their well-being. Staff may not transport minors.

Effective June 16, 2021

13. Support Groups

Support groups, including friends groups, advisory boards, and foundations. They are separate from LCPL and are not policy-making bodies.

These groups may raise money through book sales, sponsorship of special events, or other means.

To use facilities, LCPL branding, or receive LCPL assistance, support groups must abide by the following standards:

1. All friends groups, advisory boards, and foundations will conduct their fiscal affairs through appropriately structured nonprofit, tax-exempt organizations.
2. Funds raised by support groups will not be a substitute for taxpayer funding.
3. Funds raised by support groups will be maintained in an account separate and distinct from LCPL's operating accounts. Such accounts will be administered by the treasurer of the support group.
4. Gifts made to LCPL by friends groups, advisory boards, or a foundation will conform to LCPL's gift and fiscal policies and will not be used to dictate policy.
5. Use of LCPL's name and/or logo must be approved by LCPL.

Effective June 16, 2021

14. Video Surveillance

- I. **Purpose:** The purpose of this policy is to establish guidelines for the implementation and management of the video surveillance system at the buildings used by the Loudoun County Public Library (“LCPL”). The Loudoun County Library Board of Trustees has been consulted on this policy.
- II. **Definitions:** Video Surveillance System: A system comprised of cameras, cabling, monitor(s) and recording devices capable of capturing video images that can be compressed, stored, or sent over communication networks.
- III. **Policy Statement:** LCPL has an interest in preserving the safety of its staff and patrons. A video surveillance system can assist in this effort by capturing images and providing the ability to view live video or store video for review at a later date. The presence of a video surveillance system, along with notice signage, can also act as a deterrent to unlawful or disruptive behavior. The Library will notify the public by providing appropriate notice signage indicating the presence and use of the system. Access to the system shall be controlled as outlined herein.
- IV. **Management of the Video Surveillance System:** This policy is jointly managed and implemented by the Department Of General Services (“DGS”) and LCPL.
 - A. Questions regarding this policy should be addressed to the Safety and Security Program Manager within DGS.
 - B. DGS shall provide notice to the public and staff of the use of video surveillance.
 1. Signage: Signs informing the public and staff of the functional presence of video surveillance shall be posted at each entrance to each LCPL facility.
 2. This policy is available upon request from library management and/or DGS.
 - C. This surveillance system is operational 24 hours a day at each location operated by the LCPL.
 - D. **Surveillance Equipment Placement:** The placement of video surveillance cameras will be carefully chosen with full consideration of safety and due respect to the privacy of patrons and staff. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, lactation areas, and library pods.
 - E. **System Access:** Access to the system is limited to designated Security Managers within DGS.
 - F. **Image Retention:** All video images will be retained on the system for a minimum of 30 days and a maximum of 90 days. All video images will be deleted at the end of the 90-day maximum retention period. Upon request, video will be copied to a secure file and kept until it is no longer needed as determined by DGS and/or LCPL.

- G. **Image Dissemination:** Images obtained are the property of Loudoun County. Images may be disseminated when security and safety needs dictate, such as:
1. Identification of persons banned from the property
 2. Images depicting suspicious and/or criminal activity
 3. Images depicting accidents or other safety concerns on the property
 4. Images depicting any activity of interest that involves safety and/or security
of the facility, staff, patrons, and others
- H. **Image Request Documentation:** DGS will document all image requests with the following information:
1. **Internal Staff Request:** Requests from departments or agencies within the County government shall be routed to DGS for action. If the request comes from outside LCPL, Library Administration management will be consulted prior to release. (Requests with the following information by email are sufficient:)
 - a) Name of Requestor
 - b) Date of request
 - c) Reason for request
 2. **External Requests:** Requests of this nature must utilize the Freedom of Information Act process (see Administrative Policies and Procedures FOIA-03). All FOIA requests will be examined to determine if exemptions apply.
 3. **Law Enforcement Requests:** All requests from law enforcement agencies to view video footage should be routed to DGS for further action. Should the law enforcement agency require confidentiality, LCPL personnel will not be notified of its request for access to the video surveillance footage. All requests related to video footage which may have some involvement in a potential criminal offense shall be referred to the appropriate law enforcement agency for investigation.

Effective May 15, 2024

15. Volunteers

Volunteers support staff by performing supplemental and/or specialized services without wages or benefits.

Volunteers are accepted when their abilities match specific needs. LCPL does not guarantee all volunteer applications will be accepted.

Effective June 16, 2021

Addendum A

Room Use Guidelines (Meeting and Study Rooms)

Meeting and study rooms are shared community resources available for public use in accordance with Loudoun County Public Library (LCPL) policies and guidelines. Available space varies significantly among branches, and not all locations can accommodate every request.

Room use must comply with **LCPL Policy 3: Facilities Use** and **Policy 11: Rules of Conduct**, as well as all applicable federal, state, and local laws.

The Branch Manager (or designee) reserves the right to refuse use of meeting or study rooms whenever, in their best judgment, the use does not conform to LCPL policy or poses a health or safety risk.

Meeting Room Guidelines

Use of meeting rooms may be permitted under the following conditions:

1. **Groups of three or more** may book a meeting room up to 60 days in advance.
2. **Individuals or groups of two** may book a meeting room within 24 hours by calling their preferred meeting location.
3. All meetings must be **open to the public** and may not be used for parties or celebratory events. The intended use is for group activities that adhere to LCPL's Rules of Conduct. Groups may not bar others from entering the room unless necessary to comply with fire code capacity limits.
4. Groups are limited to **10 hours per month** throughout the LCPL system.
5. The sale of goods or services, admission fees, and/or solicitation of donations or personal information is prohibited.*
6. Groups are **responsible for the setup and cleanup** of the room. Reservations should include time before and after the meeting in their booking time.
7. The individual booking the meeting room must always **provide proper supervision**. Any damage to the room must be reported to staff.
8. The name, address, and/or phone number of LCPL facilities may not be used as the official address of any group.
9. Non-LCPL groups may not publicize their activities in such a way as to imply LCPL sponsorship. **All print and online publicity that includes an LCPL address must say: "This meeting is not sponsored by Loudoun County Public Library."**
10. Meeting room users are not covered by the County of Loudoun's liability insurance.
11. Meeting rooms are available during **normal operating hours**. The Branch Manager may authorize use outside of those hours for government groups engaged in official government business.

12. In the case of emergency closures, LCPL will make every effort to contact meeting room organizers via email. For operational status updates during severe weather events, please call the branch or check library.loudoun.gov.

**Only LCPL-sponsored presenters, support groups, and government groups sponsoring or co-sponsoring a program may charge an admission fee or sell a product.*

Study Room Guidelines

Use of study rooms may be permitted under the following conditions:

1. Study rooms are available on a **first-come, first-served** basis.
2. Study room use is allocated for **2 hours per day per person/group**. Additional time is permitted only if no one else is waiting.
3. Leaving bags or personal items unattended is prohibited.
4. Groups are limited to the posted room capacity for each study room.
5. Users are responsible for the setup and cleanup of the room.
6. Additional furniture may not be brought into the room without advance staff permission.

Violation of these guidelines or the associated LCPL policies may result in the loss of library privileges.

Addendum B

Drive or Petition Application

In accordance with LCPL's Facilities policy, the following applies to groups or individuals conducting voter registration or blood drives in lobbies, or groups or individuals gathering signatures for a petition on LCPL grounds:

- Lobby use is restricted to non-partisan voter registration, blood drives, and LCPL-sponsored events.
- The lobby can be reserved up to two months in advance. Please call the branch to make a reservation.
- No group or individual may use the lobby for more than 10 hours per month.
- Petition signing must be conducted outside LCPL buildings at a minimum distance of 25 feet from building entrances.
- Communication with any customer by petitioners or groups or individuals conducting drives must be initiated by the customer.
- Groups or individuals must follow the process for conducting voter registration drives, including the training requirement, as set forth by the Virginia State Board of Elections (elections.virginia.gov/registration/registration-drives).
- Groups or individuals conducting voter registration drives must do so in a non-partisan manner. No endorsements may be made of any political party or candidate.

Please see the application on the next page.

Drive/Petition Application

LCPL Branch Name	
Name of Group	Date of Application
Authorized Individual Conducting Drive or Petition	Title
Address of Group/Individual	Telephone
Date and Time of Drive/Petition	

I have read and agree to abide by the above guidelines.

Printed Name of Applicant	Approved by (LCPL Staff Only)
Signature of Applicant	Date

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: I104 "LCPL Culture & Leadership Awards", presented by the LBOT

SUBJECT:	"LCPL Culture & Leadership Awards", presented by the LBOT
CONTACT:	Chair Monti Mercer and Deputy Director Mike Van Campen
ACTION DATE:	April 15, 2026
RECOMMENDATION:	This Information Item is for any questions the Trustees and staff might have about the LBOT Awards program. On March 28, 2026, Chair Mercer announced the award program to all Library staff, seeking nominations. The LBOT will receive the nominations during the April 15 LBOT Meeting. The LBOT will review the nominations and determine the winners of all five awards in a closed session at the May 20, 2026, meeting. The award ceremony will be held during the LBOT meeting on June 17, 2026.
BACKGROUND:	<ul style="list-style-type: none"> • In February 2023, the LBOT established the LBOT Mission and Newcomer Awards to recognize outstanding LCPL staff whose work exemplifies the LCPL Mission. In March 2026, the names of the LBOT awards have been updated to be: • Community Impact Award – Meaningful contributions to patrons and the community • Excellence in Service Award – Outstanding patron-focused service • Innovation Award – Transformative ideas or initiatives • Inclusion & Belonging Award – Advancing welcoming spaces and equity • DuPlissey Memorial Leadership Award – Courageous, values-driven leadership
ISSUES:	
FISCAL IMPACT:	The Loudoun Library Foundation will underwrite this program through a grant.
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI01 Approval of LCPL Policies

SUBJECT:	Approval of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	April 15, 2026
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT and Library staff review and revise the LCPL Policies as necessary to make sure that they are up to date. This year, staff have recommended making changes in the Facilities Use policy, the Rules of Conduct policy, and Addendum A.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached LCPL Policies as presented.
ATTACHMENTS:	LCPL Policies
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

3/31/2026

Irwin Uran Trust Fund	\$ 100,430.72	LGIP*	3.773%	
Symington Trust Fund	\$ 103,452.18	LGIP* 3.773%		
		CD**	Trade Date Maturity Yield	
	\$ 904,757.79	<i>FVC Bank</i>	03/18/25 03/18/30	4.057%
	\$ 990,312.07	<i>Bank of Charles Town</i>	02/26/24 02/26/27	4.710%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23 03/23/28	4.190%
	\$ 996,728.97	<i>Bank of Charles Town</i>	03/31/24 03/31/29	4.490%
	\$ 929,687.51	<i>John Marshall Bank</i>	04/22/25 04/22/30	4.090%
Symington Total	\$ 4,939,247.87			
James Horton Trust Fund	\$ 39,786.93	LGIP*	3.773%	

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY26**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 97,402.69	\$ -	\$ -	\$ -	\$ 97,402.69	\$ 358.04	\$ 97,760.73	4.411%
August	\$ 97,760.73	\$ -	\$ -	\$ -	\$ 97,760.73	\$ 359.43	\$ 98,120.16	4.412%
September	\$ 98,120.16	\$ -	\$ -	\$ -	\$ 98,120.16	\$ 356.34	\$ 98,476.50	4.358%
October	\$ 98,476.50	\$ -	\$ -	\$ -	\$ 98,476.50	\$ 347.62	\$ 98,824.12	4.236%
November	\$ 98,824.12	\$ -	\$ -	\$ -	\$ 98,824.12	\$ 335.43	\$ 99,159.55	4.073%
December	\$ 99,159.55	\$ -	\$ -	\$ -	\$ 99,159.55	\$ 323.18	\$ 99,482.73	3.911%
January	\$ 99,482.73	\$ -	\$ -	\$ -	\$ 99,482.73	\$ 317.18	\$ 99,799.91	3.826%
February	\$ 99,799.91	\$ -	\$ -	\$ -	\$ 99,799.91	\$ 316.03	\$ 100,115.94	3.800%
March	\$ 100,115.94	\$ -	\$ -	\$ -	\$ 100,115.94	\$ 314.78	\$ 100,430.72	3.773%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 97,402.69	\$ -	\$ -	\$ -	\$ 97,402.69	\$ 3,028.03	\$ 100,430.72	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY26**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 37,382.52	\$ -	\$ -	\$ -	\$ 37,382.52	\$ 137.41	\$ 37,519.93	4.411%
August	\$ 37,519.93	\$ -	\$ -	\$ -	\$ 37,519.93	\$ 137.95	\$ 37,657.88	4.412%
September	\$ 37,657.88	\$ -	\$ 2,200.00	\$ -	\$ 39,857.88	\$ 144.75	\$ 40,002.63	4.358%
October	\$ 40,002.63	\$ -	\$ -	\$ -	\$ 40,002.63	\$ 141.21	\$ 40,143.84	4.236%
November	\$ 40,143.84	\$ -	\$ -	\$ -	\$ 40,143.84	\$ 136.25	\$ 40,280.09	4.073%
December	\$ 40,280.09	\$ -	\$ -	\$ -	\$ 40,280.09	\$ 131.28	\$ 40,411.37	3.911%
January	\$ 40,411.37	\$ -	\$ -	\$ 1,000.00	\$ 39,411.37	\$ 125.66	\$ 39,537.03	3.826%
February	\$ 39,537.03	\$ -	\$ -	\$ -	\$ 39,537.03	\$ 125.20	\$ 39,662.23	3.800%
March	\$ 39,662.23	\$ -	\$ -	\$ -	\$ 39,662.23	\$ 124.70	\$ 39,786.93	3.773%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 37,382.52	\$ -	\$ 2,200.00	\$ 1,000.00	\$ 38,582.52	\$ 1,204.41	\$ 39,786.93	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY26**

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	\$ 4,936,128.73	\$ -	\$ -	\$ -	\$ 4,936,128.73	\$ 368.81	\$ -	\$ 4,936,497.54	4.411%
August	\$ 4,936,497.54	\$ -	\$ -	\$ -	\$ 4,936,497.54	\$ 370.25	\$ -	\$ 4,936,867.79	4.412%
September	\$ 4,936,867.79	\$ -	\$ -	\$ -	\$ 4,936,867.79	\$ 367.06	\$ -	\$ 4,937,234.85	4.358%
October	\$ 4,937,234.85	\$ -	\$ -	\$ -	\$ 4,937,234.85	\$ 358.08	\$ -	\$ 4,937,592.93	4.236%
November	\$ 4,937,592.93	\$ -	\$ -	\$ -	\$ 4,937,592.93	\$ 345.52	\$ -	\$ 4,937,938.45	4.073%
December	\$ 4,937,938.45	\$ -	\$ -	\$ -	\$ 4,937,938.45	\$ 332.90	\$ -	\$ 4,938,271.35	3.911%
January	\$ 4,938,271.35	\$ -	\$ -	\$ -	\$ 4,938,271.35	\$ 326.73	\$ -	\$ 4,938,598.08	3.826%
February	\$ 4,938,598.08	\$ -	\$ -	\$ -	\$ 4,938,598.08	\$ 325.54	\$ -	\$ 4,938,923.62	3.800%
March	\$ 4,938,923.62	\$ -	\$ -	\$ -	\$ 4,938,923.62	\$ 324.25	\$ -	\$ 4,939,247.87	3.773%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,936,128.73	\$ -	\$ -	\$ -	\$ 4,936,128.73	\$ 3,119.14	\$ -	\$ 4,939,247.87	

*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 6/30/2025

\$ 929,687.51		John Marshall Bank	4/22/2025	4/22/2030	4.090%
\$ 904,757.79		FVC Bank	3/18/2025	3/18/2030	4.057%
\$ 990,312.07		Bank of Charles Town	2/26/2024	2/26/2027	4.710%
\$ 1,014,309.35		Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 996,728.97		Bank of Charles Town	3/31/2024	3/31/2029	4.490%
\$ 4,835,795.69					