Loudoun County Public Library Board of Trustees

AGENDA: *LBOT Meeting November 18, 2026*

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

MOMENT OF SILENCE

COMMENTS
Public Comment
Board Comment
Director's Comment

APPROVAL OF MINUTES **October 21, 2026 LBOT Meeting**

AGENDA CHANGES

REPORTS

Ashburn Library Report:	**Branch Manager Mary Butler**
Friends of Ashburn Library:	**President Denise DeFilippo**
Director's Report:	**Director Chang Liu**
Committee Reports:	**LBOT Chair Monti Mercer**

INFORMATION ITEM:

II 01 Budget Update

II 02 Staffing Update

II 03 Annual Review of LBOT By-Laws and Rules of Order

II 04 Annual Review of LCPL Policies

II 05 Calendar Year 2027 LBOT Meeting Schedule

II 06 Calendar Year 2027 LCPL Holiday Schedule

II 07 $7000 Donation to LBOT Funds

II08 Middleburg Library Closure for the Shelving Replacement

ACTION ITEM:

AI 01 Approval of LBOT By-Laws and Rules of Order

AI 02 Approval of LCPL Policies

AI 03 Approval of Calendar Year 2027 LBOT Meeting Schedule

DATE & TIME: November 18 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

AGENDA: *LBOT Meeting November 18, 2026*

AI 04 Approval of Calendar Year 2027 LCPL Holiday Schedule

AI 05 Approval to Accept $ 7,000 Donation to LBOT Funds

CLOSED EXECUTIVE SESSION if needed

ADJOURNMENT

***DATE & TIME: November 18 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

October 21, 2026

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, October 21, 2026, at 7:00 p.m. LBOT Chair and Secretary were present.

Present	Monti Mercer, Chair Kate Gordon, Vice Chair Kara Chiles Stacy Cleveland Mary Colucci Jennifer Crawford Erika Daly Kathy Ellen Davis (Remote from Sterling, VA) Jessica Lewis (Remote from Brambleton, VA) Mike Van Campen, Acting Director
Absent	None

I. CALL TO ORDER

Chair Mercer called the meeting to order at 7:00 pm and requested a moment of silence. Trustees Kathy Ellen Davis and Jessica Lewis attended the meeting remotely. Trustee Davis participated from Sterling, Virginia, and Trustee Lewis participated from Brambleton, Virginia.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustees congratulated LCPL staff and leadership on receiving the Virginia Library Association's Library of the Year award. Trustees commended the staff's work and noted the importance of the recognition of the library system and the communities it serves. Comments also highlighted the role of public libraries as community hubs and the strong support provided by Friends groups. Trustee Kathy Ellen Davis and Trustee Jessica Lewis joined remotely and congratulated the library system. Chair Mercer described accepting the award on behalf of LCPL at the VLA conference in Norfolk and thanked the staff and trustees for their leadership and contributions. Chair Mercer noted that the conference theme was "Caring for the Collective."

Chair Mercer reported that Director Chang Liu was on leave and was expected to return to the United States on November 3 and planned to return to the office on November 4, 2026.

IV. DIRECTOR'S COMMENT

Acting Director Michael Van Campen thanked Chair Mercer for nominating LCPL and accepting the VLA Library of the Year award for LCPL at Norfolk. He recognized LCPL staff for their work and noted that the award reflected their efforts. Mr. Van Campen shared positive feedback received from an author who participated in the Eat Local, Read Local

event at Cascades Library. The author praised the event and the staff, particularly Jason Margolies, and expressed interest in participating again.

Mr. Van Campen provided an update on the federal America.gov online passport application initiative. Information received by the Rust Library passport acceptance facility confirmed that minors would not be eligible for the online application process and that implementation would occur in phases. The new service is expected to supplement, rather than replace, existing in-person services. LCPL will continue monitoring the initiative and its potential operational impact. Mr. Van Campen reflected on his experience serving as Acting Library Director and expressed appreciation for Director Liu's leadership and the demands of the position. Chair Mercer thanked Mr. Van Campen for his service and recognized the leadership team and branch managers for maintaining operations during Director Liu's absence.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the September 16, 2026, LBOT meeting minutes with an amendment to add Trustee Erika Daly to the attendance list.

Vice Chair Kate Gordon moved to approve the September 16, 2026, minutes with the noted correction. Trustee Chiles seconded the motion.

Approved 9-0-0-0 (yes/abstained/no/not present).

VI. AGENDA CHANGES

There were no agenda changes.
Chair Mercer made the motion. Trustee Crawford seconded the motion.

Approved 9-0-0-0 (yes/abstained/no/not present).

VII. REPORTS

HR Program Manager Cheryl Granger and HR Technician Madi Peterson presented the annual personnel report. Sterling Library Branch Manager Amanda Jones presented the report. Both reports were shared with the trustees and placed on file. Friends of Sterling Library President Mr. Joel Cornell presented on behalf of the group about their support to the Sterling Library.
Chair Mercer thanked all four presenters for the information.

VIII. DIRECTOR'S REPORT

Acting Director Mike Van Campen presented highlights from the Director's September 2026 Report. The report was shared with the trustees electronically and in printed form with the packet. It was received and placed on file.

IX. STRATEGIC PLAN UPDATE

Acting Director Mike Van Campen reported on the update as provided in the LBOT packet. He also informed the Board that he and Director Liu will present the detailed report at the LBOT Retreat on November 14, 2026. The update was shared with the trustees electronically and in printed form as part of the packet. It was received and placed on file.

X. COMMITTEE REPORTS

Chair Mercer invited the committee members to present updates.

Executive Committee

Chair Mercer reminded trustees that the LBOT retreat would be held Saturday, November 14, 2026, from 9:00 a.m. to 1:00 p.m. at Brambleton Library. Trustees discussed ways to share the VLA Library System of the Year recognition with stakeholders, elected officials, Friends groups, advisory boards, the Library Foundation, and community members.

Advocacy Committee

Trustee Daly reported that she planned to attend the November 12 Board of Supervisors meeting with approximately 50 scouts and eighth-grade civics students and intended to speak about the library system's accomplishments. Vice Chair Gordon reported that Supervisor Kershner had expressed interest in a Board of Supervisors resolution recognizing LCPL. Mr. Van Campen reported that Loudoun Now had published a press release, with additional newsletter and social media communications in development. Trustee Davis offered to create a zine for distribution through neighborhood Little Free Libraries. Chair Mercer encouraged trustees to consider a year-end message for stakeholders with the Holiday cards.

Budget Committee

Trustee Jennifer Crawford planned to attend or listen to the County's upcoming budget meeting, tentatively scheduled for October 28. The committee deferred the FY2026 and FY2027 budget updates until the following meeting because Finance and Budget Manager Nan Paek was on leave.

Board Evaluation Committee

Trustees Kara Chiles and Mary Colucci reported that the Board Self-Evaluation process was complete. Chair Mercer mentioned that the committee anticipated addressing the results at the November retreat.

Facilities Planning Committee

Vice Chair Gordon and Trustee Stacy Cleveland provided updates on facilities priorities. They reported that the Town of Purcellville had declined Loudoun County's offer to purchase the Purcellville Library. The existing library is expected to continue operating as it is for the foreseeable future. The Western Loudoun Library remains a planned project but is not yet included in the Capital Improvement Program (CIP). Mr. Van Campen reported that he and two staff members attended the Town Hall and discussed the meeting's outcomes.

The committee identified four priorities: advancing the Eastern Loudoun Library project and its design process; ensuring continued library service for Cascades patrons during Cascades Library and Senior Center redevelopment; continuing progress on the Law Library, which remains space-constrained and is delayed pending broader Judicial Center and County space planning; and advocating for the Western Loudoun Library to be included in the CIP. Trustees were advised of a November 2 public session related to the Cascades area planning.

Governance Committee

The committee reported that legal guidance indicated the Board did not have authority to make the proposed changes concerning trustee vacancies and extensions of service while

appointments are pending. The committee continued to await legal guidance on a succession plan for the Library Director's extended absence. The committee also discussed the need for staff and managers to support timely preparation of Board materials to meet the three-business-day packet requirement. Further discussion was deferred to Information Item II02 and Action Item AI01.

Strategic Planning Committee

Chair Mercer noted that strategic plan updates would be provided quarterly. Trustees Chiles and Colucci had no additional updates.

X. INFORMATION ITEMS

II 01 Staffing Update
HR Program Manager Cheryl Granger provided the staffing update. The report was received by the LBOT Secretary and placed on file.

II 02 Annual Review of LBOT By-Laws and Rules of Order
Chair Mercer requested that Trustees Chiles and Cleveland provide updates.
Chair Mercer and committee members reviewed three outstanding matters. Legal counsel had advised that the Board could not make changes regarding trustee vacancies and extensions of service while appointments were pending. The committee confirmed that the agenda-posting requirement was being met through the Secretary's posting schedule and requested that branch managers and the senior leadership team help ensure reports and materials are provided in time to meet the three-business-day packet requirement. The committee was still awaiting legal guidance on a succession plan for the Library Director's extended absence, including the potential appointment of an Acting Director as a temporary LBOT employee. The committee recommended tabling the action item until November.

II 03 FY2028 Resource Requests and Base Budget Requests
Acting Director Van Campen reported that there were no FY2028 resource requests and that three base budget requests totaled $173,368: approximately $43,000 for automated materials handler (AMH) warranty and maintenance, $90,000 for print management, and $40,000 for staff scheduling software.

II 04 Annual Review of LCPL Policies
Chair Mercer requested that staff review and expand the publicly posted Library Closings Policy. The current public policy is brief and does not fully describe the procedures for making closure decisions. The goal is to develop clearer language for patrons and staff.

II 05 Calendar Year 2027 LBOT Meeting Schedule
Acting Director Van Campen presented the proposed 2027 meeting schedule, which generally follows the Board's customary third-Wednesday schedule. The April meeting was proposed for April 14 rather than April 21 because April 21 is the first evening of Passover. Trustee Crawford questioned whether the Board should adjust its meeting schedule to accommodate religious holidays when the library system no longer closes for certain holidays. The matter was left for further consideration and possible amendment at the November meeting.

II 06 Calendar Year 2027 LCPL Holiday Schedule
Acting Director Mike Van Campen presented the proposed 2027 LCPL holiday schedule, which generally follows the County's posted holiday schedule while accounting for holidays that fall on weekends. The discussion addressed Juneteenth, Independence Day, and the Christmas holiday period, as well as the potential impact of closure decisions on employee scheduling and payroll requirements. Trustees also discussed whether Easter should be reconsidered as a closure day; staff will provide attendance statistics from the prior year to inform that discussion.

XI. ACTION ITEMS:

AI 01 Approval of LBOT By-Laws and Rules of Order
Chair Mercer requested a motion for approval. Trustee Cleveland moved to table the item until the November 2026 meeting. Vice Chair Gordon seconded the motion.

Approved 9-0-0-0 (yes/abstained/no/not present).

AI 02 Approval of FY2028 Resource Requests and Base Budget Requests
Chair Mercer requested a motion for approval. Trustee Daly moved to approve the FY2028 resource and base budget requests as presented to the Library Board of Trustees. Trustee Cleveland seconded the motion.

Approved 9-0-0-0 (yes/abstained/no/not present).

XII. ADJOURNMENT
Chair Mercer requested a motion to adjourn the meeting at 9:34 p.m.

Vice Chair Gordon made the motion, and Trustee Chiles seconded the motion.

Approved 9-0-0-0 (yes/abstained/no/not present).

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Adopted by the Board, November 2026

_____

Monti Mercer
LBOT Chair

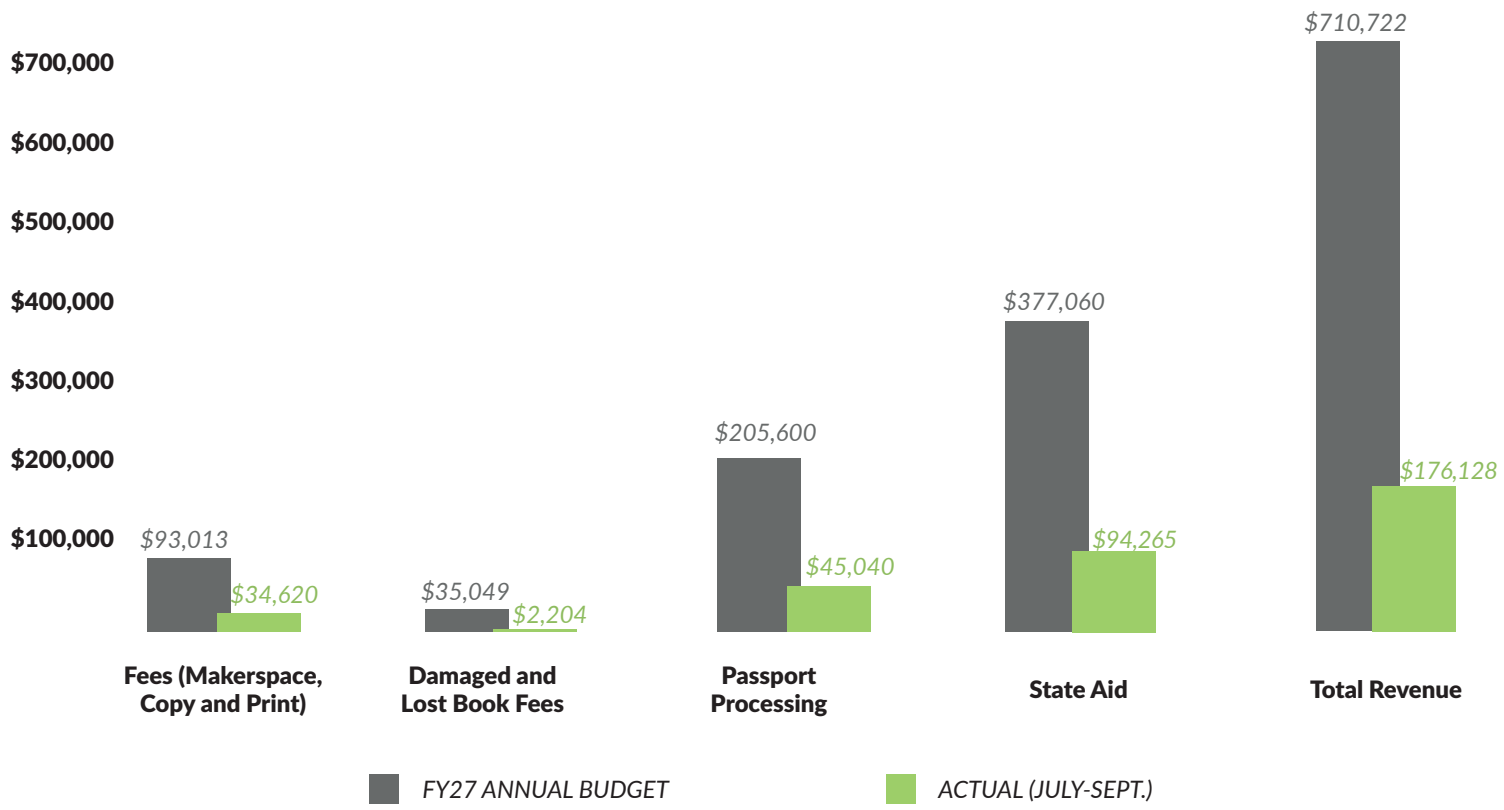
Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I01 Budget Update

SUBJECT:	Budget Update
CONTACT:	LCPL Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	Finance and Budget Manager Nan Paek will be on leave. LCPL Director Chang Liu will provide an update on the Library's 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:	

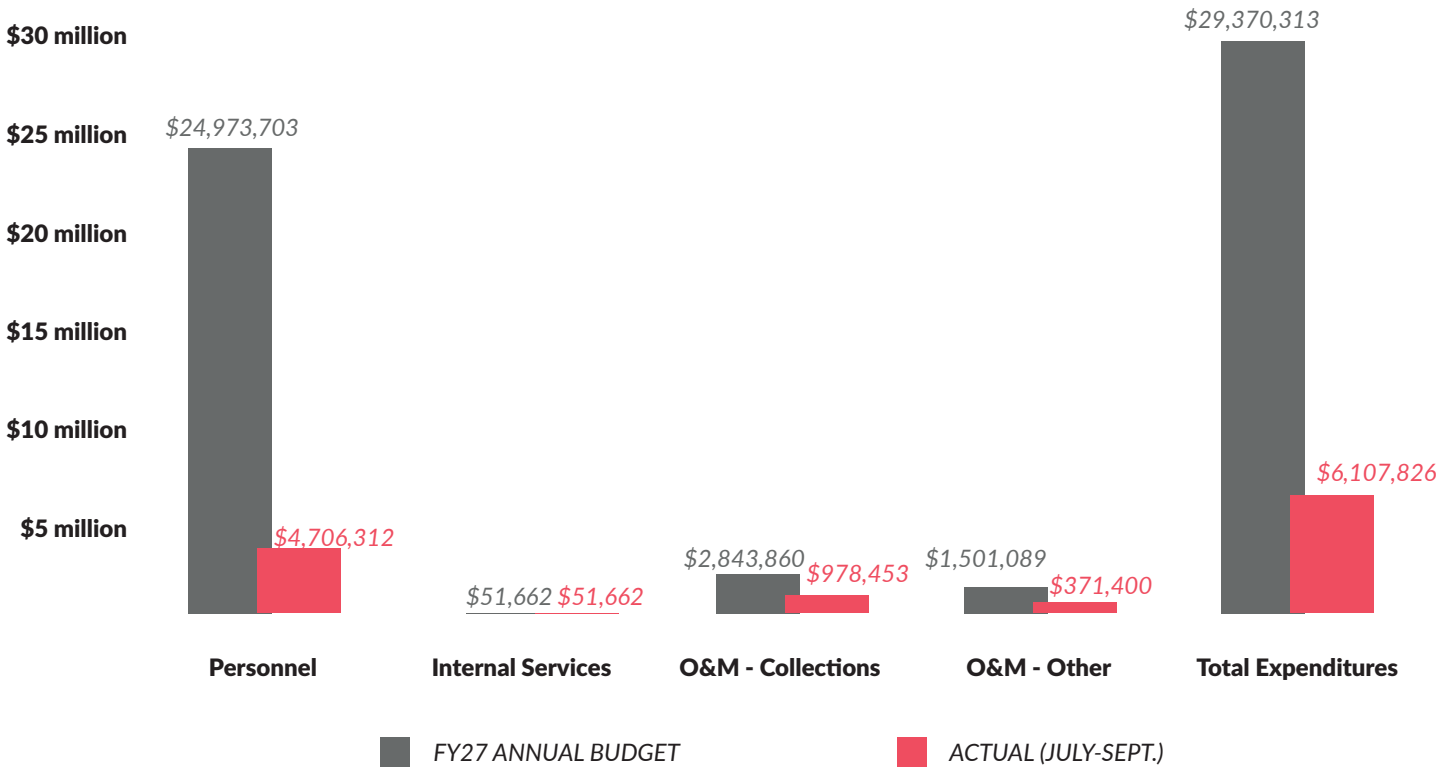
LCPL by the Numbers | **July-Sept.**

LCPL LOUDOUN COUNTY PUBLIC LIBRARY

JULY-SEPT. FY 2027 LCPL REVENUE — $176,128 (25%)*



JULY-SEPT. FY 2027 LCPL EXPENDITURES — $6,107,826 (21%)*



**FY27 actuals/budget*

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I02 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	November 18, 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 I Attachment

Staffing Update- November 2026

New Hires
Thomas Gehring-PTI Courier
James Kim-PTI Courier
Tim Sibilla-PTI Courier

Promotions
N/A

Acting Appointments
Lori Lee, Budget Program Manger

Departures
Sarah Kirk-PT Assistant, ASH-November 18. (Staying on as PTI)

Status Changes
Morgan Lawhorne-Part time to Full time, Teen Services Library Assistant BRM
Rebecca Stewart, PTI to Full time, Adult Services Library Assistant, BRM

To be Posted
PTI Page & PTI Library Assistant

Recently Closed
PT Circ-RST

Currently Interviewing
Children's Services Library Assistant, RST
Teen Services Library Assistant-BRM-GUM

* Please note that this staffing update may not reflect any personnel actions that occurred after the distribution of this email.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I03 Annual Review of the LBOT By-Laws and Rules of Order

SUBJECT:	Annual Review of LBOT By-Laws and Rules of Order
CONTACT:	Chair Monti Mercer and Vice Chair Kate Gordon
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND:	Annually, the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary. The approved By-Laws and Rules of Order from 10/15/2025 were presented as an information item during the July 16, 2026, September 16, 2026 and October 21, 2026 LBOT Meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LBOT By-Laws and Rules of Order approved on 10/15/2025
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
BY-LAWS

Revised and Approved 9/18/2024 and 10/15/2025

TABLE OF CONTENTS

ARTICLE I:	Name	2
ARTICLE II:	Terms of Membership	2
ARTICLE III:	Conflict of Interest	2
ARTICLE IV:	Officers	2
ARTICLE V:	Meetings	3
ARTICLE VI:	Library Director	3
ARTICLE VII:	Committees	3
ARTICLE VIII:	General	4
ARTICLE IX:	General duties of the Library Board	4

ARTICLE I: NAME

The name of the Board shall be Loudoun County Public Library Board of Trustees, existing by virtue of the provisions of Code of Virginia 42.1-35 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: TERMS OF MEMBERSHIP

All members of the Board of Trustees shall be appointed for terms of four years by the Loudoun County Board of Supervisors. Terms shall run from July 1 through June 30. Board members may serve a maximum of two consecutive terms. Immediately prior to appointment to a four-year term, members may also fill the remaining portion of an unexpired term. Trustees may be removed from office by the Loudoun County Board of Supervisors in accordance with the Code of Virginia 42.1-35.

ARTICLE III: CONFLICT OF INTEREST

Trustees should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations, or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a Chair and a Vice Chair, elected from among the appointed trustees at the annual meeting of the Board in June.

Section 2. A nominating committee shall be appointed by the Chair and will present a slate of officers at the June annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the July meeting after they are elected until their successors are duly elected. Officers may be re-elected.

Section 4: The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 6. In the event of a vacancy in either office for a period of three months or longer, a special election will be held to fill the position for the remainder of the term.

ARTICLE V: MEETINGS

Section 1. Regular meetings shall be held monthly, pursuant to a schedule set by the Board. The Board shall have at least nine regular meetings per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business and conduct of regular meetings shall be in accordance with the Rules of Order of the Loudoun County Public Library Board of Trustees.

Section 4: Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of seated members of the Board.

Section 6: Remote participation in regular meetings by Trustees shall be in accordance with the Remote Participation Policy of the Loudoun County Public Library Board of Trustees.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall recommend to the Board the appointment of and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of library property, for an adequate and proper selection of books and other library resources in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The director shall make monthly reports to the Board.

ARTICLE VII: COMMITTEES

Section 1. The Chair may appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. Each such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

ARTICLE VIII: GENERAL

Section 1. An affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon any proposal before the Board.

Section 2. The by-laws may be amended by a two-thirds majority vote of all members of the Board present and voting, provided written notice of the proposed amendment shall have been sent to all members at least seven days prior to the meeting at which such action is proposed to be taken.

ARTICLE IX: GENERAL DUTIES OF THE LIBRARY BOARD

A. To secure adequate funds from private and public sources.
B. To hire a capable, trained director.
C. To determine library policies.
D. To approve resource requests and allocations of library funds.
E. To receive gifts to the library.
F. To attend Board meetings regularly. Absence from more than three regular meetings in a 12-month period may serve as a basis for recommending removal of a trustee from the board.

It shall be in the general interest of the Library Board members to:

G. Uphold the integrity of the Library and perform their duties impartially and diligently.
H. Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
I. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
J. Become familiar with the state and federal aid programs and with state and national library standards.
K. Become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
L. Support the library's service program in daily contacts with the public at large.
M. Attend and participate in special programs relating to Trustee development, including orientation and workshops.
N. Encourage private funding in addition to public funding.

Revision approved:
9/20/2023

Loudoun County Public Library Board of Trustees
RULES OF ORDER

Revised and approved: 9/18/2025 and 10/15/2025

TABLE OF CONTENTS

I.	Duties of Chair, Vice Chair	2
II.	Order of Business at Business Meetings	2
III.	General Rules Governing Placing Items on the Board Agenda	3
IV.	Meetings of the Board	3
V.	Record Keeping	3
VI.	Amendments to the Rules	3
VII.	Rules of Order for Public Comments and Public Hearings	4,5

Loudoun County Public Library Board of Trustees
RULES OF ORDER

I. DUTIES OF THE CHAIR, VICE CHAIR

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

II. ORDER OF BUSINESS AT BUSINESS MEETINGS

The order of business of the Board shall be as follows:

1. CALL TO ORDER -7:00 p.m.
2. MOMENT OF SILENCE
3. PROCLAMATIONS AND RESOLUTIONS OF APPRECIATION
4. COMMENTS
   - Public Comment
   - Board Comment
   - Director's Comment
5. AGENDA CHANGES
6. MINUTES APPROVAL
7. REPORTS
   - Branch Library Report: Library Branch (Librarian)
   - Friends Group Report: Advisory Board Representative
   - Director's Report
   - Committee Reports
8. INFORMATION ITEMS
9. ACTION ITEMS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

The Board shall attempt, in all good faith, to confine the meeting time to three hours. New items will not be introduced for discussion after 9:55 p.m.

III. GENERAL RULES GOVERNING PLACING ITEMS ON THE BOARD AGENDA

1. Trustees shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee prior to each meeting.
4. Revised agendas shall be promptly sent to each Trustee.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. When Board packets are prepared, a copy of the agenda and the packet shall be made available three (3) working days in advance of the meeting for review by the public at the Library Administration Office, on the Library website, and on the Loudoun County website as presented to the Trustees.

IV. MEETINGS OF THE BOARD

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website, on the County government calendar, and on the County's website at least three (3) working days in advance of the meeting.
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July I of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.
5. When the Director or designee, in accordance with Library policy, working with Loudoun County Government Administration, determines the closing of the Library system due to weather, maintenance, or safety-related concerns, all scheduled Board meetings for that day or period of time will be cancelled.

V. RECORDKEEPING

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary.

Minutes shall be a summation of the public hearings and public meetings.

VI. AMENDMENTS TO RULES OF ORDER

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five-minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.
10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of

other Trustees.

11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I04 Annual Review of LCPL Policies

SUBJECT:	Annual Review of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND:	Every year, the LBOT and Library staff review and revise the LCPL Policies as necessary to ensure they are up to date. The attached LCPL Policy document has been reviewed and approved by the County Attorney's Office and was approved by the LBOT during the May 20, 2026 LBOT Meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Policy Document, approved on 05/20/2026
NOTES:	
ACTION TAKEN:	

LCPL
LOUDOUN COUNTY
PUBLIC LIBRARY

102 North St. NW, Suite A, Leesburg, VA 20176 | 703-777-0368 | *library.loudoun.gov*

Loudoun County Public Library Policies

Policies are determined by the Library Board of Trustees.

Table of Contents

1. Closings 2
2. Collection Management 3
3. Facilities Use 4
4. Fees 6
5. Gifts 7
6. Internet and Computer Use 8
7. Library Card Eligibility 11
8. Naming of Libraries 12
9. Privacy 13
10. Programming 14
11. Rules of Conduct 15
12. Safe Children 17
13. Support Groups 18
14. Video Surveillance 19
15. Volunteers 21
Addendum A 22
Addendum B 24

Policies reviewed and approved by the Library Board of Trustees – May 20, 2026

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

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 11). Staff reserves the right to contact parents or guardians or the appropriate authorities if a child of any age is disruptive or 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.

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.

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.

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.

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: I05 Calendar Year 2027 LBOT Meeting Schedule

SUBJECT:	Calendar Year 2027 LBOT Meeting Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND:	Every year, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2027 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	

2027 Library Board of Trustees Meeting & Report Schedule

All LBOT meetings are held at Rust Library (unless otherwise noted) starting at 7:00 p.m.

DATE	Branch or Division / Support Group
January 20, 2027	Cascades Library / Friends Group
February 17, 2027	Gum Spring Library / FROGS
March 17, 2027	Technology Services
April 14, 2027	Law Library / Friends Group
May 19, 2027	Lovettsville Library / Friends Group
June 16, 2027	Loudoun Library Foundation (LLF)
July 21, 2027	Collection Management Services (CMS)
August 2027	RECESS
September 15, 2027	Outreach Services
October 20, 2027	Annual Budget and Personnel Update
November 17, 2027	Training Updates
December 15, 2027	Middleburg Library / MLAB
DATE TBD	**LBOT Retreat(s)**

DRAFT

Last Update: 09.30.2026

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II06 Calendar Year 2027 LCPL Holiday Schedule

SUBJECT:	Calendar Year 2027 LCPL Holiday Schedule
CONTACT:	Director Chang Liu
ACTION DATE:	October 21, 2026
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government's holiday schedule. Since LCPL is a seven-day-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government's holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2027 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

2027 LCPL Holiday and Closure Calendar

Holiday	Calendar date	County observed	Proposed library status
New Year's Eve / New Year's Day	Thu, Dec 31 / Fri, Jan 1	Fri, Jan 1	Thu, Dec 31: close at 5 PM Fri, Jan 1: closed
Martin Luther King Jr. Day	Mon, Jan 18	Mon, Jan 18	Closed
Presidents Day	Mon, Feb 15	Mon, Feb 15	Closed
Staff Development Day	Fri, Mar 12	Not a County holiday	Closed
Memorial Day	Mon, May 31	Mon, May 31	Closed
***Juneteenth**(1)	**Sat, Jun 19**	**Fri, Jun 18**	***Fri, Jun 18: open**(1) **Sat, Jun 19: closed**
***Independence Day**(1)	**Sun, Jul 4**	**Mon, Jul 5**	**Sun, Jul 4: closed** ***Mon, Jul 5: open**(1)
Labor Day	Mon, Sep 6	Mon, Sep 6	Closed
Indigenous Peoples Day	Mon, Oct 11	Mon, Oct 11	Closed
Election Day	Tue, Nov 2	Tue, Nov 2	Closed
Veterans Day	Thu, Nov 11	Thu, Nov 11	Closed
Thanksgiving	Thu, Nov 25	**Wed, Nov 24: close at noon**(2) Thu, Nov 25 and Fri, Nov 26	**Wed, Nov 24: close at noon**(2) Thu, Nov 25 and Fri, Nov 26: closed
Christmas	Sat, Dec 25	**Thu, Dec 23: close at noon** Fri, Dec 24	**Thu, Dec 23: open**(1) **Fri, Dec 24: close at noon**(2) Sat, Dec 25: closed
New Year's Eve / 2028 New Year's Day	Fri, Dec 31 / Sat, Jan 1	Fri, Dec 31 (2028 observed)	Fri, Dec 31: close at 5 PM Sat, Jan 1: closed

(1) Working on County Observed Holiday Dates:

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the pay period.
- Regular non-exempt employees who earn leave and who work on a County holiday will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both "holiday pay" and "holiday worked" should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.

(2) Half-day closures: On designated half-day closures, full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20-hour-per-week employees receive 2 hours of holiday pay.

Holiday Pay Explained

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours of holiday pay for each full day of a County holiday and 4 hours for a half-day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20-hour-per-week employee receives 4 hours of holiday pay for a full- day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible for pay for the hours they physically work.

DRAFT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I07 $7000 Donation to LBOT Funds

SUBJECT:	$7,000 Donation to LBOT Funds
CONTACT:	LCPL Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	Finance and Budget Manager Nan Paek will be on leave. LCPL Director Chang Liu will provide an update on the recent donation.
BACKGROUND:	A patron has written a $7,000 check to Rust Library as a donation, with no specific instructions. Nan Paek, the Library's Finance and Budget Manager, has assured us that any donation to a library branch may be deposited into the LBOT Fund. According to the Library's Gift Policy, any donation larger than $5,000 requires LBOT approval; hence this Information Item.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Redacted Check from Donor
NOTES:	
ACTION TAKEN:	

[redacted]

TD Bank N.A.

62-101
311

[redacted]

VOID AFTER 180 DAYS

JMS 7,000 dols 00 cts

NO. C 0001099407

PAY TO THE ORDER OF

DATE 10/20/26

PAY: $ ******7,000.00

RUST LIBRARY
ADMINISTRATIVE OFFICE
102 NORTH ST SW
LEESBURG VA 20176

[redacted]

[redacted]

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK – HOLD AT ANGLE TO VIEW

[redacted]

[redacted] DETACH BEFORE DEPOSITING

DEBIT ACCOUNT PURPOSE:

****-4564-1 B
RUST LIBRARY

10/20/26

001099407

[redacted]

7,000.00

7,000.00

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: I08 Middleburg Library Closure for Shelving Replacement

SUBJECT:	Middleburg Library Closure for Shelving Replacement
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND:	Staff proposes closing the Middleburg Library for a week in early 2027. This closure would be necessary as we are replacing the shelving in the Adult Area. Specific dates are not available at this time. Staff requests that the LBOT allows the Director to finalize the closure dates with the vendor when the time comes. Staff would take Annual Leave or work in other branches during the closure.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI01 Approval of LBOT By-Laws and Rules of Order

SUBJECT:	Approval of LBOT By-Laws and Rules of Order
CONTACT:	Chair Monti Mercer and Vice Chair Kate Gordon
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND	Annually, the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary. The approved By-Laws and Rules of Order from 10/15/2025 were presented as an Information Item during the July 16, 2026, September 16, 2026 and October 21, 2026 LBOT Meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the LBOT By-Laws and Rules of Order as presented to the Library Board of Trustees. Or: I move to approve the LBOT By-Laws and Rules of Order with the following amendments:
ATTACHMENTS:	LBOT By-Laws and Rules of Order 10/15/2025
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI02 Approval of LCPL Policies

SUBJECT:	Approval of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT and Library staff review and revise the LCPL Policies as necessary to ensure they are up to date. This was an information Item during the October 21, 2026 LBOT Meeting. The LCPL Policies were approved on May 20, 2026.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached LCPL Policies as presented. Or I move to approve the attached LCPL Policies with the following amendments.
ATTACHMENTS:	LCPL Policies approved on May 20, 2026
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI03 Approval of Calendar Year 2027 LBOT Meeting Schedule

SUBJECT:	Approval of Calendar Year 2027 LBOT Meeting Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings. The meeting schedule was presented during the October 21, 2026 LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached Calendar Year 2027 LBOT Meeting Schedule. Or I move to approve the attached Calendar Year 2027 LBOT Meeting Schedule with the following amendments.
ATTACHMENTS:	Calendar Year 2027 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: A|04 Approval of Calendar Year 2027 LCPL Holiday Schedule

SUBJECT:	Approval of Calendar Year 2027 LCPL Holiday Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government's holiday schedule. Since LCPL is a seven-days-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government's holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached Calendar Year 2027 LCPL Holiday Schedule; or I move to approve the attached Calendar Year 2027 LCPL Holiday Schedule with the following amendment:
ATTACHMENTS:	Calendar Year 2027 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI05 Approval to Accept $ 7,000 Donation to LBOT Funds

SUBJECT:	Approval to Accept $ 7,000 Donation to LBOT Funds
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 18, 2026
RECOMMENDATION:	
BACKGROUND	A patron has written a $7,000 check to Rust Library as a donation, with no specific instructions. Nan Paek, the Library's Finance and Budget Manager, has assured us that any donation to a library branch may be deposited into the LBOT Fund. According to the Library's Gift Policy, any donation larger than $5,000 requires the LBOT approval, hence this Action Item.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve depositing the $7,000 donation to the LBOT Fund.
ATTACHMENTS:	Redacted copy of the check
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

10/31/2026

Irwin Uran Trust Fund	**$ 102,690.48**	LGIP*	4.001%		
Symington Trust Fund	**$ 105,779.94**	LGIP*	4.001%		
		CD**	Trade Date	Maturity	Yield
	$ 904,757.79	*FVC Bank*	03/18/25	03/18/30	4.057%
	$ 990,312.07	*Bank of Charles Town*	02/26/24	02/26/27	4.710%
	$ 1,014,309.35	*Bank of Charles Town*	03/23/23	03/23/28	4.190%
	$ 996,728.97	*Bank of Charles Town*	03/31/24	03/31/29	4.490%
	$ 929,687.51	*John Marshall Bank*	04/22/25	04/22/30	4.090%
Symington Total	**$ 4,941,575.63**				
James Horton Trust Fund	**$ 42,946.95**	LGIP*	4.001%		

***LGIP balances available for expenses**

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

Irwin Uran Trust Fund
Fund 1220
FY27

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	$ 101,377.31	$ -	$ -	$ -	$ 101,377.31	$ 319.68	$ 101,696.99	3.784%
August	$ 101,696.99	$ -	$ -	$ -	$ 101,696.99	$ 322.72	$ 102,019.71	3.808%
September	$ 102,019.71	$ -	$ -	$ -	$ 102,019.71	$ 329.52	$ 102,349.23	3.876%
October	$ 102,349.23	$ -	$ -	$ -	$ 102,349.23	$ 341.25	$ 102,690.48	4.001%
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	$ 101,377.31	$ -	$ -	$ -	$ 101,377.31	$ 1,313.17	$ 102,690.48	

*Interest Earnings Based On Average LGIP Rate For the Month

James Horton Prog for the Arts Trust Fund
Fund 1222
FY27

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	$ 40,161.93	$ -	$ -	$ -	$ 40,161.93	$ 126.64	$ 40,288.57	3.784%
August	$ 40,288.57	$ -	$ -	$ -	$ 40,288.57	$ 127.85	$ 40,416.42	3.808%
September	$ 40,416.42	$ -	$ 2,250.00	$ -	$ 42,666.42	$ 137.81	$ 42,804.23	3.876%
October	$ 42,804.23	$ -	$ -	$ -	$ 42,804.23	$ 142.72	$ 42,946.95	4.001%
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	$ 40,161.93	$ -	$ 2,250.00	$ -	$ 42,411.93	$ 535.02	$ 42,946.95	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY27

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	$ 4,940,222.95	$ -	$ -	$ -	$ 4,940,222.95	$ 329.29	$ -	$ 4,940,552.24	3.784%
August	$ 4,940,552.24	$ -	$ -	$ -	$ 4,940,552.24	$ 332.43	$ -	$ 4,940,884.67	3.808%
September	$ 4,940,884.67	$ -	$ -	$ -	$ 4,940,884.67	$ 339.44	$ -	$ 4,941,224.11	3.876%
October	$ 4,941,224.11	$ -	$ -	$ -	$ 4,941,224.11	$ 351.52	$ -	$ 4,941,575.63	4.001%
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	$ 4,940,222.95	$ -	$ -	$ -	$ 4,940,222.95	$ 1,352.68	$ -	$ 4,941,575.63	

*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 6/30/2026

$ 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				