

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting July 16, 2025

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director Comment

APPROVAL OF MINUTES

June 18, 2025 LBOT Meeting

AGENDA CHANGES

REPORTS

Gum Spring Library Report:	Branch Manager Vivy Niotis
Friends of Gum Spring Library:	President Kimberly Reinhard
Director's Report:	Director Chang Liu
Committee Reports:	LBOT Chair Monti Mercer
Strategic Plan Update:	Director Chang Liu

INFORMATION ITEM:

II 01 FY2024 and FY2025 Budget Update

II 02 Staffing Update

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

II 04 LBOT Retreat Date (October or November 2025)

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: July 16, 2025 at 7:00 p.m.

LOCATION: Library Administration Building 102 North Street 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

June 18, 2025

The Library Board of Trustees convened at the Douglass Community Center at 6:00 p.m. on Wednesday, June 18, 2025, for the LBOT award ceremony. Branch Services Division Manager Mike Siriwardena welcomed the guests, and Library Board of Trustees Chair Monti Mercer led the awards presentation. Nearly one hundred staff members and their families attended the event. The following LCPL staff were honored with the Mission and Leadership Awards.

- Inspiration – Emily Valdez
- Information – Lynn Whittleton
- Innovation – Troy Wingard
- Inclusion – Maria Kinney
- Leadership Award in recognition of Aaron Paul DuPlissey – Jennifer Roy

The Library Board of Trustees (LBOT) met at the Library Administration Building in Leesburg on Wednesday, June 18, 2025 at 7:15 p.m. The Chair and Secretary were present.

Present Monti Mercer, Chair
 Alana Boyajian, Vice Chair
 Stacy Cleveland
 Kara Chiles
 Jennifer Crawford
 Mary Colucci
 Erika Daly
 Kathy Ellen Davis
 Kate Gordon

Absent Chang Liu, Director

I. CALL TO ORDER

Chair Mercer called the meeting to order at 7:15 p.m. and requested a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Mercer invited the Trustees to share their remarks during the Board Comments section. The Trustees appreciated the annual LBOT award ceremony. They also thanked the LCPL Senior Leadership Team for managing the day-to-day functions of the system in the absence of the Director and Deputy Director.

IV. DIRECTOR'S COMMENT

Director Chang Liu was on leave.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the May 17, 2025 LBOT Retreat minutes.

Trustee Cleveland moved to approve the May 17, 2025, LBOT Retreat Meeting minutes.
Trustee Colucci seconded the motion.

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

Chair Mercer requested a motion to approve the May 21, 2025 LBOT Meeting minutes.

Trustee Cleveland moved to approve the May 21, 2025, LBOT Meeting minutes. Trustee Colucci seconded the motion.

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

VI. AGENDA CHANGES

There were no agenda changes.

VII. REPORTS

Loudoun Library Foundation President Drew Zenowich presented a report about Foundation activities in the past year. The LBOT secretary received and placed the report on file.

VIII. DIRECTOR'S REPORT

Ms. Liu was on leave. Division Manager, Branch Services, Mike Siriwardena, presented the Director's report for May 2025. The report was placed on file.

IX. COMMITTEE REPORTS

Chair Mercer requested updates from committee members on the status of their respective committees.

Executive Committee: Chair Mercer noted that Director Liu's performance evaluation would occur during the closed session and asked the Trustees to submit the evaluations.

Board Evaluation Committee: Trustee Daly informed the Board that she received nine evaluations and the outcomes would be discussed during the fall retreat.

Budget Committee: Chair Mercer informed the Board that he and Trustee Jennifer Crawford will defer the Budget Committee discussion to Information Item #1, FY 2025 and FY 2026 Budget Updates on the agenda.

Facilities Planning Committee: Chair Mercer invited Trustee Gordon and Trustee Davis to provide updates on behalf of the Facilities Planning Committee. Ms. Gordon mentioned a Community Input Session scheduled for June 25 at the Cascades Senior Center from 5:00 – 9:00 p.m. for the Cascades Library and the Cascades Senior Center. Chair Mercer asked the Secretary to the Board to add the meeting to the Trustees' calendar. He mentioned that since it is a public meeting, all Trustees could attend the meeting. Chair Mercer also added that the Rust Library meeting room is being renovated with a new AV and recording system, and that the September 17 board meeting will be held at the renovated space.

Sr. Assistant County Attorney John Sherwood reminded the Board that during town halls or community input meetings, no more than two Trustees should attend, and they should only be in listening mode without engaging in discussions. These gatherings do not require all the formalities of a public meeting under the Open Meetings Act. However, if a Board member spontaneously participates in the discussion, it could potentially violate the Act. He encouraged Trustees to review the guidelines, emphasizing that no more than two Board members should be discussing library business at the same time. As a general rule, it's best to allow staff to lead these community interactions while Trustees

observe. Chair Mercer thanked Mr. Sherwood for the reminder.

Governance Committee: The committee is led by Vice Chair Boyajian and Trustee Cleveland. Ms. Cleveland attended a webinar on how to work with the legislators. Ms. Cleveland offered to present a quick summary of the webinar at the next LBOT meeting.

Nomination Committee: Chair Mercer mentioned that the nomination committee, led by Trustee Colucci, would defer the discussion to Information Item 3 and Action Item 1.

Strategic Planning Committee: The committee is co-led by Trustee Chiles and Trustee Colucci. Ms. Colucci praised the Strategic Planning meeting for being well-organized and noted how engaging the session was. Training Coordinator Andria Donnelly echoed this sentiment, sharing that it was truly wonderful to witness such strong engagement - from the Board to patrons. The attendees were also provided with a comprehensive data set, including previously shared materials and new insights from the retreat. Committee members are expected to review this information and bring ideas and suggestions to the next meeting. Currently, the group is in the early, exploratory phase of shaping its direction and approach. Trustee Chiles added that after reviewing the staff survey results from the kickoff, she was struck by how closely they aligned with the retreat discussions, particularly the emphasis on serving underserved populations and supporting a broad range of life skills and literacies.

X. STRATEGIC PLAN UPDATE

Deputy Director Mike Van Campen was on leave. Division Manager for Branch Services, Mike Siriwardena, presented the Strategic Plan update. The LBOT Secretary received the update and has placed it on file for future reference.

XI. INFORMATION ITEMS

II 01 FY2025 and FY2026 Budget Update

Finance and Budget Manager Ms. Nan Paek presented the FY 2025 and FY 2026 updates to the Board. The update was received by the LBOT Secretary and placed on file.

II 02 Staffing Update

HR Manager Cheryl Granger presented an update that was shared with the Trustees prior to the meeting. The update was received by the LBOT Secretary and placed on file.

II 03 LBOT Chair and Vice Chair Nomination

Trustee Colucci read the description of the LBOT Chair and Vice Chair's roles. She mentioned that she had received two nominations -Ms. Alana Boyajian and Ms. Kate Gordon- for the role of Vice Chair. Trustee Colucci nominated Mr. Monti Mercer for the Chair.

Chair Mercer mentioned that, after consulting with the County Attorney's office, the Board would hold a roll-call vote to elect the officers for FY 2026 during Action Item 1.

AI 01 Election of LBOT Chair and Vice Chair Board Chair

Trustee Colucci nominated Mr. Monti Mercer for LBOT Chair, and he accepted the nomination.

Trustee Colucci moved to vote for the Chair of the Board, and Trustee Daly seconded the motion.

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

Trustee Davis made a motion to vote for Vice Chair via roll call. Trustee Chiles seconded the motion.

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

Roll Call Vote: Seven votes for Trustee Gordon, one vote for Trustee Boyajian and one abstention from Ms. Gordon.

CLOSED SESSION:

Chair Mercer informed the attendees that the Board will enter the closed session.

(1) Motion for Convening Closed Session:

Chair Mercer moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant Section 2.2-3711 (A) (1) and of the Code of Virginia. The purpose of the Closed Session is to consider a personnel matter involving the performance and salary of a specific employee of the LBOT. Trustee Davis seconded the motion.

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

(2) Motion to Adjourn Closed Session:

Chair Mercer moved that the Closed Session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session. Trustee Davis seconded the motion.

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

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 18th day of June, 2025, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:
Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(*Any member of the public body who believes that there was a departure from the requirements of clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.)

(4) Motion to Certify Closed Session:

Chair Mercer moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting. Trustee Cleveland seconded the motion.

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

PLEASE NOTE:

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

Trustee Cleveland read the motion stating that Library Director Ms. Chang Liu received a satisfactory performance rating from the Board and would be awarded a 4% salary increase. Trustee Chiles seconded the motion.

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

ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 10:00 p.m. Trustee Davis moved to adjourn the LBOT meeting. Trustee Boyajian seconded the motion.

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

Respectfully submitted by,

Adopted by the Board July 2025

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Monti Mercer
LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 FY2025 and FY2026 Budget Update

SUBJECT:	FY2025 and FY2026 Budget Update
CONTACT:	LCPL Director Chang Liu
ACTION DATE:	July 16, 2025
RECOMMENDATION:	Finance and Budget Manager Nan Paek is on leave. Director Chang Liu will provide an update on the Library's FY2025 and FY 2026 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: II02 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	July 16, 2025
RECOMMENDATION:	Director Chang Liu and HR Program Manager 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:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 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:	July 16, 2025
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews the LBOT By-Laws and Rules of Order to make necessary updates and revisions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LBOT By-Laws and Rules of Order approved on 9/18/2024
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
BY-LAWS

Revised and Approved 9/18/2024

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Loudoun County Public Library Board of Trustees

BY-LAWS

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.

Loudoun County Public Library Board of Trustees

BY-LAWS

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 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.

Loudoun County Public Library Board of Trustees
BY-LAWS

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 expenditures 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: 9/18/2024

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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

Loudoun County Public Library Board of Trustees

RULES OF ORDER

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 1 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.

Loudoun County Public Library Board of Trustees

RULES OF ORDER

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

Loudoun County Public Library Board of Trustees
RULES OF ORDER

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: II04 LBOT Retreat Date

SUBJECT:	LBOT Retreat Date
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	July 16, 2025
RECOMMENDATION:	
BACKGROUND:	In the past few years, the LBOT has usually held two retreats per year: one in the spring and one in the fall. Chair Mercer would like to begin discussing the need for a fall retreat.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

6/30/2025

Irwin Uran Trust Fund	\$ 97,402.69	LGIP* 4.392%			
Symington Trust Fund	\$ 100,333.04	LGIP* 4.392%			
		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	\$ 4,936,128.73				
James Horton Trust Fund	\$ 37,382.52	LGIP* 4.392%			

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY25**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 418.89	\$ 93,299.25	5.412%
August	\$ 93,299.25	\$ -	\$ -	\$ -	\$ 93,299.25	\$ 420.00	\$ 93,719.25	5.402%
September	\$ 93,719.25	\$ -	\$ -	\$ -	\$ 93,719.25	\$ 411.90	\$ 94,131.15	5.274%
October	\$ 94,131.15	\$ -	\$ -	\$ -	\$ 94,131.15	\$ 393.78	\$ 94,524.93	5.020%
November	\$ 94,524.93	\$ -	\$ -	\$ -	\$ 94,524.93	\$ 379.28	\$ 94,904.21	4.815%
December	\$ 94,904.21	\$ -	\$ -	\$ -	\$ 94,904.21	\$ 365.46	\$ 95,269.67	4.621%
January	\$ 95,269.67	\$ -	\$ -	\$ -	\$ 95,269.67	\$ 356.39	\$ 95,626.06	4.489%
February	\$ 95,626.06	\$ -	\$ -	\$ -	\$ 95,626.06	\$ 355.97	\$ 95,982.03	4.467%
March	\$ 95,982.03	\$ -	\$ -	\$ -	\$ 95,982.03	\$ 354.73	\$ 96,336.76	4.435%
April	\$ 96,336.76	\$ -	\$ -	\$ -	\$ 96,336.76	\$ 355.64	\$ 96,692.40	4.430%
May	\$ 96,692.40	\$ -	\$ -	\$ -	\$ 96,692.40	\$ 355.10	\$ 97,047.50	4.407%
June	\$ 97,047.50	\$ -	\$ -	\$ -	\$ 97,047.50	\$ 355.19	\$ 97,402.69	4.392%
Total FY	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 4,522.33	\$ 97,402.69	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY25**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 151.42	\$ 33,726.61	5.412%
August	\$ 33,726.61	\$ -	\$ -	\$ -	\$ 33,726.61	\$ 151.83	\$ 33,878.44	5.402%
September	\$ 33,878.44	\$ -	\$ -	\$ -	\$ 33,878.44	\$ 148.90	\$ 34,027.34	5.274%
October	\$ 34,027.34	\$ -	\$ 2,000.00	\$ -	\$ 36,027.34	\$ 150.71	\$ 36,178.05	5.020%
November	\$ 36,178.05	\$ -	\$ 100.00	\$ -	\$ 36,278.05	\$ 145.57	\$ 36,423.62	4.815%
December	\$ 36,423.62	\$ -	\$ -	\$ -	\$ 36,423.62	\$ 140.26	\$ 36,563.88	4.621%
January	\$ 36,563.88	\$ -	\$ -	\$ -	\$ 36,563.88	\$ 136.78	\$ 36,700.66	4.489%
February	\$ 36,700.66	\$ -	\$ -	\$ -	\$ 36,700.66	\$ 136.62	\$ 36,837.28	4.467%
March	\$ 36,837.28	\$ -	\$ -	\$ -	\$ 36,837.28	\$ 136.14	\$ 36,973.42	4.435%
April	\$ 36,973.42	\$ -	\$ -	\$ -	\$ 36,973.42	\$ 136.49	\$ 37,109.91	4.430%
May	\$ 37,109.91	\$ -	\$ -	\$ -	\$ 37,109.91	\$ 136.29	\$ 37,246.20	4.407%
June	\$ 37,246.20	\$ -	\$ -	\$ -	\$ 37,246.20	\$ 136.32	\$ 37,382.52	4.392%
Total FY	\$ 33,575.19	\$ -	\$ 2,100.00	\$ -	\$ 35,675.19	\$ 1,707.33	\$ 37,382.52	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY25**

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	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 431.49	\$ -	\$ 4,852,768.83	5.412%
August	\$ 4,852,768.83	\$ -	\$ -	\$ -	\$ 4,852,768.83	\$ 432.64	\$ -	\$ 4,853,201.47	5.402%
September	\$ 4,853,201.47	\$ -	\$ -	\$ -	\$ 4,853,201.47	\$ 424.29	\$ -	\$ 4,853,625.76	5.274%
October	\$ 4,853,625.76	\$ -	\$ -	\$ -	\$ 4,853,625.76	\$ 405.63	\$ -	\$ 4,854,031.39	5.020%
November	\$ 4,854,031.39	\$ -	\$ -	\$ -	\$ 4,854,031.39	\$ 390.69	\$ -	\$ 4,854,422.08	4.815%
December	\$ 4,854,422.08	\$ -	\$ -	\$ -	\$ 4,854,422.08	\$ 376.46	\$ -	\$ 4,854,798.54	4.621%
January	\$ 4,854,798.54	\$ -	\$ -	\$ -	\$ 4,854,798.54	\$ 367.11	\$ -	\$ 4,855,165.65	4.489%
February	\$ 4,855,165.65	\$ -	\$ -	\$ -	\$ 4,855,165.65	\$ 366.68	\$ -	\$ 4,855,532.33	4.467%
March	\$ 4,855,532.33	\$ -	\$ -	\$ -	\$ 4,855,532.33	\$ 365.41	\$ 54,504.48	\$ 4,910,402.22	4.435%
April	\$ 4,910,402.22	\$ -	\$ -	\$ -	\$ 4,910,402.22	\$ 366.34	\$ 24,628.50	\$ 4,935,397.06	4.430%
May	\$ 4,935,397.06	\$ -	\$ -	\$ -	\$ 4,935,397.06	\$ 365.79	\$ -	\$ 4,935,762.85	4.407%
June	\$ 4,935,762.85	\$ -	\$ -	\$ -	\$ 4,935,762.85	\$ 365.88	\$ -	\$ 4,936,128.73	4.392%
Total FY	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 4,658.41	\$ 79,132.98	\$ 4,936,128.73	

*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 4/30/2025

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