

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting January 18, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

December 14, 2022, LBOT Meeting

AGENDA CHANGES

REPORTS

Middleburg Library Report:

Branch Manager Lillian Newton

Middleburg Library Advisory Board:

President, Kathryn Baran

Director's Report:

Library Director Chang Liu

Committee Reports:

LBOT Chair Christina Olorunda

INFORMATION ITEM:

II 01 FY2023 and FY2024 Budget Update

II 02 Staffing Update

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: January 18, 2023, 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 703-737-8468. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes

December 14, 2022

The Library Board of Trustees (LBOT) met at Rust Library on Wednesday, December 14, 2022 at 7:00 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair
 Sara Pensgard, Vice Chair
 Alana Boyajian
 Mary Colucci
 Erika Daly
 Kathleen Kuhn
 Priscilla Martinez
 Monti Mercer (attended remotely for personal reasons)
 Christine Newton
 Michael Van Campen, Acting Director

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:02 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Trustee Mercer thanked Division Manager for Technology Services Dan Bureau and IT Analyst Lauren Mondala for setting up the technology allowing him to attend the meeting remotely.

Trustee Boyajian wished everyone happy holidays and a happy New Year. She highlighted the creative programming that touches so many parts of the community, including a citizenship preparation course and a sensory café.

Trustee Daly echoed Trustee Boyajian's New Year wishes and thanked the LCPL community for being so welcoming and informative.

Trustee Newton noted that over Thanksgiving many people expressed gratitude for the library, including happy patrons who wrote letters to or about Rust Library, Middleburg Library, and Lovettsville Library. She commended Acting Director Van Campen for hosting open office hours at branch locations, and thanked Lovettsville Branch Manager Myisha Fuller for sharing Loudoun County Accessibility Services Manager Sahar Behboudifar's accessibility tips for social media.

Trustee Kuhn echoed holiday wishes and shared her gratitude for the hard work done by LCPL staff and congratulated the Friends of Sterling Library on their successful book sale.

Trustee Colucci wished everyone happy holidays with time for reading. She commended LCPL staff for their creative programming and shared her recent experience using a Makerspace to convert family videos to digital format.

Vice Chair Pensgard recalled last December's meeting, which had been held virtually with a different Board composition. She noted how much has changed in the LBOT's policies and governing documents and LCPL procedures, and how much stronger and more resilient the organization has become.

Trustee Martinez wished everyone a happy New Year and the very best during this holiday season, and recognized the Jewish celebration of Hanukkah, Buddhist holiday Bodhi Day, Zoroastrian commemoration of Shab-e Chelle, Christian celebration of Christmas, Zoroastrian holiday of Zartosht No-Diso, and recognized upcoming January observances of Día de los Reyes, Orthodox Christian Christmas and New Year, and Martin Luther King Jr. Day.

Chair Olorunda shared Director Chang Liu's holiday wishes and gratitude to meeting attendees.

LBOT Secretary Manisha Adhikari thanked the LBOT for their dedication and wished everyone a Happy New Year.

Assistant County Attorney John Sherwood thanked Trustee Martinez for her recognition of diverse holiday observances.

IV. DIRECTOR COMMENT

Acting Director Van Campen expressed his appreciation for the LBOT's support while he's been in the role of Acting Director. He recognized Accountant Kathy Ashby who retired after just over 30 years with LCPL. Acting Director Van Campen pointed out that Ms. Ashby was responsible for making sure our physical and online collection was acquired and paid and therefore all library users have benefited from Ms. Ashby's work over the past 3 decades.

V. AGENDA CHANGES

Chair Olorunda noted that the report for December would be from the Lovettsville Library and that the Middleburg Library report would be presented in January.

VI. READING AND APPROVAL OF MINUTES

Trustee Newton moved to approve the November LBOT meeting minutes and Trustee Kuhn seconded the motion.

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

VII. REPORTS

Lovettsville Library Branch Manager Myisha Fuller presented reports on the work of Lovettsville Library and the Friends of Lovettsville Library. The reports were received by the LBOT Secretary and placed on file.

Trustee Martinez praised the Lovettsville Library's programming support for homeschooling families and plans for a mini-Makerspace.

Chair Olorunda commented that Ms. Fuller's leadership is evident and thanked her for her hard work.

VIII. DIRECTOR'S REPORT

Acting Director Van Campen presented the Director's Report for November 2022. The report was received by the LBOT Secretary and placed on file.

IX. COMMITTEE REPORTS

Executive Committee: Chair Olorunda distributed blank notecards to the Trustees and asked them each to contribute an idea for a skill or trait they'd like to see recognized with an award. Vice Chair Pensgard provided some examples including longevity and operational impact. Chair Olorunda explained that the Executive Committee will take the suggestions and generate awards categories to present to the LBOT.

Facilities Committee: Chair Olorunda shared that Acting Director Van Campen, Division Manager for Branch Services Sydney McCoy, and Finance & Budget Manager Nan Paek have joined the Committee, and that the Committee hopes to have more detailed updates relevant to LCPL next month.

Chair Olorunda noted that design of future facilities is a core role of the LBOT, and that collaboration between the County, community, branch, and LBOT will be the foundation of planning. She also advised Trustees that they could be approached regarding projects and developments and that as this happens, Trustees should make Chair Olorunda aware. Chair Olorunda will take the information to the Facilities Committee and follow a process to ensure clear communication.

Trustee Kuhn inquired about the outlook for updates to the Cascades Library and potential connections with the Cascades Senior Center. Chair Olorunda shared that these two facilities are two of the oldest County-owned buildings, and that the County is considering how best to approach the refurbishment process.

X. INFORMATION ITEMS

101 FY 2023 AND FY 2024 Budget Update

Acting Director Van Campen reported that FY2023 spending and revenue are on track and that he expects further information on the FY2024 budget and resource requests in late January.

He also shared that Finance & Budget Manager Nan Paek has been working closely with him as well as with branch managers to collect financial data on contributions from donors, branch friends groups, and the Loudoun Library Foundation. This information will be included in the next quarterly budget report and will be reported every quarter moving forward.

Chair Olorunda noted that as Trustees are meeting with their Supervisors, they can share the resource requests that were approved by the LBOT regardless of whether the resource requests are included in the submitted budget.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger gave an update on LCPL's staffing, including information about new hires at Cascades Library, Sterling Library, Rust Library, and the Technology Services Division. She shared that hiring is ongoing for full and part time Library Assistant positions and the Accountant position vacated by Kathy Ashby, and that Communications Specialist Katie Wais would be leaving LCPL for a new opportunity. She also noted that Loudoun County Human Resources is working on changes to help the County stay competitive in hiring, with announcements to come next year.

II 03 LCPL Strategic Plan Extension

Acting Director Van Campen shared reasoning for extending the LCPL Strategic Plan forward to 2025, and noted the draft updated version with a new logo and reflecting the time extension included in the meeting packet.

II 04 Challenge Procedures in Reference to Third Party Vendors

Assistant County Attorney John Sherwood explained that LCPL has received complaints about materials highlighted by a third-party vendor based on that vendor's algorithm. He recommended maintaining the Challenge (Reconsideration) Procedures in their current form and that the Library continue to use an iterative process to identify what specific materials are being challenged if a complaint is made that refers to a third-party vendor.

Assistant County Attorney Sherwood also explained that contracts between the Library and platforms and vendors are controlled by the Virginia Public Procurement Act, and that LCPL and the LBOT should consider feedback received on these services to either ameliorate service issues when possible, or as considerations during future procurement decisions, and challenges to materials highlighted on those platforms should be addressed as any other individual material or resource that may be challenged.

XI. ACTION ITEMS

AI 01 Approval of Calendar Year 2023 LBOT Meeting Schedule

Trustee Boyajian moved to approve the attached Calendar Year 2023 LBOT meeting schedule. Trustee Kuhn seconded.

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

AI 02 Approval of Calendar Year 2023 LCPL Holiday Schedule

Trustee Newton moved to approve the attached Calendar Year 2023 LCPL holiday schedule. Trustee Daly seconded.

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

AI 03 Approval of the LCPL Strategic Plan Extension

Trustee Daly moved to approve the attached LCPL Strategic plan which reflects an extension through 2025. Trustee Pensgard seconded.

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

XII. ADJOURNMENT

Trustee moved Mercer moved to adjourn the meeting, Trustee Pensgard seconded the motion.

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

The public meeting was adjourned at 8:32 p.m.

Respectfully submitted by,

Michael VanCampen

Michael VanCampen

Acting Director, LCPL

Adopted by the Board in January 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2023 and FY2024 Budgets Update

SUBJECT:	FY2023 and FY2024 Budgets Update
CONTACT:	Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	January 18, 2023
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2023 and FY2024 budgets.
BACKGROUND:	Director Liu and Manager Paek periodically update the LBOT on the library's budget situation. This January 2023 update will include an update on FY2023 and FY2024 budgets.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	January 18, 2023
RECOMMENDATION:	Director Chang Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

12/31/2022

Irwin Uran Trust Fund	\$ 85,828.36	LGIP*	4.229%
Symington Trust Fund	\$ 88,410.48	LGIP*	4.229%
		CD**	Trade Date Maturity Yield
	\$ 850,253.31	<i>FVC Bank</i>	03/18/20 03/18/25 1.250%
	\$ 851,824.65	<i>FVC Bank</i>	02/19/19 02/19/24 3.005%
	\$ 874,814.45	<i>United Bank</i>	03/22/18 03/22/23 3.000%
	\$ 933,907.71	<i>John Marshall Bank</i>	03/30/22 03/30/23 1.235%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,504,269.61		
James Horton Trust Fund	\$ 31,860.49	LGIP*	4.229%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY23**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 117.86	\$ 84,703.65	1.672%
August	\$ 84,703.65	\$ -	\$ -	\$ -	\$ 84,703.65	\$ 154.65	\$ 84,858.30	2.191%
September	\$ 84,858.30	\$ -	\$ -	\$ -	\$ 84,858.30	\$ 182.52	\$ 85,040.82	2.581%
October	\$ 85,040.82	\$ -	\$ -	\$ -	\$ 85,040.82	\$ 221.11	\$ 85,261.93	3.120%
November	\$ 85,261.93	\$ -	\$ -	\$ -	\$ 85,261.93	\$ 265.02	\$ 85,526.95	3.730%
December	\$ 85,526.95	\$ -	\$ -	\$ -	\$ 85,526.95	\$ 301.41	\$ 85,828.36	4.229%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 84,585.79	\$ -	\$ -	\$ -	\$ 84,585.79	\$ 1,242.57	\$ 85,828.36	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY23**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 29,904.04	\$ -	\$ -	\$ -	\$ 29,904.04	\$ 41.67	\$ 29,945.71	1.672%
August	\$ 29,945.71	\$ -	\$ -	\$ -	\$ 29,945.71	\$ 54.68	\$ 30,000.39	2.191%
September	\$ 30,000.39	\$ -	\$ 1,500.00	\$ -	\$ 31,500.39	\$ 67.75	\$ 31,568.14	2.581%
October	\$ 31,568.14	\$ -	\$ -	\$ -	\$ 31,568.14	\$ 82.08	\$ 31,650.22	3.120%
November	\$ 31,650.22	\$ -	\$ -	\$ -	\$ 31,650.22	\$ 98.38	\$ 31,748.60	3.730%
December	\$ 31,748.60	\$ -	\$ -	\$ -	\$ 31,748.60	\$ 111.89	\$ 31,860.49	4.229%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 29,904.04	\$ -	\$ 1,500.00	\$ -	\$ 31,404.04	\$ 456.45	\$ 31,860.49	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY23**

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	\$ 4,502,989.65	\$ -	\$ -	\$ -	\$ 4,502,989.65	\$ 121.40	\$ -	\$ 4,503,111.05	1.672%
August	\$ 4,503,111.05	\$ -	\$ -	\$ -	\$ 4,503,111.05	\$ 159.31	\$ -	\$ 4,503,270.36	2.191%
September	\$ 4,503,270.36	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,503,270.36	\$ 188.01	\$ -	\$ 4,503,458.37	2.581%
October	\$ 4,503,458.37	\$ -	\$ -	\$ -	\$ 4,503,458.37	\$ 227.76	\$ -	\$ 4,503,686.13	3.120%
November	\$ 4,503,686.13	\$ -	\$ -	\$ -	\$ 4,503,686.13	\$ 273.00	\$ -	\$ 4,503,959.13	3.730%
December	\$ 4,503,959.13	\$ -	\$ -	\$ -	\$ 4,503,959.13	\$ 310.48	\$ -	\$ 4,504,269.61	4.229%
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,502,989.65	\$ 232,683.23	\$ -	\$ 232,683.23	\$ 4,502,989.65	\$ 1,279.96	\$ -	\$ 4,504,269.61	

*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 8/31/2022

\$ 933,907.71		<i>John Marshall Bank</i>	3/30/2022	3/30/2023	1.235%
\$ 905,059.01		<i>John Marshall Bank</i>	3/31/2021	3/31/2026	0.750%
\$ 850,253.31		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
\$ 851,824.65		<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
\$ 874,814.45		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
\$ 4,415,859.13					