

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting October 18, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

September 20, 2023 LBOT Meeting

AGENDA CHANGES

REPORTS

Ashburn Library Report:

Friends of Ashburn Library Report:

Director's Report:

Committee Reports:

Strategic Plan Update

Branch Manager Mary Butler

Secretary Debbie Zisko

Library Director Chang Liu

LBOT Chair Christina Olorunda

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2024 Budget Update

II 02 Staffing Update

II 03 FY 2025 Resource Requests

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: October 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

September 20, 2023

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday, September 20, 2023 at 7:00 p.m. The Chair was present. The secretary was on medical leave.

Present Christina Olorunda, Chair
 Alana Boyajian, Vice Chair
 Mary Colucci
 Erika Daly
 Kathleen Kuhn
 Monti Mercer
 Christine Newton
 Chang Liu, Director

Absent

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:00 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustee Daly expressed concern that Samuels Public Library in Warren County may lose funding due to protests regarding books in the collection. She also invited everyone to check out books during Banned Books Week.

Trustee Colucci concurred. She also shared her appreciation for the work of front-line staff and their great teamwork across the system.

Trustee Kuhn stated her appreciation for the marketing done through community engagement. She also discussed the impact the Sterling Library made on her grandson during a recent visit.

Trustee Newton shared her gratitude for the food insecurity awareness program that the Program Division did and earned a VACo Award. She also noted Patrick Ramos' efforts in offering education regarding the Law Library to the branches.

Vice Chair Boyajian talked about the book banning campaigns around the country. She said she has full confidence in LCPL's ability to handle challenges. She also reported that the new book vending machine in Bluemont is already a hit.

Trustee Mercer discussed how the feedback he hears about LCPL in the community is consistently positive, which isn't the case everywhere. He thanked staff for their efforts, leadership and ever-growing list of opportunities for customers. He also invited everyone to attend Loudoun Literacy Council's "Not Your Kids' Spelling Bee," fundraising event.

Chair Olorunda highlighted Alice Zent's efforts to train fellow staff on Law Library resources. She talked about the celebrations for Ashburn's 20th birthday party and Middleburg's 10th anniversary of its expansion.

IV. DIRECTOR COMMENT

Susan VanEpps, Programming Division Manager gave an overview of the 1book 1community program which features the book *It Happened on a Saturday*.

Since June, Director Liu has conducted 45 stay interviews with staff to better understand their great commitment to LCPL and working for the county. She also conducted two exit interviews for longtime employees who retired.

Ms. Liu attended meetings of the Law Library and Cascades Library friends' groups.

She also took County training on incorporating equity into the budget process.

Additionally, she served on an interview panel for high-level positions at LCPS and hosted five training sessions on Staffing for Excellence with the help of Jen DesRoberts.

V. AGENDA CHANGES

Chair Olorunda moved to discuss committee reports first among the reports. Vice Chair Boyajian seconded the motion.

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

VI. READING AND APPROVAL OF MINUTES

Trustee Kuhn moved to approve the July LBOT meeting minutes. Trustee Daly seconded the motion.

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

VII. COMMITTEE REPORTS

Chair Olorunda provided updates on future and potential CIP projects regarding new branches and renovations to current ones.

- Facilities Planning Committee team met recently and continued work on the Facilities Master Plan that requires updating the Capital Facilities Standard. There are four current projects in the Capital Infrastructure Plan: the Law Library, the Western Loudoun Library, renovations to the Cascades Library and the STEM Library. Requests for renovations to the Ashburn and Purcellville branches are being submitted in hopes they are added to the CIP.

In the past year, the committee has reviewed 35 applications in the referral system.

There are two proffers, mostly in the Ashburn area, that LCPL may utilize for print items in the collection.

- Chair Olorunda talked about the Budget Committee's resource request process. She noted that LCPL will fill two positions previously requested — but not granted during the

FY2024 budget process — through the reclassification of two existing positions. For FY 2025, the Communications Division's resource request would be listed as the top priority.

- Trustee Daly reported that the LBOT Annual Review Committee is looking at the policies and feedback forms with minor changes. Trustee Daly said the committee will continue work on the evaluation form and discuss changes at the upcoming LBOT retreat.

VIII. REPORTS

Annual Budget Report

Finance & Budget Manager Nan Paek provided the annual budget report. Her report was received and placed on file.

Annual Personnel Report

HR Administrative Manager Cheryl Granger provided the annual personnel report. It was received and placed on file.

IX. DIRECTOR'S REPORT

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

X. STRATEGIC PLAN UPDATE

Ms. Liu provided progress reports on the six strategic areas for growth.

XI. INFORMATION ITEMS

II 01 LBOT Retreat Date

The annual LBOT retreat will be held Saturday, Oct. 28, tentatively scheduled from 9 a.m. to 1 p.m. Chair Olorunda discussed the fact that there will be five new board members in FY 2025.

II 02 Annual Review of LBOT By-Laws and Rules of Order

Vice Chair Boyajian proposed two changes to the Rules of Order. The first is posting the public meeting schedule and meeting packets on Loudoun County's website and calendar three business days in advance of each meeting. This is already happening but will be officially added to the procedures.

The second change addresses meeting cancellations. It was updated to more closely mirror the language used in LCPL's Library Closing policy.

II 03 Review of LCPL Fees Policy

Ms. Liu reviewed a proposal to formalize the ability of staff to waive fees.

The second proposed change is removing the \$3 Interlibrary Loan service to make ILL available to more customers.

XII. ACTION ITEMS

AI 01 Approval of LBOT Retreat Date

Chair Olorunda moved to finalize the LBOT Retreat date to Saturday, October 28, 2023. Trustee Colucci seconded.

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

AI 02 Approval of LBOT By-Laws and Rules of Order

Vice Chair Boyajian moved to approve updated Rules of Order and By-Laws. Chair Olorunda seconded.

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

AI 03 Approval of LCPL Fees Policy

Chair Olorunda moved to approve the Fee Policy as presented to the Board. Trustee Kuhn seconded.

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

XIII. ADJOURNMENT

Trustee Mercer moved to adjourn the LBOT Meeting. Chair Olorunda seconded.

The meeting was adjourned at 8:56 p.m.

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

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in October 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2024 Budget Update

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

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

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	October 18, 2023
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative 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: II03 FY 2025 Resource Requests

SUBJECT:	FY 2025 Resource Requests
CONTACT:	Director Chang Liu, Chair Christina Olorunda, and Trustee Mercer
ACTION DATE:	October 18, 2023
RECOMMENDATION:	<p>The Budget Committee, comprised of the Library’s Senior Management Team and Chair Olorunda and Trustee Mercer, recommends that the LBOT consider the following Resource Requests in the following priority order for FY2025:</p> <p>Priority 1: Communication Specialist (LBOT will decide whether to request one or two)</p> <p>Priority 2: HR Assistant</p> <p>Priority 3: Assistant Division Manager of Branch Services</p>
BACKGROUND	<p>Every year, a Budget Committee is formed to evaluate the Library’s personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire County government, then makes his budget proposal to the BOS. The BOS reviews Mr. Hemstreet proposed budget and adopts next fiscal year’s budget for the County in early April.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	DRAFT: FY 2025 LCPL Resource Request Options
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library

FY 2025 Resource Request Options

The LBOT Budget Committee, comprised of Chair Olorunda, Trustee Mercer, and LCPL's Senior Leadership Team is proposing two possible options for the full Library Board of Trustees to consider. The options, which are presented below, are very similar with the exception that the Second option would include two Communications Specialist positions instead of just one.

Option One:

- **First Priority:** One (1) Communications Specialist
- **Second Priority:** One (1) HR Assistant
- **Third Priority:** One (1) Assistant Division Manager of Branch Services

Option Two:

- **First Priority:** Two (2) Communications Specialists
- **Second Priority:** One (1) HR Assistant
- **Third Priority:** One (1) Assistant Division Manager of Branch Services

NOTE: See below for a brief description of each position.

Position Descriptions

Communications Specialist (Communication Specialist III)

- Regularly visit library branches and programs to document/promote activities and events at library locations and other community events.
- Help build internal communications system, including weekly staff newsletters and other avenues for staff communication.
- Help maintain LCPL's 13 social media channels by both creating content and overseeing 25 branch staff that contribute content.
- Analyze new platforms as customers continue to gravitate toward short-form video.
- Assist a team of 30 branch staff that maintain the system's 40 digital display screens.
- Assist with management of the Canva Enterprise system, which is the primary tool for staff to create marketing materials and signage.
- Promote over fifty third-party online services to customers.
- Help support executive communications by creating an annual report and customized presentations for use by the Director and other staff, including the Programming and Outreach Services staff.
- Create video content focused on customer impact and underutilized LCPL resources.

HR Assistant (HR Technician)

- Provide administrative support to departmental HR functions.
- Coordinate recruitment activities and assist with assigned aspects of the hiring process.
 - Schedule employee interviews.
 - Coordinate required background and reference checks.
 - Communicate with and provide updates to candidates.
 - Coordinate salary offers with HR and draft offer letters.
 - Prepare and process Employee Actions.
- Assist with monitoring and approving time and leave entries.
- Assist with processing department payroll.
- Respond to personnel, payroll, and benefits inquiries from staff.
- Focus on ensuring diversity, equity, and inclusion in all HR activities.
- Serve as back-up for the HR Administrative Manager (Administrative Manager I) position.

Assistant Division Manager of Branch Services (Program Manager II)

- Assist in supervising and managing the day-to-day operations of Branch Services, including overseeing staff, assigning tasks, and ensuring the division runs smoothly.
- Oversee facility maintenance and building issues at all branch library locations and serve as liaison for County and branch staff on all facilities-related concerns.
- Coordinate budget and procurement of furniture, materials, and equipment for the Branch Services division.
- Work closely with Library Services HR Administrative Manager to coordinate all aspects of the hiring process as it relates to Branch Services, which makes up 82% of Library Services staff.
- Work with the Division Manager and Branch Managers on management and oversight of division and branch budgets.
- Conduct an annual analysis of branch staffing to ensure levels and distribution of positions are appropriate to the needs of each location.
- Serve as Acting Division Manager of Branch Services in the absence of the Division Manager.

Library Trust Funds Holdings

9/30/2023

Irwin Uran Trust Fund	\$ 89,148.99	LGIP*	5.492%
Symington Trust Fund	\$ 91,831.01	LGIP*	5.492%
		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%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23 03/23/28 4.190%
	\$ 945,506.96	<i>Bank of Charles Town</i>	03/31/23 03/31/24 5.290%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,658,784.29		
James Horton Trust Fund	\$ 34,600.01	LGIP*	5.492%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY24**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 389.85	\$ 88,342.65	5.319%
August	\$ 88,342.65	\$ -	\$ -	\$ -	\$ 88,342.65	\$ 400.19	\$ 88,742.84	5.436%
September	\$ 88,742.84	\$ -	\$ -	\$ -	\$ 88,742.84	\$ 406.15	\$ 89,148.99	5.492%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 1,196.19	\$ 89,148.99	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY24**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 32,649.10	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	5.319%
August	\$ 32,793.82	\$ -	\$ -	\$ -	\$ 32,793.82	\$ 148.56	\$ 32,942.38	5.436%
September	\$ 32,942.38	\$ -	\$ 1,500.00	\$ -	\$ 34,442.38	\$ 157.63	\$ 34,600.01	5.492%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 32,649.10	\$ -	\$ 1,500.00	\$ -	\$ 34,149.10	\$ 450.91	\$ 34,600.01	

*Interest Earnings Based On Average LGIP Rate For the Month

148.56+

Symington Trust
Fund 1223
FY24

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	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.436%
September	\$ 4,658,365.92	\$ -	\$ -	\$ -	\$ 4,658,365.92	\$ 418.37	\$ -	\$ 4,658,784.29	5.492%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 1,232.18	\$ -	\$ 4,658,784.29	

*Ending Balances include CD's and Money Market balances - see holding tab
 **Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

CD's as of 6/30/2025

\$ 905,059.01	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.242%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35	Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 945,506.96	Bank of Charles Town	3/31/2023	3/31/2024	5.290%
\$ 4,566,953.28				

Director's Report | September 2023

Overview

Compared to September of 2022, visits were up 14%; total circulation was 6.6% higher on the strength of a 38% jump in electronic circulation while physical circulation declined 3.5%; and program attendance grew 15.6%.

Library Card Sign-up Month brought 2,796 new account registrations, up 76% from August.

Community Engagement

- Targeted Programming Division outreach included a presentation at the tri-county Foundation First Early Literacy Taskforce; programming at the Loudoun Youth and Family Resource Center; participation in the Loudoun Workforce Resource Center job fair; support for the annual Loudoun Literacy Council (LLC) Fall for Reading event at Rust Library; and collaboration with the ESOL team to provide branch tours and library cards to all 11 of LLC's English classes at LCPL.
- Law Library's Alice Zent attended the Loudoun County Bar Association luncheon to speak about the Courthouse Tours pilot program scheduled for 2024, where eighth grade LCPS students will tour the Law Library to learn about the rule of law and access to justice. She recruited half a dozen local attorneys to speak to the students.
- Rust Library's Leif Variz and Keri Hurst attended outreach at Smarts Mill Middle School, where they engaged with over 400 students in 16 classes to promote LCPL.

Facilities Usage and Growth Planning

- The Technology Division rolled out three more book vending machines at PRCS facilities in collaboration with Collection Management Services staff, who stocked the machines with materials for all ages. A total of four vending machines are now located across the county at Bluemont Community Center, Claude Moore Recreation & Community Center, Douglass Community Center, and Lucketts Community Center.
- Ashburn Library's Sydney Kircher collaborated with Heather Williams, Mary Bulter and Kellie Sigler to create a banner for their new programming bulletin board installed next to the book return. Customers are encouraged to take a picture of the flyer with their phones to minimize paper waste and printer ink usage.



LIBRARY BOARD OF TRUSTEES

Christina Olorunda, *Chair, Ashburn District*

Mary Colucci, *Algonkian District*

Alana Boyajian, *Vice Chair, Little River District*

Erika Daly, *Broad Run District*

Vacant, *Catoctin District*

Monti Mercer, *Dulles District*

Christine Newton, *Leesburg District*

Kathleen Kuhn, *Sterling District*

Vacant, *At-Large*

Programs

- Lovettsville Library’s Thea Connor coordinated with PRCS to host a Life-Sized Family Game Day at Lovettsville Community Center, where 121 customers came to play and 10% signed up for library cards.
- Cascades Library’s Jason Margolies provided tech help at Ashby Ponds Senior Living Community and helped residents sign up for cards online. They said that the program was helpful and that they were grateful for Jason’s assistance.



Customer Service

- Brambleton Library’s Stephanie Scangas took the initiative to serve a regular storytime family more effectively upon finding out they are deaf and use sign language. She tested live captioning, passed on a request for an interpreter and connected with a librarian in DC who offers ASL storytime. Staff received positive responses from other families, too.
- Sterling Library received positive feedback from attendees of the Hispanic Heritage Cultural and Literary Festival, thanking staff for presenting a diverse range of inclusive programs. Several attendees of the author expo expressed their gratitude that LCPL offers literary Spanish language programs.

Public Awareness and Marketing

- Middleburg Library staff collaborated to shift the Children’s collection, bringing popular items to the front, sending duplicate titles to other branches who needed them and creating dedicated display areas for parents to easily browse for their children.

Resource Development

- Purcellville Library’s Shanna McGaughey worked with current Branch Manager Aaron Duplissey and former Branch Managers Sharon Hershey and Leah Bromser-Kloeden to create a historical display for the branch’s 85th anniversary.
- Gum Spring Library’s Kelly Jeon has been working with FROGS member Kimberly Reinhard and artist Joan Gardiner to create a program celebrating Joan’s artwork, including her tile installations at several LCPL branches.

LIBRARY BOARD OF TRUSTEES

Christina Olorunda, *Chair, Ashburn District*

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Vacant, *At-Large*