

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting January 15, 2025

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

December 18, 2024 LBOT Meeting

AGENDA CHANGES

REPORTS

Purcellville Library Report:

Purcellville Library Advisory Board:

Director's Report:

Committee Reports:

Strategic Plan Update

Branch Manager Tina Reid

President Nan Siegel

Library Director Chang Liu

LBOT Chair Monti Mercer

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2025 and FY2026 Budget Update

II 02 Staffing Update

II 03 Library Trust Funds Renewal Information

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: January 15, 2025 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 18, 2024

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, December 18, 2024 at 7:00 p.m. The Secretary was not present; Madi Peterson served as interim.

Present Monti Mercer, Chair
 Alana Boyajian, Vice Chair
 Kara Chiles
 Stacy Cleveland
 Jennifer Crawford
 Mary Colucci
 Erika Daly
 Kate Gordon
 Chang Liu, Director

Absent Kathy Ellen Davis

I. CALL TO ORDER

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

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

The Board members shared their reflections and gratitude as the year concluded.

IV. DIRECTOR COMMENT

Director Chang Liu opened by thanking the Board on behalf of library staff. Director Liu then yielded her time for new staff members to introduce themselves: Andria Donnelly, Training Specialist; Mike "Siri" Siriwardena, Division Manager of Branch Services; and Madi Peterson, HR Technician.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the minutes. Trustee Cleveland moved to approve the October 16, 2024 LBOT Meeting and November 16, 2024 LBOT Retreat minutes. Vice Chair Boyajian seconded the motion.

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

VI. AGENDA CHANGES

No Agenda Changes were made.

VII. REPORTS

Rust Branch Manager Myisha Fuller presented a report on Rust Library as well as the Rust Library Advisory Board, highlighting branch statistics, staff accomplishments, passport services and RLAB activities.

The reports were received and placed on file by the LBOT Secretary.

VIII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for December 2024. The report was received by the LBOT Secretary and placed on file.

IX. COMMITTEE REPORTS

Chair Mercer requested the committee members to present an update on the status of the various committees.

Nomination Committee: Trustee Colucci informed the Board that there were no updates.

Board Evaluation Committee: Trustee Daly said it was outside of Board Evaluation timeframe, so no updates. Chair Mercer added that there is a vacancy on the Board Evaluation Committee.

Governance Committee: Vice Chair Boyajian informed the Board that this committee is responsible for reviewing legislative information at the General Assembly and providing annual updates to the LBOT By-Laws and Rules of Order. She noted that there were no new updates at this time.

Budget Committee: Chair Mercer informed the Board that there is a vacancy on the Budget committee, and deferred comment to Information Item 01 (Budget Updates).

Facilities Planning Committee: Trustee Kathy Ellen Davis was absent. Trustee Kate Gordon shared that the BOS FGOEDC declined to recommend LBOT's request to update the Library's Capital Facilities Standards. Trustee Gordon also shared that FGOEDC voted to make a motion try to expedite funding for the Western Loudoun Library. Trustees discussed plans for future advocacy and raised questions about the CIP process and how the County establishes funding priorities. Chair Mercer, Director Liu, and Deputy Director VanCampen provided insights into the budget request process.

Director Liu shared there are no updates regarding the renovation of the Valley Bank Building, future home of the Law Library.

Executive Committee: Chair Mercer deferred to Information Item 6 on the agenda; no updates were noted.

X. STRATEGIC PLAN UPDATE

Deputy Director Van Campen presented an update on the Strategic Plan to the Trustees. This update was shared with the Trustees prior to the meeting and included in the Board packet. 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 will be providing the first half-year overview for the FY 2025 budget at next month's meeting on January 15, 2025.

For FY26 budget, Director Liu met with County Administrator Tim Hemstreet in November to submit a Resource request for the Assistant Division Manager for Branch Services position as well as base budget increases. The base budget increases have been approved.

II 02 Staffing Update

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

II 03 Calendar Year 2025 LBOT Meeting Schedule

Director Liu shared that nothing has changed with the proposed meeting schedule, and that it would be one of the action items.

Trustees asked if there are options to have the meetings in other branches. Director Liu shared that the constraints on equipment and virtual meeting requirements dictates that Rust Library remains the most feasible location for LBOT meetings. Other Trustees also cited Rust Library's central location in Loudoun County as an important factor for LBOT meetings. Chair Mercer and Director Liu encouraged Trustees to visit the branches at any time as a member of the public. Trustees expressed interest in coordinating branch tours.

II 04 Calendar Year 2025 LCPL Holiday Schedule

Director Liu shared there were no changes to the proposed holiday schedule and highlighted the discussion of the potential closure of LCPL on Easter Sunday, reiterating that Loudoun County's Parks and Recreation and Animal Services departments are open on Easter Sunday. Trustees inquired about how Easter Sunday was handled historically. Director Liu said that LCPL had traditionally closed on Easter Sunday, long before she became the Library Director in 2011.

II 05 Annual Review of LCPL Policies

Director Liu noted that while there are no current requests for policy changes, Division Manager, Collection Management Services Jessica West proposed updates to the Request for Reconsideration procedure. A document containing proposed updates to Reconsideration (Challenge) Procedures was shared with the Trustees prior to the meeting and included in the Board packet. The LBOT Secretary received the update and has placed it on file for future reference.

Trustee Gordon asked if the County Attorney had reviewed the procedure. Director Liu stated that all Policies and important procedures have been evaluated by the County Attorney. This procedure could be run by the County Attorney again, but the changes are not extraordinary. Chair Mercer inquired about the frequency of reconsiderations in response to the extension of the reconsideration period for book titles. Director Liu established that this change is precautionary in nature and is considered a best practice nationwide.

Trustees Cleveland and Crawford praised the proactive procedural changes.

II 06 LCPL Strategic Plan 2026+

Chair Mercer shared that the current strategic plan expires at the end of 2025. The Board and staff agreed to build on existing goals, prioritizing rebuilding the customer base and serving the community. A high-level metric will be developed to assess LCPL's needs. Chair Mercer established that instead of an in-depth strategic planning process, we focus on consolidating facilities planning data and stakeholder feedback to identify impactful information. Limited resources necessitate a streamlined process, as the Board will not be utilizing a third-party company. Chair Mercer proposed the following timeline:

- **January – March 2025:** Conduct feedback sessions with stakeholders.
- **April – June 2025:** Share findings during the LBOT retreat; establish a strategic planning committee, including two trustees, Deputy Director Van Campen and staff.
- **July – August 2025:** Committee will develop the strategic plan.
- **September 2025:** Committee will present the draft plan to LBOT as an informational item.
- **October 2025:** Share the plan again for discussion and potential modifications.
- **November – December 2025:** Modify and finalize the plan for approval for January 2026.

Trustee Crawford volunteered to assist with the plan. Chair Mercer recommended leaning on Deputy Director Van Campen's expertise. Trustee Cleveland emphasized the need to condense the strategic plan into a single, impactful page, as suggested by a retreat

presenter, and emphasized collecting feedback on programming. Trustee Chiles proposed adding YouTube engagement statistics.

XII. ACTION ITEMS

AI 01 Approval of Calendar Year 2025 LBOT Meeting Schedule

Trustee Daly moved to approve the attached Calendar Year 2025 LBOT Meeting Schedule. Trustee Chiles seconded the motion.

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

AI 02 Approval of Calendar Year 2025 LCPL Holiday Schedule

Trustee Daly moved to approve the attached calendar year 2025 LCPL Holiday Schedule. Trustee Cleveland seconded the motion.

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

XIII. ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 9:07 p.m. Trustee Gordon moved to adjourn. Trustee Cleveland seconded the motion.

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

Respectfully submitted by,

Adopted by the Board January 2025

Madi Peterson

Madi Peterson

Monti Mercer
LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2025 and FY2026 Budget Update

SUBJECT:	FY2025 and FY2026 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	January 15, 2025
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek 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: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	January 15, 2025
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: 1103 Library Trust Funds Renewal Information

SUBJECT:	Library Trust Funds Renewal Information
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	January 15, 2025
RECOMMENDATION:	
BACKGROUND:	The Library Board of Trustees(LBOT) owns four trust funds: Irwin Uran Trust Fund; Symington Trust Fund; James Horton Trust Fund; and LBOT Trust Fund. These trust funds are managed by the County Treasurer’s Office, based on LBOT’s directive. When a CD matures, the Treasurer’s Office provides a few options for renewal. The LBOT reviews the options and provides the renewal directive to the Treasurer’s Office. Since one of the Symington Trust Fund’s CDs is maturing in March 2025, Chair Mercer and Director Liu will share the renewal options for the maturing CD at the January 15, 2025 LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Renewal options for the maturing CD, as provided by the County Treasurer’s Office
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

12/31/2024

Irwin Uran Trust Fund	\$ 95,269.67	LGIP*	4.621%
Symington Trust Fund	\$ 104,135.83	LGIP*	4.621%
		CD**	Trade Date Maturity Yield
	\$ 850,253.31	<i>FVC Bank</i>	03/18/20 03/18/25 1.250%
	\$ 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%
	\$ 990,728.97	<i>Bank of Charles Town</i>	03/31/24 03/31/29 4.490%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,854,798.54		
James Horton Trust Fund	\$ 36,563.88	LGIP*	4.621%

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 2,389.31	\$ 95,269.67	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 33,575.19	\$ -	\$ 2,100.00	\$ -	\$ 35,675.19	\$ 888.69	\$ 36,563.88	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 2,461.20	\$ -	\$ 4,854,798.54	

*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 6/30/2024

\$ 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	1.242%
\$ 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%
\$ 4,756,662.71					