

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting October 16, 2024**

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

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment  
Board Comment  
Director Comment

**APPROVAL OF MINUTES**                      **September 18, 2024 LBOT Meeting**

**AGENDA CHANGES**

**REPORTS**

Annual Personnel Report:	<b>Administrative Manager Cheryl Granger</b>
Programming & Community Engagement Division Report:	<b>Division Manager Susan VanEpps</b>
Director's Report:	<b>Library Director Chang Liu</b>
Committee Reports:	<b>LBOT Chair Monti Mercer</b>
Strategic Plan Update	<b>Deputy Director Mike VanCampen and Director Chang Liu</b>

**INFORMATION ITEM:**

**II 01** FY2025 and FY2026 Budget Update

**II 02** Staffing Update

**II 03** FY2026 Resource Request and Base Budget Request

**II 04** Information on LBOT Retreat and LBOT Meeting

**II 05** Calendar Year 2025 LBOT Meeting Schedule

**II 06** Calendar Year 2025 LCPL Holiday Schedule

**II 07** Annual Review of LCPL Policies

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**DATE & TIME:** *October 16, 2024, at 7:00 p.m.*

**LOCATION:** *Rust Library 380 Old Waterford Road 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

**AGENDA: LBOT Meeting October 16, 2024**

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## **ACTION ITEM:**

**AI 01** Approval of FY2026 Resource Request and Base Budget Request

**AI 02** Canceling the November 20, 2024 LBOT Meeting

**CLOSED EXECUTIVE SESSION: If needed**

**ADJOURNMENT**

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**DATE & TIME:** *October 16, 2024, at 7:00 p.m.*

**LOCATION:** Rust Library 380 Old Waterford Road 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 18, 2024

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, September 18, 2024 at 7:00 p.m. The Chair and Secretary were present.

<b>Present</b>	Monti Mercer, Chair Alana Boyajian, Vice Chair Kara Chiles Jennifer Crawford Kathy Ellen Davis Mary Colucci Erika Daly Kate Gordon Chang Liu, Director
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Absent	None
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**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**

Chair Mercer from Dulles District opened the floor for Board comments.

Trustee Gordon, representing the Catocin District, reported that she attended the Staff Development Day on September 13, 2024. She expressed appreciation for the event's format, described it as inspiring, and noted that the memorial for Aaron DuPlissey was thoughtfully executed.

Trustee Daly, representing the Broad Run District, mentioned that she stayed the longest at the Staff Development Day, describing it as a great day overall.

At-Large Trustee Davis apologized for being unable to attend the Staff Development Day. She noted that every branch is actively reaching out to schools to promote their programs.

Trustee Colucci, representing the Algonkian District, expressed her enthusiasm for the Staff Development Day, noting that she had a hard time choosing between sessions. She described the day as wonderful and gave kudos to Branch Manager Belinda Blue for hosting the event.

Ashburn District Trustee Chiles expressed interest in joining the Staff Development Day next year. She also mentioned an upcoming bike maintenance event next week, highlighting the wide range of events at the LCPL branches.

Sterling District Trustee Jennifer Crawford thanked the Board and shared that she attended the Staff Development Day. She noted how happy Staff were, spending time with friends. She commended Director Liu for fostering a positive work environment, observing that the staff seemed pleased to attend the event.

Vice Chair Boyajian, representing the Little River District, highlighted the upcoming Bluemont Fair and the LCPL booth that will be featured there, emphasizing LCPL's efforts to foster a love of reading. She remarked that Loudoun is an amazing community, not just for its libraries and schools, but for its spirit of collaboration and partnerships. She added that this shared commitment has inspired renewed excitement about reading.

Chair Mercer expressed his gratitude to the attendees and mentioned that he is still learning. He reflected on how much there is to accomplish within the four-year term. Chair Mercer was particularly impressed with Aaron DuPlissey's memorial at the Staff Development Day, commending Ms. Jessica West, Ms. Jennifer Roy and Ms. Christine Thompson for their heartfelt tributes. He also highlighted the ribbon-cutting for Loudoun Hunger Relief, where approximately 1,500 free books were distributed within two months, and mentioned that he shared the event on his LinkedIn page and received positive feedback. He appreciated Director Liu's insights, noting that her passion for serving the community is profound.

#### **IV. DIRECTOR COMMENT**

Director Chang Liu warmly welcomed new Trustees Jennifer Crawford from the Sterling District and Kara Chiles from Ashburn District, expressing her enthusiasm for the opportunity to work together. She extended her thanks to the Trustees who attended the Staff Development Day, noting how much it meant to the staff. Director Liu gave a special shout-out to Ms. Sara Mias and the Staff Development Day Committee for taking over the organization of the event after Training Specialist Ms. Jen DesRoberts' departure. She also expressed gratitude to Ms. West, Ms. Roy, and Ms. Thompson for organizing the memorial service for Aaron DuPlissey, and thanked his wife Ms. Sheila McDuff for attending the memorial.

Ms. Liu also talked about taking a year off for LCPL's flagship program One Book One Community. She articulated that the landscape of library usage has evolved, with new models of author engagement emerging in our community. The COVID-19 pandemic has notably impacted attendance at this program, necessitating a reevaluation of its structure and relevance.

Considering these changes, Ms. Liu proposed that LCPL take a year off from the One Book One Community program to allow for a thorough assessment and realignment with community needs. Ms. Liu assured the LBOT that the Irwin Uran Trust Fund will be used only for the One Book One Community program.

#### **V. READING AND APPROVAL OF MINUTES**

Chair Mercer requested a motion to approve the minutes. Trustee Daly moved to approve the July 17, 2024 LBOT Meeting minutes. Vice Chair Boyajian seconded the motion.

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

#### **VI. AGENDA CHANGES**

There were no agenda changes.

## VII. REPORTS

Finance and Budget Division Manager Nan Paek presented an annual budget report for FY 2024, FY2025 and FY 2026. The report was received by the LBOT Secretary and placed on file. The printed report was shared with the Trustees at the meeting.

## VIII. DIRECTOR'S REPORT

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

## IX. COMMITTEE REPORTS

Chair Mercer updated the LBOT about the status of the various committees:

**Nomination Committee:** There were no updates noted.

**Board Evaluation Committee:** There were no updates noted.

**Governance Committee:** Vice Chair Boyajian mentioned that the Governance Committee has an Information Item and an Action Item in the meeting.

**Facilities Planning Committee:** Trustee Gordon shared that the LBOT Facilities Planning Committee attended the Board of Supervisors Fiscal Impact Committee meeting on July 22, 2024 to present LCPL's request for the BOS to change the Library's Capital Facilities Standards from a Planning Subarea Population standard to a Countywide population standard. The Fiscal Impact Committee requested additional data, which the Library staff was able to provide. The Fiscal Impact Committee is scheduled to meet again on September 22, and the LBOT Facilities Planning Committee plans to attend the meeting.

**Executive Committee:** There were no updates noted.

**Budget Committee:** Chair Mercer deferred comments to the FY2024, FY2025 and FY2026 Budget Update (Information Item 1) for discussion.

## X. STRATEGIC PLAN UPDATE

Deputy Director Mike 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.

During the discussion, Chair Mercer proposed the possibility of hiring an external company to assist with the development of a new strategic plan or extending the current plan for a few more years. He recommended the formation of a committee to further examine the options and decide before the end of this year.

## INFORMATION ITEMS

**II 01 FY2024, FY2025 and FY2026 Budget Update**

Director Liu informed the Board that Ms. Paek had covered most of the items in her presentation.

## **II 02 Staffing Update**

Human Resources Administrative Manager Cheryl Granger was on leave. Ms. Liu presented the LCPL staffing update. The update was received by the LBOT Secretary and placed on file.

## **II 03 Annual Review of LBOT By Laws and Rules of Order**

Chair Mercer requested Vice Chair Boyajian to present the By-Laws and Rules of Order.

Vice Chair Boyajian presented a background and read the recommended changes in the LBOT Rules of Order especially focusing on the Section III, item 7.

### **Section III - General Rules Governing Placing Items on the Board Agenda**

#### **Item 7**

**OLD:** When Board packets are prepared, a copy of the agenda and the packet shall be made available for review by the public at the Library Administration Office and on the Library website.

**NEW:** 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.

It was suggested to delete the section for release in the news media.

It was also suggested to share the revised agenda with the Trustees prior to the meeting.

The changes were noted by the secretary and an update was made in the LBOT Rules of Order (attached with the packet).

Ms. Liu noted that LBOT meetings and associated packets are posted on the Library and County websites at least three days prior to the meeting.

## **II 04 LBOT Retreat Date**

Chair Mercer mentioned that traditionally two Board retreats are held during the year, one in the spring and one in the fall. He mentioned that Ms. Nan Carmack, Director of Library Development and Networking at Library of Virginia is available on Saturday November 16<sup>th</sup>, 2024 and she will be able to help facilitate the retreat. He requested the Trustees to suggest agenda items.

## **II 05 FY2026 Resource Requests and Base Budget Requests**

Ms. Liu stated that the LBOT Budget Committee, comprised of the Library's Senior Management Team and Chair Mercer, recommended that the LBOT consider the following Resource Requests in the following priority order for FY2026:

- 1) Assistant Division Manager for Branch Services
- 2) Increase in operating budget due to inflation, loss of Loudoun Library Foundation funding, increased e-circulation, and high costs of e-books and streaming services.

Ms. Liu mentioned that the Assistant Division Manager position was requested for FY2025 but not approved by the BOS. She stated that this position is being requested again this year as a Resource Request, so that the Division Manager for Branch Services would have adequate support for the oversight of ten branches and 85% of LCPL staff.

The request to increase the operating budget might become a Base Budget Request, pending guidance from County Administration. **Base Budget Request** traditionally doesn't need LBOT's approval, however, we are including this request here for the LBOT's information. Ms. Liu mentioned that the amount of the request is still being determined.

Trustee Daly thanked Director Liu about sharing the detailed information.

Trustee Chiles reminded the Board of the Collection Management Services Division Manager Jessica West's presentation in July 2024 on budgetary challenges.

Chair Mercer asked for talking points about the Resource Requests, so that the Trustees could share the information with their Supervisors in a consistent manner, while respecting the authority of the County Administrator. Director Liu said she would provide the talking points after Mr. Hemstreet presents his proposed budget.

Chair Mercer informed everyone that this item will be an Action Item for the LBOT to vote on at the October 16, 2024 LBOT Meeting, before the Resource Requests are submitted to the County Administrator. The County Administrator will be meeting with the Library Director in late October/early November to ask questions about our Resource Requests.

## **II 06 Annual Review of LCPL Policies**

Chair Mercer asked the Trustees to study the LCPL Policies provided in the meeting packet and provide guidance to the library staff.

Vice Chair Boyajian requested to look at the effective date on the policies.

Trustee Crawford inquired if LCPL follows the closing of the Federal Government. Director Liu answered that LCPL weather closing is based on the County Administrator's decision for County's operational status.

Deputy County Administrator Mr. Vincent Jones mentioned that the decision is based on the road conditions in the County.

## **XI. ACTION ITEM**

### **AI 01 Approval of LBOT By Laws and Rules of Order**

Vice Chair moved to adopt the LBOT By-Laws and Rules of Order with the following amendments:

**Rules of Order, Section III - General Rules Governing Placing Items on the Board Agenda**

**Item 3:** copy of the agenda shall be sent to each Trustee prior to each meeting. Striking "at the same time that it is distributed to the news media";

**Item 4.** Revised agendas shall be promptly sent to each Trustee. Striking "and the news media"

Trustee Daly seconded the motion.

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

**AI 02 Approval of LBOT Retreat Date**

Trustee Daly moved to adopt the LBOT Retreat date for Saturday, November 16, 2024. Trustee Gordon seconded the motion.

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

**XII. ADJOURNMENT**

Chair Mercer requested a motion to adjourn the meeting at 8:50 p.m. Trustee Davis moved the motion; Trustee Gordon seconded the motion.

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

Respectfully submitted by,

Adopted by the Board October 2024

*Manisha Adhikari*

Manisha Adhikari

LBOT Secretary

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Monti Mercer

LBOT Chair



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

<b>SUBJECT:</b>	FY2025 and FY2026 Budget Update
<b>CONTACT:</b>	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2025 and FY 2026 budgets.
<b>BACKGROUND:</b>	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

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

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and HR Administrative Manager Cheryl Granger
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: I103 FY2026 Resource Request and Base Budget Request**

<b>SUBJECT:</b>	FY2026 Resource Request and Base Budget Request
<b>CONTACT:</b>	Chair Monti Mercer and Director Chang Liu
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	<p>The Budget Committee, comprised of the Library’s Senior Management Team and Chair Mercer, recommends that the LBOT consider the following Resource Request for FY2026:</p> <p style="padding-left: 40px;">1) Assistant Division Manager for Branch Services</p> <p>The Assistant Division Manager position was requested for FY2025 but not approved by the BOS. We are requesting this position again this year, so that the Division Manager for Branch Services would have adequate support for the oversight of ten branches and 85% of LCPL staff.</p> <p>For the Trustees’ information, we are also submitting a base budget increase request, which doesn’t need the LBOT’s approval, to the County Administration. This Base Budget Increase Request is in the amount of \$285,000 to cover operational cost increases due to inflation, the loss of financial support from Loudoun Library Foundation, the high usage of e-library materials; and the unique pricing structure of e-library materials.</p> <p>\$245,000 of the Base Budget Increase would go to the Collections budget. We actually need more than a \$245,000 increase for the Collections budget, but since we have proffer money this year, we’ll supplement the Collections budget with additional proffer money and State Aid.</p> <p>\$40,000 of the Base Budget Increase would go to the Programming Division, to cover the cost of the annual Summer Reading Program. For over 25 years, Loudoun Library Foundation has underwritten the extremely popular Summer Reading Program where over 15,000 children and adults record the books they read in the summer and learn more about library resources. Unfortunately, due to the lack of storage space, Loudoun Library Foundation has not been able to have used book sales for five years therefore can no longer support the Summer Reading Program.</p>
<b>BACKGROUND</b>	<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</p>

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1103 FY2026 Resource Request and Base Budget Request**

	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.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1104 Information on LBOT Retreat and Meeting**

<b>SUBJECT:</b>	Information on LBOT Retreat and Meeting
<b>CONTACT:</b>	Trustees and Director Chang Liu
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	In the past few years, the LBOT usually held two retreats per year, one in the spring, one in the fall. Chair Mercer had suggested November 16, 2024 at Library Administration Building. The agenda will be finalized. It is proposed to cancel the LBOT Meeting on November 20, 2024. The required essential items will be addressed during the October 16, 2024 meeting or LBOT Retreat on November 16, 2024.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1105 Calendar Year 2025 LBOT Meeting Schedule**

<b>SUBJECT:</b>	Calendar Year 2025 LBOT Meeting Schedule
<b>CONTACT:</b>	Director Chang Liu and Deputy Director Mike VanCampen
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	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.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	Calendar Year 2025 LBOT Meeting Schedule
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



## 2025 Library Board of Trustees Meeting & Report Schedule

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

<b>DATE</b>	<b>Branch or Division / Support Group</b>
January 15, 2025	Purcellville Library / PLAB
February 19, 2025	Sterling Library / FOSL
March 19, 2025	Ashburn Library / FOAL
April 16, 2025	Technology Services
May 21, 2025	Brambleton Library / FOBL
June 18, 2025 (at Douglass Community Center)	Loudoun Library Foundation (LLF)
July 16, 2025	Cascades Library / Friends Group
August 2025	RECESS
September 17, 2025	Annual Budget Report
October 15, 2025	Gum Spring / FROGS
November 19, 2025	Law Library / Friends Group
December 17, 2025	Communications
DATE TBD	LBOT Retreat

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II06 Calendar Year 2025 LCPL Holiday Schedule**

<b>SUBJECT:</b>	Calendar Year 2025 LCPL Holiday Schedule
<b>CONTACT:</b>	Director Chang Liu and Deputy Director Mike VanCampen
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND</b>	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.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	Calendar Year 2025 LCPL Holiday Schedule
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	



## 2025 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Observed	Library Closed
New Year's Eve / New Year's Day	Tuesday, December 31, 2024 Wednesday, January 1, 2025	Wednesday, January 1, 2025	Wednesday, January 1, 2025
M L King, Jr. Day	3 <sup>rd</sup> Monday in January	Monday, January 20	Monday, January 20
Presidents' Day	3 <sup>rd</sup> Monday in February	Monday, February 17	Monday, February 17
<sup>(1)</sup> Easter Sunday	Sunday, April 20	Not a County Holiday	Sunday, April 20
Memorial Day	Last Monday in May	Monday, May 26	Monday, May 26
Juneteenth	Thursday, June 19	Thursday, June 19	Thursday, June 19
Independence Day	Friday, July 4	Friday, July 4	Friday, July 4
Labor Day	1 <sup>st</sup> Monday in September	Monday, September 1	Monday, September 1
Indigenous Peoples' Day	2 <sup>nd</sup> Monday in October	Monday, October 13	Monday, October 13
Election Day	Tuesday, November 4	Tuesday, November 4	Tuesday, November 4
Veterans Day	November 11	Tuesday, November 11	Tuesday, November 11
Thanksgiving	4 <sup>th</sup> Thursday in November	Wednesday, November 26 <sup>(2)</sup> <b>Close at Noon</b> Thursday, November 27 Friday, November 28	Wednesday, November 26 <sup>(2)</sup> <b>Close at Noon</b> Thursday, November 27 Friday, November 28
Christmas	Wednesday, December 24 Thursday, December 25 Friday, December 26	Wednesday, December 24 <sup>(2)</sup> <b>Close at Noon</b> Thursday, December 25 Friday, December 26	Wednesday, December 24 <sup>(2)</sup> <b>Close at Noon</b> Thursday, December 25 Friday, December 26
New Year's Eve / New Year's Day	Wednesday, December 31, 2025 / Thursday, January 1, 2026	Thursday, January 1, 2025	<b>Wednesday, December 31, 2025 (Close at 5 PM)</b> Thursday, January 1, 2026
<sup>(3)</sup> Floating Holiday	01/01/2025 – 12/31/2026	Upon employee request	Upon employee request

- <sup>(1)</sup> When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.
- <sup>(2)</sup> Half-day holiday - 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.
- <sup>(3)</sup> Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi- per week employees must use 4 hours of "Floating Holiday Pay".)

### Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours 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 to be paid for the hours they physically work.

### Explanation of Pay for Working on County Holidays

- 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 payperiod.
- 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.
- Employees must be in a paid status to receive pay for the holiday. Employees on LWOP are not eligible for holiday pay.

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1107 Annual Review of the LCPL Policies**

<b>SUBJECT:</b>	Annual Review of LCPL Policies
<b>CONTACT:</b>	Chair Monti Mercer and Director Chang Liu
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	The LBOT annually reviews LCPL Policies to make necessary updates and revisions. Trustees and staff need to bring forward suggested revisions for the LBOT's consideration.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LCPL Policies Document was shared during the September 2024 Meeting
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Loudoun County Public Library Policies

Policies are determined by the Library Board of Trustees.

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## **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.

**Effective June 16, 2021**

## 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.

**Effective April 20, 2022**

### 3. Facilities Use

“Facilities” refers to all space occupied or used by LCPL, including the buildings themselves, lobbies, meeting 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 9) and all applicable laws including, but not limited to, the Code of Virginia, the Codified Ordinances of Loudoun County, and any town ordinances for those libraries located within incorporated towns.

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 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 room users must accept and adhere to the Meeting Room 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 room users are not covered by the County of Loudoun's liability insurance.

**Effective June 16, 2021**

## 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

**Effective September 20, 2023**



## 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.

**Effective June 16, 2021**

## 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.



102 North St. NW, Suite A, Leesburg, VA 20176 | 703-777-0368 | [library.loudoun.gov](http://library.loudoun.gov)

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.

**Effective June 16, 2021**

## 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.

**Effective September 21, 2022**

## 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.

**Effective June 16, 2021**

## 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](#).

**Effective June 16, 2021**

## 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.

**Effective June 27, 2024**



## 11. Rules of Conduct

The following rules of conduct are meant to ensure LCPL is a safe and enjoyable environment. Staff has the right to contact the proper authorities and ask customers to leave the library when customers are in violation of the rules. Violation of the rules or any unlawful behavior may result in the loss of library privileges.

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.

The following are prohibited in and on LCPL facilities, property and grounds:

1. Damage, destruction, or theft of LCPL or personal property.
2. Abusive, threatening, or intimidating language.
3. Conduct that disturbs or endangers customers, staff, or volunteers.
4. Conduct that hinders other customers from using library space, equipment, or materials.
5. Conduct that prevents staff from performing their duties. Such behavior includes, but is not limited to, verbal abuse, intimidation, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation.
6. Sleeping.
7. Selling or solicitation, except for designated LCPL-sponsored events.
8. Smoking, including e-cigarettes, or use of tobacco in any form.
9. Open containers of alcoholic beverages.
10. Being under the influence of alcohol or illegal substances.
11. Consuming food or drink that creates a nuisance or disrupts other customers because of odor, garbage, or spills.
12. Leaving bags or personal items unattended.
13. Any use of computers or Internet access that interferes with the activities of LCPL or its network, or is in violation of federal, state, or local laws, including [Virginia Code §18.2-374.1:1](#) (child pornography), [Virginia Code §18.2-372-§18.2-374](#) (obscene materials), or [Virginia Code §18.2-377](#) (obscene materials), or materials deemed harmful to juveniles [Virginia Code §18.2-390](#) is prohibited.

**The following must always be observed:**

14. Appropriate attire, including, but not limited to, shoes and a shirt.
15. Bicycles must be left outside.

**In addition, please be aware:**

16. LCPL is not responsible for personal items that are lost, stolen, or damaged on LCPL premises.
17. Animals are not permitted inside LCPL facilities. Service animals are exceptions.
18. Staff reserves the right to contact the appropriate authorities when children are left unattended, do not observe the Rules of Conduct, or are in distress (see Safe Children, policy 10).
19. Staff may ask any customer to leave when they are in violation of the Rules of Conduct. Staff may contact the appropriate authorities if a customer refuses to leave when asked.

**Effective November 17, 2021**

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

**Effective June 16, 2021**

## **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.

**Effective June 16, 2021**

## 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.

**Effective May 15, 2024**

## **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.

**Effective June 16, 2021**

## **Addendum A**

### **Meeting Room Guidelines**

Available space varies significantly among branches and not all branches can accommodate every need or request. The Branch Manager (or designee) reserves the right to refuse groups the use of meeting rooms whenever, in his/her best judgment, the use does not conform to these guidelines or LCPL policy.

Use of meeting rooms may be permitted under the following conditions:

1. All meetings must be open to the public.
2. No group is permitted to bar others from entering the room unless necessary to comply with fire code capacity limits.
3. Meeting rooms may not be used for parties or personal events.
4. Meeting rooms may be reserved up to 60 days in advance for use by groups of three or more people.
5. Meeting rooms may be reserved up to one day in advance for use by individuals or groups of less than three people.
6. LCPL reserves the right to limit usage to 10 hours per group, per month, throughout the LCPL system.
7. The sale of goods or services, admission fees, and/or solicitation of donations or personal information is prohibited.\*
8. The group or individual booking the meeting room must always provide proper supervision.
9. The authorized representative of the group is responsible for maintaining the condition of the meeting room and must report to staff any damage to the room or its contents.
10. The group or individual is responsible for setup and cleanup of the room and furniture. Appropriate time before and after the meeting for these purposes should be included in the booking time.
11. The name, address and/or phone number of LCPL facilities may not be used as the official address of any group, nor may any non-LCPL group using facilities publicize its activities in such a way as to imply LCPL sponsorship.
12. If publicity for the meeting includes an LCPL address, the group must add, "This meeting is not sponsored by Loudoun County Public Library," to any printed or online announcements.
13. Meeting rooms are available during normal operating hours. Individuals or groups engaged in official government business for federal, state, county or town governments may use the meeting rooms at other times as authorized by the Branch Manager.
14. In the case of closures due to weather or other unforeseen circumstances, LCPL will make every effort to contact via email the individuals who reserved meeting rooms.



Individuals are responsible for notifying meeting attendees of cancellation due to closures. During severe weather events, please call the branch or check [library.loudoun.gov](http://library.loudoun.gov) for operating status updates.

15. Meeting room users are not covered by the County of Loudoun's liability insurance.

*\*Only LCPL-sponsored presenters, support groups, and local or federal government groups either sponsoring or co-sponsoring a program may charge an admission fee or sell a product.*

## **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](http://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**  
**ACTION ITEM SUMMARY: AI01 Approval of FY 2026 Resource Request and Base Budget Request**

<b>SUBJECT:</b>	Approval of FY 2026 Resource Request and Base Budget Request
<b>CONTACT:</b>	Chair Monti Mercer, and Director Chang Liu
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	The LBOT Budget Committee recommends the approval by the LBOT for the following Resource Request: Assistant Division Manager for Branch Services.
<b>BACKGROUND</b>	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.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to approve the LCPL’s FY 2026 Resource Request Or I move to approve the LCPL’s FY 2026 Resource Request with the following changes.
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: AI02 Canceling the November 20, 2024 LBOT Meeting**

<b>SUBJECT:</b>	Canceling the November 20, 2024 LBOT Meeting
<b>CONTACT:</b>	Chair Monti Mercer and Director Chang Liu
<b>ACTION DATE:</b>	October 16, 2024
<b>RECOMMENDATION:</b>	Since the LBOT Retreat is scheduled for November 16, 2024, Chair Mercer and Director Liu recommend the cancellation of the November 20, 2024 LBOT meeting.
<b>BACKGROUND</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to cancel the LBOT meeting currently scheduled for November 20, 2024
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Trust Funds Holdings

9/30/2024

<b>Irwin Uran Trust Fund</b>	<b>\$ 94,131.15</b>	LGIP*	5.402%		
<b>Symington Trust Fund</b>	<b>\$ 102,963.05</b>	LGIP*	5.402%		
		CD**	Trade Date	Maturity	Yield
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20	03/18/25	1.250%
	<b>\$ 990,312.07</b>	<i>Bank of Charles Town</i>	02/26/24	02/26/27	4.710%
	<b>\$ 1,014,309.35</b>	<i>Bank of Charles Town</i>	03/23/23	03/23/28	4.190%
	<b>\$ 990,728.97</b>	<i>Bank of Charles Town</i>	03/31/24	03/31/29	4.490%
	<b>\$ 905,059.01</b>	<i>John Marshall Bank</i>	03/31/21	03/31/26	0.750%
<b>Symington Total</b>	<b>\$ 4,853,625.76</b>				
<b>James Horton Trust Fund</b>	<b>\$ 34,027.34</b>	LGIP*	5.402%		

\*LGIP balances available for expenses

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

**Irwin Uran Trust Fund  
Fund 1220  
FY25**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 418.89	\$ 93,299.25	5.412%
<b>August</b>	\$ 93,299.25	\$ -	\$ -	\$ -	\$ 93,299.25	\$ 420.00	\$ 93,719.25	5.402%
<b>September</b>	\$ 93,719.25	\$ -	\$ -	\$ -	\$ 93,719.25	\$ 411.90	\$ 94,131.15	5.274%
<b>October</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>November</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>December</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>January</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>February</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 1,250.79	\$ 94,131.15	

\*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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%
<b>Total FY</b>	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 1,288.42	\$ -	\$ 4,853,625.76	

\*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

<b>\$ 905,059.01</b>		<i>John Marshall Bank</i>	3/31/2021	3/31/2026	0.750%
<b>\$ 850,253.31</b>		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.242%
<b>\$ 990,312.07</b>		<i>Bank of Charles Town</i>	2/26/2024	2/26/2027	4.710%
<b>\$ 1,014,309.35</b>		<i>Bank of Charles Town</i>	3/23/2023	3/23/2028	4.190%
<b>\$ 996,728.97</b>		<i>Bank of Charles Town</i>	3/31/2024	3/31/2029	4.490%
<b>\$ 4,756,662.71</b>					



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

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Month Adjustment</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 151.42	\$ 33,726.61	5.412%
<b>August</b>	\$ 33,726.61	\$ -	\$ -	\$ -	\$ 33,726.61	\$ 151.83	\$ 33,878.44	5.402%
<b>September</b>	\$ 33,878.44	\$ -	\$ -	\$ -	\$ 33,878.44	\$ 148.90	\$ 34,027.34	5.274%
<b>October</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>November</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>December</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>January</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>February</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>March</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>April</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>May</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>June</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 452.15	\$ 34,027.34	

\*Interest Earnings Based On Average LGIP Rate For the Month