

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting February 11, 2026

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

January 21, 2026 LBOT Meeting

AGENDA CHANGES

REPORTS

Director's Report:

Committee Reports:

Strategic Plan Update:

Deputy Director Mike Van Campen

LBOT Chair Monti Mercer

Deputy Director Mike Van Campen

INFORMATION ITEM:

II 01 FY2026 and FY2027 Budget Update

II 02 Staffing Update

II 03 Annual Review of LCPL Policies

II 04 Library Board of Trustees Awards in Recognition of LCPL Staff

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: February 11, 2026 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 571-335-3714. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes

January 21, 2026

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, January 21, 2026, at 7:00 p.m. The Chair and Secretary were present.

| | |
|----------------|---|
| Present | Monti Mercer, Chair Kate Gordon, Vice Chair Alana Boyajian Kara Chiles Stacy Cleveland Jennifer Crawford Mary Colucci Erika Daly Kathy Ellen Davis Chang Liu, Director |
| Absent | None |

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

Ms. Samantha Wall made a public comment.

III. BOARD COMMENT

Chair Monti Mercer invited Trustees to offer remarks during the Board Comment portion of the meeting. Trustees extended New Year's greetings to staff, congratulated LCPL on the development of the new Strategic Plan, and offered best wishes to Susan VanEpps, Programming Division Manager, on her retirement. Trustees expressed optimism for the year ahead.

IV. DIRECTOR'S COMMENT

Director Liu extended New Year's greetings to all in attendance and reported that the LBOT trust fund had reached \$2,500. She provided an update on the LBOT Facilities Planning Committee and the LBOT Budget Committee timeline, noting that discussions about the FY2028 budget will begin earlier than usual, most likely around May 2026.

Director Liu also reviewed the Personnel Agreement between the Library Board of Trustees and the Loudoun County Board of Supervisors.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the December 21, 2025 LBOT meeting minutes.

Vice Chair Gordon moved to approve December 21, 2025, LBOT meeting minutes. Trustee Cleveland seconded the motion.

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

VI. AGENDA CHANGES

There were no agenda changes.

VII. REPORTS

Branch Manager Gregory Bowman presented the Lovettsville Library report.

The report was shared with the Trustees via email and placed on file by the LBOT Secretary.

VIII. DIRECTOR'S REPORT

Director Liu presented the highlights from the Director's report for December 2025. The report was received and placed on file.

IX. COMMITTEE REPORTS

Chair Mercer invited the committee members to present updates.

Executive Committee: Chair Mercer reported that the Board will not hold a Trustee retreat in the spring. Instead, a joint meeting with LCPL support groups will be planned.

Advocacy Committee: Chair Mercer stated that an LBOT Advocacy Committee has been established for calendar year 2026, with Trustees Daly and Davis serving as members, as previously noted during the December 2025 LBOT meeting. He explained that the purpose of the committee is to raise awareness and support for the library by sharing its story, engaging stakeholders, and building community partnerships. The committee will work with LCPL support groups, such as the Loudoun Library Foundation, Friends Groups, and Advisory Boards, to strengthen financial sustainability and ensure alignment with the Library's mission. The importance of clear, ongoing communication among key stakeholders throughout the year was emphasized.

Board Evaluation Committee: There was no update from Trustees Chiles and Colucci.

Budget Committee: Chair Mercer informed the Board that he and Trustee Crawford would defer the Budget Committee discussion to Information Item 1: FY2026 and FY2027 Budget Update.

Facilities Planning Committee: Chair Mercer invited Trustees Gordon and Davis to provide updates. Ms. Gordon reported that the BOS FGOEDC (Finance and Government Operations and Economic Development Committee) would be meeting on February 24 and March 4th.

Governance Committee: Trustee Boyajian reported on House Bill 236 and noted that the committee is monitoring the legislation.

Nomination Committee: The committee remains inactive. There were no updates from

Trustee Boyajian.

Strategic Planning Committee: The comments were deferred to Strategic Plan updates by Deputy Director Mike Van Campen. Trustees Chiles and Colucci had no updates.

STRATEGIC PLAN UPDATE

Deputy Director Van Campen presented the Strategic Plan Update in a new format for January 2026. The report was included in the Board packet for the Trustees. Mr. Van Campen reminded the Board that the new strategic Plan (2026 - 2029) is a one-page document. The LBOT Secretary received the update and placed it on file for future reference.

XI. INFORMATION ITEMS

II 01 FY2026 and FY2027 Budget Update

Finance and Budget Manager Nan Paek provided the financial report for the first two quarters of FY2026. The report was received by the LBOT and LBOT Secretary and placed on file for future reference.

II 02 Staffing Update

HR Program Manager Cheryl Granger presented the staffing update as included in the LBOT packet. The report was received by the LBOT Secretary and placed on file.

II 03 Annual Review of LCPL Policies

Chair Mercer and Director Liu mentioned that there are no updates related to the LCPL Policies.

ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 8:43 p.m. Vice Chair Gordon made the motion, and Trustee Chiles seconded the motion.

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

Respectfully submitted by,

Adopted by the Board, February 2026

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Monti Mercer
LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 FY 2026 and FY2027 Budget Update

| | |
|------------------------|--|
| SUBJECT: | FY2026 and FY2027 Budget Update |
| CONTACT: | LCPL Deputy Director Mike Van Campen and Finance and Budget Manager Nan Paek |
| ACTION DATE: | February 11, 2026 |
| RECOMMENDATION: | Finance and Budget Manager Nan Paek will provide an update on the Library's FY2026 and FY2027 budgets. |
| BACKGROUND: | Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: **II02 Staffing Update**

| | |
|------------------------|---|
| SUBJECT: | Staffing Update |
| CONTACT: | Deputy Director Mike Van Campen and HR Program Manager Cheryl Granger |
| ACTION DATE: | February 11, 2026 |
| RECOMMENDATION: | HR Program Manager Cheryl Granger will provide an update on the Library's staffing situation. |
| BACKGROUND: | Director Liu and HR Program Manager Granger periodically update the LBOT on the Library's staffing situation. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | Staffing update |
| NOTES: | |
| ACTION TAKEN: | |

Library Board of Trustees Meeting Packet – Information Item II Attachment

Staffing Update- February 2026

New Hires/Folks joining us this month

Julia Fabian- FT Circulation Services Library Assistant, RUST (2/26)

Promotions/ Hours Increase

Jason Bruno- Assistant Branch Manager, BRM (2/26)

Acting Appointments

Linda Raditz- Acting Head of Adult Services, GUM

Currently Posted/To Be Posted

Division Manager-Programming, ADMIN
Branch Manager, RUST
Collection Development Librarian, ADMIN
PT Makerspace Assistant, BRM

Recently Closed

PT Adult Services Library Assistant, PUR

Currently Interviewing

Children's Services Librarian, LOV
PT Circulation Services Library Assistant, BRM

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II03 Annual Review of LCPL Policies

| | |
|------------------------|---|
| SUBJECT: | Annual Review of LCPL Policies |
| CONTACT: | Chair Monti Mercer and Director Chang Liu |
| ACTION DATE: | February 11, 2026 |
| RECOMMENDATION: | |
| BACKGROUND: | The LBOT reviews LCPL policies annually to make necessary updates and revisions. Trustees and staff need to bring forward suggested revisions for the LBOT's consideration. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 Library Board of Trustees Awards in
Recognition of LCPL Staff

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|------------------------|--|
| SUBJECT: | Library Board of Trustees Awards in Recognition of LCPL Staff |
| CONTACT: | Chair Monti Mercer and Deputy Director Mike Van Campen |
| ACTION DATE: | February 11, 2026 |
| RECOMMENDATION: | This Information Item is for any questions the Trustees and staff might have about the LBOT Awards program. Chair Mercer will announce the award program to all Library staff, seeking nominations. The LBOT will review the nominations and determine the winners of all five awards in a closed session at the May 20, 2026, meeting. The LBOT award ceremony will be held during the LBOT meeting on June 17, 2026. |
| BACKGROUND: | In February 2023, the LBOT established the LBOT Mission and Newcomer Awards to recognize outstanding LCPL staff whose work especially exemplifies the Mission of LCPL, which is to Inspire, Inform, Innovate and Welcome all. There are five awards: one for each of the four components of the Mission statement, and a Newcomer Award for a new staff member. |
| ISSUES: | |
| FISCAL IMPACT: | The Loudoun Library Foundation will underwrite this program through a grant. |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Library Trust Funds Holdings

1/31/2025

| | | | |
|--------------------------------|------------------------|-----------------------------|---------------------------|
| Irwin Uran Trust Fund | \$ 99,799.91 | LGIP* | 3.826% |
| Symington Trust Fund | \$ 102,802.39 | LGIP* | 3.826% |
| | | CD** | Trade Date Maturity Yield |
| | \$ 904,757.79 | <i>FVC Bank</i> | 03/18/25 03/18/30 4.057% |
| | \$ 990,312.07 | <i>Bank of Charles Town</i> | 02/26/24 02/26/27 4.710% |
| | \$ 1,014,309.35 | <i>Bank of Charles Town</i> | 03/23/23 03/23/28 4.190% |
| | \$ 996,728.97 | <i>Bank of Charles Town</i> | 03/31/24 03/31/29 4.490% |
| | \$ 929,687.51 | <i>John Marshall Bank</i> | 04/22/25 04/22/30 4.090% |
| Symington Total | \$ 4,938,598.08 | | |
| James Horton Trust Fund | \$ 39,537.03 | LGIP* | 3.826% |

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY26**

| Month | Beginning Balance | Prior Mo Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|------------------|--------------------------|----------------------------|----------------------------|-----------------|--|-------------------------|---------------------------------------|--------------------------|
| July | \$ 97,402.69 | \$ - | \$ - | \$ - | \$ 97,402.69 | \$ 358.04 | \$ 97,760.73 | 4.411% |
| August | \$ 97,760.73 | \$ - | \$ - | \$ - | \$ 97,760.73 | \$ 359.43 | \$ 98,120.16 | 4.412% |
| September | \$ 98,120.16 | \$ - | \$ - | \$ - | \$ 98,120.16 | \$ 356.34 | \$ 98,476.50 | 4.358% |
| October | \$ 98,476.50 | \$ - | \$ - | \$ - | \$ 98,476.50 | \$ 347.62 | \$ 98,824.12 | 4.236% |
| November | \$ 98,824.12 | \$ - | \$ - | \$ - | \$ 98,824.12 | \$ 335.43 | \$ 99,159.55 | 4.073% |
| December | \$ 99,159.55 | \$ - | \$ - | \$ - | \$ 99,159.55 | \$ 323.18 | \$ 99,482.73 | 3.911% |
| January | \$ 99,482.73 | \$ - | \$ - | \$ - | \$ 99,482.73 | \$ 317.18 | \$ 99,799.91 | 3.826% |
| February | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 97,402.69 | \$ - | \$ - | \$ - | \$ 97,402.69 | \$ 2,397.22 | \$ 99,799.91 | |

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY26**

| Month | Beginning Balance | Prior Month Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|------------------|--------------------------|-------------------------------|----------------------------|-----------------|--|-------------------------|---------------------------------------|--------------------------|
| July | \$ 37,382.52 | \$ - | \$ - | \$ - | \$ 37,382.52 | \$ 137.41 | \$ 37,519.93 | 4.411% |
| August | \$ 37,519.93 | \$ - | \$ - | \$ - | \$ 37,519.93 | \$ 137.95 | \$ 37,657.88 | 4.412% |
| September | \$ 37,657.88 | \$ - | \$ 2,200.00 | \$ - | \$ 39,857.88 | \$ 144.75 | \$ 40,002.63 | 4.358% |
| October | \$ 40,002.63 | \$ - | \$ - | \$ - | \$ 40,002.63 | \$ 141.21 | \$ 40,143.84 | 4.236% |
| November | \$ 40,143.84 | \$ - | \$ - | \$ - | \$ 40,143.84 | \$ 136.25 | \$ 40,280.09 | 4.073% |
| December | \$ 40,280.09 | \$ - | \$ - | \$ - | \$ 40,280.09 | \$ 131.28 | \$ 40,411.37 | 3.911% |
| January | \$ 40,411.37 | \$ - | \$ - | \$ 1,000.00 | \$ 39,411.37 | \$ 125.66 | \$ 39,537.03 | 3.826% |
| February | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 37,382.52 | \$ - | \$ 2,200.00 | \$ 1,000.00 | \$ 38,582.52 | \$ 954.51 | \$ 39,537.03 | |

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY26**

| 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 | \$ 4,936,128.73 | \$ - | \$ - | \$ - | \$ 4,936,128.73 | \$ 368.81 | \$ - | \$ 4,936,497.54 | 4.411% |
| August | \$ 4,936,497.54 | \$ - | \$ - | \$ - | \$ 4,936,497.54 | \$ 370.25 | \$ - | \$ 4,936,867.79 | 4.412% |
| September | \$ 4,936,867.79 | \$ - | \$ - | \$ - | \$ 4,936,867.79 | \$ 367.06 | \$ - | \$ 4,937,234.85 | 4.358% |
| October | \$ 4,937,234.85 | \$ - | \$ - | \$ - | \$ 4,937,234.85 | \$ 358.08 | \$ - | \$ 4,937,592.93 | 4.236% |
| November | \$ 4,937,592.93 | \$ - | \$ - | \$ - | \$ 4,937,592.93 | \$ 345.52 | \$ - | \$ 4,937,938.45 | 4.073% |
| December | \$ 4,937,938.45 | \$ - | \$ - | \$ - | \$ 4,937,938.45 | \$ 332.90 | \$ - | \$ 4,938,271.35 | 3.911% |
| January | \$ 4,938,271.35 | \$ - | \$ - | \$ - | \$ 4,938,271.35 | \$ 326.73 | \$ - | \$ 4,938,598.08 | 3.826% |
| February | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| March | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 4,936,128.73 | \$ - | \$ - | \$ - | \$ 4,936,128.73 | \$ 2,469.35 | \$ - | \$ 4,938,598.08 | |

*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

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