

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting July 15, 2026

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

June 17, 2026 LBOT Meeting

AGENDA CHANGES

REPORTS

Director's Report:

Director Chang Liu

Committee Reports:

LBOT Chair Monti Mercer

INFORMATION ITEM:

II 01 FY2026 and FY2027 Budget Update

II 02 Staffing Update

II 03 Board Self-Evaluation Form

II 04 EV Charging Stations at Rust Library

II 05 Annual Review of LBOT By-Laws and Rules of Order

II 06 LBOT Retreat Date

II 07 "LCPL Culture & Leadership Awards", presented by the LBOT

ACTION ITEM:

AI 01 Approval of EV Charging Stations at Rust Library

AI 02 Approval of LBOT Retreat Date

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: July 15, 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

June 17, 2026

The Library Board of Trustees convened at the Douglass Community Center at 6:00 p.m. on Wednesday, June 17, 2026, for the LCPL Culture and Leadership Awards Ceremony. Library Board of Trustees Chair Monti Mercer led the awards presentation. Nearly 100 attendees, including library staff and their families, were present. The following staff members were recognized by the Library Board of Trustees with the LCPL Culture and Leadership Awards:

- **Community Impact Award:** Susann Engelhardt (Lovettsville Library)
- **Excellence in Service Award:** Deirdre Downs (Brambleton Library)
- **Inclusion and Belonging Award:** Morgan Fry (Gum Spring Library)
- **Innovation Award:** Jina Williams (Brambleton Library)
- **DuPlissey Leadership Award:** Allyson Frick (Gum Spring Library)

The Library Board of Trustees (LBOT) met at the Conference Room at the Douglass Community Center in Leesburg on Wednesday, June 17, 2026, at 7:06 p.m. LBOT 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 7:06 p.m. and requested a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Mercer invited Trustees to share their comments. Trustees expressed appreciation for the awards ceremony and the range of library programs available to

the community. Trustee Davis extended well-wishes to staff for the launch of the Summer Reading Program. Trustee Colucci also noted that many programs are recorded and available for later viewing. Vice Chair Gordon congratulated all staff members who received awards this year and all who were nominated. Chair Mercer thanked Trustee Boyajian for her service to the LBOT and hoped they would keep in touch after her term ended on June 30, 2026.

IV. DIRECTOR'S COMMENT

Director Chang Liu thanked Trustee Boyajian for her service on the Board and shared that she had greatly enjoyed working with her over the years. Ms. Liu also expressed appreciation to Loudoun Library Foundation President Drew Zenowich for the Foundation's financial support of the awards presented to each recipient.

Chair Mercer then invited Acting Deputy County Administrator George Govan to offer comments. Mr. Govan provided a brief overview of his more than 30-year career in the military and federal government. He expressed his appreciation for the awards ceremony, noting that he had attended many recognition events throughout his career and found the LCPL ceremony especially meaningful. He commended the personal and heartfelt nature of the event, particularly the way Trustees highlighted the nominees and their accomplishments. Mr. Govan remarked that the ceremony was well-organized and created a memorable experience for both staff and attendees.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve May 20, 2026, LBOT meeting minutes. Vice Chair Gordon made the motion. Trustee Daly seconded the motion.

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

VI. AGENDA CHANGES

There were no agenda changes.

VII. REPORTS

Loudoun Library Foundation President Drew Zenowich presented the Foundation's annual report. He presented the updates on LLF Board changes, fundraising challenges, grant allocations, and long-term financial planning. Trustees offered thoughtful questions and suggestions as LLF considers its next steps.

VIII. DIRECTOR'S REPORT

Director Chang Liu presented highlights from the Director's May 2026 report. 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 Executive Committee discussed succession planning. He noted that Ms. Jessica Lewis will join the Board in July as the new representative for the Little River District, replacing Trustee Boyajian. The Committee also discussed the status of Trustee Erika Daly's reappointment, which had not yet been finalized by the Board of Supervisors. Trustees discussed efforts to encourage a timely decision regarding the appointment process. Chair Mercer further reported that planning for the fall Board retreat had begun. Preliminary topics under consideration include the Library Board of Trustees' role and strategy, library safety, communications and advocacy initiatives, and strategic planning.

Advocacy Committee: Trustees Daly and Davis reported that there were no updates.

Board Evaluation Committee: Chair Mercer invited Trustees Chiles and Colucci to present the report. Ms. Chiles mentioned that the committee will bring the Board Evaluation Form as an information item in July.

Governance Committee: Chair Mercer reported that the committee, consisting of Trustees Boyajian and Davis, had no major updates.

Nomination Committee: The discussion was deferred to Information Item #3. Trustee Boyajian informed the Board that two nominations had been received: Monti Mercer for Chair and Kate Gordon for Vice Chair.

Strategic Planning Committee: Chair Mercer noted that the committee's comments would be addressed during the Strategic Plan Update. Trustees Chiles and Colucci reported no additional updates.

Budget Committee: Chair Mercer invited Trustee Crawford to present the report. There were no updates, and the report was deferred to Information Item #1.

Facilities Planning Committee: Chair Mercer invited Vice Chair Gordon to present the report. There were no updates.

X. STRATEGIC PLAN UPDATE

Deputy Director Van Campen presented the June 2026 Strategic Plan Work Plan and Quarterly Report. The documents were received by the LBOT Secretary and placed on file.

XI. INFORMATION ITEMS

II 01 FY2026 and FY2027 Budget Update

Finance and Budget Manager Nan Paek presented the financial report for the period of July 2025 through May 2026. She also updated the Trustees on the implementation of Oracle Fusion, the new financial system. She reported that the Finance team is prepared to transition into FY 2027 using the new system. The report was received by the LBOT Secretary and placed on file for future reference.

II 02 Staffing Update

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

II 03 LBOT Chair and Vice Chair Nomination

Trustee Boyajian informed the Board that two nominations had been received: Monti Mercer for Chair and Kate Gordon for Vice Chair. She noted that the election would take place under Action Item #1 and invited any additional nominations from the floor at that time. There were no other nominations.

II 04 EV Charging Stations at Rust Library

Project Management Specialist Ryan Pagala was on leave. Chair Mercer asked Director Liu to present the proposed plan. Ms. Liu presented the information Item details for the EV charging stations at the Rust Library.

XII. ACTION ITEM:

AI 01 Election of LBOT Chair and Vice Chair

Trustee Alana Boyajian presented the two nominations: Dulles District Trustee Monti Mercer for Chair and Catoctin Trustee Kate Gordon for Vice Chair.

Trustee Boyajian made the motion, and Trustee Colucci seconded it.

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

AI 02 Approval of EV Charging Stations at Rust Library

After some discussions, it was decided to table the voting for the July LBOT meeting. Vice Chair Gordon made the motion, and Trustee Davis seconded it.

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

CLOSED SESSION:

Motion for Convening Closed Session:

I move that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia. The purpose of the Closed Session is for:

- Performance Review and salary of a specific LBOT employee

Chair Mercer requested a motion to go into closed session.

Trustee Davis seconded the motion.

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

Motion to Adjourn Closed Session:

I move that the Closed Session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session.

Chair Mercer requested a motion to adjourn the closed session.

Chair Mercer made the motion, and Trustee Chiles seconded it.

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

Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 17th day of June, 2026, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(*Any member of the public body who believes that there was a departure from the requirements of clauses (1) and (2) shall so state before the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.)

Motion to Certify Closed Session:

I move that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Chair Mercer made a motion to certify the closed session, and Trustee Cleveland seconded it.

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

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711 (B)

Vice Chair Gordon read the motion stating that Library Director Ms. Chang Liu received a satisfactory performance rating from the Board and would be awarded a 4.25% salary increase, effective July 2026. Trustee Cleveland seconded the motion.

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

XIII. ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 9:35 p.m.
Trustee Boyajian made the motion, and Trustee Daly seconded the motion.

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

Respectfully submitted by,

Adopted by the Board, July 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 Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	July 15, 2026
RECOMMENDATION:	Finance and Budget Manager Nan Paek and LCPL Director Chang Liu 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:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	July 15, 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- July 2026

New Hires/Folks Joining us this month

Idil Omar, GUM PT Circulation Services Library Asst.

Promotions

Jason Bruno, RUST Branch Manager (7/16)

Transfers

Bethany Hawkins, BRM FT Adult Services Library Asst. to BRM Circulation Services Library Asst.- BRM 7/30

Sarah Morgan, BRM PT Teen Services Library Asst. to PUR PT Youth Services Library Asst.- 7/30

Departures

Lorna Howard, PT Youth Services Library Asst.- PUR (7/2)

Craig Chambers, PT Courier- ADMIN (6/24)

Currently Posted/To Be Posted

FT Adult Services Library Asst., BRM

Recently Closed

PT Library Asst.- LAW (closed 7/3)

Library Courier - ADMIN (closed 7/2)

Currently Interviewing

Teen Services Librarian, STR

Assistant Branch Manager, RUST

Head of Children's Services, BRM

PT Adult Services Library Asst., STR

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II03 Board Self-Evaluation Form

SUBJECT:	Board Self-Evaluation Form
CONTACT:	Trustee Mary Colucci and Trustee Kara Chiles
ACTION DATE:	July 15, 2026
RECOMMENDATION:	The Board Evaluation Committee will present an updated Board Self-Evaluation Form. The Trustees are welcome to ask questions and provide comments.
BACKGROUND:	The form was presented to the Board during February 19, 2025 and March 16, 2025 meetings and the Trustees voted on April 16, 2025 LBOT meeting to approve the Board Self-Evaluation form.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Board Self-Evaluation Form approved on April 16, 2025
NOTES:	
ACTION TAKEN:	

LBOT BOARD SELF-EVALUATION

Approved by LBOT on April 16, 2025

LBOT engages in an annual evaluation of its performance, following the model set by the Virginia Public Library Trust. The goal of this process is to examine strengths and weaknesses across five areas: Preparedness, Process and Performance, Self Reflection, Board Reflection and Planning for the Future. The results of this self-evaluation will be used to assess the board's performance in its mission and identify areas for improved alignment and results.

Please rate performance measures using this 3-point scale:

1 = Improvement needed, 2 = Meets expectation, 3 = Exceeds Expectation

After the scoring section, board members will have space to provide comments on performance and areas for improvement.

1. Board Preparedness			
Conducts a standardized orientation for new board members, including tours of all branches.	1	2	3
Integrates new board members into the team as quickly as possible	1	2	3
Provides opportunities for learning and membership in professional organizations	1	2	3
Provides annual board development activities such as a retreat for all board members	1	2	3
Performs an annual self-evaluation of board	1	2	3
Provides all members with the mission statement, bylaws, strategic plan, library laws and other important documents of the library system	1	2	3

2. Process and Performance			
Uses time wisely and concisely, convenes and adjourns on time	1	2	3
Provides a consistent meeting space equipped to conduct business as a public meeting	1	2	3
Reviews monthly director's report	1	2	3
Board chairperson leads the meetings	1	2	3
Follows a prepared agenda	1	2	3

Ensures the board has enough information to make decisions	1	2	3
Works for consensus rather than fighting for a majority	1	2	3
Discusses issues cordially, avoiding personal attack	1	2	3
Follows a business-like system of parliamentary rules	1	2	3
Includes the library director as a resource for all deliberations	1	2	3
Confines discussion to policy issues, avoids management issues	1	2	3
Allows and/or encourages all board members to participate in discussion and doesn't let one or two dominate	1	2	3
Maintains sufficient board representation to conduct a meeting	1	2	3
Records meeting minutes and appropriately shared with the public in a timely manner	1	2	3

3. Self-Reflection: Individual Member

Attend 90% of board and committee meetings to which I'm assigned	1	2	3
Come to meetings on time and prepared	1	2	3
Feel free to express dissenting viewpoints	1	2	3
Leave meetings with a feeling of accomplishment	1	2	3
See myself as part of a team effort	1	2	3
Feel that I can act as advocate for the library	1	2	3
Know my responsibilities as a board member of the library	1	2	3
Strive to exercise authority only during official meetings	1	2	3
Feel that I can represent the broad interest of the library and all constituents, not my special interests	1	2	3

4. Board Reflection: Board as a Team

Attend at least 90% of board and committee meetings to which they're assigned	1	2	3
Comes to meetings on time and prepared	1	2	3

Leave meetings with a feeling of accomplishment	1	2	3
See themselves as part of a team effort	1	2	3
Act as advocates for the library	1	2	3
Know their responsibilities as a board of the library	1	2	3
Attempt to exercise authority only during official meetings of the board	1	2	3
Represent the broad interest of the library and all constituents, not any special interests	1	2	3
Understand that the most effective way to govern is to delegate management to the director	1	2	3

5. Planning for the Future			
Annually reviews and approves the mission statement and bylaws	1	2	3
Annually reviews progress toward the long-range strategic plan and modifying the long-range plan	1	2	3
Has board committees that are effective and efficient	1	2	3
Operates from opportunity rather than crisis to crisis	1	2	3

Congrats! You're done with this section.

In the next section you'll be asked to reflect on your responses here and share comments, ideas and suggestions based on your experiences on the board this year.

Open-Ended Responses

Please provide any details, comments or suggestions based on your ratings above or experiences.

1. In which of the categories above does the board show the most strength?

2. In which of the categories above does the board need most improvement?

3. What is a topic you would like to see the board take on during its next retreat?

4. What is one thing you think this board could do to improve the library system?

5. Something we didn't cover that's on your mind? Share it here!

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 EV Charging Stations at Rust Library

SUBJECT:	EV Charging Stations at Rust Library
CONTACT:	Director Chang Liu and Project Management Specialist Ryan Pagala
ACTION DATE:	July 15, 2026
RECOMMENDATION:	Project Management Specialist Ryan Pagala and Director Liu will provide background information on potential EV charging stations at Rust Library.
BACKGROUND:	Loudoun County's Department of General Services(DGS) is looking for more sites to install EV charging stations, and they have identified Rust Library as one of the potential sites. Since the County and the LBOT jointly own the Rust Library, the LBOT would need to sign off on this if the County confirms that the Rust Library will be a future site. DGS's current proposal might take up five (5) parking spots in the Rust-owned Old Waterford Road parking lot. This would allow for one dual-charging and two single-charging stations to accommodate ADA. The current total parking spots on the Old Waterford side is 60 (not including 2 handicapped and 2 County vehicle spots), so we would lose approximately 8% of the parking spots on this side of the library. However, the shared Ida Lee parking lot side of Rust Library has an additional 86 parking spots (plus 4 handicapped). Please note that the Town of Leesburg owns the parking lot on the Ida Lee Recreation Center side. The vote to approve the EV Charging Stations at Rust Library was brought forward as Action Item #2 during the June 17, 2026 LBOT meeting and deferred to a future date.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 Annual Review of the LBOT By-Laws and Rules of Order

SUBJECT:	Annual Review of LBOT By-Laws and Rules of Order
CONTACT:	Chair Monti Mercer and Vice Chair Kate Gordon
ACTION DATE:	July 15, 2026
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews the LBOT By-Laws and Rules of Order to make necessary updates and revisions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LBOT By-Laws and Rules of Order approved on 10/15/2025
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
BY-LAWS

Revised and Approved 9/18/2024 and 10/15/2025

TABLE OF CONTENTS

ARTICLE I:	Name	2
ARTICLE II:	Terms of Membership	2
ARTICLE III:	Conflict of Interest	2
ARTICLE IV:	Officers	2
ARTICLE V:	Meetings	3
ARTICLE VI:	Library Director	3
ARTICLE VII:	Committees	3
ARTICLE VIII:	General	4
ARTICLE IX:	General duties of the Library Board	4

Loudoun County Public Library Board of Trustees

BY-LAWS

ARTICLE I: NAME

The name of the Board shall be Loudoun County Public Library Board of Trustees, existing by virtue of the provisions of Code of Virginia 42.1-35 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: TERMS OF MEMBERSHIP

All members of the Board of Trustees shall be appointed for terms of four years by the Loudoun County Board of Supervisors. Terms shall run from July 1 through June 30. Board members may serve a maximum of two consecutive terms. Immediately prior to appointment to a four-year term, members may also fill the remaining portion of an unexpired term. Trustees may be removed from office by the Loudoun County Board of Supervisors in accordance with the Code of Virginia 42.1-35.

ARTICLE III: CONFLICT OF INTEREST

Trustees should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations, or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a Chair and a Vice Chair, elected from among the appointed trustees at the annual meeting of the Board in June.

Section 2. A nominating committee shall be appointed by the Chair and will present a slate of officers at the June annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the July meeting after they are elected until their successors are duly elected. Officers may be re-elected.

Section 4: The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Loudoun County Public Library Board of Trustees

BY-LAWS

Section 6. In the event of a vacancy in either office for a period of three months or longer, a special election will be held to fill the position for the remainder of the term.

ARTICLE V: MEETINGS

Section 1. Regular meetings shall be held monthly, pursuant to a schedule set by the Board. The Board shall have at least nine regular meetings per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business and conduct of regular meetings shall be in accordance with the Rules of Order of the Loudoun County Public Library Board of Trustees.

Section 4: Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of seated members of the Board.

Section 6: Remote participation in regular meetings by Trustees shall be in accordance with the Remote Participation Policy of the Loudoun County Public Library Board of Trustees.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall recommend to the Board the appointment of and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of library property, for an adequate and proper selection of books and other library resources in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The director shall make monthly reports to the Board.

ARTICLE VII: COMMITTEES

Section 1. The Chair may appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. Each such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

Loudoun County Public Library Board of Trustees
BY-LAWS

ARTICLE VIII: GENERAL

Section 1. An affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon any proposal before the Board.

Section 2. The by-laws may be amended by a two-thirds majority vote of all members of the Board present and voting, provided written notice of the proposed amendment shall have been sent to all members at least seven days prior to the meeting at which such action is proposed to be taken.

ARTICLE IX: GENERAL DUTIES OF THE LIBRARY BOARD

- A. To secure adequate funds from private and public sources.
- B. To hire a capable, trained director.
- C. To determine library policies.
- D. To approve resource requests and allocations of library funds.
- E. To receive gifts to the library.
- F. To attend Board meetings regularly. Absence from more than three regular meetings in a 12-month period may serve as a basis for recommending removal of a trustee from the board.

It shall be in the general interest of the Library Board members to:

- G. Uphold the integrity of the Library and perform their duties impartially and diligently.
- H. Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- I. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- J. Become familiar with the state and federal aid programs and with state and national library standards.
- K. Become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- L. Support the library's service program in daily contacts with the public at large.
- M. Attend and participate in special programs relating to Trustee development, including orientation and workshops.
- N. Encourage private funding in addition to public funding.

Revision approved:
9/20/2023

Loudoun County Public Library Board of Trustees

RULES OF ORDER

Revised and approved: 9/18/2025 and 10/15/2025

TABLE OF CONTENTS

I.	Duties of Chair, Vice Chair	2
II.	Order of Business at Business Meetings	2
III.	General Rules Governing Placing Items on the Board Agenda	3
IV.	Meetings of the Board	3
V.	Record Keeping	3
VI.	Amendments to the Rules	3
VII.	Rules of Order for Public Comments and Public Hearings	4,5

Loudoun County Public Library Board of Trustees

RULES OF ORDER

I. DUTIES OF THE CHAIR, VICE CHAIR

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

II. ORDER OF BUSINESS AT BUSINESS MEETINGS

The order of business of the Board shall be as follows:

1. CALL TO ORDER -7:00 p.m.
2. MOMENT OF SILENCE
3. PROCLAMATIONS AND RESOLUTIONS OF APPRECIATION
4. COMMENTS
 - Public Comment
 - Board Comment
 - Director's Comment
5. AGENDA CHANGES
6. MINUTES APPROVAL
7. REPORTS
 - Branch Library Report: Library Branch (Librarian)
 - Friends Group Report: Advisory Board Representative
 - Director's Report
 - Committee Reports
8. INFORMATION ITEMS
9. ACTION ITEMS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

Loudoun County Public Library Board of Trustees

RULES OF ORDER

The Board shall attempt, in all good faith, to confine the meeting time to three hours. New items will not be introduced for discussion after 9:55 p.m.

III. GENERAL RULES GOVERNING PLACING ITEMS ON THE BOARD AGENDA

1. Trustees shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee prior to each meeting.
4. Revised agendas shall be promptly sent to each Trustee.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. 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 as presented to the Trustees.

IV. MEETINGS OF THE BOARD

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website, on the County government calendar, and on the County's website at least three (3) working days in advance of the meeting.
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July 1 of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.
5. When the Director or designee, in accordance with Library policy, working with Loudoun County Government Administration, determines the closing of the Library system due to weather, maintenance, or safety-related concerns, all scheduled Board meetings for that day or period of time will be cancelled.

V. RECORDKEEPING

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary.

Loudoun County Public Library Board of Trustees

RULES OF ORDER

Minutes shall be a summation of the public hearings and public meetings.

VI. AMENDMENTS TO RULES OF ORDER

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five-minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.
10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of

Loudoun County Public Library Board of Trustees
RULES OF ORDER

other Trustees.

11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II06 LBOT Retreat Date

SUBJECT:	LBOT Retreat Date
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	July 15, 2026
RECOMMENDATION:	
BACKGROUND:	The proposed date is November 14, 2026 based on the straw poll conducted by Chair Mercer at the April 15, 2026 LBOT Meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: 1107 “LCPL Culture & Leadership Awards” presented by the LBOT

SUBJECT:	“LCPL Culture & Leadership Awards” presented by the LBOT
CONTACT:	Chair Monti Mercer and Trustees
ACTION DATE:	July 15, 2026
RECOMMENDATION:	This Information Item is for any feedback Trustees or LCPL staff have regarding the process and the awards ceremony on June 17, 2026 at Douglass Community Center Auditorium.
BACKGROUND:	• In February 2023, the LBOT established the LBOT Mission and Newcomer Awards to recognize outstanding LCPL staff whose work exemplifies the LCPL Mission. In March 2026, the names of the LBOT awards have been updated to be: • Community Impact Award – Meaningful contributions to patrons and the community • Excellence in Service Award – Outstanding patron-focused service • Innovation Award – Transformative ideas or initiatives • Inclusion & Belonging Award – Advancing welcoming spaces and equity • DuPlissey Memorial Leadership Award – Courageous, values-driven leadership
ISSUES:	
FISCAL IMPACT:	The Loudoun Library Foundation has given \$1000 each year to the awards program through a grant since 2023.
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of EV Charging Stations at Rust Library**

SUBJECT:	Approval of EV Charging Stations at Rust Library
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	July 15, 2026
RECOMMENDATION:	
BACKGROUND	Loudoun County's Department of General Services(DGS) is looking for more sites to install EV charging stations, and they have identified Rust Library as one of the potential sites. Since the County and the LBOT jointly own the Rust Library, the LBOT would need to approve this if the County confirms that the Rust Library will be a future site. DGS's current proposal might take up five (5) parking spots in the Rust-owned Old Waterford Road parking lot. This would allow for one dual-charging and two single-charging stations to accommodate ADA. The current total parking spots on the Old Waterford side is 60 (not including 2 handicapped and 2 County vehicle spots), so we would lose approximately 8% of the parking spots on this side of the library. However, the shared Ida Lee parking lot side of Rust Library has an additional 86 parking spots (plus 4 handicapped). Please note that the Town of Leesburg owns the parking lot on the Ida Lee Recreation Center side.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the installation of XX number of EV Charging Stations at Rust Library as presented.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: **AI02** Approval of LBOT Retreat Date**

SUBJECT:	Approval of LBOT Retreat Date
CONTACT:	Chair Monti Mercer
ACTION DATE:	July 15, 2026
RECOMMENDATION:	Trustees are to vote for Saturday, November 14, 2026, as the LBOT retreat date.
BACKGROUND	At least once a year, the LBOT holds a retreat to have in-depth discussions, training, and/or strategic planning sessions. As in past years, all Library support groups such as Friends, Advisory Boards and Loudoun Library Foundation, will be invited to the retreat.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the retreat date to be Saturday, November 14, 2026. The time of the retreat will be from 9 am to 1 pm, and the location will be Brambleton Library, Meeting Room A.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

6/30/2026

Irwin Uran Trust Fund	\$ 101,377.31	LGIP*	3.768%
Symington Trust Fund	\$ 104,427.26	LGIP*	3.768%
		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	\$ 4,940,222.95		
James Horton Trust Fund	\$ 40,161.93	LGIP*	3.768%

*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	\$ 99,799.91	\$ -	\$ -	\$ -	\$ 99,799.91	\$ 316.03	\$ 100,115.94	3.800%
March	\$ 100,115.94	\$ -	\$ -	\$ -	\$ 100,115.94	\$ 314.78	\$ 100,430.72	3.773%
April	\$ 100,430.72	\$ -	\$ -	\$ -	\$ 100,430.72	\$ 315.44	\$ 100,746.16	3.769%
May	\$ 100,746.16	\$ -	\$ -	\$ -	\$ 100,746.16	\$ 313.82	\$ 101,059.98	3.738%
June	\$ 101,059.98	\$ -	\$ -	\$ -	\$ 101,059.98	\$ 317.33	\$ 101,377.31	3.768%
Total FY	\$ 97,402.69	\$ -	\$ -	\$ -	\$ 97,402.69	\$ 3,974.62	\$ 101,377.31	

*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	\$ 39,537.03	\$ -	\$ -	\$ -	\$ 39,537.03	\$ 125.20	\$ 39,662.23	3.800%
March	\$ 39,662.23	\$ -	\$ -	\$ -	\$ 39,662.23	\$ 124.70	\$ 39,786.93	3.773%
April	\$ 39,786.93	\$ -	\$ -	\$ -	\$ 39,786.93	\$ 124.96	\$ 39,911.89	3.769%
May	\$ 39,911.89	\$ -	\$ -	\$ -	\$ 39,911.89	\$ 124.33	\$ 40,036.22	3.738%
June	\$ 40,036.22	\$ -	\$ -	\$ -	\$ 40,036.22	\$ 125.71	\$ 40,161.93	3.768%
Total FY	\$ 37,382.52	\$ -	\$ 2,200.00	\$ 1,000.00	\$ 38,582.52	\$ 1,579.41	\$ 40,161.93	

*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	\$ 4,938,598.08	\$ -	\$ -	\$ -	\$ 4,938,598.08	\$ 325.54	\$ -	\$ 4,938,923.62	3.800%
March	\$ 4,938,923.62	\$ -	\$ -	\$ -	\$ 4,938,923.62	\$ 324.25	\$ -	\$ 4,939,247.87	3.773%
April	\$ 4,939,247.87	\$ -	\$ -	\$ -	\$ 4,939,247.87	\$ 324.93	\$ -	\$ 4,939,572.80	3.769%
May	\$ 4,939,572.80	\$ -	\$ -	\$ -	\$ 4,939,572.80	\$ 323.27	\$ -	\$ 4,939,896.07	3.738%
June	\$ 4,939,896.07	\$ -	\$ -	\$ -	\$ 4,939,896.07	\$ 326.88	\$ -	\$ 4,940,222.95	3.768%
Total FY	\$ 4,936,128.73	\$ -	\$ -	\$ -	\$ 4,936,128.73	\$ 4,094.22	\$ -	\$ 4,940,222.95	

*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					