

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting July 17, 2024

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

June 26, 2024 LBOT Meeting

AGENDA CHANGES

REPORTS

Collection Management Services:

Division Manager Jessica West

Director's Report:

Library Director Chang Liu

Committee Reports:

LBOT Chair Monti Mercer

Strategic Plan Update

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2024 and FY2025 Budget Update

II 02 Staffing Update

II 03 LCPL Facilities Master Plan

II 04 Annual Review of LBOT By Laws and Rules of Order

II 05 Strategic Plan CY2026

II 06 LBOT Retreat Date

ACTION ITEM:

AI 01 Adoption of LCPL Facilities Master Plan

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: July 17, 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

June 26, 2024

The Library Board of Trustees (LBOT) met at the Douglass Community Center in Leesburg on Wednesday June 26, 2024 at 6:00 p.m. The Chair and Secretary were present.

Present Christina Olorunda, Chair
 Alana Boyajian, Vice Chair attended remotely from Myrtle Beach, NC
 Kathy Ellen Davis
 Mary Colucci
 Erika Daly
 Kate Gordon
 Kathleen Kuhn
 Monti Mercer
 Christine Newton
 Chang Liu, Director

Prior to Chair Olorunda calling the meeting to order, the LBOT Mission Awards Ceremony and a Farewell Reception for Chair Christina Olorunda, Trustee Christine Newton and Trustee Kathleen Kuhn were held.

The annual LBOT Mission Awards winners were:

Inspiration: Nichole Thornton – Brambleton Library

Information: Jen DesRoberts – Library Administration, Training

Innovation: Joanna Artone – Brambleton Library

Inclusion: Lorna Howard – Purcellville Library

Newcomer Award: Fallon Hansen – Rust Library

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:25 p.m. and requested a moment of silence.

Vice Chair Alana Boyajian attended the meeting remotely from North Carolina, due to personal reasons.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Olorunda opened the floor for Board comments.

Trustee Kuhn expressed that it was an honor to have served on the Board for eight years. She also mentioned that she plans to continue visiting the libraries, particularly the Sterling and Cascades libraries.

Trustee Daly complimented the Board, stating that it is exceptionally high-functioning.

Trustee Gordon commended all the members of the Board who served on the Facilities Planning Committee.

Trustee Davis conveyed her best wishes for the Summer Reading Program.

Trustee Mercer bid farewell to the three Trustees: Christina Olorunda, Christine Newton and Kathleen Kuhn. He thanked the Trustees for their leadership.

Trustee Newton gave a shout-out to Jessica West, Division Manager for Collection Management Services. She praised the Board for being high-functioning and very collaborative. She mentioned that all Trustees respect each other's opinions and perspectives.

Trustee Colucci added that she cannot imagine the Board without the three departing Trustees. She listed a few accomplishments such as the Facilities Master Plan, the programs that received NACo awards and all the collaborative efforts.

Vice Chair Boyajian thanked Division Manager Dan Bureau for facilitating her remote access. She congratulated all the nominees and winners of the LBOT Awards. She also congratulated Dena Henchen, Branch Manager for Middleburg Library, and Tina Reid, Branch Manager for Purcellville Library, on their new roles as Managers.

Chair Olorunda congratulated the LCPL staff for the four NACo Awards.

IV. DIRECTOR COMMENT

Ms. Liu conveyed deep gratitude to the departing Trustees, acknowledging that while their positions will be filled, their absence will be deeply felt. She expressed appreciation for their caring attitude and remarked on how fortunate she felt to have worked with such wise and dedicated individuals.

She informed the Board that she and Deputy County Administrator Mr. Vincent Jones attended a Board of Supervisors Strategic Retreat on June 26, 2024.

Ms. Liu reported that she hosted a Virginia Library Association Region V Library Directors Meeting at Gum Spring Library in June to discuss challenges faced by the libraries and budget considerations. Additionally, she attended a farewell reception for Ms. Alexandra Gressitt's retirement from Thomas Balch Library.

V. READING AND APPROVAL OF MINUTES

Chair Olorunda requested a motion to approve the minutes. Trustee Kuhn moved to approve the May 15, 2024, LBOT Meeting minutes. Trustee Mercer seconded the motion.

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

VI. AGENDA CHANGES

There were the following agenda changes:
Information Item and Action Item for LBOT Capital Facilities Standard Memo.
Chair Olorunda made the motion. Trustee Newton seconded the motion.

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

VII. REPORTS

President Drew Zenowich provided a report for the Loudoun Library Foundation (LLF). The report was received by the LBOT Secretary and placed on file.

Chair Olorunda thanked Mr. Zenowich for his years of service to LLF and support to LCPL.

VIII. DIRECTOR'S REPORT

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

IX. COMMITTEE REPORTS

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

Board Evaluation Committee: Trustee Daly reported that annual Board evaluations were received.

Executive Committee: There were no updates noted.

Nomination Committee: Trustee Kuhn mentioned that she had received one nomination for Chair and one nomination for Vice Chair.

Governance Committee: There were no updates noted.

Budget Committee: Chair Olorunda deferred comments to the FY2024 Budget Update (Information Item #1) for discussion.

Facilities Committee: Ms. Liu requested Project Management Specialist Ryan Pagala to provide status updates for the Facilities Master Plan. Mr. Pagala presented a PowerPoint report. The report was received by the LBOT Secretary and placed on file.

Chair Olorunda informed the Board and members of the public that the Facilities Master Plan and memorandum from the Trustees will be presented to the Fiscal Impact Committee on July 22, 2024. The Facilities Master Plan will also be published on the LCPL website for public access.

Chair Olorunda inquired about the inclusion of the Facilities Master Plan on future LBOT meeting agendas. Deputy Director Mike Van Campen clarified that updates on the Facilities Master Plan would be incorporated into the monthly Strategic Plan updates.

X. STRATEGIC PLAN UPDATE

Deputy Director Mike Van Campen presented an update on the Strategic Plan to the Trustees. The report was shared with the Trustees prior to the meeting and added to the Board packet. The update was received by the LBOT Secretary and placed on file.

XI. INFORMATION ITEMS

II 01 FY 2024 Quarterly Budget Update

Finance and Budget Manager Nan Paek was on vacation. Director Liu informed the Board the staff are closing out FY 2024.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger thanked Chair Olorunda, Trustee Newton and Trustee Kuhn for their service to the Board. She presented the LCPL staffing update. The update was received by the LBOT Secretary and placed on file.

II 03 Nomination for LBOT Chair and Vice Chair

Trustee Kuhn reported that Trustee Monti Mercer of Dulles District was nominated for the Chair and Trustee Alana Boyajian of Little River District was nominated for Vice Chair.

Chair Olorunda requested Trustee Mercer and Trustee Boyajian to address the Board. Trustee Mercer and Trustee Boyajian expressed gratitude for their nominations and eagerness to collaborate with the rest of the Trustees and LCPL staff. Both emphasized their commitment to learning from the group and serving the best interests of the people of Loudoun County.

II 04 LCPL Policy Updates

Director Liu provided a background on the annual policy review with Programming and Community Engagement Division Manager Susan VanEpps and Deputy Director Mike Van Campen.

Ms. VanEpps presented the draft LCPL Programming Policy and LCPL Programming Feedback Procedures to the Board. The documents were received by the LBOT Secretary and placed on file.

Chair Olorunda stated that as a Governing Board, the LBOT is the final arbitrator for collection and program challenges.

II 05 Capital Facilities Standard (CFS) Memo to Board of Supervisors

Deputy Director Mike Van Campen presented the draft CFS memo and noted the shift from the "Planning Subarea Population" standard to the "County Population" standard, projecting a need for 2.56 new libraries by 2040.

Director Liu mentioned that the change would better reflect how the public uses the libraries. The memo was received by the LBOT Secretary and placed on file.

XII. ACTION ITEM

AI 01 LBOT Chair and Vice Chair Election

Trustee Kuhn moved to elect Trustee Monti Mercer as Chair and Trustee Alana Boyajian as Vice Chair.

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

AI 02 LCPL Policy Updates

Chair Olorunda moved to approve the LCPL Programming Policy. Trustee Gordon seconded the motion.

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

AI 03 Approval of Capital Facilities Plan Memo to Board of Supervisors

Chair Olorunda moved to approve the letter to the Fiscal Impact Committee as drafted and amended. Trustee Davis seconded the motion.

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

XIII. CLOSED SESSION

(1) Motion for Convening Closed Session:

Chair Olorunda moved 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 to discuss and consider a personnel matter involving the performance and salary of a specific employee of the LBOT, the annual performance review of the LBOT.

Vote: Chair Olorunda made the motion, Trustee Mercer seconded the motion.

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

(2) 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.

Vote: Chair Olorunda made the motion, Trustee Mercer seconded the motion.

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

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this **26th Day of June, 2024** 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 requirement of the clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgement, has taken place. The statement shall be recorded in the minutes of the public body.)

(4) 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.

Vote: Chair Olorunda made the motion, Trustee Mercer seconded the motion.

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)

Chair Olorunda announced that the Board had decided to grant a merit increase of 7% to LCPL Director Chang Liu, effective July 1, 2024. The motion was seconded by Trustee Mercer.

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

XIV. ADJOURNMENT

Trustee Mercer moved to adjourn the meeting at 11:30 p.m. Chair Olorunda seconded the motion.

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

Respectfully submitted by,

Adopted by the Board

Manisha Adhikari

Manisha Adhikari

Monti Mercer

LBOT Secretary

LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I101 FY2024 and FY 2025 Budget Update

SUBJECT:	FY2024 and FY 2025 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	July 17, 2024
RECOMMENDATION:	Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024 and FY 2025 budgets.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	July 17, 2024
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 LCPL Facilities Master Plan

SUBJECT:	LCPL Facilities Master Plan
CONTACT:	Chair Monti Mercer, Director Chang Liu, Project Management Specialist Ryan Pagala
ACTION DATE:	July 17, 2024
RECOMMENDATION:	
BACKGROUND:	Since January 2024, LCPL has been working with the County's Department of Transportation and Capital Infrastructure, and architectural firm Grimm + Parker to develop a Facilities Master Plan for LCPL. This process included public input sessions and online surveys for both staff and the public. At the June 26 LBOT meeting, the Trustees were given the final draft of the Facilities Master Plan for review. This Information Item is to see if the Trustees have any questions, comments and edits to the final draft of the Plan, before adopting it.
ISSUES:	
FISCAL IMPACT:	Funding for the facilities master planning project came from a grant from the Library of Virginia (State Aid). The total cost Funding was about \$280,000, paid to Grimm + Parker.
DRAFT MOTION:	
ATTACHMENTS:	LCPL Facilities Master Plan, final draft
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1104 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 Director Chang Liu
ACTION DATE:	July 17, 2024
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews LBOT By Laws and Rules of Order to make necessary updates and revisions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LBOT By Laws and Rule of Order approved on 9/20/2023
NOTES:	
ACTION TAKEN:	

**Loudoun County Public Library Board of Trustees
BY-LAWS**

Revised and Approved 9/20/2023

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**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 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 expenditures 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: 9/20/2023

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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 at the same time that it is distributed to the news media.
4. Revised agendas shall be promptly sent to each Trustee and the news media.
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 for review by the public at the Library Administration Office and on the Library website.

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

Loudoun County Public Library Board of Trustees
RULES OF ORDER

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

Loudoun County Public Library Board of Trustees
RULES OF ORDER

questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of 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: 1105 Strategic Plan CY2026

SUBJECT:	Strategic Plan CY2026
CONTACT:	Chair Monti Mercer, Director Chang Liu and Deputy Director Mike Van Campen
ACTION DATE:	July 17, 2024
RECOMMENDATION:	
BACKGROUND:	LCPL's current strategic plan, which is for years 2020 through 2025, may need to be updated. Chair Mercer would like to begin the conversation on the need to update the Strategic Plan.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Strategic Plan 2020-2025
NOTES:	
ACTION TAKEN:	

Strategic Plan, 2020-2025





MISSION

Inspiration, Information, Innovation, Inclusion

VISION

Loudoun County Public Library builds community through activities and resources that celebrate the joy of reading and learning.

VALUES STATEMENT

- We welcome all
- We are friendly and helpful
- We celebrate learning and intellectual curiosity
- We embrace diverse perspectives
- We encourage collaboration and innovation
- We empower staff
- We manage resources well
- We get things done

GOALS & STRATEGIES

GOAL 1: COMMUNITY ENGAGEMENT

Strengthen engagement with all sectors of the community to collaborate, gather feedback, create buy-in, and spread the library message.

Strategies:

- Work with a wide range of sectors (schools, county agencies, area nonprofits, civic groups, businesses, economic development entities, etc.) to identify opportunities for collaboration.
- Identify targeted library service constituencies (adults, youth, teens, ethnic groups, English language learners, professionals, etc.) to further engage in developing desired programs and services.
- Explore the possibility of LCPL as a connecting hub across the community to inform the public about available services and resources.

GOAL 2: FACILITIES USAGE AND GROWTH PLANNING

Consolidate gains from recent expansions and apply lessons learned as future needs emerge.

Strategies:

- Evaluate the hours of operation and service model at branches and adjust as needed to better meet community needs.
- Explore trends in other communities nationwide, such as kiosk services, smaller footprints, pick-up locations for holds, and co-locating with partners, to effectively expand the range and types of services at future facilities.
- Work with the County to develop a long-range facilities master plan to address the need for new and diverse facilities, building standards, and ongoing maintenance requirements.

GOAL 3: PROGRAMS

Review and foster programming system-wide to strive for consistency, quality, reach, and effectiveness.

Strategies:

- Create an internal programming group with branch representatives to maximize the potential of centrally-produced and higher-profile programs, while balancing with local efforts.
- Develop more specific goals for programming, especially for use in assessing programming success.
- Refine and increase offerings as new products and populations appear, popularity increases and declines, and achievement of programming goals is accomplished.



GOAL 4: CUSTOMER SERVICE

Strengthen the customer-focused service model to increase use, satisfaction and efficiencies, and by investing in our superior staff.

Strategies:

- Update the staffing model to provide for general broadening of customer assistance by all public staff, while maintaining specialized service where appropriate and needed.
- Extend training and communications to foster the customer-focused service model among all levels of library staff.
- Conduct regular, on-going evaluation of the service model with both customers and staff.

GOAL 5: PUBLIC AWARENESS AND MARKETING

Capture the value of the Library's brand to create a stronger system-wide identity that speaks to inspiration, information, innovation, and inclusion.

Strategies:

- Expand external messaging to promote programming, initiatives, resources, and services.
- Reinforce the Library's brand and messaging in all communications, services, and programs.
- Ensure that all staff advance the Library's brand and messaging through direct engagement with customers and community partners.
- Develop additional initiatives to support branding and dissemination of brand messages.



GOAL 6: RESOURCE DEVELOPMENT

Explore efforts to increase private support and public advocacy.

Strategies:

- Work with the Library Foundation to develop future directions in support of the Library.
- Open dialogs with Friends groups to coordinate and maximize their contributions and activities.
- Create a cohesive, annual advocacy program to increase the overall value proposition for public support.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1106 LBOT Retreat Date

SUBJECT:	LBOT Retreat Date
CONTACT:	Trustees and Director Chang Liu
ACTION DATE:	July 17, 2024
RECOMMENDATION:	
BACKGROUND:	In the past few years, the LBOT usually held two retreats per year, one in the spring, one in the fall. Chair Mercer would like to begin the discussion about the need for a fall retreat.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

6/30/2024

Irwin Uran Trust Fund	\$ 92,880.36	LGIP*	5.412%
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Symington Trust Fund	\$ 101,674.63	LGIP* 5.412%			
		CD**	Trade Date	Maturity	Yield
	\$ 850,253.31	<i>FVC Bank</i>	03/18/20	03/18/25	1.250%
	\$ 990,312.07	<i>Bank of Charles Town</i>	02/26/24	02/26/27	4.710%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23	03/23/28	4.190%
	\$ 990,728.97	<i>Bank of Charles Town</i>	03/31/24	03/31/29	4.490%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21	03/31/26	0.750%
Symington Total	\$ 4,852,337.34				

James Horton Trust Fund	\$ 33,575.19	LGIP*	5.412%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY24**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 389.85	\$ 88,342.65	5.319%
August	\$ 88,342.65	\$ -	\$ -	\$ -	\$ 88,342.65	\$ 400.19	\$ 88,742.84	5.436%
September	\$ 88,742.84	\$ -	\$ -	\$ -	\$ 88,742.84	\$ 406.15	\$ 89,148.99	5.492%
October	\$ 89,148.99	\$ -	\$ -	\$ -	\$ 89,148.99	\$ 408.97	\$ 89,557.96	5.505%
November	\$ 89,557.96	\$ -	\$ -	\$ -	\$ 89,557.96	\$ 413.61	\$ 89,971.57	5.542%
December	\$ 89,971.57	\$ -	\$ -	\$ -	\$ 89,971.57	\$ 414.92	\$ 90,386.49	5.534%
January	\$ 90,386.49	\$ -	\$ -	\$ -	\$ 90,386.49	\$ 415.48	\$ 90,801.97	5.516%
February	\$ 90,801.97	\$ -	\$ -	\$ -	\$ 90,801.97	\$ 415.42	\$ 91,217.39	5.490%
March	\$ 91,217.39	\$ -	\$ -	\$ -	\$ 91,217.39	\$ 415.19	\$ 91,632.58	5.462%
April	\$ 91,632.58	\$ -	\$ -	\$ -	\$ 91,632.58	\$ 415.10	\$ 92,047.68	5.436%
May	\$ 92,047.68	\$ -	\$ -	\$ -	\$ 92,047.68	\$ 415.67	\$ 92,463.35	5.419%
June	\$ 92,463.35	\$ -	\$ -	\$ -	\$ 92,463.35	\$ 417.01	\$ 92,880.36	5.412%
Total FY	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 4,927.56	\$ 92,880.36	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY24**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.436%
September	\$ 4,658,365.92	\$ -	\$ -	\$ -	\$ 4,658,365.92	\$ 418.37	\$ -	\$ 4,658,784.29	5.492%
October	\$ 4,658,784.29	\$ -	\$ -	\$ -	\$ 4,658,784.29	\$ 421.27	\$ -	\$ 4,659,205.56	5.505%
November	\$ 4,659,205.56	\$ -	\$ -	\$ -	\$ 4,659,205.56	\$ 426.05	\$ -	\$ 4,659,631.61	5.542%
December	\$ 4,659,631.61	\$ -	\$ -	\$ -	\$ 4,659,631.61	\$ 427.40	\$ -	\$ 4,660,059.01	5.534%
January	\$ 4,660,059.01	\$ -	\$ -	\$ -	\$ 4,660,059.01	\$ 427.98	\$ -	\$ 4,660,486.99	5.516%
February	\$ 4,660,486.99	\$ -	\$ -	\$ -	\$ 4,660,486.99	\$ 427.92	\$ 138,487.42	\$ 4,799,402.33	5.490%
March	\$ 4,799,402.33	\$ -	\$ -	\$ -	\$ 4,799,402.33	\$ 427.68	\$ 51,222.01	\$ 4,851,052.02	5.462%
April	\$ 4,851,052.02	\$ -	\$ -	\$ -	\$ 4,851,052.02	\$ 427.58	\$ -	\$ 4,851,479.60	5.436%
May	\$ 4,851,479.60	\$ -	\$ -	\$ -	\$ 4,851,479.60	\$ 428.18	\$ -	\$ 4,851,907.78	5.419%
June	\$ 4,851,907.78	\$ -	\$ -	\$ -	\$ 4,851,907.78	\$ 429.56	\$ -	\$ 4,852,337.34	5.412%
Total FY	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 5,075.80	\$ 189,709.43	\$ 4,852,337.34	

*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 3/31/2024

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

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 32,649.10	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	5.319%
August	\$ 32,793.82	\$ -	\$ -	\$ -	\$ 32,793.82	\$ 148.56	\$ 32,942.38	5.436%
September	\$ 32,942.38	\$ -	\$ 1,500.00	\$ -	\$ 34,442.38	\$ 157.63	\$ 34,600.01	5.492%
October	\$ 34,600.01	\$ -	\$ -	\$ -	\$ 34,600.01	\$ 158.73	\$ 34,758.74	5.505%
November	\$ 34,758.74	\$ -	\$ -	\$ -	\$ 34,758.74	\$ 160.53	\$ 34,919.27	5.542%
December	\$ 34,919.27	\$ -	\$ -	\$ -	\$ 34,919.27	\$ 161.04	\$ 35,080.31	5.534%
January	\$ 35,080.31	\$ -	\$ -	\$ -	\$ 35,080.31	\$ 161.25	\$ 35,241.56	5.516%
February	\$ 35,241.56	\$ -	\$ 385.00	\$ 100.00	\$ 35,526.56	\$ 162.53	\$ 35,689.09	5.490%
March	\$ 35,689.09	\$ -	\$ 1,100.00	\$ -	\$ 36,789.09	\$ 167.45	\$ 36,956.54	5.462%
April	\$ 36,956.54	\$ -	\$ 100.00	\$ -	\$ 37,056.54	\$ 167.87	\$ 37,224.41	5.436%
May	\$ 37,224.41	\$ -	\$ -	\$ 4,000.00	\$ 33,224.41	\$ 150.04	\$ 33,374.45	5.419%
June	\$ 33,374.45	\$ -	\$ 50.00	\$ -	\$ 33,424.45	\$ 150.74	\$ 33,575.19	5.412%
Total FY	\$ 32,649.10	\$ -	\$ 3,135.00	\$ 4,100.00	\$ 31,684.10	\$ 1,891.09	\$ 33,575.19	

*Interest Earnings Based On Average LGIP Rate For the Month