

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting September 16, 2026

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

July 15, 2026 LBOT Meeting

AGENDA CHANGES

REPORTS

Annual Budget Report:
Programming and Community
Engagement Division Report:
Director's Report:
Committee Reports:

Finance and Budget Manager Nan Paek

**Division Manager Sam Mull
Director Chang Liu
LBOT Chair Monti Mercer**

INFORMATION ITEM:

II 01 FY2025, FY2026 and FY2027 Budget Update

II 02 Staffing Update

II 03 Annual Review of LBOT By-Laws and Rules of Order

II 04 FY2028 Resource Requests and Base Budget Requests

ACTION ITEM:

AI 01 Approval of LBOT By-Laws and Rules of Order

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: September 16, 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
July 15, 2026

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, July 15, 2026, at 7:00 p.m. LBOT Chair and Secretary were present.

Present	Monti Mercer, Chair Kate Gordon, Vice Chair Kara Chiles (attended remotely) Stacy Cleveland Jennifer Crawford (arrived at 7:29 p.m.) Jessica Lewis Mary Colucci 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. Trustee Chiles attended the meeting remotely via Teams from Akron, Ohio.

II. PUBLIC COMMENT

Ms. Erika Daly from Broad Run District made a public comment.

III. BOARD COMMENT

Chair Mercer invited Trustees to share their comments. Trustees expressed pride in the library's role as a community resource, particularly its designation as a cooling center during the summer. Trustees also congratulated Jason Bruno on his appointment as Rust Library Branch Manager. They thanked Assistant Division Manager, Branch Services, Vivy Niotis and the leadership team for their support during the transition. Appreciation was extended to the Strategic Planning team for its literacy initiatives, with Trustees noting the importance of addressing the nation's literacy challenges. Trustees also praised the wide variety of Summer Reading Program activities, community partnerships, and outreach efforts, as well as the creativity and enthusiasm of library staff across all branches.

Chair Mercer concluded the comments by recognizing the outstanding work of the senior leadership team, branch managers, and staff, thanking them for their continued dedication, transparency, and commitment to serving the community.

IV. DIRECTOR'S COMMENT

Director Chang Liu welcomed Trustee Jessica Lewis and expressed appreciation for the opportunity to provide her with an orientation and tours of the western Loudoun branches. Director Liu stated that she looked forward to continuing the remaining branch visits and working with Trustee Lewis.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the June 17, 2026, LBOT meeting minutes. Trustee Cleveland made the motion. Trustee Colucci seconded the motion.

Approved 6-1-0-1 (yes/abstained/no/not present).

VI. AGENDA CHANGES

There were no agenda changes.

VII. DIRECTOR'S REPORT

Director Chang Liu presented highlights from the Director's June 2026 report. The report was received and placed on file.

VIII. COMMITTEE REPORTS

Chair Mercer invited the committee members to present updates.

Executive Committee: Chair Mercer and Vice Chair Gordon reported that the Committee discussed proposed revisions to the LBOT By-Laws regarding trustee appointments and terms of service, based on guidance from the County Attorney. The proposed change would allow a trustee to continue serving until a successor is appointed or the trustee is reappointed. Further discussion was deferred to Information Item #5. Discussion regarding the LBOT Retreat and the LCPL Culture & Leadership Awards was deferred to Information Items #6 and #7, respectively, and Action Item #2.

Governance Committee: Chair Mercer reported that the committee, consisting of Trustee Davis, deferred to the Information Item #5.

Advocacy Committee: Trustee Davis reported that the committee continues to explore opportunities to strengthen collaboration with the Loudoun Library Foundation. Additional discussion was deferred to the Board Retreat.

Budget Committee: Chair Mercer mentioned that the preparations for FY 2028 budget are underway. He requested an update from Director Liu on the budget. She referenced an article published in the Loudoun Times and read portions of it to the Board. She mentioned that the article will be shared with the Board for review. The FY 2028 budget process has begun, and a budget update was deferred to Information Item #1.

Board Evaluation Committee: Chair Mercer invited Trustees Chiles and Colucci to present the report. Ms. Colucci mentioned that the committee received the board evaluations and will report back soon.

Facilities Planning Committee: Vice Chair Gordon provided updates on the Law Library relocation, Cascades Library project, Eastern Loudoun Library planning, and the future Western Loudoun Library. She reported that the Law Library design is progressing, the Cascades project remains on track, and the Eastern Loudoun Library has been added to the Capital Improvement Program (CIP), with funding advanced from FY 2032. The Western Loudoun Library remains in the site-planning phase and is not yet funded. Trustees discussed the importance of advocating for library capital projects with the Board of Supervisors. Trustee Crawford recommended maintaining a prioritized list of facility needs,

including potential makerspace and renovation projects, in the event County funds become available. Director Liu confirmed that staff have identified facility needs and will share a prioritized list with the Facilities Planning Committee for review before it is forwarded to the Budget Committee. Additional discussion regarding EV charging stations was deferred to Information Item #4.

Nomination Committee: The committee was inactive.

Strategic Planning Committee: Chair Mercer noted that the Strategic Plan Update would be done quarterly. Trustees Chiles and Colucci reported no additional updates.

IX. INFORMATION ITEMS

II 01 FY2026 and FY2027 Budget Update

Finance and Budget Manager Nan Paek reported that the annual FY 26 and FY 27 update will be provided at the September LBOT meeting after the County completes year-end financial processing. The report will include the FY2026 year-end financial results and the first quarter FY2027 financial update.

II 02 Staffing Update

HR Program Manager Cheryl Granger shared the staffing update. Director Liu introduced Jennifer Roy, Collection Management Librarian for children's and teen materials, and Jason Bruno, Rust Library Branch Manager. The report was received by the LBOT Secretary and placed on file.

II 03 Board Self-Evaluation Form

Trustees Chiles and Colucci presented the Board Self-Evaluation process. The committee will review the completed evaluations, identify common themes, and provide a summary to the Chair and Vice Chair for discussion during the Fall Board Retreat.

II 04 EV Charging Stations at Rust Library

Director Liu and Project Management Specialist Ryan Pagala provided additional information regarding the proposed EV charging stations at Rust Library. Trustees discussed patron use, parking availability, charging time, monitoring, and potential fees for extended use. The Board requested additional clarification and further review before taking action. Chair Mercer requested a draft motion.

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

Chair Mercer reported that he and Vice Chair Gordon will review the LBOT By-Laws and Rules of Order and develop proposed revisions addressing trustee vacancies and gaps in appointments or re-appointments. The proposed amendments will be brought back to the Board for consideration in September.

II 06 LBOT Retreat Date

Chair Mercer reported that an April straw poll indicated Saturday, November 14, 2026, as the preferred date for the LBOT Retreat. He confirmed the date with newly appointed Trustee Jessica Lewis, who is also available.

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

Chair Mercer thanked the Trustees, Library Administration, and staff for their participation in the 2026 LCPL Culture & Leadership Awards. Trustees expressed appreciation for the food and event flow. Chair Mercer also solicited feedback from Branch Managers and the Senior Leadership Team and noted that the event was very successful.

X. ACTION ITEMS:

AI 01 Approval of EV Charging Stations at Rust Library

Chair Mercer presented the proposed motion regarding the installation of EV charging stations at Rust Library. Following the discussion, Trustees expressed the need for additional information before granting approval.

Trustee Crawford read the motion. Trustee Cleveland seconded it.

Not Approved 0-2-6-0 (yes/abstained/no/not present).

AI 02 Approval of LBOT Retreat Date

Chair Mercer requested a motion to approve Saturday, November 14, 2026, as the date for the 2026 LBOT Retreat.

Trustee Davis made the motion, and Vice Chair Gordon seconded the motion.

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

XI. ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 8:30 p.m.

Trustee Davis made the motion, and Vice Chair Gordon seconded the motion.

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

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Adopted by the Board, September 2026

Monti Mercer
LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY 2025, FY 2026 and FY2027 Budget Update

SUBJECT:	FY 2025, FY2026 and FY2027 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	September 16, 2026
RECOMMENDATION:	Finance and Budget Manager Nan Paek and LCPL Director Chang Liu will provide an update on the Library's FY2025, 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: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	September 16, 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- September 2026

New Hires

Anthony Tringali, Courier (8/13)
Bee McDowell, PT Circulation Services Library Asst.— BRM (9/10)
Byron Van Epps, PT Circulation Services Library Asst.—ASH (9/10)
Heather Thornton, PT Adult Services Library Asst.—STR (9/10)
Hasmeet Kour, PT Adult Services Library Asst.—BRM (9/10)
Lisa Auger, PT Library Asst.—LAW (9/24)

Promotions

Josh DeGroat, BRM Head of Children's Services (8/13)
Adam Ranjo, BRM Assistant Branch Manager (8/13)
Josh Cruz, Rust Assistant Branch Manager (8/13)
Emily Valdez, Teen Services Librarian (8/27)

Departures

Valentina Chirico, PT Makerspace Asst.— BRM (8/14)
Vicki Danjou, FT Circulation Services Library Asst.— RUST (8/12)
Angie Cmeyla, PT Adult Services Library Asst.— ASH (10/7)

To be posted

PT Makerspace Asst.—BRM
PT Teen Services Asst.—BRM
PT Adult Services Library Asst.—ASH

Recently Closed

FT Circulation Asst.—RUST
FT Teen Services Asst.—BRM

Currently Interviewing

FT Adult Services Asst.- BRM
FT Children's Services Librarian- ASH

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 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:	September 16, 2026
RECOMMENDATION:	
BACKGROUND:	Annually, the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary. The approved By-Laws and Rules of Order from 10/15/2025 were presented as an information item during the July 16, 2026 LBOT Meeting.
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

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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 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

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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 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: II04 FY2028 Resource Requests and Base Budget Requests

SUBJECT:	FY2028 Resource Requests and Base Budget Requests
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	September 16, 2026
RECOMMENDATION:	The Budget Committee, comprised of the Library's Senior Leadership Team and Chair Mercer and Trustee Crawford, have met three times in the past months. After a very deliberative process and robust discussions, the Committee has decided that no additional personnel requests will be submitted to the County Administrator for FY2028. A couple of or base-budget requests might be needed for FY2028. This recommendation was reached based on the following factors: 1) Staff believe that we have sufficient personnel in the system at this time to carry out the work of LCPL. 2) The County's Major Equipment Replacement Funds (MERF) and DIT can cover many of the expensive purchases such as shelving, sorter replacement, self-check replacement, and computer replacement. 3) A total of \$100,000 in base budget increases may be needed to cover the cost of printing and toners and the cost for the staff scheduling software. This item will be an Action Item for the LBOT to vote on in October.
BACKGROUND	Every year, an LBOT Budget Committee is formed to evaluate the Library's personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire County government, then makes his budget proposal to the BOS. The BOS reviews Mr. Hemstreet proposed budget and adopts next fiscal year's budget for the County in early April.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: AI01 Approval of LBOT By-Laws and Rules of Order**

SUBJECT:	Approval of LBOT By-Laws and Rules of Order
CONTACT:	Chair Monti Mercer and Vice Chair Kate Gordon
ACTION DATE:	September 16, 2026
RECOMMENDATION:	
BACKGROUND	Annually, the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary. The approved By-Laws and Rules of Order from 10/15/2025 were presented as an information item during the July 16, 2026 LBOT Meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the LBOT By-Laws and Rules of Order as presented to the Library Board of Trustees. Or: I move to approve the LBOT By-Laws and Rules of Order with the following amendments:
ATTACHMENTS:	LBOT By-Laws and Rules of Order 10/15/2025
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

7/31/2026

Irwin Uran Trust Fund	\$ 101,696.99	LGIP*	3.784%
Symington Trust Fund	\$ 104,756.55	LGIP*	3.784%
		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	\$ 4,940,552.24		
James Horton Trust Fund	\$ 40,288.57	LGIP*	3.784%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY27**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 101,377.31	\$ -	\$ -	\$ -	\$ 101,377.31	\$ 319.68	\$ 101,696.99	3.784%
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 101,377.31	\$ -	\$ -	\$ -	\$ 101,377.31	\$ 319.68	\$ 101,696.99	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY27**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 40,161.93	\$ -	\$ -	\$ -	\$ 40,161.93	\$ 126.64	\$ 40,288.57	3.784%
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 40,161.93	\$ -	\$ -	\$ -	\$ 40,161.93	\$ 126.64	\$ 40,288.57	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY27**

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	\$ 4,940,222.95	\$ -	\$ -	\$ -	\$ 4,940,222.95	\$ 329.29	\$ -	\$ 4,940,552.24	3.784%
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,940,222.95	\$ -	\$ -	\$ -	\$ 4,940,222.95	\$ 329.29	\$ -	\$ 4,940,552.24	

*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 6/30/2026

\$ 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					

Library Trust Funds Holdings

8/31/2026

Irwin Uran Trust Fund	\$ 102,019.71	LGIP*	3.808%
Symington Trust Fund	\$ 105,088.98	LGIP*	3.808%
		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	\$ 4,940,884.67		
James Horton Trust Fund	\$ 40,416.42	LGIP*	3.808%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY27**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 101,377.31	\$ -	\$ -	\$ -	\$ 101,377.31	\$ 319.68	\$ 101,696.99	3.784%
August	\$ 101,696.99	\$ -	\$ -	\$ -	\$ 101,696.99	\$ 322.72	\$ 102,019.71	3.808%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 101,377.31	\$ -	\$ -	\$ -	\$ 101,377.31	\$ 642.40	\$ 102,019.71	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY27**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 40,161.93	\$ -	\$ -	\$ -	\$ 40,161.93	\$ 126.64	\$ 40,288.57	3.784%
August	\$ 40,288.57	\$ -	\$ -	\$ -	\$ 40,288.57	\$ 127.85	\$ 40,416.42	3.808%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 40,161.93	\$ -	\$ -	\$ -	\$ 40,161.93	\$ 254.49	\$ 40,416.42	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY27**

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	\$ 4,940,222.95	\$ -	\$ -	\$ -	\$ 4,940,222.95	\$ 329.29	\$ -	\$ 4,940,552.24	3.784%
August	\$ 4,940,552.24	\$ -	\$ -	\$ -	\$ 4,940,552.24	\$ 332.43	\$ -	\$ 4,940,884.67	3.808%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,940,222.95	\$ -	\$ -	\$ -	\$ 4,940,222.95	\$ 661.72	\$ -	\$ 4,940,884.67	

*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 6/30/2026

\$ 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					