

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting September 18, 2024

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

July 17, 2024 LBOT Meeting

AGENDA CHANGES

REPORTS

Annual Budget Report:

Director's Report:

Committee Reports:

Strategic Plan Update

Finance and Budget Manager Nan Paek

Library Director Chang Liu

LBOT Chair Monti Mercer

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2024, FY2025 and FY2026 Budget Update

II 02 Staffing Update

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

II 04 LBOT Retreat Date

II 05 FY2026 Resource Requests and Base Budget Requests

II 06 Annual Review of LCPL Policies

ACTION ITEM:

AI 01 Approval of LBOT By Laws and Rules of Order

AI 02 Approval of LBOT Retreat Date

CLOSED EXECUTIVE SESSION: If needed

ADJOURNMENT

DATE & TIME: September 18, 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

July 17, 2024

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, July 17, 2024 at 7:00 p.m. The Chair and Secretary were present.

Present Monti Mercer, Chair
 Alana Boyajian, Vice Chair
 Kara Chiles
 Kathy Ellen Davis
 Mary Colucci
 Erika Daly
 Kate Gordon
 Chang Liu, Director

Absent Jennifer Crawford

I. CALL TO ORDER

Chair Mercer called the meeting to order at 7:00 p.m. and requested a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Mercer from Dulles District opened the floor with general rules for conducting the LBOT meeting and asked for Board comments.

Trustee Colucci from Algonkian District introduced herself to new Trustee Kara Chiles of Ashburn District and commended the various staff development programs available for LCPL staff.

Trustee Gordon from the Catoclin District mentioned that she reviewed the appendices of the LCPL Facilities Master Plan and was pleased that many staff members and citizens contributed to the plan.

At-Large Representative Trustee Davis expressed enthusiasm and appreciation for the Summer Reading Program.

Trustee Daly from Broad Run District commended the Cascades team for earning recognition as the Loudoun County Employee Advisory Committee (EAC) Team of the Month.

Ashburn District Trustee Chiles expressed her gratitude to the Board for the warm welcome. She provided a brief self-introduction, sharing that she had previously been a member of the Brambleton Library Friends group and is now excited to serve as a member of the LBOT.

Vice Chair Boyajian of Little River District extended her congratulations to LBOT Facilities Planning Committee on the completion of the Facilities Master Plan. She also congratulated LCPL staff for receiving the LBOT awards during the June 2024 annual award ceremony.

Chair Mercer expressed his gratitude to the attendees and announced that the two vacancies on the Board had been filled. He extended his thanks to new Trustee Ms. Kara Chiles for her attendance and informed the Board of the appointment of Ms. Jennifer Crawford from the Sterling District, who will be joining the Board meeting in September as the Board would be in recess for August 2024.

IV. DIRECTOR COMMENT

Director Chang Liu extended a warm welcome to new Trustee Kara Chiles from the Ashburn District, expressing enthusiasm for the opportunity to work together. She mentioned that an orientation meeting and a tour of the branches would be scheduled in the near future. Ms. Liu also introduced some LCPL staff members to the Board: Echo Rue, Maryclare Jones, Jenna Wolf, Sharon Hershey, Melissa Lopez, Tracy Rigual and SeungJoo Lee. Additionally, she informed the Board that Training Specialist Jen DesRoberts would be leaving LCPL for another system. Ms. Liu expressed her appreciation for Jen's contributions, particularly in transforming the training programs, and commended her consistently positive attitude.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the minutes. Trustee Daly moved to approve the June 26, 2024, LBOT Meeting minutes. Trustee Colucci seconded the motion.

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

VI. AGENDA CHANGES

There were no agenda changes.

VII. REPORTS

Division Manager Jessica West presented a report for Collection Management Services. The report was received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu thanked Ms. Jessica West and Ms. Tracy Rigual for their management of the Collection budget. She presented the Director's Report for June 2024. The report was received by the LBOT Secretary and placed on file.

IX. COMMITTEE REPORTS

Chair Mercer announced the appointments to the various committees:

- Nomination Committee: Trustee Mary Colucci
- Board Evaluation Committee: Trustees Erika Daly, vacant Trustee position, LBOT Secretary Manisha Adhikari, and vacant LCPL staff position
- Governance Committee: Vice Chair Alana Boyajian and vacant Trustee position
- Facilities Planning Committee: Trustee Kate Gordon, Trustee Kathy Ellen Davis, Director Chang Liu, Deputy Director Michael Van Campen, Finance and Budget Manager Nan Paek, vacant Branch Services Division Manager position, and Project Management Specialist Ryan Pagala

- Budget Committee: Chair Monti Mercer, vacant Trustee position and the LCPL Senior Leadership Team
- Executive Committee: Chair Monti Mercer and Vice Chair Alana Boyajian

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

Board Evaluation Committee: Ms. Daly explained that the Board self-evaluation is usually done in June of each year. There were no updates noted.

Nomination Committee: Trustee Colucci mentioned that she is responsible for collecting the nominations for the Chair and Vice Chair positions for the LBOT in May and election takes place in June each year. There were no updates noted.

Governance Committee: Vice Chair Boyajian mentioned that the Governance Committee looks out for legislative changes at the General Assembly. There were no updates noted.

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

Facilities Planning Committee: Trustee Gordon provided the background on the Facilities Master Plan. Chair Mercer deferred further discussion to the Information Item 3.

Chair Mercer mentioned that there may be an addition of one more ad hoc committee, but it's pending on the response from the Facilities Planning Committee.

Executive Committee: Chair Mercer indicated that both he and Vice Chair Alana Boyajian are members of the committee and there were no updates noted.

X. STRATEGIC PLAN UPDATE

Deputy Director Mike Van Campen was on leave. Director Liu presented an update on the Strategic Plan to the Trustees. The update 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 leave. Director Liu informed the Board that Ms. Paek and her team are in the process of closing out the FY 2024 budget and will present the annual report during the September 2024 LBOT meeting.

II 02 Staffing Update

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

Trustee Daly requested a plan to ensure that no more than two members of the Board attend the Staff Development Day (SDD) on September 13, 2024 at any given time. Ms. Liu stated that LBOT Secretary Manisha Adhikari would prepare a schedule and distribute it to the Trustees.

II 03 LCPL Facilities Master Plan

Chair Mercer requested that Director Liu present the Plan. Ms. Liu directed the Board's attention to the final draft of the Facilities Master Plan, which was shared with the Trustees via email ahead of the meeting. She noted that the content remained unchanged, except for a few minor edits, from the June 2024 LBOT meeting.

The minor edits included the following:

1. Page 5 – In the last sentence, removed capitalization of “planning and capital improvement processes” and eliminated acronym “CIP”.
2. Page 6 – Updated with FY2024 Statistics.
3. Page 51 – Updated the Law Library location.
4. Page 53 – Updated Outreach Services destinations (40) and total FY2024 trips (over 500).

Trustee Gordon and Trustee Davis gave a brief background on the Facilities Master Plan.

Ms. Liu announced that on Monday, July 22, at 6:00 pm, on behalf of the LBOT, members of the LBOT Facilities Planning Committee and former LBOT Chair Christina Olorunda will present a request to the BOS Fiscal Impact Committee (FIC) to revise the County's Capital Facilities Standards (CFS) for libraries. The LBOT would like to change the CFS from a Planning Subarea Population standard to a Countywide Population standard to better reflect the fact that patrons travel across the county to access library resources that meet their needs. Details of the FIC presentation have been submitted to the LBOT Secretary and placed on file. Ultimately, only the BOS may change the CFS.

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

Vice Chair Boyajian presented a background on the changes made to the LBOT By-Laws and Rules of Order in the past two years. Responding to the inquiry from Trustee Gordon, Ms. Liu noted that LBOT meetings and associated packets are posted on the Library and County websites at least three days prior to the meeting.

II 05 Strategic Plan CY2026

Chair Mercer noted that no one on the current Board, except himself, was involved in the creation of the current Strategic Plan. He suggested that a new strategic plan be developed. Trustee Gordon acknowledged the value of outside consultants and inquired if consultants had been utilized to develop the current Strategic Plan. Ms. Liu confirmed that LCPL had engaged consultants for the current Strategic Plan at a cost of \$30,000 and mentioned that funds to cover a new strategic plan would need to be identified within the existing budget.

II 06 LBOT Retreat Date

Chair Mercer mentioned that traditionally two Board retreats are held during the year, one in the spring and one in the fall. He suggested a few possible retreat dates: Oct 19, 26 and November 2nd.

XII. ACTION ITEM

AI 01 Adoption of LCPL Facilities Master Plan

Trustee Gordon moved to adopt the LCPL Facilities Master Plan prepared by Grimm and Parker dated July 15, 2024 as presented to the Board. Trustee Davis seconded the motion.

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

XIII. ADJOURNMENT

Chair Mercer moved to adjourn the meeting at 9:30 p.m. Vice Chair Boyajian moved the motion; Trustee Gordon seconded the motion.

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

Respectfully submitted by,

Adopted by the Board September 2024

Manisha Adhikari

Manisha Adhikari

LBOT Secretary

Monti Mercer

LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2024, FY2025 and FY2026 Budget Update

SUBJECT:	FY2024, FY2025 and FY2026 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	September 18, 2024
RECOMMENDATION:	Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024, FY2025 and FY 2026 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: I102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	September 18, 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 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 Alana Boyajian
ACTION DATE:	September 18, 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: 1104 LBOT Retreat Date

SUBJECT:	LBOT Retreat Date
CONTACT:	Trustees and Director Chang Liu
ACTION DATE:	September 18, 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 had suggested a few dates in October and November. The LBOT will vote on a final date.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 FY2026 Resource Requests and Base Budget Requests

SUBJECT:	FY2026 Resource Requests and Base Budget Requests
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	September 18, 2024
RECOMMENDATION:	<p>The Budget Committee, comprised of the Library’s Senior Management Team and Chair Mercer, recommends that the LBOT consider the following Resource Requests in the following priority order for FY2026:</p> <ol style="list-style-type: none"> 1) Assistant Division Manager for Branch Services 2) Increase in operating budget due to inflation, increased e-circulation, and high costs of e-books and streaming services. <p>The Assistant Division Manager position was requested for FY2025 but not approved by the BOS. We are requesting this position again this year, so that the Division Manager for Branch Services would have adequate support for the oversight of ten branches and 85% of LCPL staff.</p> <p>The request to increase the operating budget might become a Base Budget Request, pending guidance from County Administration. Base Budget Request traditionally doesn’t need LBOT’s approval, however, we are including this request here for the LBOT’s information. The amount of the request is still being determined as we evaluate the cost of inflation for library materials, resources, and equipment; the usage of e-library materials; and the unique pricing structure of e-library materials.</p> <p>This item will be an Action Item for the LBOT to vote on in October, before we submit our Resource Requests to the County Administrator. The County Administrator will be meeting with the Library Director in late October/early November to ask questions about our Resource Requests.</p>
BACKGROUND	<p>Every year, a Budget Committee is formed to evaluate the Library’s personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire 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.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1106 Annual Review of the LCPL Policies

SUBJECT:	Annual Review of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	September 18, 2024
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews LCPL Policies to make necessary updates and revisions. Trustees and staff need to bring forward suggested revisions for the LBOT's consideration.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Policies Document
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Policies

Policies are determined by the Library Board of Trustees.

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1. Library Closings

The Library Board of Trustees (LBOT) approves systemwide closings for holidays and other operational needs. The Director or designee, working with Loudoun County Government Administration, determines the closing of the library system or specific branches due to weather, maintenance, or safety-related concerns.

Effective June 16, 2021

2. Collection Management

Collection Development

Loudoun County Public Library (LCPL) provides a range of materials in a variety of formats to meet the needs and interests of its customers.

Items in LCPL's collection are selected based on intrinsic merit, appropriateness, and customer demand. LCPL strives to offer a balanced assortment of viewpoints in all subject areas. Materials are judged on the entirety of the work and not on isolated passages. LCPL is an apolitical public service. Therefore, opinions shared in materials are neither endorsed by LCPL, its Director, nor the Loudoun County Public Library Board of Trustees (LBOT).

Use and access of materials by minors is solely the responsibility of each minor's legal guardian(s).

[Customer input regarding the selection](#) or [reconsideration of materials](#) is encouraged and reviewed promptly. Requests for reconsideration are addressed according to LCPL [Reconsideration \(Challenge\) Procedures](#).

The LBOT endorses the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the ALA's [Access to Library Resources and Services for Minors](#) statement and interprets these statements to include all materials regardless of format.

Collection Maintenance

Materials that are outdated, no longer in demand, or in poor condition may be removed from the collection and distributed to LCPL support groups for sale or surplus auction held by Loudoun County Government.

Effective April 20, 2022

3. Facilities Use

“Facilities” refers to all space occupied or used by LCPL, including the buildings themselves, lobbies, meeting rooms, display areas, grounds, parking lots, and common areas. No group or individual will be excluded from equal access to facilities because of sex, race, religious or political persuasions or views.

Groups and individuals eligible to use facilities may do so free of charge. Facility use does not constitute LCPL’s endorsement of the beliefs, ideas, or policies expressed by groups or individuals using the space. Customers must comply with the Rules of Conduct (see policy 9) and all applicable laws including, but not limited to, the Code of Virginia, the Codified Ordinances of Loudoun County, and any town ordinances for those libraries located within incorporated towns.

The Branch Manager (or designee) must give advance permission for use of facilities. LCPL-sponsored programs and activities take precedence over other activities. Use by outside groups or individuals may not interfere with LCPL operations.

All meetings must be open to the public. Outside groups or individuals using facilities may not limit or restrict attendance except for fire code capacity limits. The Branch Manager (or designee) reserves the right to refuse or terminate the use of facilities when, in the manager’s best judgment, the use does not conform to LCPL policy or poses health or safety risks.

Use of facilities may be permitted under the following conditions:

1. Meeting room users must accept and adhere to the Meeting Room Guidelines. (Addendum A)
2. The sale of goods or services, admission fees, and/or solicitation of monetary donations or personal information is prohibited.
3. Petition signing must be conducted outside LCPL buildings at a minimum distance of 25 feet from building entrances. Users must submit a Drive or Petition application (Addendum B).
4. Individuals or groups using facilities may not interfere with other customers use of the library.
5. Lobby use is restricted to non-partisan voter registration, blood drives, and LCPL-sponsored events or activities. Users must submit a Drive or Petition application (Addendum B).

To ensure free and unimpeded access to the library, facility use may be denied based on available space or the requested activity. LCPL reserves the right to place additional limitations on facility use at any location due to varying demands at those locations.

Use of the following is restricted to LCPL, LCPL support groups, and federal, state, or county government agencies:

1. Unattended collection bins.
2. Signs, emblems, banners, etc., displayed or posted on LCPL buildings or grounds.
3. Parking lots, unless such facilities are shared.

LCPL is not liable for damages caused to the user or his or her property while using facilities, and LCPL will be held harmless from any liability to third parties for injury caused by any persons or groups while using facilities. Meeting room users are not covered by the County of Loudoun's liability insurance.

Effective June 16, 2021

4. Fees

The Library Board of Trustees (LBOT) will approve all fees, as referenced in the Schedule of Fees below. The LBOT authorizes the Library Director to develop procedures for staff to waive fees for customers due to extenuating circumstances beyond the control of the customer.

Schedule of Fees

Item	Cost
Lost or Damaged Items	List price per item
Printing	\$0.10 per page for black and white \$0.25 per page for color
Interlibrary Loans (ILL)	LCPL does not charge a fee; customers are responsible for any fees assessed by lending institutions
Makerspace Supplies	Material cost (prices may fluctuate)
Passport Services	\$35 execution fee \$15 per photo

Effective September 20, 2023

5. Gifts

LCPL welcomes monetary gifts, bequests, endowment funds, and gifts of property, services or materials from individuals, groups, foundations, or corporations. Gifts are accepted at the discretion of the Director and/or the Library Board of Trustees (LBOT). All gifts will be evaluated for appropriateness. Gifts are not a substitute for taxpayer funding. The LBOT and staff are not obligated to accept gifts, items, or funds, and reserve the right to refuse any gift.

Gifts valued at \$5,000 or less will be reviewed and accepted by the Director or his/her designee.

Gifts valued over \$5,000 as well as conditional gifts will be reviewed and accepted by the LBOT upon the recommendation of the Director.

LCPL takes full ownership of gifts and reserves the right to decide use, condition of display, and final disposition of all gifts it receives. LCPL may provide a receipt acknowledging the number of donated items but will not estimate their value.

LCPL may transfer gifts deemed unusable to LCPL support groups or outside organizations.

Effective June 16, 2021

6. Internet and Computer Use

Summary

Essential digital public services provided by LCPL include access to computers, the Internet, and basic software. In addition, LCPL provides an unsecured wireless network for customers' use with their personal devices.

Customers are permitted to use computers to access the Internet. In accordance with [Virginia Code §42.1-36.1](#), LCPL employs commercial filtering software and/or parental controls on LCPL computers and mobile devices to block the display of illegal material and material that is potentially harmful to children. However, no filtering software or control is completely effective. It may inadvertently allow access to content intended to be blocked and, conversely, it may block unobjectionable content. Customers 18 years of age or older may request unfiltered Internet access for bona fide research or other lawful purposes.

Parents and guardians – not LCPL staff – are responsible for the information selected and the sites visited on the Internet by the children in their care and for supervising their Internet use on LCPL-owned computers and devices, as well as on personal devices used in the library. This policy supports the ALA's Intellectual Freedom statements, including [The Library Bill of Rights](#), and [Access to Digital Resources and Services](#).

Acceptable Use

The following guidelines have been established for acceptable use of LCPL-owned computers and equipment, as well as personal devices used on LCPL property:

- A. Time limits on the use of computers and equipment, as well as bandwidth limits on wireless access, may be enforced to ensure that all customers have an opportunity to use those resources.
- B. Any activity that violates Federal, state, or local laws is prohibited on both LCPL and customer devices. Examples of illegal activities include, but are not limited to, fraud (which includes disguising or falsifying sources of electronic mail or other electronic communications with the intent of misleading, defrauding, or harassing others); libeling and slandering other persons; displaying or distributing child pornography; [Virginia Code §18.2-374.1:1](#) or other obscene materials; [Virginia Code §18.2-372](#), or materials deemed harmful to juveniles [Virginia Code §18.2-390](#). LCPL must comply with all proper judicial processes.

- C. Customers may not violate software license agreements or infringe on copyrighted material. [United States Copyright Law: U.S. Code, Title 17](#) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of “fair use.” This includes most electronic information sources. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Customers are responsible for consequences of copyright infringement.

- D. Customers may not attempt to or modify LCPL hardware, software or any configurations via workstations or any wireless network. This includes, but is not limited to, attempts or succeeding to evade or disable LCPL’s Internet filtering software; the intentional propagation of computer viruses or worms; and “hacking” of any kind. Customers may not interfere with the activities of LCPL or its network in any way. Customers may not attempt to intercept, monitor, disrupt, or impede other customer’s communications or to access or alter other customer’s data or software.

Failure to follow this policy or the Rules of Conduct (see policy 9) may result in suspension of Internet or library privileges.

User Responsibility

LCPL computers are in public areas and information viewed on the screen may be visible to customers of all ages. Customers are asked to view content appropriate to a public space and respect the privacy of others. Staff may ask customers to take action to address the situation if other customers express concern about the nature of their web browsing.

Customers accept that LCPL makes no representation or guarantee that computer or Internet services, including wireless service, will be uninterrupted, error-free, virus-free, timely, or secure, nor that any Internet content is accurate, reliable, or safe in any manner for download or any other purpose.

Use of LCPL’s hardware, software, Internet service, wireless network, and electronic information resources is entirely at the risk of the customer. LCPL will not be liable for any damage that may occur to any computer, peripheral equipment, device, or storage media; loss of data or confidential information; unauthorized access to or alteration of data transmission; and/or any other direct, indirect, special, incidental, consequential, or exemplary damages resulting from or arising out of use of LCPL’s Internet service, equipment, or other devices; wireless network, and/or electronic information resources or inability to use these services; or any other matter relating to these services.



102 North St. NW, Suite A, Leesburg, VA 20176 | 703-777-0368 | library.loudoun.gov

Customers agree to hold LCPL harmless from any claims, losses, damages, obligations, or liabilities relating to the use of LCPL computers, network, or other equipment, or related to the use of information obtained from LCPL's electronic information system.

Effective June 16, 2021

7. Library Card Eligibility

Loudoun County residents are eligible for a free library card regardless of age. Those who own property, own a business, work, or attend school in Loudoun County are also eligible. Individuals under the age of 18 may obtain a library card with proper approval from a parent or legal guardian.

Residents of jurisdictions with reciprocal borrowing agreements with LCPL are eligible for reciprocal accounts. Some online resources as well as Interlibrary Loan (ILL) may not be available to reciprocal borrowers.

Reciprocal jurisdictions are as follows: the cities of Falls Church, Alexandria, Winchester, and the District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke, and Frederick counties in Virginia; and Montgomery, Prince George's, Frederick, and Charles counties in Maryland.

Effective September 21, 2022

8. Naming of Libraries

The Library Board of Trustees (LBOT) may provide recommendations for the naming of LCPL branches to the Loudoun County Board of Supervisors (BOS), which has final approval. The LBOT has the authority to name collections, additions, rooms, or other significant areas within any LCPL branch.

When taking these actions, the LBOT will follow the guidelines set forth in the Loudoun County Board of Supervisors Finance and Government Services Committee's [Resolution Relating to County Memorials and the Names for County Parks, Sites, and Facilities](#) (adopted March 17, 1992), as well as the following additional guidelines:

1. Generally, the library will carry a name that reflects the geographical area in which it is located or for which it serves in order to be understood by customers; for example, Lovettsville Library. Exterior signs will identify each library as such; for example, "Lovettsville Library." The library may be further identified as "A branch of Loudoun County Public Library."
2. In exceptional circumstances, the LBOT may consider naming libraries, collections, additions, rooms, or significant areas within a library after a donor, provided that the donor paid for a substantial portion or the entire cost of construction or renovation or has donated a significant amount of money to LCPL.
3. In exceptional circumstances, the LBOT may consider naming libraries, collections, additions, rooms, or significant areas within a library in honorable recognition of an individual or group, provided the following criteria are met:
 - a) Commemorative naming in memory of individuals must at least one year after the death of the individual.
 - b) Commemorative naming may only be for civic or charitable organizations (not for corporate or religious organizations).
 - c) Commemorative naming is in recognition of outstanding achievement, distinctive service, or significant contribution by the individual or group to the library, local, or national community.

Effective June 16, 2021

9. Privacy

LCPL protects the privacy of all customer information, including requests for service or materials, loan transactions, online sites visited, and resources accessed. Records that link personally identifiable information to borrowed or requested materials or to website visits are kept only as long as needed for operational purposes.

LCPL does not release such information to individuals or to any private or public agency unless it is required to comply with proper judicial processes, such as a government order to produce documents or information.

Per [Virginia Code 2.2-3705.7](#), parents and/or legal guardians will have complete access to the records of their minor child or children. LCPL staff may only access personal data for the purpose of serving customers.

LCPL uses Google Analytics to gather information regarding usage patterns of LCPL-maintained websites. Google Analytics uses cookies to collect statistical data such as browser type and operating system. No personally identifiable information is stored. [Customers may opt out of being tracked by Google Analytics](#) without affecting their use of LCPL-maintained websites.

Confidentiality of customer records is protected under state law per [Virginia Code § 2.2-3705.7](#).

Effective June 16, 2021

10. Programming

LCPL programs are designed to spotlight materials and services and provide educational and recreational opportunities for customers of all ages.

LCPL may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its efforts.

Programs are scheduled at the discretion of staff and are open to the public. Presenters will not be excluded from consideration because of their origin, background, or views, and topics will not be excluded from consideration due to potential controversy.

LCPL sponsorship of a program does not constitute an endorsement of the content of the program, the organization presenting the program, or the views expressed by participants.

Customer input regarding programs is encouraged and reviewed through [program surveys](#) and the [Loudoun County Public Library Program Feedback Form](#). Input provided on the Feedback Form is reviewed according to the [LCPL Program Feedback Procedures](#).

To request a reasonable accommodation for a disability, call 703-777-0368. Three days' notice is requested.

Effective June 27, 2024

11. Rules of Conduct

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

Exceptions to these Rules of Conduct may be granted at the discretion of the Director, or the Director's designee, including for adherence with the Americans with Disabilities Act (42 U.S.C. ch. 126 § 12101 et seq.) and all regulations issued pursuant to such law.

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

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

The following must always be observed:

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

In addition, please be aware:

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

Effective November 17, 2021

12. Safe Children

LCPL provides a welcoming and safe environment for children. Staff can assist children using library resources but cannot provide childcare or assume responsibility for their safety. Parents, guardians, teachers, and caregivers are responsible for the behavior and safety of the children in their care.

- Children 9 years old or younger must always be directly supervised by a parent, guardian or caregiver age 13 or older. Parents, guardians or caregivers are to remain in the immediate vicinity of the children in their care.
- If children 9 years old or younger are left unattended, staff will attempt to reach their parents or guardians. If they cannot be reached, staff will contact the appropriate authorities.
- Children are expected to abide by the Rules of Conduct (see policy 9). Staff reserves the right to contact parents or guardians or the appropriate authorities if a child of any age is disruptive or is in distress.
- Minors 17 years old or younger left at the library without transportation at closing time may be referred to the appropriate authorities for their well-being. Staff may not transport minors.

Effective June 16, 2021

13. Support Groups

Support groups, including friends groups, advisory boards, and foundations. They are separate from LCPL and are not policy-making bodies.

These groups may raise money through book sales, sponsorship of special events, or other means.

To use facilities, LCPL branding, or receive LCPL assistance, support groups must abide by the following standards:

1. All friends groups, advisory boards, and foundations will conduct their fiscal affairs through appropriately structured nonprofit, tax-exempt organizations.
2. Funds raised by support groups will not be a substitute for taxpayer funding.
3. Funds raised by support groups will be maintained in an account separate and distinct from LCPL's operating accounts. Such accounts will be administered by the treasurer of the support group.
4. Gifts made to LCPL by friends groups, advisory boards, or a foundation will conform to LCPL's gift and fiscal policies and will not be used to dictate policy.
5. Use of LCPL's name and/or logo must be approved by LCPL.

Effective June 16, 2021

14. Video Surveillance

- I. **Purpose:** The purpose of this policy is to establish guidelines for the implementation and management of the video surveillance system at the buildings used by the Loudoun County Public Library (“LCPL”). The Loudoun County Library Board of Trustees has been consulted on this policy.
- II. **Definitions:** Video Surveillance System: A system comprised of cameras, cabling, monitor(s) and recording devices capable of capturing video images that can be compressed, stored, or sent over communication networks.
- III. **Policy Statement:** LCPL has an interest in preserving the safety of its staff and patrons. A video surveillance system can assist in this effort by capturing images and providing the ability to view live video or store video for review at a later date. The presence of a video surveillance system, along with notice signage, can also act as a deterrent to unlawful or disruptive behavior. The Library will notify the public by providing appropriate notice signage indicating the presence and use of the system. Access to the system shall be controlled as outlined herein.
- IV. **Management of the Video Surveillance System:** This policy is jointly managed and implemented by the Department Of General Services (“DGS”) and LCPL.
 - A. Questions regarding this policy should be addressed to the Safety and Security Program Manager within DGS.
 - B. DGS shall provide notice to the public and staff of the use of video surveillance.
 1. Signage: Signs informing the public and staff of the functional presence of video surveillance shall be posted at each entrance to each LCPL facility.
 2. This policy is available upon request from library management and/or DGS.
 - C. This surveillance system is operational 24 hours a day at each location operated by the LCPL.
 - D. **Surveillance Equipment Placement:** The placement of video surveillance cameras will be carefully chosen with full consideration of safety and due respect to the privacy of patrons and staff. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, lactation areas, and library pods.
 - E. **System Access:** Access to the system is limited to designated Security Managers within DGS.
 - F. **Image Retention:** All video images will be retained on the system for a minimum of 30 days and a maximum of 90 days. All video images will be deleted at the end of the 90-day maximum retention period. Upon request,

video will be copied to a secure file and kept until it is no longer needed as determined by DGS and/or LCPL.

- G. **Image Dissemination:** Images obtained are the property of Loudoun County. Images may be disseminated when security and safety needs dictate, such as:
1. Identification of persons banned from the property
 2. Images depicting suspicious and/or criminal activity
 3. Images depicting accidents or other safety concerns on the property
 4. Images depicting any activity of interest that involves safety and/or security
of the facility, staff, patrons, and others
- H. **Image Request Documentation:** DGS will document all image requests with the following information:
1. **Internal Staff Request:** Requests from departments or agencies within the County government shall be routed to DGS for action. If the request comes from outside LCPL, Library Administration management will be consulted prior to release. (Requests with the following information by email are sufficient:)
 - a) Name of Requestor
 - b) Date of request
 - c) Reason for request
 2. **External Requests:** Requests of this nature must utilize the Freedom of Information Act process (see Administrative Policies and Procedures FOIA-03). All FOIA requests will be examined to determine if exemptions apply.
 3. **Law Enforcement Requests:** All requests from law enforcement agencies to view video footage should be routed to DGS for further action. Should the law enforcement agency require confidentiality, LCPL personnel will not be notified of its request for access to the video surveillance footage. All requests related to video footage which may have some involvement in a potential criminal offense shall be referred to the appropriate law enforcement agency for investigation.

Effective May 15, 2024

15. Volunteers

Volunteers support staff by performing supplemental and/or specialized services without wages or benefits.

Volunteers are accepted when their abilities match specific needs. LCPL does not guarantee all volunteer applications will be accepted.

Effective June 16, 2021

Addendum A

Meeting Room Guidelines

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

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

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

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

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

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

Addendum B Drive or Petition Application

In accordance with LCPL's Facilities policy, the following applies to groups or individuals conducting voter registration or blood drives in lobbies, or groups or individuals gathering signatures for a petition on LCPL grounds:

- Lobby use is restricted to non-partisan voter registration, blood drives, and LCPL-sponsored events.
- The lobby can be reserved up to two months in advance. Please call the branch to make a reservation.
- No group or individual may use the lobby for more than 10 hours per month.
- Petition signing must be conducted outside LCPL buildings at a minimum distance of 25 feet from building entrances.
- Communication with any customer by petitioners or groups or individuals conducting drives must be initiated by the customer.
- Groups or individuals must follow the process for conducting voter registration drives, including the training requirement, as set forth by the Virginia State Board of Elections (elections.virginia.gov/registration/registration-drives).
- Groups or individuals conducting voter registration drives must do so in a non-partisan manner. No endorsements may be made of any political party or candidate.

Please see the application on the next page.

Drive/Petition Application

LCPL Branch Name	
Name of Group	Date of Application
Authorized Individual Conducting Drive or Petition	Title
Address of Group/Individual	Telephone
Date and Time of Drive/Petition	

I have read and agree to abide by the above guidelines.

Printed Name of Applicant	Approved by (LCPL Staff Only)
Signature of Applicant	Date

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval of LBOT By-Laws and Rules of Order

SUBJECT:	Approval of LBOT By-Laws and Rules of Order
CONTACT:	Chair Monti Mercer and Vice Chair Alana Boyajian
ACTION DATE:	September 18, 2024
RECOMMENDATION:	
BACKGROUND	Annually the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary.
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
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:	September 18, 2024
RECOMMENDATION:	Trustees are to vote for the approval of November 16, 2024 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.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the retreat date to be Saturday, November 16, 2024.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

7/31/2024

Irwin Uran Trust Fund	\$ 93,299.25	LGIP*	0.000%	
Symington Trust Fund	\$ 102,106.12	LGIP* 0.000%		
		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	\$ 4,852,768.83			
James Horton Trust Fund	\$ 33,726.61	LGIP*	0.000%	

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY25**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 418.89	\$ 93,299.25	5.412%
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	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 418.89	\$ 93,299.25	

*Interest Earnings Based On Average LGIP Rate For the Month

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 151.42	\$ 33,726.61	5.412%
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	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 151.42	\$ 33,726.61	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY25**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 431.49	\$ -	\$ 4,852,768.83	5.412%
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 431.49	\$ -	\$ 4,852,768.83	

*Ending Balances include CD's and Money Market balances - see holding tab

**Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

CD's as of 6/30/2024

\$ 905,059.01	<i>John Marshall Bank</i>	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	<i>FVC Bank</i>	3/18/2020	3/18/2025	1.242%
\$ 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%
\$ 4,756,662.71				

Library Trust Funds Holdings

8/31/2024

Irwin Uran Trust Fund	\$ 93,719.25	LGIP*	5.402%
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Symington Trust Fund	\$ 102,538.76	LGIP*	5.402%
		CD**	
	\$ 850,253.31	<i>FVC Bank</i>	Trade Date Maturity Yield
	\$ 990,312.07	<i>Bank of Charles Town</i>	03/18/20 03/18/25 1.250%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	02/26/24 02/26/27 4.710%
	\$ 990,728.97	<i>Bank of Charles Town</i>	03/23/23 03/23/28 4.190%
	\$ 905,059.01	<i>John Marshall Bank</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	\$ 4,853,201.47		

James Horton Trust Fund	\$ 33,878.44	LGIP*	5.402%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY25**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 418.89	\$ 93,299.25	5.412%
August	\$ 93,299.25	\$ -	\$ -	\$ -	\$ 93,299.25	\$ 420.00	\$ 93,719.25	5.402%
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	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 838.89	\$ 93,719.25	

*Interest Earnings Based On Average LGIP Rate For the Month

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 151.42	\$ 33,726.61	5.412%
August	\$ 33,726.61	\$ -	\$ -	\$ -	\$ 33,726.61	\$ 151.83	\$ 33,878.44	5.402%
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	\$ 33,575.19	\$ -	\$ -	\$ -	\$ 33,575.19	\$ 303.25	\$ 33,878.44	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY25

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 431.49	\$ -	\$ 4,852,768.83	5.412%
August	\$ 4,852,768.83	\$ -	\$ -	\$ -	\$ 4,852,768.83	\$ 432.64	\$ -	\$ 4,853,201.47	5.402%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 864.13	\$ -	\$ 4,853,201.47	

*Ending Balances include CD's and Money Market balances - see holding tab
 **Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

CD's as of 6/30/2024

\$ 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					