

# Loudoun County Public Library Board of Trustees

## AGENDA: LBOT Meeting January 21, 2026

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**7:00 p.m. CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**APPROVAL OF MINUTES**

**December 17, 2025 LBOT Meeting**

**AGENDA CHANGES**

**REPORTS**

Lovettsville Library Report:

**Branch Manager Gregory Bowman**

Director's Report:

**Library Director Chang Liu**

Committee Reports:

**LBOT Chair Monti Mercer**

Strategic Plan Update:

**Deputy Director Mike VanCampen and Director Chang Liu**

**INFORMATION ITEM:**

**II 01** FY2026 and FY2027 Quarterly Budget Update

**II 02** Staffing Update

**II 03** Annual Review of LCPL Policies

**CLOSED EXECUTIVE SESSION (if needed)**

**ADJOURNMENT**

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**DATE & TIME:** January 21, 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**

**December 17, 2025**

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, December 17, 2025, at 7:00 p.m. The Chair and Secretary were present.

<b>Present</b>	Monti Mercer, Chair Kate Gordon, Vice Chair Alana Boyajian Stacy Cleveland Jennifer Crawford Erika Daly Kathy Ellen Davis Chang Liu, Director
<b>Remote</b>	Mary Colucci
<b>Absent</b>	Kara Chiles

#### **I. CALL TO ORDER**

Chair Mercer called the meeting to order at 7:00 p.m. and requested a moment of silence. Trustee Colucci attended the Board meeting remotely from Sterling due to personal matter.

#### **II. PUBLIC COMMENT**

There was no public comment.

#### **III. BOARD COMMENT**

Chair Monti Mercer invited Trustees to share comments during the Board Comment section. Trustees expressed their appreciation for the wide range of programs offered to the community, congratulated Katie Smith of the Lovettsville Library on being named Loudoun County Employee of the Month and extended best wishes for a wonderful holiday season and a Happy New Year.

#### **IV. DIRECTOR'S COMMENT**

Director Liu thanked the Trustees for their appreciation of LCPL staff. She expressed gratitude not only to the staff but also to the Trustees and County Administration for their leadership and guidance. She also acknowledged County DIT staff members Jamal Matthews and Matthew Puryear for providing technical support during the LBOT meeting. Additionally, Director Liu shared information regarding LCPL being open on a major Christian holiday, Easter Sunday, noting that staff have raised concerns. She mentioned that, while other County departments such as Parks and Recreation and Animal Services remain open on Easter Sunday, library systems in neighboring jurisdictions are closed on that day.

#### **V. READING AND APPROVAL OF MINUTES**

Chair Mercer requested a motion to approve the November 19, 2025 LBOT meeting minutes.

Trustee Cleveland moved to approve the November 19, 2025, LBOT meeting minutes.

Vice Chair Gordon seconded the motion.

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

**VI. AGENDA CHANGES**

There were no agenda changes.

**VII. REPORTS**

Communications Division Manager Pete O'Brien presented the Division report.

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

**VIII. DIRECTOR'S REPORT**

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

**IX. COMMITTEE REPORTS**

Chair Mercer made the following Committee appointments for the calendar year 2026:

Advocacy Committee: Trustees Erika Daly (Broad Run District) and Kathy Ellen Davis (At-Large)

Board Evaluation Committee: Trustees Kara Chiles (Ashburn District) and Mary Colucci (Algonkian District)

Budget Committee: Chair Monti Mercer (Dulles District), Trustee Jenny Crawford (Sterling District), Chang Liu (Director), Mike Van Campen (Deputy Director), Jessica West (Division Manager, Collection Management Services), Ryan Pagala (Project Management Specialist), Pete O'Brien (Division Manager, Communications), Dan Bureau (Division Manager, Technology Services), Mike Siriwardena (Division Manager, Branch Services), Vivy Niotis (Assistant Division Manager, Branch Services), Andria Donnelly (Training Specialist), Susan VanEpps (Division Manager, Programming and Community Engagement), Nan Paek (Finance and Budget Manager), and Cheryl Granger (HR Program Manager)

Executive Committee: Chair Monti Mercer and Vice Chair Kate Gordon.

Facilities Planning Committee: Vice Chair Kate Gordon (Catoctin District), Trustee Stacy Cleveland (Leesburg District), Chang Liu (Director), Mike Van Campen (Deputy Director), Ryan Pagala (Project Management Specialist), Mike Siriwardena (Division Manager, Branch Services), Vivy Niotis (Assistant Division Manager, Branch Services), and Nan Paek (Finance and Budget Manager).

Governance Committee: Trustees Alana Boyajian (Little River District) and Trustee Kathy Ellen Davis (At-Large)

Nomination Committee: Trustee Alana Boyajian (Little River District)

Strategic Planning Committee: Trustee Kara Chiles (Ashburn District), Trustee Mary

Colucci (Algonkian District), Chang Liu (Director), Mike Van Campen (Deputy Director), Jessica West (Division Manager, Collection Management Services), Ryan Pagala (Project Management Specialist), Pete O'Brien (Division Manager, Communications), Dan Bureau (Division Manager, Technology Services), Mike Siriwardena (Division Manager, Branch Services), Vivy Niotis (Assistant Division Manager, Branch Services), Andria Donnelly (Training Specialist), Susan VanEpps (Division Manager, Programming and Community Engagement), Nan Paek (Finance and Budget Manager), and Cheryl Granger (HR Program Manager), a branch manager and a library staff.

1. Strategic Planning Advisory – Trustees and select Senior Leadership Team
2. Strategic Review Advisory – Select LCPL Staff and Strategic Planning Advisory Committee

**Board Evaluation Committee:** There was no update from the committee. Comments were deferred to Information Item 5: Board Self-Evaluation Form.

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

**Facilities Planning Committee:** Chair Mercer invited Trustees Gordon and Davis to provide updates. Ms. Gordon reported that the committee, Law Library staff, and architects from Dewberry had met. The phased construction and renovation of the old courthouse complex is scheduled to take place between 2027 and 2030. Director Liu has signed off on the conceptual design. Ms. Gordon noted that it is exciting to see the initial plans, as highlighted in the Loudoun Now article.

**Governance Committee:** Trustees Boyajian and Cleveland mentioned that there was nothing to report and deferred comments to the Information Item 4: Annual Review of LCPL Policies.

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

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

**Advocacy Committee:** Chair Mercer stated that a new Advocacy Committee would be formed in calendar year 2026, with Trustees Daly and Davis serving as members, as noted earlier.

## **X. STRATEGIC PLAN UPDATE**

Deputy Director Van Campen presented the Strategic Plan Update for December 2025. The report was included in the Board packet for the Trustees. The LBOT Secretary received the update and placed it on file for future reference.

## **XI. INFORMATION ITEMS**

### **II 01 FY2026 and FY2027 Budget Update**

Finance and Budget Manager Nan Paek provided the following updates:

**FY 26 Budget Update:** The Library remains on track with overall spending. Personnel expenditures are at 42% of the budget, operating expenditures are at 38%, and Collections expenditures are at 44% of the budget, excluding encumbrances. When the encumbrance of \$1,105,317 is included, Collections expenditures total 88% of the budget. Fees and services revenues are at 52% of the budget.

**FY 27 Budget Update:** There are no updates at this time regarding FY2027 budget work session dates. Additional information will be announced in the coming months.

Ms. Paek will present a more detailed financial report for the first half of FY2026 at the January 2026 LBOT meeting.

## **II 02 Staffing Update**

HR Program Manager Cheryl Granger attended the meeting remotely. Director Liu presented the staffing update on Ms. Granger's behalf, as included in the LBOT packet. The report was received by the LBOT Secretary and placed on file.

## **II 03 Presentation of LCPL's Strategic Plan and Strategic Planning Framework**

Deputy Director Mike Van Campen presented the draft LCPL Strategic Plan and Strategic Planning Framework, which were included in the Board packet. He opened the floor for discussion. Mr. Van Campen mentioned that upon approval by the LBOT, work on the new Strategic Plan will begin in January 2026.

Chair Mercer asked whether Trustees Colucci and Chiles could attend the January 8 meeting at the Library Administration Building from 1:15 to 3:15 p.m. Trustee Colucci confirmed that she would attend the meeting.

## **II 04 Annual Review of LCPL Policies**

Chair Mercer requested that Director Liu present information regarding LCPL policy revisions. Director Liu noted that substantial feedback had been received from the County Attorney's Office. As a result, she didn't have a final draft of proposed policy changes to present to the LBOT.

## **II 05 Board Self-Evaluation Form**

Chair Mercer mentioned that this information item was presented to remind the Board to begin considering the evaluation process. The current evaluation form was approved in April 2025. Trustee Daly stated that she would provide all previous evaluation forms to the new committee.

## **II 06 LBOT Spring Retreat**

Chair Mercer opened the floor for discussion regarding the need for a spring LBOT retreat. Chair Mercer commented that a spring retreat didn't seem necessary, while confirming that the fall retreat would proceed as planned.

**ACTION ITEM:**

**AI 01 Approval of LCPL's Strategic Plan and Strategic Planning Framework**

Chair Mercer requested a motion to approve LCPL's Strategic Plan and Strategic Planning Framework as presented.

Trustee Davis moved to approve the motion. Trustee Boyajian seconded the motion.

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

**ADJOURNMENT**

Chair Mercer requested a motion to adjourn the meeting at 8:17 p.m. Trustee Davis made the motion, and Trustee Cleveland seconded the motion.

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

Respectfully submitted by,

*Manisha Adhikari*

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Manisha Adhikari  
LBOT Secretary

Adopted by the Board, January 2026

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Monti Mercer  
LBOT Chair

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

<b>SUBJECT:</b>	FY2026 and FY2027 Budget Update
<b>CONTACT:</b>	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
<b>ACTION DATE:</b>	January 21, 2026
<b>RECOMMENDATION:</b>	Finance and Budget Manager Nan Paek will provide an update on the Library's FY2026 and FY2027 budgets.
<b>BACKGROUND:</b>	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: I02 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and HR Program Manager Cheryl Granger
<b>ACTION DATE:</b>	January 21, 2026
<b>RECOMMENDATION:</b>	HR Program Manager Cheryl Granger will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	Director Liu and HR Program Manager Granger periodically update the LBOT on the Library's staffing situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	Staffing update
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**New Hires/Folks joining us this month**

Nathaly Bonilla- Accountant I, Admin (1/29)

**Promotions/ Hours Increase**

Greg Bowman- Branch Manager, LOV (1/15)

**Departures**

Patti Zimmett- PT Circulation Services Library Assistant, BRM

Kerry McKenna- PT Adult Services Library Assistant, PUR

**Acting Appointments**

Linda Raditz- Acting Head of Adult Services, GUM

**Currently Posted/To Be Posted**

Children's Services Librarian, LOV

Branch Manager- RUST

PT Circulation Services Library Assistant, BRM

PT Adult Services Library Assistant, PUR

**Currently Interviewing**

FT Circulation Assistant- RUST

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

<b>SUBJECT:</b>	Annual Review of LCPL Policies
<b>CONTACT:</b>	Chair Monti Mercer and Director Chang Liu
<b>ACTION DATE:</b>	January 21, 2026
<b>RECOMMENDATION:</b>	At this time, Staff do not have any policy review requests for the LBOT to consider.
<b>BACKGROUND:</b>	The LBOT reviews LCPL policies annually to make necessary updates and revisions. Trustees and staff need to bring forward suggested revisions for the LBOT's consideration.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Trust Funds Holdings

12/31/2025

<b>Irwin Uran Trust Fund</b>	<b>\$ 99,482.73</b>	LGIP*	3.911%
<b>Symington Trust Fund</b>	<b>\$ 102,475.66</b>	LGIP*	3.911%
		CD**	
	<b>\$ 904,757.79</b>	<i>FVC Bank</i>	Trade Date 03/18/25 Maturity 03/18/30 Yield 4.057%
	<b>\$ 990,312.07</b>	<i>Bank of Charles Town</i>	02/26/24 02/26/27 4.710%
	<b>\$ 1,014,309.35</b>	<i>Bank of Charles Town</i>	03/23/23 03/23/28 4.190%
	<b>\$ 996,728.97</b>	<i>Bank of Charles Town</i>	03/31/24 03/31/29 4.490%
	<b>\$ 929,687.51</b>	<i>John Marshall Bank</i>	04/22/25 04/22/30 4.090%
<b>Symington Total</b>	<b>\$ 4,938,271.35</b>		

<b>James Horton Trust Fund</b>	<b>\$ 40,411.37</b>	LGIP*	3.911%
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\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund**  
**Fund 1220**  
**FY26**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 97,402.69	\$ -	\$ -	\$ -	\$ 97,402.69	\$ 358.04	\$ 97,760.73	4.411%
August	\$ 97,760.73	\$ -	\$ -	\$ -	\$ 97,760.73	\$ 359.43	\$ 98,120.16	4.412%
September	\$ 98,120.16	\$ -	\$ -	\$ -	\$ 98,120.16	\$ 356.34	\$ 98,476.50	4.358%
October	\$ 98,476.50	\$ -	\$ -	\$ -	\$ 98,476.50	\$ 347.62	\$ 98,824.12	4.236%
November	\$ 98,824.12	\$ -	\$ -	\$ -	\$ 98,824.12	\$ 335.43	\$ 99,159.55	4.073%
December	\$ 99,159.55	\$ -	\$ -	\$ -	\$ 99,159.55	\$ 323.18	\$ 99,482.73	3.911%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 97,402.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,402.69</b>	<b>\$ 2,080.04</b>	<b>\$ 99,482.73</b>	

\*Interest Earnings Based On Average LGIP Rate For the Month

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

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle+Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 37,382.52	\$ -	\$ -	\$ -	\$ 37,382.52	\$ 137.41	\$ 37,519.93	4.411%
August	\$ 37,519.93	\$ -	\$ -	\$ -	\$ 37,519.93	\$ 137.95	\$ 37,657.88	4.412%
September	\$ 37,657.88	\$ -	\$ 2,200.00	\$ -	\$ 39,857.88	\$ 144.75	\$ 40,002.63	4.358%
October	\$ 40,002.63	\$ -	\$ -	\$ -	\$ 40,002.63	\$ 141.21	\$ 40,143.84	4.236%
November	\$ 40,143.84	\$ -	\$ -	\$ -	\$ 40,143.84	\$ 136.25	\$ 40,280.09	4.073%
December	\$ 40,280.09	\$ -	\$ -	\$ -	\$ 40,280.09	\$ 131.28	\$ 40,411.37	3.911%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 37,382.52</b>	<b>\$ -</b>	<b>\$ 2,200.00</b>	<b>\$ -</b>	<b>\$ 39,582.52</b>	<b>\$ 828.85</b>	<b>\$ 40,411.37</b>	

\*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust**  
**Fund 1223**  
**FY26**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle+Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,936,128.73	\$ -	\$ -	\$ -	\$ 4,936,128.73	\$ 368.81	\$ -	\$ 4,936,497.54	4.411%
August	\$ 4,936,497.54	\$ -	\$ -	\$ -	\$ 4,936,497.54	\$ 370.25	\$ -	\$ 4,936,867.79	4.412%
September	\$ 4,936,867.79	\$ -	\$ -	\$ -	\$ 4,936,867.79	\$ 367.06	\$ -	\$ 4,937,234.85	4.358%
October	\$ 4,937,234.85	\$ -	\$ -	\$ -	\$ 4,937,234.85	\$ 358.08	\$ -	\$ 4,937,592.93	4.236%
November	\$ 4,937,592.93	\$ -	\$ -	\$ -	\$ 4,937,592.93	\$ 345.52	\$ -	\$ 4,937,938.45	4.073%
December	\$ 4,937,938.45	\$ -	\$ -	\$ -	\$ 4,937,938.45	\$ 332.90	\$ -	\$ 4,938,271.35	3.911%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 4,936,128.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,936,128.73</b>	<b>\$ 2,142.62</b>	<b>\$ -</b>	<b>\$ 4,938,271.35</b>	

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

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

CD's as of 6/30/2025

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