

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting November 19, 2025

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director Comment

APPROVAL OF MINUTES

October 15, 2025 LBOT Meeting
November 8, 2025 LBOT Retreat

AGENDA CHANGES

REPORTS

Law Library Report:	Manager Patrick Ramos
Law Library Friends Group:	President Bukky Brown
Director's Report:	Library Director Chang Liu
Committee Reports:	LBOT Chair Monti Mercer
Strategic Plan Update:	Deputy Director Mike Van Campen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2026 and FY2027 Budget Update

II 02 Staffing Update

II 03 Calendar Year 2026 LBOT Meeting Schedule

II 04 Calendar Year 2026 LCPL Holiday Schedule

II 05 LCPL Sunday Hours Change

II 06 Presentation of Strategic Plan and Planning Framework

ACTION ITEM:

AI 01 Approval of Calendar Year 2026 LBOT Meeting Schedule

AI 02 Approval of Calendar Year 2026 LCPL Holiday Schedule

CLOSED EXECUTIVE SESSION: If needed

ADJOURNMENT

DATE & TIME: November 19, 2025, 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 571-335-3714. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes

October 15, 2025

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, October 15, 2025, at 7:00 p.m. The Chair and Secretary were present.

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

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 Monti Mercer invited the Trustees to share their remarks during the Board Comments section. Trustees expressed concern regarding the closure of Baker & Taylor.

IV. DIRECTOR'S COMMENT

Director Chang Liu introduced Dan Steiner to the Trustees, noting that he would begin his role as Branch Manager for Purcellville on October 23rd. Mr. Steiner then shared a brief introduction about himself. Ms. Liu also invited Sterling Branch Manager Amanda Jones to speak about LCPL's two presentations at the Virginia Library Association (VLA) Conference.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the September 17, 2025 LBOT meeting minutes.

Trustee Cleveland moved to approve the September 17, 2025, LBOT meeting minutes. Trustee Gordon seconded the motion.

Approved **7-0-0-2 (yes/abstained/no/not present)**.

VI. AGENDA CHANGES

There was one agenda change proposed by Chair Mercer. Chair Mercer moved to add Action Item 3: Approval of Resource and Base Budget Requests.

Trustee Crawford seconded the motion.

Approved **7-0-0-2 (yes/abstained/no/not present)**.

VII. REPORTS

HR Program Manager Cheryl Granger presented the LCPL annual personnel report. The LBOT Secretary shared the report with the Trustees via email and placed it on file.

Branch Manager Belinda Blue presented a report on behalf of Cascades Library. Nicole Turner Barnes, President of the Cascades Library Friends Group, presented a report on behalf of the Friends Group.

The reports were shared with the Trustees via email and placed on file by the LBOT Secretary. The trustees appreciated the presentations.

VIII. DIRECTOR'S REPORT

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

IX. COMMITTEE REPORTS

Chair Mercer requested updates from committee members on the status of their respective committees.

Executive Committee: Chair Mercer provided an update on upcoming Committee appointments, noting that announcements would be made during the LBOT meeting in November 2025. He also discussed plans for the Board Retreat and the Foundation and Advisory Board Summit, scheduled from 9:00 a.m. to 1:00 p.m. at Brambleton Library on November 8, 2025. He stated that Ms. Reagen Thalacker, Public Library Consultant at the Library of Virginia, is preparing a one-hour presentation on governing library Boards and FOIA guidelines for Board members.

Board Evaluation Committee: There was no update from the committee.

Budget Committee: Chair Mercer informed the Board that he and Trustee Jennifer Crawford would defer the Budget Committee discussion to Information Item II01, FY2026 and FY2027 Budget Update, later in the agenda and newly added Action Item AI03.

Facilities Planning Committee: Chair Mercer invited Trustees Gordon and Davis to share their updates. The attendees were informed about the final design concepts for the new Law Library at the Valley Bank Building.

Governance Committee: Trustee Boyajian was not present at the meeting. Ms. Cleveland deferred it to Information Item II04, Annual Review of LCPL Policies, and Action Item AI02, Approval of By-laws and Rules of Order.

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

Strategic Planning Committee: Trustee Colucci, who co-chaired the committee, deferred comments to Deputy Director Van Campen.

Mr. Van Campen presented a draft strategic plan, emphasizing the importance of maintaining a streamlined and flexible approach. The committee will continue refining the plan and gathering feedback.

The draft plan had been shared with Trustees in advance and included in the printed Board packet by the LBOT Secretary. Mr. Van Campen thanked both staff and Trustees for their continued support.

X. STRATEGIC PLAN UPDATE

Deputy Director Mike Van Campen presented the Strategic Plan Update for October 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 first-quarter revenue and expenditure report from July-September 2025 (FY 2026). 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.

II 02 Staffing Update

HR Program Manager Cheryl Granger presented the update, which was shared in the LBOT packet and was received by the LBOT Secretary and placed on file.

II 03 Lovettsville Library Shelving Replacement.

Director Liu informed the Board that the Lovettsville Library shelving project is scheduled to begin on November 10 and is expected to take approximately three weeks, concluding by December 3. The library will be closed during this period to allow for the completion of the work.

She noted that this matter appears as both Information Item II03 and Action Item AI01. During the closure, Acting Manager Greg Bowman will be available to address questions, while branch staff members will either take leave or be temporarily assigned to other branches. Upon approval from the Trustees, Communications Division Manager Pete O'Brien will post the closure announcement on the Library website and social media. Ms. Liu proposed including flexible dates in Action Item AI01 to accommodate the shelving replacement timeline. Project Management Specialist Ryan Pagala provided a brief overview of the renovation project, and Ms. Liu noted that if the work is completed ahead of schedule, the library would reopen sooner.

Chair Mercer expressed concern about the short notice for the closure and recommended that future renovation projects allow additional time for communication with both the Board and the public. Director Liu took Chair Mercer's concerns seriously.

II 04 Annual Review of LCPL Policies

Chair Mercer invited Director Liu to present the LCPL Policies. Ms. Liu led the discussion on the annual review of library policies and asked the Board to review the highlighted section of the proposed changes. There was a discussion regarding the use of the meeting room and the public showing of movies.

II 05 Calendar Year 2026 LBOT Meeting Schedule

Chair Mercer asked Director Liu to present the LBOT meeting schedule for Calendar Year 2026.

II 06 Calendar Year 2026 LCPL Holiday Schedule

Chair Mercer invited Director Liu to present the proposed LCPL Holiday Schedule. Deputy Director Van Campen provided an overview of the observed holidays and corresponding library closures.

Director Liu noted that while Easter Sunday is not a designated County holiday, LCPL has traditionally observed it as a closure day. She added that Animal Services and Parks and Recreation facilities remain open on Easter and emphasized that the decision to open or close the libraries rests with the Trustees.

Chair Mercer stated that this topic would appear as an Action Item at the November meeting and mentioned conducting a straw poll before the formal vote.

A straw poll was conducted: three Trustees voted in favor of closing the Library on Easter Sunday, while four voted to remain open.

XII. ACTION ITEMS

AI 01 Approval of Lovettsville Library Closure for Shelving Replacement

Trustee Daly moved to approve the Lovettsville Library Closure. Vice Chair Gordon proposed some changes to provide flexibility on the dates of closure. Ms. Liu requested that the Board delegate to her the authority to oversee the Library closure and reopening. Vice Chair Gordon presented an updated motion for Lovettsville Library Closure. Ms. Gordon moved to delegate Director Liu to oversee the closure of the Lovettsville Library for the duration of the shelving project.

Approved **7-0-0-2 (yes/abstained/no/not present)**.

AI 02 Approval of LBOT By-laws and Rules of Order

Trustee Cleveland moved to approve the By-laws and Rules of Order. Vice Chair Gordon seconded the motion.

Approved **7-0-0-2 (yes/abstained/no/not present)**.

AI 03 Approval of Resource Request and Base Budget Request

Chair Mercer mentioned that no resource requests are being made in the upcoming FY 2027 budget. Chair Mercer moved the motion. Vice Chair Gordon seconded the motion.

Approved **6-1-0-2 (yes/abstained/no/not present)**.

ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 9:45 p.m. Trustee Cleveland made the motion, and Vice Chair Gordon seconded the motion.

Approved **7-0-0-2 (yes/abstained/no/not present)**.

Chair Mercer requested that the motion be rescinded, as Director Liu wished to present some statistics regarding LCPL usage in the past five years. She invited Systems Analyst

Stephanie O'Rourke to present the data.

Chair Mercer requested a motion to adjourn. Trustee Cleveland made the motion. Trustee Gordon seconded the motion.

Approved 7-0-0-2 (yes/abstained/no/not present).

Respectfully submitted by,

Adopted by the Board, November 2025

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Monti Mercer
LBOT Chair

Loudoun County Public Library
Board of Trustees Meeting Minutes

November 08, 2025

The Library Board of Trustees (LBOT) met at the Brambleton Library on Saturday, November 08, 2025, at 9:00 a.m. The Chair and Secretary were present.

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

Absent	Jennifer Crawford
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I. CALL TO ORDER

Chair Mercer called the meeting to order at 9:00 a.m. and welcomed the attendees. The retreat was attended by eight trustees, nine Loudoun County staff and ten members of the Friends groups.

II. AGENDA CHANGES

There were no agenda changes.

III. MEET AND GREET AND OPENING REMARKS

Chair Mercer requested the attendees to give a brief introduction with name, job title and how long they have been associated with LCPL.

IV. ICE BREAKER

Chair Mercer led a discussion asking the attendees to imagine designing a new 'shelf' for the future LCPL. The attendees were divided into five smaller groups, each of which comprised of Trustees, Friends, and LCPL staff.

V. BOARD SUCCESS PRESENTATION

The Trustees remained in Meeting Room A for the next presentation by Ms. Reagen Thalacker, Public Library Consultant at the Library of Virginia, on Board success. The presentation was received by the LBOT Secretary and placed on file.

VI. BEST PRACTICES AND SHARING

The Friends representatives moved to the staff conference room for a small group discussion. Branch Services Division Manager Mike Siriwardena and Assistant Branch Services Division Manager Vivy Niotis facilitated the discussion.

VII. STRATEGIC PLANNING

Deputy Director Mike Van Campen led a detailed discussion on LCPL’s new strategic plan with the Trustees and representatives of the Friends groups.

VIII. WRAP UP AND NEXT STEPS

Chair Mercer led a discussion on the future collaboration considerations among the Library staff, Trustees and Friends groups.

ADJOURNMENT

Chair Mercer made a motion to adjourn the meeting. Vice Chair Gordon seconded the motion.

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

Respectfully submitted by,

Adopted by the Board, November 2025

Manisha Adhikari

Manisha Adhikari

LBOT Secretary

Monti Mercer

LBOT Chair

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

SUBJECT:	FY2026 and FY2027 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	November 19, 2025
RECOMMENDATION:	Finance and Budget Manager Nan Paek and Director Chang Liu will provide an update on the Library's FY2026 and FY2027 budgets.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II02 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Program Manager Cheryl Granger
ACTION DATE:	November 19, 2025
RECOMMENDATION:	HR Program Manager Cheryl Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Program Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

New Hires/Folks joining us this month

Allyson Frick- Branch Manager, GUM

Rosalina Lauer- PT Makerspace Assistant, RUST

Nancy Walenda- PT Makerspace Assistant, RUST

Joseph Kim- PT Makerspace Assistant, STR

Melissa Ryczek- PT Circulation Services Library Assistant, GUM (12/4)

Promotions/ Hours Increase

Lacey Lewis- Teen Services Librarian, RUST (12/4)

Abigail Williams- PT Circulation Services Library Assistant, BRM

Departures

Blanca McInerney, ADMIN

Danielle Eaton, Sub Page

Acting Appointments

Greg Bowman- Acting Branch Manager, LOV

Linda Raditz- Acting Head of Adult Services, GUM

Currently Posted

Branch Manager- LOV (closing 11/14)

To be posted/recently closed

Accountant I- ADMIN

Assistant Branch Manager- BRM (closed 11/5)

PT Makerspace Assistant- BRM (closed 10/27)

Collection Development Librarian- ADMIN (closed 11/12)

Currently Interviewing

Adult Services Librarian- BRM

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II03 Calendar Year 2026 LBOT Meeting Schedule

SUBJECT:	Calendar Year 2026 LBOT Meeting Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND:	Every year, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2026 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	



2026 Library Board of Trustees Meeting & Report Schedule

All LBOT meetings are held at Rust
Library (unless otherwise noted)
starting at 7:00 p.m.

DATE	Branch or Division / Support Group
January 21, 2026	Lovettsville Library / Friends of the Lovettsville Library
February 18, 2026	Collection Management Services (CMS)
March 18, 2026	Middleburg Library / Middleburg Library Advisory Board
April 15, 2026	Purcellville Library / Purcellville Library Advisory Board
May 20, 2026	Programming and Community Engagement
June 17, 2026	Loudoun Library Foundation (LLF)
July 15, 2026	Rust Library / Rust Library Advisory Board
August 2026	RECESS
September 16, 2026	Annual Budget and Personnel Update
October 21, 2026	Sterling Library / Friends of the Sterling Library
November 18, 2026	Ashburn Library / Friends of the Ashburn Library
December 16, 2026	Brambleton Library / Friends of the Brambleton Library
DATE TBD	LBOT Retreat

Loudoun County Public Library Board of Trustees**INFORMATION ITEM SUMMARY: II04 Calendar Year 2026 LCPL Holiday Schedule**

SUBJECT:	Calendar Year 2026 LCPL Holiday Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government's holiday schedule. Since LCPL is a seven-day-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government's holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2026 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

2026 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Observed	Library Closed
New Year's Eve / New Year's Day	Wednesday, December 31, 2025 Thursday, January 1, 2026	Thursday, January 1, 2026	Wednesday, December 31, 2025 (Close at 5 PM) Thursday, January 1, 2026
M L King, Jr. Day	3 rd Monday in January	Monday, January 19	Monday, January 19
Presidents' Day	3 rd Monday in February	Monday, February 16	Monday, February 16
(1) Easter Sunday	Sunday, April 5	Not a County Holiday	Sunday, April 5
Memorial Day	Last Monday in May	Monday, May 25	Monday, May 25
Juneteenth	Friday, June 19	Friday, June 19	Friday, June 19
*Independence Day	Saturday, July 4	*Friday, July 3	*Friday, July 3 (Open) Saturday, July 4 (Closed)
Labor Day	1 st Monday in September	Monday, September 7	Monday, September 7
Indigenous Peoples' Day	2 nd Monday in October	Monday, October 12	Monday, October 12
Election Day	1 st Tuesday after 1 st Monday in November	Tuesday, November 3	Tuesday, November 3
Veterans Day	November 11	Wednesday, November 11	Wednesday, November 11
Thanksgiving	4 th Thursday in November	Wednesday, November 25 (2) Close at Noon Thursday, November 26 Friday, November 27	Wednesday, November 25 (2) Close at Noon Thursday, November 26 Friday, November 27
Christmas	Thursday, December 24 Friday, December 25	Thursday, December 24 Friday, December 25	Thursday, December 24 Friday, December 25
New Year's Eve / New Year's Day	Thursday, December 31, 2026 / Friday, January 1, 2027	Friday, January 1, 2027	Thursday, December 31, 2026 (Close at 5 PM) Friday, January 1, 2027 (Closed)
(3) Floating Holiday	01/01/2026 – 12/31/2026	Upon employee request	Upon employee request

- (1) When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.
- (2) Half-day holiday - Full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20 hour per week employees receive 2 hours of holiday pay.
- (3) Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi- per week employees must use 4 hours of "Floating Holiday Pay".)

Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours of holiday pay for each full day of a County holiday and 4 hours for a half-day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20-hour-per-week employee receives 4 hours of holiday pay for a full-day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible to be paid for the hours they physically work.

*Explanation of Pay for Working on County Holidays

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the payperiod.
- Regular non-exempt employees who earn leave and who work on a County holiday will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both **"holiday pay"** and **"holiday worked"** should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.
- Employees must be in a paid status to receive pay for the holiday. Employees on LWOP are not eligible for holiday pay.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II05 LCPL Sunday Hours Change

SUBJECT:	LCPL Sunday Hours Change
CONTACT:	Director Chang Liu and Branch Services Division Manager Mike Siriwardena
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND:	Director Liu and Division Manager Siriwardena will present the information for LCPL's expanded opening hours on Sundays, which would go into effect on January 4, 2026. Staff are planning to increase Sunday hours to better meet the community's needs and to increase customers' access to libraries. Currently, all branches are open on Sundays from 12 noon to 5 pm, and most of the staff members scheduled to work on Sundays are onsite from 9:15 am to 5:15 pm, except the Law Library, Middleburg Library and Lovettsville Library, which are closed on Sundays. Opening on Sunday mornings would not require additional staff members while increasing the public's access to library services. Staff are happy to answer any questions from the Trustees on this proposal.
ISSUES:	
FISCAL IMPACT:	None
DRAFT MOTION:	
ATTACHMENTS:	Loudoun County Public Library Sunday Hours Change
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library

Sunday Hours Change

Current Sunday Hours: Noon to 5 p.m.

New Sunday Hours: 9:30 a.m. to 5 p.m.

Effective Date: January 4, 2026

Note: All other operating hours will remain unchanged.

Locations:

- **Ashburn, Brambleton, Cascades, Gum Spring, Purcellville, Rust, and Sterling Libraries** will adopt the new Sunday hours.
- **Law Library, Lovettsville Library, and Middleburg Library** are not currently open on Sundays, and this will remain unchanged.

Rationale for Change:

- Responds to community feedback gathered during the strategic planning process, requesting expanded hours.
- Removes barriers by expanding public access for customers who wish to use the library earlier in the day.
- Adds 17.5 total public service hours per week across the system.
- Aligns Sunday opening time (9:30 a.m.) with weekday and Saturday schedules, creating greater consistency systemwide.
- Reflects current staffing patterns—most full-time employees already work 9:00 a.m.–5:00 p.m. on Sundays—improving efficiency and aligning public hours with existing schedules.
- Implements the change with no additional staffing costs.
- Brings LCPL's Sunday hours in line with nearby systems (Fairfax and Arlington) and other Loudoun County facilities, including recreation centers (8:00 a.m.–8:00 p.m.) and Animal Services (8:30 a.m.–6:00 p.m.).

Loudoun County Public Library Board of Trustees**INFORMATION ITEM SUMMARY: II06 Presentation of Strategic Plan and Planning Framework**

SUBJECT:	Presentation of Strategic Plan and Planning Framework
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND:	Deputy Director Mike Van Campen will present the draft Strategic Plan and Planning Framework to the Board.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Final draft of the Strategic Plan and Planning Framework
NOTES:	
ACTION TAKEN:	

Draft Strategic Plan

MISSION: *Loudoun County Public Library inspires, informs, innovates, and welcomes all.*

VISION: *Loudoun County Public Library builds community and celebrates the joy of reading and learning.*

VALUES: *We serve the community with respect and expertise.*
 We celebrate learning and curiosity.
 We embrace creativity and teamwork.



Goal 1: LITERACY

LCPL will empower people with the skills, resources, and support to read, learn, and succeed.

- Identify literacy needs in the community through ongoing assessment and outreach
- Offer high-quality literacy programs and collections for all ages
- Partner with educational and community organizations to expand literacy opportunities across Loudoun County

Goal 2: CONTINUOUS LEARNING

LCPL will inspire curiosity, creativity, and personal growth by offering ongoing learning opportunities.

- Offer educational and cultural programs that build skills, spark discovery, and increase understanding
- Maintain collections that are responsive to community needs and easy to explore
- Promote library resources through outreach and communication that connect people with learning opportunities

Goal 3: PEOPLE AND COMMUNITY

LCPL will enrich people's lives by fostering meaningful connections and civic engagement.

- Provide outreach that connects community residents with library services
- Offer programs and services that encourage engagement and civic participation
- Maintain welcoming library environments that serve as community destinations for reading, learning, and connecting

Goal 4: LIBRARY EXCELLENCE

LCPL will operate as a high-performing, customer-focused, and innovative library organization.

- Align staffing, spaces, collections, services, and resources to maximize community benefits and innovation
- Use data and technology to guide systemwide decision-making and improve efficiency
- Provide staff development, leadership opportunities, and recognition to strengthen the workforce

Last Updated: 11/14/2025

Proposed Strategic Planning Framework

LCPL's strategic planning process will be built around three interconnected components: **Mission, Vision, and Values (MVV); Goals and Strategies; and Work Plan.** Each operates on a distinct timeline and serves a unique purpose in guiding LCPL's direction and operations.



1. Mission, Vision, and Values (MVV) – Long Term / 10+ Years

The MVV statements articulate LCPL's core identity and long-term aspirations. These foundational elements are designed to endure for a decade or more, providing a stable compass for decision-making at every level. They define who LCPL is, what it strives to achieve, and the principles that shape its work.

2. Goals and Strategies – 3 Years

The Strategic Plan translates the MVV into actionable priorities over a three-year horizon. It includes:

- **Goals:** Broad, adaptable objectives that enable LCPL to respond to evolving needs and unforeseen challenges.
- **Key Strategies:** Targeted approaches that outline how each goal will be pursued.

Together, these elements create a medium-term roadmap that connects LCPL's enduring vision with its day-to-day actions.

3. Work Plan – Updated Each Year

Every fiscal year (July through June), staff will prepare an annual Work Plan that:

- Breaks down strategic goals into quarterly objectives.
- Identifies specific focus areas and measurable outcomes.
- Provides a framework for tracking progress and ensuring accountability.

Progress is reviewed quarterly and reported to the Library Board of Trustees (LBOT), ensuring transparency and alignment with community needs.

A Tiered and Adaptive Approach

This layered planning model strikes a balance between long-term stability and the flexibility required to adapt to shifting circumstances, budget realities, and community priorities. By aligning MVV, strategic goals, and annual actions, LCPL ensures that daily work remains grounded in its mission while being responsive to change.

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of Calendar Year 2026 LBOT Meeting Schedule**

SUBJECT:	Approval of Calendar Year 2026 LBOT Meeting Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached Calendar Year 2026 LBOT Meeting Schedule.
ATTACHMENTS:	Calendar Year 2026 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: **AI02** Approval of Calendar Year 2026 LCPL Holiday Schedule**

SUBJECT:	Approval of Calendar Year 2026 LCPL Holiday Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	November 19, 2025
RECOMMENDATION:	
BACKGROUND	Every year, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government's holiday schedule. Since LCPL is a seven-day-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government's holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached Calendar Year 2026 LCPL Holiday Schedule; or I move to approve the attached Calendar Year 2026 LCPL Holiday Schedule with the following amendment:
ATTACHMENTS:	Calendar Year 2026 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

10/31/2025

Irwin Uran Trust Fund	\$ 98,824.12	LGIP* 4.236%			
Symington Trust Fund	\$ 101,797.24	LGIP* 4.236%			
		CD**	Trade Date	Maturity	Yield
	\$ 904,757.79	<i>FVC Bank</i>	03/18/25	03/18/30	4.057%
	\$ 990,312.07	<i>Bank of Charles Town</i>	02/26/24	02/26/27	4.710%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23	03/23/28	4.190%
	\$ 996,728.97	<i>Bank of Charles Town</i>	03/31/24	03/31/29	4.490%
	\$ 929,687.51	<i>John Marshall Bank</i>	04/22/25	04/22/30	4.090%
Symington Total	\$ 4,937,592.93				
James Horton Trust Fund	\$ 40,143.84	LGIP* 4.236%			

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 97,402.69	\$ -	\$ -	\$ -	\$ 97,402.69	\$ 1,421.43	\$ 98,824.12	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 37,382.52	\$ -	\$ 2,200.00	\$ -	\$ 39,582.52	\$ 561.32	\$ 40,143.84	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 4,936,128.73	\$ -	\$ -	\$ -	\$ 4,936,128.73	\$ 1,464.20	\$ -	\$ 4,937,592.93	

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

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

CD's as of 6/30/2025

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