

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting December 18, 2024

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director Comment

APPROVAL OF MINUTES

October 16, 2024 LBOT Meeting
November 16, 2024 LBOT Retreat

AGENDA CHANGES

REPORTS

Rust Library Report:	Branch Manager Myisha Fuller
Rust Library Friends Group:	Branch Manager Myisha Fuller
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 FY2025 and FY2026 Budget Update

II 02 Staffing Update

II 03 Calendar Year 2025 LBOT Meeting Schedule

II 04 Calendar Year 2025 LCPL Holiday Schedule

II 05 Annual Review of LCPL Policies

II 06 LCPL Strategic Plan 2026+

ACTION ITEM:

AI 01 Approval of Calendar Year 2025 LBOT Meeting Schedule

AI 02 Approval of Calendar Year 2025 LCPL Holiday Schedule

DATE & TIME: December 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

AGENDA: *LBOT Meeting December 18, 2024*

CLOSED EXECUTIVE SESSION: If needed

ADJOURNMENT

***DATE & TIME:* December 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

October 16, 2024

The Library Board of Trustees (LBOT) met at the Rust Library in Leesburg on Wednesday, October 16, 2024 at 7:00 p.m. The Chair attended the meeting remotely. The Secretary was present.

Present	Monti Mercer, Chair (Remote) Alana Boyajian, Vice Chair Kara Chiles Stacy Cleveland Jennifer Crawford Kathy Ellen Davis Mary Colucci Erika Daly Kate Gordon Chang Liu, Director
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Absent	None
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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

Vice Chair Boyajian of Little River District welcomed the new Trustee Stacy Cleveland from Leesburg District and opened the floor for Board comments.

Chair Mercer extended a warm welcome to new Trustee Stacy Cleveland and congratulated Trustee Gordon on being recognized in *Loudoun Now's* 40 Under 40, which celebrates top business and community leaders under the age of 40.

Other Trustees complimented library staff for their dedication, expertise, and creativity.

IV. DIRECTOR COMMENT

Director Chang Liu welcomed Trustee Cleveland and introduced library staff in attendance.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the minutes. Trustee Daly moved to approve the September 18, 2024 LBOT Meeting minutes. Trustee Chiles seconded the motion.

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

VI. AGENDA CHANGES

Chair Mercer proposed one agenda change to consolidate II01 FY2025 Budget Update and II03 FY2026 Resource Request and Base Budget Request.

Chair Mercer moved to approve the motion. Vice Chair Boyajian seconded the motion.

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

VII. REPORTS

HR Administrative Manager Cheryl Granger presented the annual personnel report.

Division Manager Susan VanEpps presented a report on behalf of the Programming and Community Engagement Division.

The reports were received and placed on file by the LBOT Secretary.

VIII. DIRECTOR'S REPORT

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

IX. COMMITTEE REPORTS

Chair Mercer presented a background on various LBOT committees and informed the new Trustees that there are three vacancies on the committees. He asked the new Trustees to look into the vacancies and inform him of their interests in serving on the committees. He requested the committee members to present an update on the status of the various committees.

Nomination Committee: Trustee Colucci informed the Board that there were no updates and the LBOT Chair and Vice Chair elections will be held in June 2025.

Board Evaluation Committee: Trustee Daly said that the LBOT conducts a self-evaluation around May-June every year. Chair Mercer added that there is a vacancy on Evaluation Committee.

Governance Committee: Vice Chair Boyajian informed the Board that this committee is responsible for reviewing legislative information at the General Assembly and providing annual updates to the By-Laws and Rules of Order. She noted that there were no new updates at this time.

Budget Committee: Chair Mercer said there were no updates.

Facilities Planning Committee: Chair Mercer mentioned that Trustee Kathy Ellen Davis and Trustee Kate Gordon are Trustee members of the committee. Ms. Gordon reviewed the Committee's work with the BOS Fiscal Impact Committee, in an effort to update the Library's Capital Facilities Standards. The Fiscal Impact Committee met in July and September and recommended the Library's request. The BOS FGOEDC will review Fiscal Impact Committee's recommendations in its November meeting.

Additionally, Ms. Liu reported that architects and the County's project manager for the Courthouse renovation project had met with Library staff twice to discuss plans for the

Valley Bank Building, which is slated to become the new Law Library location. The renovation is anticipated to be completed by 2028.

Executive Committee: No updates were 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. This update was shared with the Trustees prior to the meeting and included in the Board packet. The LBOT Secretary received the update and has placed it on file for future reference.

INFORMATION ITEMS

II 01 FY2025 and FY2026 Budget Update and

II 03 FY2026 Resource Request and Base Budget Request

Finance and Budget Manager Ms. Nan Paek had presented an update of the FY 2024, FY 2025 budget at the October 2024 Loudoun Board of Trustees (LBOT) meeting. This month, Ms. Liu provided an update on Resource Request and the Base Budget Request, which will be addressed as an Action Item at the end of the meeting.

She also informed the Board that the LBOT received \$600 last month through private donations, including a memorial check from a library customer's daughter. Additionally, the Horton family contributed \$2,000 towards the James Horton Trust Fund.

II 02 Staffing Update

HR Manager Cheryl Granger presented an update which was shared with the Trustees prior to the meeting. The update was received by the LBOT Secretary and placed on file.

II 04 Information on LBOT Retreat and LBOT Meeting

Chair Mercer mentioned that the Loudoun Board of Trustees (LBOT) traditionally has scheduled two retreats, with the upcoming fall retreat set for November 16, 2024, from 9:00 a.m. to 1:00 p.m. at Library Administration Building. Ms. Nan Carmack Director, Library Development and Networking at Library of Virginia will be presenting topics including background information and FOIA compliance. Trustees were reminded to submit any new agenda items to Chair Mercer and Trustee Daly.

Chair Mercer stated that the November 20th LBOT meeting is proposed for cancellation, a decision to be confirmed today during the Action Item. Any critical matters will be addressed in the following LBOT meeting or at the retreat. The cancellation notice will be posted on the website.

II 05 Calendar Year 2025 LBOT Meeting Schedule

Chair Mercer asked Director Liu to present the schedule. Trustees asked if there are options to have the meetings in other branches. Chair Mercer asked the Trustees to propose the venue changes during the retreat.

II 06 Calendar Year 2025 LCPL Holiday Schedule

Director Liu presented the proposed LCPL Holiday Schedule for the 2025 calendar year, inviting discussion regarding the potential closure of LCPL on Easter Sunday. She noted that Loudoun County's Parks and Recreation and Animal Services departments are open on Easter Sunday.

II 07 Annual Review of LCPL Policies

Chair Mercer requested that Trustees review the LCPL Policies included in the meeting packet and provide guidance to library staff at a future LBOT meeting. Vice Chair Boyajian suggested adding effective dates to Library policies.

Director Liu introduced a preliminary idea to eliminate printing fees for patrons, citing a decrease in printing demand due to online usage. She suggested that removing these fees could help reduce barriers for library customers and streamline library operations.

Trustee Daly raised concerns about potential misuse of free printing services, and Trustee Crawford expressed similar apprehensions about possible abuse if printing becomes free. The Trustees asked Director Liu to bring more data analysis on printing at future meetings.

XI. ACTION ITEM

AI 01 Approval of FY 2026 Resource Request and Base Budget Request

Trustee Gordon moved to approve the LCPL's FY 2026 Resource Request. Vice Chair Boyajian clarified that this was for the Assistant Division Manager for Branch Services position. Chair Mercer explained that the Resource Request was developed by the LBOT Budget Committee comprising of two Trustees and LCPL's Senior Leadership Team.

Trustee Davis seconded the motion.

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

AI 02 Canceling November 20, 2024 LBOT Meeting

Trustee Davis moved to cancel the LBOT Meeting on November 20th, 2024. Vice Chair Boyajian seconded the motion.

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

XII. ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 9:00 p.m. Trustee Davis moved the motion; Trustee Gordon seconded the motion.

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

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

LBOT Secretary

Adopted by the Board December 2024

Monti Mercer

LBOT Chair

Loudoun County Public Library
Board of Trustees Retreat Minutes

November 16, 2024

The Library Board of Trustees (LBOT) met at the Library Administration Building in Leesburg on Saturday, November 16, 2024 at 9:00 a.m. The Chair and Secretary were present.

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

I. CALL TO ORDER

Chair Mercer called the retreat meeting to order at 9:00 a.m. and requested a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. RETREAT

Chair Monti Mercer opened the retreat meeting with an ice breaker inviting all attendees to introduce themselves. He also extended a warm welcome to Ms. Nan Carmack, Director, Library Development and Networking, Library of Virginia, who facilitated the retreat.

Ms. Carmack provided an overview of her background and insights into Library of Virginia through a PowerPoint presentation. She also discussed the Myers-Briggs personality types and their characteristics. The presentation was submitted to the LBOT Secretary and recorded for the file.

The following items were covered during the retreat.

- Trustee fiduciary responsibilities
- FOIA training
- Strategic planning

IV. ADJOURNMENT

Chair Mercer adjourned the meeting at 1:00 p.m.

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

LBOT Secretary

Adopted by the Board December 2024

Monti Mercer

LBOT Chair

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: **II01 FY2025 and FY2026 Budget Update**

SUBJECT:	FY2025 and FY2026 Budget Update
CONTACT:	LCPL Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	December 18, 2024
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's 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: II02 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	December 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: II03 Calendar Year 2025 LBOT Meeting Schedule

SUBJECT:	Calendar Year 2025 LBOT Meeting Schedule
CONTACT:	LBOT Chair Monti Mercer and Director Chang Liu
ACTION DATE:	December 18, 2024
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. The LBOT Meeting Schedule was presented to the Trustees during the October 16, 2024 LBOT Meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2025 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	



2025 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 15, 2025	Purcellville Library / PLAB
February 19, 2025	Sterling Library / FOSL
March 19, 2025	Ashburn Library / FOAL
April 16, 2025	Technology Services
May 21, 2025	Brambleton Library / FOBL
June 18, 2025 (at Douglass Community Center)	Loudoun Library Foundation (LLF)
July 16, 2025	Cascades Library / Friends Group
August 2025	RECESS
September 17, 2025	Annual Budget Report
October 15, 2025	Gum Spring / FROGS
November 19, 2025	Law Library / Friends Group
December 17, 2025	Communications
DATE TBD	LBOT Retreat

Loudoun County Public Library Board of Trustees**INFORMATION ITEM SUMMARY: II04 Calendar Year 2025 LCPL Holiday Schedule**

SUBJECT:	Calendar Year 2025 LCPL Holiday Schedule
CONTACT:	Director Chang Liu and Deputy Director Mike VanCampen
ACTION DATE:	December 18, 2024
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-days-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. The LCPL 2025 Holiday Schedule was presented to the Trustees during the October 16, 2024 LBOT Meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2025 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

2025 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Observed	Library Closed
New Year's Eve / New Year's Day	Tuesday, December 31, 2024 Wednesday, January 1, 2025	Wednesday, January 1, 2025	Wednesday, January 1, 2025
M L King, Jr. Day	3 rd Monday in January	Monday, January 20	Monday, January 20
Presidents' Day	3 rd Monday in February	Monday, February 17	Monday, February 17
(1) Easter Sunday	Sunday, April 20	Not a County Holiday	Sunday, April 20
Memorial Day	Last Monday in May	Monday, May 26	Monday, May 26
Juneteenth	Thursday, June 19	Thursday, June 19	Thursday, June 19
Independence Day	Friday, July 4	Friday, July 4	Friday, July 4
Labor Day	1 st Monday in September	Monday, September 1	Monday, September 1
Indigenous Peoples' Day	2 nd Monday in October	Monday, October 13	Monday, October 13
Election Day	Tuesday, November 4	Tuesday, November 4	Tuesday, November 4
Veterans Day	November 11	Tuesday, November 11	Tuesday, November 11
Thanksgiving	4 th Thursday in November	Wednesday, November 26 (2) Close at Noon Thursday, November 27 Friday, November 28	Wednesday, November 26 (2) Close at Noon Thursday, November 27 Friday, November 28
Christmas	Wednesday, December 24 Thursday, December 25 Friday, December 26	Wednesday, December 24 (2) Close at Noon Thursday, December 25 Friday, December 26	Wednesday, December 24 (2) Close at Noon Thursday, December 25 Friday, December 26
New Year's Eve / New Year's Day	Wednesday, December 31, 2025 / Thursday, January 1, 2026	Thursday, January 1, 2025	Wednesday, December 31, 2025 (Close at 5 PM) Thursday, January 1, 2026
(3) Floating Holiday	01/01/2025 – 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 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: **I105 Annual Review of the LCPL Policies**

SUBJECT:	Annual Review of LCPL Policies
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	December 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. This information item was presented to the LBOT during the September 18, 2024 and October 16, 2024 LBOT meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Policies Document was shared during the September and October 2024 LBOT meetings.
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.

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

Request for Reconsideration Procedures: Summary of Changes

Eligibility (NEW subheading)

- Loudoun Resident
- Individuals (no orgs)
- Card Holder

Restrictions

- Individuals limited to one active request at a time

Timeline for Formal Requests

- 60 days for Division Manager
- 60 days for Committee and Director
- No specific timeframe for LBOT

Reconsideration for the Same Title

- 2 years before another LBOT review
- Strike mention of review for different outcome

Strike

- “Impartial” community representative
- Replace with “randomly selected and interested”

Formatting and Language

- Edited for clarity

LCPL Guidelines and Procedures | Current as of 7/14/2023

Reconsideration (Challenge) Procedures

Prepared By: Jessica West Date: 4/20/2022	Approved By: Chang Liu and LBOT Position: Director, Trustees	Updated By: Jessica West Updated Date: 7/14/2023
Division: Collection Management Services	Associated Policies, Guidelines, or Procedures: Collection Management Policy	Review Schedule: As Needed

Purpose

Loudoun County Public Library recognizes that differences of opinion may exist in the community about the value and suitability of materials in the library's collection. It is the library's position that while anyone is free to reject for themselves materials of which they do not approve, they may not restrict the use and access by others. The library carefully evaluates suggestions from customers to consider the removal or reclassification of material in the library collection.

Responsibility for the use and access of library materials by children and young adults rests with their parents or legal guardians. Loudoun County Public Library does not stand *in loco parentis*. It is the responsibility of parents to monitor what their children check out.

Library materials are not marked or identified by the library to show approval or disapproval of the contents. No book or other library material is sequestered, except for the purpose of protecting it from injury or theft. Materials that have been accepted into the collection as qualifying under the criteria for selection will not be automatically removed at the request of those who disagree with their content. The following procedures are a guide for handling a request for reconsideration.

Informal Requests for Reconsideration

1. Staff should listen respectfully to the customer. As soon as possible, staff should locate the branch manager or person-in-charge (PIC) to speak with the customer. As appropriate, the manager or PIC should briefly explain the following points from the library's collection management policy:
 - Loudoun County Public Library strives to provide a wide range of materials in a variety of formats to meet the needs and interests of a diverse public.

- Opinions and viewpoints shared in materials are not endorsed by LCPL or its staff.
 - Staff should remind the customer that individuals are free to select or reject materials for themselves. However, our goal is to ensure that a broad spectrum of materials are available for other customers who might be interested in these items.
2. If the customer suggests removing the item from the library or restricting access because, in the customer's opinion, the item is not appropriate for children, staff should explain that only parents have the right to determine which resources are acceptable for their children. It is the responsibility of parents to monitor what their children check out.
 3. Staff should remind the customer that library staff are always available to help locate materials that are of interest and may appeal to them.
 4. If the customer wants to pursue the challenge further, staff should provide the branch manager or division manager of collection management services' contact information or, if the customer qualifies, direct them to the online request for reconsideration form. Staff may pull up the form on a public computer by visiting the library website (see below). Or staff may provide the customer the direct link to the form: <https://library.loudoun.gov/Reconsideration>

Eligibility

Loudoun County residents who are library card holders have the right to request formal reconsideration of library materials, including a title's inclusion or location in the collection. Submissions will only be considered from individuals, not organizations, who are library card holders. Customers are limited to one active formal reconsideration request at a time. If multiple requests are received from the same individual, they will be considered in the order they are received.

Formal Requests for Reconsideration

The following steps will be used when a customer submits a formal request for reconsideration. Each step in the process is to be completed within 30 days or less. A formal request for reconsideration is initiated only upon receipt of the [Request for Reconsideration form](#) by the division manager of collection management services. After a response to the request is sent to the customer, or 30 days elapses, whichever occurs first, the customer may proceed to the next step in the process. For the duration of this process, the material in question will remain in circulation in the library collection.

1. The division manager of collection management services will respond to the customer in writing based on the library's collection management policy.
2. After a response is sent to the customer, or 30 60 days elapse, whichever occurs first, the customer may appeal the decision or proceed to the next step in the process.
3. Any appeal of the division manager's decision must be made in writing to the library director or designee, who will form a review committee comprising two members of the staff (not to include the library director or division manager of collection management services) and an impartial one interested randomly selected community representative.

The following steps are then carried out by the review committee:

- Read, view, or listen to the material in question.
 - Review any awards, recommended lists, and reviews of the material.
 - Determine the extent to which the material meets the [collection management policy](#), 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](#), and consider the customer's written complaint.
 - Discuss the material confidentially and determine what course of action to recommend.
 - Write and submit a report to the library director detailing the committee's recommendation.
4. The committee's recommendation will be presented to the library director. The director will determine a course of action and respond to the customer in writing.
 5. After a response is sent to the customer, or 60 days elapse, whichever occurs first, the customer may appeal the decision or forward their request to the Library Board of Trustees.

Any appeal of the director's decision must be made in writing to the Library Board of Trustees by contacting the secretary at manisha.adhikari@loudoun.gov. The Library Board of Trustees will review the request and reach a final decision by majority vote within two scheduled board meetings.

The library board will vote to do one of the following:

- Make no changes to the material.
- Re-catalog the material.
- Remove the material.

Materials that have been reviewed by the Library Board of Trustees as the result of a formal request will not be reconsidered for a period of ~~one year~~ two years. Should a new reconsideration request for the same material occur within ~~a year~~ two years of a decision, a copy of the response to the previous complaint will be sent to the individual ~~or group~~ submitting the new reconsideration request. ~~However, if the request submitted is seeking a substantially different outcome, the reconsideration process will proceed as normal.~~

DRAFT

LCPL Guidelines and Procedures | Current as of 7/14/2023

Reconsideration (Challenge) Procedures

Prepared By: Jessica West Date: 4/20/2022	Approved By: Chang Liu and LBOT Position: Director, Trustees	Updated By: Jessica West Updated Date: 7/14/2023
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 - Individuals are free to select or reject materials for themselves. However, our goal is to ensure that a broad spectrum of materials are available for other customers who might be interested in these items.
 - Only parents have the right to determine which resources are acceptable for their children. It is the responsibility of parents to monitor what their children check out.
6. Staff should remind the customer that library staff are always available to help locate materials that are of interest and may appeal to them.
 7. If the customer wants to pursue the challenge further, staff should provide the branch manager or division manager of collection management services' contact information or, if the customer qualifies, direct them to the online request for reconsideration form. Staff may pull up the form on a public computer by visiting the library website (see below). Or staff may provide the customer the direct link to the form: <https://library.loudoun.gov/Reconsideration>

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6. The division manager of collection management services will respond to the customer in writing based on the library's collection management policy.

7. After a response to the request is sent to the customer, or 60 days elapse, whichever occurs first, the customer may appeal the decision or proceed to the next step in the process.
8. Any appeal of the division manager's decision must be made in writing to the library director or designee, who will form a review committee comprising two members of the staff (not to include the library director or division manager of collection management services) and one interested randomly selected community representative.

The following steps are then carried out by the review committee:

- Read, view, or listen to the material in question.
 - Review any awards, recommended lists, and reviews of the material.
 - Determine the extent to which the material meets the [collection management policy](#), 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](#), and consider the customer's written complaint.
 - Discuss the material confidentially and determine what course of action to recommend.
 - Write and submit a report to the library director detailing the committee's recommendation.
9. The committee's recommendation will be presented to the library director. The director will determine a course of action and respond to the customer in writing.
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The library board will vote to do one of the following:

- Make no changes to the material.
- Re-catalog the material.
- Remove the material.

Materials that have been reviewed by the Library Board of Trustees as the result of a formal request will not be reconsidered for a period of two years. Should a new reconsideration request for the same material occur within two years of a decision, a

copy of the response to the previous complaint will be sent to the individual submitting the new reconsideration request.

DRAFT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1106 Strategic Plan CY2026+

SUBJECT:	Strategic Plan CY2026+
CONTACT:	Chair Monti Mercer, Director Chang Liu and Deputy Director Mike Van Campen
ACTION DATE:	December 18, 2024
RECOMMENDATION:	
BACKGROUND:	LCPL's current Strategic Plan, which is for years 2020 through 2025, may need to be updated. Chair Mercer would like to begin the conversation on the need to update the Strategic Plan.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Strategic Plan 2020-2025
NOTES:	
ACTION TAKEN:	

Strategic Plan, 2020-2025





MISSION

Inspiration, Information, Innovation, Inclusion

VISION

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

VALUES STATEMENT

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

GOALS & STRATEGIES

GOAL 1: COMMUNITY ENGAGEMENT

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

Strategies:

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

GOAL 2: FACILITIES USAGE AND GROWTH PLANNING

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

Strategies:

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

GOAL 3: PROGRAMS

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

Strategies:

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



GOAL 4: CUSTOMER SERVICE

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

Strategies:

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

GOAL 5: PUBLIC AWARENESS AND MARKETING

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

Strategies:

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



GOAL 6: RESOURCE DEVELOPMENT

Explore efforts to increase private support and public advocacy.

Strategies:

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

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of Calendar Year 2025 LBOT Meeting Schedule**

SUBJECT:	Approval of Calendar Year 2025 LBOT Meeting Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	December 18, 2024
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 2025 LBOT Meeting Schedule.
ATTACHMENTS:	Calendar Year 2025 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: **AI02** Approval of Calendar Year 2025 LCPL Holiday Schedule**

SUBJECT:	Approval of Calendar Year 2025 LCPL Holiday Schedule
CONTACT:	Chair Monti Mercer and Director Chang Liu
ACTION DATE:	December 18, 2024
RECOMMENDATION:	
BACKGROUND	Every year in December, 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-days-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 2025 LCPL Holiday Schedule; or I move to approve the attached Calendar Year 2025 LCPL Holiday Schedule with the following amendment:
ATTACHMENTS:	Calendar Year 2025 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

11/30/2024

Irwin Uran Trust Fund	\$ 94,904.21	LGIP* 4.815%			
Symington Trust Fund	\$ 103,759.37	LGIP* 4.815%			
		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	\$ 4,854,422.08				
James Horton Trust Fund	\$ 36,423.62	LGIP* 4.815%			

*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	\$ 93,719.25	\$ -	\$ -	\$ -	\$ 93,719.25	\$ 411.90	\$ 94,131.15	5.274%
October	\$ 94,131.15	\$ -	\$ -	\$ -	\$ 94,131.15	\$ 393.78	\$ 94,524.93	5.020%
November	\$ 94,524.93	\$ -	\$ -	\$ -	\$ 94,524.93	\$ 379.28	\$ 94,904.21	4.815%
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	\$ 2,023.85	\$ 94,904.21	

*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	\$ 33,878.44	\$ -	\$ -	\$ -	\$ 33,878.44	\$ 148.90	\$ 34,027.34	5.274%
October	\$ 34,027.34	\$ -	\$ 2,000.00	\$ -	\$ 36,027.34	\$ 150.71	\$ 36,178.05	5.020%
November	\$ 36,178.05	\$ -	\$ 100.00	\$ -	\$ 36,278.05	\$ 145.57	\$ 36,423.62	4.815%
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	\$ -	\$ 2,100.00	\$ -	\$ 35,675.19	\$ 748.43	\$ 36,423.62	

*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	\$ 4,853,201.47	\$ -	\$ -	\$ -	\$ 4,853,201.47	\$ 424.29	\$ -	\$ 4,853,625.76	5.274%
October	\$ 4,853,625.76	\$ -	\$ -	\$ -	\$ 4,853,625.76	\$ 405.63	\$ -	\$ 4,854,031.39	5.020%
November	\$ 4,854,031.39	\$ -	\$ -	\$ -	\$ 4,854,031.39	\$ 390.69	\$ -	\$ 4,854,422.08	4.815%
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	\$ 2,084.74	\$ -	\$ 4,854,422.08	

*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					