

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting June 18, 2025

6:00 p.m. Douglass Community Center (407 E. Market Street, Leesburg, VA 20176)

LBOT ANNUAL AWARDS PRESENTATION: **LEADERSHIP AND MISSION AWARDS**

7:15 p.m. Library Administration Building (102 North Street NW, Leesburg, VA 20176)

CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director Comment

APPROVAL OF MINUTES

**May 17, 2025 LBOT Retreat
May 21, 2025 LBOT Meeting**

AGENDA CHANGES

REPORTS

Loudoun Library Foundation Report:

Director's Report:

Committee Reports:

Strategic Plan Update:

President Drew Zenowich

Deputy Director Mike Van Campen

LBOT Chair Monti Mercer

Deputy Director Mike Van Campen

INFORMATION ITEM:

II 01 FY2024 and FY2025 Budget Update

II 02 Staffing Update

II 03 Chair and Vice Chair Nomination

ACTION ITEM:

AI 01 Election of LBOT Chair and Vice Chair

CLOSED EXECUTIVE SESSION

ADJOURNMENT

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 Retreat Minutes

May 17, 2025

The Library Board of Trustees (LBOT) met at the Library Administration Building in Leesburg on Saturday, May 17, 2025, at 9:30 a.m. The Chair and Secretary were present.

Present

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

I. CALL TO ORDER

Chair Mercer called the meeting to order at 9:30 a.m. and requested a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Monti Mercer opened the retreat meeting.

Ms. Andrea Donnelly, Training Specialist, started the retreat with a team-building exercise.

The following items were covered during the retreat, all about the strategic planning process and data gathered from the public for the strategic planning process.

- Strategic Planning Timeline 2025
- Three Phases of Data Dialogue Overview
 - Phase 1: Predictions
 - Phase 2: Analyzing the Data
 - Phase 3: Causation and Implications
- Next Steps

IV. ADJOURNMENT

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

Respectfully submitted by,

Adopted by the Board June 2025

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

Monti Mercer
LBOT Chair

Loudoun County Public Library
Board of Trustees Meeting Minutes

May 21, 2025

The Library Board of Trustees (LBOT) met at the Library Administration Building in Leesburg on Wednesday, May 21, 2025 at 7:00 p.m. The Chair and Secretary were present.

Present	Monti Mercer, Chair Alana Boyajian, Vice Chair Kathy Ellen Davis Stacy Cleveland Jennifer Crawford Mary Colucci Erika Daly Kate Gordon Chang Liu, Director
Absent	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 Mercer invited the Trustees to share their remarks during the Board Comments section. The Trustees reflected on the LBOT retreat held on Saturday, May 17, 2025. They expressed gratitude to Director Chang Liu, Deputy Director Mike Van Campen, Training Specialist Andria Donnelly, LBOT Secretary Manisha Adhikari, and all other staff who contributed to organizing the event. They also thanked staff for their thoughtful and inspiring nominations for the LBOT Awards. The Trustees acknowledged and appreciated Brambleton staff member Monica DiMuzio, recently honored by the LCPS Special Education Advisory Committee with a 2025 Recognition of Excellence in Supporting Special Education Award for her outstanding sensory storytimes at Madison's Trust Elementary. Finally, the Trustees praised the LCPL staff for their continued dedication to serving the community. Chair Mercer also thanked the dedication and commitment of the Trustees for volunteering their time to the Board.

IV. DIRECTOR'S COMMENT

Director Chang Liu thanked the Trustees for their continued support. She introduced Mia Lamberson, an intern at Rust Library; Elizabeth Bass, Branch Manager of Brambleton Library; and Ali Mojaddidy, Technology Services IT Analyst. She also presented a recommendation for the June 18, 2025, meeting. She recommended that the LBOT Awards Ceremony be held at Douglass Community Center from 6:00 p.m. to 7:00 p.m., followed by the regular monthly LBOT Business Meeting at the Library Administration Building, beginning at 7:15 p.m. The Trustees agreed with the recommendation.

V. READING AND APPROVAL OF MINUTES

Chair Mercer requested a motion to approve the April 16, 2025 LBOT minutes.

Trustee Daly moved to approve the April 16, 2025 LBOT Meeting minutes. Trustee

Gordon seconded the motion.

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

VI. AGENDA CHANGES

There were no agenda changes.

VII. REPORTS

Division Manager Dan Bureau presented a report about Technology Services. The LBOT secretary received and placed the report on file.

VIII. DIRECTOR'S REPORT

Ms. Liu presented the Director's report for April 2025. The report was placed on file.

IX. COMMITTEE REPORTS

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

Executive Committee: Chair Mercer, along with Vice Chair Boyajian, thanked the Trustees for their dedication and passion, as well as the staff involved in organizing the Board Retreat on Saturday, May 17, 2025. Chair Mercer also noted that the remaining comments from the Executive Committee would be addressed under Information Item #3, which pertains to the LBOT Awards in recognition of LCPL staff.

Board Evaluation Committee: Trustee Daly informed the Board that she would collect the Board Self-Evaluation forms by the end of the meeting, and the committee would present the findings at the July 2025 LBOT meeting.

Budget Committee: Chair Mercer informed the Board that he and Trustee Jennifer Crawford will defer the discussion to Information Item #1 FY 2025 and FY 2026 Budget Updates on the agenda.

Facilities Planning Committee: Chair Mercer invited Trustee Gordon and Trustee Davis to provide updates on behalf of the Facilities Planning Committee. Ms. Gordon noted that their comments would likely be deferred to the Strategic Plan Update, which will cover the specific steps currently being taken regarding facilities planning.

Governance Committee: The committee is led by Vice Chair Boyajian and Trustee Cleveland. Ms. Cleveland informed the Board that she had registered for an upcoming ALA webinar on how to introduce legislators to local libraries and noted that it could be particularly useful. She shared that she was recently forwarded a presentation on library circulation from last summer, which she found eye-opening. It prompted her to reflect on a potential concern for the future. While circulation of physical materials is declining, the demand for digital content is increasing rapidly, along with its associated costs. She highlighted that much of the control over digital content lies with the "Big Five" publishers, which creates financial challenges for libraries. Trustee Cleveland suggested it may be time to begin raising awareness of this issue, as it poses a significant long-term threat that could severely strain library resources.

Nomination Committee: Trustee Colucci reminded the Trustees to email her if they are interested in nominating themselves or someone else for the Chair and Vice Chair positions, after confirming the nominee's willingness to serve.

Strategic Planning Committee: Chair Mercer said he would defer to Deputy Director Mike Van Campen for the Strategic Plan updates. Mr. Van Campen informed the Board that the initial meeting for the Strategic Planning Committee is June 10.

X. STRATEGIC PLAN UPDATE

Deputy Director Mike Van Campen presented the Strategic Plan update. The LBOT Secretary received the update and has placed it on file for future reference.

XI. INFORMATION ITEMS

II 01 FY2025 and FY2026 Budget Update

Mr. Van Campen informed the Board that Finance and Budget Manager Ms. Nan Paek is on leave through the end of May 2025 and provided an update on the FY 2025 and FY 2026 budgets. He also shared that LCPL has received approval from the Board of Supervisors (BOS) for the Resource Request to create the position of Assistant Division Manager of Branch Services. He expressed hope that recruitment could begin in July or even earlier. He also complimented the two accountants on the Finance team, Lori Lee and Blanca McInerney. Director Liu added that the planning for FY 27 would start as soon as August and that the first Budget Committee meeting will be scheduled for September 2025.

II 02 Staffing Update

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

II 03 Library Board of Trustees Awards in Recognition of LCPL Staff

Chair Mercer announced that there would be a closed session selecting the recipients of the LCPL Mission Awards and the Leadership Award in memory of Aaron Paul DuPlissey and thanked the Board for reviewing the nominations.

II 04 LBOT Chair and Vice Chair Nomination

Trustee Colucci mentioned that she had not yet received any nominations for the officer positions. Vice Chair Boyajian informed the Board that her term would conclude in June 2026 and expressed that this would be an appropriate time for someone else to assume the role of Vice Chair, allowing for a period of overlap and a smooth transition.

CLOSED SESSION:

Chair Mercer informed the attendees that the Board will enter the closed session.

(1) Motion for Convening Closed Session:

Chair Mercer moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant Section 2.2-3711 (A) (1) and (A) (11) of the Code of Virginia. The purpose of the Closed Session is to consider a personnel matter involving the performance and salary of a specific employee of the LBOT. Trustee Cleveland seconded the motion.

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

(2) Motion to Adjourn Closed Session:

Chair Mercer moved that the Closed Session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session. Trustee Daly seconded the motion.

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

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 21st day of May, 2025, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(*Any member of the public body who believes that there was a departure from the requirements of clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.)

(4) Motion to Certify Closed Session:

Chair Mercer moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting. Trustee Cleveland seconded the motion.

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

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711 (B)

ADJOURNMENT

Chair Mercer requested a motion to adjourn the meeting at 8:50 p.m. Trustee Cleveland moved to adjourn the LBOT meeting. Trustee Gordon seconded the motion.

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

Respectfully submitted by,

Adopted by the Board June 2025

Manisha Adhikari

Manisha Adhikari
LBOT Secretary

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 Deputy Director Mike VanCampen and Finance and Budget Manager Nan Paek
ACTION DATE:	June 18, 2025
RECOMMENDATION:	Deputy Director Mike VanCampen and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2025 and FY 2026 budgets. Director Chang Liu is on leave this month.
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:	Deputy Director Mike Van Campen and HR Program Manager Cheryl Granger
ACTION DATE:	June 18, 2025
RECOMMENDATION:	Deputy Director Van Campen and HR Program Manager Granger will provide an update on the Library's staffing situation. Director Liu is on leave this month.
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:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 LBOT Chair and Vice Chair Nomination

SUBJECT:	LBOT Chair and Vice Chair Nomination
CONTACT:	Trustee Mary Colucci
ACTION DATE:	June 18, 2025
RECOMMENDATION:	
BACKGROUND:	Per the LBOT Bylaws, the election of Chair and Vice Chair must take place annually. At the April 2025 LBOT meeting, Chair Mercer and Trustee Colucci, the sole Nominating Committee member, discussed the Chair and Vice Chair elections for FY 2026 during the committee reports section. Ms. Colucci will present the slate of nominees and ask for nominations from the floor at the June 18, 2025, LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**ACTION ITEM SUMMARY: **AI01** Election of LBOT Chair and Vice Chair**

SUBJECT:	Election of LBOT Chair and Vice Chair
CONTACT:	Chair Monti Mercer and Trustee Mary Colucci
ACTION DATE:	June 18, 2025
RECOMMENDATION:	
BACKGROUND	Per LBOT Bylaws, Chair and Vice Chair are to be elected annually. Chair Mercer had appointed Trustee Mary Colucci to be the Nomination Committee and asked the Trustees to send their nominations for Chair and Vice Chair to Ms. Colucci. Nominations may also be made from the floor at the June 18, 2025 LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to elect --- as Chair and --- as Vice Chair for FY2026.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

5/31/2025

Irwin Uran Trust Fund	\$ 97,047.50	LGIP* 4.407%			
Symington Trust Fund	\$ 99,967.16	LGIP* 4.407%			
		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	\$ 4,935,762.85				
James Horton Trust Fund	\$ 37,246.20	LGIP* 4.407%			

*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	\$ 94,904.21	\$ -	\$ -	\$ -	\$ 94,904.21	\$ 365.46	\$ 95,269.67	4.621%
January	\$ 95,269.67	\$ -	\$ -	\$ -	\$ 95,269.67	\$ 356.39	\$ 95,626.06	4.489%
February	\$ 95,626.06	\$ -	\$ -	\$ -	\$ 95,626.06	\$ 355.97	\$ 95,982.03	4.467%
March	\$ 95,982.03	\$ -	\$ -	\$ -	\$ 95,982.03	\$ 354.73	\$ 96,336.76	4.435%
April	\$ 96,336.76	\$ -	\$ -	\$ -	\$ 96,336.76	\$ 355.64	\$ 96,692.40	4.430%
May	\$ 96,692.40	\$ -	\$ -	\$ -	\$ 96,692.40	\$ 355.10	\$ 97,047.50	4.407%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 92,880.36	\$ -	\$ -	\$ -	\$ 92,880.36	\$ 4,167.14	\$ 97,047.50	

*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	\$ 36,423.62	\$ -	\$ -	\$ -	\$ 36,423.62	\$ 140.26	\$ 36,563.88	4.621%
January	\$ 36,563.88	\$ -	\$ -	\$ -	\$ 36,563.88	\$ 136.78	\$ 36,700.66	4.489%
February	\$ 36,700.66	\$ -	\$ -	\$ -	\$ 36,700.66	\$ 136.62	\$ 36,837.28	4.467%
March	\$ 36,837.28	\$ -	\$ -	\$ -	\$ 36,837.28	\$ 136.14	\$ 36,973.42	4.435%
April	\$ 36,973.42	\$ -	\$ -	\$ -	\$ 36,973.42	\$ 136.49	\$ 37,109.91	4.430%
May	\$ 37,109.91	\$ -	\$ -	\$ -	\$ 37,109.91	\$ 136.29	\$ 37,246.20	4.407%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 33,575.19	\$ -	\$ 2,100.00	\$ -	\$ 35,675.19	\$ 1,571.01	\$ 37,246.20	

*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	\$ 4,854,422.08	\$ -	\$ -	\$ -	\$ 4,854,422.08	\$ 376.46	\$ -	\$ 4,854,798.54	4.621%
January	\$ 4,854,798.54	\$ -	\$ -	\$ -	\$ 4,854,798.54	\$ 367.11	\$ -	\$ 4,855,165.65	4.489%
February	\$ 4,855,165.65	\$ -	\$ -	\$ -	\$ 4,855,165.65	\$ 366.68	\$ -	\$ 4,855,532.33	4.467%
March	\$ 4,855,532.33	\$ -	\$ -	\$ -	\$ 4,855,532.33	\$ 365.41	\$ 54,504.48	\$ 4,910,402.22	4.435%
April	\$ 4,910,402.22	\$ -	\$ -	\$ -	\$ 4,910,402.22	\$ 366.34	\$ 24,628.50	\$ 4,935,397.06	4.430%
May	\$ 4,935,397.06	\$ -	\$ -	\$ -	\$ 4,935,397.06	\$ 365.79	\$ -	\$ 4,935,762.85	4.407%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,852,337.34	\$ -	\$ -	\$ -	\$ 4,852,337.34	\$ 4,292.53	\$ 79,132.98	\$ 4,935,762.85	

*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 4/30/2025

\$ 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					