

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for February 2020

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

January 2020 Regular Meeting Minutes

REPORTS

Ashburn Library:

Friends of Ashburn Library

Director's Report:

Branch Manager Mary Butler

Dale Van Atta on behalf of FOAL

Director Chang Liu

INFORMATION ITEMS

I 01 Staffing Update

I 02 FY2021 Budget update

I 03 Law Library Facility Update- Valley Bank Building

ACTION ITEMS

AI 01 Approval of LCPL Strategic Plan

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: Wednesday, February 19, 2020 at 7:00 p.m.

LOCATION: Ashburn Library 43316 Hay Rd, VA 20147

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0674 three days prior notice is requested.

AGENDA: 2020-2-19

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**Loudoun County Public Library
Board of Trustees Meeting Minutes**

January 15, 2020

The Library Board of Trustees (LBOT) met Wednesday, January 15, 2020 at 7:00 PM at the Rust Library. The Chair and Secretary were present.

Present: Denis Cotter, Chair
Christine Newton
Chuong Nguyen
Sean Mallon
Priscilla Martínez
Sara Pensgard
Walter Purnell
Chang Liu, Director

Absent Christina Olorunda, Vice Chair
Kathy Kuhn

I. CALL TO ORDER

Chair Cotter called the meeting to order at 7:00 PM and asked for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustee Nguyen commented that he is happy to be back and looking forward to working with the board in the new year.

Trustee Mallon welcomed Mr. Nguyen back.

Trustee Newton noted the LBOT is working with the new Board of Supervisors during the budget process.

Trustee Pensgard wished everyone a Happy New Year and is excited for what the new year will bring.

Trustee Martínez wished everyone happy holidays. She noted two of her sons were in attendance.

Trustee Purnell said he and Director Liu are meeting with new Board of Supervisor Sylvia Glass on Thursday, January 16 for an introduction to Loudoun County Public Library (LCPL).

Chair Cotter welcomed Mr. Nguyen back and wished everyone a Happy New Year. He also welcomed Purcellville Library Advisory Board President Ashwini Charria and said he was looking forward to the Purcellville Library update.

DIRECTOR'S COMMENT

Ms. Liu wished everyone a wonderful new year. She asked Rust Library Branch Manager Sidney McCoy to talk about the recent Pop-up Passport events that were held at Gum Spring and Brambleton libraries. Ms. McCoy noted they processed 43 passports at Brambleton and 92 at Gum Spring and had to turn away hundreds due to time constraints. Ms. Liu said if members of the LBOT are interested in attending trainings or conferences to please reach out to Training Coordinator Niki Wolf. Ms. Liu informed the LBOT that she is getting ready to travel back to China to take care of her parents. She noted she will be leaving for China on January 20 and returning on February 11. She thanked Mr. Van Campen in advance for his leadership during her absence.

AGENDA CHANGES

Purcellville Library Advisory Board (PLAB) President Ashwini Charria will present before Purcellville Library Interim Branch Manager Vivy Niotis.

IV. READING AND APPROVAL OF MINUTES

Mr. Cotter requested a motion to approve the minutes of the December 2019 LBOT meeting. Mr. Mallon moved to approve the minutes. The motion was seconded and approved by a vote of 6-1-0-2. (yes/abstained/no/not present).

V. REPORTS

A. Purcellville Library Advisory Board

Mr. Charria presented on behalf of the Purcellville Library Advisory Board. The report was received and placed on file.

B. Purcellville Library

Ms. Niotis presented on behalf of the Purcellville Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by Ms. Liu. The report was received and placed on file.

D. INFORMATION ITEMS

II01 STAFFING UPDATE

Ms. Liu provided a staffing update for the month of December. She noted the following reporting changes in Library Administration: Deputy Director Mike Van Campen will now supervise Budget & Finance Manager Nan Paek and Ms. Wolf. Communications Division Manager Peter O'Brien will now report to Ms. Liu.

II02 FY2021 BUDGET UPDATE AND DISCUSSION

Ms. Liu said the in-coming Board of Supervisors gave new directives regarding the FY 2021 budget. As a result, County Administration, suggested that LCPL revert back to its original prioritization of its Resource Requests. The original prioritization was 1) Two Programming Coordinator positions, 2) Two Technology System Analyst positions and 3) One Communications Coordinator position and 4) \$400,000 for developing a Facilities Master Plan. Ms. Liu said the Budget Think Tank had an emergency meeting the previous morning to discuss the reprioritization. Ms. Liu County Administrator Tim Hemstreet will present the proposed budget to the Board of Supervisors on February 12.

II03 STRATEGIC PLAN AND FACILITIES MASTER PLAN

Mr. Van Campen said LCPL is in the final phase of the Strategic Planning Process. Mr. Van Campen read the draft of the Strategic Plan and opened the floor for discussion. Mr. Cotter stated that he and Ms. Pensgard are the Sub-Committee for the Facilities Master Plan process with support from Ms. Liu and Mr. Van Campen. Mr. Cotter noted the Law Library is a priority. Mr. Cotter announced the Strategic Plan will be presented as an Action Item at the February LBOT meeting.

II04 STAFF DEVELOPMENT DAY

Ms. Wolf gave an overview of Staff Development Day that will be held on April 17. Plan A is to have the opening session at the Regal Fox Theatre and the rest at Brambleton Library. Plan B is to have the entire event at the Brambleton library. Ms. Wolf asked the Trustees to contact Ms. Liu if they have recommendations for a keynote speaker.

ACTION ITEMS

AI01 Approval of FY2021 Resource Requests

Mr. Cotter requested a motion to approve the Budget Think Tank's recommendations for the FY2021 Resource Requests. Mr. Mallon moved to approve. The motion was seconded. Mr. Cotter opened the floor for discussion. The motion carried 7-0-0-2 (yes/abstained/no/not present).

E. ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Respectfully submitted by,

Manisha Adhikari
Manisha Adhikari
Secretary

Adopted by the Board in February, 2020

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 01 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	February 19, 2020
RECOMMENDATION:	Ms. Liu will give a staffing update for January, 2020.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 11 02 FY2021 Budget Update

SUBJECT:	FY2021 Budget Update
CONTACT:	Director Chang Liu
ACTION DATE:	February 19, 2020
RECOMMENDATION:	Ms. Liu will give an update about the FY2021 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 03 Law Library Facility Update- Valley Bank Building

SUBJECT:	Law Library Facility Update- Valley Bank Building
CONTACT:	LCPL Facilities Sub-committee(Denis Cotter, Sara Pensgard, Chang Liu, and Mike Van Campen)
ACTION DATE:	February 19, 2020
RECOMMENDATION:	The Facilities Sub-committee will give an update about the Loudoun County Court House building and renovation project and its potential impact on the Law Library.
BACKGROUND:	After years of planning, a new Court House will be constructed starting later this year. The new construction will take about 30 months to complete; after which, the existing Court House, which includes the Law Library and the historic Valley Bank Building, will be renovated. There is a possibility that the renovated Valley Bank Building would be the future Law Library, however, conversations about how the existing Court House will be renovated have yet to happen. LCPL Facilities Sub-committee will definitely be part of the conversation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

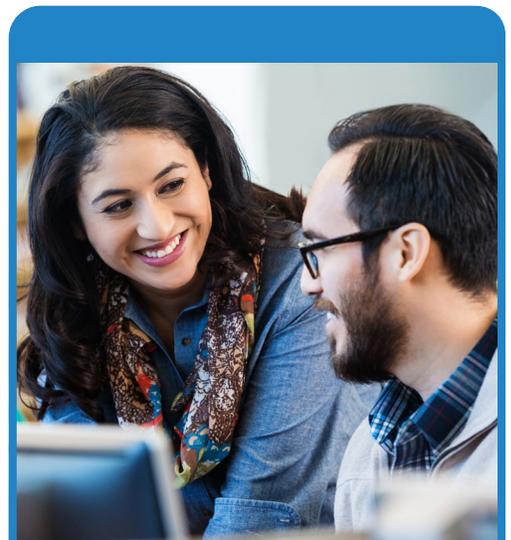
ACTION ITEM SUMMARY: AI 01 Approval of LCPL Strategic Plan

SUBJECT:	Approval of LCPL Strategic Plan
CONTACT:	Director Chang Liu
ACTION DATE:	February 19, 2020
RECOMMENDATION:	Staff recommends that the LBOT approve the attached Strategic Plan.
BACKGROUND	In the past six months or so, under Deputy Director Van Campen's leadership, with expert facilitation by Library Strategies, LLC, and input from the public and staff, the Library has developed a new strategic plan that will guide our work in the next three years or so. The strategic plan itself is relatively brief, but staff have been working on defining work projects based on the strategic plan; those work projects will implement the strategic plan.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the attached LCPL Strategic Plan 2020-2023.
ATTACHMENTS:	LCPL Strategic Plan 2020-2023
NOTES:	
ACTION TAKEN:	

LOUDOUN COUNTY
PUBLIC LIBRARY

library.loudoun.gov

Strategic Plan, 2020-2023





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 the needs and opportunities for collaboration.
- Identify targeted library service constituencies (adults, youth, teens, ethnic groups, English language learner, 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, 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.

Library Board of Trustees

Denis Cotter – *Chair, Blue Ridge District*
Christina Olorunda – *Vice Chair, Ashburn District*
Sean Mallon – *Algonkian District*
Walter Purnell – *Broad Run District*
Sara Pensgard – *Catoctin District*
Chuong Nguyen – *Dulles District*
Christine Newton – *Leesburg District*
Kathleen Kuhn – *Sterling District*
Priscilla Martínez – *At-Large*

Steering Committee

Sarah Ali – *Coordinator, EQOLS (Elevating Quality of Life Skills) Group*
Jennifer Brady – *Health Educator, Loudoun County*
Daniel Bureau – *Division Manager of Technology Services, LCPL*
Jacob Etter – *Lovettsville Branch Manager, LCPL*
Katherine Kalil – *Sterling Branch Manager, LCPL*
Kush Jenkins – *Professor of Accounting and Business, NOVA*
Christina Olorunda – *LBOT Vice Chair, Ashburn District*
Walter Purnell – *LBOT Member, Broad Run District*
Mike Van Campen – *Deputy Director, LCPL*
Susan VanEpps – *Division Manager of Programming and Community Engagement, LCPL*
Charles Yudd – *Deputy County Administrator, Loudoun County*

Prepared by

Library Trust Funds Holdings

1/31/2020

Irwin Uran Trust Fund	\$ 108,756.23	LGIP*	1.723%
Symington Trust Fund	\$ 86,409.63	LGIP*	1.723%
		CD**	Trade Date Maturity Yield
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
	\$ 772,000.00	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 851,824.65	<i>FVC Bank</i>	02/19/19 02/19/24 3.005%
	\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17 03/29/22 2.000%
	\$ 874,814.45	<i>United Bank</i>	03/22/18 03/22/23 3.000%
Symington Total	\$ 4,249,294.00		
James Horton Trust Fund	\$ 26,670.19	LGIP*	1.723%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY20**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 132,681.87	\$ -	\$ -	\$ -	\$ 132,681.87	\$ 265.25	\$ 132,947.12	2.399%
August	\$ 132,947.12	\$ -	\$ -	\$ -	\$ 132,947.12	\$ 251.82	\$ 133,198.94	2.273%
September	\$ 133,198.94	\$ -	\$ -	\$ 24,990.00	\$ 108,208.94	\$ 197.66	\$ 108,406.60	2.192%
October	\$ 108,406.60	\$ -	\$ -	\$ -	\$ 108,406.60	\$ 183.12	\$ 108,589.72	2.027%
November	\$ 108,589.72	\$ -	\$ -	\$ 310.34	\$ 108,279.38	\$ 163.41	\$ 108,442.79	1.811%
December	\$ 108,442.79	\$ -	\$ -	\$ -	\$ 108,442.79	\$ 157.51	\$ 108,600.30	1.743%
January	\$ 108,600.30	\$ -	\$ -	\$ -	\$ 108,600.30	\$ 155.93	\$ 108,756.23	1.723%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 132,681.87	\$ -	\$ -	\$ 25,300.34	\$ 107,381.53	\$ 1,374.70	\$ 108,756.23	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY20**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 24,863.24	\$ -	\$ -	\$ -	\$ 24,863.24	\$ 49.71	\$ 24,912.95	2.399%
August	\$ 24,912.95	\$ -	\$ -	\$ -	\$ 24,912.95	\$ 47.19	\$ 24,960.14	2.273%
September	\$ 24,960.14	\$ -	\$ 1,500.00	\$ -	\$ 26,460.14	\$ 48.33	\$ 26,508.47	2.192%
October	\$ 26,508.47	\$ -	\$ -	\$ -	\$ 26,508.47	\$ 44.78	\$ 26,553.25	2.027%
November	\$ 26,553.25	\$ -	\$ -	\$ -	\$ 26,553.25	\$ 40.07	\$ 26,593.32	1.811%
December	\$ 26,593.32	\$ -	\$ -	\$ -	\$ 26,593.32	\$ 38.63	\$ 26,631.95	1.743%
January	\$ 26,631.95	\$ -	\$ -	\$ -	\$ 26,631.95	\$ 38.24	\$ 26,670.19	1.723%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 24,863.24	\$ -	\$ 1,500.00	\$ -	\$ 26,363.24	\$ 306.95	\$ 26,670.19	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY20**

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	\$ 4,247,175.06	\$ 1,104.59	\$ -	\$ -	\$ 4,248,279.65	\$ 170.72	\$ -	\$ 4,248,450.37	2.399%
August	\$ 4,248,450.37	\$ -	\$ -	\$ -	\$ 4,248,450.37	\$ 162.08	\$ -	\$ 4,248,612.45	2.273%
September	\$ 4,248,612.45	\$ -	\$ -	\$ -	\$ 4,248,612.45	\$ 156.60	\$ -	\$ 4,248,769.05	2.192%
October***	\$ 4,248,769.05	\$ -	\$ 1.00	\$ -	\$ 4,248,770.05	\$ 145.08	\$ -	\$ 4,248,915.13	2.027%
November	\$ 4,248,915.13	\$ -	\$ -	\$ -	\$ 4,248,915.13	\$ 129.83	\$ -	\$ 4,249,044.96	1.811%
December	\$ 4,249,044.96	\$ -	\$ -	\$ -	\$ 4,249,044.96	\$ 125.15	\$ -	\$ 4,249,170.11	1.743%
January	\$ 4,249,170.11	\$ -	\$ -	\$ -	\$ 4,249,170.11	\$ 123.89	\$ -	\$ 4,249,294.00	1.723%
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 4,247,175.06	\$ 1,104.59	\$ 1.00	\$ -	\$ 4,248,280.65	\$ 1,013.35	\$ -	\$ 4,249,294.00	

*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

CDs 7/1/2019

\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16	03/31/21	2.000%
\$ 772,000.00	<i>Access National</i>	03/19/15	03/17/20	1.950%
\$ 851,824.65	<i>FVC Bank</i>	02/19/19	02/19/24	3.005%
\$ 874,814.45	<i>United Bank</i>	03/22/18	03/22/23	3.000%
\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
\$ 4,162,884.37				