

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for January 2020

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

December 2019 Regular Meeting Minutes

REPORTS

Purcellville Library:
Purcellville Library Advisory Board
Director's Report:

Branch Manager Vivy Niotis
PLAB President, Ashwini Chharia
Director Chang Liu

INFORMATION ITEMS

II 01 Staffing Update

II 02 FY2021 Budget Update and Discussion

II 03 Strategic Plan and Facilities Master Plan- Share the draft from consultants

II 04 Staff Development Day

ACTION ITEMS

AI 01 Approval of FY2021 Resource Requests

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: Wednesday, January 15, 2020 at 7:00 p.m.

LOCATION: Rust Library 380 Old Waterford Rd. NW, Leesburg, VA 20176

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

Loudoun County Public Library Board of Trustees Meeting Minutes

December 11, 2019

The Library Board of Trustees (LBOT) met Wednesday, December 11, 2019 at 7:00 PM at the Library Administration Building. The Chair and Secretary were present.

Present: Denis Cotter, Chair
Christina Olorunda, Vice Chair
Chang Liu, Director
Christine Newton
Sara Pensgard
Sean Mallon
Walter Purnell
Kathy Kuhn
Priscilla Martínez

Absent Chuong Nguyen

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 Newton stated she was pleased to hear positive comments from the community about the Passport service at Rust Library.

Vice Chair Olorunda said enjoyed the dinner with *Hey Kiddo* author Jarrett Krosoczka. Ms. Olorunda said her daughter and other members of the Young Entrepreneurs Academy recently toured the Makerspace at the Brambleton Library and noted they really enjoyed the visit and are excited about what LCPL's Makerspaces have to offer.

Trustee Mallon said he also enjoyed the dinner with Mr. Krosoczka.

Trustee Martínez thanked Susan VanEpps, Division Manager of Programming and Community Engagement, for organizing the dinner with Mr. Krosoczka. Ms. Martínez said she attended a novel writing workshop at the Rust Library and thoroughly enjoyed it.

Trustee Pensgard thanked library staff for their hard work throughout the year.

Trustee Kuhn also thanked staff for their work and said she is proud to serve on the LBOT. Ms. Kuhn noted she enjoyed the 1book 1community event and Mr. Krosoczka's impactful presentation.

Trustee Purnell wished everyone a happy holiday. Mr. Purnell said he recently spoke to previous LBOT Chair Mark Miller, who said he will be serving on Loudoun County's Planning Commission.

Chair Cotter wished everyone happy holidays. Mr. Cotter said he also enjoyed the 1book 1community dinner event.

DIRECTOR COMMENT

Director Liu introduced Christian Thompson, new Teen Library Assistant at the Brambleton Library. Ms. Liu asked Brambleton Branch Manager Christine Thompson to speak about the tour she gave to stake holders for the new Children's Science Center that will be built in Loudoun County. Ms. Liu stated Executive Assistant Manisha Adhikari will be taking over the LBOT Secretary duties.

AGENDA CHANGES

There were no agenda changes.

IV. READING AND APPROVAL OF MINUTES

Mr. Cotter requested a motion to approve the minutes of the November 2019 LBOT meeting. Trustee Mallon moved to approve the minutes. The motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present).

V. REPORTS

A. Programming Division

Ms. VanEpps reported on behalf of the Programming Division. 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. Mr. Purnell asked Director Liu if she had seen the article in the *Washington Post* about the current eBook controversy. Ms. Liu asked Collection Development Division Manager Leah Bromser-Kloeden to give a brief overview of Macmillan Publishers new eBook policy. Ms. Bromser-Kloeden said regardless of the new policy LCPL will continue to purchase e-books from Macmillan.

D. INFORMATION ITEMS

II01 STAFFING UPDATE

There were no staffing changes.

II02 FY2021 BUDGET UPDATE AND DISCUSSION

Ms. Liu stated she and staff recently met with County Administrator Tim Hemstreet to discuss LCPL's FY 2021 resource requests. Mr. Hemstreet shared insight on how he usually makes recommendations about the budget to the Loudoun County Board of Supervisors. Ms. Liu said the discussion made the library rethink the original prioritization of the FY 2021 resource requests. She said the Budget Think Tank met the previous day to discuss the most strategic way to reprioritize the resource requests to maximize the chances of one or all of them being approved. The new recommended prioritization is:

- 1) First priority is to bundle three unique positions; one each for the Programming, Technology and Communications divisions.
- 2) Second priority is one Programming position and one Technology position.
- 3) Third priority is the Facilities Master Plan

II03 STRATEGIC PLAN AND FACILITIES MASTER PLAN

Deputy Director Mike Van Campen said he sent out a draft of the Strategic plan to the steering committee. The Strategic Plan is scheduled to be shared with the LBOT at the January LBOT meeting as an Information Item and an Action Item at the February LBOT meeting.

II04 CAPITAL FACILITIES STANDARDS

Ms. Liu said she was invited to attend a countywide meeting about Capital Facilities Standards. At the meeting it was shared that the County is embarking on a review and update revision process of the Capital Facilities Standards which would affect the Library's Master Facilities Plan. Ms. Liu stated she would keep the LBOT informed as the review progresses.

ACTION ITEMS

AI01 PRIORITIZATION OF FY2021 BUDGET REQUEST COMPONENTS

Chair Cotter requested a motion to approve the Budget Think Tank's revised recommendation for the FY2021 Resource Request as presented. Mr. Cotter opened the floor for discussion. Trustee Mallon moved to approve the Budget Think Tank's revised recommendation for the FY2021 Resource Request. The motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present).

E. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Respectfully submitted by,

Cheryl Granger
Cheryl Granger
Secretary

Adopted by the Board in December, 2019

(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:	January 15, 2020
RECOMMENDATION:	Ms. Liu will give a staffing update for December, 2019.
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 and Discussion

SUBJECT:	FY2021 Budget Update and Discussion
CONTACT:	Director Chang Liu
ACTION DATE:	January 15, 2020
RECOMMENDATION:	Ms. Liu will give an update about the FY2021 budgeting process.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 03 Strategic Plan and Facilities Master Plan

SUBJECT:	Strategic Plan and Facilities Master Plan
CONTACT:	Deputy Director Mike Van Campen; Chairman Denis Cotter
ACTION DATE:	January 15, 2020
RECOMMENDATION:	<p>Deputy Director Van Campen will give an update on the strategic planning process and share the final draft of the strategic plan, written by Library Strategies, LLC, with input from the community, the steering committee, and the Library’s Senior Leader Team. The LBOT will need to officially adopt the strategic plan in a future meeting, possibly in February 2020.</p> <p>Chairman Cotter will share his approach for the Trustees’ involvement in the development of the facilities master plan.</p>
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Final draft of the strategic plan
NOTES:	
ACTION TAKEN:	



LOUDOUN COUNTY PUBLIC LIBRARY STRATEGIC PLAN, 2020-2023

CURRENT MISSION STATEMENT

Loudoun County Public Library, the community's information center, provides free and equal access to a variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational and cultural interests of the community.

PROPOSED NEW MISSION

Inspiration, Innovation, Inclusion.

CURRENT VISION STATEMENT

Loudoun County Public Library builds community by nurturing an environment where the joy of reading and learning is celebrated; people and ideas flourish; and The Golden Rule is a way of life.

PROPOSED NEW VISION

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

PROPOSED 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.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 Staff Development Day

SUBJECT:	Staff Development Day
CONTACT:	Nicole Wolf
ACTION DATE:	January 15, 2020
RECOMMENDATION:	Training Coordinator Nicole Wolf will give an update on the 2020 staff development day planning.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Approval of FY2021 Resource Requests

SUBJECT:	Approval of FY2021 Resource Requests
CONTACT:	Director Chang Liu, and Budget Think Tank
ACTION DATE:	January 15, 2020
RECOMMENDATION:	Based on feedback from the County Department of Finance and Budget, the Budget Think Tank recommends that the LBOT approve the FY2021 Resource Requests in the following order: Two Programming Coordinators, Two Systems Analysts, One Communications Coordinator, and \$300,000 for developing a facilities master plan.
BACKGROUND	The County Department of Finance and Budget does not recommend the grouping of three distinct positions (One Programming Coordinator, One Systems Analyst, and One Communications Coordinator) into one Resource Request, and has requested that we re-submit our Resource Requests in the order listed in the Recommendation section above.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the Budget Think-Tank's recommendation for the FY2021 Resource Requests.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

12/31/2019

Irwin Uran Trust Fund	\$ 108,600.30	LGIP*	1.743%
Symington Trust Fund	\$ 86,285.74	LGIP* 1.743%	
	\$ 819,000.00	CD**	Trade Date Maturity Yield
	\$ 772,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
	\$ 851,824.65	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 845,245.27	<i>FVC Bank</i>	02/19/19 02/19/24 3.005%
	\$ 874,814.45	<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	\$ 4,249,170.11		
James Horton Trust Fund	\$ 26,631.95	LGIP*	1.743%

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 132,681.87	\$ -	\$ -	\$ 25,300.34	\$ 107,381.53	\$ 1,218.77	\$ 108,600.30	

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 24,863.24	\$ -	\$ 1,500.00	\$ -	\$ 26,363.24	\$ 268.71	\$ 26,631.95	

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 4,247,175.06	\$ 1,104.59	\$ 1.00	\$ -	\$ 4,248,280.65	\$ 889.46	\$ -	\$ 4,249,170.11	

*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				