

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for July 2019

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

June 2019 Regular Meeting Minutes

REPORTS

Lovettsville:
Friends of the Lovettsville Library:
Director's Report:

Branch Manager Jacob Etter
Chair Barbara Petzen
Library Director Chang Liu

INFORMATION ITEMS

- II 01** ACOY Annual Report
- II 02** Annual Budget Review
- II 03** Annual Statistical Review
- II 04** ALA Recap
- II 05** Strategic Plan Update
- II 06** Fine Elimination Update
- II 07** LBOT Retreat Agenda Items
- II 08** Staffing Update

ACTION ITEMS

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: July 17, 2019 at 7:00 p.m.

LOCATION: Lovettsville Library- 12 N. Light Street, Lovettsville, VA 20180

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

June 19, 2019

The Library Board of Trustees (LBOT) met Wednesday, June 19, 2019 at 7:00 PM at the Brambleton Library. The Vice Chair and Secretary were present.

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

Absent Chuong Nguyen

I. CALL TO ORDER

Chair Miller called the meeting to order at 7:07 PM and asked for a moment of silence.

II. PUBLIC COMMENT

Drew Zenowich
Scott Stewart

III. BOARD COMMENT

Ms. Kuhn thanked Mr. Miller for his service to the LBOT.

Ms. Newton said it has been a pleasure to serve on the Board with Mr. Miller. She noted she enjoyed the Loudoun Book and Arts Festival at the Brambleton Library.

Mr. Purnell also thanked Mr. Miller for his service to the LBOT.

Ms. Pensgard thanked Mr. Miller for his service to the LBOT and also congratulated Division Manager Susan VanEpps and the Programming staff for winning the ALA's Excellence in Library Programming Award. Ms. Pensgard commended Chantel Warner and Dan Bureau for receiving the County's Platinum Award.

Ms. Olorunda thanked Mr. Miller and his wife Ellen. Ms. Olorunda praised staff who worked on the Library Fine Elimination survey. Ms. Olorunda said she also enjoyed the innovative Loudoun Book and Arts Festival.

Vice Chair Cotter thanked Mr. Miller for his years of service and noted some of his accomplishments. Mr. Cotter wished Mr. Miller all the best in the future.

Mr. Mallon thanked Mr. Miller for his leadership and wished him the best.

Mr. Miller said it was a pleasure and honor to serve as Chair of the LBOT for the past several years. He thanked library staff and fellow trustees for their support over the years.

DIRECTOR COMMENT

Director Liu thanked Mr. Miller for his leadership, support, hard work and tenure on the LBOT. Ms. Liu had new staff introduce themselves.

AGENDA CHANGES

There were no agenda changes.

IV. READING AND APPROVAL OF MINUTES

Chair Miller requested a motion to approve the minutes of the May 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. Cascades

Branch Manager Belinda Blue reported on behalf of Cascades Library. The report was received and placed on file.

B. Friends of the Cascades Library

Professor Kush Jenkins reported on behalf of the Friends of the Cascades Library.

C. DIRECTOR'S REPORT

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

D. INFORMATION ITEMS

II01 LBOT RETREAT

Ms. Liu stated the importance of having the annual LBOT Retreat and suggested having it in August. Ms. Liu asked the trustees to discuss offline to see what date would work best.

II02 STRATEGIC PLAN UPDATE

Deputy Director Van Campen stated the strategic planning process is moving forward. He said he spoke with Stu Wilson of Library Strategies and gave him preliminary information on Loudoun County Public Library (LCPL). Mr. Van Campen said the next step in the process is to put together a Steering Committee and noted he would reach out to trustees next week to see who would be interested in sitting on the committee. Mr. Van Campen said the planning process includes inviting a large number of citizens to a Community Retreat to gather input. He noted 50% of the citizens should be those that are not currently using the library.

II03 2020 CENSUS

Mr. Miller stated he is on the 2020 Census Complete Count Committee. Mr. Miller introduced Stacey Whitehouse from the Department of Planning and Zoning. Ms. Whitehouse gave a brief overview of the 2020 Census process.

II04 LIBRARY ADVOCACY

A video promoting library advocacy was played for the trustees and members of the audience. Mr. Miller asked that trustees continue to work with their respective representatives on the County’s Board of Supervisors to advocate for the library.

II05 STAFFING UPDATE

Director Liu gave a staffing update for the Month of May.

ACTION ITEMS

A101 NOMINATION AND ELECTION OF CHAIR AND VICE CHAIR

Mr. Miller moved to accept the nominations as presented, to elect Mr. Cotter as Board Chair and Ms. Olorunda as Board Vice-Chair. The motion was seconded and approved by a vote of 7-1-0-1. (yes/abstained/no/not present).

A102 THOMAS BALCH CONTRACT

Mr. Purnell moved to approve the FY 2020 Thomas Balch Library Contract as presented. The motion was seconded and approved by a vote of 8-0-0-1. (yes/abstained/no/not present).

A103 FINE ELIMINATION

Mr. Miller moved that the Library Board of Trustees direct library staff to eliminate the policy of charging and collecting fines for overdue items and materials effective July 1, 2019 or as soon thereafter as possible. Mr. Miller further moved that library staff delete from Loudoun County Public Library’s Fines and Fees Schedule, found in Addendum E of the LCPL’s policies, the language that refers to overdue fines. Mr. Miller opened the floor for discussion. The motion was seconded and approved by a vote of 6-0-2-1. (yes/abstained/no/not present).

A104 AFFIRMATION OF LIBRARY POLICES

Ms. Newton moved to approve the Library Policies as presented. 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 9:49 p.m.

Respectfully submitted by,

Cheryl Granger
Cheryl Granger
Secretary

Adopted by the Board in July, 2019

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 Advisory Commission on Youth (ACOY)
Annual Report

SUBJECT:	Advisory Commission on Youth (ACOY) Annual Report
CONTACT:	ACOY Chair, Jeff Goldman
ACTION DATE:	July 17, 2019
RECOMMENDATION:	ACOY Chair Jeff Goldman will share ACOY's annual report.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 Annual Budget Review

SUBJECT:	Annual Budget Review
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Ms. Liu will provide a high-level review of the FY2019 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Annual Statistical Review

SUBJECT:	Annual Statistical Review
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Ms. Liu
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 ALA Recap

SUBJECT:	ALA Recap
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Ms. Liu, staff, and trustees who attended ALA Annual Conference will share the key takeaways from the conference.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 05 Strategic Plan Update

SUBJECT:	Strategic Plan Update
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Deputy Director Van Campen will give an update on the strategic planning process.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Fine Elimination Update

SUBJECT:	Fine Elimination Update
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Ms. Liu will provide a status update on the fine elimination project.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 07 LBOT Retreat Agenda Items

SUBJECT:	LBOT Retreat Agenda Items
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	<p>Ms. Liu will seek input from trustees on potential agenda items for the August 31 LBOT retreat. Agenda items so far include:</p> <ul style="list-style-type: none"> ■ Erin McLellan, Director of Management and Budget, Loudoun County – Overview of the County's budgeting process ■ Kim Armentrout, Public Library Consultant, Library of Virginia – Roles and responsibilities of library board of trustees; FOIA ■ Mike Van Campen, Deputy Director, LCPL – Update on the Library's strategic planning process ■ Chang Liu, Director, LCPL – Overview of LCPL
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 08 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	July 17, 2019
RECOMMENDATION:	Ms. Liu will give a staffing update for the month of June.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

6/30/2019

Irwin Uran Trust Fund	\$ 132,681.87	LGIP*	2.4510%
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Symington Trust Fund	\$ 84,290.69	LGIP*	2.4510%
		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	\$ 4,247,175.06		

James Horton Trust Fund	\$ 24,863.24	LGIP*	2.4510%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY19**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 152,214.40		\$ -	\$ -	\$ 152,214.40	\$ 267.64	\$ 152,482.04	2.1100%
August	\$ 152,482.04	\$ -	\$ -	\$ -	\$ 152,482.04	\$ 271.04	\$ 152,753.08	2.1330%
September	\$ 152,753.08	\$ -	\$ -	\$ -	\$ 152,753.08	\$ 276.10	\$ 153,029.18	2.1690%
October**	\$ 153,029.18	\$ -	\$ -	\$ 22,479.20	\$ 130,549.98	\$ 249.24	\$ 130,799.22	2.2910%
November	\$ 130,799.22	\$ -	\$ -	\$ -	\$ 130,799.22	\$ 256.48	\$ 131,055.70	2.3530%
December	\$ 131,055.70	\$ -	\$ -	\$ 317.00	\$ 130,738.70	\$ 267.25	\$ 131,005.95	2.4530%
January	\$ 131,005.95	\$ -	\$ -	\$ -	\$ 131,005.95	\$ 279.48	\$ 131,285.43	2.5600%
February	\$ 131,285.43	\$ -	\$ -	\$ -	\$ 131,285.43	\$ 281.50	\$ 131,566.93	2.5730%
March	\$ 131,566.93	\$ -	\$ -	\$ -	\$ 131,566.93	\$ 282.10	\$ 131,849.03	2.5730%
April	\$ 131,849.03	\$ -	\$ -	\$ -	\$ 131,849.03	\$ 283.04	\$ 132,132.07	2.5760%
May	\$ 132,132.07	\$ -	\$ -	\$ -	\$ 132,132.07	\$ 279.35	\$ 132,411.42	2.5370%
June	\$ 132,411.42	\$ -	\$ -	\$ -	\$ 132,411.42	\$ 270.45	\$ 132,681.87	2.4510%
Total FY	\$ 152,214.40	\$ -	\$ -	\$ 22,796.20	\$ 129,418.20	\$ 3,263.67	\$ 132,681.87	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY19**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 23,778.18	\$ -	\$ -	\$ -	\$ 23,778.18	\$ 41.81	\$ 23,819.99	2.1100%
August	\$ 23,819.99	\$ -	\$ -	\$ 1,000.00	\$ 22,819.99	\$ 40.56	\$ 22,860.55	2.1330%
September	\$ 22,860.55	\$ -	\$ 1,500.00	\$ -	\$ 24,360.55	\$ 44.03	\$ 24,404.58	2.1690%
October	\$ 24,404.58	\$ -	\$ -	\$ -	\$ 24,404.58	\$ 46.59	\$ 24,451.17	2.2910%
November	\$ 24,451.17	\$ -	\$ -	\$ -	\$ 24,451.17	\$ 47.94	\$ 24,499.11	2.3530%
December	\$ 24,499.11	\$ -	\$ -	\$ -	\$ 24,499.11	\$ 50.08	\$ 24,549.19	2.4530%
January	\$ 24,549.19	\$ -	\$ -	\$ -	\$ 24,549.19	\$ 52.37	\$ 24,601.56	2.5600%
February	\$ 24,601.56	\$ -	\$ -	\$ -	\$ 24,601.56	\$ 52.75	\$ 24,654.31	2.5730%
March	\$ 24,654.31	\$ -	\$ -	\$ -	\$ 24,654.31	\$ 52.86	\$ 24,707.17	2.5730%
April	\$ 24,707.17	\$ -	\$ -	\$ -	\$ 24,707.17	\$ 53.04	\$ 24,760.21	2.5760%
May	\$ 24,760.21	\$ -	\$ -	\$ -	\$ 24,760.21	\$ 52.35	\$ 24,812.56	2.5370%
June	\$ 24,812.56	\$ -	\$ -	\$ -	\$ 24,812.56	\$ 50.68	\$ 24,863.24	2.4510%
Total FY	\$ 23,778.18	\$ -	\$ 1,500.00	\$ 1,000.00	\$ 24,278.18	\$ 585.06	\$ 24,863.24	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY19**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,185,348.91	\$ -	\$ -	\$ -	\$ 4,185,348.91	\$ 147.13	\$ -	\$ 4,185,496.04	2.1100%
August	\$ 4,185,496.04	\$ -	\$ -	\$ -	\$ 4,185,496.04	\$ 149.00	\$ -	\$ 4,185,645.04	2.1330%
September	\$ 4,185,645.04	\$ -	\$ -	\$ -	\$ 4,185,645.04	\$ 151.78	\$ -	\$ 4,185,796.82	2.1690%
October***	\$ 4,185,796.82	\$ -	\$ 171.18	\$ -	\$ 4,185,968.00	\$ 160.93	\$ -	\$ 4,186,128.93	2.2910%
November	\$ 4,186,128.93	\$ -	\$ -	\$ 343.19	\$ 4,185,785.74	\$ 164.93	\$ -	\$ 4,185,950.67	2.3530%
December	\$ 4,185,950.67	\$ -	\$ -	\$ -	\$ 4,185,950.67	\$ 172.28	\$ -	\$ 4,186,122.95	2.4530%
January	\$ 4,186,122.95	\$ -	\$ 5.50	\$ -	\$ 4,186,128.45	\$ 180.17	\$ -	\$ 4,186,308.62	2.5600%
February	\$ 4,186,308.62	\$ -	\$ -	\$ -	\$ 4,186,308.62	\$ 181.47	\$ 61,212.31	\$ 4,247,702.40	2.5730%
March	\$ 4,247,702.40	\$ -	\$ -	\$ -	\$ 4,247,702.40	\$ 181.86	\$ -	\$ 4,247,884.26	2.5730%
April	\$ 4,247,884.26	\$ -	\$ -	\$ 1,238.29	\$ 4,246,645.97	\$ 179.81	\$ -	\$ 4,246,825.78	2.5760%
May	\$ 4,246,825.78	\$ -	\$ -	\$ -	\$ 4,246,825.78	\$ 177.47	\$ -	\$ 4,247,003.25	2.5370%
June	\$ 4,247,003.25	\$ -	\$ -	\$ -	\$ 4,247,003.25	\$ 171.81	\$ -	\$ 4,247,175.06	2.4510%
Total FY	\$ 4,185,348.91	\$ -	\$ 176.68	\$ 1,581.48	\$ 4,183,944.11	\$ 2,018.64	\$ 61,212.31	\$ 4,247,175.06	

*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 7/1/2018-2/17/2019

\$ 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%
\$ 790,612.34	<i>Access National</i>	02/18/14	02/17/19	1.500%
\$ 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%
\$ 4,101,672.06				

CDs 2/17-6/30/2019

\$ 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				