

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for November 2019

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

October 2019 Regular Meeting Minutes

REPORTS

Law Library:

Director's Report:

Branch Manager Alice Zent

Director Chang Liu

INFORMATION ITEMS

II 01 Staffing Update

II 02 Strategic Plan Update

II 03 FY2021 Budget

ACTION ITEMS

AI01 Letter of Intent for the Library's Capital Improvement Plan

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: Wednesday, November 20, 2019 at 7:00 p.m.

LOCATION: Rust Library - 380 Old Waterford Road 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**

October 16, 2019

The Library Board of Trustees (LBOT) met Wednesday, October 16, 2019 at 7:00 PM at the Rust Library. The Chair and Secretary were present.

Present: Denis Cotter, Chair
Christina Olorunda, Vice Chair
Mike Van Campen, Deputy Director
Christine Newton
Sara Pensgard
Sean Mallon
Walter Purnell
Priscilla Martínez

Absent Chuong Nguyen
Kathy Kuhn
Chang Liu

I. CALL TO ORDER

Chair Cotter called the meeting to order at 7:03 PM and asked for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustee Pensgard expressed her gratitude to those that attended the Community Engagement retreat and said she is looking forward to hearing feedback from the meeting.

Trustee Purnell said he enjoyed the Community Engagement retreat and noted he is looking forward to what the library does with the feedback given from the attendees.

Trustee Martínez thanked Deputy Director Van Campen for his hard work on the Community Engagement retreat. Ms. Martínez shared that one of her sons had recently achieved the rank of Eagle Scout.

Trustee Newton said she enjoyed the Community Engagement Retreat.

Vice Chair Olorunda said the community was very excited about being able to give their feedback at the Community Engagement Retreat.

Trustee Mallon commended the Eat Local Read Local event that was held at the Cascades Library on October 12.

Chair Cotter thanked Ms. Olorunda for running the September LBOT Meeting in his absence. Mr. Cotter said he was happy the 1book 1community program was going so well. Mr. Cotter noted that he and Ms. Pensgard will be the on the sub-committee for the Facilities Master Planning process.

DIRECTOR COMMENT

Deputy Director Van Campen said Director Liu would return from China on October 24. Mr. Van Campen noted the Branch Manager ad for Purcellville Library had been posted and some applications had been received and are under review.

AGENDA CHANGES

There were no agenda changes.

IV. READING AND APPROVAL OF MINUTES

Mr. Cotter requested a motion to approve the minutes of the September 2019 LBOT meeting. Trustee Mallon moved to approve the minutes. The motion was seconded and approved by a vote of 7-0-0-2. (yes/abstained/no/not present).

V. REPORTS

A. Middleburg Library

Branch Manager Sheila Whetzel reported on behalf of the Middleburg Library. The report was received and placed on file.

B. Middleburg Library Advisory Board

MLAB President Alix Coolidge reported on behalf of the Rust Library Advisory Board. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by Mr. Van Campen. The report was received and placed on file.

D. INFORMATION ITEMS

II01 SAFETY & SECURITY

Loudoun County's Safety & Security Program Manager Jim Reid gave an overview of the County's plans to enhance the security of Loudoun County's facilities. Mr. Reid stated there would be several training programs provided to employees.

II02 STEM LIBRARY AND PURCELLVILLE LIBRARY DISCUSSION

Mr. Van Campen stated the STEM Library was removed from the FY 2020 budget process but \$4.43 million dollars was set aside for future STEM land acquisition. Mr. Van Campen said he and Director Liu met with Capitol Budget staff and were told nothing would be put in the Capitol Improvement Plan until there was a Facilities Master Plan in place. He said he asked if the issues at Purcellville Library could be addressed prior to the completion of a Facilities Master plan and was told this would be possible if the LBOT sent a Letter of Intent asking to reallocate the \$4.43 million dollars to the Purcellville Library. Mr. Van Campen stated library staff and Ms. Liu recommend the \$4.43 million be reassigned to fund, plan, design and possibly acquire land for the Purcellville Library. Mr. Mallon asked if a draft LOI could be sent prior to the November LBOT meeting. Mr. Van Campen said a draft LOI would be provided in the Board Packet one week prior to the meeting.

II03 STRATEGIC PLAN UPDATE

Mr. Van Campen stated data from the Staff Survey and Community Engagement Retreat is being reviewed. He said in the coming month Stu Wilson of Library Strategies will put together a high level picture of the Strategic Plan which will be shared with he and Ms. Liu, the Senior Leadership Team, the Steering Committee and finally the LBOT. He said all four groups would have input in the final version of the Strategic Plan.

II04 STAFFING UPDATE

Mr. Van Campen provided a staffing update for the month of September.

ACTION ITEMS

AI01 Approval AND PRIORITIZATION OF ADDITIONAL FY2021 RESOURCE REQUESTS

Mr. Cotter requested a motion to approve the Resource Requests for funding for Facilities Master Plan and to change the prioritization plan as presented. Mr. Mallon moved to approve the Resource Request for funding for Facilities Master Plan and to change the prioritization as presented. The motion was seconded. Mr. Cotter opened the floor for discussion. The motion carried 7-0-0-2. (yes/abstained/no/not present).

AI02 2020 HOLIDAY & LBOT MEETING SCHEDULE

Mr. Cotter moved to approve the 2020 Holiday Schedule and the 2020 LBOT Meeting Schedule as presented. The motion was seconded. The motion carried 7-0-0-2. (yes/abstained/no/not present).

Closed Executive Session (if needed)

E. ADJOURNMENT

The meeting was adjourned at 8:51 p.m.

Respectfully submitted by,

Cheryl Granger
Cheryl Granger
Secretary

Adopted by the Board in November, 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:	November 20, 2019
RECOMMENDATION:	Ms. Liu will give a staffing update for October, 2019.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 Strategic Plan Update

SUBJECT:	Strategic Plan Update
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	November 20, 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 03 FY 2021 Budget

SUBJECT:	FY 2021 Budget
CONTACT:	Director Chang Liu
ACTION DATE:	November 20, 2019
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

ACTION ITEM SUMMARY: AI01 Letter of Intent for the Library's Capital Improvement Plan

SUBJECT:	Letter of Intent for the Library's Capital Improvement Plan
CONTACT:	Director Chang Liu
ACTION DATE:	November 20, 2019
RECOMMENDATION:	Ms. Liu recommends that the LBOT approve the Letter of Intent (see attached) to be submitted to County Administrator Mr. Hemstreet.
BACKGROUND	Currently, \$4.430 million of the County's CIP funds are designated for the land acquisition of a STEM Library in FY2024. Considering the urgent needs at the Purcellville Library, County Administration has requested that the LBOT submit a Letter of Intent to give clear direction to the County Administration on the CIP priorities of Loudoun County Public Library.
ISSUES:	This would be a permanent trade-off between STEM Library and Purcellville Library
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the Letter of Intent as presented.
ATTACHMENTS:	Letter of Intent
NOTES:	
ACTION TAKEN:	

LOUDOUN COUNTY
PUBLIC LIBRARY

Nurturing Minds

102 North Street NW Suite A • Leesburg, VA 20176 • LBOT@loudoun.gov

November 20, 2019

Dear Mr. Hemstreet:

The Loudoun County Public Library Board of Trustees requests that the County repurpose the \$4.430 million of CIP funds currently designated for land acquisition of a STEM Library in FY 2024 to be used instead for the initial stages of renovation/expansion/possible relocation of the Purcellville Library.

Established in 1938 and renovated in 1993, the historic Purcellville Library no longer meets the needs of Western Loudoun residents. The facility lacks the space, parking and amenities needed to properly serve the area's rapidly growing population. In addition, the building has been plagued by numerous problems due to its age that have resulted in several closures over the past few years.

As stewards of the Loudoun County Public Library system, the Board of Trustees is eager to continue Purcellville Library's celebrated history of encouraging reading, learning, and community engagement by providing a library Western Loudoun deserves.

The Library Board of Trustees has recently established a subcommittee of two members focused on library facilities. This subcommittee consists of Chair Denis Cotter (Blue Ridge) and Sara Pensgard (Catocin). The Board respectfully requests that Mr. Cotter and Ms. Pensgard are included in any discussions regarding the future of Purcellville Library.

Thank you very much.

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, Catocin District

Chuong Nguyen, Dulles District

Christine Newton, Leesburg District

Kathleen Kuhn, Sterling District

Priscilla Martinez, At-Large

Library Trust Funds Holdings

10/31/2019

Irwin Uran Trust Fund	\$ 108,589.72	LGIP*	2.027%
Symington Trust Fund	\$ 86,030.76	LGIP*	2.027%
		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	\$ 4,248,915.13		
James Horton Trust Fund	\$ 26,553.25	LGIP*	2.027%

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 132,681.87	\$ -	\$ -	\$ 24,990.00	\$ 107,691.87	\$ 897.85	\$ 108,589.72	

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 24,863.24	\$ -	\$ 1,500.00	\$ -	\$ 26,363.24	\$ 190.01	\$ 26,553.25	

*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**	Interest Received CD's	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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 4,247,175.06	\$ 1,104.59	\$ 1.00	\$ -	\$ 4,248,280.65	\$ 634.48	\$ -	\$ 4,248,915.13	

*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					