

# Loudoun County Public Library Board of Trustees

**AGENDA: LBOT Meeting June 26, 2024**

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**6:00 p.m. CALL TO ORDER**

**MOMENT OF SILENCE**

**FAREWELL**

**CHAIR CHRISTINA OLORUNDA  
TRUSTEE CHRISTINE NEWTON  
TRUSTEE KATHLEEN KUHN**

**LBOT ANNUAL AWARDS  
PRESENTATION**

**NEWCOMER AND MISSION AWARDS**

**COMMENTS**

Public Comment  
Board Comment  
Director Comment

**APPROVAL OF MINUTES**

**May 15, 2024 LBOT Meeting**

**AGENDA CHANGES**

**REPORTS**

Loudoun Library Foundation Report:  
Director's Report:  
Committee Reports:  
Strategic Plan Update

**President Drew Zenowich  
Library Director Chang Liu  
LBOT Chair Christina Olorunda  
Deputy Director Mike VanCampen and Director Chang Liu**

**INFORMATION ITEM:**

**II 01** FY2024 and FY2025 Budget Update

**II 02** Staffing Update

**II 03** Chair and Vice Chair Nomination

**II 04** LCPL Policy Updates

**ACTION ITEM:**

**AI 01** Election of LBOT Chair and Vice Chair

**AI 01** Approval of LCPL Policy Updates

**CLOSED EXECUTIVE SESSION**

**ADJOURNMENT**

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**DATE & TIME: June 26, 2024, at 6:00 p.m.**

**LOCATION: Douglass Community Center 407 E Market Street Leesburg VA 20176**

**ACCOMMODATIONS:** To request a reasonable accommodation for any type of disability, please call 703-737-8468. Three days prior notice is requested.

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

May 15, 2024

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday May 15, 2024 at 7:00 p.m. The Chair and Secretary were present.

**Present**                   Christina Olorunda, Chair  
Mary Colucci  
Erika Daly  
Kathy Ellen Davis  
Kate Gordon  
Kathleen Kuhn  
Monti Mercer  
Christine Newton  
Chang Liu, Director

**Absent**                   Alana Boyajian, Vice Chair

**I. CALL TO ORDER**

Chair Olorunda called the meeting to order at 7:07 p.m. and requested a moment of silence.

**PUBLIC COMMENT**

Mr. Michael Glenn made a public comment.

**II. BOARD COMMENT**

Chair Olorunda opened the floor for Board comments.

Trustee Mercer thanked the Board and the members of the public for attending the LBOT. He informed the Board that he attended an event over the weekend called the 246-year project at Morven Park. 246 is database documenting enslaved individuals between the years 1619 and 1865. He noted that Loudoun County had a significant presence of enslaved individuals. Trustee Mercer reported that, while many courthouses around the country were burned, Loudoun County's records were fortunately preserved. He shared that Morven Park met with Clerk of the Circuit Court Gary Clemens and discovered that none of Loudoun's records had been destroyed, providing extensive information on how enslaved individuals were treated as property and enabling the tracing of ownership lines within families.

This lineage project, which began in Loudoun County, helps people gather information about their family history. The project is now expanding to southern Maryland, Prince William County, Alexandria, and Arlington, Virginia. Trustee Mercer mentioned that the Law Library could assist in gathering information and provide advocacy to further spread this important information.

Chair Olorunda gave kudos to Trustee Kate Gordon for her service as a board member at Morven Park.

Trustee Gordon mentioned that she is proud of the 246-year project initiative. She also informed the Board that she had the opportunity to brief Supervisor Kershner regarding

LCPL. Ms. Gordon thanked Chair Olorunda and Director Liu for providing her the background information regarding LCPL.

Trustee Davis highlighted the diverse services offered by our libraries, emphasizing the energy dedicated to the fun summer reading programs.

Trustee Daly highlighted several innovative and engaging programs available at LCPL branches. These included the seed swap program, farm market initiatives, work with caterpillars, cold case files, and spelling bee competitions. She appreciated the creativity and dedication that went into providing these diverse services.

Trustee Kuhn commended the Sterling Library for organizing a community dinner that brought together residents, fire department personnel, mental health staff, and library employees. The branch was beautifully decorated, creating a wonderful evening attended by 175 people. Special recognition was given to Branch Manager Amanda Jones for her outstanding contributions.

Trustee Newton expressed pride in the food drive, which collected over 5,000 pounds of food, and acknowledged the Law Library's Innovative Outreach Effort Award for "Meet with a Law Librarian" and the upcoming Summer Reading Program.

Trustee Colucci mentioned the impressive efforts in scanning thousands of slides and negatives, as well as curating a collection of CDs. She gave special thanks to Branch Manager Amanda Jones and her team for their hard work, which has resulted in significant cost savings. She also expressed gratitude to the entire staff. Additionally, she mentioned the upcoming "Meet the Author" event at Cascades Library.

Chair Olorunda welcomed Deputy County Administrator Mr. Vincent Jones. Mr. Jones introduced himself and provided a brief background.

### **III. DIRECTOR COMMENT**

Ms. Liu also welcomed Mr. Jones and expressed her gratitude for his guidance, time, and responsiveness. She informed the Board that, effective May 16, 2024, at 11:15 am, Sterling Library will have full-time armed security coverage as per the contract with LCPL. She thanked Mr. Jones for his support. Additionally, she introduced the advisory board members: Nan Siegal, Kara Chiles, Geoffrey Hoffman, Kathryn Baran, and Tara Cochran.

Ms. Olorunda thanked the advisory board members for attending the meeting and also thanked them for the student scholarships.

### **IV. READING AND APPROVAL OF MINUTES**

Chair Olorunda requested a motion to approve the minutes. Trustee Daly moved to approve the April 17, 2024, LBOT Meeting minutes. Trustee Kuhn seconded the motion. Approved **8-0-0-1 (yes/abstained/no/not present)**.

### **V. AGENDA CHANGES**

There were no agenda changes.

## VI. REPORTS

Branch Manager Tina Reid provided a report for the Middleburg Library. The report was received by the LBOT Secretary and placed on file.

Chair Olorunda thanked Ms. Reid for the work she has done with LCPL in a short period of time.

Middleburg Library Advisory Board President Kathryn Baran presented the report to the Board.

## VII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for April 2024. The report was received by the LBOT Secretary and placed on file.

## VIII. COMMITTEE REPORTS

Chair Olorunda updated the LBOT about the status of the various committees:

**Board Evaluation Committee:** There were no updates noted.

**Executive Committee:** There were no updates noted.

**Nomination Committee:** Trustee Kuhn reminded the Board that if you would like to nominate the person, contact the person first and get their approval. She asked the Board members to send the nominations a week in advance on June 19, 2024. Chair Olorunda mentioned that the Election of the Chair and Vice Chair will be during the June meeting.

**Governance Committee:** There were no updates noted.

**Budget Committee:** Ms. Olorunda deferred comments to the FY2024 Quarterly Budget Update Information Item 1 for discussion.

**Facilities Committee:** Ms. Liu requested Mr. Pagala to provide status updates for the Facilities Master Plan.

Project Management Specialist Ryan Pagala informed the Board that the final report will be presented on June 24, 2024. The next progress meeting was scheduled for May 17th, where 65-75% of the draft report would be shared by Grimm + Parker Architects. This would include community and staff survey results, as well as mechanical, electrical, and plumbing engineering assessments from site visits conducted at 9 of our LCPL branches.

Chair Olorunda requested that the survey feedback report be presented at the June meeting.

Chair Olorunda also mentioned the Western Loudoun Recreation Center and clarified that the future library shall be named the Western Loudoun Library. She assured that the Purcellville Library will continue to be operational.

Trustee Gordon noted that during the town hall meeting, the potential future library was discussed. She mentioned that the project is still in the early design stages and that there was an option for online feedback. She encouraged everyone to support the potential future

library. Ms. Liu added that there were public comments regarding traffic and tree lines, but no comments about the future Western Loudoun Library.

Ms. Olorunda mentioned that she and Ms. Newton along with some other staff attended the Landmarc training for the Facilities Planning Committee.

## **IX. STRATEGIC PLAN UPDATE**

Deputy Director Mike VanCampen presented an update on the Strategic Plan to the Trustees. The report was shared with the Trustees prior to the meeting and added to the Board packet. The update was received by the LBOT Secretary and placed on file.

## **X. INFORMATION ITEMS**

### **II 01 FY 2024 Quarterly Budget Update**

Finance and Budget Manager Ms. Nan Paek's report was shared with the Board prior to the meeting as part of the Director's report. Ms. Paek presented the financials covering the period from July 2023 through March 2024. Chair Olorunda provided background information on Passport revenue, noting that the program is self-sustaining and that local tax dollars are being utilized.

### **II 02 Staffing Update**

Human Resources Administrative Manager Cheryl Granger presented the staffing update. The report was received by the LBOT Secretary and placed on file.

### **II 03 Nomination for LBOT Chair and Vice Chair**

Chair Olorunda reminded the Board that, per LBOT By-Laws, the Chair and Vice Chair are elected annually. She advised members to first reach out to the person they wish to nominate and then send the nomination to Trustee Kuhn. Trustee Kuhn announced that the deadline for nominations is June 19, 2024. Ms. Olorunda also clarified that the voting process is not conducted by secret ballot; members will raise their hands to vote.

Trustee Mercer inquired about the motion process. Chair Olorunda explained that the process involves making a first motion for the person nominated first, followed by a second motion.

### **II 04 LCPL Policy Updates**

Chair Olorunda provided a background on the annual policy review and updates. The first one is the video surveillance section of the policy.

Chair Olorunda pointed to page 19 of the packet. She discussed the placement of cameras in the branches and encouraged the trustees for a conversation for plan A and Plan B. She also mentioned that if Loudoun County has a surveillance policy, then follow that and if the County does not have a policy then create our own. She had requested the Legal Counsel Mr. John Sherwood to approve it. Ms. Olorunda passed a draft policy with additions to the policy and spoke about the reasonable expectations of the places in the branches where the cameras cannot be placed.

Trustee Newton asked to keep the policy document simple and make additions to the existing policy.

Chair Olorunda mentioned to include the equipment placement in section IV subsection D.

Chair Olorunda emphasized that the safety of the staff and public is of utmost importance. She noted that there have been several unacceptable incidents at the branches and expressed appreciation for the security measures at the Sterling Library. She suggested that additional cameras might help deter such incidents. Chair Olorunda also thanked Mr. Jones and his team, as well as Ms. Liu and her team, for their efforts in ensuring that citizens can continue to enjoy the libraries. She mentioned that the Board would be voting on this part of the policy update during the action item.

Ms. Olorunda requested that the Board study the Programming Policy thoroughly and avoid rushing its approval. She suggested that the policy could be revisited and potentially approved during the Board's June 2024 meeting.

## **XI. ACTION ITEM**

### **AI 01 LCPL Policy Updates**

Chair Olorunda moved to approve the Video Surveillance Policy. Trustee Kuhn seconded the motion.

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

## **XII. CLOSED SESSION**

### **(1) Motion for Convening Closed Session:**

Chair Olorunda moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A)(1) and (A)(11) of the Code of Virginia. The purpose of the Closed Session is to discuss and consider a personnel matter involving the performance and salary of a specific employee of the LBOT, the annual performance review of the LBOT, and the discussion or consideration of honorary degrees or special awards given by the LBOT.

Vote: Ms. Olorunda made the motion, Mr. Mercer seconded the motion.

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

### **(2) Motion to Adjourn Closed Session:**

I move 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.

Vote: Ms. Olorunda made the motion, Mr. Mercer 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 **15<sup>th</sup> Day of May, 2024** 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 requirement of the clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgement, has taken place. The statement shall be recorded in the minutes of the public body.)

**(4) Motion to Certify Closed Session:**

I move that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Vote: Ms. Olorunda made the motion, Ms. Mercer 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)

**XIII. ADJOURNMENT**

Chair Olorunda moved to adjourn the meeting at 10:11 p.m. Trustee Mercer seconded the motion. Approved **8-0-0-1 (yes/abstained/no/not present)**.

Respectfully submitted by,  
Chang Liu

*Chang Liu*

Director, LCPL

Adopted by the Board in June 2024

\_\_\_\_\_

Christina Olorunda

Chair, LBOT

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II01 FY2024 and FY 2025 Budget Update**

<b>SUBJECT:</b>	FY2024 and FY 2025 Budget Update
<b>CONTACT:</b>	LCPL Director Chang Liu
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	Ms. Liu will provide an update on the Library's FY2024 and FY 2025 budget.
<b>BACKGROUND:</b>	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation. For the June 2024 LBOT meeting, Ms. Liu will provide the update since Ms. Paek is on leave.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1102 Staffing Update**

<b>SUBJECT:</b>	Staffing Update
<b>CONTACT:</b>	Director Chang Liu and HR Administrative Manager Cheryl Granger
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
<b>BACKGROUND:</b>	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

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

<b>SUBJECT:</b>	Nomination for LBOT Chair and Vice Chair
<b>CONTACT:</b>	Trustee Kathleen Kuhn
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	Per LBOT Bylaws, the election of Chair and Vice Chair needs to take place annually. At the April 2024 LBOT meeting, Chair Olorunda appointed Trustee Kuhn to serve as the Nomination Committee for next year's LBOT Chair and Vice Chair positions. The Nomination Committee will present the nominees and ask for nominations from the floor at the June 2024 LBOT meeting.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: 1104 LCPL Policy Updates**

<b>SUBJECT:</b>	LCPL Policy Updates
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	<p>The LBOT annually reviews LCPL’s policies to make necessary updates and revisions. This year, staff recommend some changes to the Programming Policy and the Video Surveillance Policy.</p> <p>The Video Surveillance Policy was revised and approved at the May 2024 LBOT meeting.</p> <p>For the Programming Policy, staff would like to streamline the patron feedback process for Library-sponsored programs.</p>
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	LCPL Programming Policy (draft) and LCPL Programming Feedback Procedures (draft)
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## 10. Programming

LCPL programs are designed to spotlight materials and services and provide educational and recreational opportunities for customers of all ages.

LCPL may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its efforts.

Programs are scheduled at the discretion of staff and are open to the public. Presenters will not be excluded from consideration because of their origin, background, or views and topics will not be excluded from consideration due to potential controversy.

LCPL sponsorship of a program does not constitute an endorsement of the content of the program, the organization presenting the program, or the views, expressed by participants. Customer input regarding selection, retention, or reconsideration of programs is encouraged and reviewed.

Customer input regarding scheduled programs is encouraged and reviewed through program surveys and the Loudoun County Public Library Program Feedback Form. Input provided on the Feedback Form is reviewed according to the LCPL Program Feedback Procedures.

To request a reasonable accommodation for a disability, call 703-777-0368. Three days' notice is requested.

**Effective June 16, 2021**



## LCPL Guidelines and Procedures | Current as of June 13, 2024

### Program Feedback Procedures

<b>Date:</b> July 19, 2019	<b>Updated Date:</b> June 13, 2024
<b>Associated Policy:</b> Programming Policy	<b>Review Schedule:</b> Annual

### Purpose

Loudoun County Public Library strives to offer programs that help LCPL serve as an educational and cultural center for the community, and that provide a place of cultural and civic engagement, where people of all backgrounds may gather for reflection, discovery, participation, and growth.

Loudoun County Public Library recognizes that differences of opinion may exist in the community about the value and suitability of individual library programs. It is the library's position that while anyone is free to reject for themselves programs of which they do not approve, they may not restrict the access to programs by others.

The library carefully evaluates input from customers through written program feedback and considers this input in the development of future programs for the community. Programs that have already been scheduled will not be cancelled at the request of those who disagree with program presenters or content.

Programs are also marketed with age groups in mind, but responsibility for attendance at library programs by children and young adults rests with their parents or legal guardians. Loudoun County Public Library does not stand in loco parentis. It is the responsibility of parents or legal guardians to monitor what programs their children attend.

### Customer Feedback Procedures

The following steps will be used when a customer wishes to provide input on scheduled library programs.

1. Program attendees should be made aware of the short program survey located on the website at <https://library.loudoun.gov/feedback>. A poster or sign with a QR code linking

to the survey should be available in meeting rooms, or a printed version may also be used. This feedback is reviewed and shared with programming staff.

2. If a customer requests to provide more official feedback about a program, the customer should be referred to the Official Program Feedback form, which is located at <https://library.loudoun.gov/events/program-feedback>. The form is also available at the bottom corner of the Programming Highlights webpage at <https://library.loudoun.gov/programs>.
3. The completed Official Program Feedback Form is automatically submitted to the Division Manager for Programming and Community Engagement.
4. The division manager will consider the customer's written feedback about a specific scheduled program, research any prior history of the program at LCPL, and document the feedback.
5. The division manager will share the feedback with programming staff.
6. After consultation with the library director, the division manager will answer the customer within 30 days.
7. Any appeal of the division manager's response must be made in writing to the Library Board of Trustees by emailing [LBOT@loudoun.gov](mailto:LBOT@loudoun.gov). The Library Board of Trustees will review the appeal and reach a final decision by majority vote within two scheduled board meetings. The library board will vote to do one of the following:
  - Make no changes to future sessions of the program.
  - Direct staff to make specific changes to the content or presenter of future program sessions.
  - Direct staff not to schedule an identical program in the future.
8. Programs that have been reviewed by the Library Board of Trustees as the result of a formal request will not be reconsidered for a period of one year. Should a new appeal concerning the same program occur within a year of a decision, a copy of the response to the previous complaint will be sent to the individual or group submitting the new review. However, if the appeal submitted is seeking a substantially different outcome, the process will proceed as normal.

## Loudoun County Public Library

### Quick Program Survey

We appreciate your feedback on Loudoun County Public Library programs!

1. What program did you attend?
2. Where was the program held?
3. What is your ZIP code?
4. How did you find out about this program? Please check all that apply.

Flyer

LCPL's main Facebook page - event or post

LCPL branch Facebook - event or post (e.g. Ashburn, Rust, Cascades, etc.)

Weekly printed schedule

Online library calendar

Library staff

Library email

Other: Text input

5. Please add your email address below to be added to our marketing lists (optional).

6. Please provide feedback on this program:

7. Please provide any future program suggestions below, and check out our full schedule at [library.loudoun.gov/programs](http://library.loudoun.gov/programs) and visit our Loudoun County Public Library Online Programs YouTube Channel

at <https://www.youtube.com/channel/UCIrH1vyZ5LnHFWWCEKQTXkA/videos>. Thank you for taking the survey!

<Submit>

## Loudoun County Public Library Program Feedback Form

- The library carefully evaluates direct input from customers via written program feedback and considers this input in the development of future programs for the community. Programs that have already been scheduled will not be cancelled based on customer input.
- For more information, customers may consult the Loudoun County Public Library [Programming Policy](#) available online in the Library Policies and the [LCPL Program Feedback Procedures](#).
- Submission of this form enters the request into the public record and makes it subject to the Virginia Freedom of Information Act (FOIA) (VA Code §2.2-3700).

Feedback submitted on this form will receive a reply from the Division Manager for Programming and Community Engagement within 30 days.

- Title of Program\*field type multi line
- Date/Time of Program\*field type date
- Location of Program: type single line



AMPM Intended Audience\*field type multi line

- First Name\*field type single line
- Last Name\*field type single line
- Email Address\*field type email
- I Represent\*field type radio button
  - Myself
  - An organization: \_\_\_\_\_
- What feedback do you have about this program? Please be specific:\*field type multi line

- Signature\*

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: AI01 LBOT Chair and Vice Chair Elections**

<b>SUBJECT:</b>	LBOT Chair and Vice Chair Elections
<b>CONTACT:</b>	Chair Christina Olorunda and Trustee Kathy Kuhn
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND</b>	Per LBOT Bylaws, Chair and Vice Chair are to be elected annually. At the April 2024 LBOT meeting, Chair Olorunda appointed Trustee Kuhn to be the Nomination Committee. As of June 19, 2024, Trustee Kuhn received the following nomination: Monti Mercer for Chair and Alana Boyajian for Vice Chair. Nominations may also be made from the floor at the June 26, 2024 LBOT meeting.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to elect --- as Chair and --- as Vice Chair for FY2025.
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**ACTION ITEM SUMMARY: AI02 Approval of LCPL Policy Updates**

<b>SUBJECT:</b>	Approval of LCPL Policy Updates
<b>CONTACT:</b>	Chair Christina Olorunda and Director Chang Liu
<b>ACTION DATE:</b>	June 26, 2024
<b>RECOMMENDATION:</b>	
<b>BACKGROUND</b>	<p>The Trustees review the LCPL Policies annually and make revisions as necessary. This year, the staff are recommending some minor revisions to the Programming Policy and the Video Surveillance Policy.</p> <p>The Video Surveillance Policy was revised and approved at the May LBOT meeting.</p> <p>The proposed revision of the Programming Policy would further clarify the patron feedback process.</p>
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	<p>I move to approve the LCPL Programming Policy as presented to the Library Board of Trustees. Or:</p> <p>I move to approve the LCPL Programming Policy with the following amendments:</p>
<b>ATTACHMENTS:</b>	LCPL Programming Policy(draft); LCPL Programming Feedback Procedures (draft)
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

## Library Trust Funds Holdings

5/31/2024

<b>Irwin Uran Trust Fund</b>	<b>\$ 92,463.35</b>	LGIP*	5.419%
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<b>Symington Trust Fund</b>	<b>\$ 101,245.07</b>	LGIP* 5.419%			
		CD**	Trade Date	Maturity	Yield
	<b>\$ 850,253.31</b>	<i>FVC Bank</i>	03/18/20	03/18/25	1.250%
	<b>\$ 990,312.07</b>	<i>Bank of Charles Town</i>	02/26/24	02/26/27	4.710%
	<b>\$ 1,014,309.35</b>	<i>Bank of Charles Town</i>	03/23/23	03/23/28	4.190%
	<b>\$ 990,728.97</b>	<i>Bank of Charles Town</i>	03/31/24	03/31/29	4.490%
	<b>\$ 905,059.01</b>	<i>John Marshall Bank</i>	03/31/21	03/31/26	0.750%
<b>Symington Total</b>	<b>\$ 4,851,907.78</b>				

<b>James Horton Trust Fund</b>	<b>\$ 33,374.45</b>	LGIP*	5.419%
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\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund  
Fund 1220  
FY24**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 389.85	\$ 88,342.65	5.319%
August	\$ 88,342.65	\$ -	\$ -	\$ -	\$ 88,342.65	\$ 400.19	\$ 88,742.84	5.436%
September	\$ 88,742.84	\$ -	\$ -	\$ -	\$ 88,742.84	\$ 406.15	\$ 89,148.99	5.492%
October	\$ 89,148.99	\$ -	\$ -	\$ -	\$ 89,148.99	\$ 408.97	\$ 89,557.96	5.505%
November	\$ 89,557.96	\$ -	\$ -	\$ -	\$ 89,557.96	\$ 413.61	\$ 89,971.57	5.542%
December	\$ 89,971.57	\$ -	\$ -	\$ -	\$ 89,971.57	\$ 414.92	\$ 90,386.49	5.534%
January	\$ 90,386.49	\$ -	\$ -	\$ -	\$ 90,386.49	\$ 415.48	\$ 90,801.97	5.516%
February	\$ 90,801.97	\$ -	\$ -	\$ -	\$ 90,801.97	\$ 415.42	\$ 91,217.39	5.490%
March	\$ 91,217.39	\$ -	\$ -	\$ -	\$ 91,217.39	\$ 415.19	\$ 91,632.58	5.462%
April	\$ 91,632.58	\$ -	\$ -	\$ -	\$ 91,632.58	\$ 415.10	\$ 92,047.68	5.436%
May	\$ 92,047.68	\$ -	\$ -	\$ -	\$ 92,047.68	\$ 415.67	\$ 92,463.35	5.419%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 4,510.55	\$ 92,463.35	

\*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund  
Fund 1222  
FY24**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 32,649.10	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	5.319%
August	\$ 32,793.82	\$ -	\$ -	\$ -	\$ 32,793.82	\$ 148.56	\$ 32,942.38	5.436%
September	\$ 32,942.38	\$ -	\$ 1,500.00	\$ -	\$ 34,442.38	\$ 157.63	\$ 34,600.01	5.492%
October	\$ 34,600.01	\$ -	\$ -	\$ -	\$ 34,600.01	\$ 158.73	\$ 34,758.74	5.505%
November	\$ 34,758.74	\$ -	\$ -	\$ -	\$ 34,758.74	\$ 160.53	\$ 34,919.27	5.542%
December	\$ 34,919.27	\$ -	\$ -	\$ -	\$ 34,919.27	\$ 161.04	\$ 35,080.31	5.534%
January	\$ 35,080.31	\$ -	\$ -	\$ -	\$ 35,080.31	\$ 161.25	\$ 35,241.56	5.516%
February	\$ 35,241.56	\$ -	\$ 385.00	\$ 100.00	\$ 35,526.56	\$ 162.53	\$ 35,689.09	5.490%
March	\$ 35,689.09	\$ -	\$ 1,100.00	\$ -	\$ 36,789.09	\$ 167.45	\$ 36,956.54	5.462%
April	\$ 36,956.54	\$ -	\$ 100.00	\$ -	\$ 37,056.54	\$ 167.87	\$ 37,224.41	5.436%
May	\$ 37,224.41	\$ -	\$ -	\$ 4,000.00	\$ 33,224.41	\$ 150.04	\$ 33,374.45	5.419%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	<b>\$ 32,649.10</b>	<b>\$ -</b>	<b>\$ 3,085.00</b>	<b>\$ 4,100.00</b>	<b>\$ 31,634.10</b>	<b>\$ 1,740.35</b>	<b>\$ 33,374.45</b>	

\*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust  
Fund 1223  
FY24**

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	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.436%
September	\$ 4,658,365.92	\$ -	\$ -	\$ -	\$ 4,658,365.92	\$ 418.37	\$ -	\$ 4,658,784.29	5.492%
October	\$ 4,658,784.29	\$ -	\$ -	\$ -	\$ 4,658,784.29	\$ 421.27	\$ -	\$ 4,659,205.56	5.505%
November	\$ 4,659,205.56	\$ -	\$ -	\$ -	\$ 4,659,205.56	\$ 426.05	\$ -	\$ 4,659,631.61	5.542%
December	\$ 4,659,631.61	\$ -	\$ -	\$ -	\$ 4,659,631.61	\$ 427.40	\$ -	\$ 4,660,059.01	5.534%
January	\$ 4,660,059.01	\$ -	\$ -	\$ -	\$ 4,660,059.01	\$ 427.98	\$ -	\$ 4,660,486.99	5.516%
February	\$ 4,660,486.99	\$ -	\$ -	\$ -	\$ 4,660,486.99	\$ 427.92	\$ 138,487.42	\$ 4,799,402.33	5.490%
March	\$ 4,799,402.33	\$ -	\$ -	\$ -	\$ 4,799,402.33	\$ 427.68	\$ 51,222.01	\$ 4,851,052.02	5.462%
April	\$ 4,851,052.02	\$ -	\$ -	\$ -	\$ 4,851,052.02	\$ 427.58	\$ -	\$ 4,851,479.60	5.436%
May	\$ 4,851,479.60	\$ -	\$ -	\$ -	\$ 4,851,479.60	\$ 428.18	\$ -	\$ 4,851,907.78	5.419%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
<b>Total FY</b>	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 4,646.24	\$ 189,709.43	\$ 4,851,907.78	

\*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 3/31/2024

\$ 905,059.01		John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31		FVC Bank	3/18/2020	3/18/2025	1.242%
\$ 990,312.07		Bank of Charles Town	2/26/2024	2/26/2027	4.710%
\$ 1,014,309.35		Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 996,728.97		Bank of Charles Town	3/31/2024	3/31/2029	4.490%
<b>\$ 4,756,662.71</b>					