

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting April 20, 2022

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

March 16, 2022 LBOT Meeting

AGENDA CHANGES

REPORTS

Cascades Library Report:

Branch Manager, Belinda Blue and Friends Group

Director's Report:

Library Director Chang Liu

INFORMATION ITEM:

II 01 FY2022 and FY2023 Budget Update

II 02 Staffing Update

II 03 Library Governance Discussion Update

II 04 LBOT Meeting Remote Participation Policy

II 05 Collection Management Policy; and Reconsideration (Challenge) Procedures

ACTION ITEMS

AI01 Approval of LBOT Meeting Remote Participation Policy

AI02 Approval of Collection Management Policy; and Reconsideration (Challenge) Procedures

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: April 20, 2022, 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 703-737-8468. Three days prior notice is requested.

**Loudoun County Public Library
Board of Trustees Meeting Minutes
March 16, 2022**

The Library Board of Trustees (LBOT) met Wednesday, March 16, 2022 at 7:03 p.m. The Chair and the Secretary were present.

Present Christina Olorunda, Chair
 Walter Purnell, Vice Chair
 Kathleen Kuhn
 Monti Mercer
 Christine Newton
 Sara Pensgard
 Chang Liu, Director

Absent Alana Boyajian
 Kush Jenkins
 Priscilla Martinez

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:04 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

None.

III. BOARD COMMENT

Trustee Pensgard expressed appreciation for the work of Chair Olorunda, Director Liu, and all others who participated in the FY 2023 Budget Work Session for Loudoun County Public Library (LCPL). She wished a happy 30th birthday to Cascades library and thanked Pat Valas for her years of service at Lovettsville library.

Trustee Newton expressed her happiness that the library continues to provide online programs, which are especially enjoyed by families with tight schedules.

Trustee Kuhn thanked those who attended the FY 2023 Budget Work Session for LCPL and worked on the preparations for the process: she noted the positive comments from members of the Board of Supervisors about LCPL. She also congratulated Cascades Library on its 30th anniversary and thanked LBOT Secretary Manisha Adhikari for her assistance with technology, organization, and support for the LBOT's work. Trustee Kuhn also expressed her gratitude for the support provided by LCPL branch managers during the search for a permanent branch manager for Sterling Library.

Vice Chair Purnell thanked LCPL staff for the monumental job carrying the library through the pandemic and providing such a high level of public service throughout.

Trustee Mercer also expressed his appreciation for the dedication shown by library staff throughout the pandemic.

Chair Olorunda echoed the thanks expressed by the other Trustees for library staff's work on behalf of Trustees Boyajian and Jenkins.

IV. DIRECTOR COMMENT

Library Director Chang Liu echoed the Trustees' thanks for staff's hard work, leadership, dedication, tact, and perseverance. She highlighted the essential nature of LCPL, and thanked the Trustees for their steadfast leadership and unwavering support. Director Liu recognized the members of the Rust Library Advisory board who were in attendance and introduced Sterling Library branch manager Amanda Jones to the LBOT.

Director Liu shared that the County of Loudoun's emergency order was lifted, the County's mask mandate was removed as of March 1, and that the County employee Covid testing mandate for some employees would end on March 21.

V. AGENDA CHANGES

None.

VI. READING AND APPROVAL OF MINUTES

Trustee Newton moved to approve the LBOT meeting minutes from the February 16, 2022 meeting and Vice Chair Purnell seconded. The motion passed **6-0-0-3 (yes/abstained/no/not present)**.

VII. REPORTS

Division Manager for Programming and Community Engagement Susan VanEpps provided a report on the work done by Programming staff and Branch staff on programming services over the past year, as well as plans for the future. The report was received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for February 2022. The report was received by the LBOT Secretary and placed on file.

IX. INFORMATION ITEMS

II 01 Updated Schedule for LBOT Meetings Based on the Lifting of County's Emergency Order

Director Liu shared the updated schedule for in-person LBOT meetings given the end of the emergency order.

II 02 FY2023 Budget Update

Director Liu provided an overview of the Monday March 14th FY2023 Budget Work Session for LCPL with the Board of Supervisors. The next step for the Budget process is on April 5th, when the FY2023 Budget for the County is scheduled to be adopted. Director Liu noted that LCPL's first and second resource requests are on track to be included when the County

Budget is adopted and that LCPL is prepared with a training program for current Library Aides who will become Library Assistants.

Director Liu informed the LBOT that one of the five-year staggered CDs in which the Symington Trust is invested is maturing at the end of March, and that she has reached out to the County Treasurer's Office to ascertain whether re-investment would yield good returns and will bring that information to the LBOT. (Please see Action Item 01 for further discussion of this topic.)

Chair Olorunda recalled Supervisor Kershner's request at the March 14th Budget Work Session to add a Library facility in Lucketts, and informed the Board that she will be prepared to give an update on this request as information arises.

II 03 Staffing Update

Division Manager for Branch Services Sydney McCoy informed the LBOT that LCPL continues to hire for several more positions; and that aside from the aide positions that are being held open, LCPL is very close to being fully staffed. She noted that our favorable position in staffing speaks volumes to what a great employer we are, and credited the classification and compensation study that the County conducted for helping us maintain a strong position.

Director Liu noted that this change in 48 positions is the first time Loudoun County has done this, and that it took tremendous work from LCPL and the County to enable the change.

Trustee Kuhn and Chair Olorunda cheered the foresight and pride in work displayed by the Library and the County to recognize staff's work and generate internal growth.

II 04 Library Governance Discussion Update

Chair Olorunda noted that the ad hoc committee for this issue is still in place. Trustee Pensgard provided an update on several bills in the Virginia legislature that could impact library governance, and informed the LBOT that the ad hoc committee is continuing to monitor the legislative process and potential impacts of the bills.

II 05 LBOT Meeting Remote Participation Policy

Chair Olorunda shared that the end of the County's emergency order impacted remote meetings, including for the LBOT, and that the LBOT will need to generate its own remote participation policy, which Chair Olorunda expects will mirror the County policy. The LBOT Meeting Remote Participation Policy will be included as an action item next month.

Director Liu communicated that LCPL Technology Services division is preparing technology to enable remote participation on the part of the Trustees.

Vice Chair Purnell reiterated that after 2 remote participations in a calendar year, a Trustee would not be able to participate in the third meeting. Senior Assistant County Attorney Carlos Teran confirmed that the number of meetings a Trustee may attend remotely is written into Virginia Code.

II 05 Collection Management Policy; and Reconsideration (Challenge) Procedures

Chair Olorunda highlighted the change to paragraph four of the Collection Management Policy. She also affirmed that the policy would not be officially passed at the March 16, 2022 meeting but that the Collection Management Policy and Reconsideration Procedures would be brought back as an Action Item at the next meeting of the LBOT.

Director Liu recommended a new version of the Procedures that specifies that the Review Committee is at the Library Director level, and would be formed to advise the Director or her designee. If the decision of that Committee were challenged, the decision would then move to the LBOT.

Following discussion by the Trustees, Chair Olorunda advised that the LBOT would like to see the version of the Procedures including a review committee formed at the Director level with a few additional adjustments, including requiring that appeals be made in writing to the Secretary of the LBOT.

Chair Olorunda thanked Division Manager for Collection Management Services Jessica West and Assistant County Attorney Carlos Teran for their research and consideration of this important issue.

X. ACTION ITEMS

AI 01 Symington Trust Investment

Vice Chair Purnell moved that LBOT would authorize the Chair and Vice Chair to make an informed decision on the upcoming Symington Trust CD that is scheduled to mature on March 29, 2022.

The motion passed **6-0-0-3 (yes/abstained/no/not present)**.

XI. ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in April 2022

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2022 and FY2023 Budgets Update

| | |
|------------------------|---|
| SUBJECT: | FY2022 and FY2023 Budgets Update |
| CONTACT: | Director Chang Liu |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | Director Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2022 and FY2023 budgets. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

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

| | |
|------------------------|---|
| SUBJECT: | Staffing Update |
| CONTACT: | Director Chang Liu and HR Administrative Manager Cheryl Granger |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | Director Liu and HR Admin Manager Granger will provide an update on the Library's staffing situation. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Library Governance Discussion Update

| | |
|------------------------|---|
| SUBJECT: | Library Governance Discussion Update |
| CONTACT: | Chair Christina Olorunda |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | Chair Olorunda will provide an overview of the Board of Supervisors' and LBOT's discussions and actions about LCPL governance so far, then open the floor for comments/questions/suggestions by the Trustees. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: **II04 LBOT Meeting Remote Participation Policy**

| | |
|------------------------|--|
| SUBJECT: | LBOT Meeting Remote Participation Policy |
| CONTACT: | Chair Christina Olorunda and Director Chang Liu |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | The LBOT needs to adopt a remote participation policy that would allow Trustees to participate in LBOT meetings remotely, up to two times a year, for personal reasons, when a physical quorum (five or more Trustees) is present. After the adoption of the remote participation policy, the LBOT By-Laws will need to be updated to include the remote participation policy. |
| BACKGROUND | With the lifting of Loudoun County’s COVID-19 Emergency on March 1, 2022, the LBOT meetings are in person again. However, occasionally a trustee may not be physically able to attend an LBOT meeting due to personal reasons. This policy would allow trustees to participate in LBOT meetings remotely under certain circumstances. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Library Board of Trustees Remote Participation Policy

April 20, 2022

Individual members of the Library Board of Trustees ("LBOT") may participate in public meetings by electronic communication means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.2, as amended, and this policy. This policy shall apply strictly and uniformly to the entire membership of the LBOT and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

An individual member of the LBOT may participate from a remote location only if a quorum of the LBOT is physically assembled at the primary or central meeting location, and arrangements have been made for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Remote participation in a meeting due to a personal matter may be approved only if, by noon the business day prior to the meeting, the requesting member notifies the Chair of the LBOT that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter. Business hours are defined as the Office of the County Administrator's operating hours, 8:30 a.m. to 5:30 p.m.

Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, by noon the business day prior to the meeting, the requesting member notifies the Chair of the LBOT that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. As required by law, the LBOT shall include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance, and shall identify the location from which the member participated remotely.

As required by law, in the event of any such participation by a member from a remote location, the LBOT shall record in its minutes the specific nature of the personal matter and the location from which the member participated remotely.

As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings of the LBOT. This limitation shall apply separately with respect to the meetings of each of the LBOT's subcommittees. An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chair of the LBOT, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 Collection Management Policy; and
Reconsideration (Challenge) Procedures

| | |
|------------------------|---|
| SUBJECT: | Collection Management Policy; and Reconsideration (Challenge) Procedures |
| CONTACT: | Director Chang Liu and Division Manager for Collection Management Services Jessica West |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | |
| BACKGROUND | The LBOT reviews and revises LCPL policies regularly. This update of the Collection Management Policy is part of the routine review process. Both the Policy and the procedures were presented to LBOT during the March 2022 meeting. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | Draft Collection Management Policy; and draft Reconsideration (Challenge) Procedures |
| NOTES: | |
| ACTION TAKEN: | |

2. Collection Management

Collection Development

Loudoun County Public Library (LCPL) provides a range of materials in a variety of formats to meet the needs and interests of its customers.

Items in LCPL's collection are selected based on intrinsic merit, appropriateness, and customer demand. LCPL strives to offer a balanced assortment of viewpoints in all subject areas. Materials are judged on the entirety of the work and not on isolated passages. LCPL is an apolitical public service. Therefore, opinions shared in materials are neither endorsed by LCPL, its Director, nor the Loudoun County Public Library Board of Trustees (LBOT).

Use and access of materials by minors is solely the responsibility of each minor's legal guardian(s).

[Customer input regarding the selection](#) or [reconsideration](#) of materials is encouraged and reviewed promptly. Requests for reconsideration are addressed according to LCPL Reconsideration (Challenge) Procedures.

The LBOT endorses the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the ALA's [Access to Library Resources and Services for Minors](#) statement and interprets these statements to include all materials regardless of format.

Collection Maintenance

Materials that are outdated, no longer in demand, or in poor condition may be removed from the collection and distributed to LCPL support groups for sale or surplus auction held by Loudoun County Government.

Effective June 16, 2021

LCPL Guidelines and Procedures | Current as of 4/20/2022

Reconsideration (Challenge) Procedures

| | | |
|--|--|--|
| Prepared By: Jessica West Date: 4/20/2022 | Approved By: Chang Liu and LBOT Position: Director; Trustees | Updated By: Updated Date: |
| Division: Collection Management Services | Associated Policies, Guidelines, or Procedures: Collection Management Policy | Review Schedule: Annual |

Purpose

Loudoun County Public Library recognizes that differences of opinion may exist in the community about the value and suitability of materials in the library’s collection. It is the library’s position that while anyone is free to reject for themselves materials of which they do not approve, they may not restrict the use and access by others. The library carefully evaluates suggestions from customers to consider the removal or reclassification of material in the library collection.

Responsibility for the use and access of library materials 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 to monitor what their children check out.

Library materials are not marked or identified by the library to show approval or disapproval of the contents. No book or other library material is sequestered, except for the purpose of protecting it from injury or theft. Materials that have been accepted into the collection as qualifying under the criteria for selection will not be automatically removed at the request of those who disagree with their content. The following procedures are a guide for handling a request for reconsideration.

Informal Requests for Reconsideration

1. Staff should listen respectfully to the customer. As soon as possible, staff should locate the branch manager or person-in-charge (PIC) to speak with the customer. As appropriate, the manager or PIC should briefly explain the following points from the library’s collection management policy:
 - Loudoun County Public Library strives to provide a wide range of materials in a variety of formats to meet the needs and interests of a diverse public.

- Opinions and viewpoints shared in materials are not endorsed by LCPL or its staff.
 - Staff should remind the customer that individuals are free to select or reject materials for themselves. However, our goal is to ensure that a broad spectrum of materials are available for other customers who might be interested in these items.
2. If the customer suggests removing the item from the library or restricting access because, in the customer's opinion, the item is not appropriate for children, staff should explain that only parents have the right to determine which resources are acceptable for their children. It is the responsibility of parents to monitor what their children check out.
 3. Staff should remind the customer that library staff are always available to help locate materials that are of interest and may appeal to them.
 4. If the customer would like to pursue this challenge further, staff should provide the customer with a copy of the formal reconsideration procedures, LCPL's [collection management policy](#), the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the [ALA's Access to Library Resources and Services for Minors](#), and point the customer to or provide a hard copy of the Request for Reconsideration form, which is available via [LCPL's website](#) or in the [Collection Management](#) channel on Teams.
 5. Staff should send the completed Request for Reconsideration form to the division manager of collection management services, who will respond to the customer's request.

Formal Requests for Reconsideration

The following steps will be used when a customer submits a formal request for reconsideration. Each step in the process is to be completed within 30 days or less. A formal request for reconsideration is initiated only upon receipt of the Request for Reconsideration form by the division manager of collection management services. After a response to the request is sent to the customer, or 30 days elapses, whichever occurs first, the customer may proceed to the next step in the process. For the duration of this process, the material in question will remain in circulation in the library collection.

1. The division manager of collection management services will respond to the customer in writing based on the library's collection management policy.
2. Any appeal of the division manager's decision must be made in writing to the library director or designee, who will form a review committee comprising two

members of the staff (not to include the library director or division manager of collection management services) and an impartial community representative.

The following steps are then carried out by the review committee:

- Read, view, or listen to the material in question.
 - Review any awards, recommended lists, and reviews of the material.
 - Determine the extent to which the material meets the [collection management policy](#), the [American Library Association's \(ALA\) Library Bill of Rights](#), the [ALA's Freedom to Read Statement](#), and the [ALA's Access to Library Resources and Services for Minors](#), and consider the customer's written complaint.
 - Discuss the material confidentially and determine what course of action to recommend.
 - Write and submit a report to the library director detailing the committee's recommendation.
3. The committee's recommendation will be presented to the library director. The director will determine a course of action and respond to the customer in writing.

Any appeal of the director's decision must be made in writing to the Library Board of Trustees by contacting the secretary at manisha.adhikari@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:

1. Make no changes to the material.
2. Re-catalog the material.
3. Remove the material.

Materials 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 reconsideration request for the same material 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 reconsideration request. However, if the request submitted is seeking a substantially different outcome, the reconsideration process will proceed as normal.

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval of LBOT Meeting Remote Participation Policy

| | |
|------------------------|---|
| SUBJECT: | Approval of LBOT Meeting Remote Participation Policy |
| CONTACT: | Chair Christina Olorunda and Director Chang Liu |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | The LBOT adopt a remote participation policy that would allow Trustees to participate in LBOT meetings remotely, up to two times a year, for personal reasons, when a physical quorum (five or more Trustees) is present. |
| BACKGROUND | With the lifting of Loudoun County's COVID-19 Emergency on March 1, 2022, the LBOT meetings will be in person again. However, occasionally a trustee may not be physically able to attend an LBOT meeting due to personal reasons. This policy would allow trustees to participate in LBOT meetings remotely under certain circumstances. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | I move to approve the LBOT Meeting Remote Participation Policy. |
| ATTACHMENTS: | LBOT Meeting Remote Participation Policy |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI02 Approval of Collection Management Policy; and Reconsideration (Challenge) Procedures**

| | |
|------------------------|--|
| SUBJECT: | Approval of Collection Management Policy; and Reconsideration (Challenge) Procedures |
| CONTACT: | Chair Christina Olorunda and Director Chang Liu |
| ACTION DATE: | April 20, 2022 |
| RECOMMENDATION: | The LBOT approve the attached Collection Management Policy which refers to the attached Reconsideration (Challenge) Procedures. |
| BACKGROUND | The LBOT reviews and revises LCPL policies regularly. This update of the Collection Management Policy is part of the routine review process. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | I move to approve the attached Collection Management Policy. |
| ATTACHMENTS: | Collection Management Policy; and Reconsideration (Challenge) Procedures |
| NOTES: | |
| ACTION TAKEN: | |

Library Trust Funds Holdings

3/31/2022

| | | | |
|------------------------------|---------------------|-------|--------|
| Irwin Uran Trust Fund | \$ 84,427.40 | LGIP* | 0.241% |
|------------------------------|---------------------|-------|--------|

| | | | | | |
|-----------------------------|------------------------|---------------------------|-------------------|-----------------|--------------|
| Symington Trust Fund | \$ 86,967.36 | LGIP* 0.241% | | | |
| | | CD** | Trade Date | Maturity | Yield |
| | \$ 850,253.31 | <i>FVC Bank</i> | 03/18/20 | 03/18/25 | 1.250% |
| | \$ 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% |
| | \$ 933,907.71 | <i>John Marshall Bank</i> | 03/30/22 | 03/30/23 | 1.235% |
| | \$ 905,059.01 | <i>John Marshall Bank</i> | 03/31/21 | 03/31/26 | 0.750% |
| Symington Total | \$ 4,502,826.49 | | | | |

| | | | |
|--------------------------------|---------------------|-------|--------|
| James Horton Trust Fund | \$ 29,848.04 | LGIP* | 0.241% |
|--------------------------------|---------------------|-------|--------|

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY22**

| Month | Beginning Balance | Prior Mo Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|-----------------|---------------------|---------------------|---------------------|-------------|---------------------------------|------------------|--------------------------------|-------------------|
| July | \$ 84,366.43 | \$ - | \$ - | \$ - | \$ 84,366.43 | \$ 4.08 | \$ 84,370.51 | 0.058% |
| August | \$ 84,370.51 | \$ - | \$ - | \$ - | \$ 84,370.51 | \$ 4.36 | \$ 84,374.87 | 0.062% |
| September | \$ 84,374.87 | \$ - | \$ - | \$ - | \$ 84,374.87 | \$ 4.22 | \$ 84,379.09 | 0.060% |
| October | \$ 84,379.09 | \$ - | \$ - | \$ - | \$ 84,379.09 | \$ 4.15 | \$ 84,383.24 | 0.059% |
| November | \$ 84,383.24 | \$ - | \$ - | \$ - | \$ 84,383.24 | \$ 4.57 | \$ 84,387.81 | 0.065% |
| December | \$ 84,387.81 | \$ - | \$ - | \$ - | \$ 84,387.81 | \$ 5.98 | \$ 84,393.79 | 0.085% |
| January | \$ 84,393.79 | \$ - | \$ - | \$ - | \$ 84,393.79 | \$ 7.31 | \$ 84,401.10 | 0.104% |
| February | \$ 84,401.10 | \$ - | \$ - | \$ - | \$ 84,401.10 | \$ 9.35 | \$ 84,410.45 | 0.133% |
| March | \$ 84,410.45 | \$ - | \$ - | \$ - | \$ 84,410.45 | \$ 16.95 | \$ 84,427.40 | 0.241% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 84,366.43 | \$ - | \$ - | \$ - | \$ 84,366.43 | \$ 60.97 | \$ 84,427.40 | |

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY22

| 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 | \$ 4,414,101.24 | \$ - | \$ - | \$ - | \$ 4,414,101.24 | \$ 8.36 | \$ - | \$ 4,414,109.60 | 0.058% |
| August | \$ 4,414,109.60 | \$ - | \$ - | \$ - | \$ 4,414,109.60 | \$ 8.94 | \$ - | \$ 4,414,118.54 | 0.062% |
| September | \$ 4,414,118.54 | \$ (8.61) | \$ - | \$ - | \$ 4,414,109.93 | \$ 4.35 | \$ - | \$ 4,414,114.28 | 0.060% |
| October | \$ 4,414,114.28 | \$ - | \$ - | \$ - | \$ 4,414,114.28 | \$ 4.27 | \$ - | \$ 4,414,118.55 | 0.059% |
| November | \$ 4,414,118.55 | \$ - | \$ - | \$ - | \$ 4,414,118.55 | \$ 4.71 | \$ - | \$ 4,414,123.26 | 0.065% |
| December | \$ 4,414,123.26 | \$ - | \$ - | \$ - | \$ 4,414,123.26 | \$ 6.16 | \$ - | \$ 4,414,129.42 | 0.085% |
| January | \$ 4,414,129.42 | \$ - | \$ - | \$ - | \$ 4,414,129.42 | \$ 7.53 | \$ - | \$ 4,414,136.95 | 0.104% |
| February | \$ 4,414,136.95 | \$ - | \$ - | \$ - | \$ 4,414,136.95 | \$ 9.64 | \$ - | \$ 4,414,146.59 | 0.133% |
| March | \$ 4,414,146.59 | \$ - | \$ - | \$ - | \$ 4,414,146.59 | \$ 17.46 | \$ 88,662.44 | \$ 4,502,826.49 | 0.241% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 4,414,101.24 | \$ (8.61) | \$ - | \$ - | \$ 4,414,092.63 | \$ 71.42 | \$ 88,662.44 | \$ 4,502,826.49 | |

*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

July and August Interest calculated based off 7.1.20 CD Balances, corrected in September

CD's as of 12/31/2021

| | | | | |
|------------------------|---------------------------|-----------|-----------|--------|
| \$ 905,059.01 | <i>John Marshall Bank</i> | 3/31/2021 | 3/31/2026 | 0.750% |
| \$ 850,253.31 | <i>FVC Bank</i> | 3/18/2020 | 3/18/2025 | 1.950% |
| \$ 851,824.65 | <i>FVC Bank</i> | 2/19/2019 | 2/19/2024 | 3.005% |
| \$ 874,814.45 | <i>United Bank</i> | 3/22/2018 | 3/22/2023 | 3.000% |
| \$ 845,245.27 | <i>United Bank</i> | 3/29/2017 | 3/29/2022 | 2.000% |
| \$ 4,327,196.69 | | | | |

CD's as of 3/31/2022

| | | | | |
|------------------------|---------------------------|-----------|-----------|--------|
| \$ 933,907.71 | <i>John Marshall Bank</i> | 3/30/2022 | 3/30/2023 | 1.235% |
| \$ 905,059.01 | <i>John Marshall Bank</i> | 3/31/2021 | 3/31/2026 | 0.750% |
| \$ 850,253.31 | <i>FVC Bank</i> | 3/18/2020 | 3/18/2025 | 1.950% |
| \$ 851,824.65 | <i>FVC Bank</i> | 2/19/2019 | 2/19/2024 | 3.005% |
| \$ 874,814.45 | <i>United Bank</i> | 3/22/2018 | 3/22/2023 | 3.000% |
| \$ 4,415,859.13 | | | | |

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY22**

| Month | Beginning Balance | Prior Month Adjustment | Revenue (Donations) | Expenses | Ending Balance Oracle-Interest* | Interest Earned* | Ending Balance Oracle+Interest | Average LGIP Rate |
|-----------------|---------------------|------------------------|---------------------|-------------|---------------------------------|------------------|--------------------------------|-------------------|
| July | \$ 28,326.70 | \$ - | \$ - | \$ - | \$ 28,326.70 | \$ 1.37 | \$ 28,328.07 | 0.058% |
| August | \$ 28,328.07 | \$ - | \$ - | \$ - | \$ 28,328.07 | \$ 1.46 | \$ 28,329.53 | 0.062% |
| September | \$ 28,329.53 | \$ - | \$ - | \$ - | \$ 28,329.53 | \$ 1.42 | \$ 28,330.95 | 0.060% |
| October | \$ 28,330.95 | \$ - | \$ 1,500.00 | \$ - | \$ 29,830.95 | \$ 1.47 | \$ 29,832.42 | 0.059% |
| November | \$ 29,832.42 | \$ - | \$ - | \$ - | \$ 29,832.42 | \$ 1.62 | \$ 29,834.04 | 0.065% |
| December | \$ 29,834.04 | \$ - | \$ - | \$ - | \$ 29,834.04 | \$ 2.11 | \$ 29,836.15 | 0.085% |
| January | \$ 29,836.15 | \$ - | \$ - | \$ - | \$ 29,836.15 | \$ 2.59 | \$ 29,838.74 | 0.104% |
| February | \$ 29,838.74 | \$ - | \$ - | \$ - | \$ 29,838.74 | \$ 3.31 | \$ 29,842.05 | 0.133% |
| March | \$ 29,842.05 | \$ - | \$ - | \$ - | \$ 29,842.05 | \$ 5.99 | \$ 29,848.04 | 0.241% |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.000% |
| Total FY | \$ 28,326.70 | \$ - | \$ 1,500.00 | \$ - | \$ 29,826.70 | \$ 21.34 | \$ 29,848.04 | |

*Interest Earnings Based On Average LGIP Rate For the Month