

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting November 15, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

October 18, 2023 LBOT Meeting

October 28, 2023 LBOT Retreat

AGENDA CHANGES

REPORTS

Brambleton Library Report:

Friends of Brambleton Library:

Director's Report:

Committee Reports:

Strategic Plan Update

Branch Manager Christine Thompson

Secretary Kara Chiles and Treasurer Jessica Lewis

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 Calendar Year 2024 LBOT Meeting Schedule

II 04 Calendar Year 2024 LCPL Holiday Schedule

II 05 LCPL's FY 2025 Resource Requests

ACTION ITEM:

AI 01 Approval of LCPL's FY 2025 Resource Requests

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: November 15, 2023, 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

October 18, 2023

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday, October 18, 2023 at 7:00 p.m. The Chair and the Secretary were present.

Present	Christina Olorunda, Chair Alana Boyajian, Vice Chair Mary Colucci Erika Daly Kathleen Kuhn Monti Mercer Joined at 7:30 pm Christine Newton Chang Liu, Director
Absent	None

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:01 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Chair Olorunda opened the floor for Board comments.

Trustee Newton drew the Board's attention to an article published in a newspaper about how to decriminalize the failure to return library books which is still a misdemeanor in some places in Virginia.

Trustee Colucci reported that there were a lot of attendees at the Eat Local Read Local program hosted by Cascades Library. She also enjoyed the book club called Read Around the World.

Vice Chair Boyajian mentioned that she enjoys reading the monthly reports. She reported that the Middleburg Library reorganized the children's collection and created a welcoming space. She mentioned that she had read this year's 1book1community book "It happened on Saturday" and that she was looking forward to the event with the author.

Trustee Daly congratulated Sanders Corner Elementary School for winning the Summer Reading Challenge for the fifth time in a row. She stated that it was very inspiring to see hundreds of people signing up for library cards during the month. She appreciated LCPL staff's responsiveness to the needs of the community.

Trustee Kuhn reported attending the 35th anniversary of Sterling festival. She congratulated Purcellville Library for the 85th birthday celebration. Ms. Kuhn mentioned that she was looking forward to the Board retreat on October 28th at the Sterling Library.

Ms. Olorunda thanked the President of Purcellville Library Advisory Board Leah Bromser-Kloeden, Branch Manager Aaron DuPlissey and staff for the Purcellville Library's 85th birthday celebration. She thanked the Library staff for all their wonderful ideas and excellent customer service.

IV. DIRECTOR COMMENT

Ms. Liu informed the Board that in the month of September she gave presentations at three retreats: Branch Manager's retreat, Maker Space staff retreat, and the Programming Division retreat. She also conducted six stay interviews and provided one Staffing for Excellence training.

Ms. Liu asked Collection Management Services Division Manager Jessica West to provide an overview of book challenges. Ms. West reported that in FY 2020 there was one request, in FY 2021 there was none and in FY 2023 there were four, all of which had been resolved.

V. READING AND APPROVAL OF MINUTES

Ms. Kuhn moved to approve the September 2023 LBOT meeting minutes. Ms. Colucci seconded the motion.

Approved **6-0-0-1 (yes/abstained/no/not present)**.

VI. AGENDA CHANGES

There were no agenda changes.

Approved **6-0-0-1 (yes/abstained/no/not present)**.

VII. REPORTS

Branch Manager Mary Butler presented on behalf of Ashburn Library. The report was received and placed on file.

Secretary Debbie Zisko presented the report on behalf of Friends of Ashburn Library. The report was received and placed on file.

VIII. DIRECTOR'S REPORT

Ms. Liu's report was received and placed on file.

IX. COMMITTEE REPORTS

There were no specific items reported during this section.

X. STRATEGIC PLAN UPDATE

Director Chang Liu and Deputy Director Mike VanCampen reported the highlights and provided progress reports on the six strategic areas for growth.

XI. INFORMATION ITEMS

II 01 Budget Update

Finance and Budget Manager Nan Paek shared that everything is running smoothly with the FY 2024 budget and spending is where it should be at this point. She shared that she would have an updated report with summaries of the first two quarters at the January 2024 LBOT meeting.

II 02 Staffing Update

In the absence of HR Administrative Manager Cheryl Granger, Ms. Liu presented the staffing update to the LBOT. The report was received and placed on file.

II 03 FY 2025 Resource Requests

Mr. Van Campen reviewed the FY 2025 Resource Request documents in the meeting packet and gave background information for the Resource Requests.

Ms. Olorunda and Trustee Mercer represented the LBOT on the Budget Committee.

Mr. Van Campen, Ms. Liu, and Ms. Olorunda presented an overview of the recommendations and the two options. No official decision was made on this issue. It will be voted on as an Action Item during the next LBOT meeting on November 15, 2023.

Ms. Olorunda proposed the Board to take a straw poll vote on the two proposed options for Resource Request.

5 Trustees voted for Option 1 and 2 Trustees voted for Option 2.

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 at 8:30 pm and enter into Closed Session pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia. The purpose of the Closed Session is to consider the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

Approved **7-0-0-0 (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 **7-0-0-0 (yes/abstained/no/not present)**

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 18th day of October, 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.

(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, Mr. Mercer seconded the motion

Approved **7-0-0-0 (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 LBOT Meeting. Trustee Mercer seconded.

The meeting was adjourned at 9:21p.m.

Approved **7-0-0-0 (yes/abstained/no/not present)**.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in November 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library
Board of Trustees Annual Retreat Meeting Minutes

October 28, 2023

The Library Board of Trustees (LBOT) met at the Sterling Library on Saturday, October 28, 2023 at 9:00 a.m. The Chair and the Secretary were present.

Present	Christina Olorunda, Chair Alana Boyajian, Vice Chair Mary Colucci Erika Daly Kathleen Kuhn Monti Mercer Christine Newton Chang Liu, Director
Absent	None

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 9:10 a.m. and called for a moment of silence.

Ms. Olorunda welcomed all attendees. The retreat was attended by some LCPL Division Managers, Branch Managers, and a Friends Group representative. Ms. Olorunda made the opening remarks and conducted an ice breaker exercise.

II. PUBLIC COMMENT

There was no public comment.

III. AGENDA CHANGES

There were no agenda changes.

IV. OVERVIEW OF LCPL MISSION, VISION AND VALUES

Director Chang Liu made a presentation on LCPL's Strategic Plan and its Mission, Vision and Values. The presentation was received by LBOT Secretary and placed on file.

V. LBOT SUCCESSION PLANNING

Chair Olorunda conducted the session and referred to a few documents in the Trustee Orientation binder. She invited Vice Chair Alana Boyajian to speak about Library governance. Ms. Boyajian's presentation was received by the LBOT Secretary and placed on file.

Ms. Olorunda requested Trustee Kathleen Kuhn and Trustee Erika Daly to present the updated Board Self Evaluation Form. The Trustees were requested to provide feedback a week prior to the LBOT meeting on November 15, 2023.

Ms. Olorunda conducted a scenario planning exercise with all attendees.

VI. CLOSING REMARKS

Ms. Olorunda thanked everyone for attending the retreat.

Ms. Olorunda moved to adjourn the LBOT Retreat Meeting. Trustee Mercer seconded the motion.

The meeting was adjourned at 1:10 p.m.

Approved **7-0-0-0 (yes/abstained/no/not present)**.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in November 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 FY2024 and FY2025 Budget Update

SUBJECT:	FY2024 and FY2025 Budget Update
CONTACT:	Director Chang Liu and Finance and Budget Manager Nan Paek
ACTION DATE:	November 15, 2023
RECOMMENDATION:	Director Chang Liu and Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024 and FY2025 budget.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
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:	November 15, 2023
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Calendar Year 2024 LBOT Meeting
Schedule

SUBJECT:	Calendar Year 2024 LBOT Meeting Schedule
CONTACT:	Director Chang Liu and Deputy Director Mike VanCampen
ACTION DATE:	November 15, 2023
RECOMMENDATION:	
BACKGROUND:	Every year around November, the LBOT approves its meeting schedule for the next calendar year. This schedule also includes the names of branches/divisions/Friends Groups/Advisory Boards that will provide presentations to the LBOT at the meetings.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2024 LBOT Meeting Schedule
NOTES:	
ACTION TAKEN:	



2024 Library Board of Trustees Meeting & Report Schedule

All LBOT meetings are held at Rust Library starting at 7:00 p.m.

DATE	Branch or Division / Support Group
January 17, 2024	Gum Spring Library / Friends Group
February 21, 2024	Communications
March 20, 2024	Law Library / Friends Group
April 17, 2024	Lovettsville Library / Friends Group
May 15, 2024	Middleburg Library / Friends Group
June 26, 2024	Loudoun Library Foundation (LLF)
July 17, 2024	Collection Management Services (CMS)
August 2024	RECESS
September 18, 2024	Annual Budget and Personnel Update
October 16, 2024	Purcellville Library / Friends Group
November 20, 2024	Programming / Outreach Services
December 18, 2024	Rust Library / Friends Group
DATE TBD	LBOT Retreat

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 Calendar Year 2024 LCPL Holiday Schedule

SUBJECT:	Calendar Year 2024 LCPL Holiday Schedule
CONTACT:	Director Chang Liu and Deputy Director Mike VanCampen
ACTION DATE:	November 15, 2023
RECOMMENDATION:	
BACKGROUND	Every year around November, the LBOT reviews and approves the LCPL holiday schedule for the next calendar year based on the County Government’s holiday schedule. Since LCPL is a seven-days-a-week operation, the branches are usually closed on the actual holiday, while non-public services staff follow the County Government’s holiday schedule. Eligible staff are covered by County HR policies regarding holiday pay.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Calendar Year 2024 LCPL Holiday Schedule
NOTES:	
ACTION TAKEN:	

2024 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Observed	Library Closed
New Year's Eve / New Year's Day	Sunday, December 31, 2023 Monday, January 1, 2024	Monday, January 1, 2024	Monday, January 1, 2024
M L King, Jr. Day	3 rd Monday in January	Monday, January 15	Monday, January 15
Presidents' Day	3 rd Monday in February	Monday, February 19	Monday, February 19
⁽¹⁾ Easter Sunday	Sunday, March 31	Not a County Holiday	Sunday, March 31
Memorial Day	Last Monday in May	Monday, May 27	Monday, May 27
Juneteenth	Wednesday, June 19	Wednesday, June 19	Wednesday, June 19
Independence Day	Thursday, July 4	Thursday, July 4	Thursday, July 4
Labor Day	1 st Monday in September	Monday, September 2	Monday, September 2
Indigenous Peoples' Day	2 nd Monday in October	Monday, October 14	Monday, October 14
Election Day	Tuesday, November 5	Tuesday, November 5	Tuesday, November 5
Veterans Day	November 11	Monday, November 11	Monday, November 11
Thanksgiving	4 th Thursday in November	Wednesday, November 27 ⁽²⁾ Close at Noon Thursday, November 28 Friday, November 29	Wednesday, November 27 ⁽²⁾ Close at Noon Thursday, November 28 Friday, November 29
Christmas	Tuesday, December 24 Wednesday, December 25	Tuesday, December 24 Wednesday, December 25	Tuesday, December 24 Wednesday, December 25
New Year's Eve / New Year's Day	Tuesday, December 31, 2024 / Wednesday, January 1, 2025	Wednesday, January 1, 2025	Tuesday, December 31, 2024 (Close at 5 PM) Wednesday, January 1, 2025
⁽³⁾ Staff Development Day	TBD	Not a County Holiday	TBD
⁽⁴⁾ Floating Holiday	01/01/2024 – 12/31/2024	Upon employee request	Upon employee request

- ⁽¹⁾ When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.
- ⁽²⁾ Half-day holiday - Full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20 hour per week employees receive 2 hours of holiday pay.
- ⁽³⁾ Staff Development Day to be determined by the Library Director and Library Board of Trustees
- ⁽⁴⁾ Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi- per week employees must use 4 hours of "Floating Holiday Pay".)

Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours holiday pay for each full day of a County holiday and 4 hours for a half day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20 hour per week employee receives 4 hours of holiday pay for a full-day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible to be paid for the hours they physically work.

Explanation of Pay for Working on County Holidays

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the pay period.
- Regular non-exempt employees who earn leave and who work on a County holiday, will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both "**holiday pay**" and "**holiday worked**" should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.
- Employees must be in a paid status to receive pay for the holiday. Employees on LWOP are not eligible for holiday pay.

UPDATED: October 18, 2023

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 LCPL's FY 2025 Resource Requests

SUBJECT:	LCPL's FY 2025 Resource Requests
CONTACT:	Chair Christina Olorunda, Trustee Monti Mercer and Director Chang Liu
ACTION DATE:	November 15, 2023
RECOMMENDATION:	<p>The Budget Committee, comprised of the Library's Senior Management Team and Chair Olorunda and Trustee Mercer, recommends that the LBOT consider the following Resource Requests in the following priority order for FY2025:</p> <p>Priority 1: Communication Specialist (LBOT will decide whether to request one or two)</p> <p>Priority 2: HR Assistant</p> <p>Priority 3: Assistant Division Manager of Branch Services</p>
BACKGROUND	<p>Every year, a Budget Committee is formed to evaluate the Library's personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire County government, then makes his budget proposal to the BOS. The BOS reviews Mr. Hemstreet proposed budget and adopts next fiscal year's budget for the County in early April.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	DRAFT: LCPL's FY 2025 Proposed Resource Requests
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library

FY 2025 Resource Request Options

The LBOT Budget Committee, comprised of Chair Olorunda, Trustee Mercer, and LCPL's Senior Leadership Team is proposing two possible options for the full Library Board of Trustees to consider. The options, which are presented below, are very similar with the exception that the Second option would include two Communications Specialist positions instead of just one.

Option One:

- **First Priority:** One (1) Communications Specialist
- **Second Priority:** One (1) HR Assistant
- **Third Priority:** One (1) Assistant Division Manager of Branch Services

Option Two:

- **First Priority:** Two (2) Communications Specialists
- **Second Priority:** One (1) HR Assistant
- **Third Priority:** One (1) Assistant Division Manager of Branch Services

NOTE: See below for a brief description of each position.

Position Descriptions

Communications Specialist (Communication Specialist III)

- Regularly visit library branches and programs to document/promote activities and events at library locations and other community events.
- Help build internal communications system, including weekly staff newsletters and other avenues for staff communication.
- Help maintain LCPL's 13 social media channels by both creating content and overseeing 25 branch staff that contribute content.
- Analyze new platforms as customers continue to gravitate toward short-form video.
- Assist a team of 30 branch staff that maintain the system's 40 digital display screens.
- Assist with management of the Canva Enterprise system, which is the primary tool for staff to create marketing materials and signage.
- Promote over fifty third-party online services to customers.
- Help support executive communications by creating an annual report and customized presentations for use by the Director and other staff, including the Programming and Outreach Services staff.
- Create video content focused on customer impact and underutilized LCPL resources.

HR Assistant (HR Technician)

- Provide administrative support to departmental HR functions.
- Coordinate recruitment activities and assist with assigned aspects of the hiring process.
 - Schedule employee interviews.
 - Coordinate required background and reference checks.
 - Communicate with and provide updates to candidates.
 - Coordinate salary offers with HR and draft offer letters.
 - Prepare and process Employee Actions.
- Assist with monitoring and approving time and leave entries.
- Assist with processing department payroll.
- Respond to personnel, payroll, and benefits inquiries from staff.
- Focus on ensuring diversity, equity, and inclusion in all HR activities.
- Serve as back-up for the HR Administrative Manager (Administrative Manager I) position.

Assistant Division Manager of Branch Services (Program Manager II)

- Assist in supervising and managing the day-to-day operations of Branch Services, including overseeing staff, assigning tasks, and ensuring the division runs smoothly.
- Oversee facility maintenance and building issues at all branch library locations and serve as liaison for County and branch staff on all facilities-related concerns.
- Coordinate budget and procurement of furniture, materials, and equipment for the Branch Services division.
- Work closely with Library Services HR Administrative Manager to coordinate all aspects of the hiring process as it relates to Branch Services, which makes up 82% of Library Services staff.
- Work with the Division Manager and Branch Managers on management and oversight of division and branch budgets.
- Conduct an annual analysis of branch staffing to ensure levels and distribution of positions are appropriate to the needs of each location.
- Serve as Acting Division Manager of Branch Services in the absence of the Division Manager.

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: **AI01 Approval of LCPL’s FY 2025 Resource Requests**

SUBJECT:	Approval of LCPL’s FY 2025 Resource Requests
CONTACT:	Chair Christina Olorunda, Trustee Monti Mercer, and Director Chang Liu
ACTION DATE:	November 15, 2023
RECOMMENDATION:	<p>The Budget Committee, comprised of two Trustees and the Library’s senior leadership team, met during the months of September and October 2023 to review the staffing needs of LCPL and learn about the County’s FY2025 budgeting process. After much deliberation, the Budget Committee recommends that the LBOT approve the following Resource Requests in the following priority order, to be submitted to the County Administrator for FY2025:</p> <p>Priority 1: Communication Specialist (LBOT will decide whether to request one or two) Priority 2: HR Assistant Priority 3: Assistant Division Manager of Branch Services</p>
BACKGROUND	<p>Every year, a Budget Committee is formed to evaluate the Library’s personnel and operational needs and make recommendations to the LBOT on Resources Requests to be submitted to Mr. Hemstreet for the next fiscal year. Mr. Hemstreet receives and reviews all the Resource Requests from the entire County government, then makes his budget proposal to the BOS. The BOS reviews Mr. Hemstreet proposed budget and adopts next fiscal year’s budget for the County in early April.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	<p>I move to approve the LCPL’s FY 2025 Resource Request Option 1 as presented by the Budget Committee. Or I move to approve the LCPL’s FY 2025 Resource Request Option 2 as presented by the Budget Committee.</p>
ATTACHMENTS:	DRAFT: LCPL’s FY 2025 Proposed Resource Requests
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

10/31/2023

Irwin Uran Trust Fund	\$ 89,557.96	LGIP*	5.505%
Symington Trust Fund	\$ 92,252.28	LGIP*	5.505%
		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%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	03/23/23 03/23/28 4.190%
	\$ 945,506.96	<i>Bank of Charles Town</i>	03/31/23 03/31/24 5.290%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21 03/31/26 0.750%
Symington Total	\$ 4,659,205.56		
James Horton Trust Fund	\$ 34,758.74	LGIP*	5.505%

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 1,605.16	\$ 89,557.96	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 32,649.10	\$ -	\$ 1,500.00	\$ -	\$ 34,149.10	\$ 609.64	\$ 34,758.74	

*Interest Earnings Based On Average LGIP Rate For the Month

148.56+

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 1,653.45	\$ -	\$ 4,659,205.56	

*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 6/30/2023

\$ 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	1.242%
\$ 851,824.65	<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35	<i>Bank of Charles Town</i>	3/23/2023	3/23/2028	4.190%
\$ 945,506.96	<i>Bank of Charles Town</i>	3/31/2023	3/31/2024	5.290%
\$ 4,566,953.28				