

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for December 2015

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL:

November 19, 2015 Regular Meeting Minutes

REPORTS

Library Foundation Report:

Library Foundation, Beth Leetch

Library Admin Report:

Collection Development, Mary Lou Demeo

Director's Report:

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 FY 2017 Budget

II 03 Library Board Retreat

ACTION ITEMS

AI 01 2016 LCPL Holiday Calendar

AI 02 Law Library

AI 03 Closed Executive Session

ADJOURMENT

DATE & TIME: December 16 2015 at 7:30 p.m.

LOCATION: Rust Library, 380 Old Waterford Road, NW, Leesburg, VA 20176

ACCOMMODATIONS: To request a reasonable accommodation for any type of disability, please call 703-777-0368. Three days prior notice is requested.

**Loudoun County Public Library
Board of Trustees Meeting Minutes
November 19, 2015**

The Library Board of Trustees meeting was held on Thursday, November 19, 2015 at 7:30 P.M., at Library Administration located at 102 North Street NW, Suite A, Leesburg, VA 20176, the Chair and Secretary were both present.

Present: Mark Miller, Chair
Larry Stepnick, Vice Chair
Chang Liu, Library Director
Mary Pellicano
Michael Silber
Sara Pensgard
Joseph Maio

Absent: Sean Mallon
Nancy Nuell

I. CALL TO ORDER

Presiding Chair, Mr. Mark Miller called the meeting to order at 7:38 PM and asked for a moment of silence.

COMMENTS

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustee, Ms. Pensgard stated that she read "*A Monster Calls*" and she said it was entertaining to read, with great illustrations.

Trustee, Ms. Pellicano congratulated Ms. Linda Holtlander and her staff for another successful 1book 1community event.

Board Chair, Mr. Miller also congratulated Ms. Linda Holtlander and her staff on the 1book 1community event.

Mr. Miller reported that Loudoun County held an election, and five new Supervisors were elected. Mr. Miller encouraged his fellow Trustee members to reach out to their appointed Board of Supervisors and communicate the importance of the programs and services that the Loudoun County Public Library system offers and explain the vision, mission and budget process.

Mr. Miller acknowledged library staff on their hard work and dedication that they contribute every day.

IV. DIRECTOR COMMENT

Library Director Ms. Liu welcomed and introduced Ms. Victoria Cho and Mr. Ankit Angrawal, from the GIVE program. Ms. Liu thanked Ms. Cho and Mr. Angrawal for their contributions to the GIVE program.

Ms. Liu introduced the new Public Information Specialist, Mr. Peter O'Brien.

Ms. Liu thanked Ms. Linda's Holtlander and her staff for another successful 1book 1community event.

AGENDA CHANGES

Mr. Miller requested a change in the agenda to remove the Action Item 01, 2016 LCPL Holiday Calendar from the agenda. Mr. Maio moved to remove Action Item 01, 2016 LCPL Holiday Calendar from the agenda. The motion was seconded and approved by a vote of 5-0-0-2. (yes/abstained/no/not present)

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the October 16, 2015 Library Board of Trustees regular meeting. Mr. Maio moved to approve the minutes of the October 16, 2015 Library Board of Trustees regular meeting with a friendly amendment. Mr. Maio moved to change Rust Library Branch Report to Sterling Library Branch Report under the Reports section in the meeting minutes. The motion was seconded and approved by a vote of 5-0-0-2.

VI. PRESENTATIONS

COMMENDATION FOR GIVE:

Mr. Miller presented Mr. Ankit Agrawal and Ms. Victoria Cho the Official Loudoun County Public Library Resolution GIVE Award.

PROJECT OUTCOME PRESENTATION:

Ms. Liu gave a brief presentation regarding Project Outcome. Ms. Liu stated that this is an exciting new nationwide project offered by the Public Library Association. Ms. Liu reported that 50 libraries across the country are participating. Ms. Liu mentioned that Loudoun County is the only library system in Virginia participating in the Project Outcome pilot testing program. Ms. Liu stated that Project Outcome is designed to teach participants how to effectively include project outcome in the library planning process as it relates to strategic goals, decision-making, and program evaluation. Ms. Liu stated that as a library system we want to measure the impact of our services we provide and how it affects people in their everyday lives.

Ms. Liu stated that the Public Library Association has defined the seven core service areas that they want libraries to measure.

- Civic/Community Engagement
- Digital Inclusion
- Early Childhood Literacy
- Economic Development
- Education and Life Long Learning
- Job Skills
- Summer Reading

Ms. Liu stated that the survey questions are predetermined by the Public Library Association and it has been decided that the participating libraries will determine which programs they want to survey.

VII. REPORTS

A. TECHNOLOGY SERVICES

The Branch Manager of Online Services, Mr. John Harper reported on behalf of Technology Services. The report was received and placed on file

B. PROGRAMMING

The Division Manager of Programming, Ms. Linda Holtlander reported on behalf of the Programming Division. The report was received and placed on file.

C. DIRECTOR'S REPORT

The Director's Report was presented by the Library Director, Ms. Chang Liu. The report was received and placed on file.

VIII. INFORMATION ITEMS

II01 LAW LIBRARY:

Mr. Gary Clemens, the Clerk of the Circuit Court presented information regarding the Law Library. Mr. Miller opened the floor questions and discussion.

II02 BRAIN TEASER:

Presiding Chair Mr. Stepnick presented the Brain Teaser in honor of Gabriella Miller.

II03 FY 2017 Budget:

Ms. Liu provided the Trustees a copy of Library Services FY17 Budget Presentation that she presented to the County Administrator, Mr. Tim Hemstreet. Ms. Liu said that she highlighted three areas in her presentation.

- County’s current growth
- Implement state of the art technology
- Increase in the number of programs

Ms. Liu reported that Library Services is not requesting any increase in the base budget. Ms. Liu listed in priority order the four potential enhancement requests that were approved by the Library Board of Trustees.

- 1) Sterling Library; Additional 8.91 FTE’s and Operating and Maintenance Funds
- 2) Branch Services Division Manager
- 3) Administrative Assistant
- 4) FY 2018 Brambleton Library opening with approximately 33.56 FTE’s

II04 Sterling Library:

Mr. Miller stated there was no additional information to report regarding the Sterling Library.

II05 Loudoun Museum

Mr. Miller said that Brambleton Group has not committed to funding the Loudoun Museum at this time.

IX. ADJOURNMENT

Presiding Chair Mr. Miller adjourned the meeting at 9:33 PM.

Respectfully submitted by,

Cheryl Granger
Secretary

Adopted by the Board in the meeting
of _____.

(Signature of Presiding Officer)

Director's Report

Loudoun County Public Library Board of Trustees Meeting

December 16, 2015

Leadership and planning for the future

- In early November, I introduced two key concepts to staff that will facilitate our work in the next two years: Seven Core Service Areas and Task Force Structure.
 - The Seven Core Service Areas are defined by the Public Library Association as areas of public libraries' impact on the community
 - The task force structure will allow more staff from all levels of the organization to work on specific tasks that will further advance LCPL's mission and vision.
- We will be focusing on change management this winter, as we prepare to implement these concepts, launch the new ILS, and plan for expansion of our system in the years ahead.

Reaching out to serve all; focusing on community impact

- 1book 1community wrapped up a successful 2015 program, as author Patrick Ness discussed his work in a well-attended event at Smarts Mill Middle School in Leesburg. Teachers and students from throughout the county attended, sharing the stories of how they connected with each other and the community through the 1book 1community program. Students reached out to two organizations: Growing Hope (children's support group) and Inova Loudoun's Cancer Treatment Center, donated books for a book drive, and supported The American Cancer Society's Relay for Life.
- Purcellville teens, service personnel, and veterans connected through two venues: a successful Holiday Mail for Heroes program with 11 teens making cards. A veteran stopped by and told the teens that when he was serving he was the happy recipient of the program; he bought lunch for the teens to show his appreciation for their efforts. In addition, Purcellville teens have been capturing veterans' stories on video, which they will be presenting to the community next month.
- In November, Rust staff began offering before-hours weekly visits to Paxton Campus children and teens, while Youth Services staff at Gum Spring conducted storytimes for special needs classes at Cardinal Ridge and Pinebrook elementary schools.
- Sterling Library celebrated the one year "anniversary" of its partnership with INMED Family and Youth Opportunity Center. With the help of an interpreter, the first partnership program ---- *Every Child Ready to Read – Spanish version* – was presented to the Family Education Group at the Douglass Community Center in November 2014. Since that first presentation, INMED has opened a new center in Sterling, the library has hired a bilingual staff member, and staff have presented parent workshops, Family Reading Nights, Summer Reading Challenge, and Afterschool programs for INMED families.

- Two libraries celebrated Diwali in November: Ashburn Library coordinated with the Mudra Arts Center on a program that brought 170 patrons to the library to learn and celebrate. Gum Spring Library held an Indian Classical Dance program, which attracted an enthusiastic crowd.

Enhancing learning

- Two major grant-funded programs, *Lincoln: The Constitution and the Civil War* and *Latino Americans: 500 Years of History*, attracted large and varied audiences to the library throughout November. The Lincoln exhibit, a collaboration between the American Library Association (NEH) and the National Constitution Center, is sponsored by the National Endowment for the Humanities (NEH). It featured scholar-led discussions and well-attended author talks during November. Rust Library staff received many positive comments on the Lincoln exhibit. One patron remarked on how grateful she was to the library for having the exhibit. She also commented on how it fit the space well, and wished we could keep it as a permanent exhibit.
- The LA500 initiative, also made possible by the ALA and the NEH, also features music, authors, and scholar-led discussions focusing on the award-winning PBS documentary, *Latino Americans*.
 - At the Sterling Library, World View musicians from Park View High School presented a multicultural program for Tuesday evening Musical Storytime families, and Los Amigos Mariachi band performed to an enthusiastic group.
 - At Park View High School, *Journeys of my life: Histories and Reflections/Viajes de mi vida: historias y reflexiones* -- a two-day workshop with illustrator John Parra – created student-produced bilingual children’s picture books. These books will be distributed to libraries in El Salvador, building global relationships.
- At Ashburn Library, Youth Services organized and hosted a Picture Book Festival in honor of Picture Book Month, with eight local authors and special guest, Pete the Cat! 220 visitors came to participate in games, crafts and storytelling. It served as a wonderful chance for authors to meet each other as well as connect with kids and parents.
- International Game Day benefitted from a partnership with Eric Groo of Loudoun Tabletop Game Masters. At Purcellville Library, he provided games, and 20 kids and their parents spent 2 hours engaging in educational activities. Groo also supports adult strategy gaming, a successful program in the Modern Adult Programs (MAPs) initiative.
- The first tote bag was awarded to a young patron at Cascades Library for completing 500 of the 100 Books Before Kindergarten. This early literacy program has attracted much interest and participation, and ties in well with the library’s new service, Beanstack, which provides recommendations for children’s books along with literacy and learning tips.
- STEM, Jr. debuted this month at Ashburn Library to grand success: 44 patrons came to the library to participate in discovery-based STEM activities. The program pairs teen leaders with preschool learners. At Gum Spring, the MILL Studio staff was busy extending this program’s reach into the community: they participated in the Maker Faire at the Fairfax Barnes & Noble where they promoted MILL services, provided a Little Bits class at Providence Academy and showed a Girl Scout troop how to use the recording booth.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 01 Brain Teaser

SUBJECT:	Brain Teaser
CONTACT:	Library Board
ACTION DATE:	December 16, 2015
RECOMMENDATION:	
BACKGROUND:	A Brain Teaser is presented at every Library Board of Trustees Meeting in honor of Gabriella Miller.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I102 FY 2017 Budget

SUBJECT:	FY 2017 Budget
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	December 16, 2015
RECOMMENDATION:	Ms. Liu will provide an update on the FY 2017 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 03 Library Board Retreat

SUBJECT:	Library Board Retreat
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	December 16, 2015
RECOMMENDATION:	Ms. Liu recommends the Board begin selecting possible dates to hold a Library Board of Trustees Retreat.
BACKGROUND:	The last Library Board Retreat was held on Saturday, February 28, 2015.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI01 2016 Library Holiday Calendar

SUBJECT:	2016 Library Holiday Calendar
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	December 16, 2015
RECOMMENDATION:	Recommendation is to approve the 2016 Holiday schedule as presented.
BACKGROUND:	The County has released and approved the 2016 County Holiday Schedule.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move that the Library Board of Trustees adopt the 2016 Library Closing Holiday Calendar as presented.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Holiday Calendar – 2016

Holiday or Event	Calendar Date	County/Library Admin Closed	Branches Closed
New Year's Eve	Thursday, December 31, 2015	Library Admin OPEN 9 to 5	Branches close at 5 PM
New Year's Day	Friday, January 1, 2016	Friday, January 1, 2016	Friday, January 1, 2016
M L King, Jr. Day	3 rd Monday in January	Monday, January 18	Monday, January 18
Presidents' Day	3 rd Monday in February	Monday, February 15	Monday, February 15
ILS Implementation	Saturday, March 26	Saturday, March 26 Library Admin Closed	Branches OPEN to Public, staff scheduled to work
ILS Implementation & Easter	Sunday, March 27 not a County holiday	Not observed	Sunday, March 27, closed by BOT
ILS Implementation	Monday, March 28	Library Admin OPEN	Branches closed to public, staff scheduled to work
Memorial Day	Monday, May 30	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4	Monday, July 4
Labor Day	1 st Monday in September	Monday, September 5	Monday, September 5
Columbus Day	2 nd Monday in October	Monday, October 10	Monday, October 10
Veterans Day	November 11	Friday, November 11	Friday, November 11
Day before Thanksgiving	Wednesday, November 23	Wednesday, November 23 close at noon	Wednesday, November 23 close at noon
Thanksgiving Day	4 th Thursday in November	Thursday, November 24	Thursday, November 24
Day after Thanksgiving	Friday after Thanksgiving	Friday, November 25	Friday, November 25
County Observed Holiday for Christmas Eve	Friday, December 23	Friday, December 23, Library Admin Closed	Friday, December 23, Branches OPEN
Christmas Eve	Saturday, December 24	Saturday, December 24	Saturday, December 24 Branches CLOSED
Christmas Day	Sunday, December 25	Sunday, December 25	Sunday, December 25 Branches CLOSED
County Observed Holiday for Christmas Day	Monday, December 26	Monday, December 26	Monday, December 26 Branches OPEN
New Year's Eve	Saturday, December 31	Not observed	Saturday, December 31 Branches close at 5 PM
New Year's Day	Sunday, January 1, 2017	Sunday, January 1, 2017	Sunday, January 1, 2017
⁽¹⁾ Staff Development Day	TBD	BOT closure, not observed by County	TBD
⁽²⁾ Floating Holiday	01/01/2016 – 12/31/2016	Upon employee request	

⁽¹⁾Staff Development Day to be determined by the Library Director and Library Board of Trustees

⁽²⁾Floating Holiday must be used in full day increments. (Example: 75 hour bi-weekly employee must use 7.5 hours of Floating Holiday Leave, a 40 hour bi-weekly employee must use 4.0 hours of Floating Holiday Leave.)

Explanation of paid and unpaid holiday leave and holiday pay

- Regular full-time employees who work 37.5 hours per week and accumulate leave benefits receive 7.5 hours holiday leave for each full day the Library is closed. Half-day closure is 4 hours of holiday leave for full-time 37.5 hour employees. Regular full-time employees who work 37.5 hours per week and work on a County Observed Holiday Closure will receive 7.5 hours of holiday pay and regular pay for the hours they physically worked during the closure. An employee's physical hours worked in a single work week should never exceed 40 hours.
- Regular part-time employees who work less than 37.5 hours per week and no less than 20 hours per week and accumulate County annual or sick leave benefits are eligible to receive prorated holiday leave. Prorated holiday leave is based on authorized hours for the position.
- Employees who do not accumulate County annual or sick leave benefits are not eligible to receive holiday leave or holiday pay. Regular part-time employees who work less than 20 hours per week on a County Observed Holiday Closure are not eligible for holiday pay. These employees are only eligible to be paid for the hours they physically worked.
- If an exempt employee works on a County Observed Holiday Closure that employee will need to schedule another day off during that same pay week.
- All eligible employees must be in a paid leave status the day before and the day after a holiday in order to receive pay for the holiday.

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Law Library

SUBJECT:	Law Library
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	December 16, 2015
RECOMMENDATION:	Staff recommends that the LBOT approve a Letter of Intent for the transfer of Loudoun County's Law Library to Loudoun County Public Library. The Letter of Intent will allow Gary Clemens, Clerk of Circuit Court, and Chang Liu, Director of LCPL, to work with their respective staff and other County entities on the logistics of the transfer. A Memorandum of Understanding between the Clerk of Circuit Court and LBOT will need to be developed and signed before the actual transfer could take place.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move that the Library Board of Trustees approve the Letter of Intent for the proposed transfer of Law Library to Loudoun County Public Library.
ATTACHMENTS:	Draft letter
NOTES:	
ACTION TAKEN:	



Board of Trustees • 102 North Street NW • Leesburg, VA 20176
library.loudoun.gov/BOT

December 10, 2015

Tim Hemstreet
County Administrator
County of Loudoun
1 Harrison Street, S.E., 5th Floor
Leesburg, VA 20177-7000

Dear Mr. Hemstreet:

The Loudoun County Public Library (LCPL) Board of Trustees requests the County approve the transfer of the oversight of Loudoun County Law Library from the Clerk of the Circuit Court to the Loudoun County Public Library.

Integrating the Law Library's staff and resources into the LCPL will enhance public access to the law by making the Law Library's resources available through LCPL branches and their wider range of operating hours.

The Board of Trustees believes providing greater access to the law will empower our residents by strengthening their knowledge of their rights, responsibilities and the judicial process.

Thank you very much for your consideration.

Sincerely,

Loudoun County Public Library Board of Trustees

MEMBERS

Mark Miller, *Chair, At-Large* • Larry Stepnick, *Vice Chair* (Broad Run) • Sean Mallon (Algonkian)
Nancy Nuell (Ashburn) • Joseph Maio (Blue Ridge) • Sara Pensgard (Catoclin)
TBD (Dulles) • Mary V. Pellicano (Leesburg) • Michael Silber (Sterling)

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI03 Closed Executive Session

SUBJECT:	Closed Executive Session
CONTACT:	Library Director, Ms. Chang Liu
ACTION DATE:	December 16, 2015
RECOMMENDATION:	Closed Executive Session
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

As of November 30th 2015

Irwin Uran Trust Fund	\$ 202,413.79	LGIP*	0.1880%
Symington Trust Fund	\$ 56,620.00	LGIP*	0.1880%
		CD**	Trade Date Maturity Yield
	\$ 772,000.00	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 790,612.34	<i>Access National</i>	02/18/14 02/17/19 1.500%
	\$ 818,070.97	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.342%
	\$ 775,000.00	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.740%
	\$ 775,000.00	<i>Washington First</i>	03/30/12 03/30/16 1.350%
	\$ -		
Symington Total	\$ 3,987,303.31		
James Horton Trust Fund	\$ 19,572	LGIP*	0.1880%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Symington Trust
Fund 1223
FY16**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 3,986,162.17	\$ 2,976.39	\$ (1,383.50)	\$ 3,990,522.06	\$ 7.43	\$ -	\$ 3,990,529.49	0.1490%
August	\$ 3,990,529.49	\$ 233.52	\$ (348.96)	\$ 3,991,111.97	\$ 8.31	\$ -	\$ 3,991,120.28	0.1650%
September	\$ 3,991,120.28	\$ 389.46	\$ (608.04)	\$ 3,992,117.78	\$ 8.91	\$ -	\$ 3,992,126.69	0.1740%
October***	\$ 3,992,126.69	\$ 1,611.61	\$ 180.75	\$ 3,993,557.55	\$ 9.64	\$ -	\$ 3,993,567.19	0.1840%
November	\$ 3,993,567.19	\$ 313.11	\$ 6,585.90	\$ 3,987,294.40	\$ 8.87	\$ -	\$ 3,987,303.27	0.1880%
December				\$ -	\$ -	\$ -	\$ -	
January				\$ -	\$ -	\$ -	\$ -	
February				\$ -	\$ -	\$ -	\$ -	
March				\$ -	\$ -	\$ -	\$ -	
April				\$ -	\$ -	\$ -	\$ -	
May				\$ -	\$ -	\$ -	\$ -	
June								
Total FY	\$ 3,986,162.17	# \$ 5,524.09	# \$ 4,426.15	\$ 3,987,260.11	\$ 43.16	\$ -	\$ 3,987,303.27	

*Ending Balances include CD's and Money Market balances - see holding tab

\$19,278.00

**Interest Earnings on funds invested at LGIP - Based On Average LGIP Rate For the Month

***Interest Accrued Income for FY015" - \$123,408.94

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY16**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 19,558.44	\$ -	\$ -	\$ 19,558.44	\$ 2.43	\$ 19,560.87	0.1490%
August	\$ 19,560.87	\$ -	\$ -	\$ 19,560.87	\$ 2.69	\$ 19,563.56	0.1650%
September	\$ 19,563.56			\$ 19,563.56	\$ 2.84	\$ 19,566.40	0.1740%
October	\$ 19,566.40			\$ 19,566.40	\$ 3.00	\$ 19,569.40	0.1840%
November	\$ 19,569.40			\$ 19,569.40	\$ 3.07	\$ 19,572.47	0.1880%
December				\$ -	\$ -	\$ -	
January				\$ -	\$ -	\$ -	
February				\$ -	\$ -	\$ -	
March				\$ -	\$ -	\$ -	
April				\$ -	\$ -	\$ -	
May				\$ -	\$ -	\$ -	
June				\$ -	\$ -	\$ -	
Total FY	\$ 19,558.44	\$ -	\$ -	\$ -	\$ 14.03	\$ 19,572.47	

*Interest Earnings Based On Average LGIP Rate For the Month

**Irwin Uran Trust Fund
Fund 1220
FY16**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 232,160.95	\$ -	\$ -	\$ -	\$ 232,160.95	\$ 28.83	\$ 232,189.78	0.1490%
August	\$ 232,189.78	\$ -	\$ -	\$ -	\$ 232,189.78	\$ 31.93	\$ 232,221.71	0.1650%
September	\$ 232,221.71			\$ 29,900.00	\$ 202,321.71	\$ 29.34	\$ 202,351.05	0.1740%
October**	\$ 202,351.05			\$ -	\$ 202,351.05	\$ 31.03	\$ 202,382.08	0.1840%
November	\$ 202,382.08				\$ 202,382.08	\$ 31.71	\$ 202,413.79	0.1880%
December					\$ -	\$ -	\$ -	
January					\$ -	\$ -	\$ -	
February					\$ -	\$ -	\$ -	
March					\$ -	\$ -	\$ -	
April					\$ -	\$ -	\$ -	
May					\$ -	\$ -	\$ -	
June								
Total FY	\$ 232,160.95	\$ -	\$ -	\$ 29,900.00	\$ -	\$ 152.84	\$ 202,413.79	

*Interest Earnings Based On Average LGIP Rate For the Month

** Note the incorrect LGIP rate was used to calculate the interest earned in October 2014. The amount calculated was \$19.50, but it should have been \$20.22 (see above). The adjustment of 0.72 will be posted with the November interest entry



LCPL STATISTICAL REPORT (Year-To-Date)

November-2015		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													
Visits	FY2016	164,273	-3%	128,847	-6%	138,486	-1%	17,725	-2%	15,795	-12%	4,267	23%	67,848	-7%	159,502	-3%	40,161	-12%		736,904	-4%			
	FY2015	168,836		137,235		139,549		18,115		17,896		3,474		73,274		164,752		45,527			768,658				
New Registrations	FY2016	2,336	-3%	1,458	5%	2,432	-5%	149	27%	124	-40%	92	19%	1,361	148%	1,436	-2%	617	-12%		10,005	6%			
	FY2015	2,397		1,393		2,547		117		206		77		548		1,466		705			9,456				
CIRCULATION																									
Print Material	FY2016	519,421	-4%	276,536	0%	443,391	5%	32,226	-4%	13,709	-5%	9,537	36%	112,789	-10%	269,266	-3%	46,939	-5%	7,417	-16%	1,731,231	-1%		
	FY2015	542,981		275,789		421,103		33,414		14,407		6,991		124,781		278,886		49,478		8,799		1,756,629			
Audiovisual	FY2016	143,628	-11%	102,777	-3%	96,259	0%	13,555	-6%	8,423	6%	3,487	22%	55,517	-15%	120,960	-5%	20,330	-15%	2,212	-51%	567,148	-7%		
	FY2015	160,577		106,469		96,726		14,382		7,952		2,854		65,042		127,580		23,970		4,491		610,043			
TOTAL CIRCULATION	FY2016	663,049	-6%	379,313	-1%	539,650	4%	45,781	-4%	22,132	-1%	13,024	32%	168,306	-11%	390,226	-4%	67,269	-8%	9,629	-28%	2,509,877	0%		
	FY2015	703,558		382,258		517,829		47,796		22,359		9,845		189,823		406,466		73,448		13,290		2,520,817			
LIBRARY PROGRAMS																									
Programs	FY2016	574	0%	624	40%	686	23%	240	41%	80	-35%	3	-40%	298	46%	785	25%	340	23%	48	380%	3,678	23%		
	FY2015	574		447		560		170		124		5		204		626		277		10		2,997			
Program Attendance	FY2016	26,147	10%	21,347	50%	26,682	22%	3,266	48%	999	-41%	3	-98%	5,330	17%	18,937	33%	7,974	28%	4,278	75%	114,963	26%		
	FY2015	23,744		14,186		21,817		2,213		1,692		172		4,560		14,206		6,216		2,439		91,245			
COMMUNITY USE OF MEETING ROOMS																									
Bookings	FY2016	354	-1%	992	31%	182	21%	40	54%	15				274	-18%	506	-5%	20	-9%			2,383	4%		
	FY2015	359		755		150		26		120				334		532		22				2,298			
Attendance	FY2016	5,709	-18%	11,328	1%	2,673	18%	328	44%	97				2,228	4%	6,518	-20%	303	-37%			29,184	-8%		
	FY2015	6,926		11,185		2,272		227		354				2,137		8,097		483				31,681			
PUBLIC COMPUTER USE																									
Internet Sessions	FY2016	15,346	-18%	20,826	-18%	27,765	-4%	2,478	-5%	3,428	-21%			8,783	2%	36,656	-40%	11,596	-20%			126,878	-23%		
	FY2015	18,779		25,509		28,945		2,609		4,337				8,594		61,051		14,449				164,273			
Wi-Fi Sessions	FY2016	18,376	10%	19,915	16%	25,943	39%	2,090	42%	3,120	8%			5,680	24%	23,419	27%	4,957	19%			103,500	23%		
	FY2015	16,645		17,112		18,709		1,472		2,878				4,584		18,398		4,176				83,974			
VOLUNTEERS																									
Number of Volunteer Hours	FY2016	3,412	-5%	2,581	31%	3,028	22%	427	18%	155	-10%	106	43%	659	64%	2,298	-14%	1,196	-6%			13,861	7%		
	FY2015	3,583		1,972		2,479		361		172		74		403		2,668		1,271				12,983			
		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2016	324,010	-2%
	FY2015	330,992	
Downloadables	FY2016	211,498	37%
	FY2015	154,145	
Visits to Webpage	FY2016	585,292	-5%
	FY2015	618,030	
Library Catalog Use	FY2016	2,063,083	-3%
	FY2015	2,124,793	
Online Hold Requests	FY2016	240,434	-4%
	FY2015	249,422	
Online Renewals	FY2016	806,336	0%
	FY2015	802,368	
Phone Renewals	FY2016	24,345	-25%
	FY2015	32,495	
Suggest A Title	FY2016	2,343	12%
	FY2015	2,083	
Interlibrary Loans	FY2016	2,650	1%
	FY2015	2,631	

REVENUE AND FINES			
Overdue Fines	FY2016	\$106,546	-6%
	FY2015	\$112,792	
Community Room Rental	FY2016	\$1,090	33%
	FY2015	\$820	
Printing	FY2016	\$17,272	-8%
	FY2015	\$18,674	
Interlibrary Loans	FY2016	\$1,226	-15%
	FY2015	\$1,440	
Lost or Damaged Materials	FY2016	\$14,260	-4%
	FY2015	\$14,815	
Total Revenues	FY2016	\$140,394	-5%
	FY2015	\$148,541	



LCPL STATISTICAL REPORT (Current Month)

November-2015		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2016	26,937	-5%	21,150	-5%	25,945	13%	2,740	8%	2,766	-2%	853	23%	10,778	-10%	26,454	5%	5,673	-12%			123,296	0%
	FY2015	28,346		22,258		23,003		2,541		2,822		694		11,926		25,248		6,435				123,273	
New Registrations	FY2016	296	-5%	221	2%	325	27%	13	-28%	54	286%	10	25%	163	120%	228	4%	65	-2%			1,375	16%
	FY2015	312		216		256		18		14		8		74		220		66				1,184	
CIRCULATION																							
Print Material	FY2016	92,962	-4%	48,612	-3%	79,333	5%	5,332	2%	2,360	-12%	1,787	28%	18,905	-5%	45,495	-2%	8,339	-7%	1,338	-16%	304,463	-1%
	FY2015	96,719		50,150		75,787		5,233		2,679		1,401		19,892		46,248		8,925		1,599		308,633	
Audiovisual	FY2016	26,055	-11%	18,496	-6%	17,446	5%	2,383	4%	1,744	24%	633	10%	9,592	-13%	21,901	-4%	3,534	-16%	518	-18%	102,302	-6%
	FY2015	29,114		19,690		16,646		2,290		1,404		573		11,080		22,863		4,223		633		108,516	
TOTAL CIRCULATION	FY2016	119,017	-5%	67,108	-4%	96,779	5%	7,715	3%	4,104	1%	2,420	23%	28,497	-8%	67,396	-2%	11,873	-10%	1,856	-17%	449,065	0%
	FY2015	125,833		69,840		92,433		7,523		4,083		1,974		30,972		69,111		13,148		2,232		448,330	
LIBRARY PROGRAMS																							
Programs	FY2016	102	4%	97	8%	126	27%	44	22%	13	-32%	-	-100%	65	59%	161	40%	61	24%	13	117%	682	23%
	FY2015	98		90		99		36		19		1		41		115		49		6		554	
Program Attendance	FY2016	4,012	23%	2,969	46%	4,118	33%	504	37%	86	-63%	-	-100%	876	20%	3,045	52%	1,065	50%	1,880	1335%	18,555	47%
	FY2015	3,254		2,040		3,089		367		231		30		728		2,004		708		131		12,582	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2016	111	13%	208	79%	48	9%	6	-25%	5	-71%			61	-3%	99	-23%	6	50%			544	14%
	FY2015	98		116		44		8		17				63		128		4				478	
Attendance	FY2016	1,483	-18%	2,506	0%	791	10%	42	-42%	44	-42%			669	58%	1,664	13%	113	117%			7,312	3%
	FY2015	1,809		2,506		722		72		76				424		1,472		52				7,133	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2016	2,667	-15%	3,768	-13%	4,457	-8%	407	4%	583	-19%			1,421	-17%	6,213	-30%	1,734	-29%			21,250	-20%
	FY2015	3,141		4,350		4,855		391		719				1,718		8,861		2,432				26,467	
Wi-Fi Sessions	FY2016	3,395	6%	3,569	23%	4,908	48%	323	34%	547	37%			992	24%	4,078	25%	706	-14%			18,518	24%
	FY2015	3,197		2,908		3,306		241		399				800		3,269		820				14,940	
VOLUNTEERS																							
Number of Volunteer Hours	FY2016	369	1%	246	54%	460	28%	9	-31%	32	-29%	18	64%	127	958%	397	26%	17	-56%			1,675	27%
	FY2015	367		160		360		13		45		11		12		314		39				1,321	
		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	

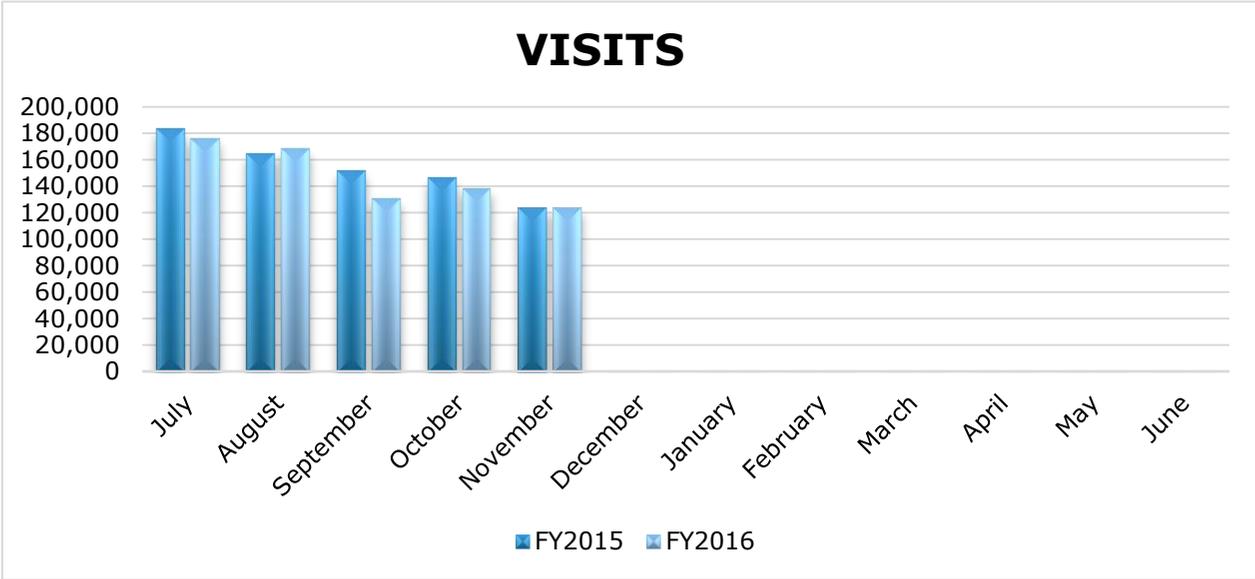
SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2016	64,802	-6%
	FY2015	68,796	
Downloadables	FY2016	42,300	36%
	FY2015	31,181	
Visits to Webpage	FY2016	106,786	-4%
	FY2015	111,186	
Library Catalog Use	FY2016	356,188	-5%
	FY2015	375,078	
Online Hold Requests	FY2016	43,260	-5%
	FY2015	45,547	
Online Renewals	FY2016	148,087	1%
	FY2015	147,115	
Phone Renewals	FY2016	3,190	-44%
	FY2015	5,648	
Suggest A Title	FY2016	405	23%
	FY2015	329	
Interlibrary Loans	FY2016	553	12%
	FY2015	493	

REVENUE AND FINES			
Overdue Fines	FY2016	\$21,097	-4%
	FY2015	\$22,073	
Community Room Rental	FY2016	\$40	-50%
	FY2015	\$80	
Printing	FY2016	\$2,738	24%
	FY2015	\$2,211	
Interlibrary Loans	FY2016	\$237	-14%
	FY2015	\$276	
Lost or Damaged Materials	FY2016	\$2,493	-5%
	FY2015	\$2,631	
Total Revenues	FY2016	\$26,605	-2%
	FY2015	\$27,271	

LOUDOUN COUNTY PUBLIC LIBRARY

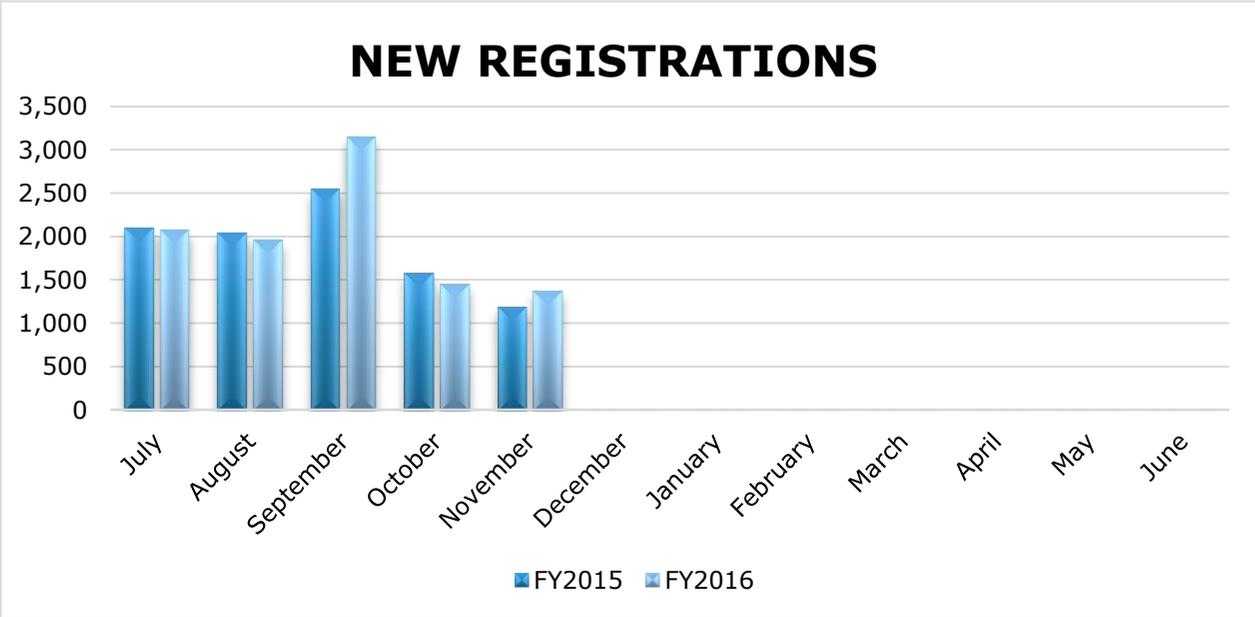
TOTAL VISITS

Month	FY2015	FY2016	%
July	183,381	176,165	-4%
August	164,308	168,532	3%
September	151,553	130,430	-14%
October	146,143	138,481	-5%
November	123,273	123,296	0%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	768,658	736,904	-4%



NEW REGISTRATIONS

Month	FY2015	FY2016	%
July	2,100	2,075	-1%
August	2,043	1,958	-4%
September	2,548	3,153	24%
October	1,581	1,444	-9%
November	1,184	1,375	16%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	9,456	10,005	6%



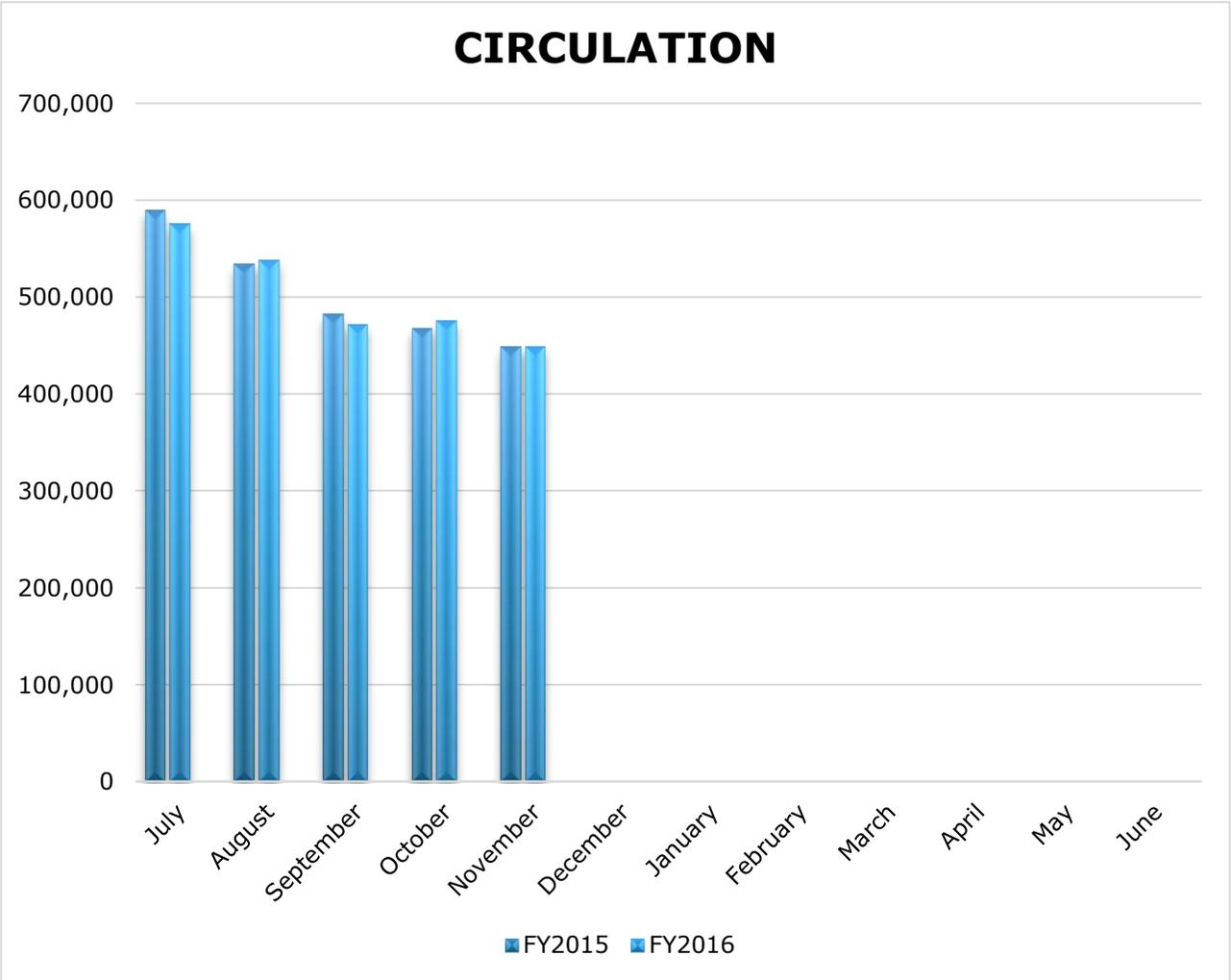
LOUDOUN COUNTY PUBLIC LIBRARY



TOTAL CIRCULATION

Month	FY2015	FY2016	%
July	589,250	575,516	-2%
August	533,871	538,283	1%
September	482,118	471,259	-2%
October	467,248	475,754	2%
November	448,330	449,065	0%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	2,520,817	2,509,877	0%

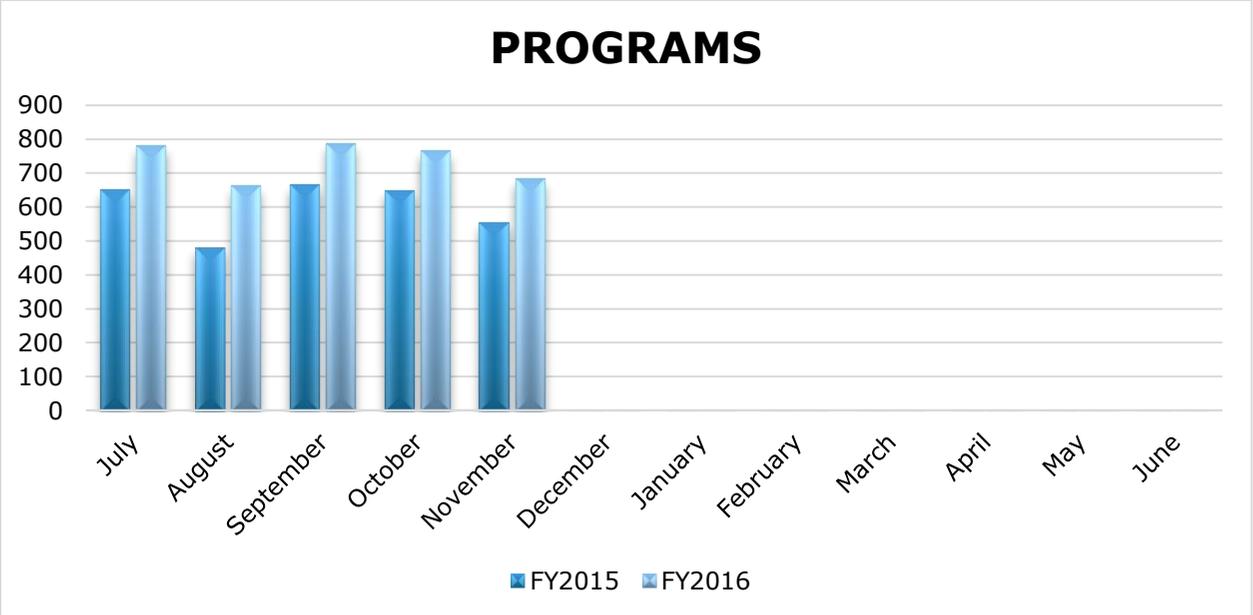
Note: Circulation includes electronic downloadables



LOUDOUN COUNTY PUBLIC LIBRARY

PROGRAMS

Month	FY2015	FY2016	%
July	650	781	20%
August	479	663	38%
September	665	788	18%
October	649	764	18%
November	554	683	23%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	2,997	3,679	23%



PROGRAM ATTENDANCE

Month	FY2015	FY2016	%
July	22,957	29,041	27%
August	17,586	24,067	37%
September	18,129	21,519	19%
October	19,991	21,781	9%
November	12,582	18,555	47%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	91,245	114,963	26%

