

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for February 2016

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL: January 20, 2016 Regular Meeting Minutes

REPORTS

Library Advisory Board: Ashburn Library Friends Group, Debbi Zisko
Library Branch Report: Ashburn Library, Catherine Hall
Director's Report: Library Director, Chang Liu

INFORMATION ITEMS

- II 01** Brain Teaser
- II 02** FY 2017 Budget
- II 03** Law Library
- II 04** ILS Update
- II 05** Sterling Update
- II 06** Brambleton Update
- II 07** Passport Processing At LCPL Locations
- II 08** Board Retreat Dates (ALA Online Training)

ACTION ITEMS

- AI 01** Library Card Policy
- AI 02** Closed Executive Session (as needed)

ADJOURNMENT

DATE & TIME: February 17 2016 at 7:30 p.m.

LOCATION: Ashburn Library, 43316 Hay Road, Ashburn, VA 20147

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**

January 20, 2016

The Library Board of Trustees meeting was held on Wednesday, January 20, 2016 at 7:30 p.m., at Cascades Library located at 21030 Whitfield Place, Potomac Falls VA 20165, the Chair and Secretary was present.

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

Absent:

I. CALL TO ORDER

Presiding Chair Mr. Mark Miller called the meeting to order at 7:30 p.m. and asked for a moment of silence.

COMMENTS

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustee Ms. Nancy Nuell thanked Cascades Library for hosting the meeting and stated she was delighted to be meeting at her home library.

Trustee Mr. Sean Mallon thanked Cascades Library for hosting the meeting.

Trustee Ms. Sara Pensgard stated she was looking forward to the updates on the ILS Catalog.

Vice Chair Mr. Larry Stepnick reported that the Friends of Ashburn Library Advisory Board is currently accepting donations for their annual book sale. The book sale will be held at the Ashburn Library on Thursday, January, 28 from 10 AM to 9 PM; Friday, January 29 from 10 AM to 5 PM and Saturday, January 30 from 10 AM to 3 PM.

Trustee Mr. Joseph Maio thanked the Cascades Library for hosting the meeting. Mr. Maio announced that he will be moving to North Carolina in the near future and will be unable to complete his term as a Library Board of Trustee.

Board Chair Mr. Miller encouraged the public to attend the Friends of the Ashburn Library annual book sale on January 28, 29 and 30.

IV. DIRECTOR COMMENT

Library Director Ms. Liu introduced the new Branch Manager of the Cascades Library, Ms. Elizabeth Gregg.

Ms. Liu explained the inclement weather policy to the Trustees.

AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the December 16, 2015 Library Board of Trustees regular meeting. Mr. Maio moved to approve the minutes of the

December 16, 2015 Library Board of Trustees regular meeting. The motion was seconded and approved by a vote of 7-0-0. (yes/abstained/no/not present).

VI. REPORTS

A. FRIENDS OF CASCADES LIBRARY

The President of the Friends of Cascades Library Advisory Board, Ms. Carole Volaric, reported on behalf of the Friends of Cascades Library. The report was received and placed on file.

B. CASCADES LIBRARY

The Cascades Library Branch Manager, Ms. Elizabeth Gregg, reported on behalf of the Cascades Library. The report was received and placed on file.

C. COMMUNUCATION DIVISION

The Communications Division Manager, Ms. Mary Frances Forcier, reported on behalf of the Communications Division. The report was received and placed on file.

D. DIRECTOR'S REPORT

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

VII. INFORMATION ITEMS

II01 BRAIN TEASER:

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

II02 FY 2017 BUDGET:

Ms. Liu stated that a decision regarding the FY 2017 Library Services Budget has not been announced by the County Administrator. Ms. Liu gave the Trustees an overview of the Library Services FY 2017 enhancement requests. Ms. Liu reported that the County Administrator, Mr. Hemstreet will be presenting his proposed FY 2017 Budget to the Board of Supervisors on Wednesday, February 10 at 5 PM. Mr. Miller encouraged his fellow Trustees to schedule meetings with their appointed Board of Supervisor members before the County Administrator presents to the board.

II03 LAW LIBRARY:

Ms. Liu stated that she has been diligently working with the County Attorney, County Human Resources, County Budget and the County Clerk of the Circuit Court staff to draft a Memorandum of Understanding regarding the County Law Library becoming part of the Loudoun County Public Library system. Ms. Liu reported once the Memorandum of Understanding is complete she will present it to the Library Board of Trustees for consideration.

II04 MILEAGE REIMBURSEMENT:

Ms. Liu reported that Library Board of Trustee members are eligible for mileage reimbursements when attending Library Board of Trustee meetings or any other work-related programs or events. Ms. Liu has requested that each Trustee complete a W-9 form and return it to the Budget Finance Manager, Ms. Nan Paek, at Library Administration.

VIII. ACTION ITEMS

AI01 LIBRARY CARD POLICY:

Ms. Liu stated in order to implement the new ILS system, all reciprocal borrowers (patrons living in other jurisdictions that have reciprocity with Loudoun County Public Library) need to have their own Loudoun County Library cards, instead of using their library cards from their own jurisdictions. Ms. Liu recommended that the Library Board of Trustees adopt the revised Library Card Policy.

Ms. Pellicano moved to adopt the revised Library Card Policy as presented. Mr. Miller opened the floor for discussion. Mr. Mallon suggested a friendly amendment to the policy. Mr. Mallon requested removing patron barcodes in the revised section of the policy. Mr.

Stepnick suggested a friendly amendment to remove Thomas Balch Library from the last paragraph in the policy because Thomas Balch Library already shares the Loudoun County Public Library's ILS system. The motion was seconded and approved by a vote of 7-0-0-0.

IX. ADJOURNMENT

Presiding Chair Mr. Miller accepted Ms. Nuell's motion to adjourn the meeting. The motion was seconded and approved by a vote of 7-0-0-0, at 8:49 p.m.

Respectfully submitted by

Kelley Nelson
Secretary

Adopted by the Board in the meeting

of _____.

(Signature of Presiding Officer)

DIRECTOR'S REPORT
Loudoun County Public Library
February 2016

January 2016 brought nearly three feet of snow to Loudoun County; the library rose to the occasion by encouraging patrons to check out materials in advance of the storm, working with staff to open as quickly as possible, exhibiting great flexibility in meeting patron needs, and communicating clearly about library facilities.

The staff's favorite quote from the blizzard frenzy came from a boy about 4-years old dragging a large bag of books, who said: "Let's go home and read these bad boys!" Another patron noted: "Thank you for being open today. My family was getting cabin fever. You guys are a godsend."

Many patrons returned books after the storm anticipating fines and the loss of items on the request shelves. But thanks to adjustments made by staff to due dates, pick up dates, and the removal of fines, our patrons were very pleased. We received many comments on social media regarding our flexibility with fines and returns during the snow emergency.

Reaching out to serve all

- Collections Management staff reached out to the Leesburg Senior Center (our building neighbor) and is providing them with monthly, upcoming Large Print titles so that they can place holds for titles from their favorite authors.
- The Cascades Library's first Spanish language book club meeting was a big success with six patrons attending. The group decided on titles for future discussions. Book kits are being created that can then be used throughout the system.
- Cascades Library staff are working with an ESL teacher from Potomac Falls HS to coordinate a Family Night for ESL students and their families in March, and with a Seneca Ridge MS librarian to display student works at Cascades as part of the school's One to the World initiative.

Enhancing learning

- Curated eBook collections were created for such topics as Cabin Fever Busters, Love is in the Air and Calling all Sports Lovers—all very topical. These collections really contribute to a substantial increase in the visibility of eBook titles and corresponding increased circulation.
- Our partnership with the Master Gardeners led to a successful program at Rust Library about George Washington's trees, attended by more than 60 people.

Using technology to improve our customers' experience

- In preparation for the new integrated library system, staff attended training and design sessions and submitted extensive data for the CARL X Migration. Cataloging and Serials data cannot migrate from Horizon so Collections Management Staff has to rebuild the data in CARL X. The implementation of the new system will take place in late March.
- One Interlibrary Loan patron expressed his gratitude for the service. He said that "it saves me a tremendous amount of time and money." He used to have to drive to Georgetown to access research materials. One item, which he had requested from the University of Texas, he liked so

much that he wanted to buy the title; however, the cheapest used copy available online was \$900. He said "I can't believe how wonderful it is that the library can help me access books for a small fee that would otherwise be unavailable."

Focusing on community impact

- A staff member at Cascades Library was recently licensed as a Notary Public and is offering her service to help patrons.
- With the loss at Christmas of a former MLAB member, Charlie Plante, the Middleburg Library advisory board decided to increase the scholarship fund and name the program for him. The *Charles L. Plante Book Scholarship sponsored by Middleburg Library Advisory Board* will offer four \$1000 cholarships to graduating HS seniors living in specific zipcodes surrounding Middleburg Library.
- Rust Library staff visited the Workforce Center to receive a tour and talk to Farihah Kuraishi about workforce resources for youth. Kuraishi heads the Loudoun division of the Youth Workforce Center, where she helps people age 17-24 to obtain a GED and pursue their career goals.
- Programming Division staff met with Park View HS faculty and students participating in the *Journeys of my Life/Viajes de mi vida* (Latino Americans: 500 Years of History grant) for an for an interview conducted by Motivos Magazine concerning the project. The work of the students and the library/school/ National Endowment for the Humanities partnership will be featured in the Spring edition of the publication.

Looking to the future

- The library director worked on the MOU regarding the proposed transfer of the Law Library responsibilities to the Loudoun County Public Library,
- Library staff is busy preparing for the expansion of the Sterling Library this fall. Building plans are finalized, and Collection Management staff set up a timeline, a detailed materials budget and subject matter priorities for the Sterling collection. Feedback from Sterling staff was incorporated into the project.
- In February, Loudoun County Public Library will receive a service award for the Next Chapter Book Club from The Arc/Paxton Campus.
- The Programming Division worked with the Friends of Loudoun Mental Health, the Community Services Board, and the Loudoun County Department of Mental Health on May's Mental Health Awareness Month programs. The division also worked with Psychiatric Rehabilitation Services to develop programs that will address teen suicide and coping.

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

| | |
|------------------------|--|
| SUBJECT: | Brain Teaser |
| CONTACT: | Library Board |
| ACTION DATE: | February 17, 2016 |
| 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: | February 17, 2016 |
| 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: 1102 Law Library

| | |
|------------------------|---|
| SUBJECT: | Law Library Proposal |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Library Director Chang Liu will give an update on the Law Library proposal. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 ILS Update

| | |
|------------------------|--|
| SUBJECT: | ILS Update |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Library Director Chang Liu will provide an update on the ILS implementation. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 05 Sterling Update

| | |
|------------------------|--|
| SUBJECT: | Sterling Update |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Library Director Chang Liu will provide an update of the new Sterling Library. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Brambleton Library Update

| | |
|------------------------|---|
| SUBJECT: | Brambleton Library Update |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Library Director Chang Liu will provide an update to the Trustees regarding Brambleton Library. |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 07 Passport Processing At LCPL Locations

| | |
|------------------------|---|
| SUBJECT: | Passport Processing At LCPL Locations |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | |
| BACKGROUND: | On February 2 County Administrator, Mr. Hemstreet requested that the Board of Supervisors grant him permission to work with the Library Director, with consent from the Trustees, on the feasibility of Library staff processing US passport applications at LCPL locations. The Board of Supervisors voted to move the passport application item to the February 11 Finance Committee meeting. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 08 Board Retreat Dates (ALA Online Training)

| | |
|------------------------|---|
| SUBJECT: | Board Retreat Dates and ALA Online Training for Trustees |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| 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. We have contacted ALA and have established login for every trustee to access a 10-part series of online training videos called "Short Takes". One of the agenda items for the Board Retreat could be viewing the video segments together then have discussions. |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: A101 Library Card Policy

| | |
|------------------------|---|
| SUBJECT: | Library Card Policy |
| CONTACT: | Library Director, Ms. Chang Liu |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Staff recommends that LBOT approve the revised Library Card Policy as presented. |
| BACKGROUND: | In order to implement the new ILS, all reciprocal borrowers (patrons living in other local jurisdictions that have reciprocity with LCPL) need to have their own LCPL cards, instead of using the library cards from their own jurisdictions. |
| ISSUES: | None foreseen |
| FISCAL IMPACT: | None |
| DRAFT MOTION: | I move that the Library Board of Trustees adopt the revised Library Card Policy as presented. |
| ATTACHMENTS: | Draft of the revised Library Card Policy |
| NOTES: | |
| ACTION TAKEN: | |

LIBRARY POLICY (17)

LIBRARY CARD

Every resident of Loudoun County is eligible for a free library card regardless of age.

A resident shall be defined as a person:

1. living in Loudoun County
2. owning property in Loudoun County
3. owning a business in Loudoun County
4. working in Loudoun County, or
5. attending school in Loudoun County

~~No one else will be eligible to receive a Loudoun County Public Library card.~~

Residents of other library systems that have reciprocal borrowing agreements with Loudoun County Public Library shall be issued Loudoun County Public Library ~~patron barcodes and~~ library cards with their reciprocal borrower registration information input into the Loudoun County Public Library patron database.

This library card entitles patrons to borrow from public libraries in the cities of Falls Church, Alexandria, Winchester, and the District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke, and Frederick Counties in Virginia; and Montgomery, Prince George's, Frederick, and Charles Counties in Maryland. ~~and Thomas Balch Library.~~

Adopted 11/14/91
Revised 01/20/2016 ~~02/17/2016~~
Effective ~~02/17/2016~~
Reaffirmed ~~02/17/2016~~

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI02 Closed Executive Session

| | |
|------------------------|--------------------------------------|
| SUBJECT: | Closed Executive Session |
| CONTACT: | LBOT |
| ACTION DATE: | February 17, 2016 |
| RECOMMENDATION: | Closed Executive Session (as needed) |
| BACKGROUND: | |
| ISSUES: | |
| FISCAL IMPACT: | |
| DRAFT MOTION: | |
| ATTACHMENTS: | |
| NOTES: | |
| ACTION TAKEN: | |

**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 | | \$ 3,993,880.30 | \$ 9.90 | \$ - | \$ 3,993,890.20 | 0.1880% |
| December | \$ 3,989,277.58 | | \$ (1,638.11) | \$ 3,990,915.69 | \$ 14.10 | \$ - | \$ 3,990,929.79 | 0.2810% |
| January | \$ 3,990,929.79 | | \$ (1,561.93) | \$ 3,992,491.72 | \$ 20.71 | \$ - | \$ 3,992,512.43 | 0.4020% |
| February | | | | \$ - | \$ - | \$ - | \$ - | |
| March | | | | \$ - | \$ - | \$ - | \$ - | |
| April | | | | \$ - | \$ - | \$ - | \$ - | |
| May | | | | \$ - | \$ - | \$ - | \$ - | |
| June | | | | | | | | |
| Total FY | \$ 3,986,162.17 | # \$ 5,524.09 | # \$ (5,359.79) | \$ 3,997,046.05 | \$ 79.00 | \$ - | \$ 3,997,125.05 | |

*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 | \$ 19,572.47 | \$ 750.00 | | \$ 20,322.47 | \$ 4.76 | \$ 20,327.23 | 0.2810% |
| January | \$ 20,327.05 | | | \$ 20,327.05 | \$ 6.81 | \$ 20,333.86 | 0.4020% |
| February | | | | \$ - | \$ - | \$ - | |
| March | | | | \$ - | \$ - | \$ - | |
| April | | | | \$ - | \$ - | \$ - | |
| May | | | | \$ - | \$ - | \$ - | |
| June | | | | \$ - | \$ - | \$ - | |
| Total FY | \$ 19,558.44 | \$ 750.00 | \$ - | \$ - | \$ 25.60 | \$ 20,334.04 | |

*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 | \$ 202,413.79 | | | | \$ 202,413.79 | \$ 47.40 | \$ 202,461.19 | 0.2810% |
| January | \$ 202,461.19 | | | | \$ 202,461.19 | \$ 67.82 | \$ 202,529.01 | 0.4020% |
| February | | | | | \$ - | \$ - | \$ - | |
| March | | | | | \$ - | \$ - | \$ - | |
| April | | | | | \$ - | \$ - | \$ - | |
| May | | | | | \$ - | \$ - | \$ - | |
| June | | | | | | | | |
| Total FY | \$ 232,160.95 | \$ - | \$ - | \$ 29,900.00 | \$ - | \$ 268.06 | \$ 202,529.01 | |

*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

Library Trust Funds Holdings

As of January 31st 2016

| | | | |
|--------------------------------|------------------------|--------------------------|---------------------------------|
| Irwin Uran Trust Fund | \$ 202,529.01 | LGIP* | 0.4020% |
| Symington Trust Fund | \$ 66,442.00 | LGIP* | 0.4020% |
| | | 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 | \$ 3,997,125.31 | | |
| James Horton Trust Fund | \$ 20,334 | LGIP* | 0.4020% |

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal



LCPL STATISTICAL REPORT (Current Month)

| January-2016 | | ASHBURN | | CASCADES | | GUM SPRING | | LOVETTSVILLE | | MIDDLEBURG | | OUTREACH | | PURCELLVILLE | | RUST | | STERLING | | ADMIN | SYSTEM TOTAL | | |
|---------------------------------------|---------|----------------|--------|-----------------|---------|-------------------|-------|---------------------|-------|-------------------|-------|-----------------|--------|---------------------|--------|-------------|--------|-----------------|-------|--------------|---------------------|---------|------|
| Visits | FY2016 | 28,014 | -1% | - | -100% | 25,000 | -4% | 2,687 | -4% | 2,211 | -24% | 846 | 26% | 10,783 | -10% | 24,562 | -8% | 6,095 | 3% | | 100,198 | -22% | |
| | FY2015 | 28,368 | | 23,436 | | 26,010 | | 2,785 | | 2,926 | | 673 | | 12,014 | | 26,820 | | 5,937 | | | 128,969 | | |
| New Registrations | FY2016 | 285 | -2% | - | -100% | 256 | -20% | 17 | -11% | 28 | 115% | 11 | -35% | 234 | 163% | 414 | 130% | 55 | -38% | | 1,300 | 7% | |
| | FY2015 | 291 | | 203 | | 319 | | 19 | | 13 | | 17 | | 89 | | 180 | | 88 | | | 1,219 | | |
| CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | |
| Print Material | FY2016 | 90,638 | -9% | 47,216 | -13% | 80,748 | -1% | 4,695 | -21% | 2,002 | -27% | 1,725 | 17% | 20,017 | -8% | 46,048 | -3% | 7,679 | -15% | 992 | -54% | 301,760 | -8% |
| | FY2015 | 99,534 | | 54,211 | | 81,942 | | 5,952 | | 2,752 | | 1,479 | | 21,823 | | 47,625 | | 9,084 | | 2,166 | | 326,568 | |
| Audiovisual | FY2016 | 26,714 | -13% | 18,606 | -11% | 18,370 | 1% | 2,081 | -16% | 1,523 | -6% | 720 | 25% | 10,786 | -11% | 22,991 | -8% | 3,572 | -19% | 487 | 1% | 105,850 | -9% |
| | FY2015 | 30,854 | | 20,904 | | 18,174 | | 2,466 | | 1,619 | | 576 | | 12,135 | | 25,080 | | 4,425 | | 482 | | 116,715 | |
| TOTAL CIRCULATION | FY2016 | 117,352 | -10% | 65,822 | -12% | 99,118 | -1% | 6,776 | -20% | 3,525 | -19% | 2,445 | 19% | 30,803 | -9% | 69,039 | -5% | 11,251 | -17% | 1,479 | -44% | 443,585 | -8% |
| FY2015 | 130,388 | | 75,115 | | 100,116 | | 8,418 | | 4,371 | | 2,055 | | 33,958 | | 72,705 | | 13,509 | | 2,648 | | 480,332 | | |
| LIBRARY PROGRAMS | | | | | | | | | | | | | | | | | | | | | | | |
| Programs | FY2016 | 82 | -15% | 83 | -17% | 111 | 12% | 40 | 14% | 10 | -38% | - | -100% | 60 | 58% | 147 | 30% | 55 | -13% | 4 | -67% | 592 | 3% |
| | FY2015 | 96 | | 100 | | 99 | | 35 | | 16 | | 1 | | 38 | | 113 | | 63 | | 12 | | 573 | |
| Program Attendance | FY2016 | 3,330 | 14% | 2,251 | -2% | 4,134 | 31% | 540 | 13% | 87 | -27% | - | -100% | 932 | 38% | 2,125 | 14% | 755 | -6% | 67 | -85% | 14,221 | 11% |
| | FY2015 | 2,933 | | 2,300 | | 3,163 | | 479 | | 119 | | 30 | | 676 | | 1,865 | | 806 | | 438 | | 12,809 | |
| COMMUNITY USE OF MEETING ROOMS | | | | | | | | | | | | | | | | | | | | | | | |
| Bookings | FY2016 | 52 | 41% | 187 | 13% | 40 | 21% | 4 | -71% | 3 | -40% | | | 41 | -40% | 78 | -37% | 5 | -50% | | | 410 | -10% |
| | FY2015 | 37 | | 165 | | 33 | | 14 | | 5 | | | | 68 | | 123 | | 10 | | | | 455 | |
| Attendance | FY2016 | 1,027 | 59% | 2,338 | 3% | 684 | 74% | 33 | -69% | 30 | -27% | | | 406 | -25% | 1,481 | -27% | 22 | -89% | | | 6,021 | -3% |
| | FY2015 | 646 | | 2,278 | | 393 | | 107 | | 41 | | | | 542 | | 2,032 | | 193 | | | | 6,232 | |
| PUBLIC COMPUTER USE | | | | | | | | | | | | | | | | | | | | | | | |
| Internet Sessions | FY2016 | 2,390 | -21% | 3,386 | -31% | 3,922 | -31% | 353 | 2% | 483 | -36% | | | 1,398 | -1% | 5,781 | -42% | 1,569 | -41% | | | 19,282 | -33% |
| | FY2015 | 3,039 | | 4,910 | | 5,720 | | 347 | | 756 | | | | 1,416 | | 9,908 | | 2,673 | | | | 28,769 | |
| Wi-Fi Sessions | FY2016 | 2,848 | -8% | 2,908 | -7% | 3,836 | 2% | 314 | 11% | 460 | -15% | | | 976 | 17% | 3,790 | 1% | 759 | 10% | | | 15,891 | -1% |
| | FY2015 | 3,104 | | 3,141 | | 3,755 | | 283 | | 543 | | | | 836 | | 3,763 | | 689 | | | | 16,114 | |
| VOLUNTEERS | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Volunteer Hours | FY2016 | 354 | -4% | 282 | 40% | 209 | 3% | 13 | 44% | 32 | 28% | 24 | 33% | 127 | 1311% | 109 | -70% | 23 | -67% | | | 1,173 | -7% |
| | FY2015 | 370 | | 202 | | 202 | | 9 | | 25 | | 18 | | 9 | | 363 | | 69 | | | | 1,267 | |
| | | ASHBURN | | CASCADES | | GUM SPRING | | LOVETTSVILLE | | MIDDLEBURG | | OUTREACH | | PURCELLVILLE | | RUST | | STERLING | | ADMIN | SYSTEM TOTAL | | |

| SYSTEMWIDE ONLINE SERVICES | | | |
|----------------------------|--------|---------|------|
| Electronic Resources | FY2016 | 77,014 | -6% |
| | FY2015 | 82,067 | |
| Downloadables | FY2016 | 35,975 | -3% |
| | FY2015 | 37,049 | |
| Visits to Webpage | FY2016 | 121,557 | -2% |
| | FY2015 | 123,779 | |
| Library Catalog Use | FY2016 | 379,872 | -18% |
| | FY2015 | 461,249 | |
| Online Hold Requests | FY2016 | 46,749 | -15% |
| | FY2015 | 54,982 | |
| Online Renewals | FY2016 | 136,594 | -10% |
| | FY2015 | 151,250 | |
| Phone Renewals | FY2016 | 4,089 | -24% |
| | FY2015 | 5,373 | |
| Suggest A Title | FY2016 | 393 | -5% |
| | FY2015 | 413 | |
| Interlibrary Loans | FY2016 | 544 | -4% |
| | FY2015 | 566 | |

| REVENUE AND FINES | | | |
|---------------------------|---------------|-----------------|-------------|
| Overdue Fines | FY2016 | \$23,421 | -16% |
| | FY2015 | \$27,769 | |
| Community Room Rental | FY2016 | \$160 | -69% |
| | FY2015 | \$520 | |
| Printing | FY2016 | \$3,452 | -27% |
| | FY2015 | \$4,697 | |
| Interlibrary Loans | FY2016 | \$232 | -29% |
| | FY2015 | \$327 | |
| Lost or Damaged Materials | FY2016 | \$2,733 | -25% |
| | FY2015 | \$3,668 | |
| Total Revenues | FY2016 | \$29,999 | -19% |
| | FY2015 | \$36,981 | |



LCPL STATISTICAL REPORT (Year-To-Date)

| January-2016 | | ASHBURN | CASCADES | GUM SPRING | LOVETTSTVILLE | MIDDLEBURG | OUTREACH | PURCELLVILLE | RUST | STERLING | ADMIN | SYSTEM TOTAL | | | | | | | | | | | | | |
|---------------------------------------|--------|---------|----------|------------|---------------|------------|----------|--------------|------|----------|-------|--------------|------|---------|------|---------|------|--------|------|--------|-----------|-----------|------|--|--|
| Visits | FY2016 | 221,879 | -1% | 150,527 | -18% | 188,630 | 1% | 23,489 | -1% | 20,767 | -13% | 5,927 | 24% | 89,630 | -8% | 210,212 | -3% | 52,851 | -9% | | 963,912 | -5% | | | |
| | FY2015 | 224,559 | | 182,501 | | 186,679 | | 23,765 | | 23,947 | | 4,791 | | 96,986 | | 216,362 | | 57,766 | | | 1,017,356 | | | | |
| New Registrations | FY2016 | 2,864 | -2% | 1,632 | -8% | 2,973 | -4% | 182 | 25% | 228 | -2% | 120 | 8% | 1,779 | 156% | 2,032 | 12% | 742 | -17% | | 12,552 | 7% | | | |
| | FY2015 | 2,925 | | 1,774 | | 3,107 | | 146 | | 233 | | 111 | | 696 | | 1,820 | | 889 | | | 11,701 | | | | |
| CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print Material | FY2016 | 698,401 | -5% | 359,891 | -4% | 613,501 | 6% | 40,755 | -9% | 17,919 | -10% | 12,936 | 30% | 150,065 | -10% | 358,588 | -3% | 63,088 | -7% | 9,381 | -25% | 2,324,525 | -2% | | |
| | FY2015 | 734,880 | | 376,668 | | 577,091 | | 44,768 | | 19,813 | | 9,943 | | 166,612 | | 371,580 | | 67,519 | | 12,529 | | 2,381,403 | | | |
| Audiovisual | FY2016 | 198,185 | -11% | 137,304 | -7% | 136,988 | 3% | 17,479 | -9% | 11,582 | 3% | 4,963 | 24% | 76,138 | -15% | 166,865 | -6% | 27,902 | -15% | 3,109 | -44% | 780,515 | -7% | | |
| | FY2015 | 222,224 | | 147,842 | | 132,522 | | 19,216 | | 11,238 | | 4,006 | | 89,660 | | 177,093 | | 32,892 | | 5,560 | | 842,253 | | | |
| TOTAL CIRCULATION | FY2016 | 896,586 | -6% | 497,195 | -5% | 750,489 | 6% | 58,234 | -9% | 29,501 | -5% | 17,899 | 28% | 226,203 | -12% | 525,453 | -4% | 90,990 | -9% | 12,490 | -31% | 3,392,842 | -2% | | |
| | FY2015 | 957,104 | | 524,510 | | 709,613 | | 63,984 | | 31,051 | | 13,949 | | 256,272 | | 548,673 | | ##### | | 18,089 | | 3,447,976 | | | |
| LIBRARY PROGRAMS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Programs | FY2016 | 763 | -1% | 805 | 26% | 921 | 23% | 320 | 35% | 105 | -35% | 4 | -33% | 421 | 47% | 1,115 | 33% | 450 | 16% | 60 | 150% | 4,964 | 21% | | |
| | FY2015 | 771 | | 637 | | 751 | | 237 | | 161 | | 6 | | 287 | | 836 | | 389 | | 24 | | 4,099 | | | |
| Program Attendance | FY2016 | 33,321 | 12% | 27,221 | 45% | 35,092 | 27% | 4,574 | 49% | 1,171 | -40% | 31 | -85% | 7,129 | 18% | 23,861 | 33% | 9,579 | 25% | 4,597 | 58% | 146,576 | 26% | | |
| | FY2015 | 29,723 | | 18,757 | | 27,644 | | 3,074 | | 1,963 | | 202 | | 6,032 | | 17,914 | | 7,659 | | 2,914 | | 115,882 | | | |
| COMMUNITY USE OF MEETING ROOMS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bookings | FY2016 | 483 | 1% | 1,406 | 27% | 274 | 25% | 50 | -4% | 22 | | | | 360 | -24% | 675 | -11% | 28 | -28% | | | 3,298 | 1% | | |
| | FY2015 | 477 | | 1,108 | | 219 | | 52 | | 145 | | | | 473 | | 762 | | 39 | | | | 3,275 | | | |
| Attendance | FY2016 | 8,134 | -12% | 16,625 | 7% | 4,223 | 31% | 426 | -6% | 153 | | | | 3,100 | -4% | 9,463 | -19% | 400 | -50% | | | 42,524 | -5% | | |
| | FY2015 | 9,291 | | 15,571 | | 3,217 | | 452 | | 451 | | | | 3,232 | | 11,705 | | 793 | | | | 44,712 | | | |
| PUBLIC COMPUTER USE | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet Sessions | FY2016 | 20,430 | -18% | 27,998 | -21% | 36,255 | -8% | 3,347 | -1% | 4,217 | -28% | | | 11,695 | 2% | 49,131 | -39% | 15,010 | -25% | | | 168,083 | -24% | | |
| | FY2015 | 24,907 | | 35,623 | | 39,406 | | 3,382 | | 5,848 | | | | 11,418 | | 80,384 | | 19,884 | | | | 220,852 | | | |
| Wi-Fi Sessions | FY2016 | 24,660 | 9% | 26,233 | 13% | 34,907 | 35% | 2,770 | 40% | 4,113 | 4% | | | 7,659 | 22% | 31,450 | 23% | 6,543 | 16% | | | 138,335 | 20% | | |
| | FY2015 | 22,658 | | 23,260 | | 25,886 | | 1,984 | | 3,956 | | | | 6,283 | | 25,484 | | 5,659 | | | | 115,170 | | | |
| VOLUNTEERS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Volunteer Hours | FY2016 | 4,167 | -4% | 3,175 | 36% | 3,532 | 23% | 479 | 26% | 207 | -11% | 140 | 35% | 913 | 107% | 2,623 | -23% | 1,247 | -10% | | | 16,482 | 7% | | |
| | FY2015 | 4,324 | | 2,326 | | 2,878 | | 379 | | 232 | | 104 | | 442 | | 3,396 | | 1,378 | | | | 15,459 | | | |
| | | ASHBURN | CASCADES | GUM SPRING | LOVETTSTVILLE | MIDDLEBURG | OUTREACH | PURCELLVILLE | RUST | STERLING | ADMIN | SYSTEM TOTAL | | | | | | | | | | | | | |

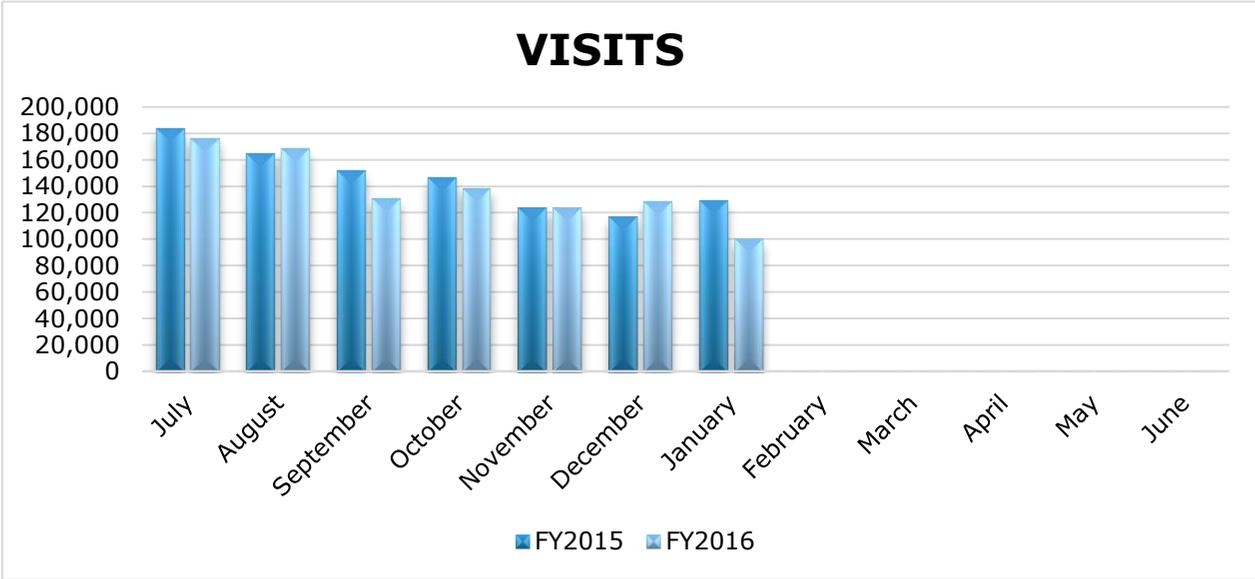
| SYSTEMWIDE ONLINE SERVICES | | | |
|----------------------------|--------|-----------|------|
| Electronic Resources | FY2016 | 484,818 | -1% |
| | FY2015 | 487,564 | |
| Downloadables | FY2016 | 287,802 | 28% |
| | FY2015 | 224,320 | |
| Visits to Webpage | FY2016 | 817,788 | -4% |
| | FY2015 | 849,329 | |
| Library Catalog Use | FY2016 | 2,780,509 | -6% |
| | FY2015 | 2,951,683 | |
| Online Hold Requests | FY2016 | 326,480 | -6% |
| | FY2015 | 347,460 | |
| Online Renewals | FY2016 | 1,093,211 | -1% |
| | FY2015 | 1,106,496 | |
| Phone Renewals | FY2016 | 32,826 | -25% |
| | FY2015 | 43,909 | |
| Suggest A Title | FY2016 | 3,234 | 12% |
| | FY2015 | 2,889 | |
| Interlibrary Loans | FY2016 | 3,723 | 4% |
| | FY2015 | 3,591 | |

| REVENUE AND FINES | | | |
|---------------------------|--------|------------------|------|
| Overdue Fines | FY2016 | \$156,834 | -8% |
| | FY2015 | \$170,180 | |
| Community Room Rental | FY2016 | \$1,530 | 5% |
| | FY2015 | \$1,460 | |
| Printing | FY2016 | \$24,381 | -6% |
| | FY2015 | \$25,891 | |
| Interlibrary Loans | FY2016 | \$1,722 | -17% |
| | FY2015 | \$2,064 | |
| Lost or Damaged Materials | FY2016 | \$19,954 | -11% |
| | FY2015 | \$22,399 | |
| Total Revenues | FY2016 | \$204,421 | -8% |
| | FY2015 | \$221,994 | |

LOUDOUN COUNTY PUBLIC LIBRARY

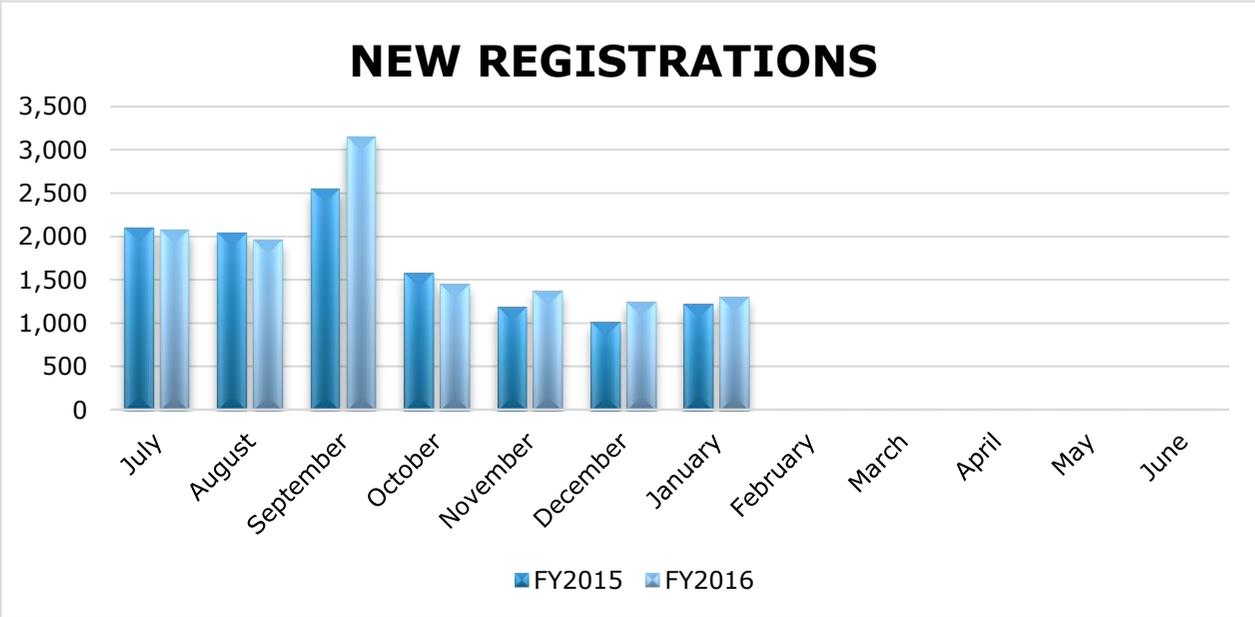
TOTAL VISITS

| 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 | 116,604 | 127,810 | 10% |
| January | 128,969 | 100,198 | -22% |
| February | - | - | - |
| March | - | - | - |
| April | - | - | - |
| May | - | - | - |
| June | - | - | - |
| Total | 1,014,231 | 964,912 | -5% |



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 | 1,012 | 1,247 | 23% |
| January | 1,219 | 1,300 | 7% |
| February | - | - | - |
| March | - | - | - |
| April | - | - | - |
| May | - | - | - |
| June | - | - | - |
| Total | 11,687 | 12,552 | 7% |



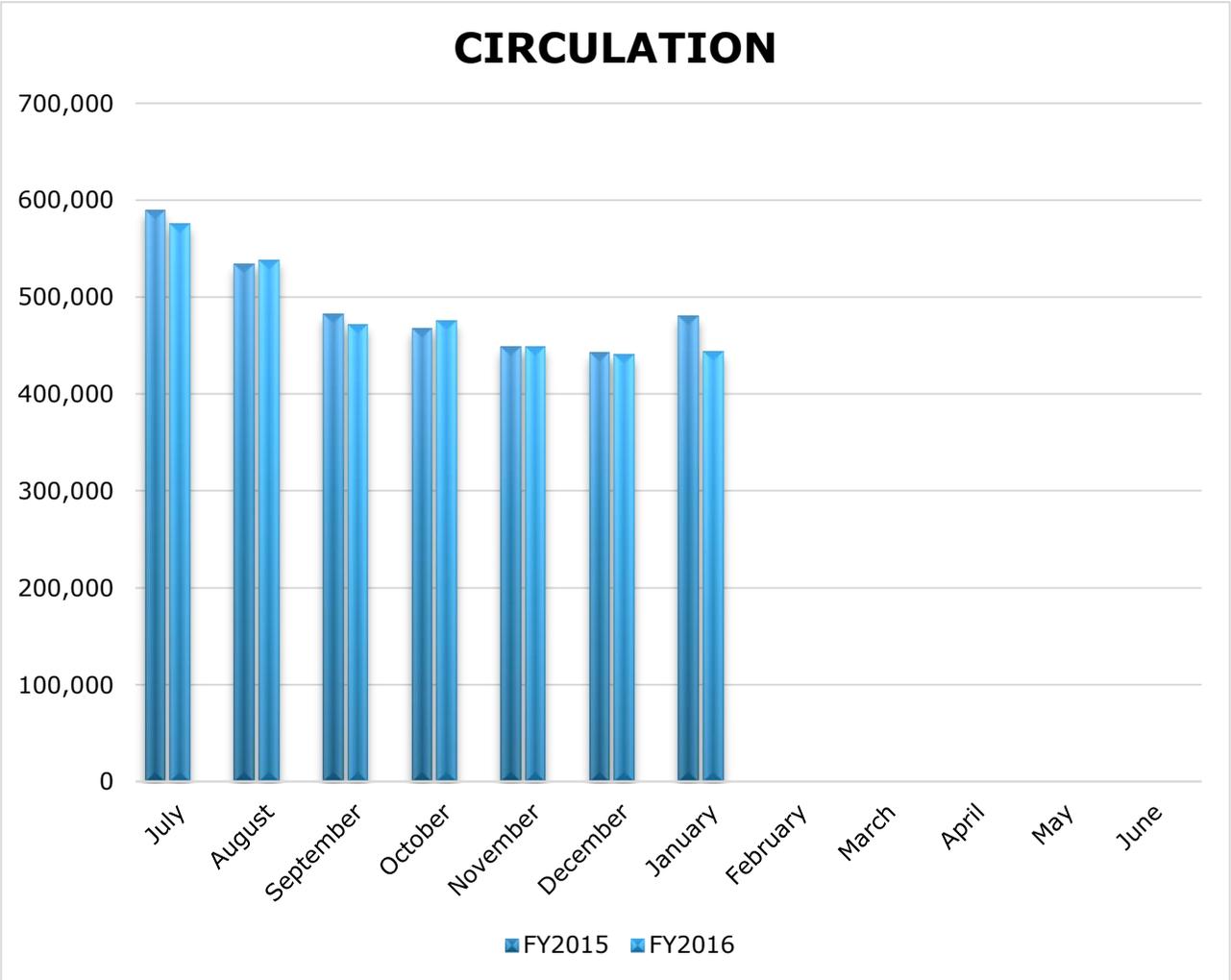
LOUDOUN COUNTY PUBLIC LIBRARY



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 | 442,506 | 440,302 | 0% |
| January | 480,332 | 443,585 | -8% |
| February | - | - | - |
| March | - | - | - |
| April | - | - | - |
| May | - | - | - |
| June | - | - | - |
| Total | 3,443,655 | 3,393,764 | -1% |

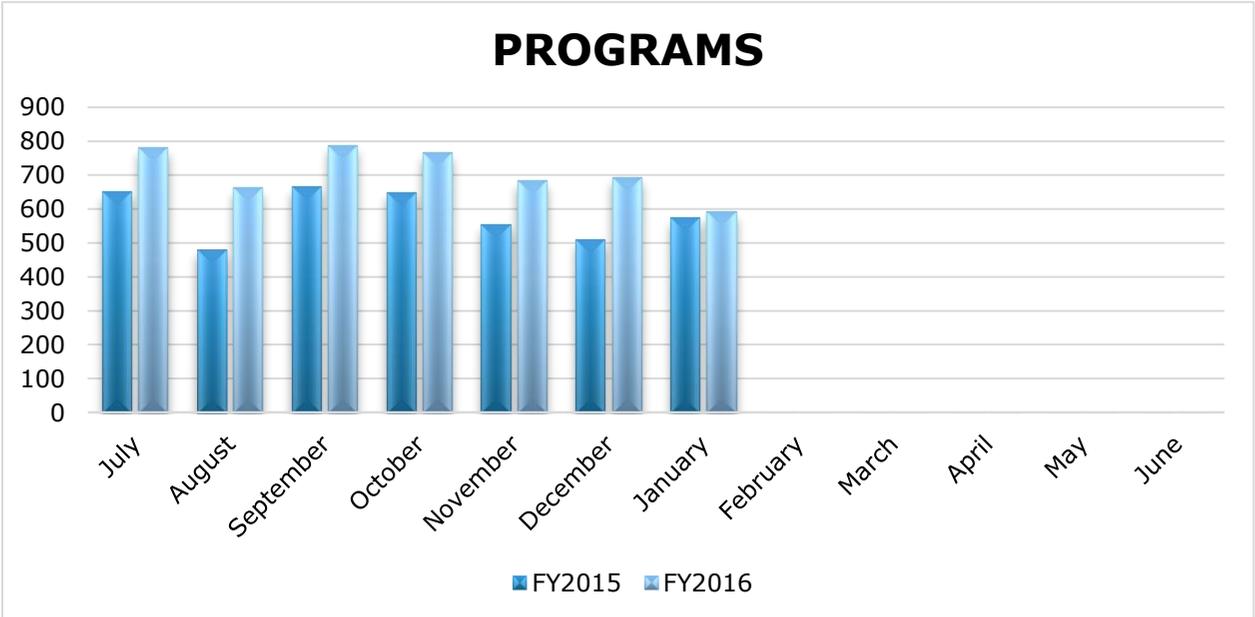
Note: Circulation includes electronic downloadables



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 | 508 | 694 | 37% |
| January | 573 | 592 | 3% |
| February | - | - | |
| March | - | - | |
| April | - | - | |
| May | - | - | |
| June | - | - | |
| Total | 4,078 | 4,965 | 22% |



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 | 11,676 | 17,392 | 49% |
| January | 12,809 | 14,221 | 11% |
| February | - | - | |
| March | - | - | |
| April | - | - | |
| May | - | - | |
| June | - | - | |
| Total | 115,730 | 146,576 | 27% |

