

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting September 20, 2023

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

July 19, 2023 LBOT Meeting

AGENDA CHANGES

REPORTS

Annual Budget Report:

Finance and Budget Manager Nan Paek

Annual Personnel Report:

HR Administrative Manager Cheryl Granger

Director's Report:

Library Director Chang Liu

Committee Reports:

LBOT Chair Christina Olorunda

Strategic Plan Update

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 LBOT Retreat Date

II 02 Annual Review of LBOT By-Laws and Rules of Order

II 03 Review of LCPL Fees Policy

ACTION ITEM:

AI 01 Approval of LBOT Retreat Date

AI 02 Approval of LBOT By-Laws and Rules of Order

AI 03 Approval of LCPL Fees Policy

CLOSED EXECUTIVE SESSION (if needed)

ADJOURNMENT

DATE & TIME: September 20, 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

July 19, 2023

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday, July 19, 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
 Christine Newton
 Chang Liu, Director
 Monica Spells, Assistant County Administrator

Absent

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:02 p.m. and called for a moment of silence.

II. PUBLIC COMMENT

Chair Olorunda recognized Matt Chwalowski for public comment.

III. BOARD COMMENT

Chair Olorunda shared that former Trustee Martinez reached her four-year term and had decided against seeking a second term. She wished Trustee Martinez well and thanked her for her service to the board, the library, and the community.

Trustee Colucci commented on how impressed she was with the Loudoun County Public Library (LCPL) branch monthly reports and was gratified to read about LBOT Mission Award recipients. Trustee Colucci shared that she was struck by the extent of collaboration between the library branches to meet the needs of the community.

Trustee Newton expressed special thanks to LBOT Secretary Manisha Adhikari for her work making the LBOT Mission Awards event a success. Trustee Newton complimented the responsiveness of the libraries to the needs of the community. She expressed concern about a decrease in print circulation, and pointed out that LCPL is focusing on the full spectrum of services that the community wants to see in the library.

Trustee Daly noted her appreciation for an uptick in programming for teens and reluctant readers.

Trustee Mercer urged attendees to encourage qualified people to apply for the at-Large and Catocin District seats on the Board.

Vice Chair Boyajian shared that the recent Director's report had prompted consideration of how the Library has transformed, and that the Library serves as a community hub providing resources that better people's lives. She highlighted Library Assistants Karen Warner and Laura Ogelman at Middleburg Library who helped customers with a genealogy project, Purcellville Library Assistants Megan Arlett and Sierra Armstrong who helped a patron with printing urgent documents for a court case past closing time, and Purcellville Children's Librarian Alexandra Heidler who helped someone get a new library card after a house fire and pointed them to Freegal resources to help them rebuild their lost music library. She also noted that Brambleton Library Assistant Nichole Thornton had helped a reluctant reader fall in love with reading while he was there for summer camp.

Trustee Kuhn echoed all of the sentiments of the Trustees and reflected on the vision of a library as a community hub with transformative services for everyone. She also echoed the special thanks to LBOT Secretary Adhikari for her leadership and efforts organizing the first annual LBOT Mission Awards.

Chair Olorunda thanked all LCPL staff for their customer-facing and behind-the-scenes work, and noted that all of the work done is meaningful.

IV. DIRECTOR COMMENT

Director Liu thanked the Trustees for their steadfast support and guidance and introduced two staff members: Tina Reid as the new Branch Manager of Middleburg Library, and David Suárez, Head of Children's Services at Cascades Library.

Director Liu also highlighted the many stay-interviews she is conducting. She shared that the interviews have been heartwarming and inspiring. She noted that she attended a training session on Power BI with IT Analyst Stephanie O'Rourke, and shared that starting in August, monthly statistical updates will be sent to all staff. Director Liu also attended a training entitled Equity Clinic: Incorporating Equity in the Budget provided by the Loudoun County Office of Equity and Inclusion.

Director Liu reported that she led the first of four sessions of Staffing for Excellence training to LCPL staff, which covers hiring procedures and guidance for finding the right fit in the hiring and recruiting process.

V. AGENDA CHANGES

None.

VI. READING AND APPROVAL OF MINUTES

Trustee Colucci moved to approve the June LBOT meeting minutes. Trustee Kuhn seconded the motion.

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

VII. REPORTS

Division Manager for Branch Services Sydney McCoy and Training Coordinator Jennifer DesRoberts provided reports on the Branch Services Division and Training. The reports were received by the LBOT Secretary and placed on file.

VIII. DIRECTOR'S REPORT

Director Liu provided the Director's report for June 2023. The report was received by the LBOT Secretary and placed on file. (After the meeting, staff noticed an error in the report as presented at the LBOT meeting. The report was later corrected, and an updated report was shared with all staff and Trustees and filed with the LBOT Secretary.)

IX. COMMITTEE REPORTS

Chair Olorunda made committee appointments for 2023-2024 year:

Nomination Committee: Trustee Kuhn

LBOT Annual Review Committee: Trustees Daly and Kuhn, LBOT Secretary Adhikari, Training Coordinator DesRoberts

Governance Committee: Vice Chair Boyajian and Trustee Colucci

Facilities Committee: Chair Olorunda and Trustee Newton, Director Liu, Deputy Director Michael Van Campen, Finance and Budget Manager Nan Paek, Division Manager for Branch Services Sydney McCoy, and Brambleton Library Branch Manager Christine Thompson

Budget Committee: Chair Olorunda and Trustee Mercer, and the LCPL Senior Leadership Team

Executive Committee: Chair Olorunda and Vice Chair Boyajian

Chair Olorunda provided a recap of LCPL-related items in the CIP, including renovation of Cascades Library, a new Western Loudoun branch (in addition to the Purcellville Library), and a "STEM" library serving as a placeholder for a full-service library. Director Liu noted that the Law Library will soon be moving into the renovated Valley Bank Building. LCPL staff are also working with County staff to add Ashburn Library renovations and Purcellville Library renovations into future years of the CIP.

X. STRATEGIC PLAN UPDATE

Deputy Director Van Campen highlighted the purchase of 3 additional Lib Cabinets (also referred to as "book vending machines") which are expected to arrive in mid-August and will be located at the Lucketts, Bluemont, and Claude Moore community centers.

XI. INFORMATION ITEMS

II 01 FY 2023 and FY 2024 Budget Update

Finance and Budget Manager Paek shared that FY24 budget is open. She also noted that the budget for LCPL Makerspace Services will be centralized under the Technology Services Division.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger shared a staffing update, including Tina Reid's promotion to Branch Manager, the hire of Jenna Wolf as Head of

Circulation at Rust Library and new Children's Librarian at Rust Tiana Page. She also recognized LCPL Library Assistant Christyna Hunter on her departure from the County.

Human Resources Administrative Manager Granger also announced that Collection Development Assistant Debra Robertson will be retiring in September after a long career with LCPL. Chair Olorunda thanked Human Resources Administrative Manager Granger for her tireless work on hiring and recruiting.

II 03 LBOT Retreat Date

Chair Olorunda shared the potential dates for an LBOT Retreat in October.

II 04 Review of LCPL Fees Policy

Deputy Director Van Campen highlighted suggested changes to policy including one regarding fee waivers. He noted that if it is approved, procedures would be put in place to quantify and clarify the fee waiver process. He also highlighted the removal of references to Thomas Balch Library as LCPL no longer assists with their cataloguing, and an additional proposal to remove fees for inter-library loan (ILL) requests.

Division Manager for Collection Management Services Jessica West explained the ILL process and shared that some surrounding jurisdictions do not charge a fee while others charge \$3.00 - \$5.00. She shared that presently the fee serves as a barrier to equitable access to ILL services. Division Manager West also noted that in Fiscal Year 2022 LCPL took in just over \$1,000.00 in ILL fees.

Director Liu noted that Loudoun County Finance and Budget Department staff confirmed that because the monetary amount associated with the fee is minimal, the LBOT would not have to seek the Loudoun County Board of Supervisors' approval for the decision.

II 05 Annual Review of LBOT By-Laws and Rules of Order

After comparing the County template for Advisory Board By-Laws to the LBOT By-Laws, Vice Chair Boyajian suggested the following proposed changes:

Regarding LBOT Rules of Order section V. "Recordkeeping." The proposed language is as follows: "Each Library Board of Trustees meeting will have summary minutes reflecting the actions and recommendations of the LBOT and Staff shall ensure the minutes are forwarded to all members within thirty (30) days of a meeting and, once approved by the LBOT properly posted on the County's website." This is current practice that would be codified.

Vice Chair Boyajian proposed adding an item regarding cancellations of meetings for inclement weather. The proposed language is as follows: "In accordance with the Board of Supervisors Inclement Weather Policy for Advisory Boards, Commissions, and Committees, any regular or special meeting of the Library Board of Trustees meeting scheduled to be held on a day that Loudoun County Public Schools are closed due to inclement weather shall be canceled. When the Loudoun County government is closed because of inclement weather, all LBOT meetings are also canceled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting and properly noticed."

Vice Chair Boyajian proposed modification of the Rules of Order Section IV, "Meetings of the Board," Item 1. The proposed language is as follows: "The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, ~~and~~ on the Library website, on the County Government Calendar, and on the County's website at least three business days in advance of the meeting." This is current practice that would be codified.

Trustee Mercer inquired about the definition of the role of the LBOT Administrative Secretary as the position is mentioned once under Recordkeeping and is not defined elsewhere in the bylaws. Assistant County Attorney Sherwood recommended including this definition under Article 6 regarding Library Director and staff. Vice Chair Boyajian and Trustee Colucci will meet to decide what to propose to change regarding this section.

XII. CLOSED SESSION

At 8:56 p.m., Chair Olorunda moved that the LBOT recess the public meeting and enter closed session pursuant to the Code of Virginia § 2.2-3711 (A) (1) and (A)(7) of the Code of Virginia. The purpose of the closed session is to consider a personnel matter involving the performance of a specific employee of the LBOT and consult with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Trustee Kuhn seconded the motion.

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

Chair Olorunda moved 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.

Trustee Mercer seconded the motion.

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

Resolution Certifying Closed Session:

Whereas, the Loudoun County Public Library Board of Trustees has this 19th day of July, 2023 convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Library Board of Trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(* Any member of the public body who believes that there was a departure from the requirements of clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.)

Chair Olorunda moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Trustee Mercer seconded the motion.

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

XIII. ADJOURNMENT

The meeting was adjourned at 9:42 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 September 2023

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 LBOT Retreat Date

SUBJECT:	LBOT Retreat
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	September 20, 2023
RECOMMENDATION:	Chair Olorunda and Director Liu would like to know when a good time for the LBOT would be to have a retreat during October 2023. Most Trustees have suggested that Saturday, October 28 th would work the best.
BACKGROUND	The LBOT usually holds a retreat in the fall for continuing education and planning purposes, where in-depth discussions could take place.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1102 Annual Review of LBOT By-Laws and Rules of Order

SUBJECT:	Annual Review of LBOT By-Laws and Rules of Order
CONTACT:	Chair Christina Olorunda and Vice Chair Alana Boyajian
ACTION DATE:	September 20, 2023
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews LBOT By-Laws and Rules of Order to make necessary updates and revisions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LBOT By-Laws and Rules of Order and amended Rules of Order
NOTES:	
ACTION TAKEN:	

**Loudoun County Public Library Board of Trustees
BY-LAWS**

Revised and Approved 9/21/2022

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**Loudoun County Public Library Board of Trustees
BY-LAWS**

ARTICLE I: NAME

The name of the Board shall be Loudoun County Public Library Board of Trustees, existing by virtue of the provisions of Code of Virginia 42.1-35 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: TERMS OF MEMBERSHIP

All members of the Board of Trustees shall be appointed for terms of four years by the Loudoun County Board of Supervisors. Terms shall run from July 1 through June 30. Board members may serve a maximum of two consecutive terms. Immediately prior to appointment to a four-year term, members may also fill the remaining portion of an unexpired term. Trustees may be removed from office by the Loudoun County Board of Supervisors in accordance with the Code of Virginia 42.1-35.

ARTICLE III: CONFLICT OF INTEREST

Trustees should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations, or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a Chair and a Vice Chair, elected from among the appointed trustees at the annual meeting of the Board in June.

Section 2. A nominating committee shall be appointed by the Chair and will present a slate of officers at the June annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the July meeting after they are elected until their successors are duly elected. Officers may be re-elected.

Section 4: The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Loudoun County Public Library Board of Trustees BY-LAWS

Section 6. In the event of a vacancy in either office for a period of three months or longer, a special election will be held to fill the position for the remainder of the term.

ARTICLE V: MEETINGS

Section 1. Regular meetings shall be held monthly, pursuant to a schedule set by the Board. The Board shall have at least nine regular meetings per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business and conduct of regular meetings shall be in accordance with the Rules of Order of the Loudoun County Public Library Board of Trustees.

Section 4: Special meetings may be called by the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board.

Section 6: Remote participation in regular meetings by Trustees shall be in accordance with the Remote Participation Policy of the Loudoun County Public Library Board of Trustees.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall recommend to the Board the appointment of and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff for the care and maintenance of library property, for an adequate and proper selection of books and other library resources in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The director shall make monthly reports to the Board.

ARTICLE VII: COMMITTEES

Section 1. The Chair may appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. Each such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

**Loudoun County Public Library Board of Trustees
BY-LAWS**

ARTICLE VIII: GENERAL

Section 1. An affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon any proposal before the Board.

Section 2. The by-laws may be amended by a two-thirds majority vote of all members of the Board present and voting, provided written notice of the proposed amendment shall have been sent to all members at least seven days prior to the meeting at which such action is proposed to be taken.

ARTICLE IX: GENERAL DUTIES OF THE LIBRARY BOARD

- A. To secure adequate funds from private and public sources.
- B. To hire a capable, trained director.
- C. To determine library policies.
- D. To approve expenditures of library funds.
- E. To receive gifts to the library.
- F. To attend Board meetings regularly. Absence from more than three regular meetings in a 12-month period may serve as a basis for recommending removal of a trustee from the board.

It shall be in the general interest of the Library Board members to:

- G. Uphold the integrity of the Library and perform their duties impartially and diligently.
- H. Respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- I. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- J. Become familiar with the state and federal aid programs and with state and national library standards.
- K. Become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- L. Support the library's service program in daily contacts with the public at large.
- M. Attend and participate in special programs relating to Trustee development, including orientation and workshops.
- N. Encourage private funding in addition to public funding.

Revision approved:
9/21/2022

**Loudoun County Public Library Board of Trustees
RULES OF ORDER**

Revised and approved: 9/21/2022

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Loudoun County Public Library Board of Trustees
RULES OF ORDER

I. DUTIES OF THE CHAIR, VICE CHAIR

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director, and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

II. ORDER OF BUSINESS AT BUSINESS MEETINGS

The order of business of the Board shall be as follows:

1. CALL TO ORDER -7:00 p.m.
2. MOMENT OF SILENCE
3. PROCLAMATIONS AND RESOLUTIONS OF APPRECIATION
4. COMMENTS
 - Public Comment
 - Board Comment
 - Director's Comment
5. AGENDA CHANGES
6. MINUTES APPROVAL
7. REPORTS
 - Branch Library Report: Library Branch (Librarian)
 - Friends Group Report: Advisory Board Representative
 - Director's Report
 - Committee Reports
8. INFORMATION ITEMS
9. ACTION ITEMS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

Loudoun County Public Library Board of Trustees

RULES OF ORDER

The Board shall attempt, in all good faith, to confine the meeting time to three hours. New items will not be introduced for discussion after 9:55 p.m.

III. GENERAL RULES GOVERNING PLACING ITEMS ON THE BOARD AGENDA

1. Trustees shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee at the same time that it is distributed to the news media.
4. Revised agendas shall be promptly sent to each Trustee and the news media.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. When Board packets are prepared, a copy of the agenda and the packet shall be made available for review by the public at the Library Administration Office and on the Library website.

IV. MEETINGS OF THE BOARD

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website.
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July 1 of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.

V. RECORDKEEPING

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary. Minutes shall be a summation of the public hearings and public meetings.

VI. AMENDMENTS TO RULES OF ORDER

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five-minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.
10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of other Trustees.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

Revised and approved: 9/21/2022

Updated: 9/20/2023

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Loudoun County Public Library Board of Trustees
RULES OF ORDER

I. DUTIES OF THE CHAIR, VICE CHAIR

1. The Chair shall preside at meetings and public hearings, call the same to order, and enforce these rules of order.
2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for enforcement of the time rule.
3. In the absence of both the Chair and Vice Chair, the Board shall elect a temporary chair.
4. The Chair shall decide all questions of order, subject to an appeal from any Trustee of the Board, on which appeal no Trustee shall speak more than once, unless by unanimous consent of the Board.
5. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with Trustees of the Board and the Library Director, and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion. Inclusion of a Moment of Silence is at the discretion of the Chair.
6. The Chair shall appoint committees as needed.

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Loudoun County Public Library Board of Trustees

RULES OF ORDER

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2. The agenda for Board meetings shall be set by the Board Chair two weeks prior to a regularly scheduled Board meeting.
3. A copy of the agenda shall be sent to each Trustee at the same time that it is distributed to the news media.
4. Revised agendas shall be promptly sent to each Trustee and the news media.
5. Agenda items may be placed on the agenda by staff or individual Trustees, only with approval of the Chair.
6. Staff and Trustees may request amendments to the agenda during a regular meeting during the portion designated to agenda changes.
7. When Board packets are prepared, a copy of the agenda and the packet shall be made available for review by the public at the Library Administration Office and on the Library website.

IV. MEETINGS OF THE BOARD

1. The Board shall conduct public meetings pursuant to a schedule and at a location set by the Board by December of the preceding calendar year. The schedule and locations shall be posted at the Library Administration building, at Rust Library, and on the Library website, **on the County government calendar, and on the County's website at least three (3) working days in advance of the meeting.**
2. The Board may, by resolution, provide for special and additional meetings or public hearings; and all regular, special and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice.
3. Each year, beginning in January, the Board shall conduct a review of all library policies. Proposed amendments will be discussed in work sessions with action being taken at a subsequent monthly meeting and implementation effective on July 1 of the following fiscal year.
4. All Board meetings shall be conducted according to Robert's Rules of Order. The Vice Chair shall serve as the parliamentarian.
5. **When the Director or designee, in accordance with Library policy, working with Loudoun County Government Administration, determines the closing of the Library system due to weather, maintenance, or safety-related concerns, all scheduled Board meetings for that day or period of time will be cancelled.**

Loudoun County Public Library Board of Trustees
RULES OF ORDER

V. RECORDKEEPING

1. The official record of Board meetings and public hearings shall be the approved minutes of the meeting kept by the Administrative Secretary. Minutes shall be a summation of the public hearings and public meetings.

Recommend no update because this section addresses approved minutes. Draft minutes are part of each Board packet and the approval process occurs during each Board meeting.

VI. AMENDMENTS TO RULES OF ORDER

These Rules of Order may be suspended, amended or repealed by a majority of the Board.

VII. RULES OF ORDER FOR PUBLIC COMMENTS AND PUBLIC HEARINGS

It is the purpose and objective of the Library Board of Trustees to give each citizen an opportunity to express his/her views during the public comment section of the regular meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the staff, it is the desire of the Board to hear from the public and, therefore, staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Library Board of Trustees, as follows:

1. Staff presentation will be in accord with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing, only summary and/or new information should be presented.
2. Each speaker will have up to five minutes available whether speaking as an individual or a representative of any group or organization. Unless instructed by a majority of those present and voting of the Board to do otherwise, the Chair shall enforce the five-minute rule.
3. Order of speakers will be determined on first register, first speak basis, or as recognized by the chair.
4. Registration will be taken by the Administrative Secretary and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
5. Speakers will be limited to a presentation of their points of view except that questions of clarification may be entertained by the Chair.
6. Debate is prohibited.
7. All comments will be directed to the Board as a body.
8. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
9. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial public hearing will be the first to speak at the continued hearing.

Loudoun County Public Library Board of Trustees
RULES OF ORDER

10. Trustees will be limited to asking questions dealing with clarification of statements made by speakers or staff and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Trustee will be permitted five minutes total for questions and answers. Trustees requiring additional information or answers should seek them on his or her own time and not take the time of other Trustees.
11. It shall be Board policy not to vote on matters appearing on a formal public hearing at the time of the public hearing, the item being placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a public hearing. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.
12. Speakers are requested to leave written statements and/or comments with the Administrative Secretary, when appropriate.
13. Individuals purporting to speak for an organized group shall file with the Administrative Secretary a copy of the Resolution of such Board authorizing their presentation.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Review of LCPL Fees Policy

SUBJECT:	Review of LCPL Fees Policy
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	September 20, 2023
RECOMMENDATION:	
BACKGROUND:	The LBOT annually reviews LCPL's policies to make necessary updates and revisions. This year, staff recommend some changes to the Fees Policy to improve customers' access to library services.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Fees Policy - FY 2024 Draft Update
NOTES:	
ACTION TAKEN:	

4. Fees

The Library Board of Trustees (LBOT) will approve all fees, as referenced in the Schedule of Fees below. The LBOT authorizes the Library Director to develop procedures for staff to waive fees for customers due to extenuating circumstances beyond the control of the customer.

Schedule of Fees

Item	Cost
Lost or Damaged Items	List price per item
Printing	\$0.10 per page for black and white \$0.25 per page for color
Interlibrary Loans (ILL)	LCPL does not charge a fee; customers are responsible for any fees assessed by lending institutions.
Makerspace Supplies	Material cost (prices may fluctuate)
Passport Services	\$35 execution fee \$15 per photo

Effective June 16, 2021

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: **AI01 Approval of LBOT Retreat Date**

SUBJECT:	Approval of LBOT Retreat Date
CONTACT:	Chair Christina Olorunda
ACTION DATE:	September 20, 2023
RECOMMENDATION:	Trustees are to vote for the approval of October 28 th , 2023 as the LBOT retreat date.
BACKGROUND	At least once a year, the LBOT holds a retreat to have in-depth discussions, training, and/or strategic planning sessions.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the retreat date to be Saturday, October 28, 2023.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Approval of LBOT By-Laws and Rules of Order

SUBJECT:	Approval of LBOT By-Laws and Rules of Order
CONTACT:	Chair Christina Olorunda and Vice Chair Alana Boyajian
ACTION DATE:	September 20, 2023
RECOMMENDATION:	
BACKGROUND	Annually the Trustees review the LBOT By-Laws and Rules of Order and make revisions if necessary.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the LBOT By-Laws and Rules of Order as presented to the Library Board of Trustees. Or: I move to approve the LBOT By-Laws and Rules of Order with the following amendments.
ATTACHMENTS:	LBOT By-Laws and Rules of Order and amended Rules of Order
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI03 Approval of LCPL Fees Policy

SUBJECT:	Approval of LCPL Fees Policy
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	September 20, 2023
RECOMMENDATION:	
BACKGROUND	The Trustees review the LCPL Policies annually and make revisions as necessary. This year, the staff are recommending some changes to the Library's Fees Policy in order to allow more customers to access library services.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the LCPL Fees Policy as presented to the Library Board of Trustees. Or: I move to approve the LCPL Fees Policy with the following amendments.
ATTACHMENTS:	LCPL Fees Policy
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

7/31/2023

Irwin Uran Trust Fund	\$ 88,342.65	LGIP*	5.319%
Symington Trust Fund	\$ 91,000.41	LGIP*	5.319%
		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	\$ 4,657,953.69		
James Horton Trust Fund	\$ 32,793.82	LGIP*	5.319%

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ 389.85	\$ 88,342.65	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY24

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ 401.58	\$ -	\$ 4,657,953.69	

*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		John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31		FVC Bank	3/18/2020	3/18/2025	1.242%
\$ 851,824.65		FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35		Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 945,506.96		Bank of Charles Town	3/31/2023	3/31/2024	5.290%
\$ 4,566,953.28					

Library Trust Funds Holdings

8/31/2023

Irwin Uran Trust Fund	\$ 88,742.84	LGIP*	5.436%	
Symington Trust Fund	\$ 91,412.64	LGIP* 5.436%		
		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	\$ 4,658,365.92			
James Horton Trust Fund	\$ 32,942.38	LGIP*	5.436%	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ 790.04	\$ 88,742.84	

*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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 293.28	\$ 32,942.38	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY24

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.438%
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
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	\$ 813.81	\$ -	\$ 4,658,365.92	

*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	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.242%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 1,014,309.35	Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 945,506.96	Bank of Charles Town	3/31/2023	3/31/2024	5.290%
\$ 4,566,953.28				