

Loudoun County Public Library Board of Trustees

AGENDA: *Monthly Meeting for July 2021*

NOTICE OF ELECTRONIC MEETING: Due to the ongoing COVID-19 Pandemic, Library Board of Trustees (LBOT) meeting will be conducted as an Electronic Meeting pursuant to the Continuity Ordinance adopted by the Board of Supervisors on March 16, 2021. Members of the public are strongly encouraged to view and participate in the LBOT meeting by electronic or other means, in furtherance of the Governor's Executive Orders and social distancing directives. To learn more about participating remotely in this meeting, visit <https://www.loudoun.gov/remoteparticipation>.

Electronic/call-in public input: To sign up for electronic public input, contact the Library at communications@library.loudoun.gov or call 703-737-8468 no later than noon, July 21, 2021. Instructions will be provided to individuals who sign up for electronic public input prior to the LBOT Meeting.

The Conference Room, Library Administration Building, 102 North Street NW Suite A Leesburg VA 20176 remains open for members of the public who wish to view the meeting in person.

RESOLUTION

TO CONDUCT AN ELECTRONIC MEETING UNDER THE READOPTED CONTINUITY OF GOVERNMENT ORDINANCE

WHEREAS, the COVID-19 pandemic constitutes a real and substantial threat to public health, safety and welfare; and

WHEREAS, the COVID-19 pandemic constitutes a disaster as defined in Virginia Code Section 44.146.16; and

WHEREAS, on March 16, 2021, the Board of Supervisors readopted a continuity of government ordinance pursuant to Virginia Code Section 15.2-1413.

NOW, THEREFORE, BE IT RESOLVED that the Library Board of Trustees (LBOT) is conducting the Wednesday, July 21, 2021, LBOT meeting as an electronic meeting pursuant to the readopted continuity of government ordinance and hereby certifies that all items on the Agenda for this meeting are necessary or appropriate to ensure the continuity of government during the COVID-19 pandemic disaster.

Christina Olorunda
Chair, Library Board of Trustees

ATTEST:

Manisha Adhikari
Secretary, Library Board of Trustees

Adopted by the Library Board of Trustees of Loudoun County, Virginia, this 21st day of July, 2021.

DATE & TIME: July 21, 2021 at 7:00 p.m.

LOCATION: 102 North Street NW Suite A 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

AGENDA: *Monthly Meeting for July 2021*

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

June 2021 Meeting Minutes

REPORTS

Law Library:	Branch Manager Alice Zent
Friends of Law Library:	President Denis Cotter
Director's Report:	Library Director Chang Liu

INFORMATION ITEMS

- I 01** FY 2022 LBOT Retreat
- I 02** LCPL FY2022 Budget Update
- I 03** Staffing Update
- I 04** Security Cameras in LCPL Branches
- I 05** Library Hours

ACTION ITEMS

- AI 01** Approval of LCPL's Privacy Policy

Closed Executive Session (if needed)

ADJOURNMENT

Remote access via WebEx for the Library Board of Trustees Meeting

LCPL Library Board of Trustees Meeting
July 21, 2021 @ 7:00 PM

Event Address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=e93687cca7d2c50a9931cd466c33f4b4a>
Password: LBOT

Telephone Access
Call 1-844-992-4726
Enter access code: 179 075 3788#

DATE & TIME: July 21, 2021 at 7:00 p.m.

LOCATION: 102 North Street NW Suite A 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

June 16, 2021

The Library Board of Trustees (LBOT) met Wednesday, June 16, 2021 at 7:04 PM. The Chair and Secretary were present.

Present Christina Olorunda, Chair
 Walter Purnell, Vice Chair
 Alana Boyajian
 Kathleen Kuhn
 Christine Newton
 Sean Mallon
 Priscilla Martinez
 Chang Liu, Director

Absent Monti Mercer
 Sara Pensgard

I. **CALL TO ORDER**

Chair Olorunda read the resolution for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic. The resolution carried **7-0-0-2 (yes/abstained/no/not present)**.

Ms. Olorunda called the meeting to order at 7:08 PM and asked for a moment of silence.

II. **AGENDA CHANGES**

Ms. Olorunda asked if there were any agenda changes. There were none.

III. **PUBLIC COMMENT**

There was no public comment.

IV. **BOARD COMMENT**

Ms. Olorunda opened the floor for Board member comments.

Trustee Boyajian listed LCPL achievements in past few months and thanked the staff for their hard work.

Trustee Martinez thanked the staff for serving the communities during the pandemic.

Trustee Kuhn appreciated the innovative programs of LCPL and congratulated staff for receiving four NACo awards and being named one of America's Star Libraries for 2020 by *Library Journal*.

Trustee Newton congratulated Jacob Etter, Branch Manager of Lovettsville Library on his appointment as the Director of Amherst County Public Library

Trustee Mallon thanked everyone for his eight years on the LBOT and complimented all trustees and staff for their dedication to serving the community.

Ms. Olorunda thanked Mr. Mallon for his eight years of service to LBOT and read a resolution honoring him.

V. DIRECTOR'S COMMENTS

Ms. Liu thanked Mr. Mallon for his service to LCPL and especially his insights and expertise on the budget think tank.

VI. READING AND APPROVAL OF MINUTES

Ms. Olorunda requested a motion to approve the minutes of the May 2021 LBOT meeting.

Mr. Mallon moved to approve the minutes. The motion was seconded by Mr. Purnell.

The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

VII. REPORTS

Middleburg Library Branch Manager Sheila Whetzel gave an update for her branch. Alix Coolidge, President of the Middleburg Library Advisory Board, also gave a presentation. The reports were received and placed on file.

VIII. DIRECTOR'S REPORT

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

IX. INFORMATION ITEMS

II 01 LBOT Chair and Vice Chair Nomination

Mr. Mallon said that he received nominations for the Chair and Vice Chair positions. Ms. Olorunda thanked Mr. Mallon for serving as the nominating committee.

II 02 LCPL FY2022 Budget Update

Ms. Liu said staff who a received a satisfactory performance rating or higher will receive 3% raise in September 2021. She also announced LCPL will return \$2 million dollars in vacancy savings from the FY 2021 budget to the County. She also clarified that the security cameras being installed in the branches were paid for by LCPL.

II 03 Staffing Update

Ms. Liu referenced the email sent by Sydney McCoy, Division Manager of Branch Services, for the latest staffing changes.

II 04 Security Cameras in the Branches

Ms. Liu introduced Jim Reid, Loudoun County's Safety and Security Manager. Ms. Olorunda ask Mr. Reid to talk about the retention period of surveillance camera recordings. Mr. Reid said the retention period for the recording would be for no longer than 90 days.

Ms. Olorunda asked Mr. Reid discuss the issue with County Administration.

II 05 Collective Bargaining

Ms. Olorunda said the County is currently reviewing options for collective bargaining, and that the LBOT will find out how staff can participate.

ACTION ITEMS

AI 01 LBOT Chair and Vice Chair Election

Mr. Mallon presented the FY 2022 nominations for the Chair and Vice Chair. He nominated Ms. Olorunda for Chair and Mr. Purnell for Vice Chair.

Mr. Mallon moved to approve the nominations as presented. The motion was seconded by Ms. Kuhn.

The motion carried **6-1-0-2 (yes/abstained/no/not present)**.

AI 02 Approval of LCPL Policies

Ms. Liu presented the updated policies for approval.

Ms. Olorunda moved to approve the policies and Ms. Boyajian seconded the motion. The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

AI 03 Thomas Balch Library Contract

Ms. Liu shared that LCPL has a long-standing contract with Thomas Balch Library, which belongs to the Town of Leesburg. LCPL maintains a back-end computer system for Thomas Balch Library and catalogs some its materials for a fee. The contract is annually presented to LBOT for review and renewal.

Mr. Mallon moved to renew the contract for FY 2022. The motion was seconded by Mr. Purnell. The motion carried **6-1-0-2 (yes/abstained/no/not present)**.

AI 04 Collective Bargaining

Ms. Olorunda moved to request Carlos Teran, Assistant County Attorney, work with County Attorney Leo Rogers and Deputy County Attorney Missy Spring to determine if LCPL staff are eligible to collectively bargain with Loudoun County.

The motion was seconded by Ms. Kuhn. The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

CLOSED SESSION:

Motion for Convening Closed Session:

Chair Olorunda moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter Closed Session at 9:15 pm pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia. The purpose of the Closed Session is to consider a personnel matter involving salaries, performance, demotion, and/or firing of certain employees of the Loudoun County Public Library.

Vote: **7-0-0-2 (yes/abstained/no/not present)**

Motion to Adjourn Closed Session:

Ms. 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.

Vote: **7-0-0-2 (yes/abstained/no/not present)**

Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 16th day of June 2021 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.)

Vote: **7-0-0-2 (yes/abstained/no/not present)**

Motion to Certify Closed Session:

Ms. Olorunda moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting. Mr. Purnell seconded the motion.

Vote: **7-0-0-2 (yes/abstained/no/not present)**

Mr. Mallon read the decisions made during the closed session.

Mr. Mallon moved that Director Liu receive a raise concurring with the Loudoun County employees. Ms. Olorunda seconded the motion.

Vote: **7-0-0-2 (yes/abstained/no/not present)**

Mr. Mallon moved that Director Liu receive five (5) supplemental paid time off days. Mr. Purnell seconded the motion.

Vote: **6-1-0-2 (yes/abstained/no/not present)**

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation, or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711 (B)

ADJOURNMENT

Ms. Olorunda asked for a motion to adjourn the meeting.

Mr. Purnell moved to adjourn the meeting; Mr. Mallon seconded the motion.

The motion carried **7-0-0-2 (yes/abstained/no/not present)**.

ADJOURNMENT

The meeting was adjourned at 10:05 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in July 2021

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II01 FY 2022 LBOT Retreat

SUBJECT:	FY 2022 LBOT Retreat
CONTACT:	Chair Christina Olorunda and Director Liu
ACTION DATE:	July 21, 2021
RECOMMENDATION:	
BACKGROUND:	LBOT usually holds a retreat every year. The purpose of this item is to gauge trustees' interest in holding a retreat later this year.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 LCPL FY 2022 Budget Update

SUBJECT:	LCPL FY 2022 Budget Update
CONTACT:	Director Chang Liu
ACTION DATE:	July 21, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's FY2022 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	July 21, 2021
RECOMMENDATION:	Director Liu will provide an update on the Library's staffing situation.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II04 Security Cameras in LCPL Branches

SUBJECT:	Security Cameras in LCPL Branches
CONTACT:	Director Chang Liu and Mr. Jim Reid, Loudoun County Safety and Security Program Manager
ACTION DATE:	July 21, 2021
RECOMMENDATION:	Director Liu will provide an overview of the County's initiative to install cameras at the public entrances and public exits of all the library branches, except the Law Library. Trustees are invited to provide feedback on the Library's draft policy on privacy, and Department of General Services' proposed policy and procedures governing the cameras. See attached.
BACKGROUND:	For patron and staff safety, and to facilitate the management and documentation of disruptive behavior in library branches, the County is installing cameras at the public entrances and public exits of all library branches, except the Law Library. The installation of the cameras is complete; and the County decided to turn on the cameras on July 1. Policy and procedures governing the use of the cameras need to be put in place ASAP.
ISSUES:	
FISCAL IMPACT:	About \$110,000 of LCPL budget has been spent on the purchase and installation of the cameras.
DRAFT MOTION:	
ATTACHMENTS:	LCPL's draft policy on privacy; DGS's Video Surveillance Program draft policy and procedures
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1105 Library Hours Proposal

SUBJECT:	Library Hours Proposal
CONTACT:	Director Chang Liu and Division Manager Sydney McCoy
ACTION DATE:	July 21, 2021
RECOMMENDATION:	
BACKGROUND:	As staff continues the planning to fully resume library services after the pandemic, and in consideration of the Library's Strategic Plan, staff would like to adjust business hours to better meet the community's needs and to increase customers' access to libraries. Branch Managers developed the attached proposal for Director Liu's consideration and approval. Director Liu supports the proposal. Staff are happy to answer any questions from the Trustees on this proposal.
ISSUES:	
FISCAL IMPACT:	None
DRAFT MOTION:	
ATTACHMENTS:	Library Hours Proposal
NOTES:	
ACTION TAKEN:	

Prior Service Hours (pre-COVID):

10:00am-9:00pm Monday-Thursday

10:00am-5:00pm Friday & Saturday (7 branches)

10:00am-9:00pm Friday & Saturday (BRM & STR only)

7:00pm-10:00pm Friday (AHTC @ CAS only)

1:00pm-5:00pm Sundays (7 branches, excluding LOV & MID)

Total Service Hours: 569

Proposed Service Hours:

9:30am-9:00pm Monday-Thursday

9:30am-5:00pm Friday & Saturday

9:30am-9:00pm Friday (BRM & STR only)

6:00pm-9:00pm Friday (AHTC @ CAS only)

12:00pm-5:00pm Sunday (7 branches, excluding LOV & MID)

Total Service Hours: **595** (73 more hours of library access County wide!)

- One of the goals of our strategic plan is to “evaluate the hours of operation and service model at branches and adjust as needed to better meet community needs.” Our modified hours due to COVID give us a unique opportunity to evaluate service hours and make needed changes as part of our resumption of services rather than potentially making additional changes soon after those hours resume.
- The branch managers evaluated the service hours that would be best for the whole system and would benefit the largest amount of patrons at our current staffing levels while maintaining consistent hours within the system.
- Saturday evenings at BRM and STR were historically slow pre-COVID as confirmed when evaluating SenSource door traffic. It would benefit our communities more to move staffing to other times during the week that will see more use based on expressed community needs.
- BRM and STR will continue offering Friday evening hours which are heavily used by our communities.
- Opening at 9:30 a.m. Monday-Saturday gives us 66 more service hours per week while maintaining the coverage needed to continue to offer programs and services during the busy afternoons and evenings.
- Opening at noon on Sundays will allow us to take advantage of nearby high-traffic farmer’s market and community events, potentially bringing in new audiences.

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval of LCPL's Privacy Policy

SUBJECT:	Approval of LCPL's Privacy Policy
CONTACT:	Director Chang Liu and LBOT
ACTION DATE:	July 21, 2021
RECOMMENDATION:	Staff recommends that LBOT approve the attached LCPL policy on privacy, which includes a mention of the security cameras in branches. The draft "policy" from the Department of General Services contains much procedural language, in staff's opinion, therefore is not included in staff's proposed policy. Both the Library's proposed policy on privacy and DGS's draft "policy" are attached.
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the Library's Privacy Policy as presented.
ATTACHMENTS:	LCPL's Privacy Policy; DGS's Video Surveillance Program document
NOTES:	
ACTION TAKEN:	

9. Privacy

LCPL protects the privacy of all customers' library account information, including requests for library service or materials, loan transactions, online sites visited, and resources accessed. Records that link personally identifiable information to borrowed or requested materials or to website visits are kept only as long as needed for LCPL's operational purposes.

LCPL does not release such information to individuals or to any private or public agency unless it is required to comply with proper judicial processes.

Per [Virginia Code 2.2-3705.7](#), parents and/or legal guardians will have complete access to the library records of their minor child or children. LCPL staff may only access personal data for the purpose of serving customers.

LCPL uses Google Analytics to gather information regarding usage patterns of LCPL-maintained websites. Google Analytics uses cookies to collect statistical data such as browser type and operating system. No personally identifiable information is stored. [Customers may opt out of being tracked by Google Analytics](#) without affecting their use of LCPL-maintained websites.

Confidentiality of customer records is protected under state law per [Virginia Code § 2.2-3705.7](#).

Surveillance Cameras

As a public safety measure, security cameras are in operation at the entrance of every branch 24 hours a day, seven days a week. As a part of Loudoun County's Courthouse complex, the Law Library has additional cameras inside the branch in public areas.

Security camera footage is retained for a minimum of 30 days and is stored for a period not to exceed 90 days.

Effective July 21, 2021

LIBRARY BOARD OF TRUSTEES

Christina Olorunda, *Chair, Ashburn District*

Walter Purnell, *Vice Chair, Broad Run District*

Sean Mallon, *Algonkian District*

Alana Boyajian, *Blue Ridge District*

Sara Pensgard, *Catoctin District*

Monti Mercer, *Dulles District*

Christine Newton, *Leesburg District*

Kathleen Kuhn, *Sterling District*

Priscilla Martínez, *At-Large*

Loudoun County Government

Administrative Policies and Procedures

Loudoun County Public Library Video Surveillance Program

Draft by Department of General Services - 6/30/2021

I. Purpose: The purpose of this policy is to establish guidelines for the implementation and management of the video surveillance system at the buildings used by the Loudoun County Public Library ("LCPL"). The Loudoun County Library Board of Trustees has been consulted on this policy.

II. Definitions:

Video Surveillance System: A system comprised of cameras, cabling, monitor(s) and recording devices capable of capturing video images that can be compressed, stored, or sent over communication networks.

III. Policy Statement: LCPL has an interest in preserving the safety of its staff and patrons. A video surveillance system can assist in this effort by capturing images and providing the ability to view live video or store video for review at a later date. The presence of a video surveillance system, along with notice signage, can also act as a deterrent to unlawful or disruptive behavior. The Library will notify the public by providing appropriate notice signage indicating the presence and use of the system. Access to the system shall be controlled as outlined herein.

IV. Management of the Library Video Surveillance System: This policy is jointly managed and implemented by the Department of General Services ("DGS") and the LCPL.

- A. Questions regarding this policy should be addressed to the Safety and Security Program Manager within DGS.
- B. DGS shall provide notice to the public and staff of the use of video surveillance.
 1. Signage: Signs informing the public and staff of the functional presence of video surveillance shall be posted at each entrance to each LCPL facility.
 2. This policy is available upon request from library management and/or DGS.
- C. This surveillance system is operational 24 hours a day at each location operated by the LCPL.
- D. **Surveillance Equipment Placement:** The placement of video surveillance cameras will be carefully chosen with due respect to the privacy of patrons and staff. With the exceptions of Middleburg Library and the Law Library,

cameras are placed only at the public entrance of each facility in order to view those entering and exiting.

- E. **System Access:** Access to the system is limited to designated Security Managers within DGS.
- F. **Image Retention:** All video images will be retained on the system for a minimum of 30 days. Once the system has reached its capacity video files will be deleted automatically. Upon request, video will be copied to a secure file and kept until it is no longer needed as determined by DGS and/or LCPL.
- G. **Image Dissemination:** Images obtained are the property of Loudoun County. Images may be disseminated when security and safety needs dictate, such as:
 - 1. Identification of persons banned from the property
 - 2. Images depicting suspicious and/or criminal activity
 - 3. Images depicting accidents or other safety concerns on the property
 - 4. Images depicting any activity of interest that involves safety and/or security
 - of the facility, staff, patrons, and others
- H. **Image Request Documentation:** DGS will document all image requests with the following information:
 - 1. **Internal Staff Request:** Requests from departments or agencies within the County government shall be routed to DGS for action. If the request comes from outside LCPL, Library Administration management will be consulted prior to release. (Requests with the following information by email are sufficient:)
 - a) Name of Requestor
 - b) Date of request
 - c) Reason for request
 - 2. **External Requests:** Requests of this nature must utilize the Freedom of Information Act process (see Administrative Policies and Procedures FOIA-03). All FOIA requests will be examined to determine if exemptions apply.
 - 3. **Law Enforcement Requests:** All requests from law enforcement agencies to view video footage should be routed to DGS for further action. Should the law enforcement agency require confidentiality, LCPL personnel will not be notified of its request for access to the video surveillance footage. All requests related to video footage which may have some involvement in a potential criminal offense shall be referred to the appropriate law enforcement agency for investigation.

Library Trust Funds Holdings

6/30/2021

Irwin Uran Trust Fund	\$ 84,366.43	LGIP*	0.054%
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Symington Trust Fund	\$ 86,904.55	LGIP* 0.054%			
		CD**	Trade Date	Maturity	Yield
	\$ 850,253.31	<i>FVC Bank</i>	03/18/20	03/18/25	1.250%
	\$ 851,824.65	<i>FVC Bank</i>	02/19/19	02/19/24	3.005%
	\$ 874,814.45	<i>United Bank</i>	03/22/18	03/22/23	3.000%
	\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
	\$ 905,059.01	<i>John Marshall Bank</i>	03/31/21	03/31/26	0.750%
Symington Total	\$ 4,414,101.24				

James Horton Trust Fund	\$ 28,326.70	LGIP*	0.054%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY21**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 29.31	\$ 109,250.31	0.322%
August	\$ 109,250.31	\$ -	\$ -	\$ -	\$ 109,250.31	\$ 23.40	\$ 109,273.71	0.257%
September	\$ 109,273.71	\$ -	\$ -	\$ -	\$ 109,273.71	\$ 19.85	\$ 109,293.56	0.218%
October	\$ 109,293.56	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,293.56	\$ 13.14	\$ 84,306.70	0.187%
November	\$ 84,306.70	\$ -	\$ -	\$ -	\$ 84,306.70	\$ 10.75	\$ 84,317.45	0.153%
December	\$ 84,317.45	\$ -	\$ -	\$ -	\$ 84,317.45	\$ 9.20	\$ 84,326.65	0.131%
January	\$ 84,326.65	\$ -	\$ -	\$ -	\$ 84,326.65	\$ 8.99	\$ 84,335.64	0.128%
February	\$ 84,335.64	\$ -	\$ -	\$ -	\$ 84,335.64	\$ 8.08	\$ 84,343.72	0.115%
March	\$ 84,343.72	\$ -	\$ -	\$ -	\$ 84,343.72	\$ 6.96	\$ 84,350.68	0.099%
April	\$ 84,350.68	\$ -	\$ -	\$ -	\$ 84,350.68	\$ 6.33	\$ 84,357.01	0.090%
May	\$ 84,357.01	\$ -	\$ -	\$ -	\$ 84,357.01	\$ 5.62	\$ 84,362.63	0.080%
June	\$ 84,362.63	\$ -	\$ -	\$ -	\$ 84,362.63	\$ 3.80	\$ 84,366.43	0.054%
Total FY	\$ 109,221.00	\$ -	\$ 50,000.00	\$ 75,000.00	\$ 84,221.00	\$ 145.43	\$ 84,366.43	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY21**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 7.19	\$ 26,791.36	0.322%
August	\$ 26,791.36	\$ -	\$ -	\$ -	\$ 26,791.36	\$ 5.74	\$ 26,797.10	0.257%
September	\$ 26,797.10	\$ -	\$ 1,500.00	\$ -	\$ 28,297.10	\$ 5.14	\$ 28,302.24	0.218%
October	\$ 28,302.24	\$ -	\$ -	\$ -	\$ 28,302.24	\$ 4.41	\$ 28,306.65	0.187%
November	\$ 28,306.65	\$ -	\$ -	\$ -	\$ 28,306.65	\$ 3.61	\$ 28,310.26	0.153%
December	\$ 28,310.26	\$ -	\$ -	\$ -	\$ 28,310.26	\$ 3.09	\$ 28,313.35	0.131%
January	\$ 28,313.35	\$ -	\$ -	\$ -	\$ 28,313.35	\$ 3.02	\$ 28,316.37	0.128%
February	\$ 28,316.37	\$ -	\$ -	\$ -	\$ 28,316.37	\$ 2.71	\$ 28,319.08	0.115%
March	\$ 28,319.08	\$ -	\$ -	\$ -	\$ 28,319.08	\$ 2.34	\$ 28,321.42	0.099%
April	\$ 28,321.42	\$ -	\$ -	\$ -	\$ 28,321.42	\$ 2.12	\$ 28,323.54	0.090%
May	\$ 28,323.54	\$ -	\$ -	\$ -	\$ 28,323.54	\$ 1.89	\$ 28,325.43	0.080%
June	\$ 28,325.43	\$ -	\$ -	\$ -	\$ 28,325.43	\$ 1.27	\$ 28,326.70	0.054%
Total FY	\$ 26,784.17	\$ -	\$ 1,500.00	\$ -	\$ 28,284.17	\$ 42.53	\$ 28,326.70	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY21**

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	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 23.29	\$ -	\$ 4,327,939.90	0.322%
August	\$ 4,327,939.90	\$ -	\$ -	\$ -	\$ 4,327,939.90	\$ 18.59	\$ -	\$ 4,327,958.49	0.257%
September	\$ 4,327,958.49	\$ -	\$ -	\$ -	\$ 4,327,958.49	\$ 15.77	\$ -	\$ 4,327,974.26	0.218%
October	\$ 4,327,974.26	\$ -	\$ -	\$ -	\$ 4,327,974.26	\$ 13.53	\$ -	\$ 4,327,987.79	0.187%
November	\$ 4,327,987.79	\$ -	\$ -	\$ -	\$ 4,327,987.79	\$ 11.07	\$ -	\$ 4,327,998.86	0.153%
December	\$ 4,327,998.86	\$ -	\$ -	\$ -	\$ 4,327,998.86	\$ 9.48	\$ -	\$ 4,328,008.34	0.131%
January	\$ 4,328,008.34	\$ -	\$ -	\$ -	\$ 4,328,008.34	\$ 9.27	\$ -	\$ 4,328,017.61	0.128%
February	\$ 4,328,017.61	\$ -	\$ -	\$ -	\$ 4,328,017.61	\$ 8.33	\$ -	\$ 4,328,025.94	0.115%
March	\$ 4,328,025.94	\$ -	\$ -	\$ -	\$ 4,328,025.94	\$ 0.07	\$ 86,059.01	\$ 4,414,085.02	0.099%
April	\$ 4,414,085.02	\$ -	\$ -	\$ -	\$ 4,414,085.02	\$ 6.52	\$ -	\$ 4,414,091.54	0.090%
May	\$ 4,414,091.54	\$ -	\$ -	\$ -	\$ 4,414,091.54	\$ 5.79	\$ -	\$ 4,414,097.33	0.080%
June	\$ 4,414,097.33	\$ -	\$ -	\$ -	\$ 4,414,097.33	\$ 3.91	\$ -	\$ 4,414,101.24	0.054%
Total FY	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 125.62	\$ 86,059.01	\$ 4,414,101.24	

*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 6/30/2021

\$ 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	1.950%
\$ 851,824.65	FVC Bank	2/19/2019	2/19/2024	3.005%
\$ 874,814.45	United Bank	3/22/2018	3/22/2023	3.000%
\$ 845,245.27	Virginia Commerce	3/29/2017	3/29/2022	2.000%
\$ 4,327,196.69				

Director's Report | June 2021

Overview

Final FY 2021 numbers saw record electronic circulation, with 1,512,209 checkouts, a 10.8% increase over FY 2020. FY 2021 print circulation was down just 3.8% compared to the pre-pandemic, FY 2019 totals.

With expanded hours, the resumption of numerous services, and the start of the Summer Reading Program, it was no surprise that June was the strongest month of FY 2021 in terms of visits and print circulation, with visits climbing 36.8% and print circulation rising 11.3% compared to May 2021.

Programming had a solid month with the return of in-person programming. Over 24,000 customers attended a mix of virtual and in-person events.

LCPL earned four NACo Achievement Awards for 2020. The honored projects were the Online Summer Reading Program, Serving Seniors Through a Pandemic, the PPE Production Initiative, and the Collab Residency, which was artist-in-residency partnership with the Loudoun Arts Council.

Collection Management Services

The [Just for Kids](#) streaming video service was added. This collection, provided by the Library of Virginia, includes clips from thousands of fun and informative video and audio titles on topics including music and arts, animals, sports and hobbies, math and science, history, and reading, plus hundreds of educational interactives that are all child-safe and ad-free.

Programming highlights

- Outdoor Storytimes have been huge hits across the system, with crowds often topping 100 customers. One mother in Ashburn reported pulling her child out of daycare to attend storytimes. Some branches, such as Brambleton and Gum Spring, worked with local HOAs to find spaces to hold storytimes since those branches don't have their own green space outside. Customers in Lovettsville expressed their gratitude to staff, saying they were eager to attend programs, but weren't quite ready to be inside with a crowd. And Rust Library welcomed multiple families from Herndon, who made the trip because their local libraries still weren't doing in-person programs.

LIBRARY BOARD OF TRUSTEES

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Sean Mallon, *Algonkian District*

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Sara Pensgard, *Catoctin District*

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- The Summer Reading Program got off to a fine start with over 4,000 customers registering to participate in the first two weeks.

Branch highlights

- Ashburn’s Jason Margolies and Amanda Frazier held a Library of Things petting zoo. They talked to 47 people about what LCPL provides that the public might not know about. They displayed ukuleles, sewing machines, robots, thermal cameras, Virginia State Park backpacks and more. Several of the items on display were placed on hold shortly after. “Libraries are a lot cooler now than when I was a kid,” one mother was overheard telling her children.
- A teen volunteer reviewed the online After Hours Teen Center hosted by the Cascades Library staff: “I was very engaged the whole hour, because the games were so fun. ... They (staff) had a variety of games and we always voted on which one to play. Everyone participated, even the staff, which made it very fun to participate. I highly recommend this event and most likely wouldn’t change anything about it!”
- Cascades’ Kathleen Kelly reports, “During our pop-up dance party, a mom who is a LCPS teacher, was very complimentary of our programming. She took her two children to a craft program at the Sterling Library, went home for lunch and watched the online program of Wildlife Ambassadors, and then came to Cascades for our dance party. She was thinking of going back to the Sterling Library for an adult spelling bee! She told me what a great variety of programs we are having at the libraries.”

Sterling’s Christina Santorello, Maria Kinney, and Alex Aspiazu created amazing Summer Reading Program displays for the library’s “Sterling Seashore.” In addition, Christina’s Rainbow Paper Chain Community Art project includes messages from customers about how they’d like to spend their summers now that life is returning to normal. There are many messages of hope and connection with friends, loved ones, and with their communities.



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