

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for September 30, 2020

7:00 p.m. CALL TO ORDER; ROLL CALL

RESOLUTION OF THE LOUDOUN COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

AUTHORIZING THE READOPTION OF PROCEDURES FOR ELECTRONIC PUBLIC MEETINGS AND PUBLIC HEARINGS TO ENSURE THE CONTINUITY OF GOVERNMENT DURING THE COVID-19 PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency in the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic, a communicable disease of public health threat; and

WHEREAS, Executive Order Fifty-One acknowledged that the anticipated effects of COVID-19 constitute a disaster as defined by Virginia Code § 44-146.16; and

WHEREAS, on March 17, 2020, the Board of Supervisors of Loudoun County, Virginia ("Board") confirmed a declaration of local emergency made by the County Administrator acting as the director of emergency management on March 16, 2020; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months after the disaster; and

WHEREAS, on April 15, 2020, acting pursuant to Virginia Code § 15.2-1413, the Board adopted an Ordinance to Suspend Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations During COVID-19 Pandemic Disaster ("Continuity Ordinance"); and

WHEREAS, in consideration of the ongoing reopening process throughout the Commonwealth, on July 15, 2020, the Board repealed the Continuity Ordinance effective September 15, 2020, with the intent that public entities within the County would be able to resume in-person public meetings, with appropriate physical distancing; and

WHEREAS, notwithstanding the ongoing reopening process, Executive Order Fifty-One remains in effect and, as amended on May 26, 2020, specifically acknowledges that a state of emergency continues to exist in the Commonwealth due to the effects of COVID-19; furthermore, Executive Order Sixty-One continues to acknowledge that everyone, particularly those who may be more vulnerable to the virus are *safer* at home; and

DATE & TIME: Wednesday, September 30, 2020 at 7:00 p.m.

LOCATION: Dulles Room, County Government Center, 1 Harrison Street, Leesburg VA 20175

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

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WHEREAS, some public entities in the County have been able to resume in-person public meetings in a manner that allows appropriate physical distancing for all participants, including the public; but the County does not have adequate space to accommodate all public entities with physical distancing, especially those entities with larger memberships; and

WHEREAS, there are many individuals in the County, including some members of various public entities, who may be particularly vulnerable to the virus and for whom it is safer to continue remote participation in public meetings while the state of emergency remains in effect; and

WHEREAS, the Board of Supervisors re-adopted the Continuity Ordinance on September 15, 2020 (“Readopted Emergency Continuity Ordinance”); and

WHEREAS, the Readopted Emergency Continuity Ordinance promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and Constitution of the United States of America.

WHEREAS, the Library Board of Trustees, being a public body created by the Board of Supervisors pursuant to Virginia Code §§ 42.1-33 through 35 and whose members are appointed by the Board is a Public Entity included within the scope of the Readopted Emergency Continuity Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Library Board of Trustees hereby incorporates by reference and adopts the emergency procedures prescribed in the Readopted Emergency Continuity Ordinance, a copy of which is attached hereto; and

BE IT FURTHER RESOLVED that the Library Board of Trustees hereby authorizes and directs the Director of the Loudoun County Public Library and all Loudoun County Public Library staff to take all steps reasonably necessary or appropriate to implement such emergency procedures and to develop any specific procedures as applicable and appropriate for the Library Board of Trustees provided that such specific procedures are consistent with the terms and conditions of the Readopted Emergency Continuity Ordinance; and

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Loudoun County Public Library Board of Trustees

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BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Readopted Emergency Continuity Ordinance including for any applicable period upon any further re-adoption of said Ordinance by the Board.

ADOPTED by the Loudoun County Public Library Board of Trustees this 30th day of September 2020.

APPROVED

Christina Olorunda
Interim Chair
Loudoun County Public Library
Board of Trustees

ATTEST:

Manisha Adhikari
Secretary

APPROVED AS TO FORM:

Leslie Barnes
Assistant County Attorney

DATE & TIME: *Wednesday, September 30, 2020 at 7:00 p.m.*

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Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for September 30, 2020

MOMENT OF SILENCE

AGENDA CHANGES

COMMENTS

Public Comment
Board Comment
Director's Comment

MINUTES APPROVAL

August 2020 LBOT Virtual Meeting Minutes

REPORTS

Director's Report: **Director Chang Liu**

INFORMATION ITEMS

II 01 Nomination of candidates for Chair and Vice Chair of LBOT

II 02 Overview of the County's CIP Process, a presentation by Ms. Megan Bourke, Assistant Director, Department of Finance and Budget

ACTION ITEMS

AI 01 Approval of new holiday closure: Election Day, November 3, 2020

Closed Executive Session

Annual Performance Assessment of Director Chang Liu

ADJOURNMENT

If you wish to speak at the LBOT Meeting during public comment, please send email to communications@library.loudoun.gov or call 703-737-8468 before noon on September 29, 2020.

DATE & TIME: *Wednesday, September 30, 2020 at 7:00 p.m.*

LOCATION: *Dulles Room, County Government Center, 1 Harrison Street, Leesburg VA 20175*

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Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting for September 30, 2020

Remote access via WebEx for the Library Board of Trustees Meeting

Event: Library Board of Trustees Meeting – September 30, 7 PM
Event address: <https://loudoun-gov.webex.com/loudoun-gov/onstage/g.php?MTID=ea4fc95eb1c54fce3bae26fe555033e03>
Event number: 173 888 5449
Event password: LBOT
Telephone Access: 1. Call 1-408-418-9388
2. Enter 173 888 5449#

DATE & TIME: *Wednesday, September 30, 2020 at 7:00 p.m.*

LOCATION: Dulles Room, County Government Center, 1 Harrison Street, Leesburg VA 20175

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

August 28, 2020

The Library Board of Trustees (LBOT) met virtually via WebEx on Friday, August 28, 2020 at 7:00 PM. The Chair and Secretary were present.

Present: Denis Cotter, Chair
Christina Olorunda, Vice Chair
Kathleen Kuhn
Christine Newton
Chuong Nguyen
Sean Mallon
Priscilla Martinez
Sara Pensgard
Walter Purnell
Chang Liu, Director

Absent None

I. CALL TO ORDER

Chair Cotter called the meeting to order at 7:02 PM and asked for a moment of silence.

Mr. Cotter read the Resolution of the Loudoun County Public Library Board of Trustees statement for electronic public meetings to ensure the continuity of government during the COVID-19 pandemic: ***“This meeting is being held in compliance with the Loudoun County Board of Supervisors Emergency Ordinance Memo dated March 25, 2020 which states that ‘Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting.’”***

Mr. Cotter conducted a roll call and confirmed a quorum. All nine trustees were present for the virtual meeting.

II. PUBLIC COMMENT

Ms. Rasha Saad, a Sterling District resident, spoke in support of the childcare centers. She asked the Library Board of Trustees to work with the Board of Supervisors (BOS) to support the County’s decision to use the Rust and Ashburn libraries as childcare centers for essential employees such as teachers and employees of Loudoun County.

III. BOARD COMMENT

Mr. Cotter opened the floor for the board member comments.

Trustee Kuhn mentioned that the public comment was made by a constituent of her district and she appreciated the comments.

Trustee Mallon mentioned that he was looking forward to updates on the use of libraries since the re-openings in late June.

Trustee Martinez said that she firmly believes the Trustees should support the BOS plan to help essential workers with childcare needs. She reminded everyone that Trustees were appointed by BOS members and this is the time to show solidarity towards fellow Loudouners during the pandemic.

Trustee Newton welcomed County Attorney Leo Rogers. She said the LBOT needed to find the best ways to adjust to the expected closures of the Ashburn and Rust libraries.

Trustee Nguyen thanked the County Administration and Library staff for working together to reduce impact on patrons.

Trustee Pensgard thanked Ms. Liu, Deputy Director Mike VanCampen, the chair and vice chair as well as Supervisor Caleb Kershner for their feedback prior to the meeting.

Trustee Purnell expressed concern about the closures of the Ashburn and Rust libraries and the fairness of the action to taxpayers.

Chair Cotter mentioned childcare services are needed. He also mentioned that while Trustees are appointed by the BOS, the Trustees are not bound to the opinions of their respective Supervisors.

Vice Chair Olorunda gave a briefing on the background for the meeting and the proposal to use the Rust and Ashburn libraries as childcare centers.

IV. AGENDA CHANGES

There were no agenda changes.

V. READING AND APPROVAL OF MINUTES

Mr. Cotter requested a motion to approve the minutes of the June 2020 LBOT meeting. Ms. Pensgard moved to approve the minutes. The motion was seconded by Ms. Olorunda. The motion was approved by a vote of **8-1-0-0 (yes/abstained/no/not present)**.

VI. DIRECTOR'S REPORT

Director Liu presented her report for the months of June-July 2020. The report was received and placed on file.

INFORMATION ITEMS

II 01 Library Facilities Use

After consulting with County Attorney's Office prior to the meeting and with County Attorney Rogers present, the Trustees acknowledged they did not have the authority to deny the BOS the use of the Ashburn and Rust libraries since those buildings are owned by Loudoun County.

Therefore, there was neither a need nor reason for the LBOT to hold a vote to approve or disapprove of the BOS plan.

Mr. Cotter stated no one from the LBOT or Library Administration had been notified of the plan prior to Saturday, Aug. 22.

Ms. Liu informed the LBOT that the Department of General Services was already in the process of getting ready to reconfigure the two branches and that both locations had to be limited to Curbside Pickup Service beginning Monday, Aug. 31. The reconfigurations would not allow customers to access the interior of the buildings, thus denying customers the ability to use computers and workspaces and browse the collection.

The trustees discussed ways LCPL could continue to serve customers at the Ashburn and Rust locations, including:

- The continuation of Curbside Pickup Service during regular operating hours.
- Providing customers around-the-clock internet access through the newly installed, outdoor WiFi service in the parking lots of both branches.
- Continuing to assist customers used to frequenting both branches by helping them with reference questions and personal account issues via phone, email, and online chat service.

Multiple trustees acknowledged Loudoun County's need to provide childcare services to both county employees and residents. Questions and points that were raised about childcare needs included:

- Why isn't Loudoun County Public Schools (LCPS) able to fulfill the county's childcare needs considering the space the school system has available due to LCPS's decision to move to distance learning?
- LCPL should do its part in providing childcare since LCPS and the Department of Parks and Recreation (PRCS) were also providing childcare locations.
- How many leased facilities were being used and could more be added?
- How was the CARES Act funding affecting the BOS's plan?

Concerns regarding the limiting of the Ashburn and Rust libraries to Curbside Service included:

- The closure plan was scheduled to last up to 10 months.
- 6,000 taxpaying customers per week (based on July 2020 visits) would be denied the ability to use the libraries in lieu of childcare services for roughly 100 children per week.
- Disadvantaged customers would be denied computer access that they rely on for information, job applications and other critical functions.
- Middle and high school students would not have a space to do schoolwork or meet tutors.

The trustees also:

- Encouraged continued dialogue with the BOS in hopes of restoring some or all services to Ashburn and Rust library customers.
- Asked Library Administration staff to work with County Administration and other county departments to mitigate the impact of the closures.

ACTION ITEMS

AI 01 Library Facilities Use

After a discussion regarding the action the LBOT should take, Mr. Mallon proposed the following motion:

“I move to support Director Chang Liu and her staff to continue working with Loudoun County administration and County departments as necessary to explore ways to mitigate the negative impacts of the childcare program on the library system and its patrons. Further, I move to authorize Chair Denis Cotter to write a letter to the Loudoun County Supervisors expressing the LBOT's desire for County Administration and County Departments to continue working with library administration and staff to support all library patrons.”

Ms. Newton seconded the motion. The motion passed with **9-0-0-0 (yes/abstained/no/not present)**.

ADJOURNMENT

The meeting was adjourned at 9:55 PM

Respectfully submitted by,

Manisha Adhikari

Manisha Adhikari

Secretary

Adopted by the Board in September, 2020

(Signature of Presiding Officer)

Director's Report | August 2020

Overview

Loudoun County Public Library (LCPL) welcomed 74,994 visitors in August 2020, a 14% increase over July 2020. It was the first time since 2017 that there were more visitors in August than July. And prior to 2017, August was often the slowest month of the summer. This year's increase may be an indicator that customers are becoming more comfortable using LCPL facilities during the pandemic. Print circulation (+2.7%), AV circulation (+6.0%) and electronic circulation (+1.0) all increased over July. Viewership on online programs dropped 10.5% compared to July.

For FY 2021 year to date, visits are down 64%, print circulation is down 22.4% while electronic circulation is up 33.9% compared to FY 2020. The county's spending freeze during the final months of FY 2020 due to the pandemic is possibly suppressing circulation since LCPL stopped purchasing new materials earlier than usual. For example, month-over-month growth in eCirculation has leveled out in recent months and supply appears to be outweighed by demand. In the six months prior to the pandemic (September 2019 through February 2020), the average number of holds on eBooks and eAudiobooks in OverDrive was 18,894 per month. From March 2020 through August 2020, the average number of holds on those resources in OverDrive was 33,433 per month.

Programming highlights

LCPL managed to make the Summer Reading Program a success in its first-ever virtual format due to the pandemic. The system totaled just under 7,200 registrations, with a strong completion rate of 29%. The Programming and Community Engagement team was still able to deliver the traditional, weekly marquee SRP programs through our online platforms. Teen and adult programming in August highlighted a diversity of community topics, such as voting procedures for 2020, historic segregation in Loudoun, a dialog on race and ethnicity, an examination of the 100-year anniversary of women's right to vote, Civil War history, and a presentation on the Muslim faith, as well as career-related programs on computer game design and engineering.

Technology Services

The Technology Services team has been rapidly working on DIT's countywide implementation of the Microsoft Teams platform that will be used by all staff. Microsoft Teams will allow easier collaboration between branches, divisions, and task forces, and make the work done in group projects more transparent to all involved. It will also provide a much more organized repository

LIBRARY BOARD OF TRUSTEES

Christina Olorunda, *Interim Chair, Ashburn District*

Sean Mallon, *Algonkian District*

Blue Ridge District (*Vacant*)

Walter Purnell, *Broad Run District*

Sara Pensgard, *Catoctin District*

Monti Mercer, *Dulles District*

Christine Newton, *Leesburg District*

Kathleen Kuhn, *Sterling District*

Priscilla Martínez, *At-Large*

for systemwide news updates, training resources, proper procedures and policies, staff schedules and more. Communications staff and branch managers have already begun collaborating with Technology Services on needs and effective layouts.

Collection Management Services

Staff completed the transition of the Safari Tech Books online service to O’Reilly for Public Libraries. The website looks and feels the same, but it includes much more content – over 40,000 IT- and business-related books and over 5,000 training videos. Another great benefit is the virtual availability of the CompTIA and AWS practice exams and certification guides, since the popular print versions are often not available on library shelves.

Staff is already at work on the gradual transfer of RBDigital’s collection of eBooks, eAudiobooks and eMagazines into OverDrive, which will begin in October. This merger will be a great benefit to customers since it will provide greater exposure to the RBDigital catalog and reduce the number of applications needed to access content.

Law Library

A General District Court judge visited the Law Library to confer with staff about the Law Library’s preparedness to address COVID-19 related issues. The judge is anticipating a dramatic increase in demand for resources on evictions, bankruptcies, divorces, protective orders, and unemployment filings in the coming months. He was pleased to learn that staff had anticipated the demand and had already updated and added resources.

The Law Library has been guiding customers to the forms they need for such things as filing appeals to the Virginia Employment Commission, child support reduction due to unemployment, and rent reduction or relief.

Branch Services highlights

Staff from numerous branches reached out to schools in their respective service areas to discuss collaboration efforts to best serve students this year. The Programming and Community Engagement and Collections Management staff also held a virtual meeting with LCPS librarians.

Brambleton’s Miranda Madro hosted a virtual ESOL conversation group. Other staff, such as Megan Arlett, Susann Engelhardt and Eva Ramos-Yates have taken WebEx training so they can assist in future online ESOL programs.

DIY Take-and-Make Crafts have been a huge hit at multiple branches. Staff are regularly seeing families returning weekly to get a new craft.

LIBRARY BOARD OF TRUSTEES

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Sean Mallon, *Algonkian District*

Blue Ridge District (*Vacant*)

Walter Purnell, *Broad Run District*

Sara Pensgard, *Catoctin District*

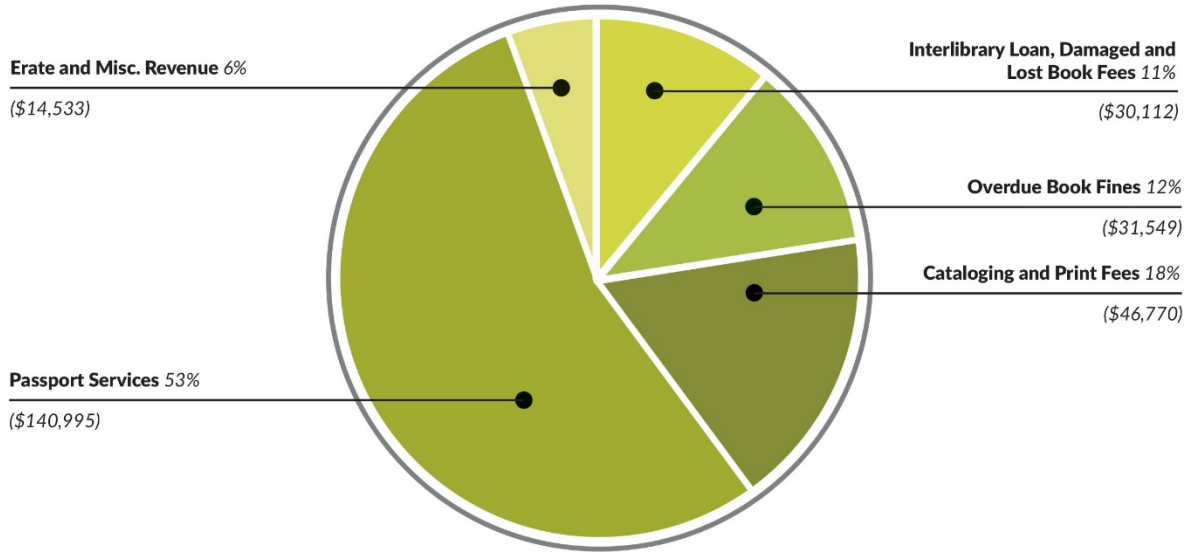
Monti Mercer, *Dulles District*

Christine Newton, *Leesburg District*

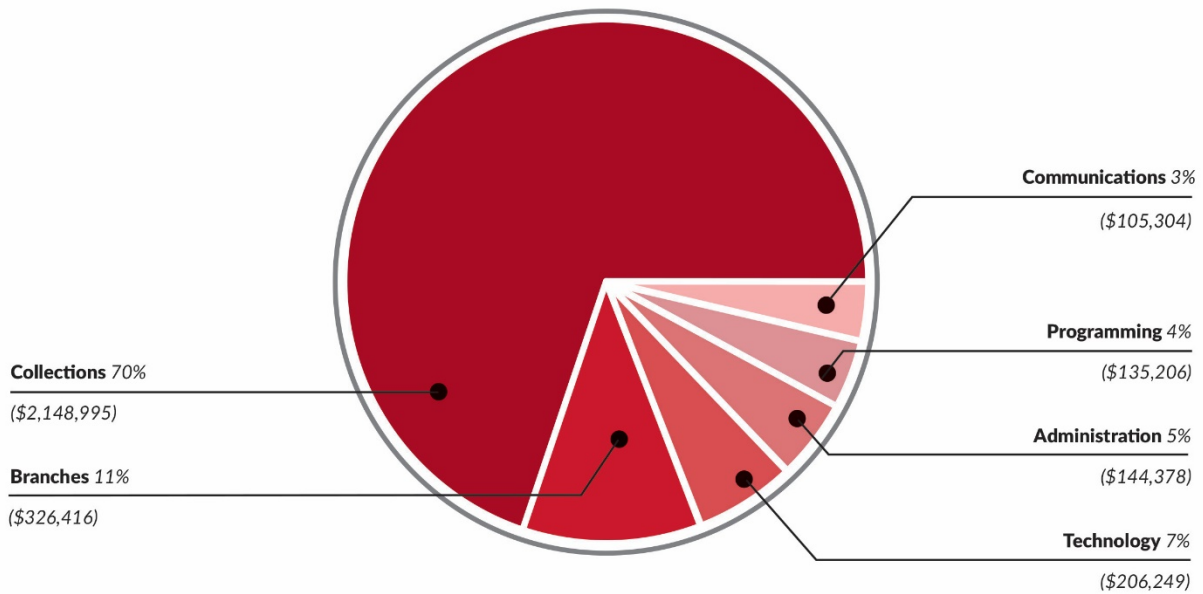
Kathleen Kuhn, *Sterling District*

Priscilla Martínez, *At-Large*

YEAR-END FY 2020 LCPL REVENUE – \$263,870 (39%*)



YEAR-END FY 2020 LCPL O&M EXPENDITURES – \$3,066,548 (81%*)



*FY20 actuals/budget

LIBRARY BOARD OF TRUSTEES

Christina Olorunda, Interim Chair, Ashburn District
Sean Mallon, Algonkian District
Blue Ridge District (Vacant)

Walter Purnell, Broad Run District
Sara Pensgard, Catoctin District
Monti Mercer, Dulles District

Christine Newton, Leesburg District
Kathleen Kuhn, Sterling District
Priscilla Martínez, At-Large

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: **II 01** Nomination of candidates for Chair and Vice Chair of LBOT

SUBJECT:	Nomination of candidates for Chair and Vice Chair of LBOT
CONTACT:	Interim Chair Olorunda, and Director Liu
ACTION DATE:	September 30, 2020
RECOMMENDATION:	
BACKGROUND:	The LBOT Bylaws require the annual nomination and election of Chair and Vice Chair positions. Nominations may be presented from the floor or submitted to the nominating committee appointed by the Chair. Officers shall serve a one-year term. Officers may be re-elected.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees**INFORMATION ITEM SUMMARY: II 02 Overview of the County's CIP Process**

SUBJECT:	Overview of the County's CIP Process
CONTACT:	Megan Bourke, Assistant Director, Department of Finance and Budget
ACTION DATE:	September 30, 2020
RECOMMENDATION:	
BACKGROUND:	In January 2020, the LBOT adopted a new strategic plan for LCPL, in which, it stated that LCPL should "work with the County to develop a long-range facilities master plan to address the need for new and diverse facilities, building standards, and ongoing maintenance requirements." In order to fulfill this strategic goal, the LBOT would like to learn more about the County's CIP process, hence this presentation by Ms. Bourke.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Strategic Plan, 2020-2023
NOTES:	
ACTION TAKEN:	

Strategic Plan, 2020-2023





MISSION

Inspiration, Information, Innovation, Inclusion

VISION

Loudoun County Public Library builds community through activities and resources that celebrate the joy of reading and learning.

VALUES STATEMENT

- We welcome all
- We are friendly and helpful
- We celebrate learning and intellectual curiosity
- We embrace diverse perspectives
- We encourage collaboration and innovation
- We empower staff
- We manage resources well
- We get things done

GOALS & STRATEGIES

GOAL 1: COMMUNITY ENGAGEMENT

Strengthen engagement with all sectors of the community to collaborate, gather feedback, create buy-in, and spread the library message.

Strategies:

- Work with a wide range of sectors (schools, county agencies, area nonprofits, civic groups, businesses, economic development entities, etc.) to identify opportunities for collaboration.
- Identify targeted library service constituencies (adults, youth, teens, ethnic groups, English language learners, professionals, etc.) to further engage in developing desired programs and services.
- Explore the possibility of LCPL as a connecting hub across the community to inform the public about available services and resources.

GOAL 2: FACILITIES USAGE AND GROWTH PLANNING

Consolidate gains from recent expansions and apply lessons learned as future needs emerge.

Strategies:

- Evaluate the hours of operation and service model at branches and adjust as needed to better meet community needs.
- Explore trends in other communities nationwide, such as kiosk services, smaller footprints, pick-up locations for holds, and co-locating with partners, to effectively expand the range and types of services at future facilities.
- Work with the County to develop a long-range facilities master plan to address the need for new and diverse facilities, building standards, and ongoing maintenance requirements.

GOAL 3: PROGRAMS

Review and foster programming system-wide to strive for consistency, quality, reach, and effectiveness.

Strategies:

- Create an internal programming group with branch representatives to maximize the potential of centrally-produced and higher-profile programs, while balancing with local efforts.
- Develop more specific goals for programming, especially for use in assessing programming success.
- Refine and increase offerings as new products and populations appear, popularity increases and declines, and achievement of programming goals is accomplished.



GOAL 4: CUSTOMER SERVICE

Strengthen the customer-focused service model to increase use, satisfaction and efficiencies, and by investing in our superior staff.

Strategies:

- Update the staffing model to provide for general broadening of customer assistance by all public staff, while maintaining specialized service where appropriate and needed.
- Extend training and communications to foster the customer-focused service model among all levels of library staff.
- Conduct regular, on-going evaluation of the service model with both customers and staff.

GOAL 5: PUBLIC AWARENESS AND MARKETING

Capture the value of the Library's brand to create a stronger system-wide identity that speaks to inspiration, innovation, and inclusion.

Strategies:

- Expand external messaging to promote programming, initiatives, resources, and services.
- Reinforce the Library's brand and messaging in all communications, services, and programs.
- Ensure that all staff advance the Library's brand and messaging through direct engagement with customers and community partners.
- Develop additional initiatives to support branding and dissemination of brand messages.



GOAL 6: RESOURCE DEVELOPMENT

Explore efforts to increase private support and public advocacy.

Strategies:

- Work with the Library Foundation to develop future directions in support of the Library.
- Open dialogs with Friends groups to coordinate and maximize their contributions and activities.
- Create a cohesive, annual advocacy program to increase the overall value proposition for public support.

Library Board of Trustees

Denis Cotter – *Chair, Blue Ridge District*
Christina Olorunda – *Vice Chair, Ashburn District*
Sean Mallon – *Algonkian District*
Walter Purnell – *Broad Run District*
Sara Pensgard – *Catoctin District*
Chuong Nguyen – *Dulles District*
Christine Newton – *Leesburg District*
Kathleen Kuhn – *Sterling District*
Priscilla Mart nez – *At-Large*

Steering Committee

Sarah Ali – *Coordinator, EQOLS (Elevating Quality of Life Skills) Group*
Jennifer Brady – *Health Educator, Loudoun County*
Daniel Bureau – *Division Manager of Technology Services, LCPL*
Jacob Etter – *Lovettsville Branch Manager, LCPL*
Katherine Kalil – *Sterling Branch Manager, LCPL*
Kush Jenkins – *Professor of Accounting and Business, NOVA*
Christina Olorunda – *LBOT Vice Chair, Ashburn District*
Walter Purnell – *LBOT Member, Broad Run District*
Mike Van Campen – *Deputy Director, LCPL*
Susan VanEpps – *Division Manager of Programming and Community Engagement, LCPL*
Charles Yudd – *Deputy County Administrator, Loudoun County*

Library Director

Chang Liu

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **A101 Approval of new holiday closure: Election Day
November 3, 2020**

SUBJECT:	Approval of new holiday closure: Election Day November 3, 2020
CONTACT:	Director Chang Liu
ACTION DATE:	September 30, 2020
RECOMMENDATION:	
BACKGROUND	The County Board of Supervisors recently designated Election Day, November 3, 2020 as a County holiday.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the closure of all LCPL locations on Election Day, November 3, 2020.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

8/31/2020

Irwin Uran Trust Fund	\$ 109,273.71	LGIP*	0.257%
Symington Trust Fund	\$ 86,858.56	LGIP* 0.257%	
		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%
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
Symington Total	\$ 4,327,996.24		
James Horton Trust Fund	\$ 26,797.10	LGIP*	0.257%

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 109,221.00	\$ -	\$ -	\$ -	\$ 109,221.00	\$ 52.71	\$ 109,273.71	

*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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 26,784.17	\$ -	\$ -	\$ -	\$ 26,784.17	\$ 12.93	\$ 26,797.10	

*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	\$ 44.28	\$ -	\$ 4,327,960.89	0.322%
August	\$ 4,327,960.89	\$ -	\$ -	\$ -	\$ 4,327,960.89	\$ 35.35	\$ -	\$ 4,327,996.24	0.257%
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	\$ 4,327,916.61	\$ -	\$ -	\$ -	\$ 4,327,916.61	\$ 79.63	\$ -	\$ 4,327,996.24	

*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

CDs 3/18/2020-6/30/2020

\$ 819,000.00		<i>John Marshall Bank</i>	3/31/2016	3/31/2021	2.000%
\$ 850,253.31		<i>FVC Bank</i>	3/18/2020	3/18/2025	1.950%
\$ 851,824.65		<i>FVC Bank</i>	2/19/2019	2/19/2024	3.005%
\$ 874,814.45		<i>United Bank</i>	3/22/2018	3/22/2023	3.000%
\$ 845,245.27		<i>Virginia Commerce</i>	3/29/2017	3/29/2022	2.000%
\$ 4,241,137.68					