

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for October 2014

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL – September 17, 2014 Regular Meeting Minutes

REPORTS

Library Advisory Board Report:

Sterling Library Advisory Board, Mary Jane Mitchell

Library Branch Board Report:

Sterling Library Branch Manager, Heather Ketron

Director's Report:

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 FY 2016 Budget

II 03 Proposed Strategic Planning Process and Initiatives

II 04 FY 16 Symington Trust Fund Allocations

ACTION ITEMS

AI 01 Letter of Support for a STEM-focused Library

AI 02 FY 15 Symington Trust Fund Allocations

AI 03 Approval of FY 16 Budget Options

ADJOURNMENT

DATE & TIME: October 15, 2014 at 7:30 p.m.

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

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

**Loudoun County Public Library
Board of Trustees Meeting Minutes
September 17, 2014**

The regular monthly meeting of the Loudoun County Library Board of Trustees was held on Wednesday, September 17, 2014, at 7:30 P.M., at the Rust Library, 380 Old Waterford Road Leesburg, VA 20176, the Chair and Secretary were both present.

Present: Mark Miller, Chair
Jackquelyn Veith, Vice Chair
Chang Liu
Joseph Maio
Thomas Jensen
Sean Mallon
Mary Pellicano
Larry Stepnick

Absent: Nancy Nuell

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustee, Mr. Jensen stated he really enjoys using Overdrive and Zino and encouraged other library patrons to use this library service.

Trustee, Ms. Pellicano stated that she is excited about the 1book selection *Out of My Mind* and the visit from the author Ms. Sharon M. Draper.

Board Vice Chair, Ms. Jackquelyn Veith stated she was looking forward to the 1book 1community event.

Board Chair, Mr. Mark Miller stated that the Summer Reading Program was a tremendous success.

Mr. Miller stated that Mr. Scott Stewart's last day with the Ashburn Library Advisory Board was Tuesday, September 16, 2014 after six years of dedicated service on the Advisory Board and two terms on the Library Board of Trustees as the At-Large Representative and Board Chair. Mr. Miller stated that Mr. Stewart was the sole driving force of opening of the Ashburn Library. Mr. Miller stated he is great mentor and he feels very fortunate to serve on the Library Board of Trustees as his successor as the At-Large Representative and Board Chair. Mr. Miller stated we should all be very grateful for his dedicated service to the Loudoun County Library the Library Board of Trustees and the communities he served.

DIRECTOR'S COMMENT

Library Director, Ms. Liu reported Tuesday, September 16 that the library system held the quarterly New Employee Orientation and twenty new employees attended. Mr. Liu reported that Catherine Hall was promoted into the Ashburn Library Branch Manager position. Ms. Liu thanked Ms. Jessica West for managing Rust and Ashburn Library until the vacancy was filled. Ms. Liu reported that Ms. Ellen Tweedy has been hired into the Head of Children's Librarian position at Cascades Library beginning, September 25.

Ms. Liu thanked the Loudoun Library Foundation for all their efforts and dedication in raising \$43,000 during their annual book sale.

Ms. Liu reported that the new library website has already been rolled out to the library staff for review and final recommendations or revisions. Ms. Liu reported that the new library website will be ready to roll out to the public in early October.

AGENDA CHANGES

Ms. Liu proposed to move Action Item 02 Revision of Facilities Use Policy to an Information Item and change the title to After Hours Use of the Library Meeting Rooms. Mr. Stepnick moved to accept the agenda change as presented. The motion was seconded and approved by a vote of 5-1-0-2. Mr. Miller proposed to remove Action Item 01 Support for Pursuing a STEM-focused Library. Mr. Maio moved to accept the agenda change as presented. The motion was seconded and approved by a vote of 6-1-0-1. (yes/abstained/no/not present).

READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the July 16, 2014 Library Board of Trustees regular meeting. Mr. Maio moved to approve the minutes as presented. The motion was seconded and approved by a vote of 4-3-0-1.

REPORTS

A. RUST LIBRARY ADVISORY BOARD REPORT

Rust Library Advisory Board Chair, Ms. Rebekka Prinz reported for the Rust Library Advisory Board. The report was received and placed on file.

B. RUST LIBRARY BRANCH MANAGER

The Rust Library Branch Manager, Ms. Jessica West reported on behalf of Rust Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

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

IV. INFORMATION ITEMS

II01 Brain Teaser:

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

II02 FY 2016 Budget:

Ms. Liu reported that the Budget Think Tank Committee held two meetings with very productive discussions. Ms. Liu stated that the Budget Think Tank Committee will provide enhancement recommendations for consideration to the Library Board at the October 15 Library Board of Trustee meeting. Ms. Liu stated once the Library Board approves the recommendations Ms. Liu will present the enhancement request to County Administrator, Mr. Hemstreet on October 30.

II03 Library Naming Policy:

Mr. Maio reported that he contacted the Board of Supervisors regarding the Naming Policy. Mr. Maio stated that he was told that the Board of Supervisors has the authority to name all the County facilities. Mr. Maio reported that he emailed Board of Supervisor, Ms. Janet Clarke requesting that the Library Board of Trustees be granted the authority to name meeting rooms within the library facilities. Mr. Maio reported that Ms. Clarke responded back stating that she supports the Library Board of Trustee's Naming Policy to be in line with the Board of Supervisor's Naming Policy. Mr. Maio stated that he will continue to advocate with the Board of Supervisors, to allow the Library Board of Trustees to name meeting rooms within library facilities and report back to the Trustees at the October 15 board meeting.

II04 STEM-focused Library:

Mr. Miller suggested that the Library Board of Trustees support building a STEM-focused Library on the future site of The Academies of Loudoun Campus. Mr. Miller reported that he met with Transportation Capital Infrastructure Assistant Director, Mr. Paul Brown to discuss the recommendations. Mr. Miller reported that he spoke with Board of Supervisor Chairman,

Mr. Scott York regarding adding a STEM-focused Library into the County's (CIP) Capital Improvement Plan. Mr. York suggested that Mr. Miller share his recommendations with Board of Supervisor, Mr. Ralph Buona. Mr. Buona requested that the Library Board of Trustees work directly with the department of Capital Infrastructure and prepare an amendment to the CIP with full detail of the recommendations, to be presented to the Board of Supervisors by December 2014. Mr. Miller opened the floor for discussion. Mr. Miller requested the Ms. Liu draft a letter of support requesting the Board of Supervisors to consider amending the current Capital Improvement Plan to include a STEM-focused library and present this drafted letter to the Trustees at the October 15, 2014 meeting for approval.

II05 After Hours Use of Library Meeting Rooms:

Ms. Liu stated in light of the discussions at the July Library Board of Trustees meeting regarding the meeting room use within the library, Deputy Director, Mr. Mike Van Campen has prepared some background information to share with the Trustees. Mr. Van Campen provided background information regarding the use of meeting room space within the library branches. Mr. Miller opened the floor for discussion.

AGENDA CHANGE

Mr. Miller proposed reinstating Revision of Facilities Use Policy to Action Item 01. Mr. Jensen moved to accept the agenda change as presented. The motion was seconded and approved by a vote of 5-1-0-2.

V. ACTION ITEMS

AI01 Revision of the Facilities Use Policy:

Ms. Veith moved to accept the revisions as presented to the Facilities Use Policy. The motion was seconded. Mr. Miller opened the floor for discussion. Mr. Miller suggested a friendly amendment; that the revisions become effective September 21, 2014. Ms. Veith accepted the friendly amendment. The motion with the friendly amendment was approved by a vote of 5-1-0-2.

AI02 Revision of LCPL Fees:

Ms. Liu recommended that the Library Board of Trustees remove the After Hours meeting room use fee of \$26.95 per hour and change the fees charged for the Symington Press as presented in the board packet. Mr. Miller asked for a motion. Ms. Veith moved to accept the fee changes as presented by Ms. Liu. Mr. Miller opened the floor for discussion. Mr. Mallon suggested a friendly amendment for the revisions to become effective September 21, 2014, Ms. Veith accepted the friendly amendment. The motion with the friendly amendment was approved by a vote of 5-1-0-2.

AI03 2015 Library Board of Trustees Meeting Schedule:

Ms. Liu stated that the Library Board of Trustees in the past expressed an interest to keep Rust Library as the main location of the Trustees meetings and throughout the year rotate a few of the meetings to other library branch locations including the Thomas Balch Library. Ms. Liu recommended that the Library Board of Trustees approve the 2015 meeting schedule as presented. Ms. Pellicano moved to accept the 2015 meeting schedule as presented, the motion was seconded. Mr. Miller opened the floor for discussion. The motion was approved, by a vote of 5-1-0-2.

VI. ADJOURNMENT

Mr. Miller asked for a motion to adjourn the meeting. The meeting was adjourned at 10:18 PM by a vote of 4-1-1-2.

Respectfully submitted by,

Kelley Nelson
Secretary

Adopted by the Board in the meeting

of _____,
(Date of Meeting)

(Signature of Presiding Officer)

Director's Report for Library Board of Trustees
Meeting: October 15, 2014

Branches/Public Service

Rust Library hosted the 2nd annual Write On! short story contest for adults. This system-wide LCPL contest received over 150 entries, nearly doubling entries from last year. The Rust EBM team designed and printed a book featuring the top 13 stories. The winners were announced at a "Fall for the Book" program at Rust with author Carla Buckley on Sunday, September 14th.

September brought the Muslim Journeys: Connected Histories program, a five-part reading and discussion series led by scholar Barbara Petzen, back to Cascades; it was even more popular this year than last year. This series has been popular not only with teachers, who can receive recertification points for attending, but also with members of the general public.

Friends of the Lovettsville Library held this year's annual book sale during the town's Oktoberfest on September 27th. Thanks to a lovely day the sale was a success. At the sale the Friends introduced new reusable tote bags for sale, which buyers could fill with used books for \$20.

At Sterling Library, the painting "Lafayette Visits Leesburg" by Vinton Liddell Pickens was reframed by the Loudoun Sketch Club in celebration of the club's 70th anniversary. The painting depicts Lafayette's visit to Loudoun accompanied by President John Quincy Adams. Members believe that the painting was created in commemoration of Loudoun County's 200th birthday in 1957. Vinton Pickens, one of the founding members of the Loudoun Sketch Club, was a professional artist and member of Loudoun County's first planning commission, established in 1941. The original frame had cracked and was defaced by graffiti. We thank the Loudoun Sketch Club for restoring the appearance of this wonderful painting which is on permanent exhibit at Sterling Library.

Collection

We have added a brand new Hindi Language collection which includes print books and movies that will be housed at Gum Spring Library. The final phase of the Gum Spring collection expansion has begun.

Programming

During the Summer Reading Program every year all Loudoun elementary schools have the opportunity to compete to win the Summer Reading Trophy. The trophy awards were presented in September to the schools with the highest percentage of summer reading program sign-ups. The winning schools were: Waterford Elementary with 39%, Aldie Elementary and Potowmack Elementary tied with 37%, and Hutchison Farm Elementary with 36%.

More than 2,500 new library cards were issued in September during National Library Month. We celebrated the month with “Down on the Farm,” a reading adventure and scavenger hunt for children held at all branches September 26 and 27.

Teen Read Week is October 12-18 and this year’s theme is “Turn Dreams into Reality @ Your Library.” The purpose is to encourage teens to be regular readers and library users. During the week we will spotlight our resources and programs to inspire teens to succeed in school and beyond.

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

SUBJECT:	Brain Teaser
CONTACT:	Library Board of Trustees 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	
BACKGROUND:	A Brain Teaser is presented at every Library Board of Trustees Meeting in honor of Gabriella Miller.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 02 FY 2016 Budget

SUBJECT:	FY 2016 Budget
CONTACT:	Library Director, Ms. Chang Liu, 703-777-0368
ACTION DATE:	October 15, 2014
RECOMMENDATION:	Library Director, Ms. Chang Liu will provide an update on the FY 2016 budget preparation and process.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: I103 Proposed Strategic Planning Process and Initiatives

SUBJECT:	Proposed Strategic Planning Process and Initiatives
CONTACT:	Board Chair, Mr. Mark Miller; Ms. Mary Pellicano; and Mr. Tom Jensen 703-777-0368
ACTION DATE:	October 15, 2014
RECOMMENDATION:	
BACKGROUND:	The current Strategic Plan expires on June 30, 2015. The Board Chair appointed an ad hoc committee, Mr. Jensen and Ms. Pellicano, to develop a process for revising the current Strategic Plan and present the final draft to the Board on or before December 2014. At the October 15, 2014 meeting, Mr. Jensen and Ms. Pellicano will present their proposal for the process to revise the current strategic plan and bring forward some proposed initiatives they would like to include in the new strategic plan.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Strategic Plan potential initiatives
NOTES:	
ACTION TAKEN:	

Strategic Plan 2015-2020

Potential Initiatives

Provide increased opportunities for community participation in Library programs by exploring new programming initiatives, incorporating new resources (such as remote and web-based programs), and expanding program locations to non-Library facilities in order to reach the broadest audiences.

Investigate opportunities for a partnership with Loudoun County Public School's Academies of Loudoun; this may include co-location, creation of special collections, or other strategies that promote STEM education and collaboration with the Loudoun County Public School system.

Explore the unmet library service needs of the community and resources available for expansion of branch locations in western Loudoun County.

Expand Outreach Services to meet the demand of the increasing population of those unable to access Library facilities physically.

Invest in and promote new community resource initiatives like MakerSpaces and other similar technology programs in Library locations.

Systematically promote community awareness and use of electronic resources provided by the Library.

Focus on the professional development of staff in order to improve service and be more responsive to the needs of the community.

Potential Survey Questions

Please rank the following areas of interest that you would like to see the Library pursue in the coming years (1 is highest priority, 6 is lowest priority):

(alternatively, we could ask them to pick 3 or 4 of the 6 and not rank them)

- Providing more and different public programs (including web-based or remote accessed programs on the Library's website, programs held in non-Library locations, etc.)
- Partnering with The Academies of Loudoun to provide more STEM (Science, Technology, Engineering, and Math) resources
- Expanding library service to more locations in western Loudoun County
- Expanding Outreach Services (which provides library services to homebound residents, senior living facilities, nursing homes, and detention centers)
- Expanding the availability of community resource projects like the Gum Spring MakerSpace and the Rust Library Electronic Book Machine
- Investing in more electronic resources (such as eBooks, eAudiobooks, online databases, etc.) and helping patrons learn about and access them

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 FY 16 Symington Trust Fund Allocations

SUBJECT:	FY 16 Symington Trust Fund Allocations
CONTACT:	Library Board Chair, Ms. Chang Liu, 703-777-0368
ACTION DATE:	October 15, 2014
RECOMMENDATION:	
BACKGROUND:	Ms. Liu would like to receive some general guidance from the Trustees on how and how much the Symington Trust Funds should be used every year. In the past few years, Chang has instituted a process of requesting permission from the LBOT to withdraw certain amount of money from the Trust Funds (\$150,000 a year for the past two years). Currently, interest earned from the Trust Funds is about \$60,000 a year.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Letter of Support for a STEM-focused Library

SUBJECT:	Letter of Support for a STEM-focused Library
CONTACT:	Library Board Chair, Mr. Mark Miller 703-777-0368
ACTION DATE:	October 15, 2014
RECOMMENDATION:	Mr. Miller recommends that the Board approve the letter of support for a STEM-focused library.
BACKGROUND:	In the September Library Board of Trustees meeting Mr. Miller requested the Ms. Liu draft a letter of support requesting the Board of Supervisors to consider amending the current Capital Improvement Plan to include a STEM-focused library and present this drafted letter to the Trustees at the October 15, 2014 meeting for approval.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move that the Library Board of Trustees approve the letter of support for a STEM-focused library on the campus of The Academies of Loudoun Campus.
ATTACHMENTS:	Draft Letter
NOTES:	
ACTION TAKEN:	



Library Administration • 102 North Street NW • Leesburg, VA 20176

October 15, 2014

Library Board of Trustees

BOARD MEMBERS

Mark Miller,
Chair
At-Large

Jackquelyn Veith,
Vice Chair
Catoctin District

Mary Pellicano
Leesburg District

Sean Mallon
Algonkian District

Larry Stepnick
Broad Run District

Joseph Maio
Blue Ridge District

Thomas Jensen
Dulles District

Nancy Nuell
Ashburn District

Dear Mr. Tim Hemstreet:

The Loudoun County Public Library Board of Trustees would like to request that the County amend the current County CIP to include building a public library branch on the future campus of Loudoun County Public School's Academies of Loudoun. This public library branch will be staffed and managed by Loudoun County Public Library, focusing on science, technology, engineering, and mathematics (STEM) in its collections and programming, and will include at least 40,000 square feet of library space in addition to a 500-seat auditorium.

The Loudoun County Public Library Board of Trustees believes strongly that this STEM-focused library will enhance public education and workforce readiness, therefore increasing Loudoun County's competitiveness in the global economy.

This STEM-focused library will be in addition to the Sterling Library expansion project and the proffered Brambleton Library currently in the County CIP.

Thank you very much for your consideration.

Sincerely,

Loudoun County Public Library Board of Trustees

Chang Liu, Director of Library Services

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 FY 15 Symington Trust Fund Allocations

SUBJECT:	FY 15 Symington Trust Fund Allocations
CONTACT:	Library Director, Ms. Chang Liu 703-777-0368
ACTION DATE:	October 15, 2014
RECOMMENDATION:	Ms. Liu recommends that the Trustees approve the transfer of \$150,000 in FY2015 from the A.V. Symington Trust Fund into the library operating budget, as the funds become liquid and available.
BACKGROUND:	In the June BOT meeting the Trustees approved moving \$150,000 from the A.V. Symington Trust Fund in two increments of \$90,000 on July 1, 2014 and \$60,000 on April 1, 2015 into the library operating budget. However, as of July 2014 only \$52,982 was liquid and available to transfer into the library operating budget. The remainder of the \$150,000 will need to be transferred on April 1, 2015 when some Symington funds become liquid and available.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the transfer of \$150,000 in FY2015 from the A.V. Symington Trust Fund into the library operating budget, as the funds become liquid and available.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 03 Approval of FY 16 Budget Options

SUBJECT:	Approval of FY 16 Budget Options
CONTACT:	Ms. Chang Liu, 703-771-5235
ACTION DATE:	October 9, 2013
RECOMMENDATION	The FY2016 Budget Think Tank recommends that the LBOT approve the options presented for the Library's FY16 budget.
BACKGROUND:	Based on discussions at the 2016 Budget Think Tank meetings, Chang will present the Library's FY16 budget options which include personnel and operating costs for the expanded Sterling Library (if the expanded Sterling Library opens in FY2016) and a full-time Library Training Coordinator position.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the Library's FY 16 budget options as presented.
ATTACHMENTS:	Sterling Enhancement Analysis
NOTES:	
ACTION TAKEN:	

Sterling Library – Enhancement Analysis - DRAFT

1. For which program is this enhancement? Describe the program as currently budgeted and staffed and its client population. What issue (including legal mandates) is this enhancement meant to address? How will the enhancement impact program operations and improve efficiencies?

This enhancement provides the staff and resources to bring services at the expanded Sterling Library in line with those available throughout the rest of Loudoun County Public Library (LCPL). The FY2015 Adopted Fiscal Plan includes the relocation of Sterling Library as a part of the Capital Improvement Program. The pre-approved renovation will more than triple the size of the existing facility from 5,840 square feet to nearly 15,000 square feet. Because of its smaller size, the staffing level at Sterling Library is currently 7.76 FTEs, which is 55% lower than the average staffing level of other LCPL locations. Sterling Library is not currently open on Sundays, which is the busiest day at the five locations currently operating seven days a week. Owing to visibility issues in its current location, many residents are unaware that a library exists in the Sterling District. The current facility lacks space for dedicated teen and children areas, enclosed study rooms, a large and diverse collection for the service population, and an adequate number of public computers. Once the visibility and space issues are addressed with the relocation and expansion, the enhancement of staff and resources will enable LCPL to fully utilize those features to ensure Sterling District residents receive consistent levels of service with the rest of Loudoun County.

2. How will this enhancement contribute to the Department's mission and relate to the management plan, service plan, and the Board's adopted vision statement?

The Vision of the Board of Supervisors is committed to providing residents with a “high quality of life” and creating a place where “residents are proud to live, work, and play.” LCPL contributes to this vision through its Mission to provide “free and equal access to...resources and innovative technologies [to] the entire community.” At present, LCPL is unable to provide equal access to residents of the Sterling District. Compared to the rest of Loudoun County, the Sterling District has a higher percentage of non-native English speakers, families at or near poverty line, and residents who are unable to access library services. With increases of 4.85 additional employees, \$100,000 for library materials, seven-day-a-week operations, and availability of space, Loudoun County Public Library will be able to offer Sterling residents equal access to services beneficial to their community that are currently available in other library facilities, including computer and job skills training, early literacy programs, and ESOL classes, as well as access to computers and the Internet. Full utilization of the expanded library will promote a “high quality of life” for Sterling District families, leverage the County’s investment in K-12 education, and strengthen the economy.

Sterling Library – Enhancement Analysis - DRAFT

3. What performance metrics indicate the need for this enhancement?

Currently, 60% of Loudoun County residents have a library card compared to 40% of Sterling District residents. In addition, the average library visits per capita for all of Loudoun County is 4.96 compared to just 2.69 visits per capita in the Sterling district. The limited visibility of the current location has resulted in lighter usage of the Sterling Library when compared to other LCPL facilities. In addition, the current limited space has made it difficult to provide service hours and programs that would provide Sterling residents equal access to and parity of overall services. The pre-approved expansion will make it possible for LCPL to begin addressing these needs, but it will be incomplete and ineffective without the enhancement for additional staff and resources to ensure a responsible and consistent level of service.

4. How will projected performance metrics for FY 2016 and FY 2017 improve if this enhancement is authorized? How will performance change if enhancement is not authorized?

With improved visibility, increased programming space, and adequate staffing for a large library facility, the patronage of the Sterling Library will increase to more closely match that of the rest of Loudoun County. In addition to a 50% increase in card holders in the Sterling District, the expectation is that numbers of visitors, circulation of materials, programs offered, and program attendance at the Sterling Library will grow to be on par with similar County library facilities. In FY2014, Sterling Library offered 458 total programs to over 9,000 patrons. In the new facility, expectations are that attendance will more than double during the first year of operation as a result of increased program offerings.

Were this enhancement not authorized, LCPL would not be able to provide service that meets the equal and appropriate levels of the rest of Loudoun County to the residents of the Sterling District. In addition, LCPL would be unable to maximize the expanded space and resources that are a part of the approved Sterling Library County Capital Project and manage existing resources to meet the predicted increase in community demand.

5. Were alternatives (including outsourcing) to this enhancement considered? Why was this enhancement chosen over its alternatives? Is the County the only provider of this service?

No, alternatives to this enhancement were not considered.

This enhancement was chosen as a priority because it will provide residents of the Sterling District with services, collections, and resources on par with those offered to other Loudoun County residents.

Yes, Loudoun County is the only provider of this service.

Sterling Library – Enhancement Analysis - DRAFT

6. Has this enhancement been considered in prior budget processes? Why has it not been authorized previously?

No, this enhancement has not been considered in prior budget processes.

7. What is the implementation schedule for this enhancement? For example, when will the facility open? When does the position need to be hired? When will the vehicle need to be purchased? When will the office need to be constructed/reconfigured? When does the technology or other equipment need to be purchased? How will the new revenue be coordinated?

The new Sterling Library will open to the public as early as April 2016. Staff will be needed two months prior to the opening date in order to receive needed training, prepare the collection and facility, assist with the transition to the new location, plan for programs, and interact with community groups to increase awareness of the new facility.

LGIP Daily Dividend Rate

Price start date - 1-Sep-14

Price end date - 30-Sep-14

Fund Name
683-COMMONWEALTH OF VIRGINIA - LGIP

Date	Daily Dividend Rate		Days
9/1/2014	0.000002730	0.0996%	1
9/2/2014	0.000002811	0.1026%	1
9/3/2014	0.000002822	0.1030%	1
9/4/2014	0.000002841	0.1037%	1
9/5/2014	0.000002914	0.1064%	1
9/6/2014	0.000002842	0.1037%	1
9/7/2014	0.000002842	0.1037%	1
9/8/2014	0.000002707	0.0988%	1
9/9/2014	0.000002683	0.0979%	1
9/10/2014	0.000002703	0.0987%	1
9/11/2014	0.000002737	0.0999%	1
9/12/2014	0.000002702	0.0986%	1
9/13/2014	0.000002718	0.0992%	1
9/14/2014	0.000002718	0.0992%	1
9/15/2014	0.000002785	0.1017%	1
9/16/2014	0.000002767	0.1010%	1
9/17/2014	0.000002768	0.1010%	1
9/18/2014	0.000002771	0.1011%	1
9/19/2014	0.000002768	0.1010%	1
9/20/2014	0.000002768	0.1010%	1
9/21/2014	0.000002768	0.1010%	1
9/22/2014	0.000002859	0.1044%	1
9/23/2014	0.000002623	0.0957%	1
9/24/2014	0.000002706	0.0988%	1
9/25/2014	0.000002722	0.0994%	1
9/26/2014	0.000002713	0.0990%	1
9/27/2014	0.000002713	0.0990%	1
9/28/2014	0.000002713	0.0990%	1
9/29/2014	0.000002721	0.0993%	1
9/30/2014	0.000002539	0.0927%	1

= (a/b)*c	Average Rate	0.1003%	rounded
	c	0.0000824740	
	days in month -b	30	
	days in year -a	365	

LGIP Daily Factor by Month

Days in Year=					
365	Sep-2014	Daily	7-day	Period	
01 Mon	0.000002730	0.10%	0.10%	0.10%	
02 Tue	0.000002811	0.10%	0.10%	0.10%	
03 Wed	0.000002822	0.10%	0.10%	0.10%	
04 Thu	0.000002841	0.10%	0.10%	0.10%	
05 Fri	0.000002914	0.11%	0.10%	0.10%	
06 Sat	0.000002842	0.10%	0.10%	0.10%	
07 Sun	0.000002842	0.10%	0.10%	0.10%	
08 Mon	0.000002707	0.10%	0.10%	0.10%	
09 Tue	0.000002683	0.10%	0.10%	0.10%	
10 Wed	0.000002703	0.10%	0.10%	0.10%	
11 Thu	0.000002737	0.10%	0.10%	0.10%	
12 Fri	0.000002702	0.10%	0.10%	0.10%	
13 Sat	0.000002718	0.10%	0.10%	0.10%	
14 Sun	0.000002718	0.10%	0.10%	0.10%	
15 Mon	0.000002785	0.10%	0.10%	0.10%	
16 Tue	0.000002767	0.10%	0.10%	0.10%	
17 Wed	0.000002768	0.10%	0.10%	0.10%	
18 Thu	0.000002771	0.10%	0.10%	0.10%	
19 Fri	0.000002768	0.10%	0.10%	0.10%	
20 Sat	0.000002768	0.10%	0.10%	0.10%	
21 Sun	0.000002768	0.10%	0.10%	0.10%	
22 Mon	0.000002859	0.10%	0.10%	0.10%	
23 Tue	0.000002623	0.10%	0.10%	0.10%	
24 Wed	0.000002706	0.10%	0.10%	0.10%	
25 Thu	0.000002722	0.10%	0.10%	0.10%	
26 Fri	0.000002713	0.10%	0.10%	0.10%	
27 Sat	0.000002713	0.10%	0.10%	0.10%	
28 Sun	0.000002713	0.10%	0.10%	0.10%	
29 Mon	0.000002721	0.10%	0.10%	0.10%	
30 Tue	0.000002539	0.09%	0.10%	0.10%	
Total Avg.	0.0000824740	0.1003%	0.10%		
Effective Yield		0.1003%	i_{eff}		
Period Yield=r					
#days in mont	30	12.166667 =k	100*k=>	1216.66667	

**Symington Trust
Fund 1223
FY15**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 3,993,626.07	\$ -	\$ 2,965.71	\$ 3,990,660.36	\$ 4.56	\$ -	\$ 3,990,664.92	0.0960%
August	\$ 3,990,664.92	\$ 31.95	\$ 4,857.29	\$ 3,985,839.58	\$ 4.39	\$ -	\$ 3,985,843.97	0.1011%
September	\$ 3,985,843.97	\$ -	\$ 12,114.89	\$ 3,973,729.08	\$ 3.35	\$ -	\$ 3,973,732.43	0.1003%
October				\$ -			\$ -	
November				\$ -			\$ -	
December				\$ -			\$ -	
January				\$ -			\$ -	
February				\$ -			\$ -	
March				\$ -			\$ -	
April				\$ -			\$ -	
May				\$ -			\$ -	
June				\$ -			\$ -	
Total FY	\$ 3,993,626.07	\$ 31.95	\$ 19,937.89		\$ 12.30	\$ -	\$ 3,973,732.43	

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

late posting of June 2014 expenses resulted in a beginning balance adjustment of \$ 19,278.00

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

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY15**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 18,761.49	\$ -	\$ -	\$ 18,761.49	\$ 1.50	\$ 18,762.99	0.0960%
August	\$ 18,762.99	\$ 1,500.00	\$ -	\$ 20,262.99	\$ 1.71	\$ 20,264.70	0.1011%
September	\$ 20,264.70	\$ -	\$ -	\$ 20,264.70	\$ 1.69	\$ 20,266.39	0.1003%
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total FY	\$ 18,761.49	\$ 1,500.00	\$ -	\$ -	\$ 4.90	\$ 20,266.39	

*Interest Earnings Based On Average LGIP Rate For the Month

**Irwin Uran Trust Fund
Fund 1220
FY15**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 259,353.85	\$ -	\$ -	\$ 121.49	\$ 259,232.36	\$ 20.74	\$ 259,253.10	0.0960%
August	\$ 259,253.10	\$ (121.49)	\$ -	\$ 24,121.45	\$ 235,010.16	\$ 19.80	\$ 235,029.96	0.1011%
September	\$ 235,029.96	\$ -	\$ -	\$ 1,223.64	\$ 233,806.32	\$ 19.54	\$ 233,825.86	0.1003%
October								
November								
December								
January								
February								
March								
April								
May								
June								
Total FY	\$ 259,353.85	\$ (121.49)	\$ -	\$ 25,466.58	\$ -	\$ 60.08	\$ 233,825.86	

*Interest Earnings Based On Average LGIP Rate For the Month

Library Trust Funds Holdings

As of September 30, 2014

Irwin Uran Trust Fund	\$ 233,826	LGIP*	0.1003%
Symington Trust Fund	\$ 40,049	LGIP*	0.1003%
		CD**	Trade Date Maturity Yield
	\$790,612	<i>Access National</i>	02/18/14 02/17/19 1.500%
	\$818,071	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.342%
	\$775,000	<i>Washington First</i>	03/19/12 03/19/15 1.050%
	\$775,000	<i>Washington First</i>	03/30/12 03/30/16 1.350%
	\$775,000	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.740%
Symington Total	\$ 3,973,732		
James Horton Trust Fund	\$ 20,266	LGIP*	0.1003%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal



Loudoun County
County of Loudoun Investments
Fund LIBR - Library Funds
Investments by Fund
September 30, 2014

Loudoun County

CUSIP	Investment #	Issuer	Purchase Date	Remaining Cost	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Certificates of Deposit											
ACC021819	10676	Access National Bank	02/18/2014	790,612.34	790,612.34	790,612.34	1.500	1.479	1.500	02/17/2019	1,600
CB032118	10630	Cardinal Bank	03/22/2013	818,070.97	818,070.97	818,070.97	1.342	1.323	1.342	03/22/2018	1,268
VCB032917	10541	Virginia Commerce Bank	03/30/2012	775,000.00	775,000.00	775,000.00	1.740	1.716	1.740	03/29/2017	910
WASH031915	10539	Washingtonfirst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	169
WASH033016	10540	Washingtonfirst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	546
Subtotal and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		905
Total Investments and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		905



LCPL STATISTICAL REPORT (Current Month)

September-2014		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													
Visits	FY2015	33,254	8%	28,572	2%	26,406	11%	4,658	19%	3,682	-4%	770	55%	13,499	-4%	32,174	2%	8,538	3%			151,553	5%		
	FY2014	30,650		28,076		23,839		3,916		3,823		497		13,999		31,677		8,305				144,782			
New Registrations	FY2015	723	-14%	308	-15%	840	-3%	25	39%	39	3%	18	13%	108	-3%	270	-23%	217	25%			2,548	-8%		
	FY2014	842		363		862		18		38		16		111		350		173				2,773			
CIRCULATION																									
Print Material	FY2015	105,785	4%	54,244	-5%	80,651	11%	7,114	2%	2,761	12%	1,347	20%	23,545	-8%	53,138	-2%	9,106	-4%	2,286	114%	339,977	2%		
	FY2014	101,995		57,224		72,910		6,956		2,468		1,123		25,676		54,302		9,523		1,069		333,246			
Audiovisual	FY2015	29,521	-9%	20,086	-16%	16,921	-21%	2,958	3%	1,639	-12%	609	49%	11,995	-14%	23,055	-16%	4,219	-19%	946	65%	111,949	-14%		
	FY2014	32,276		23,841		21,385		2,867		1,862		410		14,002		27,504		5,204		572		129,923			
TOTAL CIRCULATION	FY2015	135,306	1%	74,330	-8%	97,572	3%	10,072	3%	4,400	2%	1,956	28%	35,540	-10%	76,193	-7%	13,325	-10%	3,232	97%	481,487	-1%		
	FY2014	134,271		81,065		94,295		9,823		4,330		1,533		39,678		81,806		14,727		1,641		485,117			
LIBRARY PROGRAMS																									
Programs	FY2015	123	5%	88	-2%	138	16%	40	-2%	52	420%	1	0%	46	35%	126	2%	50	4%	1	0%	665	14%		
	FY2014	117		90		119		41		10		1		34		123		48		1		584			
Program Attendance	FY2015	4,985	-16%	2,683	0%	4,342	-23%	627	25%	322	222%	70	367%	1,003	28%	2,695	2%	922	43%	480	33%	18,129	-6%		
	FY2014	5,947		2,690		5,640		503		100		15		782		2,637		643		360		19,317			
COMMUNITY USE OF MEETING ROOMS																									
Bookings	FY2015	74	-8%	166	-23%	23	-12%	4	-43%	22	633%			70	-28%	142	28%	6	-45%			507	-8%		
	FY2014	80		215		26		7		3				97		111		11				550			
Attendance	FY2015	1,612	2%	2,396	-21%	366	22%	39	-33%	77	(1)			474	-43%	2,605	81%	104	-66%			7,673	11%		
	FY2014	1,583		3,023		300		58		(621)				832		1,437		302				6,914			
PUBLIC COMPUTER USE																									
Internet Sessions	FY2015	3,943	33%	1,970	-71%	6,028	31%	526	-3%	805	15%			1,923	2%	11,185	66%	2,809	11%			29,189	9%		
	FY2014	2,972		6,894		4,587		542		697				1,877		6,736		2,536				26,841			
Wi-Fi Sessions	FY2015	3,197	24%	4,065	26%	4,200	53%	288	11%	647	101%			1,001	20%	3,768	21%	880	28%			18,046	31%		
	FY2014	2,581		3,223		2,750		260		322				832		3,121		685				13,774			
VOLUNTEERS																									
Number of Volunteer Hours	FY2015	454	28%	423	67%	332	41%	55	-48%	35	-68%	15	0%	119	13%	611	77%	65	-26%			2,109	31%		
	FY2014	355		253		235		105		109		15		105		346		88				1,611			
		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	63,028	-25%
	FY2014	83,713	
Downloadables	FY2015	29,561	35%
	FY2014	21,948	
Visits to Webpage	FY2015	125,397	1%
	FY2014	124,306	
Library Catalog Use	FY2015	414,550	-1%
	FY2014	418,777	
Online Hold Requests	FY2015	50,306	-2%
	FY2014	51,495	
Online Renewals	FY2015	153,607	-2%
	FY2014	157,176	
Phone Renewals	FY2015	5,483	-14%
	FY2014	6,386	
Suggest A Title	FY2015	393	-3%
	FY2014	404	
Interlibrary Loans	FY2015	533	-10%
	FY2014	595	

REVENUE AND FINES			
Overdue Fines	FY2015	\$23,252	-7%
	FY2014	\$24,887	
Community Room Rental	FY2015	\$0	-100%
	FY2014	\$715	
Printing	FY2015	\$4,551	25%
	FY2014	\$3,630	
Interlibrary Loans	FY2015	\$345	-27%
	FY2014	\$471	
Lost or Damaged Materials	FY2015	\$2,925	-34%
	FY2014	\$4,403	
Total Revenues	FY2015	\$31,073	-9%
	FY2014	\$34,106	



LCPL STATISTICAL REPORT (Year-To-Date)

September-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	106,850	6%	91,490	-9%	91,071	6%	12,010	1%	11,586	30%	2,069	42%	45,767	-8%	108,722	-3%	29,677	0%			499,242	0%
	FY2014	101,059		100,974		86,323		11,897		8,912		1,452		49,610		111,510		29,695				501,432	
New Registrations	FY2015	1,695	-11%	938	-16%	1,918	-18%	84	1%	171	148%	50	0%	378	6%	987	-5%	470	11%			6,691	-9%
	FY2014	1,905		1,111		2,333		83		69		50		358		1,034		424				7,367	
CIRCULATION																							
Print Material	FY2015	345,369	2%	179,466	-7%	265,276	5%	21,483	-2%	8,894	39%	4,054	14%	82,438	-9%	181,318	-5%	31,254	-8%	5,136	5%	1,124,688	-1%
	FY2014	340,082		193,506		252,543		21,967		6,378		3,550		90,659		191,039		34,082		4,905		1,138,711	
Audiovisual	FY2015	100,156	-9%	68,459	-15%	62,294	-17%	9,038	-4%	4,903	7%	1,671	28%	41,625	-13%	80,000	-13%	14,852	-21%	3,337	101%	386,335	-13%
	FY2014	109,857		80,917		75,073		9,418		4,577		1,306		47,955		92,268		18,732		1,662		441,765	
TOTAL CIRCULATION	FY2015	445,525	-1%	247,925	-10%	327,570	0%	30,521	-3%	13,797	26%	5,725	18%	124,063	-10%	261,318	-8%	46,106	-13%	8,473	29%	1,604,608	-3%
	FY2014	449,939		274,423		327,616		31,385		10,955		4,856		138,614		283,307		52,814		6,567		1,650,993	
LIBRARY PROGRAMS																							
Programs	FY2015	354	9%	261	1%	344	9%	97	-10%	75	178%	4	100%	114	18%	375	5%	167	48%	3	50%	1,794	12%
	FY2014	325		258		315		108		27		2		97		357		113		2		1,604	
Program Attendance	FY2015	15,514	-2%	9,194	-18%	14,461	-11%	1,265	4%	1,060	116%	142	610%	2,948	14%	9,297	3%	4,133	106%	658	54%	58,672	-1%
	FY2014	15,807		11,275		16,207		122000%		490		20		2,589		8,988		2,007		428		59,031	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	172	-9%	507	-15%	73	9%	12	20%	89				175	-29%	276	0%	14	-61%			1,318	-8%
	FY2014	188		598		67		10		3				248		275		36				1,425	
Attendance	FY2015	3,386	-9%	6,070	-22%	1,043	31%	97	13%	239				1,051	-26%	4,685	8%	378	-55%			16,949	-13%
	FY2014	3,704		7,755		798		86		621				1,429		4,335		848				19,576	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	11,514	11%	13,227	-32%	18,693	34%	1,697	-2%	2,808	70%			4,952	-17%	40,908	77%	8,473	-9%			102,272	20%
	FY2014	10,344		19,557		13,905		1,729		1,653				6,001		23,126		9,267				85,582	
Wi-Fi Sessions	FY2015	9,926	22%	10,768	11%	11,179	28%	958	23%	1,831	115%			2,800	17%	11,286	12%	2,264	3%			51,012	19%
	FY2014	8,159		9,718		8,706		780		850				2,397		10,087		2,207				42,904	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	2,700	15%	1,742	-18%	1,748	13%	316	-24%	100	-74%	45	-13%	253	-11%	2,090	-17%	1,147	3%			10,141	-6%
	FY2014	2,357		2,127		1,544		415		389		52		283		2,525		1,114				10,806	
				ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN	SYSTEM TOTAL

SYSTEMWIDE ONLINE SERVICES		
Electronic Resources	FY2015	187,047 -20%
	FY2014	232,476
Downloadables	FY2015	93,585 33%
	FY2014	70,517
Visits to Webpage	FY2015	386,593 -5%
	FY2014	408,706
Library Catalog Use	FY2015	1,352,359 -9%
	FY2014	1,490,481
Online Hold Requests	FY2015	156,238 -9%
	FY2014	171,587
Online Renewals	FY2015	500,560 1%
	FY2014	494,848
Phone Renewals	FY2015	18,430 -17%
	FY2014	22,097
Suggest A Title	FY2015	1,188 2%
	FY2014	1,160
Interlibrary Loans	FY2015	1,583 -12%
	FY2014	1,799

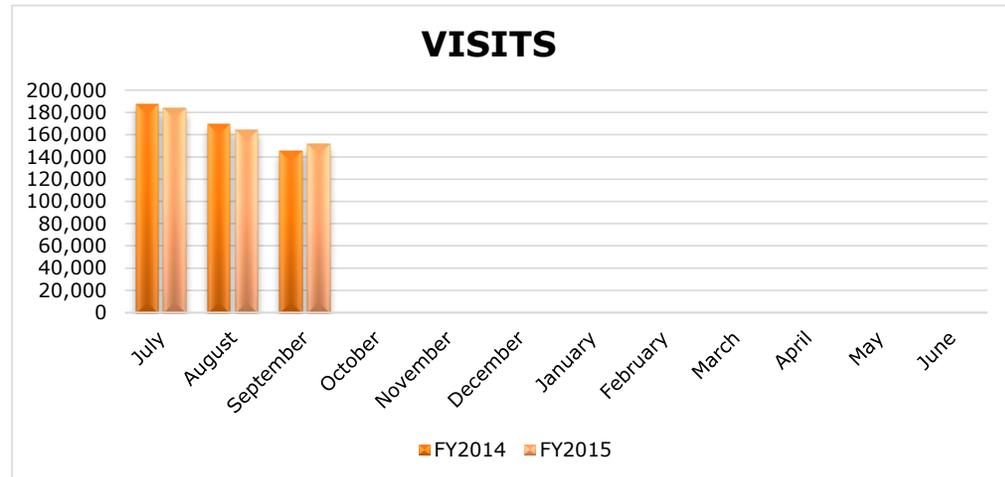
REVENUE AND FINES			
Overdue Fines	FY2015	\$60,563	3%
	FY2014	\$59,011	
Community Room Rental	FY2015	\$1,138	114%
	FY2014	\$531	
Printing	FY2015	\$9,767	1%
	FY2014	\$9,658	
Interlibrary Loans	FY2015	\$700	-12%
	FY2014	\$792	
Lost or Damaged Materials	FY2015	\$8,978	-15%
	FY2014	\$10,535	
Total Revenues	FY2015	\$81,146	1%
	FY2014	\$80,527	

YEAR END DATA		
Reference Questions	315,718	-100%
Summer Reading Participants	-	
County Population	366,693	4%
Registered Borrower Count	212,897	-100%
Circulation Per Capita	8	-100%

LOUDOUN COUNTY PUBLIC LIBRARY

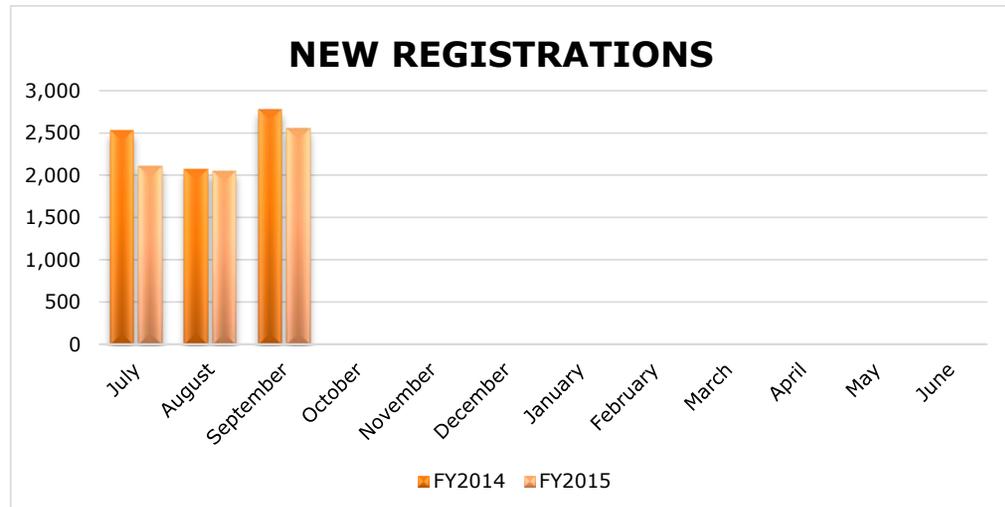
TOTAL VISITS

Month	FY2014	FY2015	%
July	187,613	183,381	-2%
August	169,037	164,308	-3%
September	144,782	151,553	5%
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	501,432	499,242	0%



NEW REGISTRATIONS

Month	FY2014	FY2015	%
July	2,524	2,100	-17%
August	2,070	2,043	-1%
September	2,773	2,548	-8%
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	7,367	6,691	-9%



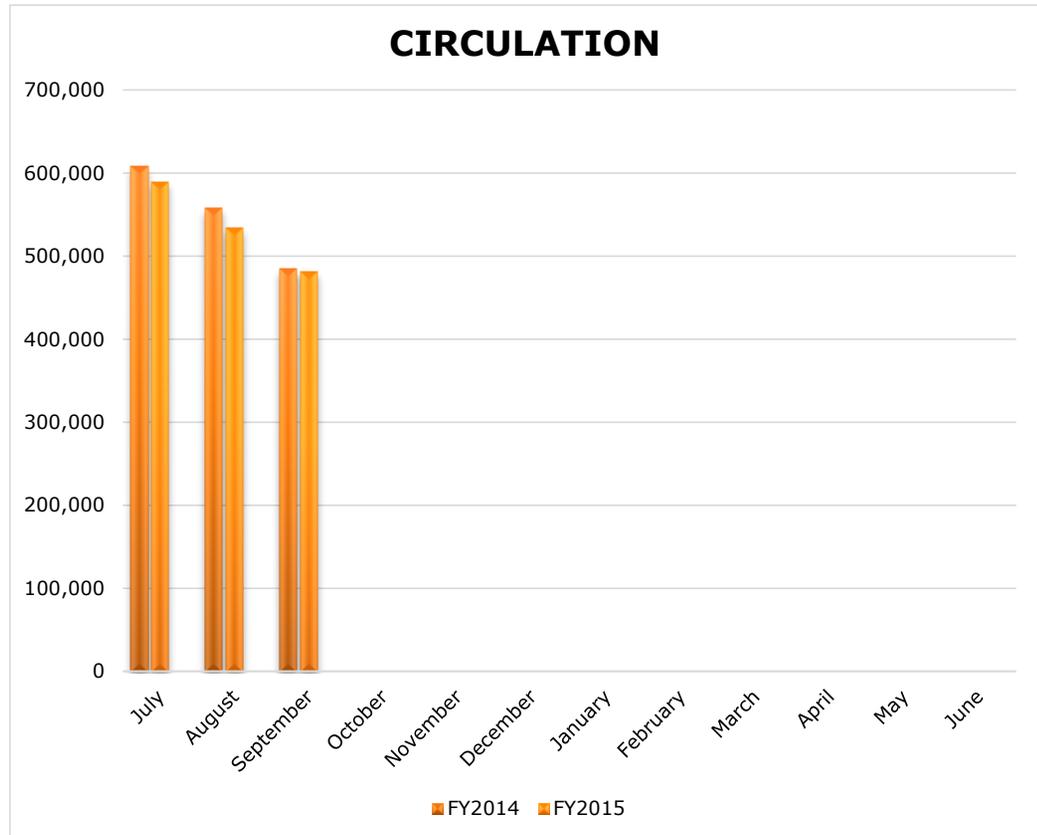
LOUDOUN COUNTY PUBLIC LIBRARY



TOTAL CIRCULATION

Month	FY2014	FY2015	%
July	607,803	589,250	-3%
August	558,072	533,871	-4%
September	485,117	481,487	-1%
October	-	-	
November	-	-	
December	-	-	
January	-	-	
February	-	-	
March	-	-	
April	-	-	
May	-	-	
June	-	-	
Total	1,650,992	1,604,608	-3%

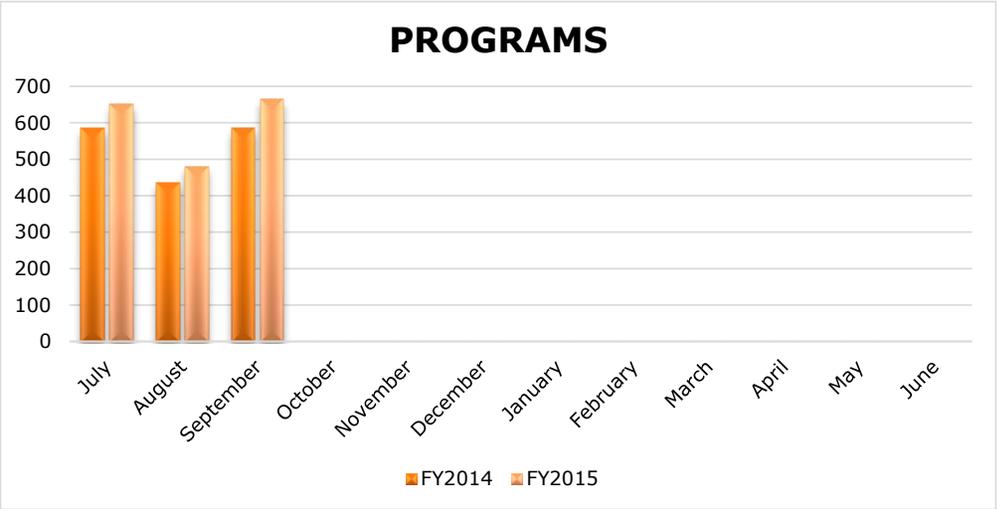
Note: Circulation includes electronic downloadables



LOUDOUN COUNTY PUBLIC LIBRARY

PROGRAMS

Month	FY2014	FY2015	%
July	585	650	11%
August	435	479	10%
September	584	665	14%
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	1,604	1,794	12%



PROGRAM ATTENDANCE

Month	FY2014	FY2015	%
July	22,328	22,957	3%
August	17,386	17,586	1%
September	19,317	18,129	-6%
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	59,031	58,672	-1%

