

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for November 2014

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment
Board Comment
Director's Comment

AGENDA CHANGES

MINUTES APPROVAL – October 15, 2014 Regular Meeting Minutes

REPORTS

Library Advisory Board Report: **Technology Services, John Harper & Betty Keller**
Library Branch Board Report: **Programming Division, Linda Holtslander**
Director's Report: **Library Director, Chang Liu**

INFORMATION ITEMS

- II 01** Brain Teaser
- II 02** FY 2016 Budget
- II 03** STEM Library
- II 04** Sterling Library Relocation

ACTION ITEMS

- AI 01** Naming Policy
- AI 02** Gift Solicitation and Acceptance Policy
- AI 03** FY 15 LCPL Holiday Calendar
- AI 04** Symington Trust Fund Allocation
- AI 05** Closed Executive Session

ADJOURNMENT

DATE & TIME: November 19, 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
October 15, 2014**

The regular monthly meeting of the Loudoun County Library Board of Trustees was held on Wednesday, October 15, 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 the FROGS will be holding their second Annual Winetasting event on Saturday, November 1 at 7 PM.

Board Chair, Mr. Mark Miller thanked the library staff and the board members who served on the Think Tank Committee and attended the County budget meetings.

DIRECTOR'S COMMENT

Library Director, Ms. Liu reported that the new library website beta test began today, October 15 and library patrons have already submitted many positive responses. Ms. Liu reported that the go live date with the new library website is set for November 3.

Ms. Liu reported that the Loudoun County Public Library System and Mike Van Campen hosted two German students for the day. Ms. Liu reported that these students are from the George C. Marshall International Center and Loudoun County's Student Exchange Program.

Ms. Liu reported that the Cascades Library will be temporarily closing October 27 through November 2 for necessary HVAC upgrades and bathroom renovations.

Ms. Liu reported that the Ms. Sharon M. Draper will be presenting her book "*Out of My Mind*" for the 1book 1community event at the Smart's Mill Middle School on Tuesday, October 28 at 7 PM.

Ms. Liu introduced three new employees, Youth Programming Coordinator, Ms. April Shroeder, Cascades Head of Teens Services Librarian, Ms. Katherine Kalil and Cascades Head of Children's Services Librarian, Ms. Ellen Tweedy.

Ms. Liu reported that the Ms. Mary Frances Forcier will begin her employment with Loudoun County Public Library on Thursday, November 6 as the new Communications Division Manager.

Ms. Liu reported that County Supervisor Delgaudio has nominated Reynolds Berger to serve on the Library Board of Trustees.

Ms. Liu reported that she met with Loudoun County Public School Superintendent Williams to discuss potential opportunities to further the partnership between the library system and the public schools.

Ms. Liu stated that she will be attending the Virginia Library Director's Conference.

Ms. Liu reported that eResource Branch Manager, Mr. John Harper will be attending a DotNetNuke Conference in November. Ms. Liu stated that DotNetNuke is the content management system that is used for the library website.

AGENDA CHANGES

There were no agenda changes presented.

READING AND APPROVAL OF MINUTES

Mr. Miller requested a motion to approve the minutes of the September 17, 2014 Library Board of Trustees regular meeting. Mr. Stepnick moved to approve the minutes as presented. The motion was seconded and approved by a vote of 6-1-0-1.

REPORTS

A. STERLING LIBRARY ADVISORY BOARD REPORT

Sterling Library Advisory Board Member, Ms. Keeley Mitchell reported for the Sterling Library Advisory Board. The report was received and placed on file.

B. STERLING LIBRARY BRANCH MANAGER

The Sterling Library Branch Manager, Ms. Heather Ketron reported on behalf of Sterling 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 five very productive meetings and the results of those meetings will be presented to the Library Board of Trustees. 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 Proposed Strategic Planning Process and Initiatives:

Mr. Jensen reported that in order for the Loudoun County Public Library System to receive state aid The Library of Virginia requires that there be a strategic plan in place and that it is reviewed and updated annually by the Library Board of Trustees. Mr. Jensen stated that he and Ms. Pellicano have been working on updating the Loudoun County Library Strategic Plan. Mr. Jensen reported that they are working on identifying half a dozen strategic initiatives that will provide direction on how to spend resources and time on future projects for the next three years. Mr. Jensen provided an overview of the proposed strategic initiatives and stated that the library plans acquiring customer input on these strategic initiatives by initiating a customer survey in November. Mr. Jensen stated that the results from the survey will be returned in December. Mr. Jensen stated that he and Ms. Pellicano will be presenting the final draft of the Strategic Plan to the Library Board of Trustees at the February 28, 2015 Library Board of Trustees Retreat. Mr. Jensen stated if the Library Board has any recommendations for the strategic plan initiatives to please provide them to Megan Avera by Wednesday, October 22.

II04 FY 16 Symington Trust Fund Allocations:

Ms. Liu requested that the Trustees provide her some general guidance on how much of the Symington Trust funds should be spent every year. Ms. Liu provided some examples of what the funds have been used for in the past. Mr. Miller opened the floor for discussion. Mr. Miller asked Ms. Liu to provide the Trustees with a past accounting history of Symington Trust funds spent and a copy of the Symington Trust agreement. Mr. Miller requested that the board look at what parameters they want for spending the Symington Trust funds and bring these recommendations back to the full Board in the November meeting.

V. ACTION ITEMS

AI01 Letter of Support for a STEM-focused Library:

Mr. Miller stated at the September Library Board of Trustees meeting the Library Board requested 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 on the Academies of Loudoun Campus. Mr. Miller moved that the Library Board of Trustees approve the letter of support for a STEM-focused library on the campus of the Academies of Loudoun, the motion was seconded. Mr. Miller opened the floor for discussion. The motion was approved by a vote of 6-1-0-1.

AI02 FY 15 Symington Trust Fund Allocations:

Ms. Liu asked the Library Board of Trustees to amend the vote the Library Board of Trustees made in the June meeting to transfer \$150,000 in two increments, \$90,000 on July 1, 2014 and \$60,000 on April 1, 2015 into the library operating budget. Mr. Miller stated in light of the decision that was made by the Trustees on the Information Item FY 16 Symington Trust Fund Allocations, he recommended that a motion be made to table the Action Item. Mr. Maio moved to table the action on the Symington Trust Fund Allocations the motion was seconded and approved by a vote of 6-1-0-1.

AI03 Approval of FY 16 Budget Options:

Ms. Liu presented the FY 16 budget options that were decided on by the Think Tank Committee. Ms. Liu stated these budget options include personnel and operating costs for the expanded Sterling Library and a full time Library Training Coordinator position. Ms. Liu reported that she submitted a request to the County Administrator to approve that a periodic asset replacement schedule be implemented into the Capital Improvement Plan. Mr. Miller opened the floor for discussion. Mr. Mallon moved to approve the Library's FY 16 budget options as presented, motion was seconded. The motion was approved, by a vote of 6-1-0-1.

VI. ADJOURNMENT

Mr. Miller adjourned the meeting at 9:47 PM.

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: November 19, 2014

Branches/Public Service

- Cascades Library underwent major renovations in October. The HVAC system was overhauled, the public restrooms were renovated and a new security gate was installed.
- Gum Spring Library was a venue for the Washington West Film Festival. Four short films were shown followed by three films from the 9th Annual LCPL Teen Film Contest. Over 40 patrons attended including two teen film festival winners.
- The Purcellville Library Advisory Board (PLAB) raised over \$6800 from their annual book sale directly benefitting the Purcellville Library's programming and services.
- Sterling Library presented a Disability Awareness Month program focusing on Tuesday Tucks Me In, a children's book that tells the story of a retired U. S. Army captain and his service dog, Tuesday. A dog handler and puppy-in-training from Veterans Moving Forward, an organization that trains dogs to help wounded and traumatized veterans, were the special guests.
- Rust Library staff represented LCPL in the annual Leesburg Halloween parade. Their "Dr. Who" theme was one of the most popular ever with kids and adults alike cheering for the library along the parade route.

Collection

- Continued selection and ordering for the Gum Spring Library Expansion.
- Two selectors attended the open house for the school librarians.
- Reorganization of selector duties is underway and about 75% complete.
- Continued to work on the massive series review project.
- Added approximately 6000 records for digital materials including e-books, e-audio and database records.
- Cataloging holiday books as a priority.
- Cataloging and processing the Virginia SOL standards books which we recently purchased. These are helpful to parents and students at all grade levels. They will be distributed to every branch.

Technology

- Quick Connect has been installed at the Self-Check machines at Rust Library and Gum Spring Library. This is a brand new software that uses Novelist (a Readers Advisory service on our catalogs) to provide suggestions for customers based on what they are checking out. It also allows promotional information to be displayed by the Library to advertise current and upcoming programs.

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:	November 19, 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:	November 19, 2014
RECOMMENDATION:	Library Director, Ms. Chang Liu will provide an update on the FY 2016 budget.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 STEM Library

SUBJECT:	STEM Library
CONTACT:	Library Director, Ms. Chang Liu, 703-777-0368
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Staff will provide an update on the exploration of the STEM Library concept.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 Sterling Library Relocation

SUBJECT:	Sterling Library Relocation
CONTACT:	Library Board Chair, Ms. Chang Liu, 703-777-0368
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Chang Liu will provide an update on the Sterling Library relocation project.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Naming Policy

SUBJECT:	Naming Policy
CONTACT:	Library Board Vice Chair, Ms. Jacquelyn Veith and Trustees, Mr. Joseph Maio, 703-777-0368
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Ms. Veith and Mr. Maio will present their recommendations on revising the Library's Naming Policy.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Naming of Library Policy
NOTES:	
ACTION TAKEN:	

LIBRARY POLICY (20)
NAMING OF LIBRARIES

Recommendations from the Library Board of Trustees to the Loudoun County Board of Supervisors for the naming of Loudoun County Public Library facilities and spaces will follow the guidelines set forth in the Loudoun County Board of Supervisors Finance and Government Services Committee's *Resolution Relating to County Memorials and the Names for County Parks, Sites, and Facilities* (adopted March 17, 1992), as well as the following additional guidelines.

1. The library will carry a name that reflects the geographical area in which it is located or for which it serves in order to be understood by patrons; for example, Lovettsville Library.

Exterior signs will identify each library as such; for example, "The Lovettsville Library." The library may be further identified as "A Branch of Loudoun County Public Library."

2. In exceptional circumstances, the Library Board of Trustees may consider naming libraries, additions, rooms, or significant areas of a library after a donor provided that the donor paid for a substantial portion of or the entire cost of construction or renovation or has donated a significant amount of money to the library system.
3. In exceptional circumstances, the Library Board of Trustees may consider naming libraries, additions, rooms, or significant areas of a library in honorable recognition of an individual or group, provided the following criteria are met:
 - a. Commemorative naming in honor of individuals must be *in memoriam*
 - b. Commemorative naming may only be for civic or charitable organizations (not for corporate or religious organizations)
 - c. Commemorative naming is in recognition of outstanding achievement, distinctive service, or significant contribution by the individual or group to the library, local, or national community
4. The naming of collections, areas, or other non-structural library features may be determined by the Library Board of Trustees without approval from the Loudoun County Board of Supervisors.

Naming of Libraries Procedure

1. Any Library Trustee, citizen, group of citizens, entity or organization, or other interested party may submit a commemorative naming rights recommendation.
2. If the naming request specifies a new or changed name for a library or a room within, the naming must be approved by the Loudoun County Board of Supervisors. Forward the naming request to the County Administrator with the recommendation of the Library Board of Trustees.
3. Other recommendations must be submitted in writing to the attention of the Library Director. The following information must be included in the recommendation statement:
 - a. The name of the person or organization submitting the recommendation;
 - b. The full name of recommended individual or group;
 - c. The date of birth and the date of death of recommended individual, if known;
 - d. The residence of recommended individual, if known;
 - e. The association of recommended individual or group with the library, local, or national community;
 - f. A brief biography of recommended individual or group, including information pertinent to their "outstanding achievement, distinctive service, or significant contribution...to the library, local, or national community."
3. The Library Director is responsible for reviewing recommendations and including any additional information regarding the individual or group in a formal proposal to the Library Board of Trustees. The Library Director, or his/her designee, is responsible for contacting the person or organization submitting the recommendation for further information if necessary.
4. The Library Director presents completed proposals to the Library Board of Trustees at regular monthly meetings.
5. The Library Board of Trustees may vote on the proposal at the following regular monthly meeting, or later if more time is required for consideration.

Adopted 10/16/89
Revised mm/dd/14

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Gift Solicitation and Acceptance Policy

SUBJECT:	Gift Solicitation and Acceptance Policy
CONTACT:	Library Board Vice Chair, Ms. Jacquelyn Veith and Trustees, Mr. Joseph Maio, 703-777-0368
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Ms. Veith and Mr. Maio will present their recommendations in revising the Gift Solicitation and Acceptance Policy in the context of revising the Library's Naming Policy.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	Gift Solicitation Policy
NOTES:	
ACTION TAKEN:	

LIBRARY POLICY (10)
GIFT SOLICITATION AND ACCEPTANCE

1. Works of Art

Donations to help acquire works of art or donations of art itself may be accepted based on the recommendation of the Library Board of Trustees.

2. Library Materials

Books and other library materials may be accepted by library staff per the Collection Development Policy.

3. Other

Gifts with a value under \$500, to include gifts of cash, may be accepted by library branch and division managers. Such gifts may include supplies, funds for programming, and labor. Any gifts which have a maintenance impact, for example, landscaping and equipment, must be forwarded to the Library Director for approval by the appropriate Loudoun County department.

Gifts with a value between \$500 and \$2,500 will be accepted by the Library Director with a recommendation from the appropriate library branch/division manager. Gifts with a maintenance impact will be forwarded to the appropriate Loudoun County department for approval.

Gifts with a value of \$2,500 or more will be accepted by the Library Board of Trustees upon the recommendation of the Library Director.

Gifts of furnishings, equipment, programs, or other services will be reviewed by the Library Board of Trustees or its designated committee and acceptance will be based on consistency with service and facilities plans and other relevant policies and procedures.

All gifts will be evaluated for appropriateness in light of all other existing policies. The Library Board of Trustees and staff are under no obligation to accept gifts, items, or funds and reserve the right to refuse any gift.

4. Gifts will be reported on an annual basis.

Adopted 9/93
Revised 1/23/95; 2/21/07
Reaffirmed 6/17/13

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AIO3 2015 Library Closing Holiday Calendar

SUBJECT:	2015 Library Closing Holiday Calendar
CONTACT:	Library Director, Ms. Chang Liu, 703-771-5235
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Recommendation is to close the Library Branches on all the County designated and observed holidays in addition to Easter Sunday, April 5, 2015; Thursday, December 31, 2015 New Year's Eve at 5 PM
BACKGROUND:	The County has released and approved the 2015 County Holiday Schedule.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move that the Library Board of Trustees adopt the 2015 Library Closing Holiday Calendar as presented.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Holiday Calendar – 2015

Regular full-time staff receives 7.5 hours holiday leave for each day the Library is closed. Half-day closure is 4 hours of holiday leave for full-time staff. Regular part-time staff who works 20 or more hours per week receives prorated amounts of holiday leave. Regular part-time staff who works less than 20 hours per week does not receive holiday leave.

Holiday	Calendar Date	County/North Street Observed (closed)	Branches Observed (closed)
New Year's Day	Thursday, January 1	Thursday, January 1,	Thursday, January 1
Day After New Year's Day	Friday, January 2	Friday, January 2	Friday, January 2
M L King, Jr. Day	3 rd Monday in January	Monday, January 19	Monday, January 19
Presidents' Day	3 rd Monday in February	Monday, February 16	Monday, February 16
Easter	Sunday, April 5 not a County holiday	Not observed	Sunday, April 5, closed by BOT, staff rescheduled
Memorial Day	Last Monday in May	Monday, May 25	Monday, May 25
Day before Independence Day	Friday, July 3	Friday, July 3	Friday, July 3
Independence Day	Saturday, July 4	Saturday, July 4	Saturday, July 4
Labor Day	1 st Monday in September	Monday, September 7	Monday, September 7
Columbus Day	2 nd Monday in October	Monday, October 12	Monday, October 12
Veterans Day	November 11	Wednesday, November 11	Wednesday, November 11
Day before Thanksgiving	Wednesday, November 25	Wednesday, November 25 close at noon	Wednesday, November 25 close at noon
Thanksgiving Day	4 th Thursday in November	Thursday, November 26	Thursday, November 26
Day after Thanksgiving	Friday after Thanksgiving	Friday, November 27	Friday, November 27
Staff Development Day	TBD	Not observed	TBD
Christmas Eve	Thursday, December 24	Thursday, December 24	Thursday, December 24
Christmas Day	Friday, December 25	Friday, December 25	Friday, December 25
New Year's Eve	Thursday, December 31	Not observed	Thursday, December 31 Branches close at 5 PM
New Year's Day	Friday, January 1, 2016	Friday, January 1, 2016	Friday, January 1, 2016
*Floating Holiday	01/01/2015 – 12/31/2015	Upon employee request	

*Floating Holiday must be used in full day increments. The hours used will depend on your regularly scheduled hours. (Example: 75 hour bi-weekly employee must use 7.5 hours of Floating Holiday Leave, a 40 hour bi-weekly employee must use 4.0 hours of Floating Holiday Leave.)

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI04 Symington Trust Fund Allocations

SUBJECT:	Symington Trust Fund Allocations
CONTACT:	Library Director, Ms. Chang Liu 703-777-0368
ACTION DATE:	November 19, 2014
RECOMMENDATION:	Staff asks the Library Board of Trustees for general direction on how much Symington Trust Fund should be spent every year.
BACKGROUND:	In the past, staff has requested a lump sum (\$150,000 each year in the past two years) from the Symington Trust to spend on Rust Library-related programs, collections, furniture, and equipment. Some Trustees have expressed a desire in preserving the principal of the Symington Trust; some Trustees have reservations about spending the Symington Trust funds on routine operational items such as collections and furniture. Staff needs direction on this issue.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: A105 Closed Executive Session

SUBJECT:	Closed Executive Session
CONTACT:	Library Director, Ms. Chang Liu, 703-771-5235
ACTION DATE:	November 19, 2014
RECOMMENDATION:	
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

LGIP Daily Dividend Rate

Price start date - 1-Oct-14
 Price end date - 31-Oct-14

Fund Name
 683-COMMONWEALTH OF VIRGINIA - LGIP

Date	Daily Dividend Rate		Days
10/1/2014	0.00002832	0.1034%	1
10/2/2014	0.00002913	0.1063%	1
10/3/2014	0.00002884	0.1053%	1
10/4/2014	0.00002884	0.1053%	1
10/5/2014	0.00002884	0.1053%	1
10/6/2014	0.00002823	0.1030%	1
10/7/2014	0.00002820	0.1029%	1
10/8/2014	0.00002896	0.1057%	1
10/9/2014	0.00002865	0.1046%	1
10/10/2014	0.00002792	0.1019%	1
10/11/2014	0.00002792	0.1019%	1
10/12/2014	0.00002792	0.1019%	1
10/13/2014	0.00002792	0.1019%	1
10/14/2014	0.00002804	0.1023%	1
10/15/2014	0.00002832	0.1034%	1
10/16/2014	0.00002917	0.1065%	1
10/17/2014	0.00002954	0.1078%	1
10/18/2014	0.00002954	0.1078%	1
10/19/2014	0.00002954	0.1078%	1
10/20/2014	0.00002785	0.1017%	1
10/21/2014	0.00002785	0.1017%	1
10/22/2014	0.00002955	0.1079%	1
10/23/2014	0.00002657	0.0970%	1
10/24/2014	0.00002836	0.1035%	1
10/25/2014	0.00002836	0.1035%	1
10/26/2014	0.00002836	0.1035%	1
10/27/2014	0.00002848	0.1040%	1
10/28/2014	0.00002822	0.1030%	1
10/29/2014	0.00002782	0.1015%	1
10/30/2014	0.00002865	0.1046%	1
10/31/2014	0.00002913	0.1063%	1

= (a/b)*c	Average Rate	0.1040%	rounded
	c	0.0000883040	
	days in month -b	31	
	days in year -a	365	

**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***	\$ 3,973,732.43	\$ -	\$ 10,369.15	\$ 3,963,363.28	\$ 2.57	\$ -	\$ 3,963,365.85	0.1040%
November				\$ -			\$ -	
December				\$ -			\$ -	
January				\$ -			\$ -	
February				\$ -			\$ -	
March				\$ -			\$ -	
April				\$ -			\$ -	
May				\$ -			\$ -	
June				\$ -			\$ -	
Total FY	\$ 3,993,626.07	\$ 31.95	\$ 30,307.04		\$ 14.87	\$ -	\$ 3,963,365.85	

*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

***Interest Accrued Income for FY014" - \$90,928.01

**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	\$ 20,266.39	\$ -	\$ 750.00	\$ 19,516.39	\$ 1.69	\$ 19,518.08	0.1040%
November							
December							
January							
February							
March							
April							
May							
June							
Total FY	\$ 18,761.49	\$ 1,500.00	\$ 750.00	\$ -	\$ 6.59	\$ 19,518.08	

*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	\$ 233,825.86	\$ -	\$ -	\$ 486.46	\$ 233,339.40	\$ 19.50	\$ 233,358.90	0.1003%
November								
December								
January								
February								
March								
April								
May								
June								
Total FY	\$ 259,353.85	\$ (121.49)	\$ -	\$ 25,953.04	\$ -	\$ 79.58	\$ 233,358.90	

*Interest Earnings Based On Average LGIP Rate For the Month

Library Trust Funds Holdings

As of October 31, 2014

Irwin Uran Trust Fund	\$ 233,359	LGIP*	0.1003%
Symington Trust Fund	\$ 29,683	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	\$ 3,963,366		
James Horton Trust Fund	\$ 19,518	LGIP*	0.1003%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

Fund LIBR - Library Funds
Investments by Fund
October 31, 2014

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	1,569
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	1,237
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	879
WASH031915	10539	Washingtonfirst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	138
WASH033016	10540	Washingtonfirst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	515
		Subtotal and Average		3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		874
		Total Investments and Average		3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		874



LCPL STATISTICAL REPORT (Current Month)

October-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	33,640	7%	23,487	-17%	25,475	3%	3,564	-4%	3,488	-1%	711	15%	15,581	-9%	30,782	-2%	9,415	10%			146,143	-2%
	FY2014	31,547		28,332		24,704		3,709		3,515		618		17,139		31,322		8,544				149,430	
New Registrations	FY2015	390	-10%	239	-15%	373	-18%	15	0%	21	-42%	19	19%	96	14%	259	-7%	169	27%			1,581	-9%
	FY2014	433		281		455		15		36		16		84		279		133				1,732	
CIRCULATION																							
Print Material	FY2015	102,858	-2%	46,967	-21%	81,305	8%	6,778	-1%	2,878	10%	1,417	16%	23,129	-13%	52,674	-4%	9,697	-5%	2,015	1%	329,718	-4%
	FY2014	104,937		59,117		75,299		6,876		2,613		1,222		26,563		55,055		10,242		1,990		343,914	
Audiovisual	FY2015	28,897	-13%	17,290	-32%	16,387	-22%	2,943	-9%	1,586	-18%	723	55%	11,564	-15%	23,110	-17%	4,454	-23%	544	-7%	107,498	####
	FY2014	33,252		25,320		21,089		3,224		1,946		467		13,639		27,706		5,786		583		133,012	
TOTAL CIRCULATION	FY2015	131,755	-5%	64,257	-24%	97,692	1%	9,721	-4%	4,464	-2%	2,140	27%	34,693	-14%	75,784	-8%	14,151	-12%	2,559	-1%	466,595	-7%
	FY2014	138,189		84,437		96,388		10,100		4,559		1,689		40,202		82,761		16,028		2,573		500,140	
LIBRARY PROGRAMS																							
Programs	FY2015	122	-10%	96	-8%	213	79%	37	-35%	30	58%	-	-100%	49	-	136	-8%	61	56%	1	-50%	745	19%
	FY2014	135		104		119		57		19		1		-		148		39		2		624	
Program Attendance	FY2015	4,976	-20%	2,952	-8%	4,267	-5%	581	-32%	401	63%	-	-100%	884	10%	2,905	-24%	1,375	77%	11,650	1194%	29,991	41%
	FY2014	6,237		3,201		4,474		855		246		10		805		3,823		775		900		21,326	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	89	-2%	132	-10%	33	6%	6	-45%	14	-7%			96	9%	128	7%	4	-56%			502	-2%
	FY2014	91		146		31		11		15				88		120		9				511	
Attendance	FY2015	1,731	-10%	2,609	-3%	507	2%	58	-27%	39	-28%			662	28%	1,940	12%	53	-75%			7,599	-1%
	FY2014	1,931		2,682		495		79		54				519		1,739		213				7,712	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	4,124	-7%	4,530	-32%	5,397	34%	521	-11%	810	5%			1,924	-10%	11,282	21%	3,544	45%			32,132	6%
	FY2014	4,443		6,624		4,036		585		775				2,132		9,354		2,444				30,393	
Wi-Fi Sessions	FY2015	3,522	18%	3,436	-4%	4,224	43%	273	20%	648	67%			984	9%	3,843	13%	1,092	59%			18,022	19%
	FY2014	2,979		3,572		2,949		227		389				900		3,387		688				15,091	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	516	12%	70	-87%	371	84%	32	10%	27	-33%	15	0%	138	151%	264	-19%	85	-29%			1,518	####
	FY2014	462		537		202		29		40		15		55		327		120				1,787	
		ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	

91

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	69,074	-12%
	FY2014	78,654	
Downloadables	FY2015	29,379	27%
	FY2014	23,214	
Visits to Webpage	FY2015	120,251	-5%
	FY2014	125,921	
Library Catalog Use	FY2015	397,356	-7%
	FY2014	428,409	
Online Hold Requests	FY2015	47,637	-8%
	FY2014	51,565	
Online Renewals	FY2015	154,693	-2%
	FY2014	158,339	
Phone Renewals	FY2015	8,417	34%
	FY2014	6,282	
Suggest A Title	FY2015	566	34%
	FY2014	422	
Interlibrary Loans	FY2015	555	-13%
	FY2014	640	

REVENUE AND FINES			
Overdue Fines	FY2015	\$28,222	14%
	FY2014	\$24,803	
Community Room Rental	FY2015	\$240	200%
	FY2014	\$80	
Printing	FY2015	\$4,739	8%
	FY2014	\$4,373	
Interlibrary Loans	FY2015	\$362	15%
	FY2014	\$315	
Lost or Damaged Materials	FY2015	\$3,408	-6%
	FY2014	\$3,612	
Total Revenues	FY2015	\$36,971	11%
	FY2014	\$33,183	



LCPL STATISTICAL REPORT (Year-To-Date)

October-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	140,490	6%	114,977	-11%	116,546	5%	15,574	0%	15,074	21%	2,780	34%	61,348	-8%	139,504	-2%	39,092	2%			645,385	-1%
	FY2014	132,606		129,306		111,027		15,606		12,427		2,070		66,749		142,832		38,239				650,862	
New Registrations	FY2015	2,085	-11%	1,177	-15%	2,291	-18%	99	1%	192	83%	69	5%	474	7%	1,246	-5%	639	15%			8,272	-9%
	FY2014	2,338		1,392		2,788		98		105		66		442		1,313		557				9,099	
CIRCULATION																							
Print Material	FY2015	448,227	1%	226,433	-10%	346,581	6%	28,261	-2%	11,772	31%	5,471	15%	105,567	-10%	233,992	-5%	40,951	-8%	7,151	4%	1,454,406	-2%
	FY2014	445,019		252,623		327,842		28,843		8,991		4,772		117,222		246,094		44,324		6,895		1,482,625	
Audiovisual	FY2015	129,053	-10%	85,749	-19%	78,681	-18%	11,981	-5%	6,489	-1%	2,394	35%	53,189	-66%	103,110	-14%	19,306	-21%	3,881	73%	493,833	-26%
	FY2014	143,109		106,237		96,162		12,642		6,523		1,773		154,247		119,974		24,518		2,245		667,430	
TOTAL CIRCULATION	FY2015	577,280	-2%	312,182	-13%	425,262	0%	40,242	-3%	18,261	18%	7,865	20%	158,756	-42%	337,102	-8%	60,257	-12%	11,032	21%	2,071,203	-8%
	FY2014	588,128		358,860		424,004		41,485		15,514		6,545		271,469		366,068		68,842		9,140		2,243,786	
LIBRARY PROGRAMS																							
Programs	FY2015	476	3%	357	-1%	461	6%	134	-19%	105	128%	4	33%	163	68%	511	1%	228	50%	4	0%	2,443	10%
	FY2014	460		362		434		165		46		3		97		505		152		4		2,228	
Program Attendance	FY2015	20,490	-7%	12,146	-16%	18,728	-9%	1,846	-11%	1,461	99%	142	373%	3,832	13%	12,202	-5%	5,508	98%	12,308	827%	88,663	10%
	FY2014	22,044		14,476		20,681		207500%		736		30		3,394		12,811		2,782		1,328		80,357	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	261	-6%	639	-14%	106	8%	18	-14%	103				271	-19%	404	2%	18	-60%			1,820	-6%
	FY2014	279		744		98		21		18				336		395		45				1,936	
Attendance	FY2015	5,117	-9%	8,679	-17%	1,550	20%	155	-6%	278				1,713	-12%	6,625	9%	431	-59%			24,548	-10%
	FY2014	5,635		10,437		1,293		165		675				1,948		6,074		1,061				27,288	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	15,638	6%	21,159	-19%	24,090	34%	2,218	-4%	3,618	49%			6,876	-15%	52,190	61%	12,017	3%			137,806	19%
	FY2014	14,787		26,181		17,941		2,314		2,428				8,133		32,480		11,711				115,975	
Wi-Fi Sessions	FY2015	13,448	21%	14,204	7%	15,403	32%	1,231	22%	2,479	100%			3,784	15%	15,129	12%	3,356	16%			69,034	19%
	FY2014	11,138		13,290		11,655		1,007		1,239				3,297		13,474		2,895				57,995	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	3,216	14%	1,812	-32%	2,119	21%	348	-22%	127	-70%	60	-10%	391	16%	2,354	-17%	1,232	0%			11,659	-7%
	FY2014	2,819		2,664		1,746		444		429		67		338		2,852		1,234				12,593	

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	256,121	-18%
	FY2014	311,130	
Downloadables	FY2015	122,964	31%
	FY2014	93,731	
Visits to Webpage	FY2015	506,844	-5%
	FY2014	534,627	
Library Catalog Use	FY2015	1,749,715	-9%
	FY2014	1,918,890	
Online Hold Requests	FY2015	203,875	-9%
	FY2014	223,152	
Online Renewals	FY2015	655,253	0%
	FY2014	653,187	
Phone Renewals	FY2015	26,847	-5%
	FY2014	28,379	
Suggest A Title	FY2015	1,754	11%
	FY2014	1,582	
Interlibrary Loans	FY2015	2,138	-12%
	FY2014	2,439	

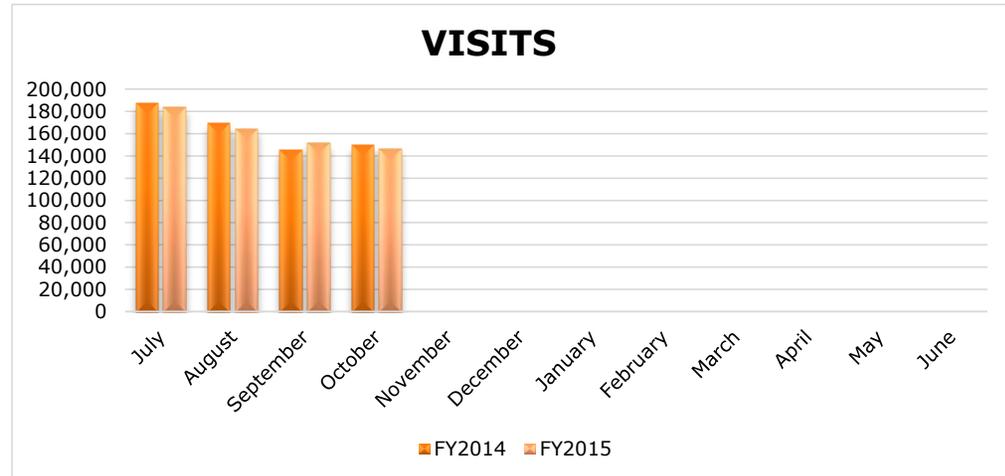
REVENUE AND FINES			
Overdue Fines	FY2015	\$88,785	6%
	FY2014	\$83,814	
Community Room Rental	FY2015	\$1,378	125%
	FY2014	\$611	
Printing	FY2015	\$14,506	3%
	FY2014	\$14,031	
Interlibrary Loans	FY2015	\$1,062	-4%
	FY2014	\$1,107	
Lost or Damaged Materials	FY2015	\$12,386	-12%
	FY2014	\$14,147	
Total Revenues	FY2015	\$118,117	4%
	FY2014	\$113,710	

YEAR END DATA		
Reference Questions	315,718	-100%
Summer Reading Participants	-	
County Population	366,693	4%
Registered Borrower Count	352,897	-100%
Circulation Per Capita	11	-100%

LOUDOUN COUNTY PUBLIC LIBRARY

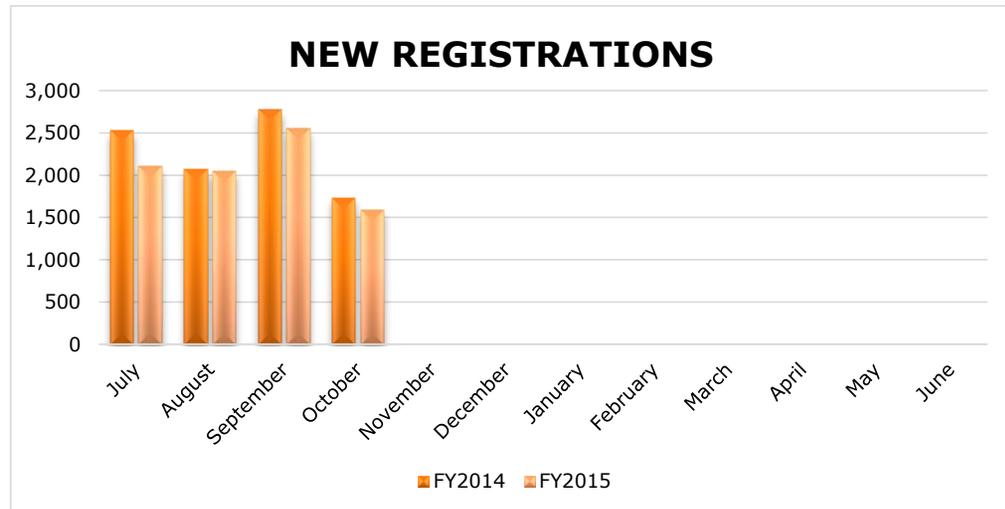
TOTAL VISITS

Month	FY2014	FY2015	%
July	187,613	183,381	-2%
August	169,037	164,308	-3%
September	144,782	151,553	5%
October	149,430	146,143	-2%
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	650,862	645,385	-1%



NEW REGISTRATIONS

Month	FY2014	FY2015	%
July	2,524	2,100	-17%
August	2,070	2,043	-1%
September	2,773	2,548	-8%
October	1,732	1,581	-9%
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	9,099	#VALUE!	#VALUE!



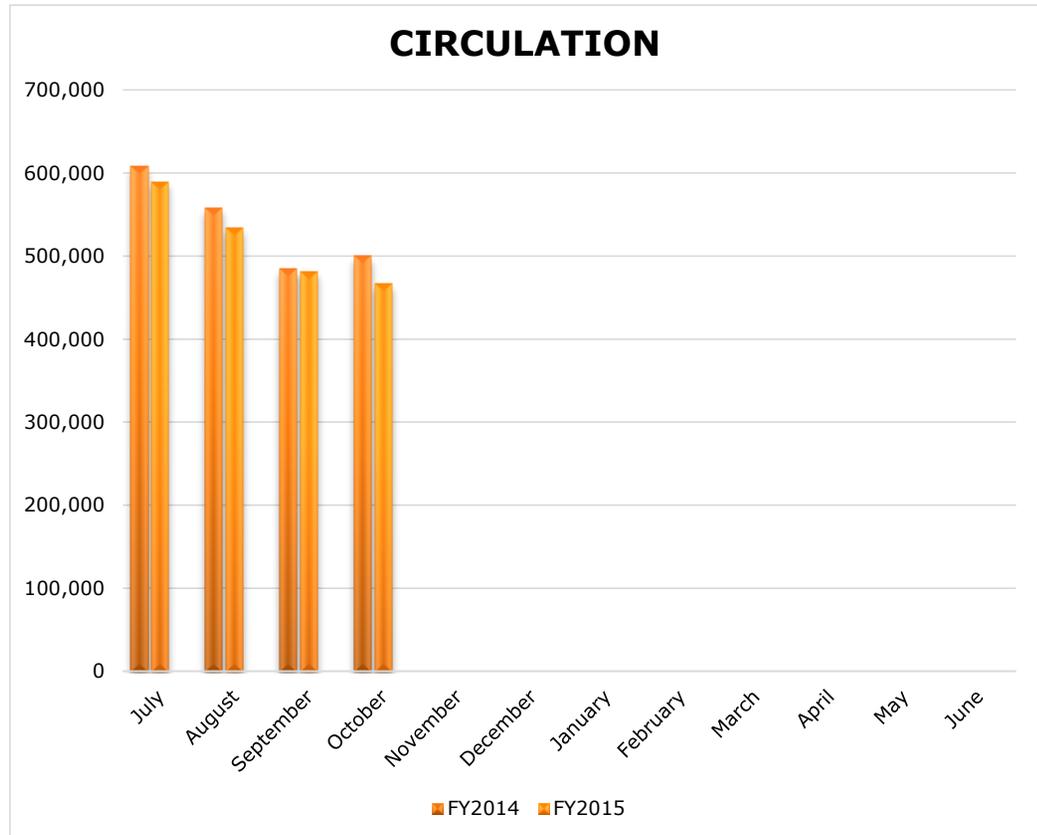
LOUDOUN COUNTY PUBLIC LIBRARY



TOTAL CIRCULATION

Month	FY2014	FY2015	%
July	607,803	589,250	-3%
August	558,072	533,871	-4%
September	485,117	481,487	-1%
October	500,140	466,595	#NAME?
November	-	-	
December	-	-	
January	-	-	
February	-	-	
March	-	-	
April	-	-	
May	-	-	
June	-	-	
Total	2,151,132	2,071,203	-4%

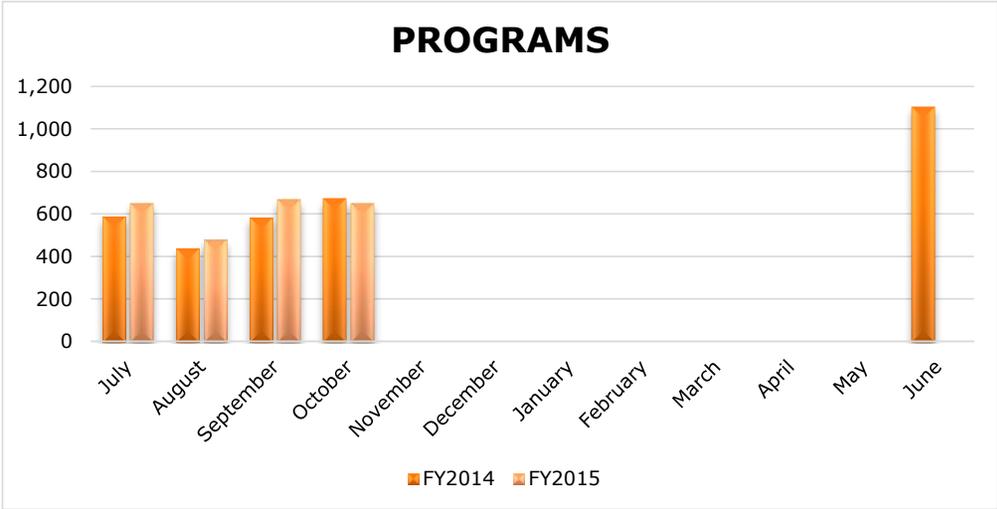
Note: Circulation includes electronic downloadables



LOUDOUN COUNTY PUBLIC LIBRARY

PROGRAMS

Month	FY2014	FY2015	%
July	585	650	11%
August	435	479	10%
September	584	665	14%
October	669	649	-3%
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	1,104	-	-
Total	3,377	2,443	-28%



PROGRAM ATTENDANCE

Month	FY2014	FY2015	%
July	22,328	22,957	3%
August	17,386	17,586	1%
September	19,317	18,129	-6%
October	21,326	29,958	40%
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	80,357	88,630	10%

