

# Loudoun County Public Library Board of Trustees

**AGENDA: *Monthly Meeting for December 2014***

---

**7:30 PM CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**AGENDA CHANGES**

**MINUTES APPROVAL** – November 19, 2014 Regular Meeting Minutes

**REPORTS**

Library Foundation Report:

**Jean Zenowich**

Library Branch Board Report:

**Collection Development Division, Mary Lou Demeo**

Director's Report:

**Library Director, Chang Liu**

**INFORMATION ITEMS**

**II 01** Brain Teaser

**II 02** FY 2016 Budget

**II 03** STEM Library

**II 04** Library Board of Trustees Retreat

**ACTION ITEMS**

**AI 01** Naming Policy

**ADJOURNMENT**

---

**DATE & TIME:** *December 17, 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**

November 19, 2014

The regular monthly meeting of the Loudoun County Library Board of Trustees was held on Wednesday, November 19, 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, Library Director  
Joseph Maio  
Thomas Jensen  
Sean Mallon  
Mary Pellicano  
Larry Stepnick

**Absent:** Reynolds Berger  
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. Maio stated that he and Ms. Liu visited the George C. Marshall home and Ms. Liu translated inscriptions on Chinese artifacts. Mr. Maio spoke about WWII Navy Pilot, Mr. Bob Lyon and his wife Ms. Lyon. He mentioned that they are avid readers and the Library Services Outreach provides materials through the Books By Mail program. Mr. Maio stated that Mr. Lyon is writing a family history and intends to use the Symington Press to print his book.

Trustee, Ms. Pellicano thanked library staff for a successful open house event between the schools and Loudoun County Public Library and for the library staff's work with the 1book 1community event. Ms. Pellicano encouraged people to view the beautiful painting by the late Sherry Sanabria at the Rust Library, donated by her husband and family.

Mr. Miller thanked the library staff for another successful 1book 1community event. Mr. Miller reported that the Sterling Library bond referendum was passed by the Board of Supervisors. Mr. Miller thanked all who supported the Sterling Library relocation project.

**DIRECTOR'S COMMENT**

Ms. Liu introduced two new employees, Lovettsville Library Branch Manager, Ms. AnnMarie Marchant and Communications Division Manager, Ms. Mary Frances Forcier.

Ms. Liu stated that on November 23 at 1 PM at the Gum Spring Library there will be a dedication ceremony for a second painting donated by Sherry Sanabria's husband and family.

Ms. Liu stated the streaming service Hoopla will be implemented before the holiday season. Ms. Liu handed out a document that provided an overview of nationwide Hoopla statistics.

**AGENDA CHANGES**

Mr. Miller moved to add an Action Item 05, Brambleton Library Relocation Site and move the Closed Executive Session to Action Item 06. The motion was seconded and approved by a vote of 6-1-0-2. (yes/abstained/no/not present).

## **READING AND APPROVAL OF MINUTES**

Mr. Miller requested a motion to approve the minutes of the October 15, 2014 Library Board of Trustees regular meeting minutes. Mr. Maio moved to approve the minutes as presented. The motion was seconded and approved by a vote of 6-1-0-2.

## **REPORTS**

### **A. TECHNOLOGY SERVICES REPORT**

ILS Librarian, Ms. Betty Keller and Online Services Branch Manager Mr. John Harper reported for Technology Services. The report was received and placed on file.

### **B. PROGRAMMING DIVISION REPORT**

Programming Division Manager, Ms. Linda Holtlander reported for the Programming Division. 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 she met with the County Administrator, Mr. Tim Hemstreet and presented Library Services enhancement request and the replacement plan for technology equipment. Ms. Liu reported she is actively working with Capital Improvement and General Services on replacing existing equipment and building upgrades and renovations.

### **II03 Stem Library:**

Ms. Liu stated that the County Administrator has instructed her to respond to a County Capital Improvement survey for the needs of the STEM focused Library. Ms. Liu reported that she received the survey and responded to the questions.

Ms. Liu reported that she will be meeting with the Loudoun County Superintendent and Assistant Superintendent on December 16 to discuss the co-location of the STEM Library and the Academies of Loudoun.

### **II04 Sterling Library Relocation:**

Ms. Liu stated that Capital Improvement is working to locate a new space for the Sterling Library. Ms. Liu reported that she has been told by Capital Improvement that the relocation of the Sterling Library will not take place in the fiscal year 2016.

## **V. ACTION ITEMS**

### **AI01 Naming Policy:**

Ms. Veith reported that Library Board of Trustees Chair, Mr. Miller appointed Mr. Maio and Ms. Veith to be on the Naming of Libraries Policy Committee. Mr. Miller requested that Ms. Veith and Mr. Maio review the policy and bring back their recommendations and or revisions to the policy to the board for approval. Ms. Veith presented the revisions to the Naming of Libraries Policy. Ms. Veith mentioned that the Naming of Libraries Policy should stay in alignment with the Board of Supervisors Naming Policy. Mr. Maio moved to approve the Naming of Libraries Policy as presented, the motion was seconded. Mr. Miller opened the floor for discussion.

Mr. Maio moved to table the motion, to accept the changes to the Naming of Libraries Policy. Mr. Miller requested that Mr. Maio and Ms. Veith incorporate additional revisions and bring those revisions back to the Board in the December Library Board of Trustees meeting. The motion to table the Naming of the Libraries Policy was seconded and approved by a vote of 6-1-0-2.

**AI02 Gift Solicitation and Acceptance Policy:**

Ms. Veith presented the revisions to the Gift Solicitation and Acceptance Policy. Mr. Maio moved to accept the revisions as presented, the motion was seconded. Mr. Miller opened the floor for discussion. Mr. Mallon requested a friendly amendment be made to item number four in the Gift Solicitation and Acceptance Policy. Mr. Mallon requested that any gift donation with a value of \$500 or more be reported to the Library Board of Trustees by the Library Director on an annual basis. The motion with the friendly amendment was accepted and approved by a vote of 6-1-0-2.

**AI03 FY 15 LCPL Holiday Calendar:**

Ms. Liu presented the proposed FY 15 Loudoun County Public Library Holiday Calendar to the Board. Mr. Jensen moved to approve the FY 15 Loudoun County Public Library Holiday Calendar as presented; the motion was seconded and approved by a vote of 6-1-0-2.

**AI04 Symington Trust Fund Allocation:**

Ms. Liu requested that Board provide her direction on the amount of Symington Trust funds they wish to approve the library system to spend annually. Ms. Liu handed out a document with suggested Symington Trust Fund reinvestment scenarios for when the CD's mature. Mr. Mallon moved to accept scenario 3 as presented by Ms. Liu, the motion was seconded. Mr. Miller opened the floor for discussion. Mr. Miller restated the motion with a friendly amendment. He stated that the Library Board of Trustees will allow the Library Director the authority to spend the interest generated on an annual basis from the Symington Trust Funds and all funds spent must be concurrent with the guidelines in the Symington Trust document. The motion was seconded and approved by a vote of 6-1-0-2.

**AI05 Brambleton Library Relocation Site:**

Mr. Miller moved that the Library Board of Trustees grant him the authority to speak to the County in support of the proposed relocation site of the Brambleton Library, the motion was seconded. Mr. Miller opened the floor for discussion. Mr. Jensen suggested a friendly amendment, that the Library Board of Trustees does not oppose the Brambleton Library being located at the Brambleton Town Center; Mr. Miller accepted the friendly amendment. The motion was approved with the friendly amendment by a vote of 6-1-0-2.

**AI06 Closed Executive Session:**

Ms. Veith read the motion for convening into Executive Session.

Pursuant to Section 2.1-344 of the Code of Virginia, I move that the Loudoun County Public Library Board of Trustees recess this public meeting and enter into executive session. The authority for this executive session is found in Section 2.1-344(a) Subsection 7. The purpose of the executive session is to consult with legal counsel or staff. The motion was seconded and approved by a vote of 6-1-0-2.

Ms. Veith moved that the Resolution Certifying the Executive Session be adopted and reflected in the minutes of the public meeting. The motion was seconded and approved by a vote of 6-1-0-2.

**VI. ADJOURNMENT**

Mr. Miller adjourned the meeting at 10:30 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: December 17, 2014

### Branches/Public Service

- On November 5, all library locations hosted an Open House for LCPS school librarians to provide information about resources and programs and nurture the partnership between LCPL and LCPS. Ellen Tweedy, Head of Youth Services at Cascades Library, was invited by the media specialist at Countryside Elementary School to attend the school's Book Fair, which provided her the opportunity to talk with more than 60 parents and children about Loudoun County Public Library.
- On November 6, Lovettsville Library welcomed Ann-Marie Marchant as its Branch Manager. She was promoted from the Head of Teen Services at Gum Spring Library.
- The Loudoun Literacy Foundation held its last English for Speakers of Other Languages (ESOL) class for the year November 20 at Sterling Library. Adult Services librarian Sara Olenn gave a presentation to the class about the library's free language learning resources.
- Rust Library concluded a very successful "Eating around the World" program in November. Children sampled food from various countries, learned how to measure ingredients, and created a cookbook printed on the Symington Press featuring their very own recipes.
- November was National Novel Writing Month (NaNoWriMo) and Ashburn Library held a series of programs to help our patrons achieve their goal of writing 50,000 words in one month, including a weekly write-in hosted by local author Vern James.

### Programming

In November, the Library celebrated the installation of two paintings by internationally acclaimed Loudoun artist Sherry Sanabria. The paintings were given by the late artist's husband, Robert Sanabria, and family. On November 9, *Discoteca Hollywood* was dedicated at Rust Library with an interactive musical celebration of Latin culture. A second painting, *Agra Diptych*, was dedicated on November 23 at Gum Spring Library with an afternoon of Indian culture and music, including henna hand-painting and a Bollywood film viewing. Mr. Sanabria and his family attended the programs along with Mark Miller, Chair of the Library Board of Trustees; Chang Liu, Library Director; and Mike Van Campen, Library Deputy Director.

The 7<sup>th</sup> annual *International Games Day @ Your Library* was held on Saturday, November 15 at all branches of Loudoun County Public Library -- in conjunction with hundreds of libraries throughout the country and the world.

Programs supporting National Novel Writing Month were offered in November throughout the library system. The events included a workshop presented by author Alma Katsu, a publishing "how-to" presentation, and opportunities for both adults and teens to share their writing experiences.

**Technology**

The Technology department has been working with the County's IT Department for several months to implement a process for automating library email notices. We are very happy to report all kinks and bugs have been resolved and our borrowers are receiving the appropriate notices seven days a week without staff intervention! The email notices inform borrowers about overdue materials three days before an item is due, note a request waiting to be picked up at their local branch, send a friendly overdue reminder, or send a notice that an item checked out to them is overdue and must be returned.

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

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

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

<b>SUBJECT:</b>	FY 2016 Budget
<b>CONTACT:</b>	Library Director, Ms. Chang Liu, 703-777-0368
<b>ACTION DATE:</b>	December 17, 2014
<b>RECOMMENDATION:</b>	Library Director, Ms. Chang Liu will provide an update on the FY 2016 budget.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

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

<b>SUBJECT:</b>	STEM Library
<b>CONTACT:</b>	Library Director, Ms. Chang Liu, 703-777-0368
<b>ACTION DATE:</b>	December 17, 2014
<b>RECOMMENDATION:</b>	Library Director, Ms. Chang Liu, will provide an update on the STEM Library idea.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: II 04 Library Board of Trustees Retreat**

<b>SUBJECT:</b>	Library Board of Trustees Retreat
<b>CONTACT:</b>	Library Board Chair, Ms. Chang Liu, 703-777-0368
<b>ACTION DATE:</b>	December 17, 2014
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	The Library Board of Trustees agreed to hold a Board Retreat on Saturday, February 28, 2015. Please send agenda items to Chang Liu.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: AI 01 Naming Policy**

<b>SUBJECT:</b>	Naming Policy
<b>CONTACT:</b>	Library Board Vice Chair, Ms. Jacquelyn Veith and Trustees, Mr. Joseph Maio, 703-777-0368
<b>ACTION DATE:</b>	December 17, 2014
<b>RECOMMENDATION:</b>	Ms. Veith and Mr. Maio will present their recommendations on revising the Library's Naming Policy.
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	Naming of Library Policy
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**LIBRARY POLICY (20)**  
**NAMING OF LIBRARIES**

The Library Board of Trustees may provide recommendations for the naming of branches of the Loudoun County Public Library to the Loudoun County Board of Supervisors, which has final approval. The Library Board of Trustees can name collections, additions, rooms, or other significant areas within a library branch without approval from the Loudoun County Board of Supervisors. When taking these actions, the Library Board of Trustees 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, collections, additions, rooms, or significant areas within 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, collections, additions, rooms, or significant areas within 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 at least one year after the death of the individual*.
  - 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

# LGIP Daily Dividend Rate

Price start date - 1-Nov-14

Price end date - 30-Nov-14

**Fund Name**  
683-COMMONWEALTH OF VIRGINIA - LGIP

Date	Daily Dividend Rate		Days
11/1/2014	0.00002899	0.1058%	1
11/2/2014	0.00002913	0.1063%	1
11/3/2014	0.00002911	0.1063%	1
11/4/2014	0.00002822	0.1030%	1
11/5/2014	0.00002848	0.1040%	1
11/6/2014	0.00002839	0.1036%	1
11/7/2014	0.00002806	0.1024%	1
11/8/2014	0.00002817	0.1028%	1
11/9/2014	0.00002817	0.1028%	1
11/10/2014	0.00002696	0.0984%	1
11/11/2014	0.00002696	0.0984%	1
11/12/2014	0.00002635	0.0962%	1
11/13/2014	0.00002701	0.0986%	1
11/14/2014	0.00002526	0.0922%	1
11/15/2014	0.00002526	0.0922%	1
11/16/2014	0.00002526	0.0922%	1
11/17/2014	0.00002606	0.0951%	1
11/18/2014	0.00002518	0.0919%	1
11/19/2014	0.00002505	0.0914%	1
11/20/2014	0.00002534	0.0925%	1
11/21/2014	0.00002518	0.0919%	1
11/22/2014	0.00002519	0.0919%	1
11/23/2014	0.00002519	0.0919%	1
11/24/2014	0.00002511	0.0917%	1
11/25/2014	0.00002528	0.0923%	1
11/26/2014	0.00002574	0.0940%	1
11/27/2014	0.00002574	0.0940%	1
11/28/2014	0.00002556	0.0933%	1
11/29/2014	0.00002556	0.0933%	1
11/30/2014	0.00002556	0.0933%	1

<b>= (a/b)*c</b>	<b>Average Rate</b>	<b>0.0968%</b>	<b>rounded</b>
	c	0.0000795520	0.10%
	days in month -b	30	
	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	\$ 3,963,365.85	\$ 101.40	\$ 7,356.00	\$ 3,956,111.25	\$ 1.81	\$ -	\$ 3,956,113.06	0.0968%
December				\$ -			\$ -	
January				\$ -			\$ -	
February				\$ -			\$ -	
March				\$ -			\$ -	
April				\$ -			\$ -	
May				\$ -			\$ -	
June				\$ -			\$ -	
<b>Total FY</b>	<b>\$ 3,993,626.07</b>	<b>\$ 133.35</b>	<b>\$ 37,663.04</b>		<b>\$ 16.68</b>	<b>\$ -</b>	<b>\$ 3,956,113.06</b>	

\*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**

<b>Month</b>	<b>Beginning Balance</b>	<b>Revenue (Donations)</b>	<b>Expenses</b>	<b>Ending Balance Oracle-Interest*</b>	<b>Interest Earned*</b>	<b>Ending Balance Oracle+Interest</b>	<b>Average LGIP Rate</b>
<b>July</b>	\$ 18,761.49	\$ -	\$ -	\$ 18,761.49	\$ 1.50	\$ 18,762.99	0.0960%
<b>August</b>	\$ 18,762.99	\$ 1,500.00	\$ -	\$ 20,262.99	\$ 1.71	\$ 20,264.70	0.1011%
<b>September</b>	\$ 20,264.70	\$ -	\$ -	\$ 20,264.70	\$ 1.69	\$ 20,266.39	0.1003%
<b>October</b>	\$ 20,266.39	\$ -	\$ 750.00	\$ 19,516.39	\$ 1.69	\$ 19,518.08	0.1040%
<b>November</b>	\$ 19,518.08	\$ 25.00	\$ -	\$ 19,543.08	\$ 1.58	\$ 19,544.66	0.0968%
<b>December</b>							
<b>January</b>							
<b>February</b>							
<b>March</b>							
<b>April</b>							
<b>May</b>							
<b>June</b>							
<b>Total FY</b>	\$ 18,761.49	\$ 1,525.00	\$ 750.00	\$ -	\$ 8.17	\$ 19,544.66	

\*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	\$ 20.22	\$ 233,359.62	0.1040%
November	\$ 233,359.62	\$ -	\$ -	\$ 444.19	\$ 232,915.43	\$ 18.79	\$ 232,934.22	0.0968%
December								
January								
February								
March								
April								
May								
June								
<b>Total FY</b>	\$ 259,353.85	\$ (121.49)	\$ -	\$ 26,397.23	\$ -	\$ 99.09	\$ 232,934.22	

\*Interest Earnings Based On Average LGIP Rate For the Month

\*\* Note the incorrect LGIP rate was used to calculate the interest earned in October 2014. The amount calculated was \$19.50, but it should have been \$20.22 (see above). The adjustment of 0.72 will be posted with the November interest entry

## Library Trust Funds Holdings

As of November 30, 2014

<b>Irwin Uran Trust Fund</b>	<b>\$ 232,934</b>	LGIP*	0.0968%
<b>Symington Trust Fund</b>	<b>\$ 22,430</b>	LGIP*	0.0968%
		CD**	Trade Date    Maturity    Yield
	<b>\$790,612</b>	<i>Access National</i>	02/18/14    02/17/19    1.500%
	<b>\$818,071</b>	<i>Cardinal Bank</i>	03/22/13    03/22/18    1.342%
	<b>\$775,000</b>	<i>Washington First</i>	03/19/12    03/19/15    1.050%
	<b>\$775,000</b>	<i>Washington First</i>	03/30/12    03/30/16    1.350%
	<b>\$775,000</b>	<i>Virginia Commerce</i>	03/30/12    03/29/17    1.740%
<b>Symington Total</b>	<b>\$ 3,956,113</b>		
<b>James Horton Trust Fund</b>	<b>\$ 19,545</b>	LGIP*	0.0968%

\*LGIP balances available for expenses

\*\*CD balances subject to penalty for early withdrawal



**County of Loudoun Investments**  
**Fund LIBR - Library Funds**  
**Investments by Fund**  
**November 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	
<b>Certificates of Deposit</b>												
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	1,539	
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	1,207	
VCB032917	10541	United---VCB merger	03/30/2012	775,000.00	775,000.00	775,000.00	1.740	1.716	1.740	03/29/2017	849	
WASH031915	10539	Washingtonfrst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	108	
WASH033016	10540	Washingtonfrst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	485	
		<b>Subtotal and Average</b>		<b>3,933,683.31</b>	<b>3,933,683.31</b>	<b>3,933,683.31</b>		<b>1.377</b>	<b>1.396</b>		<b>844</b>	
		<b>Total Investments and Average</b>		<b>3,933,683.31</b>	<b>3,933,683.31</b>	<b>3,933,683.31</b>		<b>1.377</b>	<b>1.396</b>		<b>844</b>	



LCPL STATISTICAL REPORT (Current Month)

November-2014		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL											
Visits	FY2015	28,346	5%	22,258	-10%	23,003	7%	2,541	-12%	2,822	-1%	694	37%	11,926	-5%	25,248	-10%	6,435	-4%			123,273	-3%
	FY2014	26,958		24,603		21,495		2,894		2,844		507		12,528		28,135		6,694				126,658	
New Registrations	FY2015	312	2%	216	-14%	256	-16%	18	0%	14	75%	8	-56%	74	17%	220	-1%	66	-37%			1,184	-9%
	FY2014	305		252		305		18		8		18		63		223		105				1,297	
<b>CIRCULATION</b>																							
Print Material	FY2015	96,719	3%	50,150	-4%	75,787	10%	5,233	-13%	2,679	29%	1,401	15%	19,892	-10%	46,248	-6%	8,925	-5%	1,599	45%	308,633	1%
	FY2014	94,089		52,012		69,110		6,012		2,075		1,219		21,994		49,002		9,396		1,105		306,014	
Audiovisual	FY2015	29,114	-3%	19,690	-14%	16,646	-21%	2,290	-8%	1,404	-9%	573	29%	11,080	-4%	22,863	-9%	4,223	-23%	633	74%	108,516	-10%
	FY2014	29,906		22,773		21,074		2,493		1,549		444		11,555		25,031		5,484		363		120,672	
<b>TOTAL CIRCULATION</b>	FY2015	125,833	1%	69,840	-7%	92,433	2%	7,523	-12%	4,083	13%	1,974	19%	30,972	-8%	69,111	-7%	13,148	-12%	2,232	52%	448,330	0%
	FY2014	123,995		74,785		90,184		8,505		3,624		1,663		33,549		74,033		14,880		1,468		448,755	
<b>LIBRARY PROGRAMS</b>																							
Programs	FY2015	98	-3%	90	-11%	99	6%	36	-10%	19	46%	1	0%	41	0%	115	10%	49	44%	6	500%	554	5%
	FY2014	101		101		93		40		13		1		41		105		34		1		530	
Program Attendance	FY2015	3,254	-17%	2,040	-29%	3,089	-1%	367	-17%	231	80%	30	20%	728	4%	2,004	-7%	708	26%	131	212%	12,582	-10%
	FY2014	3,908		2,888		3,121		441		128		25		701		2,161		564		42		13,979	
<b>COMMUNITY USE OF MEETING ROOMS</b>																							
Bookings	FY2015	98	38%	116	-28%	44	0%	8	0%	17	31%			63	-2%	128	12%	4	-56%			478	-1%
	FY2014	71		162		44		8		13				64		114		9				485	
Attendance	FY2015	1,809	41%	2,506	7%	722	18%	72	-14%	76	15%			424	-19%	1,472	-16%	52	-76%			7,133	4%
	FY2014	1,283		2,348		613		84		66				525		1,752		213				6,884	
<b>PUBLIC COMPUTER USE</b>																							
Internet Sessions	FY2015	3,141	-5%	4,350	-9%	4,855	12%	391	-20%	719	19%			1,718	-4%	8,861	7%	2,432	39%			26,467	5%
	FY2014	3,315		4,792		4,318		489		605				1,793		8,249		1,753				25,314	
Wi-Fi Sessions	FY2015	3,197	25%	2,908	1%	3,306	18%	241	4%	399	18%			800	13%	3,269	21%	820	46%			14,940	17%
	FY2014	2,563		2,885		2,809		232		337				708		2,700		560				12,794	
<b>VOLUNTEERS</b>																							
Number of Volunteer Hours	FY2015	367	-11%	160	-43%	360	76%	13	8%	45	200%	11	-27%	12	-87%	314	-28%	39	-11%			1,321	-13%
	FY2014	411		282		204		12		15		15		92		439		44				1,514	
		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL											

91

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	68,796	-25%
	FY2014	91,208	
Downloadables	FY2015	31,181	41%
	FY2014	22,069	
Visits to Webpage	FY2015	111,186	-1%
	FY2014	111,914	
Library Catalog Use	FY2015	375,078	-8%
	FY2014	408,518	
Online Hold Requests	FY2015	45,547	-4%
	FY2014	47,659	
Online Renewals	FY2015	147,115	8%
	FY2014	136,315	
Phone Renewals	FY2015	5,648	-2%
	FY2014	5,773	
Suggest A Title	FY2015	329	-21%
	FY2014	414	
Interlibrary Loans	FY2015	493	-11%
	FY2014	555	

REVENUE AND FINES			
Overdue Fines	FY2015	\$22,073	-4%
	FY2014	\$22,892	
Community Room Rental	FY2015	\$80	-
	FY2014	\$0	
Printing	FY2015	\$2,211	-27%
	FY2014	\$3,027	
Interlibrary Loans	FY2015	\$276	-9%
	FY2014	\$303	
Lost or Damaged Materials	FY2015	\$2,631	-6%
	FY2014	\$2,789	
<b>Total Revenues</b>	FY2015	<b>\$27,271</b>	-6%
	FY2014	<b>\$29,011</b>	



LCPL STATISTICAL REPORT (Year-To-Date)

November-2014		ASHBURN	CASCADES	GUM SPRING	LOVETTSTVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL
Visits	FY2015 168,836 6%	137,235 -11%	139,549 5%	18,115 -2%	17,896 17%	3,474 35%	73,274 -8%	164,752 -4%	45,527 1%			768,658 -1%
	FY2014 159,564	153,909	132,522	18,500	15,271	2,577	79,277	170,967	44,933			777,520
New Registrations	FY2015 2,397 -9%	1,393 -15%	2,547 -18%	117 1%	206 82%	77 -8%	548 9%	1,466 -5%	705 6%			9,456 -9%
	FY2014 2,643	1,644	3,093	116	113	84	505	1,536	662			10,396
<b>CIRCULATION</b>												
Print Material	FY2015 542,981 1%	275,789 -9%	421,103 6%	33,414 -4%	14,407 30%	6,991 17%	124,781 -10%	278,886 -5%	49,478 -8%	8,799 10%		1,756,629 -2%
	FY2014 539,108	304,635	396,952	34,855	11,066	5,991	139,216	295,096	53,720	8,000		1,788,639
Audiovisual	FY2015 160,577 -7%	106,469 -17%	96,726 -17%	14,382 -5%	7,952 -1%	2,854 29%	65,042 -11%	127,580 -12%	23,970 -20%	4,491 72%		610,043 -12%
	FY2014 173,015	129,010	117,236	15,135	8,072	2,217	73,149	145,005	30,002	2,608		695,449
<b>TOTAL CIRCULATION</b>	FY2015 703,558 -1%	382,258 -12%	517,829 1%	47,796 -4%	22,359 17%	9,845 20%	189,823 -11%	406,466 -8%	73,448 -12%	13,290 25%		2,520,817 -3%
	FY2014 712,123	433,645	514,188	49,990	19,138	8,208	212,365	440,101	83,722	10,608		2,599,888
<b>LIBRARY PROGRAMS</b>												
Programs	FY2015 574 2%	447 -3%	560 6%	170 -17%	124 110%	5 25%	204 11%	626 3%	277 49%	10 100%		2,997 7%
	FY2014 561	463	527	205	59	4	183	610	186	5		2,803
Program Attendance	FY2015 23,744 -9%	14,186 -18%	21,817 -8%	2,213 -12%	1,692 96%	172 213%	4,560 11%	14,206 -5%	6,216 86%	2,439 78%		91,245 -3%
	FY2014 25,952	17,364	23,802	251600%	864	55	4,095	14,972	3,346	1,370		94,336
<b>COMMUNITY USE OF MEETING ROOMS</b>												
Bookings	FY2015 359 3%	755 -17%	150 6%	26 -10%	120		334 -17%	532 5%	22 -59%			2,298 -5%
	FY2014 350	906	142	29	31		400	509	54			2,421
Attendance	FY2015 6,926 0%	11,185 -13%	2,272 19%	227 -9%	354		2,137 -14%	8,097 3%	483 -62%			31,681 -7%
	FY2014 6,918	12,785	1,906	249	741		2,473	7,826	1,274			34,172
<b>PUBLIC COMPUTER USE</b>												
Internet Sessions	FY2015 18,779 4%	25,509 -18%	28,945 30%	2,609 -7%	4,337 43%		8,594 -13%	61,051 50%	14,449 7%			164,273 16%
	FY2014 18,102	30,973	22,259	2,803	3,033		9,926	40,729	13,464			141,289
Wi-Fi Sessions	FY2015 16,645 21%	17,112 6%	18,709 29%	1,472 19%	2,878 83%		4,584 14%	18,398 14%	4,176 21%			83,974 19%
	FY2014 13,701	16,175	14,464	1,239	1,576		4,005	16,174	3,455			70,789
<b>VOLUNTEERS</b>												
Number of Volunteer Hours	FY2015 3,583 11%	1,972 -33%	2,479 27%	361 -21%	172 -61%	71 -13%	403 -6%	2,668 -19%	1,271 -1%			12,980 -8%
	FY2014 3,230	2,946	1,950	456	444	82	430	3,291	1,278			14,107

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015 331,643 -18%		
	FY2014 402,338		
Downloadables	FY2015 154,145 33%		
	FY2014 115,800		
Visits to Webpage	FY2015 618,030 -4%		
	FY2014 646,541		
Library Catalog Use	FY2015 2,124,793 -9%		
	FY2014 2,327,408		
Online Hold Requests	FY2015 249,422 -8%		
	FY2014 270,811		
Online Renewals	FY2015 802,368 2%		
	FY2014 789,502		
Phone Renewals	FY2015 32,495 -5%		
	FY2014 34,152		
Suggest A Title	FY2015 2,083 4%		
	FY2014 1,996		
Interlibrary Loans	FY2015 2,631 -12%		
	FY2014 2,994		

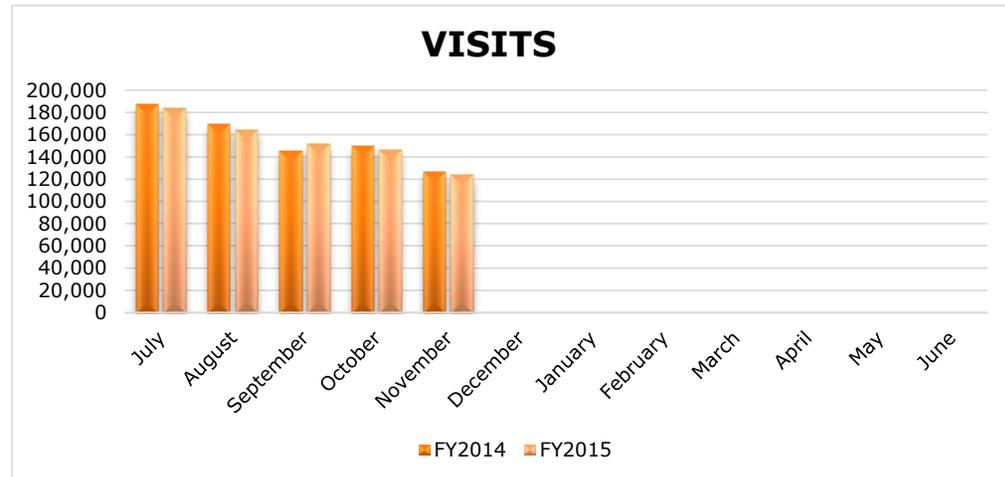
REVENUE AND FINES			
Overdue Fines	FY2015 \$110,858 4%		
	FY2014 \$106,706		
Community Room Rental	FY2015 \$1,458 139%		
	FY2014 \$611		
Printing	FY2015 \$16,717 -2%		
	FY2014 \$17,058		
Interlibrary Loans	FY2015 \$1,338 -5%		
	FY2014 \$1,410		
Lost or Damaged Materials	FY2015 \$15,018 -11%		
	FY2014 \$16,936		
<b>Total Revenues</b>	<b>FY2015 \$145,388 2%</b>		
	<b>FY2014 \$142,721</b>		

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	12	-100%

# LOUDOUN COUNTY PUBLIC LIBRARY

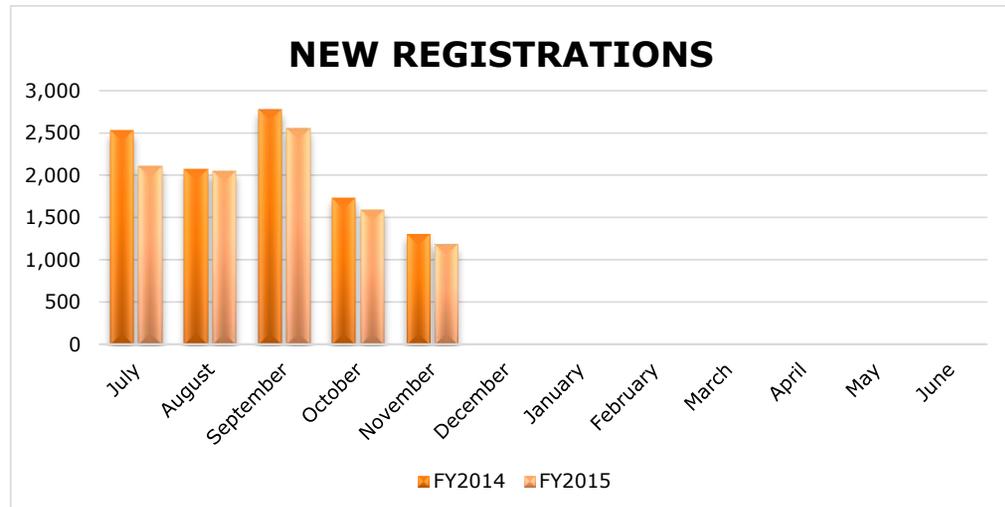
## TOTAL VISITS

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	126,658	123,273	-3%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	777,520	768,658	-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	1,297	1,184	-9%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	10,396	9,456	-9%



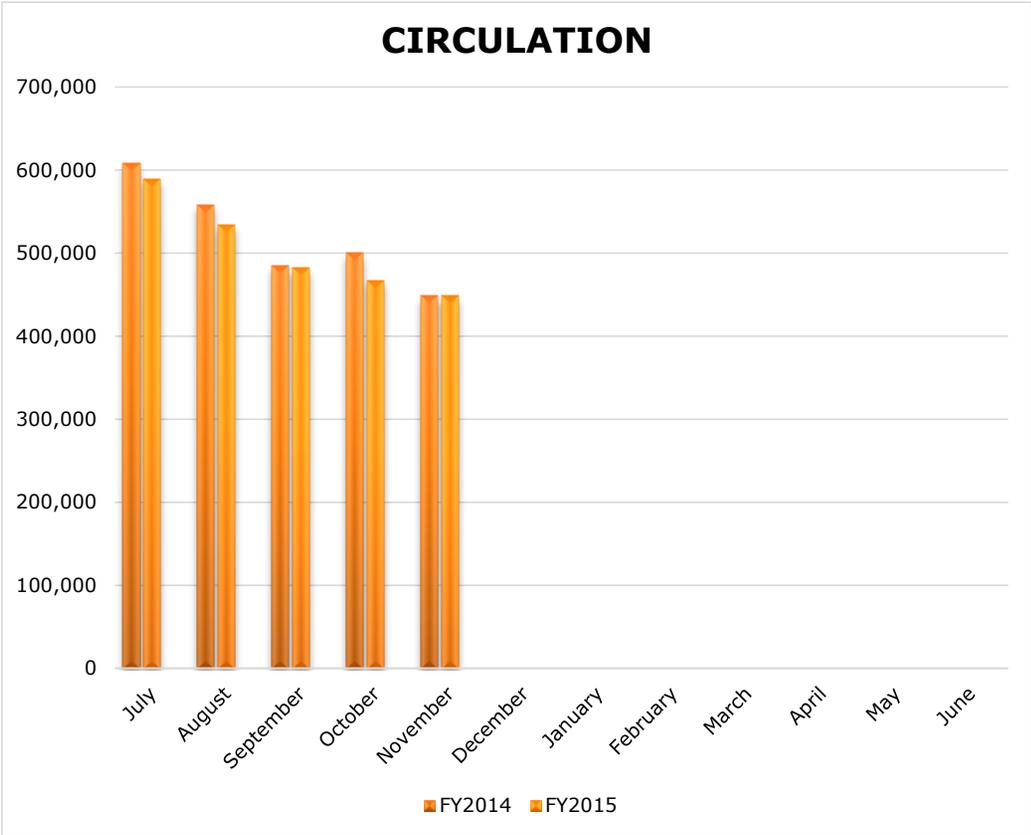
# LOUDOUN COUNTY PUBLIC LIBRARY



### TOTAL CIRCULATION

Month	FY2014	FY2015	%
July	607,803	589,250	-3%
August	558,072	533,871	-4%
September	485,117	482,118	-1%
October	500,140	467,248	-7%
November	448,755	448,330	0%
December	-	-	
January	-	-	
February	-	-	
March	-	-	
April	-	-	
May	-	-	
June	-	-	
<b>Total</b>	<b>2,599,887</b>	<b>2,520,817</b>	<b>-3%</b>

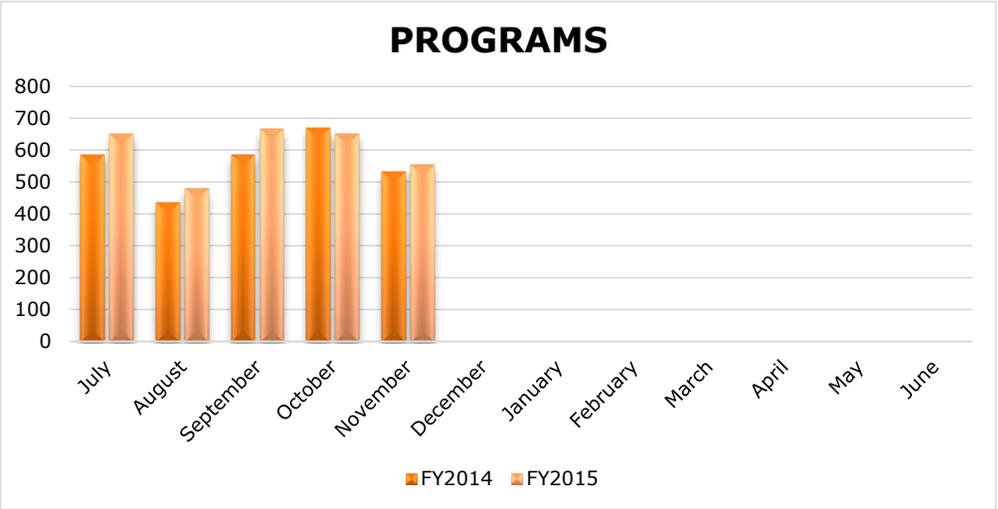
Note: Circulation includes electronic downloadables



# 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	530	554	5%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	2,803	2,997	7%



## 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	19,991	-6%
November	13,979	12,582	-10%
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	94,336	91,245	-3%

