

# Loudoun County Public Library Board of Trustees

**AGENDA: Monthly Meeting for June 2014**

---

**7:30 PM CALL TO ORDER**

**MOMENT OF SILENCE**

**COMMENTS**

Public Comment

Board Comment

Director's Comment

**AGENDA CHANGES**

**MINUTES APPROVAL** – May 21, 2014 Regular Meeting Minutes

**REPORTS**

Library Advisory Board Report:

**Friends of Library Outreach Services, Michael Rouch**

Library Branch Board Report:

**Outreach Services Manager, Virginia LaRocque**

Director's Report:

**Library Director, Chang Liu**

**INFORMATION ITEMS**

**II 01** Brain Teaser

**II 02** Public Art Donation

**II 03** Library System Expansion & Growth

**ACTION ITEMS**

**AI 01** Election of Trustee Officers (Chair & Vice Chair

**AI 02** Irwin Uran Gift & A.V. Symington Trust Fund Allocations for FY 2015

**AI 03** Library Policies

**AI 04** Closed Session – Director's Evaluation

**ADJOURNMENT**

---

**DATE & TIME:** June 17, 2014 at 7:30 p.m.

**LOCATION:** Rust Library, 380 Old Waterford Road NW, 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**

May 21, 2014

The regular monthly meeting of the Loudoun County Library Board of Trustees was held on Wednesday, May 21, 2014, at 7:32 P.M., at the Thomas Balch Library, 208 West Market Street, Leesburg, VA 20176 the Chair and Secretary were both present.

**Present:** Mark Miller, Chair  
Chang Liu  
Thomas Jensen  
Joseph Maio  
Larry Stepnick  
Mary Pellicano

**Absent:** Jackquelyn Veith, Vice Chair  
Nancy Nuell  
Sean Mallon

**I. CALL TO ORDER**

Presiding Chair, Mr. Mark Miller called the meeting to order at 7:32 PM and asked for a moment of silence.

**II. PUBLIC COMMENTS**

There was no public comment.

**III. BOARD COMMENTS**

Trustee, Ms. Pellicano commented on an article from the Washington Post regarding the new D.C. Public Library Executive Director, Mr. Richard Reyes-Gavilan. Ms. Pellicano stated that Mr. Reyes-Gavilan shared what libraries meant to him growing up as a child in Queens, New York.

Trustee, Ms. Pellicano thanked the Loudoun County High School students, Ms. Linda Holtslander, A.V. Symington, Mr. Nick Grzeda, and renowned poet Mr. Kwame Alexander for their phenomenal work on the "Book in a Day" event.

Trustee, Mr. Stepnick thanked the staff at Thomas Balch Library for hosting the Library Board of Trustees meeting.

Trustee, Mr. Jensen thanked the Thomas Balch Library staff.

Trustee, Mr. Maio thanked the Thomas Balch Library staff.

Board Chair, Mr. Miller thanked Ms. Alexandra Gressitt, Thomas Balch Library Director for hosting the Library Board of Trustees meeting and providing the Trustees a tour of the Thomas Balch Library.

Board Chair, Mr. Miller thanked the Trustees and Ms. Liu for their hard work on ensuring the FY 2015 Library budget was adopted by the Board of Supervisors. Mr. Miller thanked the Trustees in advance for agreeing to serve on the ad-hoc committees.

**DIRECTOR'S COMMENT**

Library Director, Ms. Liu thanked the Thomas Balch Library Director, Alexandra Gressitt for hosting the Library Board of Trustees meeting and providing a tour of the Thomas Balch Library.

Ms. Liu reported that the Loudoun County Library staff is considering purchasing Hoopla for library patrons. Collection Development Division Manager, Ms. Mary Lou Demeo provided an overview of Hoopla and the services it could provide to library patrons.

## **AGENDA CHANGES**

Mr. Miller asked for agenda changes. There were no agenda changes presented.

## **READING AND APPROVAL OF MINUTES**

Mr. Miller requested a motion to approve the minutes of the April 16, 2014 Library Board of Trustees regular meeting. Mr. Maio moved to approve the minutes of the April 16, 2014 regular meeting as presented; the motion was seconded and approved by a vote of 3-2-0-3, (yes/abstained/no/not present).

Mr. Miller requested a motion to approve the minutes of the April 26, 2014 Library Board of Trustees Retreat meeting. Mr. Maio moved to approve the minutes of the April 26, 2014 Retreat meeting as presented, the motion was seconded and approved by a vote of 4-1-0-3.

## **REPORTS**

### **A. THOMAS BALCH LIBRARY ADVISORY COMMISSION**

Mr. James H. Hershman, Jr., Chair of the Thomas Balch Library Advisory Commission spoke on behalf of the Library Advisory Commission.

### **B. MIDDLEBURG LIBRARY ADVISORY BOARD**

The Middleburg Library Advisory board member, Mr. Jeff Baldwin reported on behalf of the Middleburg Library Advisory Board. The report was received and placed on file.

### **C. MIDDLEBURG LIBRARY**

The Library Branch Manager, Ms. Sheila Whetzel reported on behalf of the Lovettsville Library. The report was received and placed on file.

### **D. 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 Library Policies:**

Ms. Liu reported that the Library Patron Conduct Policy was discussed at the Library Board Retreat. Ms. Liu recommended that the Library Board of Trustees reaffirm all Library Policies at the June 17, 2014 Library Board of Trustees meeting. Ms. Liu asked the board if they wanted to make any revisions to the Library Rules of Conduct Policy. The Library Board of Trustees decided to not make any changes to the Library Rules of Conduct Policy.

### **II03 Formation of Committees (FY 2016 Budget, Naming Policy and Strategic Plan):**

Mr. Miller assigned his fellow Trustee members to the following ad-hoc committees:

- Strategic Planning Committee
  - Mary Pellicano
  - Thomas Jensen

Mr. Miller requested that the Strategic Planning Committee be prepared to present their recommendations to the Library Board by December 2014.

- Naming Committee
  - Jackquelyn Veith
  - Joe Miao

Mr. Miller requested that the Naming Policy Committee members evaluate the current Naming of Libraries Policy and provide their recommendations to board.

- FY 2016 Budget Committee
  - Larry Stepnick
  - Sean Mallon

Mr. Miller requested that the FY 2016 Budget Committee meet with Ms. Liu and selected staff to develop FY 2016 strategies and provide their strategies and recommendations to the Library Board at the September 17, 2014 meeting.

**V. ACTION ITEMS**

**AI01 Thomas Balch Contract:**

Ms. Liu stated that Loudoun County Public Library has an ongoing contract with the Thomas Balch Library to catalog materials. Ms. Liu recommended that the Library Board of Trustees review and approve the contract as presented. Mr. Jensen moved to approve the FY 2015 Services Provided to Town of Leesburg Terms of Agreement Cataloging and Processing Contract as presented. The motion was seconded and approved by a vote of 4-0-0-2.

**AI02 Extension of the Strategic Plan:**

Ms. Liu recommended that the Trustees re-adopt and extend the current Strategic Plan until June 30, 2015. Mr. Maio moved to re-adopt and extend Library Services current Strategic Plan until June 30, 2015 or until the library board adopts a revised Strategic Plan. Mr. Stepnick asked for a friendly amendment to the motion. Mr. Stepnick asked to remove, *until the library board adopts a revised Strategic Plan*, in the motion. Mr. Maio accepted Mr. Stepnick's friendly amendment. The motion was seconded with the friendly amendment and approved by a vote of 4-0-0-3.

**AI03 Library Facility Standards:**

Ms. Liu reported that Library Services is scheduled to meet with the Fiscal Impact Committee to present the Capital Facility Standards for Loudoun County Public Library buildings. Ms. Liu presented her recommendation for Capital Facility Standards to the Library Board of Trustees. Mr. Jensen moved to approve the Library Services Capital Facility Standards documents as presented. The Motion was seconded and approved by a vote of 4-0-0-3.

**AI04 Revision of The Rules of Order:**

Mr. Miller stated currently the Library Board of Trustees and the Rules of Order strongly suggests that any changes and/or revisions to the Rules of Order are only implemented annually on July 1. Mr. Miller recommended that the Library Board of Trustees change the Rules of Order to allow any changes and/or revisions to the library policies when deemed necessary by the Library Board. Mr. Jensen moved that section four, item number three of Library Board of Trustees Rules of Order be amended. Mr. Jensen moved that the Library Board of Trustees add the following to section four, item number three; *Notwithstanding this annual review schedule, the Board may amend policies as needed at any time during the fiscal year. Such amendments shall be effective immediately.* The motion was seconded and approved by a vote of 5-0-0-3

**VI. ADJOURNMENT**

Mr. Miller adjourned the meeting at 9:13 PM.

Respectfully submitted by,

Kelley Nelson  
Secretary

Adopted by the Board in the meeting  
of \_\_\_\_\_,  
(Date of Meeting)

\_\_\_\_\_  
(Signature of Presiding Officer)

## **Meeting of Library Board of Trustees June 17, 2014, Director's Report**

### **Branches/Public Services**

May saw many locations going out into the community to share information about LCPL:

- Staff from Cascades, Ashburn, and Sterling began weekly participation in the Cascades Farmer's Market on Sunday mornings.
- Cascades and Sterling also sent representatives to the annual Teen Job Fair to share information with over 300 teens and their parents about paid and volunteer opportunities.
- On May 7th, Ann Marie Marchant (GUM) and Kathleen Britto (CAS) represented LCPL at Youth in Government Day, where they presented an overview of library services and asked the participating teens for ideas on how to grow and maintain library patrons between the ages of 16 and 25.
- Ashburn staff promoted library services at the Earth Day @ Loudoun Family Festival in Brambleton.
- Staff from all locations visited local schools to promote LCPL's Summer Reading Program. Children's librarian Heather Williams (ASH) was even featured in a video to promote SRP at Cedar Lane Elementary School (<http://youtu.be/PRMVwnVJDXU>)
- Rust Library participated in "Coming Together Loudoun," a celebration of our diverse Loudoun Community, with multiple displays, a world map where patrons could pin their country of origin, multicultural music from Park View High School's "World View," and a bilingual Spanish/English storytime to celebrate El Dia de los Ninos, El Dia de los Libros.
- Lovettsville Library welcomed 22 attendees to their first Minecraft and LEGOs event.
- Gum Spring Youth Services staff celebrated Children's Book Week with their 2nd annual Teddy Bear Picnic. Stories, songs, and crafts all focused on the theme of bears, including home-baked teddy bear cookies!

### **Collection Management**

- The first large batch of materials has been purchased with the Gum Spring proffer money.

## **Programming**

- Loudoun County Public Library's annual Summer Reading Program will begin on Monday June 16 and continue through August 11. The 2014 theme is *Fizz, Boom, READ!* and this year the summer will be filled with programming, events and exhibits that complement the STEM (Science, Technology, Engineering and Math) theme. Children, teens and adults can take part by reading and participating in the Summer Reading Challenges that encourage regular use of the library, motivate children to read and develop positive attitudes about reading and books and promotes the library's services and materials. The Summer Reading Program is sponsored by the Loudoun Library Foundation, Inc. Other program sponsors include: James Horton for the Arts Trust Fund, NASA, H.W. Wilson, the National Endowment for the Humanities, A.V. Symington Gift Fund, Friends of the Library and Branch Library Advisory Boards.
- The Loudoun Library Foundation's 25th Annual Book Sale will be held at Smart's Mill Middle School in Leesburg on Friday, June 20, 9 AM-7 PM, Saturday, June 21, 9 AM-5 PM, Sunday, June 22, 1 PM-4 PM. All children through Grade 8 will receive one free book at the sale.

## **Technology**

- Integrated Library System - The Consultant and sub-Consultant are scheduled for a four-day visit to hold "Needs Assessment" meetings with library staff to prioritize requirements which will result in a comprehensive list of needs required for the Request for Proposal.
- We recently worked with DIT to secure a SharePoint team site to organize information related to our new ILS project. This site will help the ILS team manage their documents, meeting schedules, contacts, vendor information, and workflows over the next year and will serve as an "ILS information portal" to keep the appropriate staff up to date. This is only the third project to be approved to use SharePoint organizational tools across the County, so we are very pleased to have this opportunity.

**Loudoun County Public Library Board of Trustees**  
**INFORMATION ITEM SUMMARY: I101 Brain Teaser**

<b>SUBJECT:</b>	Brain Teaser
<b>CONTACT:</b>	Trustee, Mr. Larry Stepnick, 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	Mr. Stepnick presents a Brain Teaser 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: 1102 Public Art Donation**

<b>SUBJECT:</b>	Public Art Donation
<b>CONTACT:</b>	Board Chair, Mr. Mark Miller, 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	Ms. Liu was contacted by Mr. Sanabria, the husband of Loudoun Artist Ms. Sherry Sanabria, who recently passed away, about donating some of Ms. Sanabria's art work to the Rust Library.
<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 Library System Expansion and Growth**

<b>SUBJECT:</b>	Library System Expansion and Growth
<b>CONTACT:</b>	Board Chair, Mr. Mark Miller, 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	
<b>BACKGROUND:</b>	The library system continues to evolve to meet the needs of the citizens. As the population grows, the need for more libraries is necessary. The county has one expansion and one new construction up for consideration.
<b>ISSUES:</b>	How can we continue to provide library services to a growing population? How can we expand the system and provide services without being a fiscal burden on the County budget? Can we look to different library models to achieve new goals?
<b>FISCAL IMPACT:</b>	Undetermined
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: **AI01** Election of Trustee Officers (Chair & Vice Chair)**

<b>SUBJECT:</b>	Election of Trustee Officers (Chair & Vice Chair)
<b>CONTACT:</b>	Board Chair, Mr. Mark Miller, 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	Elect officers for the positions of Library Board of Trustee Chair and Vice Chair.
<b>BACKGROUND:</b>	In June the Board of Trustees elects officers for the positions of Board Chair and Vice Chair. These elected officers will begin their new appointments on July 1.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to approve the presented nominations of Library Board of Trustee Chair and Vice Chair.
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: **A102** Irwin Uran Gift & A.V. Symington Trust Fund Allocations for FY2015**

<b>SUBJECT:</b>	Irwin Uran Gift & A.V. Symington Trust Fund Allocations for FY2015
<b>CONTACT:</b>	Library Director, Ms. Chang Liu 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	Ms. Liu recommended that the Trustees approve the transfer of \$30,000 from the Irwin Uran Gift Fund and \$150,000 from the A.V. Symington Trust Fund into the library operating budget.
<b>BACKGROUND:</b>	Annually the Library Board of Trustees votes on transferring funds from the Irwin Uran Gift Fund and the A.V. Symington Trust Fund into the library operating budget. This year the Library Director is recommending that \$30,000 from the Irwin Uran Gift Fund and \$150,000 from the A.V. Symington Trust Fund be transferred into the library operating budget.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to approve the transfer of \$30,000 from the Irwin Uran Gift Fund and \$150,000 from the A.V. Symington Trust Fund into the library operating budget.
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: A103 Library Policies**

<b>SUBJECT:</b>	Library Policies
<b>CONTACT:</b>	Library Director, Ms. Chang Liu 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	Ms. Liu recommends that the Library Board of Trustees approves the Library Policies as presented.
<b>BACKGROUND:</b>	Each year the Library Board of Trustees conducts a review of all library policies. Proposed amendments are discussed with action taken at subsequent monthly meetings with the implementation of these policies effective July 1, 2014.
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	I move to approve the Library Policies as presented.
<b>ATTACHMENTS:</b>	Library Policies
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

**LOUDOUN COUNTY PUBLIC LIBRARY  
LIBRARY POLICIES**

- 1) Access of Minors to Library Materials
- 2) Audiovisual Equipment
- 3) Children and Young Adult Services
- 4) Collection Development
- 5) Confidentiality
- 6) Facility Use
- 7) Fees for Library Services
- 8) Friends of the Library
- 9) Future Library Facilities
- 10) Gift Solicitation
- 11) Grants
- 12) Internet Use Agreement Adult
- 13) Internet Use Agreement Child
- 14) Internet Use Espanol
- 15) Internet Use
- 16) Library Bill of Rights
- 17) Library Card
- 18) Library Closing
- 19) Library Rules of Conduct
- 20) Naming of Libraries
- 21) Programming
- 22) Public Access Computer
- 23) Sale of Goods and Materials in the Library
- 24) Services to Citizens with Disabilities
- 25) Site Selection Criteria for Future Libraries
- 26) The Freedom to Read
- 27) Volunteers
- 28) Young Child Supervision

**LIBRARY POLICY (1)**  
**ACCESS OF MINORS TO LIBRARY MATERIALS**

Responsibility for the reading, listening, and viewing of library materials by minors rests with their parents or legal guardians and not with the library staff.

Adopted 9/19/94  
Revised 6/20/12  
Reaffirmed 6/17/13

**LIBRARY POLICY (2)**  
**AUDIOVISUAL EQUIPMENT USE**

1. Assistive equipment for those with vision and/or hearing impairments will be loaned at no charge to individuals and groups.
2. Other audiovisual equipment will be loaned at no charge to nonprofit organizations and other Loudoun County departments and agencies.
3. Users will be required to present a valid Loudoun County Public Library card and to sign a financial responsibility form.

Adopted 1/23/92  
Revised 2/15/93  
Reaffirmed 6/17/13

**LIBRARY POLICY (3)**  
**CHILDREN AND YOUNG ADULT SERVICES**

All young people in Loudoun County, from infancy through the teen years, will have available an accessible, free public library that provides appropriate materials, resources, and reader guidance to meet their informational and recreational needs. Library service for youth, a vital and integral part of public library service, contributes to individual growth and development.

Services that are available for adult users will be provided for children and young adults.

Library staff will work with young people to provide services when, where, and how these services are most needed. Cooperation with other local agencies serving youth and close working relationships with schools are essential.

Adopted 10/24/91  
Reaffirmed 6/17/13

## **LIBRARY POLICY (4)**

### **COLLECTION DEVELOPMENT**

#### **Summary**

The goal of the Loudoun County Public Library is to provide the citizens of Loudoun County with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.

To meet this goal, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. The intents of the procedures are to assure that the collection reflects contemporary ideas as well as traditional points of view and that materials are available in diverse media.

The Library endeavors to provide a range of opinions, majority and minority, on all subjects and does not exclude materials on the basis of the author's or producer's point of view. The Library also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of library materials by minors rests with their parents or legal guardians and not with the library staff. Selection of library materials is not inhibited by the possibility that materials may come into the possession of children.

Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and are reviewed promptly.

The Library Board of Trustees hereby endorses the American Library Association Library Bill of Rights and the Freedom to Read Statement on equal access for minors and interprets these statements to include all library materials regardless of format. Responsibility for the selection and removal of books and other library materials is delegated to the Director, who may delegate that responsibility to other library staff.

Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. No single standard of suitability can be applied in all cases.

The volume and nature of requests for access to library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness will be exercised during the evaluation process.

## **LIBRARY POLICY (4)**

### **COLLECTION DEVELOPMENT**

Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

#### **Collection Maintenance**

The Library may dispose of any materials, cataloged or uncataloged, by transfer of ownership or discard, as staff deem appropriate. Unusable items transferred to the ownership of a library support group may be sold at the discretion of that group.

Outdated materials, unnecessary items, books no longer of interest or in demand, unused duplicates, worn or damaged copies will be removed. Materials in poor condition or containing obsolete information discourage use of the Library.

In accordance with library guidelines, staff will make every effort to transfer items in usable condition but no longer needed in the Library to local community groups or organizations or to library support groups.

Materials that still have potential usefulness may be transferred to a larger library or special collection. Titles considered to be classics in their field will be available in the system.

Items deemed lost or missing are withdrawn from the Library's holdings.

#### **Gifts**

The Library reserves the right to decide use, condition of display, and final disposition of all gift material it receives.

Gifts are considered for acceptance on the same basis as materials for purchase. The cost of processing and the availability of shelf space are also factors in determining the acceptance of gifts.

The Library may provide a receipt acknowledging the number of donated items, but will not attempt to estimate their value.

The Library may forward items deemed unusable to library support groups or outside agencies/organizations. Gifts will not be returned to the donor.

Adopted 12/12/91  
Revised 1/23/95  
Reaffirmed 6/17/13

## **LIBRARY POLICY (5)**

### **CONFIDENTIALITY**

In accordance with all federal, Virginia, and local laws, confidentiality of all patrons' library use will be maintained. In the case of children under 17, parents or legal guardians shall have complete access to their minor child's records in order to prevent the Library from placing unnecessary obstacles between parent and child.

Adopted 11/14/91

Revised 3/19/03

Effective 7/1/03

Reaffirmed 6/17/13

## **LIBRARY POLICY (6)**

### **FACILITIES USE POLICY**

#### **SUMMARY**

The Mission of the Loudoun County Public Library is to be the community's information center, providing free and equal access to a full variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community. The following policy, governing the use of library facilities, reflects this Mission.

The Library makes available public facilities, as defined in this policy, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups. Library facility use does not constitute the Library's endorsement of the beliefs, ideas, or policies expressed by organizations or individuals using the space.

"Library facilities" refers to space in and around all Library buildings, including lobbies, meeting rooms, grounds, parking lots, and unspecified library spaces.

In all library facilities, library-sponsored programs and activities take precedence over other activities. Use of library facilities by outside organizations or groups may not interfere with regular library operations or services.

Facility users and library patrons must comply with the Library Rules of Conduct Policy; any individual(s) who fails to abide by this policy may be asked to leave the Library and/or lose the privilege to use library facilities. In addition, all facility use must adhere to all applicable laws, including the Code of Virginia, the Codified Ordinances of Loudoun County, and any town ordinances within town jurisdictions.

In accordance with the Library Rules of Conduct Policy, no solicitation is allowed at the Library. Groups/individuals using library facilities may not approach patrons while in library facilities or on library grounds. Communication between group representatives and the public is permitted when initiated by the public. No donations may be required or solicited. Failure to abide by established laws, policies, and guidelines may result in a group/individual being asked to leave the Library and/or losing the privilege to use library facilities.

There is no charge for the use of library facilities by government, civic, educational, and cultural groups or organizations. Permission to use any library facilities must be obtained in advance from the branch manager or his/her designee. All facility use must follow this policy and any applicable guidelines.

The branch manager (or designee) reserves the right to refuse groups the use of library facilities whenever, in his/her best judgment, the use does not conform to this policy. Available space varies significantly among branches and

**LIBRARY POLICY (6)**  
**FACILITIES USE POLICY**

not all branches can accommodate use by civic, educational, and cultural groups or organizations at all times.

The name, address, and phone number of the Library may not be used as the official address of any organization using library facilities, nor may any non-library group using library facilities publicize its activities in such a way as to imply library sponsorship.

Loudoun County Government and the Library are not liable for damages caused to the user or his or her property while using library facilities, and Loudoun County Government and the Library will be held harmless from any liability to third parties for injury caused by the group or any persons or groups while using library facilities.

**LOBBIES AND UNSPECIFIED LIBRARY SPACES**

In order to maintain a welcoming environment and ensure free and unimpeded access to the Library and its services, the use of lobbies will be limited to non-partisan voter registration and blood drives. Partisan, political, and religious activities are prohibited, as are fundraising or sales of any kind.

The individuals or group sponsoring the activity must obtain approval in advance from the branch manager (or designee); the purpose of the activity and the dates and times the activity will take place must be provided. The branch manager (or designee) will allow only one activity at any time.

The individuals or groups sponsoring the activity must be in attendance at all times. Those in attendance may not approach or initiate conversation with any library patron.

Unattended collection bins, chairs, tables, or booths may not be set up in lobbies, except by the Library, library advisory boards/friends groups, the Loudoun Library Foundation, and federal, commonwealth, or county government agencies.

This policy does not apply to libraries that have no lobby separate from the library itself, including Gum Spring Library, Lovettsville Library, Middleburg Library, and Sterling Library. At these locations, the branch manager (or designee) has the authority to approve where and when non-partisan voter registration and blood drives may occur.

**MEETING ROOMS**

The Library's meeting rooms are available during normal operating hours. Federal, state, county or town governments may use the meeting rooms for

## **LIBRARY POLICY (6)**

### **FACILITIES USE POLICY**

official government business at other times as authorized by the branch manager. The rooms can only be reserved up to two months in advance.

Some library meeting rooms may be used after hours, for a two-hour minimum, but no later than 11 pm for a fee. The user must pay the County-contracted rate for security guards supplied by the Library. To use the room after hours, the user must reserve the room ten business days in advance and pay the fee in advance. Currently only the Rust Library and the Cascades Library are available for this purpose.

Only library-related groups and other government departments and agencies, either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product. All meetings or programs must be open to the public.

For-profit groups or individuals may use the rooms under the following conditions:

1. A room use fee will be paid when the room is reserved.
2. No admission charge, request for donation, or tuition may be required or solicited.
3. No products or services may be sold.
4. Personal information from program attendees may not be solicited.

(See Schedule of Fees for profit-making organizations and individuals.)

### **LIBRARY GROUNDS**

Library grounds, including all space owned/controlled by the Library outside of library buildings, is public space subject to regulation as part of this Facilities Use Policy.

Smoking and use of tobacco products are prohibited on library grounds and in all library buildings.

Bicycles, skateboards, and skates may be used on library grounds. "Board-sliding" and related tricks on library property (including but not limited to curbs, stairs, bannisters, benches, chairs, tables, and waste receptacles) are prohibited. Board-sliding and related tricks damage library property and are vandalism as defined by the Code of Virginia, § 10.1-1004.

Users of library grounds must deposit all waste into waste receptacles, or remove the waste from library property. Animal waste must be picked up and disposed of in receptacles or offsite.

Signs, emblems, banners, pennants, etc. may not be posted on library grounds or library building exteriors, except by the Library, library-related groups or Loudoun County Government agencies.

**LIBRARY POLICY (6)**  
**FACILITIES USE POLICY**

Petition signing is allowed on library grounds with prior notification to and approval by the branch manager (or designee). All petition activity must be conducted outside library buildings at a minimum distance of 25 feet from building entrances.

**PARKING LOTS**

Library parking lots are reserved for users of library facilities. Use of library parking lots for other purposes is prohibited. At facilities with shared parking lots (Gum Spring Library, Rust Library, Sterling Library, and Library Administration), parking for users of library co-tenants is permitted.

**DISPLAYS AND EXHIBITS**

Display cases and exhibit areas are used for library-sponsored displays presented to inform the public of the wide range of issues, events, and interests within the community.

**PERMANENT PUBLIC ART**

The Library Board of Trustees supports the placement of permanent public art in library facilities. These works of permanent art shall become the property of the Library. Public art is defined as publicly accessible art that is an integral part of the facility, enhances the library environment, and engages the community. Review and selection of permanent public art shall follow procedures established by the Library. The Library Board of Trustees shall have the final approval of all permanent works of art placed in library facilities.

**PUBLIC ART EXHIBITS**

The Library provides a venue for local artists to exhibit work in a public space. These exhibits allow the public to view local artwork throughout library facilities. Exhibits by artists rotate among the library facilities and are chosen by staff to reflect a variety of media. Exhibits will be appropriate in scale for the space and size of the library facility and will be community oriented.

**HANDOUTS AND BULLETIN BOARDS FOR COMMUNITY INFORMATION**

Handouts and publications from community groups and individuals may be displayed at the Library if space permits.

The posting or distribution of a particular item does not indicate that the Library endorses any organization, cause, or activity.

Adopted 6/17/13  
Effective 7/1/13

**LIBRARY POLICY (7)**  
**FEES FOR LIBRARY SERVICES**

The Library Board of Trustees shall set all fees to be charged by the Loudoun County Public Library.

Adopted 10/88  
Revised 3/19/03  
Effective 7/1/03  
Reaffirmed 6/17/13

**LIBRARY POLICY (8)**  
**FRIENDS OF THE LIBRARY AND ADVISORY GROUPS**

**Philosophy Statement**

A "Friends of the Library" or "library advisory board" organization constitutes an important community resource for public libraries. It draws from the community and can increase understanding of, and support for, the library within that community. As in any volunteer organization, members are provided with an opportunity to use their time, skills, resources, and contacts in a worthwhile community endeavor, while receiving recognition for their efforts.

Friends and advisory groups generally work outside of the library setting making library strengths and needs known to the public and governing or funding authorities; for example, the Library Board of Trustees or the Loudoun County Board of Supervisors. Friends may raise money through book sales, sponsorship of special events, or other means at the discretion of the Library Board of Trustees and staff. The role of the Friends or advisory group is as a support group, rather than a policy-making body. Suggestions for service improvements may be directed to the local branch manager.

**Standards**

1. There should be a written statement of purpose and by-laws on file which should be in accordance with the Policies of the Library Board of Trustees.
2. Funds raised by library support groups shall not be a substitute for adequate local funding.
3. Funds raised by library support groups shall be maintained in an account separate and distinct from the Library's operating accounts. Such accounts shall be administrated by the appropriate support group.
4. Gifts made to the Library by the Friends, by advisory boards, or by the Loudoun Library Foundation shall conform to Library gift and fiscal policies, and shall not be used to dictate library policy.

Adopted 3/87  
Revised 2/26/96; 2/21/07  
Reaffirmed 6/17/13

**LIBRARY POLICY (9)**  
**FUTURE LIBRARY FACILITIES**

All future libraries to be built as part of the Loudoun County Public Library and all existing libraries that may be expanded shall provide a full range of services, including the following minimum services:

1. Space for the circulation of materials.
2. An area for the provision of reference services.
3. An area for the provision of service to children.
4. Separate areas for adult, children's, and young adult materials.
5. Separate areas for community meeting space and for children's story times.
6. Work space for staff.

Adopted 1/24/06  
Effective 1/24/06  
Reaffirmed 6/17/13

**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, will 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.

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

## **LIBRARY POLICY (11)**

### **GRANTS**

Library staff shall obtain approval from the Library Board of Trustees before accepting state, federal, or private grants for services or programs that are outside the current strategic plan or not consistent with library policy.

Adopted 2/15/93  
Reaffirmed 6/17/13

**LIBRARY POLICY (12)**  
**INTERNET USE AGREEMENT (ADULT)**

1. I have read, understand, and will comply with the Loudoun County Public Library Internet Use Policy, the Public Internet Workstations Guidelines for Use, and the Library Rules of Conduct.
2. I understand that site-blocking software is available on the Library Internet computers that attempts to screen out content deemed obscene and/or harmful to minors. I also understand that the filtering software may not be 100% effective and may inadvertently allow access to content intended to be blocked, or block unobjectionable content.
3. I understand that the Library Internet computers have these filters and that by indicating my preference here the appropriate filtering option will be activated automatically.

Unfiltered

Filtered

---

Name (print)

Signature

---

Date

Adopted 12/3/98  
Revised 7/26/05  
Effective 7/27/05  
Reaffirmed 6/17/13

**LIBRARY POLICY (13)**  
**INTERNET USE AGREEMENT (MINORS)**

1. I am the parent or guardian of the minor (under age 18) listed below. I have read and understand the Loudoun County Public Library Internet Use Policy, the Public Internet Workstations Guidelines for Use, and the Library Rules of Conduct. I agree that my child will comply with these documents.
  
2. I understand that site-blocking software is available on the library Internet computers that attempts to screen out content deemed obscene and/or harmful to minors. I also understand that the filtering software may not be 100% effective and may inadvertently allow access to content intended to be blocked, or block unobjectionable content.

I choose the following type of Internet access for my child:

\_\_\_\_\_ Unfiltered

\_\_\_\_\_ Filtered

\_\_\_\_\_  
Parent's name (Print)

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Child's name (Print)

\_\_\_\_\_  
Date

Adopted 12/3/98  
Revised 7/26/05  
Effective 7/27/06  
Reaffirmed 6/17/13

**LIBRARY POLICY (14)**  
**BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN**  
**POLITICA PARA EL USO DEL INTERNET**

**Misión**

1. La Biblioteca pública del condado de Loudoun, el centro de información para la comunidad, brinda un acceso gratis y equitativo a una gran variedad de recursos bibliotecarios y de tecnologías innovadoras que mejoran la calidad de vida y que satisfacen los intereses informativos, educativos y culturales de la toda la comunidad.
2. Nuestra misión se basa en los principios fundamentales del servicio de bibliotecas públicas en la mancomunidad de Virginia que incluyen: información que se brinda tan extensa y completamente como sea posible al máximo posible para los ciudadanos; los individuos son responsables de sus acciones; y los padres son los que tienen la única responsabilidad de decidir sobre cual lectura y a que servicios sus hijos pueden acceder.
3. Para apoyar su misión, la Biblioteca pública del condado de Loudoun ofrece acceso al Internet a los usuarios de la biblioteca con el fin de brindar un máximo de diversidad, opiniones y expresiones, asegurando el acceso a todas las avenidas de ideas para todos los usuarios posibles de la biblioteca.

**Internet**

*La red Internet es un medio no reglamentado que conecta a personas con fuentes de información de todo el mundo, formando una comunidad siempre evolutiva. No todas las fuentes del Internet brindan información actual, correcta, aceptable o completa y es posible que ciertos materiales sean obscenos o nocivos para niños. El sistema de la biblioteca no puede controlar o vigilar el contenido de los materiales en el Internet.*

**Servicio de acceso Internet**

1. La Biblioteca pública del condado de Loudoun le ofrece a sus usuarios acceso al Internet por medio del uso de su equipo de computación. El sistema de la biblioteca no ofrece cuentas de correo electrónico, grupos de noticias Usenet o conversaciones en tiempo real.
2. Acceso al Internet por medio de forma filtrada es suministrada solo por nuestro equipo de computación. Se ofrecen tipos de acceso al Internet "filtrados" y "no filtrados". El acceso filtrado intenta eliminar contenido que puede ser obsceno o nocivo para niños. Este tipo de acceso no es infalible y puede accidentalmente permitir un contenido inaceptable o bloquear contenido inofensivo.

**LIBRARY POLICY (14)**  
**BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN**  
**POLITICA PARA EL USO DEL INTERNET**

3. Los monitores pueden tener pantallas privadas instaladas.
4. Un adulto decide que tipo de acceso quiere utilizar. El padre, madre o guardián legal de un menor de edad decide si el menor de edad puede acceder el Internet por medio del uso del equipo de computación de la biblioteca, y si dicho acceso debe ser filtrado o no filtrado.
5. Es posible que el usuario no pueda acceder a un sitio preciso en el Internet debido a circunstancias fuera del control del sistema de la biblioteca.
6. El personal de la biblioteca desea ayudar a nuestros usuarios que quieren acceder a la red Internet. En caso de que el personal de la biblioteca no se halle familiarizado con capacidades o programas específicos, el usuario será responsable por aprender las destrezas necesarias.

**Condiciones que rigen el uso Internet**

1. Un adulto debe firmar el *Acuerdo para adultos de uso Internet de la Biblioteca pública del condado de Loudoun*, indicando que ha leído la política de la biblioteca y que acepta respetarla, así como versiones futuras de la política, como condición del uso del equipo bibliotecario que da acceso a el internet.
2. El padre, madre o guardián legal de un menor de edad debe firmar el *Acuerdo para menores de uso Internet de la Biblioteca pública del condado de Loudoun*, indicando que ha leído la política de la biblioteca, que acepta que el menor de edad podrá utilizar el equipo bibliotecario que da acceso al Internet, que el menor de edad respetara el acuerdo, así como versiones futuras de la política, como condición del uso por el menor del Servicio de acceso Internet de la biblioteca, y seleccionando si el menor de edad tendrá un acceso filtrado o no filtrado. Un acuerdo firmado que no indique dicha selección no es un acuerdo válido y el menor de edad no podrá utilizar el Servicio de acceso Internet de la biblioteca.
3. Cualquier infracción de la presente política, o de la Política de Conducta del Reglamento de la Biblioteca puede resultar en la suspensión de privilegios de acceso Internet.

Adoptada 1/12/98  
Revisada 12/15/10  
Entrada en vigor 12/15/10  
Revalidada 6/17/13

**LIBRARY POLICY (14)**  
**BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN**  
**POLITICA PARA EL USO DEL INTERNET**

1. He leído, comprendo y acepto respetar la Política Para El Uso del uso Internet de la biblioteca pública del condado de Loudoun y el Reglamento de conducta de la biblioteca.
2. Comprendo que existe software de bloqueo de sitios en los ordenadores Internet de la biblioteca cuyo fin es eliminar el contenido obsceno o nocivo para niños. Comprendo también que el software de filtración puede no ser eficaz al 100% y que puede accidentalmente permitir acceso a contenido que se desea bloquear, o bloquear un contenido inofensivo.
3. Comprendo que los ordenadores Internet de la biblioteca disponen de dichos filtros y que al indicar mi preferencia en el presente acuerdo, se activará automáticamente la opción de filtración correspondiente.

Sin filtro \_\_\_\_\_

Con filtro \_\_\_\_\_

\_\_\_\_\_  
Nombre (Letra impresa)

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

Adoptado 3/12/98  
Revisada 12/15/10  
Entrada en vigor 12/15/10  
Revalidada 6/17/13

**LIBRARY POLICY (14)**  
**BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN**  
**POLITICA PARA EL USO DEL INTERNET**

1. Soy el padre, madre o guardián legal del menor de edad (menor de 18 años) indicado a continuación. He leído, comprendo y acepto respetar la Política de uso Internet de la biblioteca pública del condado de Loudoun y el Reglamento de conducta de la biblioteca. Acepto que el menor de edad a mi cargo respetará la Política de uso Internet y la Política del Reglamento de conducta de la biblioteca
  
2. Comprendo que existe software de bloqueo de sitios en los ordenadores Internet de la biblioteca cuyo fin es eliminar el contenido obsceno o nocivo para niños. Comprendo también que el software de filtración puede no ser eficaz al 100% y que puede accidentalmente permitir acceso a contenido que se desea bloquear, o bloquear un contenido inofensivo.

Selecciono el siguiente tipo de acceso Internet para el menor de edad a mi cargo:

Sin filtro \_\_\_\_\_

Con filtro \_\_\_\_\_

\_\_\_\_\_  
Nombre del padre o madre  
(Letra impresa)

\_\_\_\_\_  
Firma del padre o madre

\_\_\_\_\_  
Nombre del menor de edad

\_\_\_\_\_  
Fecha

Adoptado 3/12/98  
Revisada 12/15/10  
Entrada en vigor 12/15/10  
Revalidada 6/17/13

## **LIBRARY POLICY (15)**

### **INTERNET USE**

#### **Mission**

1. The Loudoun County Public Library, the community's information center, provides free and equal access to a full variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community.
2. The Library's Mission is based on fundamental principles of public library service in the Commonwealth of Virginia, which include: providing information, as broadly and as completely as possible, to as many citizens as it can; individuals should be held accountable for their actions; and parents have the ultimate responsibility for deciding what their children read and what library services they receive.
3. In support of its Mission, the Loudoun County Public Library offers Internet access equipment to library customers to offer the widest possible diversity, views, and expressions, ensuring access to all avenues of ideas to as many library customers as it can.

#### **The Internet**

*The Internet is an unregulated medium connecting people and information sources from around the world, forming a constantly changing community. Not all sources on the Internet provide information that is current, accurate, unobjectionable, or complete, and some materials are obscene and/or harmful to minors. The Library is unable to control or monitor the content of materials on the Internet.*

#### **Internet Access Service**

1. The Loudoun County Public Library offers its customers access via computer equipment to the Internet. The Library does not provide electronic mail accounts, Usenet newsgroups, or real-time discussion/chat.
2. "Filtered" forms of Internet access are provided only on the Library's computer equipment. Filtered access attempts to screen out content deemed obscene and/or harmful to minors. It is by no means foolproof and may inadvertently allow content intended to be blocked or block unobjectionable content.
3. Monitors may have privacy screens installed.

## **LIBRARY POLICY (15)**

### **INTERNET USE**

4. An adult decides which form of access to use. The parent or legal guardian of a minor will decide if the minor may access the Internet via the Library's computer equipment and whether access is to be filtered or unfiltered.
5. There may be times when the user may not be able to access a given site on the Internet due to circumstances beyond the control of the Library.
6. Library staff will be glad to assist customers in using the Internet. In the event library staff is not familiar with specific programs or capabilities, the customer will be responsible for learning the needed skills.

### **Conditions Governing Internet Use**

1. Adults must sign a Loudoun County Public Library Adult Internet Use Agreement, indicating they have read the Internet Use library policy and agree to abide by it and future versions of the policy as a condition of using the Library's Internet access equipment.
2. A minor's parent or legal guardian must sign a Loudoun County Public Library Minor Internet Use Agreement, indicating he/she has read the Internet Use library policy and agree that the minor may use the Library's Internet access equipment, that the minor will abide by the Internet Use policy and future versions of the policy as a condition of the minor using the Library's Internet access equipment, and elect whether the minor's access is to be filtered or unfiltered. A signed agreement without an election is not a valid agreement and the minor will not be allowed to use the Library's Internet access equipment.
3. Any violation of this policy or Library Rules of Conduct Policy may result in suspension of Internet access privileges.

Adopted 12/1/98  
Revised 12/15/10  
Effective 12/15/10  
Reaffirmed 6/17/13

**LIBRARY POLICY (16)**  
**LIBRARY BILL OF RIGHTS**

The Library Board of Trustees endorses the American Library Association's Library Bill of Rights, which affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended Feb. 2, 1961, and January 23, 1980,  
Inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

Reaffirmed 6/17/13

## **LIBRARY POLICY (17)**

### **LIBRARY CARD**

Every resident of Loudoun County is eligible for a free library card regardless of age.

A resident shall be defined as a person:

1. living in Loudoun County
2. owning property in Loudoun County
3. owning a business in Loudoun County
4. working in Loudoun County
5. attending school in Loudoun County

No one else will be eligible to receive a Loudoun County Public Library card.

Residents of other library systems that have reciprocal borrowing agreements with the Loudoun County Public Library shall use their home library card for this purpose, with the registration information input into the Loudoun County Public Library patron database.

This library card entitles patrons to borrow from public libraries in the cities of Falls Church, Alexandria, Winchester, and the District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke, and Frederick Counties in Virginia; and Montgomery, Prince George's, Frederick, and Charles Counties in Maryland; and Thomas Balch Library.

Adopted 11/14/91  
Revised 3/19/03  
Effective 7/1/03  
Reaffirmed 6/17/13

## **LIBRARY POLICY (18)**

### **LIBRARY CLOSING**

The Library Board of Trustees sets the paid holidays for the Loudoun County Public Libraries for the upcoming year at the November Library Board of Trustees meeting.

Other days the Library Board of Trustees decides to close will be administered according to Loudoun County Human Resource policies.

The Library Director has the discretion to close any library location due to weather or other situations that may arise.

Adopted 2/22/01  
Reaffirmed 6/17/13

**LIBRARY POLICY (19)**  
**LIBRARY RULES OF CONDUCT**

It is the Library's intention to provide patrons with good service in a pleasant atmosphere. Conduct that disturbs library patrons and staff, or that hinders others from using the library or library materials, is prohibited. Library staff shall have the right to contact the proper authorities and to ask individuals to leave the Library when the individuals are in violation of Library Rules of Conduct. Violation of Library policies may result in loss of library privileges.

1. Damage, destruction or theft of library property is prohibited. Parents are liable for all acts of minors.
2. Children five years of age and under must be accompanied by an older responsible person on the premises. The Library may contact the proper authorities when minors (under age 18) are left unattended and do not observe the Library Rules of Conduct during library hours. The Library reserves the right to turn over to the proper authorities minors (under age 18) left unattended after library hours.
3. Interference with an employee's performance of his/her duties is prohibited. Such behavior includes but is not limited to verbal abuse, intimidation, sexual harassment or harassment on account of race, religion, ethnic background, gender or sexual orientation.
4. Excessive noise level and boisterous behavior are prohibited.
5. Sleeping is prohibited on library property.
6. Selling or solicitation is prohibited on library property with the exception of library-sponsored events.
7. Use of tobacco is prohibited in the Library.
8. Food is prohibited in the library except for pre-approved events or in specified areas. Covered beverages are permitted.
9. There shall be no alcoholic beverages served on or consumed on library property, nor are open containers of alcoholic beverages permitted on library property. Exceptions may be made for library-sponsored events with approval by the Library Director.
10. Animals, except handicapped aide animals, are prohibited in the Library.
11. Shoes and shirts must be worn in the Library.
12. All bicycles, skateboards, and skates must be left outside the Library and the Library is not responsible for the loss of such items.

**LIBRARY POLICY (19)**  
**LIBRARY RULES OF CONDUCT**

13. Any use of library computers or Internet access that interferes with the activities of the Library or its network or is in violation of Virginia Code, including Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372-§18.2-374 (obscene materials), or §18.2-377 (obscene materials) or federal statutes is prohibited.
  
14. Copying, displaying, and/or distributing copyrighted works may infringe upon the owner's copyright, protected under law (Title 17 US Code). Any use of computer printing, photocopying, or reproductions that infringes use of copyrighted works is subject to civil remedies and criminal penalties provided by federal law. The person using library equipment is liable for any infringement.

Adopted 1/26/98  
Revised 7/26/05; 2/21/07  
Effective 7/27/05  
Reaffirmed 6/17/13

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

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. This guideline notwithstanding, should a major donor in the future contribute a significant amount of the cost of a new building or land, the Library Board of Trustees could recommend naming that library after its donor instead.

Additions or rooms may be named after a donor in circumstances in which the donor paid for a substantial portion of or the entire cost of the addition or the room (including construction or renovation) or by donating a designated amount of money, a minimum of \$250,000 for a meeting room or area of the building and a minimum of \$100,000 for a study room.

3. Offers 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, the Gift Solicitation and Acceptance policy, and other relevant policies and procedures.

Adopted 10/16/89  
Reaffirmed 1/21/10  
Revised 6/17/13

## **LIBRARY POLICY (21)**

### **PROGRAMMING**

Programming, an essential service of the Loudoun County Public Library, is designed to present information in a non-print format, attract new library users, and spotlight materials and services for people unfamiliar with the public library. Library programs provide opportunities for Loudoun County residents and others of all ages to share cultural, educational, and recreational experiences.

The Library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the Library serves.

The Library will offer access to information to people with special needs, providing sign language and/or oral interpreters at all library programs if requested.

The Library will also make efforts to accommodate the multilingual or multicultural information needs of those for whom English is a second language.

Within reason, library-sponsored programs on religion, politics, or other potentially controversial issues will be balanced, or opportunities will be provided for programs reflecting opposing viewpoints.

Adopted 10/24/91  
Reaffirmed 6/17/13

**LIBRARY POLICY (22)**  
**PUBLIC ACCESS COMPUTER**

The Loudoun County Public Library provides public access computers to promote computer literacy as well as to provide information and recreation to all ages. To foster this goal, library staff and/or volunteers will provide guidance in the use of equipment, software, etc.

The Library is not responsible for any lost data or any illegal actions of patrons, including copyright violations.

Adopted 10/24/91  
Reaffirmed 6/17/13

**LIBRARY POLICY (23)**  
**SALE OF GOODS AND MATERIALS IN THE LIBRARY**

The sale of goods and materials by library-related groups and other Loudoun County departments and agencies is permitted within the limits of the Library's available time and space.

Adopted 12/12/91  
Revised 2/15/93  
Reaffirmed 6/17/13

**LIBRARY POLICY (24)**  
**SERVICES TO CITIZENS WITH DISABILITIES**

It is the policy of the Loudoun County Public Library to provide services to all community members, regardless of their level of ability or disability. Library users with physical or mental disabilities will have access not only to library buildings, but also to library materials, services, programs, and community meetings. Furthermore, they will be served by a staff knowledgeable about and sensitive to their needs.

Adopted 2/27/95  
Reaffirmed 6/17/13

## **LIBRARY POLICY (25)**

### **SITE SELECTION CRITERIA FOR FUTURE LIBRARY SITES**

1. The site should be located in an area where the greatest percentage of people will be making stops most frequently.
2. The site should allow for adequate parking and setbacks, as well as for building and parking expansion.
3. The site should offer easy and safe vehicular and pedestrian access.
4. The library should be highly visible on the site.
5. The surrounding land use should complement library use in terms of function, peak use times, traffic patterns, etc.
6. In addition to measures that can be planned for in the building, the site itself should provide a high degree of personal safety for people entering and leaving the building, especially at night.
7. Physical characteristics of a site may impact both construction costs and building size. The topography of the site, therefore, should offer optimum space utilization.
8. The site should be easily accessible for public and private transportation services.
9. The site should be adequate for at least a one-floor building.

Revised 1/23/95  
Reaffirmed 6/17/13

## **LIBRARY POLICY (26)**

### **THE FREEDOM TO READ**

The Library Board of Trustees endorses the following joint statement, issued in 1972 by the American Library Association and the Association of American Publishers, and subsequently endorsed by a number of organizations<sup>1</sup> listed.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is

## **LIBRARY POLICY (26)**

### **THE FREEDOM TO READ**

essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

**LIBRARY POLICY (26)**  
**THE FREEDOM TO READ**

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

**LIBRARY POLICY (26)**  
**THE FREEDOM TO READ**

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

**A JOINT STATEMENT BY:**

American Library Association  
Association of American Publishers, 1972

Adopted June, 1980, by Loudoun County Public Library Board of Trustees  
Reaffirmed 6/17/13

---

**<sup>1</sup> SUBSEQUENTLY ENDORSED BY:**

American Booksellers Association, American Civil Liberties Union, American Federation of Teachers AFL-CIO, Anti-Defamation League of B'nai B'rith, Association of American University Presses, Bureau of Independent Publishers & Distributors, Children's Book Council, Freedom of Information Center, Freedom to Read Foundation, Magazine Publishers Association, Motion Picture Association of America, National Association of College Stores, National Book Committee, National Council of Negro Women, National Council of Teachers of English, National Library Week Program, National Board of the Young Women's

**LIBRARY POLICY (26)**  
**THE FREEDOM TO READ**

---

Christian Association of the U.S.A., P.E.N.-American Center, Periodical and Book Association of America, Sex Information & Education Council of the U.S., and Women's National Book Association.

## **LIBRARY POLICY (27)**

### **VOLUNTEERS**

The Loudoun County Public Library recognizes volunteers as an invaluable community resource and welcomes their support. There is an ongoing effort by the Library Board of Trustees and staff to pursue creative ways in which library volunteers can be incorporated into library services.

It is the policy of the Library that use of qualified volunteers is a supplement to paid staff. Volunteers will be assigned to ongoing tasks and/or to limited projects. Their duties will have genuine significance.

Volunteers should be provided with training, supervision, and direction by staff.

Adopted 11/14/91  
Revised 1/23/95  
Reaffirmed 6/17/13

**LIBRARY POLICY (28)**  
**YOUNG CHILD SUPERVISION**

The Loudoun County Public Library staff cannot ensure the safety, care, supervision, or entertainment of children on library premises, nor can they be expected to prevent children from leaving the building. Adults are strongly encouraged to use the Library along with young children they accompany.

The following are policies relating to supervision of children:

1. Children age two and under will at all times be accompanied and adequately supervised.
2. Children ages three to five will be accompanied and adequately supervised unless the child is attending a scheduled library program designated for unattended three- to five-year-olds, at which time the person responsible for supervision of the child may elect to be absent for the duration of the program or activity but must remain in the building.
3. When a child is accompanied by a supervising caregiver, that person will ensure that the child's behavior is appropriate for a library setting.

Adopted 10/24/91  
Revised 6/20/12  
Reaffirmed 6/17/13

**Loudoun County Public Library Board of Trustees**

**ACTION ITEM SUMMARY: **A104** Executive Session – Director’s Evaluation**

<b>SUBJECT:</b>	Executive Session – Director’s Evaluation
<b>CONTACT:</b>	Board Chair, Mr. Mark Miller, 703-777-0368
<b>ACTION DATE:</b>	June 17, 2014
<b>RECOMMENDATION:</b>	Closed Session
<b>BACKGROUND:</b>	
<b>ISSUES:</b>	
<b>FISCAL IMPACT:</b>	
<b>DRAFT MOTION:</b>	
<b>ATTACHMENTS:</b>	
<b>NOTES:</b>	
<b>ACTION TAKEN:</b>	

Price start date: 05/01/2014

Price end date: 05/31/2014

DAYS

<u>Fund Name</u>	<u>Date</u>	<u>NAV</u>	<u>Daily Dividend Rate</u>	
683-COMMONWEALTH OF VIRGINIA - LGIP	5/1/2004	1	0.000002846	0.1039% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/2/2014	1	0.000002846	0.1039% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/3/2014	1	0.000002846	0.1039% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/4/2014	1	0.000002846	0.1039% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/5/2014	1	0.000002837	0.1036% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/6/2014	1	0.000002829	<b>0.1033%</b> 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/7/2014	1	0.000002808	0.1025% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/8/2014	1	0.000002758	0.1007% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/9/2014	1	0.000002729	0.0996% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/10/2014	1	0.000002729	0.0996% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/11/2014	1	0.000002729	0.0996% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/12/2014	1	0.000002734	0.0998% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/13/2014	1	0.000002694	0.0983% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/14/2014	1	0.000002644	0.0965% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/15/2014	1	0.000002473	<b>0.0903%</b> 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/16/2014	1	0.000002525	0.0922% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/17/2014	1	0.000002525	0.0922% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/18/2014	1	0.000002525	0.0922% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/19/2014	1	0.000002513	0.0917% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/20/2014	1	0.000002470	0.0902% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/21/2014	1	0.000002463	0.0899% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/22/2014		0.000002484	0.0907% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/23/2014		0.000002505	0.0914% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/24/2014		0.000002505	0.0914% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/25/2014		0.000002505	0.0914% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/26/2014		0.000002505	0.0914% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/27/2014		0.000002511	0.0917% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/28/2014		0.000002508	0.0915% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/29/2014		0.000002534	0.0925% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/30/2014		0.000002612	0.0953% 1
683-COMMONWEALTH OF VIRGINIA - LGIP	5/31/2014		0.000002612	0.0953% 1

0.000081650

<b>=(a/b)*c</b>	<b>Average</b>	<b>0.0961%</b>	<b>rounded</b>
	<b>Rate</b>		<b>0.10%</b>

days in month 31  
 days in year 365

**Symington Trust  
Fund 1223  
FY14**

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	\$ 4,075,338.28			\$ 4,075,338.28	\$ 13.77		\$ 4,075,352.05	0.1051%
August	\$ 4,075,352.05			\$ 4,075,352.05	\$ 14.71		\$ 4,075,366.76	0.1122%
September	\$ 4,075,366.76		\$ (164.75)	\$ 4,075,531.51	\$ 14.07		\$ 4,075,545.58	0.1072%
October	\$ 4,075,545.58		\$ (170.00)	\$ 4,075,715.58	\$ 15.15		\$ 4,075,730.73	0.1153%
November	\$ 4,075,730.73		\$ (100.00)	\$ 4,075,830.73	\$ 13.44		\$ 4,075,844.17	0.1022%
December	\$ 4,075,844.17		\$ 3,470.26	\$ 4,072,373.91	\$ 12.07		\$ 4,072,385.98	0.0939%
January	\$ 4,072,385.98		\$ 10,778.68	\$ 4,061,607.30	\$ 11.61		\$ 4,061,618.91	0.0971%
February^	\$ 4,061,618.91		\$ 13,204.70	\$ 4,048,414.21	\$ 36.96	\$ 15,612.34	\$ 4,064,063.51	0.1026%
March	\$ 4,064,063.51		\$ 7,103.31	\$ 4,056,960.20	\$ 10.96		\$ 4,056,971.16	0.1067%
April	\$ 4,056,971.16		\$ 9,452.91	\$ 4,047,518.25	\$ 9.65		\$ 4,047,527.90	0.1017%
May	\$ 4,047,527.90		\$ 20,677.02	\$ 4,026,850.88	\$ 7.46		\$ 4,026,858.34	0.0961%
June								
<b>Total FY</b>	\$ 4,075,338.28	\$ -	\$ 64,252.13		\$ 159.85	\$ 15,612.34	\$ 4,026,858.34	

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

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

^February CD interest earned at maturity of John Marshall Bank CD

**James Horton Prog for the Arts Trust Fund  
Fund 1222  
FY14**

<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>	\$ 17,742.43			\$ 17,742.43	\$ 1.55	\$ 17,743.98	0.1051%
<b>August</b>	\$ 17,743.98			\$ 17,743.98	\$ 1.66	\$ 17,745.64	0.1122%
<b>September</b>	\$ 17,745.64	\$ 1,000.00		\$ 18,745.64	\$ 1.67	\$ 18,747.31	0.1072%
<b>October</b>	\$ 18,747.31			\$ 18,747.31	\$ 1.80	\$ 18,749.11	0.1153%
<b>November</b>	\$ 18,749.11			\$ 18,749.11	\$ 1.60	\$ 18,750.71	0.1022%
<b>December</b>	\$ 18,750.71		\$ 900.00	\$ 17,850.71	\$ 1.40	\$ 17,852.11	0.0939%
<b>January</b>	\$ 17,852.11			\$ 17,852.11	\$ 1.44	\$ 17,853.55	0.0971%
<b>February</b>	\$ 17,853.55			\$ 17,853.55	\$ 1.53	\$ 17,855.08	0.1026%
<b>March</b>	\$ 17,855.08			\$ 17,855.08	\$ 1.59	\$ 17,856.67	0.1067%
<b>April</b>	\$ 17,856.67			\$ 17,856.67	\$ 1.51	\$ 17,858.18	0.1017%
<b>May</b>	\$ 17,858.18			\$ 17,858.18	\$ 1.43	\$ 17,859.61	0.0961%
<b>June</b>							
<b>Total FY</b>	\$ 17,742.43	\$ 1,000.00	\$ 900.00	\$ -	\$ 17.18	\$ 17,859.61	

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

**Irwin Uran Trust Fund  
Fund 1220  
FY14**

<b>Month</b>	<b>Beginning Balance</b>	<b>Prior Mo Adjustment</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>	\$ 263,049.10				\$ 263,049.10	\$ 23.04	\$ 263,072.14	0.1051%
<b>August</b>	\$ 263,072.14				\$ 263,072.14	\$ 24.60	\$ 263,096.74	0.1122%
<b>September</b>	\$ 263,096.74				\$ 263,096.74	\$ 23.50	\$ 263,120.24	0.1072%
<b>October</b>	\$ 263,120.24				\$ 263,120.24	\$ 25.28	\$ 263,145.52	0.1153%
<b>November</b>	\$ 263,145.52				\$ 263,145.52	\$ 22.41	\$ 263,167.93	0.1022%
<b>December</b>	\$ 263,167.93			\$ 354.91	\$ 262,813.02	\$ 20.57	\$ 262,833.59	0.0939%
<b>January</b>	\$ 262,833.59			\$ 2,018.21	\$ 260,815.38	\$ 21.10	\$ 260,836.48	0.0971%
<b>February</b>	\$ 260,836.48			\$ 349.70	\$ 260,486.78	\$ 22.27	\$ 260,509.05	0.1026%
<b>March</b>	\$ 260,509.05			\$ 519.89	\$ 259,989.16	\$ 23.12	\$ 260,012.28	0.1067%
<b>April</b>	\$ 260,012.28			\$ 160.62	\$ 259,851.66	\$ 22.02	\$ 259,873.68	0.1017%
<b>May</b>	\$ 259,873.68			\$ 401.61	\$ 259,472.07	\$ 20.78	\$ 259,492.85	0.0961%
<b>June</b>								
<b>Total FY</b>	\$ 263,049.10	\$ -	\$ -	\$ 3,804.94	\$ -	\$ 248.69	\$ 259,492.85	

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

## Library Trust Funds Holdings

As of May 31, 2014

<b>Irwin Uran Trust Fund</b>	<b>\$ 259,493</b>	LGIP*	0.96%
<b>Symington Trust Fund</b>	<b>\$ 93,175</b>	LGIP*	0.96%
		CD**	Trade Date    Maturity    Yield
	<b>\$790,612.34</b>	<i>Access National</i>	02/18/14    02/17/19    1.50%
	<b>\$818,070.97</b>	<i>Cardinal Bank</i>	03/22/13    03/22/18    1.35%
	<b>\$775,000.00</b>	<i>Washington First</i>	03/19/12    03/19/15    1.05%
	<b>\$775,000.00</b>	<i>Washington First</i>	03/30/12    03/30/16    1.35%
	<b>\$775,000.00</b>	<i>Virginia Commerce</i>	03/30/12    03/29/17    1.74%
<b>Symington Total</b>	<b>\$ 4,026,858.34</b>		
<b>James Horton Trust Fund</b>	<b>\$ 17,860</b>	LGIP*	0.96%

\*LGIP balances available for expenses

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



**County of Loudoun Investments**  
**Fund LIBR - Library Funds**  
**Investments by Fund**  
**May 31, 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	1,722
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	1,390
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	1,032
WASH031915	10539	Washingtonfirst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	291
WASH033016	10540	Washingtonfirst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	668
<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>1,027</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>1,027</b>



LCPL STATISTICAL REPORT (Current Month)

May-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2014	29,542	-7%	29,707	5%	24,232	-7%	2,833	-3%	3,574	30%	659	30%	14,125	-2%	30,847	-2%	7,424	-8%			142,943	-2%
	FY2013	31,718		28,224		26,129		2,926		2,752		505		14,374		31,505		8,048				146,181	
New Registrations	FY2014	300	-14%	233	19%	265	28400%	24	-20%	18	100%	4	-50%	62	-5%	197	-15%	119	55%			1,222	-32%
	FY2013	347		195		835		30		9		8		65		233		77				1,799	
<b>CIRCULATION</b>																							
Print Material	FY2014	100,794	5%	54,258	-5%	71,111	-1%	5,879	-6%	2,370	25%	1,238	-2%	23,476	-8%	49,109	-6%	9,194	-14%	1,207	20%	318,636	-2%
	FY2013	96,286		56,885		71,510		6,253		1,889		1,265		25,490		52,333		10,675		1,005		323,591	
Audiovisual	FY2014	31,939	-8%	23,102	-16%	17,864	-25%	2,726	-13%	1,471	-13%	497	5%	12,963	-11%	25,871	-11%	4,864	-9%	713	-38%	122,010	-14%
	FY2013	34,627		27,472		23,871		3,131		1,685		472		14,636		29,012		5,368		1,159		141,433	
<b>TOTAL CIRCULATION</b>	FY2014	132,733	1%	77,360	-8%	88,975	-7%	8,605	-8%	3,841	7%	1,735	0%	36,439	-9%	74,980	-8%	14,058	-12%	1,920	-11%	466,809	-4%
	FY2013	130,913		84,357		95,381		9,384		3,574		1,737		40,126		81,345		16,043		2,164		484,118	
<b>LIBRARY PROGRAMS</b>																							
Programs	FY2014	116	-1%	120	18%	116	4%	29	-55%	13	30%	1	-50%	37	-27%	128	-22%	56	33%	1	-	617	-7%
	FY2013	117		102		112		65		10		2		51		164		42		-		665	
Program Attendance	FY2014	6,660	-25%	3,411	-56%	6,136	-44%	302	-73%	310	5%	200	900%	687	-51%	2,024	-61%	1,267	-35%	252	-	21,249	-43%
	FY2013	8,870		7,762		10,970		1,112		296		20		1,412		5,178		1,943		-		37,563	
<b>COMMUNITY USE OF MEETING ROOMS</b>																							
Bookings	FY2014	80	-19%	145	-31%	19	-65%	5	-50%	18	-			155	104%	112	8%	17	21%			551	-3%
	FY2013	99		211		54		10		-				76		104		14				568	
Attendance	FY2014	1,383	-30%	2,190	16%	271	-64%	23	-47%	66	-			580	10%	1,650	-17%	435	20%			6,598	-12%
	FY2013	1,965		1,895		745		43		-				529		1,981		364				7,522	
<b>PUBLIC COMPUTER USE</b>																							
Internet Sessions	FY2014	3,657	8%	5,841	3%	4,471	37%	541	11%	810	57%			1,752	-2%	11,710	75%	2,788	11%			31,570	30%
	FY2013	3,385		5,652		3,252		486		517				1,792		6,702		2,508				24,294	
Wi-Fi Sessions	FY2014	3,337	23%	3,339	13%	3,354	19%	226	17%	473	55%			1,040	33%	3,280	19%	682	15%			15,731	20%
	FY2013	2,706		2,968		2,810		193		305				784		2,749		595				13,110	
<b>VOLUNTEERS</b>																							
Number of Volunteer Hours	FY2014	489	-9%	390	-3%	88	-72%	4	-75%	150	-64%	15	-	126	-10%	314	2%	42	-32%			1,618	-26%
	FY2013	536		404		312		16		415		-		140		308		62				2,193	
ASHBURN		CASCADES		GUM SPRING		LOVETTSTVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL			

Gum Spring Library opened 2/23/2013  
 Middleburg Library closed for renovation 7/21/2013-8/11/2013.  
 Several days of inclement weather for the month of January

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2014	72,678	2%
	FY2013	71,068	
Downloadables	FY2014	26,163	37%
	FY2013	19,094	
Visits to Webpage	FY2014	115,466	-9%
	FY2013	126,664	
Library Catalog Use	FY2014	382,522	-12%
	FY2013	436,420	
Online Hold Requests	FY2014	45,567	-10%
	FY2013	50,616	
Online Renewals	FY2014	154,974	1%
	FY2013	152,885	
Phone Renewals	FY2014	6,449	8%
	FY2013	5,972	
Suggest A Title	FY2014	513	104%
	FY2013	251	
Interlibrary Loans	FY2014	404	-17%
	FY2013	484	

REVENUE AND FINES			
Overdue Fines	FY2014	\$24,106	-1%
	FY2013	\$24,312	
Community Room Rental	FY2014	\$354	58%
	FY2013	\$224	
Printing	FY2014	\$2,801	-18%
	FY2013	\$3,415	
Interlibrary Loans	FY2014	\$351	9%
	FY2013	\$321	
Monetary Donations	FY2014	\$0	-100%
	FY2013	\$6	
Lost or Damaged Materials	FY2014	\$2,857	-26%
	FY2013	\$3,879	
<b>Total Revenues</b>	FY2014	<b>\$30,468</b>	-5%
	FY2013	<b>\$32,157</b>	



LCPL STATISTICAL REPORT (Year-To-Date)

May-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2014	327,921	-3%	320,724	2%	267,801	124%	35,055	-2%	33,807	-7%	5,792	13%	158,583	0%	339,298	-2%	84,545	-6%			1,573,526	9%
	FY2013	337,611		314,742		119,427		35,906		36,268		5,133		158,331		346,613		89,640				1,443,671	
New Registrations	FY2014	4,322	-25%	2,907	-11%	4,816	28400%	216	-16%	218	-39%	149	-11%	919	-29%	2,709	-17%	1,278	6%			17,534	-24%
	FY2013	5,784		3,270		7,352		256		360		167		1,294		3,259		1,204				22,946	
<b>CIRCULATION</b>																							
Print Material	FY2014	1,142,582	-4%	633,699	-2%	836,832	243%	71,462	1%	24,514	-24%	13,058	2%	282,760	-5%	600,556	0%	110,771	-4%	16,913	33%	3,733,147	16%
	FY2013	1,185,808		646,437		244,117		70,990		32,373		12,785		297,871		600,129		115,840		12,707		3,219,057	
Audiovisual	FY2014	365,888	-9%	273,837	-12%	233,622	181%	31,592	-8%	17,733	-20%	5,046	8%	151,725	-5%	304,612	-1%	60,779	-3%	5,957	-9%	1,450,791	4%
	FY2013	401,644		310,298		83,201		34,525		22,057		4,692		159,247		308,635		62,430		6,512		1,393,241	
<b>TOTAL CIRCULATION</b>	FY2014	1,508,470	-5%	907,536	-5%	1,070,454	227%	103,054	-2%	42,247	-22%	18,104	4%	434,485	-5%	905,168	0%	171,550	-4%	22,870	19%	5,453,203	14%
	FY2013	1,587,452		956,735		327,318		105,515		54,430		17,477		457,118		908,764		178,270		19,219		4,771,729	
<b>LIBRARY PROGRAMS</b>																							
Programs	FY2014	1,207	18%	1,083	5%	1,126	237%	401	12%	134	17%	11	-8%	411	-14%	1,327	6%	404	18%	7	-42%	6,111	23%
	FY2013	1,024		334		34		357		115		12		478		1,251		342		12		4,957	
Program Attendance	FY2014	50,831	0%	34,334	-10%	46,080	94%	4,913	-16%	2,140	-4%	401	111%	8,201	-7%	27,600	-6%	6,990	-12%	2,422	-12%	183,912	8%
	FY2013	50,589		38,015		23,798		5,874		2,219		190		8,789		29,344		7,978		2,754		169,550	
<b>COMMUNITY USE OF MEETING ROOMS</b>																							
Bookings	FY2014	787	-4%	1,936	-20%	393	233%	65	-14%	93				901	32%	1,166	8%	139	-40%			5,480	1%
	FY2013	823		2,430		118		76		-				684		1,079		231				5,441	
Attendance	FY2014	14,390	-15%	25,642	-4%	6,368	348%	642	31%	1,057				5,584	-2%	17,934	-1%	2,729	-31%			74,346	1%
	FY2013	16,984		26,573		1,422		491		-				5,708		18,119		3,957				73,254	
<b>PUBLIC COMPUTER USE</b>																							
Internet Sessions	FY2014	34,779	-5%	62,418	31%	48,722	470%	5,773	8%	7,288	2%			20,994	-5%	97,677	27%	27,922	33%			305,573	36%
	FY2013	36,589		47,521		8,542		5,361		7,165				21,984		77,068		21,067				225,297	
Wi-Fi Sessions	FY2014	30,619	9%	34,261	18%	33,439	244%	2,531	17%	3,868	6%			9,108	15%	34,076	28%	7,208	18%			155,110	37%
	FY2013	27,998		29,068		9,707		2,168		3,649				7,951		26,602		6,115				113,258	
<b>VOLUNTEERS</b>																							
Number of Volunteer Hours	FY2014	5,888	11%	4,661	37%	3,248	270%	552	41%	718	-51%	176	-2%	845	-21%	5,251	30%	1,466	-1%			22,805	25%
	FY2013	5,326		3,400		879		391		1,454		180		1,073		4,052		1,476				18,231	
				ASHBURN	CASCADES	GUM SPRING	LOVETTSVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL									

Gum Spring Library opened 2/23/2013  
 Middleburg Library closed for renovation 7/21/2013-8/11/2013.  
 Several days of inclement weather for the month of January

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2014	894,019	7%
	FY2013	834,085	
Downloadables	FY2014	269,265	69%
	FY2013	159,431	
Visits to Webpage	FY2014	1,355,147	5%
	FY2013	1,289,904	
Library Catalog Use	FY2014	4,783,070	-2%
	FY2013	4,876,926	
Online Hold Requests	FY2014	562,500	3%
	FY2013	545,588	
Online Renewals	FY2014	1,736,219	15%
	FY2013	1,505,823	
Phone Renewals	FY2014	75,480	6%
	FY2013	71,057	
Suggest A Title	FY2014	4,536	99%
	FY2013	2,279	
Interlibrary Loans	FY2014	5,870	16%
	FY2013	5,074	

REVENUE AND FINES			
Overdue Fines	FY2014	\$243,283	27%
	FY2013	\$192,007	
Community Room Rental	FY2014	\$2,570	19%
	FY2013	\$2,154	
Printing	FY2014	\$33,731	17%
	FY2013	\$28,787	
Interlibrary Loans	FY2014	\$3,387	22%
	FY2013	\$2,772	
Monetary Donations	FY2014	\$288	-74%
	FY2013	\$1,113	
Lost or Damaged Materials	FY2014	\$38,423	2%
	FY2013	\$37,497	
<b>Total Revenues</b>	<b>FY2014</b>	<b>\$321,682</b>	<b>22%</b>
	<b>FY2013</b>	<b>\$264,330</b>	

YEAR END DATA		
Reference Questions		-100%
Summer Reading Participants	343,590	-
County Population	338,897	3%
Registered Borrower Count	193,333	-100%
Circulation Per Capita	25	-100%

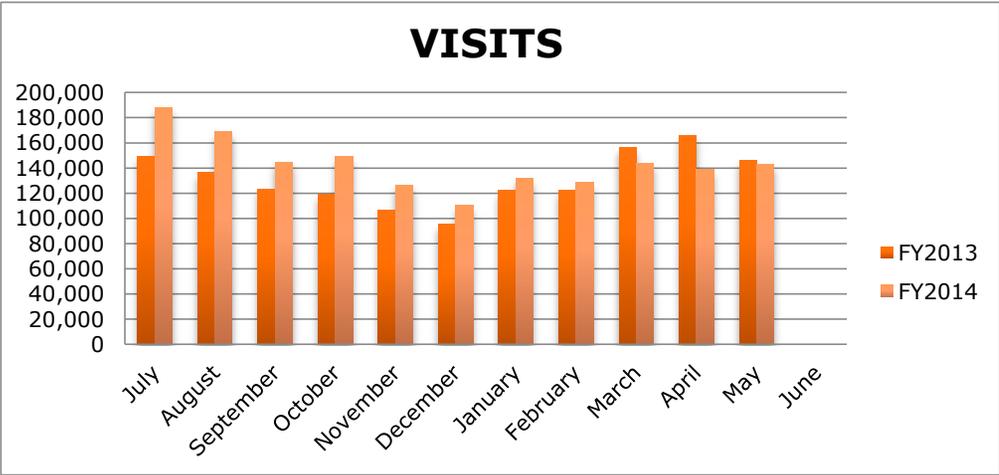
832

Online Renewals

# LOUDOUN COUNTY PUBLIC LIBRARY

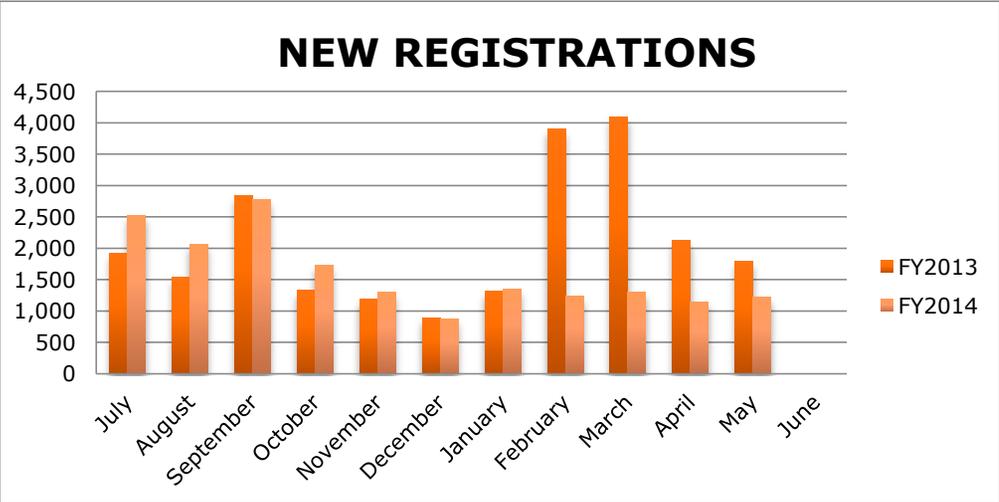
## TOTAL VISITS

Month	FY2013	FY2014	%
July	149,565	187,613	25%
August	136,822	169,037	24%
September	122,898	144,782	18%
October	119,304	149,430	25%
November	106,870	126,658	19%
December	95,275	110,182	16%
January	122,311	131,939	8%
February	122,356	128,286	5%
March	156,339	143,545	-8%
April	165,750	139,111	-16%
May	146,181	142,943	-2%
June			
Total	1,443,671	1,573,526	9%



## NEW REGISTRATIONS

Month	FY2013	FY2014	%
July	1,916	2,524	32%
August	1,537	2,070	35%
September	2,840	2,773	-2%
October	1,325	1,732	31%
November	1,191	1,297	9%
December	896	876	-2%
January	1,322	1,349	2%
February	3,904	1,242	-68%
March	4,093	1,301	-68%
April	2,123	1,148	-46%
May	1,799	1,222	-32%
June			
Total	22,946	17,534	-24%



Gum Spring Library opened 2/28/2013

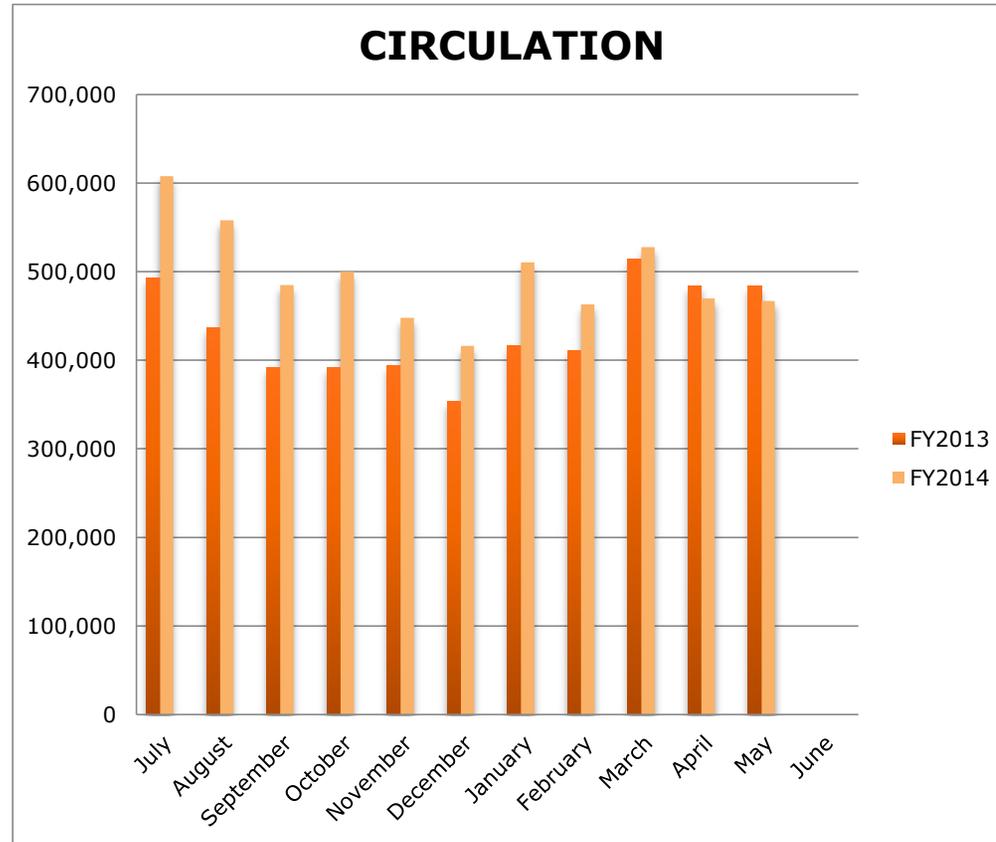
# LOUDOUN COUNTY PUBLIC LIBRARY



## TOTAL CIRCULATION

Month	FY2013	FY2014	%
July	493,469	607,804	23%
August	436,516	558,072	28%
September	392,330	485,117	24%
October	392,012	500,140	28%
November	394,502	447,918	14%
December	353,264	416,272	18%
January	416,500	510,481	23%
February	410,592	463,040	13%
March	514,825	527,830	3%
April	483,601	469,720	-3%
May	484,118	466,809	-4%
June			
<b>Total</b>	<b>4,771,729</b>	<b>5,453,203</b>	<b>14%</b>

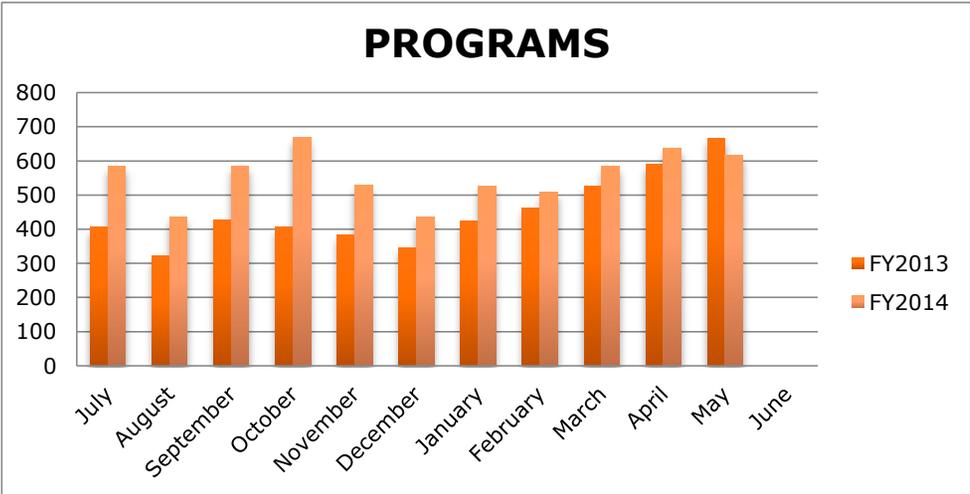
Note: Circulation includes electronic downloads



# LOUDOUN COUNTY PUBLIC LIBRARY

## PROGRAMS

Month	FY2013	FY2014	%
July	406	585	44%
August	323	435	35%
September	426	584	37%
October	406	669	65%
November	382	530	39%
December	346	436	26%
January	424	525	24%
February	462	508	10%
March	526	584	11%
April	591	638	8%
May	665	617	-7%
June			
Total	4,957	6,111	23%



## PROGRAM ATTENDANCE

Month	FY2013	FY2014	%
July	15,737	22,328	42%
August	11,216	17,386	55%
September	12,608	19,317	53%
October	12,351	21,326	73%
November	11,202	13,979	25%
December	7,882	9,567	21%
January	11,072	11,954	8%
February	15,046	13,749	-9%
March	17,021	16,157	-5%
April	17,852	16,900	-5%
May	37,563	21,249	-43%
June			
Total	169,550	183,912	8%

