

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for September 2014

7:30 PM CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL – July 16, 2014 Regular Meeting Minutes

REPORTS

Library Advisory Board Report:

Rust Library Advisory Board, Rebekka Prinz

Library Branch Board Report:

Rust Library Branch Manager, Jessica West

Director's Report:

Library Director, Chang Liu

INFORMATION ITEMS

II 01 Brain Teaser

II 02 FY 2016 Budget

II 03 Library Naming Policy

II 04 STEM-focused Library

ACTION ITEMS

AI 01 Support for Pursuing a STEM-focused Library

AI 02 Revision of Facilities Use Policy

AI 03 Revision of LCPL Fees

AI 04 2015 Library Board of Trustees Meeting Schedule

ADJOURNMENT

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

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

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

**Loudoun County Public Library
Board of Trustees Meeting Minutes**

July 16, 2014

The regular monthly meeting of the Loudoun County Library Board of Trustees was held on Wednesday, July 16, 2014, at 7:30 P.M., at the Purcellville Library, 220 East Main Street, Purcellville, VA 20132, the Chair and Secretary were both present.

Present: Mark Miller, Chair
Chang Liu
Joseph Maio
Nancy Nuell
Thomas Jensen
Sean Mallon
Mary Pellicano

Absent: Jackquelyn Veith, Vice Chair
Larry Stepnick

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

There was no public comment.

III. BOARD COMMENTS

Trustee, Mr. Maio reported that he and Ms. Veith met with Library Services Special Projects Assistant, Megan Avera regarding the Library Naming Policy. The Trustees decided to table the discussion of the Naming Policy until the September 17 Library Board of Trustees meeting.

Board Chair, Mr. Miller thanked Mr. Karim Khan and the Purcellville Library staff for hosting the Library Board of Trustees meeting.

DIRECTOR'S COMMENT

Library Director, Ms. Liu reported that there have been some changes made to the library publication of *Pages*. Ms. Liu stated that the changes to the publication will include current events and programs for all locations and the new layout will make it easier for patrons to find the programs they want to attend. Ms. Liu reported that all library branches will also have a monthly calendar of events to hand out to their patrons.

Ms. Liu reported that the Summer Reading Program was a great success. She reported that on the opening day of the Summer Reading Program Purcellville Library signed up 1,200 patrons, Rust and Ashburn Library signed up over 2,200 patrons and Gum Spring signed up over 1,900 patrons.

Ms. Liu reported that Library Administration will be advertising a new position for a Communications Division Manager position.

Ms. Liu stated that she will be attending the County Leadership Team Retreat on August 21 and 22.

Ms. Liu reported that library staff are involved in a partnership with the Osher Learning Institute. She noted that library staff presented several different classes at the George Mason University campus, to include Reader's Advisory, Children's Literature, E-reader and Grant Writing.

Ms. Liu reminded the Trustees that Virginia House of Delegate, Mr. David Ramadan will be presenting a Resolution of Commendation to the Gum Spring Library, for providing new and continuing opportunities for education and enjoyment to the Gum Spring community. This event will take place at the Gum Spring Library on July 17 at 7 PM.

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 May 21, 2014 Library Board of Trustees regular meeting. Ms. Nuell moved to approve the minutes of the June 17, 2014 regular meeting as presented. Ms. Pellicano requested that Smarts Mill Elementary School to be corrected to Smarts Mill Middle School. The motion was seconded and approved with the correction, by a vote of 5-1-0-2, (yes/abstained/no/not present).

REPORTS

A. PURCELLVILLE LIBRARY ADVISORY BOARD REPORT

Purcellville Library Branch Manager, Mr. Karim Khan reported on behalf of Ms. Priscilla Martinez for the Purcellville Library Advisory Board. The report was received and placed on file.

B. PURCELLVILLE LIBRARY BRANCH MANAGER

The Purcellville Library Branch Manager, Mr. Karim Khan reported on behalf of Purcellville Library. The report was received and placed on file.

C. DIRECTOR'S REPORT

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

IV. INFORMATION ITEMS

II01 Brain Teaser:

Ms. Nuell presented the Brain Teaser in honor of Gabriella Miller.

II02 FY 2015 Budget:

Ms. Liu reported that the County Board Retreat will be held on August 21 and 22. Ms. Liu stated she expects County Administrator, Mr. Tim Hemstreet will be providing FY 2016 directives to the County department heads.

Ms. Liu reported that she will be inviting attendees to the FY 2016 Think Tank Budget planning sessions. Ms. Liu stated that these meetings will consist of four consecutive Fridays beginning after Labor Day.

II03 LBOT August Meeting:

Mr. Miller asked the Trustees if they preferred to recess or hold a meeting in August. The Trustees agreed to recess for the month of August 2014.

II04 LBOT FY 2015 Board Retreat:

Ms. Liu recommended that the Library Board of Trustees hold an FY 2015 Library Board Retreat. Ms. Liu asked the Trustees if they preferred to hold the retreat in the fall or early spring. The Trustees agreed to hold the Library Board of Trustees Retreat in early 2015. Ms. Liu stated she would provide possible dates for January and February 2015 for the Trustees to select from.

V. ACTION ITEMS

AI01 LCPL Fees Approval:

Ms. Liu provided the Trustees with a list of all the fees Loudoun County Public Library charges. Ms. Nuell moved to approve the library fees presented. The motion was seconded and approved by a vote of 5-1-0-2.

AI02 Public Art Donation:

Ms. Liu reported she was contacted by Mr. Sanabria, the husband of local Loudoun Artist Ms. Sherry Sanabria, who recently passed away, about donating some of Ms. Sanabria's artwork to the Rust and Gum Spring Library. Ms. Liu reported that Mr. Miller met with Mr. Sanabria to discuss, view and select the artwork. Ms. Liu reported that the two pieces of art work were included in the Library Board of Trustees meeting packet. Ms. Liu recommended that the Library Board of Trustees vote to accept the art donations from Mr. Sanabria. Mr. Miller asked for a motion to accept the donations. Ms. Pellicano moved to accept the art donations as presented; the motion was seconded and approved by a vote of 5-1-0-2.

AI03 Closed Session – Director’s Evaluation:

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

Pursuant to Section 2.1-344 of the Code of Virginia, I move that the Loudoun County Public Library Board of Trustees recess this public meeting and enter into executive session. The authority for this executive session is found in Section 2.1-344(a) Subsection 7. The purpose of the executive session is to conduct the Director's performance evaluation. The motion was seconded and approved by a vote of 5-1-0-2.

Ms. Pellicano read the Resolution Certifying the Executive Session.

Whereas, the Loudoun County Library Board of Trustees has this 17 day of July convened in executive session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Library Board of trustees does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the executive session to which this certification applies; and (2) only such public business matters were identified in the motion by which the said executive session was convened were heard, discussed or considered by the Library Board of Trustees.

Ms. Pellicano moved that the Resolution Certifying the Executive Session be adopted and reflected in the minutes of the public meeting. The motion was seconded and approved by a vote of 5-1-0-2.

Ms. Pellicano moved that the executive session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the matters of the public meeting should reflect that no formal action was taken in the executive session. The motion was seconded and approved, by a vote of 5-1-0-2.

VI. ADJOURNMENT

Mr. Miller adjourned the meeting at 9:35 PM.

Respectfully submitted by,

Kelley Nelson
Secretary

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

(Signature of Presiding Officer)

Director's Report for Library Board of Trustees

Meeting: September 17, 2014

More than 15,000 children, teens and adults signed up for the 2014 *Fizz Boom Read!* Summer Reading Program. Nearly 61,255 children, teens and adults attended the 1,625 programs and four mini iPads were awarded to randomly selected patrons who completed in the program.

The September-October edition of PAGES, the library's program, events and services guide, introduced a new format. The now bi-monthly guide groups content by theme rather than location, provides borrowing information, and highlights databases and new services.

The Next Chapter Book Club presented in partnership with Arc of Loudoun has been awarded the Virginia Association of Counties Annual Achievement Award and has been featured in both American Library Online and the Urban Libraries Council News Weekly. The Next Chapter Book Club promotes literacy and social connections for adults with intellectual disabilities, sensory challenges, autism spectrum disorders and physical disabilities.

Branches/Public Service

The Educator Card was introduced in August which offers unique privileges to educators living and/or working in Loudoun County including no overdue fines and an eight week loan period.

Branch staff continue to focus on community engagement and partnerships. Recent highlights include:

- Ashburn and Gum Spring Library staff participated in the LCPS New Employee Orientation Day where they issued 114 library cards, including our new Educator card.
- Purcellville Library teamed up with the Hillsboro Community Association to promote our Summer Reading Program, demonstrate online services, and issue library cards at the Hillsboro Farmers Market.
- Lovettsville staff created a new program, *Pool Break!* providing a 15-minute, pool-side storytime at their community pool filled with high-action songs and rhymes during the mandatory hourly break when kids are not permitted in the pool.

Collection

Collection Development & Technical Services highlights include:

- Almost 5,000 new items were added to the collection in July.
- Ordering and cataloging of holiday books has begun.
- Continued work on series cleanup to make sure series have complete holdings whenever possible and that series have complete numbered entries in the catalog. This is an important customer service so that patrons can find all books in a series and know the order of publication.

- Almost 30,000 new items have been selected and ordered for the Gum Spring Library Collection which completes the first half of the project. The collection includes eight early literacy tablets, 365 new eBooks, and the beginning of a Hindi language collection at the request of Gum Spring branch patrons and staff. Phase two of the Gum Spring Library collection expansion project has just begun and will continue through the spring publishing season.

Programming

Out of My Mind by Sharon M. Draper, an award-winning author and educator, is the featured book for our annual 1Book-1Community program. Copies of the book will be available at all branches and the County Government building beginning Tuesday, September 16.

For the second year, Loudoun County Public Library is a partner in George Mason University's annual literary event, Fall for the Book. This week-long celebration of authors and reading offers book lovers the chance to meet and greet their favorite writers and hear behind-the-scenes stories of writing and publishing. Featured authors at Loudoun County Public Library include: Luis Carlos Montalvan, Marc Leepson, Charles Todd, and Carla Buckley who also served as the guest presenter at the award ceremony for the adult short story contest, "Write On."

The second program in the National Endowment for the Humanities/ American Library Association series, Muslim Journeys will be held at Cascades Library from September 9 through November 4. The "Let's Talk About It" Reading and Scholar-Led Discussion series, Muslim Journeys-Connected Histories, will be led by scholar Barbara Petzen, Director of Middle East Connections. The five books in the series explore the theme of "connected histories" and the idea that the world has always been interconnected and Islam and the West are products of a shared and intertwined past.

Technology

The RFP for our new ILS system has been submitted to the Procurement and Legal departments for approval and will then be released to the public to allow the broadest access to ILS vendors possible.

Monitors at the Checkout Desks at Gum Spring were upgraded and updated software was installed to accommodate the new 3M QuickConnect product. This makes Gum Spring the second branch (after Rust) to add this Readers Advisory service to customers on the Checkout desks.

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

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

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

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

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 03 Library Naming Policy

SUBJECT:	Library Naming Policy
CONTACT:	Library Director, Ms. Chang Liu, 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	
BACKGROUND:	Library Board Chair, Mr. Miller appointed Library Board Vice Chair, Ms. Veith and Trustee, Mr. Maio to the Library Naming Policy Committee. Mr. Maio and Ms. Veith were asked to make revisions to the Library Naming Policy and bring their recommendations to the full Library Board for discussion and approval.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 STEM-focused Library

SUBJECT:	STEM-focused Library
CONTACT:	Library Board Chair, Mr. Mark Miller, 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	
BACKGROUND:	Library Board Chair, Mr. Miller will provide the Library Board information regarding his considerations for building a STEM-focused library in Loudoun County.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 01 Support for pursuing a STEM-focused library

SUBJECT:	Support for pursuing a STEM-focused library
CONTACT:	Library Board Chair, Mr. Mark Miller 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	Mr. Miller recommends that the Library Board of Trustees approve the idea of pursuing a STEM-focused library.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move that the Library Board of Trustees approve to draft and send a letter to the Board of Supervisors expressing their support for a STEM library.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 02 Revision to the Facilities Use Policy

SUBJECT:	Revision to the Facilities Use Policy
CONTACT:	Library Director, Ms. Chang Liu, 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	Ms. Liu recommends removing this paragraph under Meetings Rooms in the Facilities Use Policy : <i>The 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 (10) business days in advance and pay the fee in advance. Currently only the Rust Library and the Cascades Library are available for this purpose.</i>
BACKGROUND:	In the July Library Board of Trustees meeting there was discussion regarding Rust and Cascades Library after-hours meeting room uses. Currently the policy requires after-hours meeting room users to pay a County-contracted security guard rate when using the meeting room after the library has closed.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to accept changes as presented by the Library Director in the Facilities Use Policy.
ATTACHMENTS:	Revised Facilities Use Policy
NOTES:	
ACTION TAKEN:	

LIBRARY POLICY (6) FACILITIES USE POLICY

SUMMARY

The mission of Loudoun County Public Library (LCPL) 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.

LCPL 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 LCPL 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 (20); 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 (20), 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 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 not all branches can accommodate use by civic, educational, and cultural groups or organizations at all times.

LIBRARY POLICY (6) FACILITIES USE POLICY

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.

The County of Loudoun and LCPL are not liable for damages caused to the user or his or her property while using Library facilities, and the County of Loudoun and LCPL 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 LCPL 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, 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, Lovettsville, Middleburg, and Sterling. 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. Official government business by federal, state, county or town governments may use the meeting rooms at other times as authorized by the branch manager. The rooms can only be reserved up to two months in advance.

~~The 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~~

LIBRARY POLICY (6) FACILITIES USE POLICY

~~reserve the room ten (10) 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.
3. 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 LCPL outside of library buildings, is public space subject to regulation as part of the Library Facility 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 county government agencies.

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

LIBRARY POLICY (6) FACILITIES USE POLICY

Spring, Rust and Sterling Libraries 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 that are presented to inform the public of the wide range of issues, events, and interests within the community.

PERMANENT PUBLIC ART

LCPL Board of Trustees supports the placement of permanent public art in library facilities. These works of permanent art shall become the property of LCPL. 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 LCPL. The LCPL Board of Trustees shall have the final approval of all permanent works of art placed in library facilities.

PUBLIC ART EXHIBITS

LCPL provides a venue for local artists to exhibit work in a public space. These exhibits allow the public to view local art work throughout the library facilities. Exhibits by an artist 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

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: AI 03 Revision of LCPL Fees

SUBJECT:	Revision of LCPL Fees
CONTACT:	Library Director, Ms. Chang Liu, 703-777-0368
ACTION DATE:	September 17, 2014
RECOMMENDATION:	<p>Ms. Liu recommends removing the After Hours Meeting Room Use fee of \$26.95 per hour and changing the fees charged for the Symington Press to the following:</p> <ul style="list-style-type: none"> • \$6 per book, plus 3 cents per page; • 20-49 copies, 10% off • 50+ copies, 15% off • Nonprofit and Educational Organizations: \$1 off per book* <p>*May be combined with volume discounts</p> <ul style="list-style-type: none"> • \$1 per book nonprofit/education discount
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to accept the changes for the LCPL fees as presented by the Library Director.
ATTACHMENTS:	Revised LCPL Fees
NOTES:	
ACTION TAKEN:	

Fees Charged by LCPL

FEES DETERMINED BY LCPL

Overdue Fines	\$.10 per item per day Maximum \$5.00 per item \$10.00+ blocks patron account
Lost / Damaged Board Book	\$5.00 per item
Lost / Damaged Audiobook Disc	\$6.00 per disc
Lost Playaway Lanyard	\$1.00 per item
Lost Playaway View	\$100.00 per item
Lost Playaway View Charger	\$15.00 per item
Lost / Damaged AV Case	\$2.00 per item
Lost / Damaged Hardback Book	List price per item
Lost / Damaged Paperback Book	List price per item
Lost / Damaged Music CD	List price per item
Lost / Damaged DVD or Blu-Ray	List price per item
Lost / Damaged Book on CD	List price per item
Lost / Damaged Playaway	List price per item
Lost / Damaged Kit	List price per item
Interlibrary Loan Processing Fee	\$3.00 per transaction
Meeting Room Use (charge for business and for-profit institutions only)	\$40.00 per hour (or part of an hour)
After Hours Meeting Room Use	\$26.95 per hour (or part of an hour) 2 hour minimum
Symington Press, self-publishing	\$10.00 (up to 150 pages) \$15.00 (150-300 pages) \$20.00 (301-600 pages) \$25.00 (601-800 pages) \$6 per book, plus 3 cents per page 10% off for every 10 copies (up to 30%) 20-49 copies, 10% off 50+ copies, 15% off Nonprofit and Educational Organizations: \$1 off per book* *May be combined with volume discounts \$2 \$1 per book nonprofit/education discount
Symington Press, EBM book catalog	Suggested retail price per copy
Thomas Balch Cataloging & Processing, items appearing in OCLC database	\$10.80 per title
Thomas Balch Cataloging & Processing, items not appearing in OCLC database	\$27.75 per title

FEES DETERMINED BY OTHER ORGANIZATIONS

Fees Charged by LCPL

Patron Generated Printouts and Copies	\$.15 per page (black and white) \$.50 per page (color) <i>Set by Department of Information Technology</i>
Lost / Damaged Interlibrary Loan Materials	<i>Set by Lending Institution</i>

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI 04 2015 Library Board of Trustees Meeting Schedule

SUBJECT:	2015 Library Board of Trustees Meeting Schedule
CONTACT:	Chang Liu, 703-771-5235
ACTION DATE:	September 17, 2014
RECOMMENDATION:	
BACKGROUND:	In 2009 the Trustees expressed an interest to keep Rust Library as the main location of the Trustees meetings and throughout the year rotate a few of the meetings to other LCPL locations. The recommended schedule reflects that request.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to approve the 2015 Library Board of Trustees meeting schedule as presented.
ATTACHMENTS:	Schedule
NOTES:	
ACTION TAKEN:	

2015

Schedule of the Library Board of Trustee Meetings, Library Advisory Boards, Friends Groups, Library Foundation and Branch Reports

(Unless noted all meetings will be held at the Rust Library at 7:30 PM)

<u>DATE</u>	<u>ADVISORY BOARD/BRANCH REPORT</u>
January 21, 2015	Cascades Library & Advisory Board
February 18, 2015	Ashburn Library & Friends Group
March 18, 2015 (Meeting at Gum Spring)	Gum Spring Library & FROGS Group
April 15, 2015 (Meeting at Lovettsville)	Lovettsville Library & Advisory Board
May 20, 2015 (Meeting at Middleburg)	Middleburg Library & Advisory Board
June 17, 2015	Outreach Services & Friends Group
July 15, 2015	Purcellville Library & Advisory Board
August	Recess
September 16, 2015	Rust Library & Advisory Board
October 21, 2015	Sterling Library & Advisory Board
November 18, 2015	Technology Services & Programming
December 16, 2015	Collection Development & Library Foundation

**Symington Trust
Fund 1223
FY15**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 3,993,626.07		\$ 2,965.71	\$ 3,990,660.36	\$ 4.56		\$ 3,990,664.92	0.0960%
August				\$ -			\$ -	
September				\$ -			\$ -	
October				\$ -			\$ -	
November				\$ -			\$ -	
December				\$ -			\$ -	
January				\$ -			\$ -	
February				\$ -			\$ -	
March				\$ -			\$ -	
April				\$ -			\$ -	
May				\$ -			\$ -	
June				\$ -			\$ -	
Total FY	\$ 3,993,626.07	\$ -	\$ 2,965.71		\$ 4.56	\$ -	\$ 3,990,664.92	

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

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

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

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

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 18,761.49			\$ 18,761.49	\$ 1.50	\$ 18,762.99	0.0960%
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total FY	\$ 18,761.49	\$ -	\$ -	\$ -	\$ 1.50	\$ 18,762.99	

*Interest Earnings Based On Average LGIP Rate For the Month

**Irwin Uran Trust Fund
Fund 1220
FY15**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 259,353.85			\$ 121.49	\$ 259,232.36	\$ 20.74	\$ 259,253.10	0.0960%
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Total FY	\$ 259,353.85	\$ -	\$ -	\$ 121.49	\$ -	\$ 20.74	\$ 259,253.10	

*Interest Earnings Based On Average LGIP Rate For the Month

Library Trust Funds Holdings

As of July 31, 2014

Irwin Uran Trust Fund	\$ 259,253	LGIP*	0.0960%
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Symington Trust Fund	\$ 56,982	LGIP*	0.0960%
	\$790,612	CD**	Trade Date Maturity Yield
	\$818,071	<i>Access National</i>	02/18/14 02/17/19 1.50%
	\$775,000	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.35%
	\$775,000	<i>Washington First</i>	03/19/12 03/19/15 1.05%
	\$775,000	<i>Washington First</i>	03/30/12 03/30/16 1.35%
	\$775,000	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.74%
Symington Total	\$ 3,990,665		

James Horton Trust Fund	\$ 18,761	LGIP*	0.0960%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal



County of Loudoun Investments
Fund LIBR - Library Funds
Investments by Fund
July 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
Certificates of Deposit											
ACC021819	10676	Access National Bank	02/18/2014	790,612.34	790,612.34	790,612.34	1.500	1.479	1.500	02/17/2019	1,661
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	1,329
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	971
WASH031915	10539	Washingtonfirst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	230
WASH033016	10540	Washingtonfirst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	607
Subtotal and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		966
Total Investments and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		966

**Symington Trust
Fund 1223
FY15**

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 3,993,626.07	\$ -	\$ 2,965.71	\$ 3,990,660.36	\$ 4.56	\$ -	\$ 3,990,664.92	0.0960%
August	\$ 3,990,664.92	\$ 31.95	\$ 4,857.29	\$ 3,985,839.58	\$ 4.39	\$ -	\$ 3,985,843.97	0.1011%
September				\$ -			\$ -	
October				\$ -			\$ -	
November				\$ -			\$ -	
December				\$ -			\$ -	
January				\$ -			\$ -	
February				\$ -			\$ -	
March				\$ -			\$ -	
April				\$ -			\$ -	
May				\$ -			\$ -	
June				\$ -			\$ -	
Total FY	\$ 3,993,626.07	\$ 31.95	\$ 7,823.00		\$ 8.95	\$ -	\$ 3,985,843.97	

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

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

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

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

Month	Beginning Balance	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 18,761.49	\$ -	\$ -	\$ 18,761.49	\$ 1.50	\$ 18,762.99	0.0960%
August	\$ 18,762.99	\$ 1,500.00	\$ -	\$ 20,262.99	\$ 1.71	\$ 20,264.70	0.1011%
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total FY	\$ 18,761.49	\$ 1,500.00	\$ -	\$ -	\$ 3.21	\$ 20,264.70	

*Interest Earnings Based On Average LGIP Rate For the Month

**Irwin Uran Trust Fund
Fund 1220
FY15**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 259,353.85	\$ -	\$ -	\$ 121.49	\$ 259,232.36	\$ 20.74	\$ 259,253.10	0.0960%
August	\$ 259,253.10	\$ (121.49)	\$ -	\$ 24,121.45	\$ 235,010.16	\$ 19.80	\$ 235,029.96	0.1011%
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Total FY	\$ 259,353.85	\$ (121.49)	\$ -	\$ 24,242.94	\$ -	\$ 40.54	\$ 235,029.96	

*Interest Earnings Based On Average LGIP Rate For the Month

Library Trust Funds Holdings

As of August 31, 2014

Irwin Uran Trust Fund	\$ 235,030	LGIP*	0.1011%
Symington Trust Fund	\$ 52,161	LGIP*	0.1011%
		CD**	Trade Date Maturity Yield
	\$790,612	<i>Access National</i>	02/18/14 02/17/19 1.500%
	\$818,071	<i>Cardinal Bank</i>	03/22/13 03/22/18 1.342%
	\$775,000	<i>Washington First</i>	03/19/12 03/19/15 1.050%
	\$775,000	<i>Washington First</i>	03/30/12 03/30/16 1.350%
	\$775,000	<i>Virginia Commerce</i>	03/30/12 03/29/17 1.740%
Symington Total	\$ 3,985,844		
James Horton Trust Fund	\$ 20,265	LGIP*	0.1011%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal



County of Loudoun Investments
Fund LIBR - Library Funds
Investments by Fund
August 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
Certificates of Deposit											
ACCO21819	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	1,630
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	1,298
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	940
WASH031915	10539	Washingtonfirst	03/19/2012	775,000.00	775,000.00	775,000.00	1.050	1.035	1.050	03/19/2015	199
WASH033016	10540	Washingtonfirst	03/30/2012	775,000.00	775,000.00	775,000.00	1.350	1.331	1.350	03/30/2016	576
Subtotal and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		935
Total Investments and Average				3,933,683.31	3,933,683.31	3,933,683.31		1.377	1.396		935

LGIP Daily Dividend Rate

Price start date - 7/1/2014
 Price end date - 7/31/2014

Fund Name	Date	Daily Dividend Rate	Days
683-COMMONWEALTH OF VIRGINIA - LGIP	7/1/2014	0.000002591	0.0946%
	7/2/2014	0.000002564	0.0936%
	7/3/2014	0.000002571	0.0938%
	7/4/2014	0.000002571	0.0938%
	7/5/2014	0.000002571	0.0938%
	7/6/2014	0.000002571	0.0938%
	7/7/2014	0.000002632	0.0961%
	7/8/2014	0.000002560	0.0934%
	7/9/2014	0.000002575	0.0940%
	7/10/2014	0.000002574	0.0940%
	7/11/2014	0.000002600	0.0949%
	7/12/2014	0.000002600	0.0949%
	7/13/2014	0.000002600	0.0949%
	7/14/2014	0.000002639	0.0963%
	7/15/2014	0.000002702	0.0986%
	7/16/2014	0.000002726	0.0995%
	7/17/2014	0.000002570	0.0938%
	7/18/2014	0.000002660	0.0971%
	7/19/2014	0.000002660	0.0971%
	7/20/2014	0.000002660	0.0971%
	7/21/2014	0.000002689	0.0981%
	7/22/2014	0.000002582	0.0942%
	7/23/2014	0.000002561	0.0935%
	7/24/2014	0.000002664	0.0972%
	7/25/2014	0.000002692	0.0983%
	7/26/2014	0.000002683	0.0979%
	7/27/2014	0.000002683	0.0979%
	7/28/2014	0.000002683	0.0979%
	7/29/2014	0.000002679	0.0978%
	7/29/2014	0.000002695	0.0984%
	7/30/2014	0.000002718	0.0992%

= (a/b)*c	Average Rate	0.0960%	rounded
	c	0.0000815260	
	days in month -b	31	
	days in year -a	365	

LGIP Daily Dividend Rate

Price start date - 1-Aug-14

Price end date - 31-Aug-14

Fund Name

683-COMMONWEALTH OF VIRGINIA - LGIP

Date	Daily Dividend Rate		Days
8/1/2014	0.000002753	0.1005%	1
8/2/2014	0.000002761	0.1008%	1
8/3/2014	0.000002761	0.1008%	1
8/4/2014	0.000002791	0.1019%	1
8/5/2014	0.000002764	0.1009%	1
8/6/2014	0.000002766	0.1010%	1
8/7/2014	0.000002790	0.1018%	1
8/8/2014	0.000002845	0.1038%	1
8/9/2014	0.000002786	0.1017%	1
8/10/2014	0.000002786	0.1017%	1
8/11/2014	0.000002787	0.1017%	1
8/12/2014	0.000002776	0.1013%	1
8/13/2014	0.000002786	0.1017%	1
8/14/2014	0.000002794	0.1020%	1
8/15/2014	0.000002743	0.1001%	1
8/16/2014	0.000002743	0.1001%	1
8/17/2014	0.000002743	0.1001%	1
8/18/2014	0.000003167	0.1156%	1
8/19/2014	0.000002712	0.0990%	1
8/20/2014	0.000002716	0.0991%	1
8/21/2014	0.000002697	0.0984%	1
8/22/2014	0.000002802	0.1023%	1
8/23/2014	0.000002768	0.1010%	1
8/24/2014	0.000002768	0.1010%	1
8/25/2014	0.000002746	0.1002%	1
8/26/2014	0.000002730	0.0996%	1
8/27/2014	0.000002705	0.0987%	1
8/28/2014	0.000002681	0.0979%	1
8/29/2014	0.000002735	0.0998%	1
8/30/2014	0.000002735	0.0998%	1
8/31/2014	0.000002735	0.0998%	1

= (a/b)*c	Average Rate	0.1011%	rounded
	c	0.0000858720	
	days in month -b	31	
	days in year -a	365	



LCPL STATISTICAL REPORT (Current Month)

July-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	38,360	2%	32,824	-7%	34,642	2%	4,124	-4%	3,994	62%	635	32%	16,453	-14%	40,906	-5%	11,443	0%			183,381	-2%
	FY2014	37,647		35,166		34,114		4,301		2,462		482		19,088		42,923		11,430				187,613	
New Registrations	FY2015	511	-13%	343	-12%	519	-38%	30	-30%	26	73%	13	-13%	115	-13%	460	24%	83	-35%			2,100	-17%
	FY2014	590		390		842		43		15		15		132		370		127				2,524	
CIRCULATION																							
Print Material	FY2015	125,850	1%	67,017	-8%	97,024	4%	7,673	-3%	3,255	56%	1,325	12%	30,554	-10%	70,314	-2%	12,148	-9%	1,227	-44%	416,387	-2%
	FY2014	125,132		72,504		92,957		7,933		2,085		1,183		33,993		71,850		13,415		2,203		423,255	
Audiovisual	FY2015	36,335	-7%	24,593	-18%	23,540	-15%	3,217	-6%	1,590	13%	510	18%	14,868	-14%	29,511	-11%	5,681	-17%	1,455	116%	141,300	-12%
	FY2014	39,167		29,912		27,695		3,429		1,401		432		17,346		33,212		6,832		674		160,100	
TOTAL CIRCULATION	FY2015	162,185	-1%	91,610	-11%	120,564	0%	10,890	-4%	4,845	39%	1,835	14%	45,422	-12%	99,825	-5%	17,829	-12%	2,682	-7%	589,250	-3%
	FY2014	164,299		102,416		120,652		11,362		3,486		1,615		51,339		105,062		20,247		2,877		607,804	
LIBRARY PROGRAMS																							
Programs	FY2015	129	21%	102	10%	111	4%	30	-30%	13	8%	2	100%	39	-9%	151	10%	72	76%	1	0%	650	11%
	FY2014	107		93		107		43		12		1		43		137		41		1		585	
Program Attendance	FY2015	5,805	12%	3,633	-30%	5,526	12%	377	-25%	471	44%	65	1200%	1,101	-23%	4,006	7%	1,905	101%	68	0%	22,957	3%
	FY2014	5,170		5,209		4,923		504		328		5		1,427		3,746		948		68		22,328	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	40	29%	172	-16%	18	-10%	4	33%	39	-			40	-47%	69	-12%	1	-91%			383	-9%
	FY2014	31		204		20		3		-				75		78		11				422	
Attendance	FY2015	694	2%	1,371	-27%	284	8%	36	29%	91	-			196	-44%	1,061	-7%	25	-83%			3,758	-16%
	FY2014	679		1,873		263		28		-				348		1,142		149				4,482	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	4,044	6%	5,724	-12%	6,477	35%	622	17%	977	112%			2,320	6%	15,355	82%	2,935	-12%			38,454	28%
	FY2014	3,808		6,481		4,810		531		461				2,180		8,430		3,320				30,021	
Wi-Fi Sessions	FY2015	3,302	7%	3,185	-6%	3,401	2%	346	19%	500	74%			838	1%	3,594	-5%	612	-27%			15,778	0%
	FY2014	3,087		3,401		3,321		290		288				830		3,779		836				15,832	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	1,493	12%	941	-15%	1,016	0%	222	-15%	40	-79%	15	-21%	22	-65%	849	-46%	731	-14%			5,329	-17%
	FY2014	1,331		1,113		1,018		262		195		19		62		1,560		852				6,412	
		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	62,561	-17%
	FY2014	75,277	
Downloadables	FY2015	31,563	29%
	FY2014	24,449	
Visits to Webpage	FY2015	136,386	-8%
	FY2014	148,155	
Library Catalog Use	FY2015	496,587	-13%
	FY2014	570,869	
Online Hold Requests	FY2015	54,977	-11%
	FY2014	61,787	
Online Renewals	FY2015	177,637	3%
	FY2014	171,794	
Phone Renewals	FY2015	7,019	-11%
	FY2014	7,864	
Suggest A Title	FY2015	445	18%
	FY2014	378	
Interlibrary Loans	FY2015	559	-1%
	FY2014	565	

REVENUE AND FINES			
Overdue Fines	FY2015	\$39,245	25%
	FY2014	\$31,289	
Community Room Rental	FY2015	\$500	138%
	FY2014	\$210	
Printing	FY2015	\$7,173	32%
	FY2014	\$5,419	
Interlibrary Loans	FY2015	\$457	5%
	FY2014	\$435	
Lost or Damaged Materials	FY2015	\$5,647	2%
	FY2014	\$5,535	
Total Revenues	FY2015	\$53,022	24%
	FY2014	\$42,888	



LCPL STATISTICAL REPORT (Year-To-Date)

July-2014		ASHBURN	CASCADES	GUM SPRING	LOVETTSVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													
Visits	FY2015	38,360	2%	32,824	-7%	34,642	2%	4,124	-4%	3,994	62%	635	32%	16,453	-14%	40,906	-5%	11,443	0%		183,381	-2%			
	FY2014	37,647		35,166		34,114		4,301		2,462		482		19,088		42,923		11,430			187,613				
New Registrations	FY2015	511	-13%	343	-12%	519	-38%	30	-30%	26	73%	13	-13%	115	-13%	460	24%	83	-35%		2,100	-17%			
	FY2014	590		390		842		43		15		15		132		370		127			2,524				
CIRCULATION																									
Print Material	FY2015	125,850	1%	67,017	-8%	97,024	4%	7,673	-3%	3,255	56%	1,325	12%	30,554	-10%	70,314	-2%	12,148	-9%	1,227	-44%	416,387	-2%		
	FY2014	125,132		72,504		92,957		7,933		2,085		1,183		33,993		71,850		13,415		2,203		423,255			
Audiovisual	FY2015	36,335	-7%	24,593	-18%	23,540	-15%	3,217	-6%	1,590	13%	510	18%	14,868	-14%	29,511	-11%	5,681	-17%	1,455	116%	141,300	-12%		
	FY2014	39,167		29,912		27,695		3,429		1,401		432		17,346		33,212		6,832		674		160,100			
TOTAL CIRCULATION	FY2015	162,185	-1%	91,610	-11%	120,564	0%	10,890	-4%	4,845	39%	1,835	14%	45,422	-12%	99,825	-5%	17,829	-12%	2,682	-7%	589,250	-3%		
	FY2014	164,299		102,416		120,652		11,362		3,486		1,615		51,339		105,062		20,247		2,877		607,804			
LIBRARY PROGRAMS																									
Programs	FY2015	129	21%	102	10%	111	4%	30	-30%	13	8%	2	100%	39	-9%	151	10%	72	76%	1	0%	650	11%		
	FY2014	107		93		107		43		12		1		43		137		41		1		585			
Program Attendance	FY2015	5,805	12%	3,633	-30%	5,526	12%	377	-25%	471	44%	65	1200%	1,101	-23%	4,006	7%	1,905	101%	68	0%	22,957	3%		
	FY2014	5,170		5,209		4,923		50400%		328		5		1,427		3,746		948		68		22,328			
COMMUNITY USE OF MEETING ROOMS																									
Bookings	FY2015	40	29%	172	-16%	18	-10%	4	33%	39				40	-47%	69	-12%	1	-91%			383	-9%		
	FY2014	31		204		20		3		-				75		78		11				422			
Attendance	FY2015	694	2%	1,371	-27%	284	8%	36	29%	91				196	-44%	1,061	-7%	25	-83%			3,758	-16%		
	FY2014	679		1,873		263		28		-				348		1,142		149				4,482			
PUBLIC COMPUTER USE																									
Internet Sessions	FY2015	4,044	6%	5,724	-12%	6,477	35%	622	17%	977	112%			2,320	6%	15,355	82%	2,935	-12%			38,454	28%		
	FY2014	3,808		6,481		4,810		531		461				2,180		8,430		3,320				30,021			
Wi-Fi Sessions	FY2015	3,302	7%	3,185	-6%	3,401	2%	346	19%	500	74%			838	1%	3,594	-5%	612	-27%			15,778	0%		
	FY2014	3,087		3,401		3,321		290		288				830		3,779		836				15,832			
VOLUNTEERS																									
Number of Volunteer Hours	FY2015	1,493	12%	941	-15%	1,016	0%	222	-15%	40	-79%	15	-21%	22	-65%	849	-46%	731	-14%			5,329	-17%		
	FY2014	1,331		1,113		1,018		262		195		19		62		1,560		852				6,412			
		ASHBURN	CASCADES	GUM SPRING	LOVETTSVILLE	MIDDLEBURG	OUTREACH	PURCELLVILLE	RUST	STERLING	ADMIN	SYSTEM TOTAL													

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	62,561	-17%
	FY2014	75,277	
Downloadables	FY2015	31,563	29%
	FY2014	24,449	
Visits to Webpage	FY2015	136,386	-8%
	FY2014	148,155	
Library Catalog Use	FY2015	496,587	-13%
	FY2014	570,869	
Online Hold Requests	FY2015	54,977	-11%
	FY2014	61,787	
Online Renewals	FY2015	177,637	3%
	FY2014	171,794	
Phone Renewals	FY2015	7,019	-11%
	FY2014	7,864	
Suggest A Title	FY2015	445	18%
	FY2014	378	
Interlibrary Loans	FY2015	559	-1%
	FY2014	565	

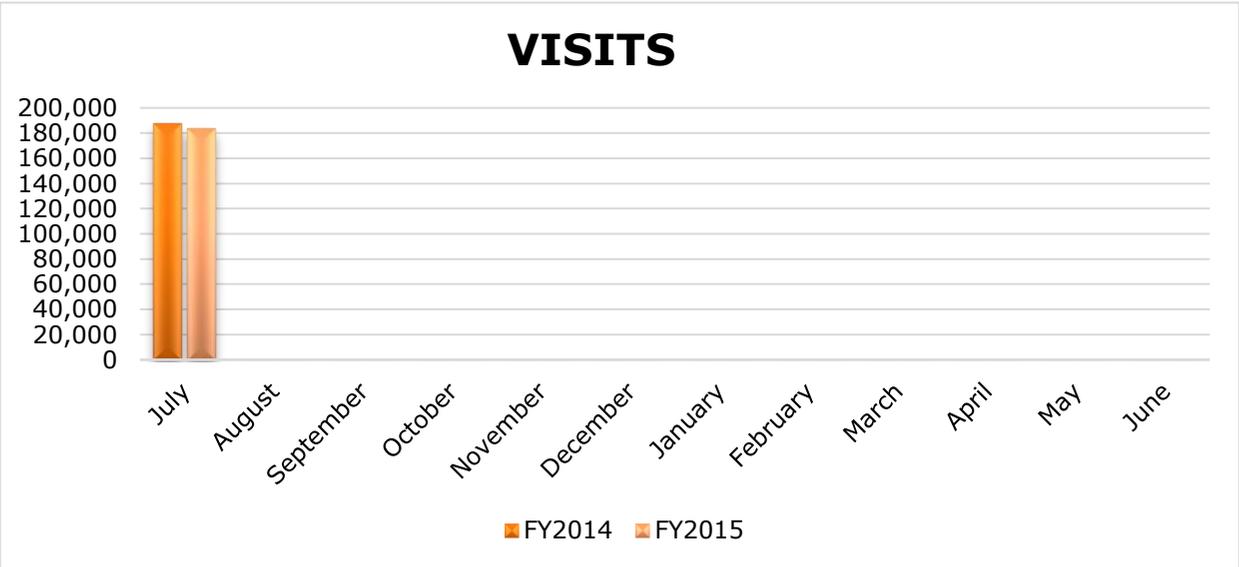
REVENUE AND FINES			
Overdue Fines	FY2015	\$39,245	25%
	FY2014	\$31,289	
Community Room Rental	FY2015	\$500	138%
	FY2014	\$210	
Printing	FY2015	\$7,173	32%
	FY2014	\$5,419	
Interlibrary Loans	FY2015	\$457	5%
	FY2014	\$435	
Lost or Damaged Materials	FY2015	\$5,647	2%
	FY2014	\$5,535	
Total Revenues	FY2015	\$53,022	24%
	FY2014	\$42,888	

YEAR END DATA		
Reference Questions	315,718	-100%
Summer Reading Participants		-
County Population	338,897	-100%
Registered Borrower Count	212,897	-100%
Circulation Per Capita	3	-100%

LOUDOUN COUNTY PUBLIC LIBRARY

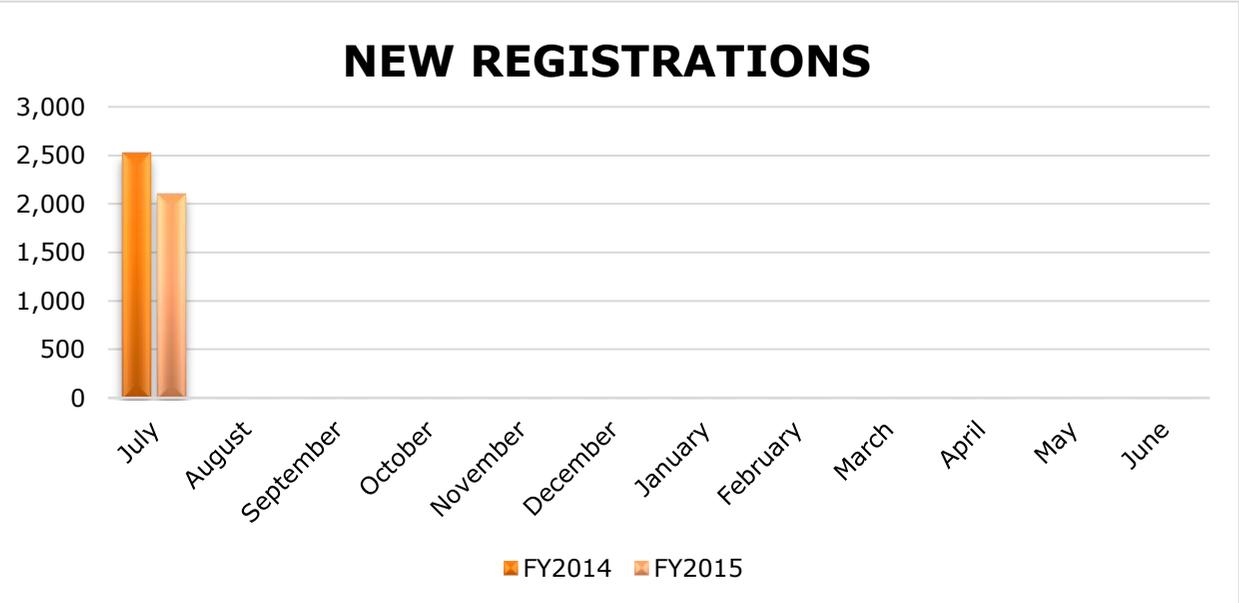
TOTAL VISITS

Month	FY2014	FY2015	%
July	187,613	183,381	-2%
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	187,613	183,381	-2%



NEW REGISTRATIONS

Month	FY2014	FY2015	%
July	2,524	2,100	-17%
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	2,524	2,100	-17%



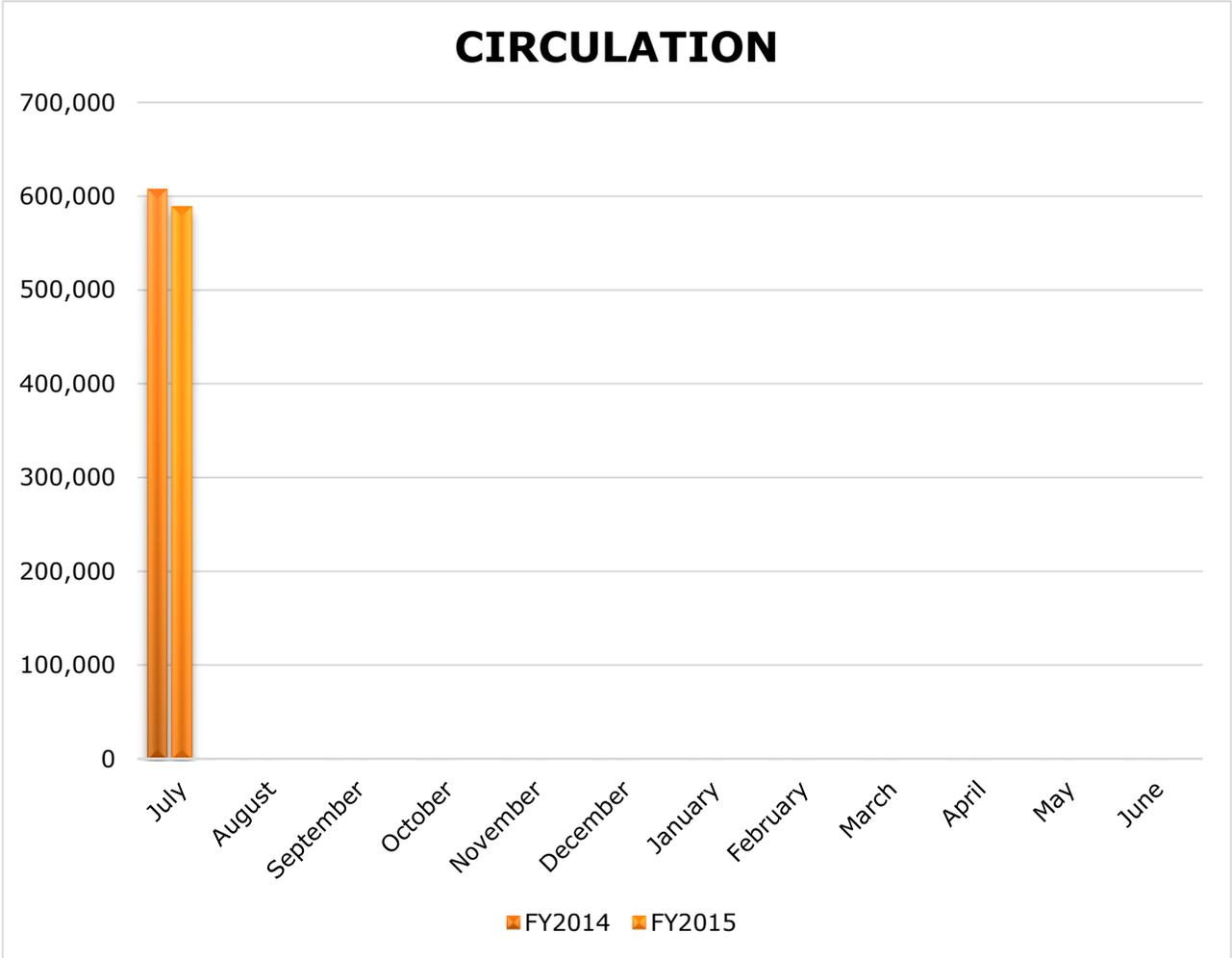
LOUDOUN COUNTY PUBLIC LIBRARY



TOTAL CIRCULATION

Month	FY2014	FY2015	%
July	607,803	589,250	-3%
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	607,803	589,250	-3%

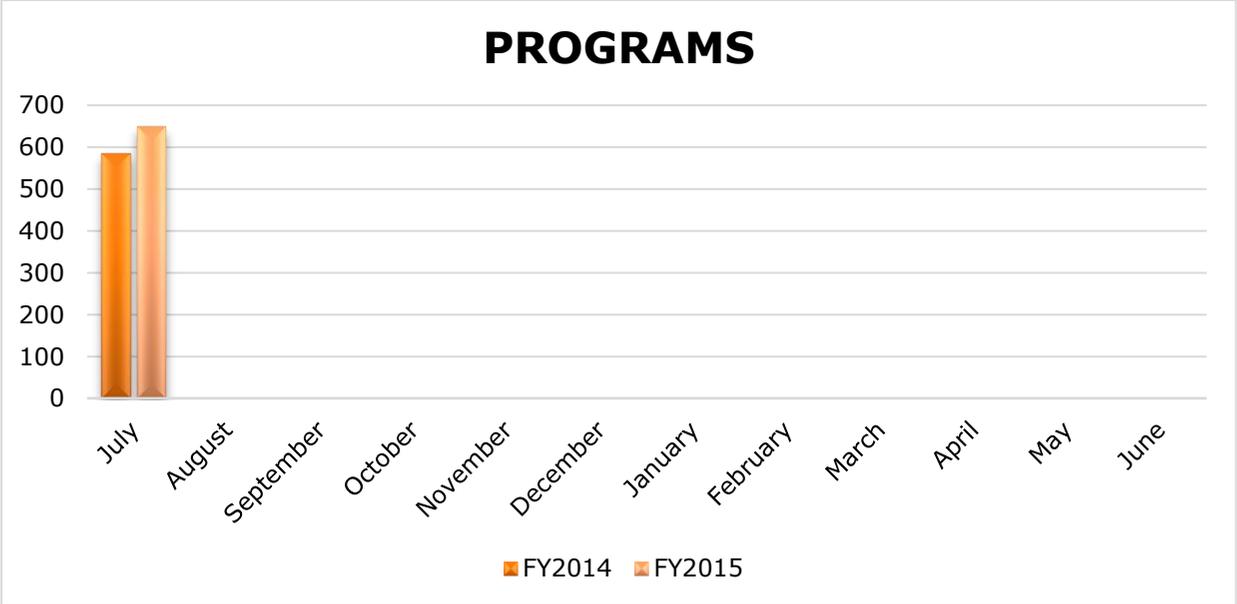
Note: Circulation includes electronic downloadables



LOUDOUN COUNTY PUBLIC LIBRARY

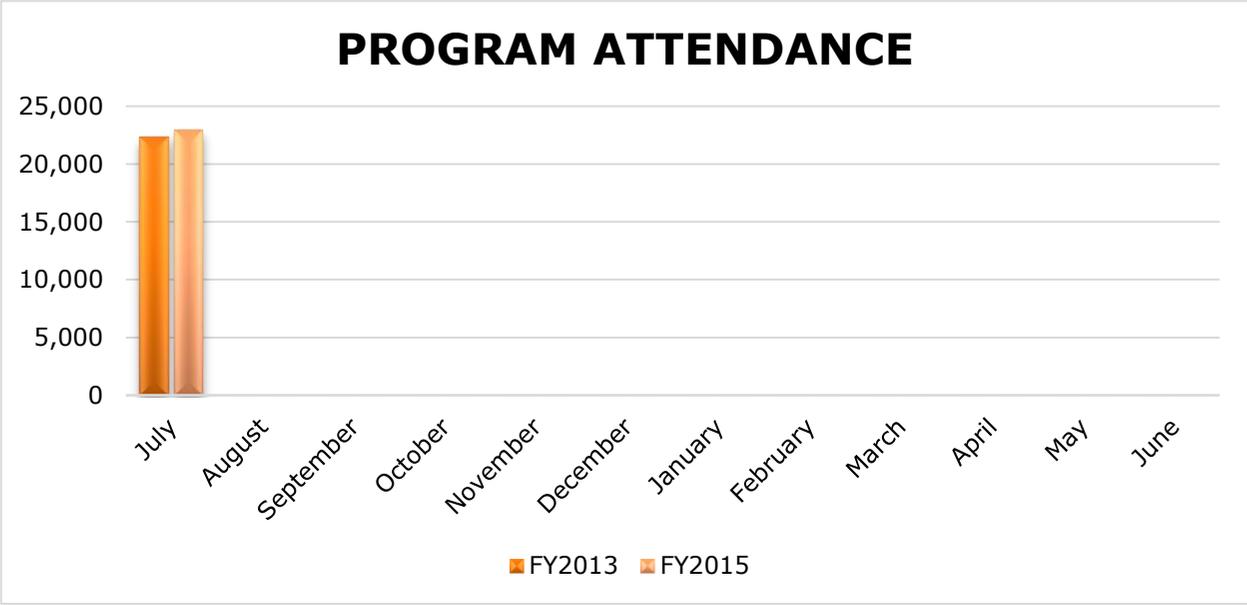
PROGRAMS

Month	FY2014	FY2015	%
July	585	650	11%
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	585	650	11%



PROGRAM ATTENDANCE

Month	FY2013	FY2015	%
July	22,328	22,957	3%
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	22,328	22,957	3%





LCPL STATISTICAL REPORT (Current Month)

August-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	35,236	8%	30,094	-20%	30,023	6%	3,228	-12%	3,910	49%	664	40%	15,815	-4%	35,642	-3%	9,696	-3%			164,308	-3%
	FY2014	32,762		37,732		28,370		3,680		2,627		473		16,523		36,910		9,960				169,037	
New Registrations	FY2015	461	-3%	287	-20%	559	-11%	29	32%	106	563%	19	0%	155	35%	257	-18%	170	37%			2,043	-1%
	FY2014	473		358		629		22		16		19		115		314		124				2,070	
CIRCULATION																							
Print Material	FY2015	113,734	1%	58,205	-9%	87,601	1%	6,696	-5%	2,878	58%	1,382	11%	28,339	-9%	57,866	-11%	10,000	-10%	1,623	-1%	368,324	-4%
	FY2014	112,955		63,778		86,676		7,078		1,825		1,244		30,990		64,887		11,144		1,633		382,210	
Audiovisual	FY2015	34,300	-11%	23,780	-12%	21,833	-16%	2,863	-8%	1,674	27%	552	19%	14,762	-11%	27,434	-13%	4,952	-26%	936	125%	133,086	-12%
	FY2014	38,414		27,164		25,993		3,122		1,314		464		16,607		31,552		6,696		416		151,742	
TOTAL CIRCULATION	FY2015	148,034	-2%	81,985	-10%	109,434	-3%	9,559	-6%	4,552	45%	1,934	13%	43,101	-9%	85,300	-12%	14,952	-16%	2,559	25%	533,871	-4%
	FY2014	151,369		90,942		112,669		10,200		3,139		1,708		47,597		96,439		17,840		2,049		558,072	
LIBRARY PROGRAMS																							
Programs	FY2015	102	1%	71	-5%	95	7%	27	13%	10	100%	1	-	29	45%	98	1%	45	88%	1	-	479	10%
	FY2014	101		75		89		24		5		-		20		97		24		-		435	
Program Attendance	FY2015	4,724	1%	2,878	-15%	4,593	-19%	261	23%	267	331%	7	-	844	122%	2,596	0%	1,306	214%	110	-	17,586	1%
	FY2014	4,690		3,376		5,644		213		62		-		380		2,605		416		-		17,386	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	58	-25%	169	-6%	32	52%	4	-	28	-			65	-14%	65	-24%	7	-50%			428	-6%
	FY2014	77		179		21		-		-				76		86		14				453	
Attendance	FY2015	1,080	-25%	2,303	-19%	393	67%	22	-	71	-			381	53%	1,019	-42%	249	-37%			5,518	-20%
	FY2014	1,442		2,859		235		-		-				249		1,756		397				6,938	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	3,527	-1%	5,533	-10%	6,188	37%	549	-16%	1,026	107%			709	-64%	14,368	81%	2,729	-20%			34,629	21%
	FY2014	3,564		6,182		4,508		656		495				1,944		7,960		3,411				28,720	
Wi-Fi Sessions	FY2015	3,427	38%	3,518	14%	3,578	36%	324	41%	684	185%			961	31%	3,924	23%	772	13%			17,188	29%
	FY2014	2,491		3,094		2,635		230		240				735		3,187		686				13,298	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	753	12%	378	-50%	400	37%	39	-19%	25	-71%	15	-17%	112	-3%	630	2%	351	102%			2,703	-3%
	FY2014	671		761		291		48		85		18		116		619		174				2,783	
		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	61,439	-16%
	FY2014	73,486	
Downloadables	FY2015	32,461	35%
	FY2014	24,120	
Visits to Webpage	FY2015	124,810	-8%
	FY2014	136,245	
Library Catalog Use	FY2015	441,222	-12%
	FY2014	500,835	
Online Hold Requests	FY2015	50,955	-13%
	FY2014	58,305	
Online Renewals	FY2015	169,316	2%
	FY2014	165,878	
Phone Renewals	FY2015	5,928	-24%
	FY2014	7,847	
Suggest A Title	FY2015	350	-7%
	FY2014	378	
Interlibrary Loans	FY2015	491	-23%
	FY2014	639	

REVENUE AND FINES			
Overdue Fines	FY2015	\$21,318	-23%
	FY2014	\$27,722	
Community Room Rental	FY2015	\$638	99%
	FY2014	\$321	
Printing	FY2015	\$2,594	-39%
	FY2014	\$4,239	
Interlibrary Loans	FY2015	\$243	-32%
	FY2014	\$357	
Lost or Damaged Materials	FY2015	\$3,331	-33%
	FY2014	\$5,000	
Total Revenues	FY2015	\$28,124	-25%
	FY2014	\$37,639	



LCPL STATISTICAL REPORT (Year-To-Date)

August-2014		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	
Visits	FY2015	73,596	5%	62,918	-14%	64,665	3%	7,352	-8%	7,904	55%	1,299	36%	32,268	-9%	76,548	-4%	21,139	-1%			347,689	-3%
	FY2014	70,409		72,898		62,484		7,981		5,089		955		35,611		79,833		21,390				356,650	
New Registrations	FY2015	972	-9%	630	-16%	1,078	-27%	59	-9%	132	326%	32	-6%	270	9%	717	5%	253	1%			4,143	-10%
	FY2014	1,063		748		1,471		65		31		34		247		684		251				4,594	
CIRCULATION																							
Print Material	FY2015	239,584	1%	125,222	-8%	184,625	3%	14,369	-4%	6,133	57%	2,707	12%	58,893	-9%	128,180	-6%	22,148	-10%	2,850	-26%	784,711	-3%
	FY2014	238,087		136,282		179,633		15,011		3,910		2,427		64,983		136,737		24,559		3,836		805,465	
Audiovisual	FY2015	70,635	-9%	48,373	-15%	45,373	-15%	6,080	-7%	3,264	20%	1,062	19%	29,630	-13%	56,945	-12%	10,633	-21%	2,391	119%	274,386	-12%
	FY2014	77,581		57,076		53,688		6,551		2,715		896		33,953		64,764		13,528		1,090		311,842	
TOTAL CIRCULATION	FY2015	310,219	-2%	173,595	-10%	229,998	-1%	20,449	-5%	9,397	42%	3,769	13%	88,523	-11%	185,125	-8%	32,781	-14%	5,241	6%	1,123,121	-4%
	FY2014	315,668		193,358		233,321		21,562		6,625		3,323		98,936		201,501		38,087		4,926		1,165,876	
LIBRARY PROGRAMS																							
Programs	FY2015	231	11%	173	3%	206	5%	57	-15%	23	35%	3	200%	68	8%	249	6%	117	80%	2	100%	1,129	11%
	FY2014	208		168		196		67		17		1		63		234		65		1		1,020	
Program Attendance	FY2015	10,529	7%	6,511	-24%	10,119	-4%	638	-11%	738	89%	72	1340%	1,945	8%	6,602	4%	3,211	135%	178	162%	40,543	2%
	FY2014	9,860		8,585		10,567		71700%		390		5		1,807		6,351		1,364		68		39,714	
COMMUNITY USE OF MEETING ROOMS																							
Bookings	FY2015	98	-9%	341	-11%	50	22%	8	167%	67				105	-30%	134	-18%	8	-68%			811	-7%
	FY2014	108		383		41		3		-				151		164		25				875	
Attendance	FY2015	1,774	-16%	3,674	-22%	677	36%	58	107%	162				577	-3%	2,080	-28%	274	-50%			9,276	-19%
	FY2014	2,121		4,732		498		28		-				597		2,898		546				11,420	
PUBLIC COMPUTER USE																							
Internet Sessions	FY2015	7,571	3%	11,257	-11%	12,665	36%	1,171	-1%	2,003	110%			3,029	-27%	29,723	81%	5,664	-16%			73,083	24%
	FY2014	7,372		12,663		9,318		1,187		956				4,124		16,390		6,731				58,741	
Wi-Fi Sessions	FY2015	6,729	21%	6,703	3%	6,979	17%	670	29%	1,184	124%			1,799	15%	7,518	8%	1,384	-9%			32,966	13%
	FY2014	5,578		6,495		5,956		520		528				1,565		6,966		1,522				29,130	
VOLUNTEERS																							
Number of Volunteer Hours	FY2015	2,246	12%	1,319	-30%	1,416	8%	261	-16%	65	-77%	30	-19%	134	-25%	1,479	-32%	1,082	5%			8,032	-13%
	FY2014	2,002		1,874		1,309		310		280		37		178		2,179		1,026				9,195	
		ASHBURN		CASCADES		GUM SPRING		LOVETTSVILLE		MIDDLEBURG		OUTREACH		PURCELLVILLE		RUST		STERLING		ADMIN		SYSTEM TOTAL	

SYSTEMWIDE ONLINE SERVICES			
Electronic Resources	FY2015	124,019	-17%
	FY2014	148,763	
Downloadables	FY2015	64,024	32%
	FY2014	48,569	
Visits to Webpage	FY2015	261,196	-8%
	FY2014	284,400	
Library Catalog Use	FY2015	937,809	-12%
	FY2014	1,071,704	
Online Hold Requests	FY2015	105,932	-12%
	FY2014	120,092	
Online Renewals	FY2015	346,953	3%
	FY2014	337,672	
Phone Renewals	FY2015	12,947	-18%
	FY2014	15,711	
Suggest A Title	FY2015	795	5%
	FY2014	756	
Interlibrary Loans	FY2015	1,050	-13%
	FY2014	1,204	

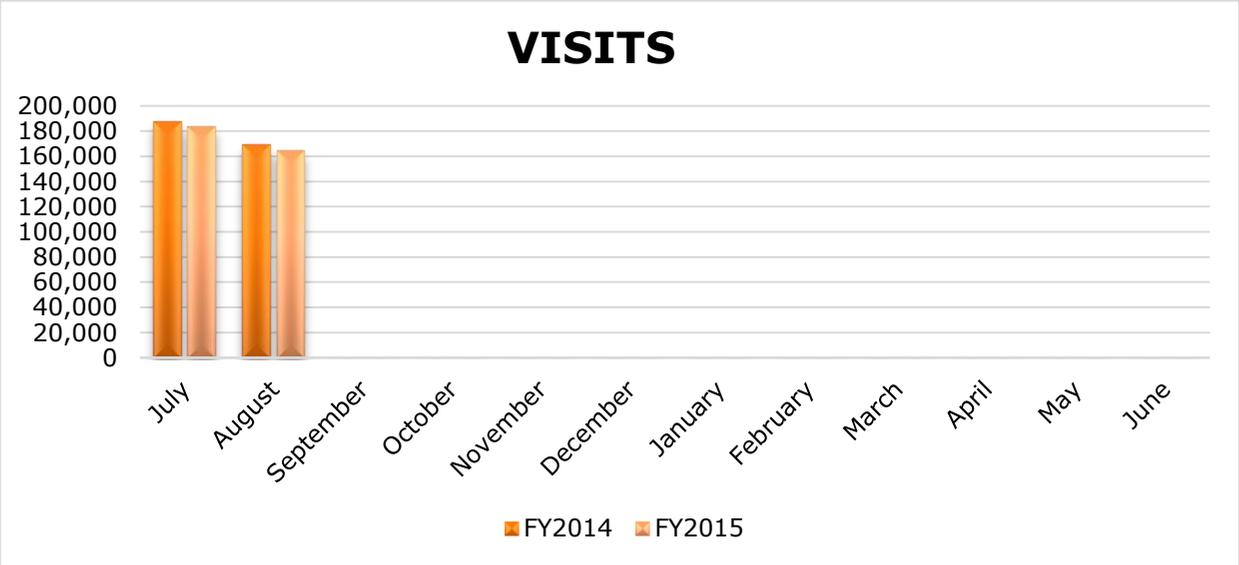
REVENUE AND FINES			
Overdue Fines	FY2015	\$60,563	3%
	FY2014	\$59,011	
Community Room Rental	FY2015	\$1,138	114%
	FY2014	\$531	
Printing	FY2015	\$9,767	1%
	FY2014	\$9,658	
Interlibrary Loans	FY2015	\$700	-12%
	FY2014	\$792	
Lost or Damaged Materials	FY2015	\$8,978	-15%
	FY2014	\$10,535	
Total Revenues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

YEAR END DATA		
Reference Questions	315,718	-100%
Summer Reading Participants	-	
County Population	366,693	4%
	352,897	
Registered Borrower Count	212,897	-100%
Circulation Per Capita	5	-100%

LOUDOUN COUNTY PUBLIC LIBRARY

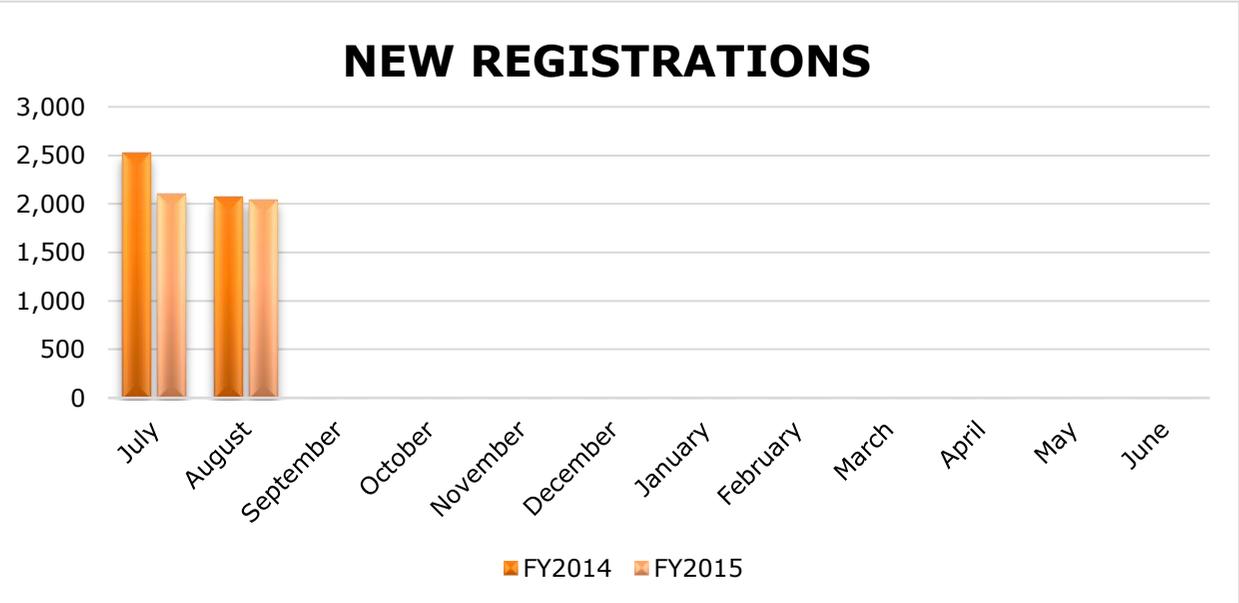
TOTAL VISITS

Month	FY2014	FY2015	%
July	187,613	183,381	-2%
August	169,037	164,308	-3%
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	356,650	347,689	-3%



NEW REGISTRATIONS

Month	FY2014	FY2015	%
July	2,524	2,100	-17%
August	2,070	2,043	-1%
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	4,594	4,143	-10%



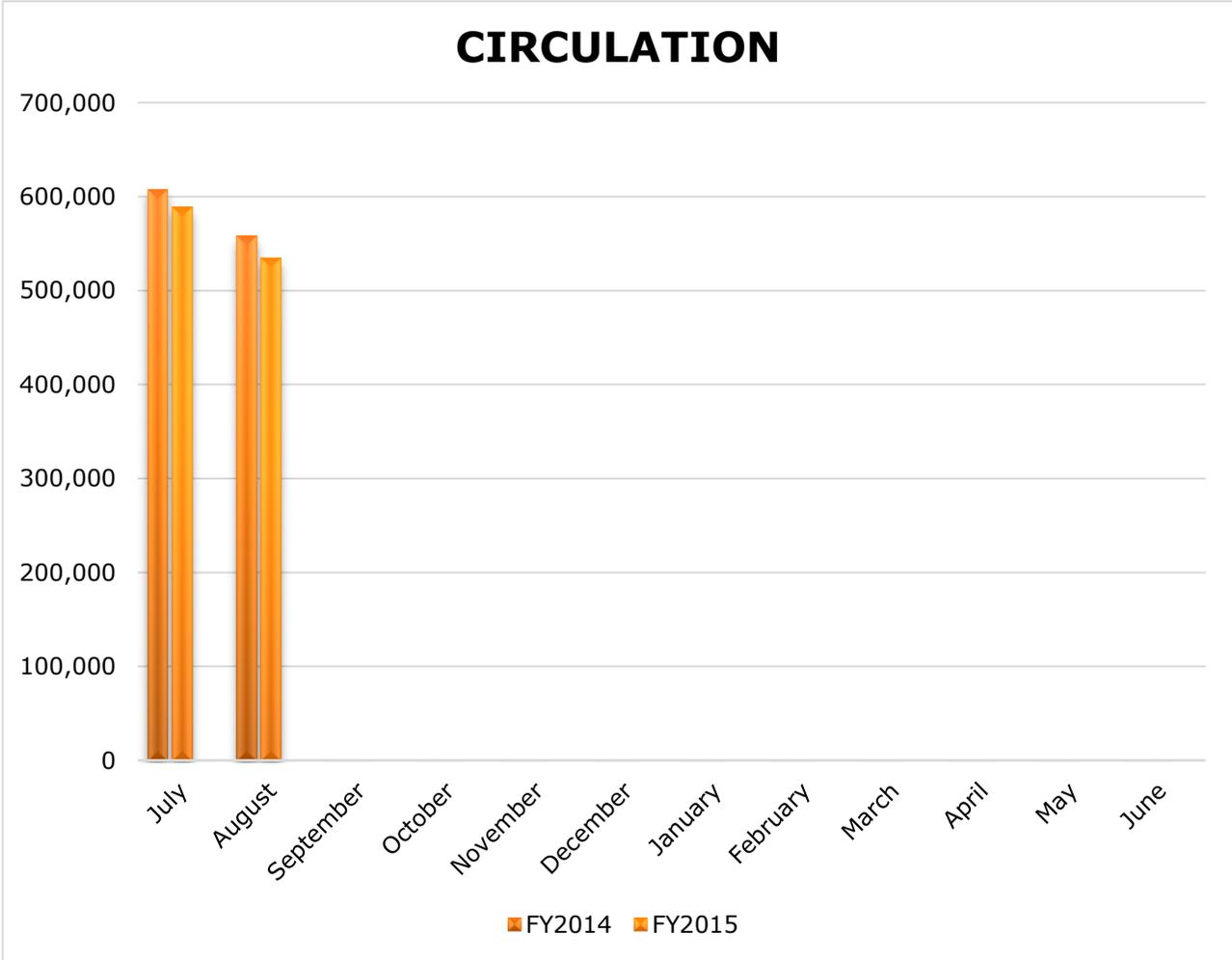
LOUDOUN COUNTY PUBLIC LIBRARY



TOTAL CIRCULATION

Month	FY2014	FY2015	%
July	607,803	589,250	-3%
August	558,072	533,871	-4%
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	1,165,875	1,123,121	-4%

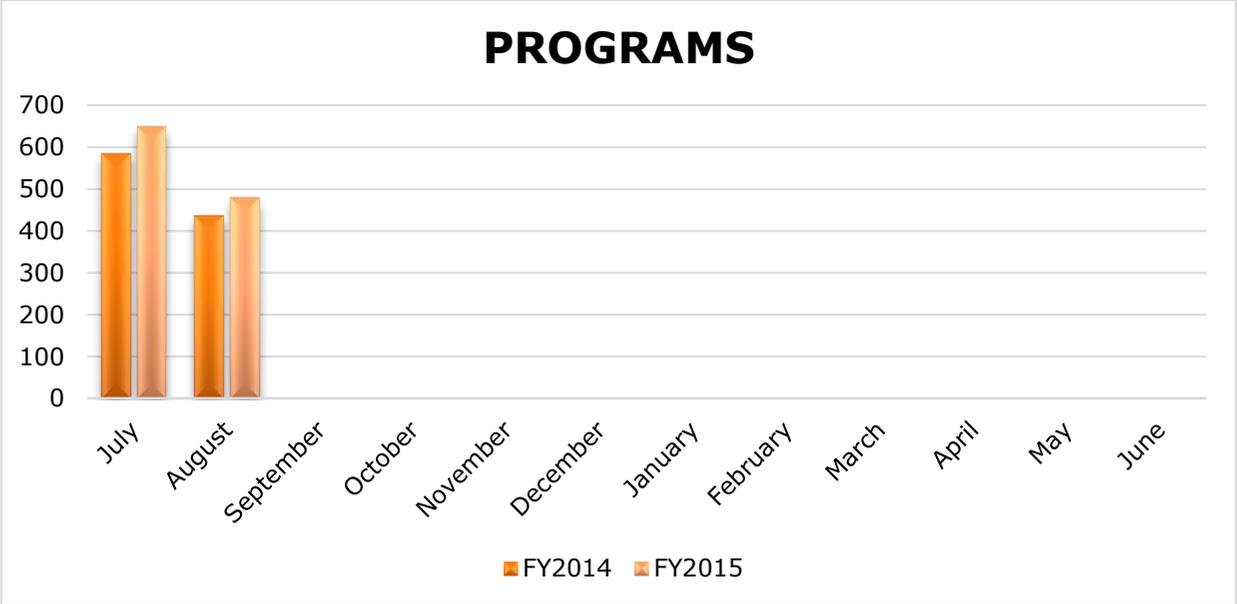
Note: Circulation includes electronic downloadables



LOUDOUN COUNTY PUBLIC LIBRARY

PROGRAMS

Month	FY2014	FY2015	%
July	585	650	11%
August	435	479	10%
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	1,020	1,129	11%



PROGRAM ATTENDANCE

Month	FY2013	FY2015	%
July	22,328	22,957	3%
August	17,386	17,586	1%
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
January	-	-	-
February	-	-	-
March	-	-	-
April	-	-	-
May	-	-	-
June	-	-	-
Total	39,714	40,543	2%

