

Loudoun County Public Library Board of Trustees

AGENDA: LBOT Meeting May 15, 2024

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

APPROVAL OF MINUTES

April 17, 2024 LBOT Meeting

AGENDA CHANGES

REPORTS

Middleburg Library Report:

Middleburg Library Advisory Board

Director's Report:

Committee Reports:

Strategic Plan Update

Branch Manager Tina Reid

President Kathryn Baran

Library Director Chang Liu

LBOT Chair Christina Olorunda

Deputy Director Mike VanCampen and Director Chang Liu

INFORMATION ITEM:

II 01 FY2024 Quarterly Budget Update

II 02 Staffing Update

II 03 Nomination for LBOT Chair and Vice Chair

II 04 LCPL Policy Updates

ACTION ITEM:

AI 01 LCPL Policy Updates

CLOSED EXECUTIVE SESSION

ADJOURNMENT

DATE & TIME: May 15, 2024 at 7:00 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 703-737-8468. Three days prior notice is requested.

Loudoun County Public Library
Board of Trustees Meeting Minutes

April 17, 2024

The Library Board of Trustees (LBOT) met at the Rust Library on Wednesday April 17, 2024 at 7:00 p.m. The Chair and Secretary were present.

Present Christina Olorunda, Chair
 Alana Boyajian, Vice Chair
 Mary Colucci
 Erika Daly
 Kathy Ellen Davis
 Kate Gordon
 Kathleen Kuhn
 Monti Mercer
 Christine Newton
 Chang Liu, Director

Absent None

I. CALL TO ORDER

Chair Olorunda called the meeting to order at 7:04 p.m. and requested a moment of silence.

PUBLIC COMMENT

There were no public comments.

II. BOARD COMMENT

Chair Olorunda opened the floor for Board comments.

Trustee Newton mentioned that public input was essential for the future of the libraries.

Trustee Colucci mentioned that she had attended the public input meeting at Cascades Library expressing delight at the positive feedback received from citizens. She conveyed appreciation for the diverse range of programs offered by Loudoun County Public Library (LCPL).

Trustee Kuhn presented kudos to the Law Library for the Law Library Tours program. Additionally, Trustee Kuhn commended the innovative approach of providing WIFI in the Middleburg Library parking lot during the pandemic. Furthermore, Trustee Kuhn presented various examples from branch reports illustrating instances where staff had demonstrated exceptional customer service in resolving patron issues.

Trustee Davis discussed the programs offered during spring break, especially those at Cascades, Gum Spring and Sterling, which also featured many virtual options.

Vice Chair Boyajian highlighted various initiatives such as seed and plant swaps, book clubs at vineyards, and the provision of hotspots, acknowledging the challenges with internet access in Western Loudoun.

Trustee Gordon informed the Board about the Library branch tours she took with Director Liu over the weekend. The tours showcased the amenities and innovative services offered by the libraries.

Trustee Mercer reiterated the sentiments expressed by other Trustees. He commended the phenomenal Library leadership team. Additionally, Trustee Mercer emphasized the importance of being mindful of people's mental health.

Chair Olorunda wished Ms. Liu a happy birthday.

III. DIRECTOR COMMENT

Ms. Liu introduced Mr. Kevin Johnson, Coordinator of Loudoun County Office of Emergency Management, to the LBOT.

Chair Olorunda extended appreciation to Mr. Johnson for his time and work for the library system and service to the community residents.

IV. READING AND APPROVAL OF MINUTES

Chair Olorunda requested a motion to approve the minutes. Trustee Mercer moved to approve the March 20, 2024, LBOT Meeting minutes. Trustee Daly seconded the motion.

Approved **8-1-0-0 (yes/abstained/no/not present)**.

V. AGENDA CHANGES

Chair Olorunda mentioned that there was one agenda change. Information Item 4 was moved to first place to save time for Mr. Kevin Johnson.

Trustee Newton made the motion, Trustee Mercer seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

VI. REPORTS

Branch Manager Lillian Newton provided a report for the Lovettsville Library. The report was received by the LBOT Secretary and placed on file.

Chair Olorunda thanked Ms. Newton for helping the community with Lovettsville's expanding demographic, which increasingly includes young families. Ms. Olorunda inquired about home school groups. Ms. Newton mentioned that Lovettsville Library coordinates with Purcellville Library regarding scheduling to support the home school groups who go to both branches.

Trustee Mercer directed a question to Ms. Newton regarding the absence of a representative from the Lovettsville Library Friends group at the Board meeting. Ms. Newton explained that the Friends group is currently undergoing a period of transition.

VII. DIRECTOR'S REPORT

Director Liu presented the Director's Report for March 2024. The report was received by the LBOT Secretary and placed on file.

VIII. COMMITTEE REPORTS

Chair Olorunda updated the LBOT about the status of the various committees:

Executive Committee: There were no updates noted.

Nomination Committee: Chair Olorunda mentioned adding the Chair and Vice Chair Nomination as Information Item during the May meeting and Election of the Chair and Vice Chair during the June meeting. She appointed Trustee Kuhn as the Nomination Committee.

Budget Committee: Ms. Olorunda deferred comments to the FY2024 and FY2025 Budget Update Information Item 1 for discussion.

Facilities Committee: Ms. Liu requested Mr. Pagala to provide status updates for the Facilities Master Plan.

Project Management Specialist Ryan Pagala thanked the Board, Leadership Team, Branch Managers and staff for their collaborative efforts. He informed the Board that since the kickoff on January 4, 2024, the Facilities Planning Group had completed 4 of 8 scheduled Progress Meetings with DTCL and Grimm and Parker.

An online survey had been created and launched for the public to provide their feedback, garnering over 1,000 responses to date. In addition to hosting 2 out of 4 Community Meetings, Grimm and Parker had begun analyzing trends with neighboring library systems, as well as completed mechanical, engineering, and plumbing surveys for most of the branches.

Remaining Community Meeting Dates:

- Virtual session: Thursday, April 18 at 7:00 PM
- Evening session at Brambleton: Tuesday, April 23 (Meeting Room A) – 7:00 PM to 8:30 PM

Deliverables: Grimm and Parker was conducting their architectural surveys the week of the Board meeting. Branch Managers had been working with their staff to aggregate employee answers to 9 survey questions that examine existing utilization of space, services provided, and community outreach opportunities. LCPL was working to gather library metrics and vital statistics of Loudoun County for Grimm and Parker, while DTCL was providing floor plans for each library location.

Next Steps: Mr. Pagala informed the Board that the next Progress Meeting with Grimm and Parker and DTCL was scheduled for Monday, April 29 to begin summarizing the community meeting findings/trends, recommendations for existing libraries, and defining criteria for new libraries.

Governance Committee: There were no updates noted.

Board Evaluation Committee: There were no updates noted.

IX. STRATEGIC PLAN UPDATE

Deputy Director Mike VanCampen presented an update on the Strategic Plan to the Trustees. The report was shared with the Trustees prior to the meeting and added to the Board packet. The update was received by the LBOT Secretary and placed on file.

Trustee Kuhn and Trustee Mercer appreciated the efforts of the Leadership Team and staff working on strategic plan goals.

X. INFORMATION ITEMS

II 04 LCPL Policy Updates

Chair Olorunda requested Director Liu to present background information on this item. This item centered on policy revisions, with minor adjustments proposed for the Programming and Video Surveillance policies.

Ms. Liu highlighted that the Video Surveillance policy was developed when County started installing cameras in County buildings including entrances of Library Branches. This policy was developed in collaboration with the Department of General Services.

The current request for additional video surveillance cameras stemmed from a series of frequent and severe incidents occurring at the branches. Ms. Liu said that any additional proposed placements of video cameras will take into consideration of patron privacy and staff and patron safety. Chair Olorunda concurred with the necessity for additional surveillance measures to capture the evidence of the incidents at the branches. She informed the Board that Mr. Sherwood had already reviewed the policy changes which will be brought to the LBOT in May for approval.

Office of Emergency Management Coordinator Kevin Johnson informed the Board that surveillance cameras would be installed on a case-by-case basis depending on the layout of each library. He cited the increase in incidents and said that additional surveillance cameras would aid in identifying individuals on the banned list. He mentioned that the appropriate locations would be chosen inside and outside the building.

Trustee Newton inquired about the existing County policy on camera use and suggested to cross reference the policy with LCPL policy. Mr. Johnson informed the Board that the Department of General Services installs and maintains the cameras.

Sr. Assistant County Attorney John Sherwood briefed the Board that the surveillance cameras would not capture browsing history and, in accordance with FOIA (Freedom of Information Act) guidelines, would be shielded from disclosure. Mr. Sherwood emphasized the dual objective of safeguarding staff while also ensuring the privacy of patrons. Trustee Kuhn supported the decision for additional surveillance. Ms. Gordon sought clarification regarding whether the cameras would capture video only or also include audio.

Trustee Colucci inquired about the budget allocation for the installations. Mr. Johnson clarified that the County has a designated budget for the security and safety measures for all County buildings.

Trustee Newton emphasized that the surveillance system would not be aimed at gathering browsing information or monitoring activities at checkout. Trustee Newton emphasized the importance of safeguarding the privacy of patrons.

Another question was regarding recording the Programs offered by LCPL. It was clarified that any program is a public event.

For the Programming Policy, staff would like to streamline the patron feedback process for Library-sponsored programs.

Chair Olorunda requested Mr. Sherwood to research, and informed the Board that the policy changes would be an Information Item and Action Item for the May 2024 LBOT meeting.

II 01 FY 2024 and FY 2025 Budget Update

Finance and Budget Manager Ms. Nan Paek was not present at the Board meeting. Ms. Liu provided the report to the Board. She informed the Board that the Communications Specialist III and the HR Technician positions were approved.

Chair Olorunda emphasized that these two positions are a significant gain to the library system. She encouraged the Trustees to continue building relationships with their Supervisors.

II 02 Staffing Update

Human Resources Administrative Manager Cheryl Granger presented the staffing update. The report was received by the LBOT Secretary and placed on file.

II 03 Updates to LBOT By-Laws

Vice Chair Alana Boyajian briefed the Board on the proposed updates to the By-Laws, which would allow Trustees to continue serving the Board until their positions are filled by the Supervisors. Sr. Assistant County Attorney John Sherwood mentioned that the Code of Virginia only allows the Trustees to stay on the Board for 4 years which means that Vice Chair Boyajian's proposal would not be allowed.

Mr. Sherwood informed the Board that a simple majority of the total number of filled seats constitutes a quorum for conducting meetings.

Chair Olorunda mentioned that the Information Item would not be updated.

II 05 Follow-up on FOIA COIA Training

Senior Assistant County Attorney Mr. John Sherwood provided FOIA/COIA (Freedom of Information Act/Conflict of Interest Act) training to the Trustees during the Board Retreat on March 2, 2024. This Information Item was to present the Trustees with an opportunity to ask questions. He offered examples and cases illustrating the distinctions between public officials' personal and official social media accounts.

XI. CLOSED SESSION

(1) Motion for Convening Closed Session:

Chair Olorunda moved that the Loudoun County Public Library Board of Trustees recess the public meeting and enter into Closed Session pursuant to Section 2.2-3711 (A)(1) and (A)(11) of the Code of Virginia. The purpose of the Closed Session is to discuss and consider a personnel matter involving the performance and salary of a specific employee of the LBOT,

the annual performance review of the LBOT, and the discussion or consideration of honorary degrees or special awards given by the LBOT.

Vote: Ms. Olorunda made the motion, Mr. Mercer seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

(2) Motion to Adjourn Closed Session:

I move that the Closed Session be adjourned, that the Library Board of Trustees reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the Closed Session.

Vote: Ms. Olorunda made the motion, Ms. Boyajian seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**

(3) Resolution Certifying Closed Session

Whereas, the Loudoun County Public Library Board of Trustees has this 17th Day of April 2024 convened in closed 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 closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Library Board of Trustees.

(*Any member of the public body who believes that there was a departure from the requirement of the clauses (1) and (2), shall so state prior to the vote, indicating the substance of the departure that, in his judgement, has taken place. The statement shall be recorded in the minutes of the public body.)

(4) Motion to Certify Closed Session:

I move that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of the public meeting.

Vote: Ms. Olorunda made the motion, Ms. Kuhn seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**

PLEASE NOTE:

No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting,

reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting. Virginia Code § 2.2-3711(B)

XII. ADJOURNMENT

Chair Olorunda moved to adjourn the meeting at 9:51 p.m. Trustee Mercer seconded the motion.

Approved **9-0-0-0 (yes/abstained/no/not present)**.

Respectfully submitted by,

Chang Liu

Chang Liu

Director, LCPL

Adopted by the Board in May 2024

Christina Olorunda

Chair, LBOT

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: **I101 FY2024 Quarterly Budget Update**

SUBJECT:	FY2024 Quarterly Budget Update
CONTACT:	Finance and Budget Manager Nan Paek
ACTION DATE:	May 15, 2024
RECOMMENDATION:	Finance and Budget Manager Nan Paek will provide an update on the Library's FY2024 budget, for the months of January 2024 through March 2024.
BACKGROUND:	Director Liu and Finance and Budget Manager Paek periodically update the LBOT on the Library's budget situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	Ms. Paek will present the quarterly update during the May 15, 2024 LBOT Meeting.
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1102 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu and HR Administrative Manager Cheryl Granger
ACTION DATE:	May 15, 2024
RECOMMENDATION:	Director Liu and HR Administrative Manager Granger will provide an update on the Library's staffing situation.
BACKGROUND:	Director Liu and HR Administrative Manager Granger periodically update the LBOT on the Library's staffing situation.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1103 Nomination for LBOT Chair and Vice Chair

SUBJECT:	Nomination for LBOT Chair and Vice Chair
CONTACT:	Trustees
ACTION DATE:	May 15, 2024
RECOMMENDATION:	
BACKGROUND:	Per LBOT Bylaws, the election of Chair and Vice Chair needs to take place annually. At the April 2024 LBOT meeting, Chair Olorunda appointed Trustee Kuhn to serve as the Nominating Committee for next year's LBOT Chair and Vice Chair positions. The Nominating Committee will present the slate of the nominees and ask for nominations from the floor at the June 2024 LBOT meeting.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1104 LCPL Policy Updates

SUBJECT:	LCPL Policy Updates
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	May 15, 2024
RECOMMENDATION:	
BACKGROUND:	<p>The LBOT annually reviews LCPL’s policies to make necessary updates and revisions. This year, staff recommend some changes to the Programming Policy and the Video Surveillance Policy.</p> <p>For the Programming Policy, staff would like to streamline the patron feedback process for Library-sponsored programs.</p> <p>For the Video Surveillance Policy, staff recommend that the LBOT allow staff more flexibility in determining the locations of video cameras in order to address increasing safety and security concerns.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	LCPL Policy Document- FY 2024 Draft Update
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Policies

Policies are determined by the Library Board of Trustees.

Table of Contents

1. Closings	2
2. Collection Management	3
3. Facilities Use	4
4. Fees	6
5. Gifts	7
6. Internet and Computer Use	8
7. Library Card Eligibility	11
8. Naming of Libraries	12
9. Privacy	13
10. Programming	14
11. Rules of Conduct	15
12. Safe Children	17
13. Support Groups	18
14. Video Surveillance	19
15. Volunteers	21
Addendum A	22
Addendum B	24

10. Programming

LCPL programs are designed to spotlight materials and services and provide educational and recreational opportunities for customers of all ages.

LCPL may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its efforts.

Programs are scheduled at the discretion of staff and are open to the public. Presenters will not be excluded from consideration because of their origin, background, or views and topics will not be excluded *from consideration* due to potential controversy.

LCPL sponsorship of a program does not constitute an endorsement of the content of the program, the organization presenting the program, or the views expressed by participants. Customer input regarding selection, retention, or reconsideration of programs is encouraged and reviewed.

Customer input regarding programs is encouraged and reviewed through [program surveys](#) and the [Loudoun County Public Library Program Feedback Form](#). Input provided on the Feedback Form is reviewed according to the [LCPL Program Feedback Procedures](#).

To request a reasonable accommodation for a disability, call 703-777-0368. Three days' notice is requested.

Effective June 16, 2021

14. Video Surveillance

- I. **Purpose:** The purpose of this policy is to establish guidelines for the implementation and management of the video surveillance system at the buildings used by the Loudoun County Public Library (“LCPL”). The Loudoun County Library Board of Trustees has been consulted on this policy.
- II. **Definitions:** Video Surveillance System: A system comprised of cameras, cabling, monitor(s) and recording devices capable of capturing video images that can be compressed, stored, or sent over communication networks.
- III. **Policy Statement:** LCPL has an interest in preserving the safety of its staff and patrons. A video surveillance system can assist in this effort by capturing images and providing the ability to view live video or store video for review at a later date. The presence of a video surveillance system, along with notice signage, can also act as a deterrent to unlawful or disruptive behavior. The Library will notify the public by providing appropriate notice signage indicating the presence and use of the system. Access to the system shall be controlled as outlined herein.
- IV. **Management of the Video Surveillance System:** This policy is jointly managed and implemented by the Department Of General Services (“DGS”) and LCPL.
 - A. Questions regarding this policy should be addressed to the Safety and Security Program Manager within DGS.
 - B. DGS shall provide notice to the public and staff of the use of video surveillance.
 1. Signage: Signs informing the public and staff of the functional presence of video surveillance shall be posted at each entrance to each LCPL facility.
 2. This policy is available upon request from library management and/or DGS.
 - C. This surveillance system is operational 24 hours a day at each location operated by the LCPL.
 - D. **Surveillance Equipment Placement:** The placement of video surveillance cameras will be carefully chosen with *full consideration of safety and due respect to the privacy of patrons and staff. ~~With the exceptions of Middleburg Library and the Law Library, cameras are placed only at the public entrance of each facility in order to view those entering and exiting.~~*
 - E. **System Access:** Access to the system is limited to designated Security Managers within DGS.
 - F. **Image Retention:** All video images will be retained on the system for a minimum of 30 days and a maximum of 90 days. All video images will be deleted at the end of the 90-day maximum retention period. Upon request,

video will be copied to a secure file and kept until it is no longer needed as determined by DGS and/or LCPL.

- G. **Image Dissemination:** Images obtained are the property of Loudoun County. Images may be disseminated when security and safety needs dictate, such as:
1. Identification of persons banned from the property
 2. Images depicting suspicious and/or criminal activity
 3. Images depicting accidents or other safety concerns on the property
 4. Images depicting any activity of interest that involves safety and/or security of the facility, staff, patrons, and others
- H. **Image Request Documentation:** DGS will document all image requests with the following information:
1. **Internal Staff Request:** Requests from departments or agencies within the County government shall be routed to DGS for action. If the request comes from outside LCPL, Library Administration management will be consulted prior to release. (Requests with the following information by email are sufficient:)
 - a) Name of Requestor
 - b) Date of request
 - c) Reason for request
 2. **External Requests:** Requests of this nature must utilize the Freedom of Information Act process (see Administrative Policies and Procedures FOIA-03). All FOIA requests will be examined to determine if exemptions apply.
 3. **Law Enforcement Requests:** All requests from law enforcement agencies to view video footage should be routed to DGS for further action. Should the law enforcement agency require confidentiality, LCPL personnel will not be notified of its request for access to the video surveillance footage. All requests related to video footage which may have some involvement in a potential criminal offense shall be referred to the appropriate law enforcement agency for investigation.

Effective July 21, 2021

Loudoun County Public Library Board of Trustees
ACTION ITEM SUMMARY: **AI01 Approval of LCPL Policy Updates**

SUBJECT:	Approval of LCPL Policy Updates
CONTACT:	Chair Christina Olorunda and Director Chang Liu
ACTION DATE:	May 15, 2024
RECOMMENDATION:	
BACKGROUND	<p>The Trustees review the LCPL Policies annually and make revisions as necessary. This year, the staff are recommending some minor revisions to the Programming Policy and the Video Surveillance Policy.</p> <p>The proposed revision of the Programming Policy would further clarify the patron feedback process.</p> <p>The proposed revision of the Video Surveillance Policy would give Library staff more flexibility in working with County staff to determine the locations of video cameras while safeguarding patron privacy.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	<p>I move to approve the LCPL Programming Policy and Video Surveillance Policy as presented to the Library Board of Trustees. Or:</p> <p>I move to approve the LCPL Programming Policy and Video Surveillance Policy with the following amendments:</p>
ATTACHMENTS:	LCPL Policy Document
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

4/30/2024

Irwin Uran Trust Fund	\$ 92,047.68	LGIP*	5.436%
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Symington Trust Fund	\$ 100,816.89	LGIP*	5.436%
	\$ 850,253.31	CD**	
	\$ 990,312.07	<i>FVC Bank</i>	Trade Date: 03/18/20 Maturity: 03/18/25 Yield: 1.250%
	\$ 1,014,309.35	<i>Bank of Charles Town</i>	Trade Date: 02/26/24 Maturity: 02/26/27 Yield: 4.710%
	\$ 990,728.97	<i>Bank of Charles Town</i>	Trade Date: 03/23/23 Maturity: 03/23/28 Yield: 4.190%
	\$ 905,059.01	<i>Bank of Charles Town</i>	Trade Date: 03/31/24 Maturity: 03/31/29 Yield: 4.490%
	\$ 905,059.01	<i>John Marshall Bank</i>	Trade Date: 03/31/21 Maturity: 03/31/26 Yield: 0.750%
Symington Total	\$ 4,851,479.60		

James Horton Trust Fund	\$ 37,224.41	LGIP*	5.436%
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*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY24**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 389.85	\$ 88,342.65	5.319%
August	\$ 88,342.65	\$ -	\$ -	\$ -	\$ 88,342.65	\$ 400.19	\$ 88,742.84	5.436%
September	\$ 88,742.84	\$ -	\$ -	\$ -	\$ 88,742.84	\$ 406.15	\$ 89,148.99	5.492%
October	\$ 89,148.99	\$ -	\$ -	\$ -	\$ 89,148.99	\$ 408.97	\$ 89,557.96	5.505%
November	\$ 89,557.96	\$ -	\$ -	\$ -	\$ 89,557.96	\$ 413.61	\$ 89,971.57	5.542%
December	\$ 89,971.57	\$ -	\$ -	\$ -	\$ 89,971.57	\$ 414.92	\$ 90,386.49	5.534%
January	\$ 90,386.49	\$ -	\$ -	\$ -	\$ 90,386.49	\$ 415.48	\$ 90,801.97	5.516%
February	\$ 90,801.97	\$ -	\$ -	\$ -	\$ 90,801.97	\$ 415.42	\$ 91,217.39	5.490%
March	\$ 91,217.39	\$ -	\$ -	\$ -	\$ 91,217.39	\$ 415.19	\$ 91,632.58	5.462%
April	\$ 91,632.58	\$ -	\$ -	\$ -	\$ 91,632.58	\$ 415.10	\$ 92,047.68	5.436%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 87,952.80	\$ -	\$ -	\$ -	\$ 87,952.80	\$ 4,094.88	\$ 92,047.68	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY24**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 32,649.10	\$ -	\$ -	\$ -	\$ 32,649.10	\$ 144.72	\$ 32,793.82	5.319%
August	\$ 32,793.82	\$ -	\$ -	\$ -	\$ 32,793.82	\$ 148.56	\$ 32,942.38	5.436%
September	\$ 32,942.38	\$ -	\$ 1,500.00	\$ -	\$ 34,442.38	\$ 157.63	\$ 34,600.01	5.492%
October	\$ 34,600.01	\$ -	\$ -	\$ -	\$ 34,600.01	\$ 158.73	\$ 34,758.74	5.505%
November	\$ 34,758.74	\$ -	\$ -	\$ -	\$ 34,758.74	\$ 160.53	\$ 34,919.27	5.542%
December	\$ 34,919.27	\$ -	\$ -	\$ -	\$ 34,919.27	\$ 161.04	\$ 35,080.31	5.534%
January	\$ 35,080.31	\$ -	\$ -	\$ -	\$ 35,080.31	\$ 161.25	\$ 35,241.56	5.516%
February	\$ 35,241.56	\$ -	\$ 385.00	\$ 100.00	\$ 35,526.56	\$ 162.53	\$ 35,689.09	5.490%
March	\$ 35,689.09	\$ -	\$ 1,100.00	\$ -	\$ 36,789.09	\$ 167.45	\$ 36,956.54	5.462%
April	\$ 36,956.54	\$ -	\$ 100.00	\$ -	\$ 37,056.54	\$ 167.87	\$ 37,224.41	5.436%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 32,649.10	\$ -	\$ 3,085.00	\$ 100.00	\$ 35,634.10	\$ 1,590.31	\$ 37,224.41	

*Interest Earnings Based On Average LGIP Rate For the Month

Symington Trust
Fund 1223
FY24

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	CD Interest Received	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 401.58	\$ -	\$ 4,657,953.69	5.319%
August	\$ 4,657,953.69	\$ -	\$ -	\$ -	\$ 4,657,953.69	\$ 412.23	\$ -	\$ 4,658,365.92	5.436%
September	\$ 4,658,365.92	\$ -	\$ -	\$ -	\$ 4,658,365.92	\$ 418.37	\$ -	\$ 4,658,784.29	5.492%
October	\$ 4,658,784.29	\$ -	\$ -	\$ -	\$ 4,658,784.29	\$ 421.27	\$ -	\$ 4,659,205.56	5.505%
November	\$ 4,659,205.56	\$ -	\$ -	\$ -	\$ 4,659,205.56	\$ 426.05	\$ -	\$ 4,659,631.61	5.542%
December	\$ 4,659,631.61	\$ -	\$ -	\$ -	\$ 4,659,631.61	\$ 427.40	\$ -	\$ 4,660,059.01	5.534%
January	\$ 4,660,059.01	\$ -	\$ -	\$ -	\$ 4,660,059.01	\$ 427.98	\$ -	\$ 4,660,486.99	5.516%
February	\$ 4,660,486.99	\$ -	\$ -	\$ -	\$ 4,660,486.99	\$ 427.92	\$ 138,487.42	\$ 4,799,402.33	5.490%
March	\$ 4,799,402.33	\$ -	\$ -	\$ -	\$ 4,799,402.33	\$ 427.68	\$ 51,222.01	\$ 4,851,052.02	5.462%
April	\$ 4,851,052.02	\$ -	\$ -	\$ -	\$ 4,851,052.02	\$ 427.58	\$ -	\$ 4,851,479.60	5.436%
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%
Total FY	\$ 4,657,552.11	\$ -	\$ -	\$ -	\$ 4,657,552.11	\$ 4,218.06	\$ 189,709.43	\$ 4,851,479.60	

*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

CD's as of 3/31/2024

\$ 905,059.01	John Marshall Bank	3/31/2021	3/31/2026	0.750%
\$ 850,253.31	FVC Bank	3/18/2020	3/18/2025	1.242%
\$ 990,312.07	Bank of Charles Town	2/26/2024	2/26/2027	4.710%
\$ 1,014,309.35	Bank of Charles Town	3/23/2023	3/23/2028	4.190%
\$ 996,728.97	Bank of Charles Town	3/31/2024	3/31/2029	4.490%
\$ 4,756,662.71				