

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for October 2019

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

September 2019 Regular Meeting Minutes

REPORTS

Middleburg Library:

Friends of the Middleburg Library:

Director's Report:

Branch Manager Sheila Whetzel

President Alix Coolidge

Deputy Director Mike Van Campen

INFORMATION ITEMS

II 01 Jim Reid – Safety & Security Program Manager

II 02 STEM Library and Purcellville Library Discussion

II 03 Strategic Plan Update

II 04 Staffing Update

ACTION ITEMS

AI01 Approval and Prioritization of Additional FY2021 Resource Request

AI02 2020 Holiday and LBOT Meeting Schedule

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: Wednesday, October 16, 2019 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 703-777-0674. Three days prior notice is requested.

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

September 18, 2019

The Library Board of Trustees (LBOT) met Wednesday, September 18, 2019 at 7:00 PM at the Rust Library. The Vice Chair and Secretary were present.

Present: Christina Olorunda, Vice Chair
Chang Liu, Director
Christine Newton
Sara Pensgard
Sean Mallon
Walter Purnell
Priscilla Martínez

Absent Chuong Nguyen
Kathy Kuhn
Dennis Cotter, Chair

I. CALL TO ORDER

Vice Chair Olorunda called the meeting to order at 7:03 PM and asked for a moment of silence.

II. PUBLIC COMMENT

There was no public comment.

III. BOARD COMMENT

Trustee Mallon stated it was a pleasure to work with Director Liu and the Leadership Team on the budget planning process.

Trustee Pensgard thanked library staff for their work on Fine Elimination.

Trustee Newton stated she's received positive feedback regarding the elimination of fines. Ms. Newton noted she recently attended an Author Talk at the Law Library.

Trustee Martínez thanked Ms. Liu and staff for their work on Fine Elimination. Ms. Martínez stated that during her Trustee Orientation with Ms. Liu, she proposed having Town Hall meetings at rotating branches that would include the trustee in the respective district, Ms. Liu and herself as the Trustee-at-Large. Ms. Martínez noted that this could be discussed at a future LBOT meeting.

Trustee Purnell stated the annual LBOT retreat was very informative.

Ms. Olorunda stated LCPL will be receiving a proclamation from the County's Board of Supervisors for National Literacy Month. Ms. Olorunda thanked Deputy Director Mike Van Campen for putting out the Strategic Plan survey. She also thanked Programming Division Manager Susan VanEpps and her staff for their work on the 1book 1community project.

DIRECTOR COMMENT

Ms. Liu thanked Mr. Van Campen for his work on the Strategic Planning process.

AGENDA CHANGES

There were no agenda changes.

IV. READING AND APPROVAL OF MINUTES

Ms. Olorunda requested a motion to approve the minutes of the July 2019 LBOT meeting. Ms. Newton moved to approve the minutes. The motion was seconded and approved by a vote of 6-0-0-3. (yes/abstained/no/not present).

V. REPORTS

A. Rust Library

Branch Manager Sydney McCoy reported on behalf of Rust Library. The report was received and placed on file.

B. Rust Library Advisory Board

President Melissa Lanthier reported on behalf of the Rust Library Advisory Board.

C. DIRECTOR'S REPORT

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

D. INFORMATION ITEMS

II01 RECAP OF LBOT RETREAT

Ms. Liu stated she confirmed with Kim Armentrout, Public Library Consultant for the Library of Virginia, that since Loudoun County is a traditional form of government, a governing library board is mandated by the state.

II02 FINE ELIMINATION UPDATE

Ms. Liu stated feedback on fine elimination has been overwhelmingly positive. She noted \$690,000 in fines were waived and 103,404 customers were affected. Ms. Liu said since fines were waived 11,000 customer's accounts were re-activated. Mr. Mallon asked how many cards remained blocked due to lost books. Ms. Liu stated she would have staff research and track this information. Ms. Martínez stated it would be good to know how many of the 11,000 customers whose cards were re-activated, started using the library again. Ms. Liu stated staff would look into it.

II03 STEM LIBRARY AND PURCELLVILLE LIBRARY DISCUSSION

Ms. Liu stated there is \$4.43 million set aside in the county's 2024 Capital Improvement Program (CIP) for the STEM Library. Ms. Liu said Purcellville Library is in need of both structural work and upgrades to data, power, AC and lighting. She also said a new building and location for the Purcellville branch is a possibility as well. Ms. Liu stated the LBOT needs to provide a "Letter of Intent" to the Department of Budget and Finance stating one of three options; 1) Keep STEM Library in the CIP and see if Purcellville can be added in the next CIP cycle. 2) Swap STEM Library out and put Purcellville Library in. 3) Keep STEM in and add Purcellville to the current CIP. Mr. Purnell asked what the time table is for the LBOT to make the decision on which option to present in the "Letter of Intent." Ms. Liu said the Department of Budget and Finance would like to know by January or February of 2020. Ms. Olorunda suggested staff be charged with doing minor research on the needs of Purcellville versus the needs of a STEM Library.

II04 COUNTY EMAIL/MOAT

Ms. Liu stated LBOT members have the option of accessing county email using their personal cell phones. Those choosing to do so were asked to complete the provided form and return it to HR Administrative Manager Cheryl Granger.

II05 2020 LBOT MEETING AND HOLIDAY SCHEDULE

The 2020 LBOT meeting schedule and the 2020 Holiday schedule were presented. An Action Item to approve the schedules will be on the October LBOT Agenda.

II06 STAFFING UPDATE

Ms. Liu provided a staffing update for the months of July and August.

ACTION ITEMS

AI01 Approval of Budget Think-Tank's Recommendation for FY2021 Resource Requests.

Ms. Olorunda requested a motion to approve the Resource Requests prioritization as presented. Mr. Mallon moved to approve the Resource Requests as presented. The motion was seconded. Ms. Olorunda opened the floor for discussion. The motion carried 6-0-0-3. (yes/abstained/no/not present).

E. ADJOURNMENT

The meeting was adjourned at 8:51 p.m.

Respectfully submitted by,

Cheryl Granger
Cheryl Granger
Secretary

Adopted by the Board in October, 2019

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 Safety & Security

SUBJECT:	Safety & Security
CONTACT:	Jim Reid
ACTION DATE:	October 16, 2019
RECOMMENDATION:	
BACKGROUND:	Safety & Security Program Manager Jim Reid will give an overview of the county's Safety and Security Program.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 02 STEM Library and Purcellville Library

Discussion

SUBJECT:	STEM Library and Purcellville Library Discussion
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	October 16, 2019
RECOMMENDATION:	Ms. Liu and Trustees will discuss next steps for Purcellville Library's renovation/expansion/possible replacement, in the context of the STEM Library in the County CIP.
BACKGROUND:	<p>In the County's adopted budget for FY2020, in Volume 2, on Page 10-55, STEM Library is budgeted in the initial amount of \$4.430 Million starting in FY2024. Meanwhile we are keenly aware of the needs at Purcellville Library. The County Administration would like to receive clear intent from the LBOT on if the LBOT would like to put Purcellville Library in the County CIP, in place of the STEM Library. This would potentially expedite the renovation/expansion/possible replacement of the Purcellville Library.</p> <p>Of course, the LBOT could also send a letter of intent to County Administration, requesting that Purcellville Library be added to the County CIP, in addition to the existing STEM Library.</p>
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 03 Strategic Plan Update

SUBJECT:	Strategic Plan Update
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	October 16, 2019
RECOMMENDATION:	Deputy Director Van Campen will give an update on the strategic planning process.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 04 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	October 16, 2019
RECOMMENDATION:	Ms. Liu will give a staffing update for September.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI01 Approval and Prioritization of Additional FY 2021 Resource Request

SUBJECT:	Approval and Prioritization of Additional FY2021 Resource Requests
CONTACT:	Deputy Director Mike Van Campen
ACTION DATE:	October 16, 2019
RECOMMENDATION:	The LBOT approve the additional FY 2021 Resource Request and the prioritization suggested by staff.
BACKGROUND	Library Administration was informed that Library Services would need to draft and present a Resource Request for funding for the planned Library Facilities Master Plan. In addition, the LBOT must re-vote on prioritization of resource requests since there is now a fourth request.
ISSUES:	
FISCAL IMPACT:	If approved by the BOS, the cost for the Facilities Master Plan will be \$400,000.
DRAFT MOTION:	I move to approve the resource request for funding for a Facilities Master Plan and the prioritization suggested by library staff.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Resource Request Form

Request Title	Library Facilities Master Plan
Department	Library Services
Category	Current Year Operating Request
Service Level	Current Service Level Request
Program/Activity addressed	Public Services
Department Priority	

Service Level

Explain the service level issue the request addresses. Include how the department defines "current service level" and how resources will impact service delivery and improve efficiencies.

This request is for the funds (\$400,000) to secure a vendor to conduct a thorough assessment of current library facilities and to develop a Facilities Master Plan for Library Services. This plan would address needs for maintenance and possible renovation of existing facilities, define requirements for inclusion in new or renovated facilities, and where to plan for new facilities in the coming decades. This assessment and plan would be done in accord with the 2019 County Comprehensive Plan. This plan would further adjust facility standards for Library facilities and population and other triggers for developing future library locations. Once approved, this plan would serve as the basis for inclusion of library projects/facilities in CIP for the future.

In addition, Library Services is currently conducting a Strategic Planning initiative. This process will wrap up at the end of the calendar year. The Strategic Plan will serve to define the strategic direction of Library Services for the coming year and will serve as the basis for developing facilities that meet the strategies laid out in that plan but will not go into detail about facilities. The intention is the Strategic Plan be followed with a Facilities Master Plan that accomplished that important task.

Library Services held a meeting with DTCL, General Services (DGS), Planning and Zoning (DPZ), and Management and Budget (DMB) in April 2019. At that meeting, it was decided that there was a need for a Facilities Master Plan, that the cost would be somewhere between \$300,000 and \$500,000, and the funding for this plan should be included as a Resource Request from Library Services as a part of the FY 2021 budgeting process.

Describe how the service level will be impacted if the resource request is not funded.

Should this request not be funded, Library Services will not have a plan for renovating and updating facilities or for planning new facilities. Important in this discussion is to consider the age of existing facilities. Here is a breakdown of age of each library facility with date of construction and renovation (if applicable): Ashburn (2003); Brambleton (2019); Cascades (1992); Gum Spring (2013); Lovettsville (1990; renovated in 2005); Middleburg (1990; renovated in 2013); Purcellville (1938; renovated 1993); Rust (1992; renovated in 2009); Sterling (2017 - new location). As these facilities age and library services change, there is a need for a plan to ensure they meet the needs of today's library customer. In addition, as the County continues to grow, a strategic plan for the development of future library facilities and how to continue to meet needs with current facilities becomes increasingly important. Up until now, no such plan has existed for Library Services.

Describe how the request may impact other departments if funded and if not funded.

If funded, Library Services will work with DTCL to hire and work with an appropriate vendor for this project. Library Services would also need to work closely with Planning, Management and Budget, and General Services throughout this project, ideally via a working group with representatives from each department.

If not funded, DTCL will be faced with a situation where there is no real plan for new libraries other than the current standard that triggers new libraries, which is only adequate for heavily populated areas of the County and does not address the unique needs of Western Loudoun. General Services will be faced with continuing to maintain aging buildings on an as needed instead of a carefully planned basis.

Request Background

Describe any considered alternatives to this request. Why is this best solution to the problem and what has the Department learned in considering this request.

Library Services feels this is best solution since a strategic approach is needed in order to ensure Library facilities meet the needs of current and future library customers.

Explain timing considerations for this request

Current estimates are that such an assessment and plan would take one to two years to develop in a comprehensive manner. Library Services would like to start this process in July 2020. This timeline is ideal since it allows Library Services to complete the Strategic Planning process, which is slated to be completed in December 2019, and allows the Strategic Plan to serve as a basis for the Facilities Master Plan.

What factors/risks, internal or external, could impact the Department's ability to accomplish the goals the request hopes to achieve?

Serving the Public

Select which mandate option most closely matches service.

Not mandated

RESOURCE OPTIONS:

1. New Personnel

Does this request include additional personnel or FTE authority? (Yes/No)

No

2. Office

Should office space, furniture, or renovations be considered for this request? (Yes/No)

No

3. Vehicles

Should a vehicle be considered for this request? (Yes/No)

No

4. Technology

Is this primarily a technology request? (Yes/No)

No

Do any positions requested require technology beyond the Basic Technology Package*? (Yes/No)

No

Please complete the Technology Tab to indicate all technology needs associated with your resource request.

*The Basic Technology Package includes a County standard laptop, all associated licenses, filters, anti-virus, MOAT, equipment installation, and staff telephone stations. Should upgraded laptops or additional technology be needed, enter the number requested in the Add-Ons section on the Technology Tab.

What are the key performance measures indicating the need for this request?

Instructions:

Copy and Paste below: appropriate and relevant measure(s) from the Performance Measure file in the K: dri
Fill out as many historical years as available.

Fill out projections for FY 2020-2022 if approved and if not approved _____

Performance Measure	FY 2015 Act	FY 2016 Act	FY 2017 Act
Number of Visits to Library Facilities	1,884,436	1,871,632	1,742,289
Program Attendance	243,746	286,110	283,984
Internet sessions provided at Loudoun County Public Library	338,040	363,969	266,989
Wifi provided at Loudoun County Public Library	N/A	N/A	284,050

Describe how performance measures will be affected due to this resource request. What will be accomplished with these resources?

As the above numbers demonstrate, more customers every year. In order for this trend to continue, Library facilities and renovate existing facilities to accommodate to accomplish this is through a carefully developed plan for Library Services in the coming 10-20 years. This plan is in direction until the suggestions from the plan can be implemented; they would not really show up on the chart above; they would

Describe how key performance measures will be impacted if the resource request is not funded.

If this is not funded and the recommendations of the plans, these numbers will begin to level off even though service increase. In addition, without a plan for building new spaces, growth in program attendance numbers will be impacted.

How many customers does the Program/Activity currently serve? How many more customers will the Program/Activity support if request is funded?

Currently, there are over 2 million visits to libraries annually. This growth will expand as facilities are renovated to accommodate new customers and that adding new facilities or adapting existing facilities to support growth in visitors. As noted above, these changes are part of the Facilities Plan and are intended to

ve (or other internally tracked file)

			IF APPROVED			IF NOT APPROVED	
FY 2018 Act	FY 2019 Act	FY 2020 Est	FY 2021 Proj	FY 2022 Proj	FY 2023 Proj	FY 2021 Proj	FY 2022 Proj
1,798,463	2,082,332	2,123,979	2,166,458	2,209,787	2,253,982	2,166,458	2,209,787
315,389	370,385	385,349	412,323	441,186	472,069	412,323	441,186
266,941	264,198	266,840	272,177	277,620	283,172	272,177	277,620
289,524	328,720	335,294	342,000	348,840	355,816	342,000	348,840

Users are visiting and utilizing library facilities. Library Services must be prepared to build new to accommodate this growth and demand. The best way is a Facilities Plan that lays out what is needed. These numbers will not see a significant change and can be included in CIP. So, these increases do not require much longer term changes.

Such a plan are not factored into future CIP as the community grows and demand for building facilities with larger programming will level off.

Library facilities each year with an average growth of 5-10% as new facilities are built and old facilities are replaced due to changing patterns of usage. Expectations are that new facilities will result in a 5-10% average annual increase in usage. This would not occur until the suggestions from the plan are factored into future CIP.



ED

FY 2023
Proj

2,253,982

472,069

283,172

355,816

Requested Personnel

Please fill in information for each position using the primary allocation. For any positions with split allocations, fill out the second table to detail the full allocation for each position.

This table will automatically generate a cost estimate rounded to the nearest \$5,000.00 based on the information provided. It does not reflect final cost with DMB/HR review.

Department Proposed New Personnel											Auto-Estimate:		
Fund	Cost Center	Program	Project	Award	Headcount	Grade	Hours/Week (per employee)	Oracle Position Name ("new" if not existing)	Supervisory position? (Y/N)	In financial workflow? (Y/N)	FTE	FT/PT	Cost Estimate*
Total					0						0		\$0

For each split allocation position, please detail the account string and percentages to indicate each position's allocation. The percentage should total 100 for each position.

Position Allocation						
Fund	Cost Center	Program	Project	Award	Percentage	Grade

Provide a narrative for each position, including how the proposed classification was determined. Identify any on-going reclassification requests your department has pending.

Describe the required overtime and/or on-call budget for the requested position(s).

FY 2018 Resource Request

Library Facilities Master Plan
Library Services

Technology Request

Are there any specific software needs other than Microsoft or Laserfiche for this request (e.g. Acrobat Pro, EnerGov, GIS, etc.)? Please describe:

Are there any other technology needs that should be considered for this request? Please describe:

Provide your Department point of contact for DIT
(those who would be able to answer technology related needs for the request):

Name	
Email	
Phone	

The *Basic Technology Package* includes a County standard laptop, Microsoft and Laserfiche licenses, filters, anti-virus, MOAT, equipment installation, and staff telephone stations. Should upgraded laptops or additional technology be needed, enter the number requested in the *Add-Ons* section.



Basic Technology Needs	Per Unit	Number Requested	Cost
Technology Packages			
Standard laptop (Dell: 15.6")	\$4,915		\$0
Lightweight laptop (Dell: 14")	\$5,010		\$0
Lightweight laptop (Dell: 12.5")	\$5,010		\$0
14" rugged laptop	\$5,765		\$0
Toughbook rugged laptop	\$8,155		\$0
Standard desktop PC	\$4,640		\$0
Network Access Only (No computer, no telephone)	\$1,880		\$0
Accessories			
iPhone + plan	-		
iPad + plan	-		
Monitors: (Default is two 22" if a laptop was selected, please change auto populated # below if necessary)			
Standard Monitor (22")	\$170	0	\$0
Wide Monitor (24")	\$220		\$0
Extra wide monitor (32"): EnerGov/GIS needs only. If you feel there is a need, please explain in comment box above	\$500		\$0
Standard office printer	\$730		\$0
Mid-range laser printer	\$510		\$0
Scanner for Laserfiche	\$960		\$0
GIS Edit/Update access	\$2,550		\$0
Data drops/wall jacks (New deskspace? Put in 1 for each)	\$255		\$0
Conference and/or training room telephone stations	\$1,100		\$0
Mobile device network connection fee	\$50		\$0
External DVD Drive	\$35		\$0
RSA SecureID Multifactor Authentication	\$50		\$0
VPN Access	\$35		\$0
Total			\$0

These two
These two

FY 2018 Resource Request

<i>For Public Safety Only</i>			
800 MHz Radios	Per Unit	Number Requested	Cost
Mobile	\$7,800		\$0
Mobile Trunk Mount	\$7,900		\$0
Mobile Dual Control	\$8,470		\$0
Mobile Motorcycle	\$8,000		\$0
Portable	\$8,200		\$0
Desk Charger	\$130		\$0
Installation of Laptop docking stations in vehicles	\$1,150		\$0
6-unit gang charger	\$1,070		\$0
Total			\$0

Office Space Needs

Is there existing space for this position?
(Yes/No)

In which building will this position be located? If unsure, please record the potential options. If there is no space in your preferred location, please record where the position should ideally be placed.

Please describe the need for any office space renovations resulting from this request. (Are there existing, vacant cubes and offices? Are these vacant because of unfilled positions or because there is vacant space? Would this position cause shifting of personnel to be moved around within an area of your office)?

Please describe the need for any furniture or other office equipment resulting from this request. (For example: does the position need a cube or an office and why?)

Provide your Department point of contact for General Services:

Name	
Email	
Phone	

**DGS will contact you to discuss your Office and Space needs.
DGS will provide DMB with associated cost estimates.**

Fund	Cost Center	Program	Award	Project

Vehicle Request

Please describe the need for any vehicles resulting from this request, including the number and type of vehicles being requested. Include a discussion of why a vehicle is needed, current use patterns in the Department, and anticipated usage of the vehicle.

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Where should Central Services charges be budgeted?

Fund	
Cost Center	
Program	
Award	
Project	

Provide your Department point of contact for Fleet Manager:

Name	
Email	
Phone	

**The DGS Vehicle Fleet manager will contact you to discuss your vehicle and component needs.
DGS will provide DMB with associated cost estimates.**

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: AI02 Approval 2020 Holiday Schedule and LBOT Meeting Schedule

SUBJECT:	Approval 2020 Holiday Schedule and LBOT Meeting Schedule
CONTACT:	
ACTION DATE:	October 16, 2019
RECOMMENDATION:	
BACKGROUND	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	I move to accept the proposed 2020 Holiday Schedule and LBOT Meeting Schedule.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	



2020 Library Board of Trustees Meeting & Report Schedule

(Unless noted all meetings will be held at the Rust Library at 7:00 p.m.)

DATE	Branch or Division / Support Group
January 15, 2020	Programming Division
February 19, 2020 (at Ashburn)	Ashburn Library / FOAL
March 18, 2020	Collection Management Division
April 15, 2020	Sterling Library
TBD – LBOT Retreat	9am – 3pm
May 20, 2020	Technology Division
June 17, 2020	Brambleton Library / FOBL
July 15, 2020	Communication Division/ LLF
August 2020	Recess
September 16, 2020	Gum Spring Library / FROGS
October 21, 2020 (at Cascades)	Cascades Library / Friends Group
November 18, 2020	Training Update
December 16, 2020	Lovettsville Library / Friends Group

2020 LCPL Holiday Schedule

Holiday or Event	Calendar Date	County Closed	Library Closed
⁽¹⁾ New Year's Eve	Tuesday, December 31, 2019	Not a County Holiday	Tuesday, December 31, 2019 Close at 5pm
New Year's Day	Wednesday, January 1, 2020	Wednesday, January 1, 2020	Wednesday, January 1, 2020
M L King, Jr. Day	3 rd Monday in January	Monday, January 20	Monday, January 20
Presidents' Day	3 rd Monday in February	Monday, February 17	Monday, February 17
⁽¹⁾ Easter Sunday	Sunday, April 12	Not a County Holiday	Sunday, April 12
Memorial Day	Monday, May 25	Monday, May 25	Monday, May 25
Independence Day	Saturday, July 4	Friday, July 3	Friday, July 3 Close at 5pm Saturday, July 4
Labor Day	1 st Monday in September	Monday, September 7	Monday, September 7
Columbus Day	2 nd Monday in October	Monday, October 12	Monday, October 12
Veterans Day	November 11	Wednesday, November 11	Wednesday, November 11
Thanksgiving	4 th Thursday in November	Wednesday, November 25 ⁽²⁾ Close at Noon Thursday, November 26 Friday, November 27	Wednesday, November 25 ⁽²⁾ Close at Noon Thursday, November 26 Friday, November 27
Christmas	Thursday, December 24 Friday, December 25	Thursday, December 24 Friday, December 25	Thursday, December 24 Friday, December 25
⁽¹⁾ New Year's Eve	Thursday, December 31	Not a County Holiday	Thursday, December 31 Close at 5pm
New Year's Day	Friday, January 1, 2021	Friday, January 1, 2021	Friday, January 1, 2021
⁽³⁾ Staff Development Day	TBD	Not a County Holiday	TBD
⁽⁴⁾ Floating Holiday	01/01/2020 – 12/31/2020	Upon employee request	

⁽¹⁾ When the library is closed and it is not a designated County holiday, staff receive no holiday pay or hours for the closure.

⁽²⁾ Half-day holiday - Full-time employees receive 4 hours of holiday pay and should work or take leave for 3.5 hours. Part-time 20 hour per week employees receive 2 hours of holiday pay.

⁽³⁾ Staff Development Day to be determined by the Library Director and Library Board of Trustees

⁽⁴⁾ Floating Holiday must be used in full day increments. (Example: full-time employees must use 7.5 hours of "Floating Holiday Pay", 20 hour bi-per week employees must use 4 hours of Floating Holiday Pay.)

Holiday Pay

- Regular full-time employees who work 37.5 hours per week receive 7.5 hours holiday pay for each full day of a County holiday and 4 hours for a half day holiday.
- Regular part-time employees who accumulate County annual and sick leave benefits are eligible to receive prorated holiday pay. Holiday pay is based on authorized hours for the position. A 20 hour per week employee receives 4 hours of holiday pay for a full-day holiday and 2 hours for a half-day holiday.
- Employees who do not accumulate County annual or sick leave benefits, such as 12 hr per week employees and Substitutes, are not eligible to receive holiday pay. These employees are only eligible to be paid for the hours they physically work.

Explanation of Pay for Working on County Holidays

- Exempt employees who work on a designated County holiday are not eligible to receive additional pay and will need to schedule a different day off during the pay period.
- Regular non-exempt employees who earn leave and who work on a County holiday, will receive holiday pay as well as regular straight pay for any hours they physically work on a designated county holiday.
- Both "**holiday pay**" and "**holiday worked**" should be recorded on the timecard.
- A non-exempt employee's physical hours worked in a single work week should never exceed 40 hours.
- Employees must be in a paid status in order to receive pay for the holiday. Employees on Leave without Pay (LWOP) are not eligible for holiday pay.