

Loudoun County Public Library Board of Trustees

AGENDA: Monthly Meeting for September 2019

7:00 p.m. CALL TO ORDER

MOMENT OF SILENCE

COMMENTS

Public Comment

Board Comment

Director's Comment

AGENDA CHANGES

MINUTES APPROVAL

July 2019 Regular Meeting Minutes

REPORTS

Rust Library:

Rust Library Advisory Board:

Director's Report:

Branch Manager Sydney McCoy

President Melissa Lanthier

Library Director Chang Liu

INFORMATION ITEMS

II 01 Recap of LBOT Retreat

II 02 Fine Elimination Update

II 03 STEM Library and Purcellville Library Discussion

II 04 2020 LBOT Meeting and Holiday Schedule

II 05 County Email/MOAT

II 06 Staffing Update

ACTION ITEMS

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

Closed Executive Session (if needed)

ADJOURNMENT

DATE & TIME: September 18, 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
July 19, 2019

The Library Board of Trustees (LBOT) met Wednesday, July 19, 2019 at 7:00 PM at the Lovettsville Library. The Vice Chair and Secretary were present.

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

Absent Chuong Nguyen
Kathy Kuhn

I. CALL TO ORDER

Chair Cotter called the meeting to order at 7:00 PM and asked for a moment of silence.

II. PUBLIC COMMENT

ACOY Chair Jeffrey Goldman

III. BOARD COMMENT

Vice Chair Olorunda thanked everyone for supporting her as Vice Chair. Ms. Olorunda gave a quick bio of herself for the benefit of new Trustee Priscilla Martínez.

Trustee Newton stated she was happy to see so many faces at the ALA conference. She noted she heard many great things from librarians from across the country and said it was a great experience.

Trustee Mallon welcomed Ms. Martínez.

Trustee Purnell also welcomed Ms. Martínez.

Trustee Pensgard welcomed Ms. Martínez. Ms. Pensgard thanked Director Liu for her wonderful presentation at ALA and also congratulated the LLF on its very successful annual Giant Used Book Sale.

Ms. Martínez introduced herself and noted she spent eight years on the Purcellville Library Advisory Board, six of which were as President. Ms. Martínez said she lives in Western Loudoun and has six children, three of whom are in college.

Chair Cotter welcomed Ms. Martínez. Mr. Cotter stated the LBOT annual retreat will be held Saturday, August 31. He also noted he would be away for the September LBOT meeting.

DIRECTOR COMMENT

Director Liu congratulated Mr. Cotter and Ms. Olorunda on their election to Chair and Vice Chair. Ms. Liu had Program Coordinator Sam Mull introduce himself.

Ms. Liu asked LLF President Drew Zenowich to share information about the annual Giant Used Book Sale which made over \$93,000. She also thanked LLF for the grants they continue to provide.

AGENDA CHANGES

There were no agenda changes.

IV. READING AND APPROVAL OF MINUTES

Chair Cotter requested a motion to approve the minutes of the June 2019 LBOT meeting. Ms. Olorunda moved to approve the minutes. The motion was seconded and approved by a vote of 7-0-0-2. (yes/abstained/no/not present).

V. REPORTS

A. Lovettsville

Branch Manager Jacob Etter reported on behalf of Lovettsville Library. The report was received and placed on file.

B. Friends of the Lovettsville Library

Mr. Etter reported on behalf of the Friends of the Lovettsville Library.

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 ACOY ANNUAL REPORT

The ACOY Annual Report was given by Jeffrey Goldman during Public Comment.

II02 Annual Statistical Review

The Annual Statistical Review was covered during the Director's Report

II03 ALA Recap

Ms. Liu stated Training Coordinator Nichole Wolf is organizing a Brown Bag session for those who attended ALA so they can share their experiences. She stated the library would like to pursue the purchase of a book vending machine.

II04 Strategic Plan Update

Ms. Liu gave an update on the Strategic Plan process. Ms. Liu said the library is working with Library Strategies, a consulting firm and that the lead consultant, Stu Wilson is coming to do a branch tour in mid-August. Ms. Liu also said September 14 is the tentative date for the Community Retreat. She said the next step after the Strategic Plan is to develop a Facilities Master Plan.

II05 Fine Elimination Update

Ms. Liu stated LCPL is working with the library systems vendor to move forward with the fine elimination process. She noted the process would be complete sometime in September.

II06 LBOT Retreat Agenda Items

Ms. Liu asked the LBOT to send ideas for the retreat agenda.

II07 Staffing Update

Director Liu gave a staffing update for the month of May.

ACTION ITEMS

E. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

Respectfully submitted by,

Cheryl Granger
Cheryl Granger
Secretary

Adopted by the Board in September, 2019

(Signature of Presiding Officer)

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: 1101 Recap of LBOT Retreat

SUBJECT:	Recap of LBOT Retreat, August 31, 2019
CONTACT:	Director Chang Liu and all Trustees
ACTION DATE:	September 18, 2019
RECOMMENDATION:	
BACKGROUND:	The LBOT held a retreat on August 31, 2019. The agenda items included 1) budget presentation by Erin McLellan, Director of County Department of Management and Budget; 2) trustee orientation by Kim Armentrout from the Library of Virginia; 3) update from Mike Van Campen on the Library's strategic planning process; and 4) overview of the Library's projects in FY2019. The issue of MOAT training and access to County email was brought up.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

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

SUBJECT:	Fine Elimination Update
CONTACT:	Director Chang Liu
ACTION DATE:	September 18, 2019
RECOMMENDATION:	Ms. Liu and staff will provide an update on the aftermath of the fine elimination implementation. Overall, the vast majority of patrons took the changes with stride. Most feedback we have received from patrons are extremely positive. A few patrons voiced objections and/or had questions about the changes. Staff were able to answer all the questions from patrons.
BACKGROUND:	In June 2019, the LBOT voted to direct staff to 1) stop collecting overdue fines at the earliest possible time, and 2) waive existing overdue fines. This directive was implemented on August 28, 2019.
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

INFORMATION ITEM SUMMARY: II 03 STEM Library and Purcellville Library

Discussion

SUBJECT:	STEM Library and Purcellville Library Discussion
CONTACT:	Director Chang Liu
ACTION DATE:	September 18, 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 04 County Email/MOAT

SUBJECT:	County Email/MOAT
CONTACT:	Director Chang Liu
ACTION DATE:	September 18, 2019
RECOMMENDATION:	Ms. Liu will share with the LBOT the County's recommendation on the Trustees' access to County email and MOAT. Cheryl Granger has been working with County DIT on streamlining the process, which we will share at this meeting.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	



Loudoun County Administrative IT Policies and Procedures

Title: Personal Smart Phone Policy	Effective Date: November 21, 2011
Number: IT-03-41	Date of Last Revision/Review: June, 2017

Introduction:

Loudoun County Government's Department of Information Technology (DIT) has standardized on the Apple iPhone for conducting secure Smart Phone-based County business communications. The County issues Apple iPhones to staff that require these communications services. Further, DIT provides full technical support for these organizationally-issued devices.

The County recognizes that some staff may desire the use of their personal Smart Phone devices, e.g. iPhone, Android phone, Windows Phone, etc. in lieu of, or to supplement, a County-issued Apple iPhone. However, County data, typically email messages downloaded to Smart Phones, may contain information that is private, confidential and/or protected by state or federal privacy laws. As such, the County must take reasonable measures to protect this data.

Purpose and Applicability:

The purpose of this policy is to establish a security framework for the use of personally-owned Smart Phones on Loudoun County's network.

This policy applies to all County staff that are interested in using their personal Smart Phones to access Loudoun County's networks or applications.

Policy/Standard:

General

Loudoun County Government DIT will authorize the use of personally-owned Smart Phones to conduct County business communications (typically email), under the following conditions:

1. Loudoun County DIT will not provide technical support for any personally-owned Smart Phones.
2. All devices will be subject to the encryption rules applied by the County
3. Staff who opt in to this policy and use their personal device in place of a County provided device will be required to provide their personal cell phone number to be published in all Loudoun County contact information systems including, but not limited to, County directories, Departmental directories, business cards, etc.

4. Loudoun County Government does not accept liability for any personally-owned Smart Phone device configuration, personal software programs or personal data contained on these personal devices.
5. Personally-owned Smart Phones will be managed through the County's mobile device management software. DIT policies will be applied to all personally-owned Smart Phone devices participating in this program.
6. DIT's management software policies will:
 - o Require that the user select and use a four digit non-repeating Personal Identification Number (PIN) to access the device.
 - o The Smart Phone will be reset to factory defaults, effectively wiping all data and software programs, if the user enters their PIN incorrectly more than 10 times.
 - o A fifteen minute inactivity timeout will be applied to all Smart Phone devices.
7. Only devices that can be managed by DIT's management software will be authorized for use.
8. Prior to device participation in this program, DIT reserves the right to inspect any smart phone device to ensure that it meets DIT standards.
9. Users cannot attempt to disrupt or disable DIT's management software. Users will not disable any security settings associated with these policies.
10. Users agree to allow DIT to wipe organizational information from personal smart phones when the employee terminates employment with the County.
11. Users agree to notify DIT immediately if their personal Smart Phone has been lost or stolen, and allow DIT to remotely wipe all data and software programs on the device.
12. Users agree to not disable the Smart Phone cell service in order to prevent the organization from remotely wiping the device.
13. Personally-owned smart phones may not connect to Loudoun County's private (Staff) WiFi network. However, personally-owned smart phones may connect to Loudoun County's Public WiFi network.
14. Users are required to take responsibility to ensure their Smart Phone is free of malware.
15. Users may not download and install personal software on their Smart Phones that may disrupt, impede, or otherwise interfere with any County applications or the County networks being used.
16. DIT reserves the right to randomly and periodically audit smart phone devices to ensure policy compliance.
17. Loudoun County DIT reserves the right to modify or suspend this policy at anytime.
18. Users will be required to renew their Smart Phone Policy agreement annually.

Violations:

Failure to comply with this policy could result in immediate revocation of this service and could lead to disciplinary actions.

Responsible Department/Division:

Loudoun County Government Department of Information Technology

This policy remains in effect until revised or rescinded.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 05 2020 LBOT Meeting and Holiday Schedule

SUBJECT:	2020 LBOT Meeting and Holiday Schedule
CONTACT:	Director Chang Liu
ACTION DATE:	September 18, 2019
RECOMMENDATION:	Ms. Liu will present staff's recommendation for Calendar Year 2020's LBOT meeting and Library holiday schedule for LBOT's approval.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
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.

Loudoun County Public Library Board of Trustees
INFORMATION ITEM SUMMARY: II 06 Staffing Update

SUBJECT:	Staffing Update
CONTACT:	Director Chang Liu
ACTION DATE:	September 18, 2019
RECOMMENDATION:	Ms. Liu will give a staffing update for July and August.
BACKGROUND:	
ISSUES:	
FISCAL IMPACT:	
DRAFT MOTION:	
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Loudoun County Public Library Board of Trustees

ACTION ITEM SUMMARY: **AI01 Approval of Budget Think-Tank's Recommendation for FY2021 Resource Requests**

SUBJECT:	Approval of Budget Think-Tank's Recommendation for FY2021 Resource Requests
CONTACT:	Director Chang Liu, Trustee Sean Mallon, and Trustee Christine Newton
ACTION DATE:	September 18, 2019
RECOMMENDATION:	The LBOT approve the budget think-tank's recommendation for FY2021 resource requests
BACKGROUND	Every year, two trustees and senior library staff form a Budget Think-Tank to brainstorm the needs of LCPL for next fiscal year. This year, the budget think-tank met three times, and focused the discussion on the need for additional staff in Library Administration, especially in the areas of Programming, Technology Services, and Communications, to support the increased branch staff and meet the growing needs of the community.
ISSUES:	
FISCAL IMPACT:	If approved by the BOS, the combined costs for salaries, benefits, office equipment, etc. would be at least \$100,000 per year per additional position.
DRAFT MOTION:	I move to approve the resource requests as presented by the budget think-tank.
ATTACHMENTS:	
NOTES:	
ACTION TAKEN:	

Library Trust Funds Holdings

7/31/2019

Irwin Uran Trust Fund	\$ 132,947.12	LGIP*	2.3990%
Symington Trust Fund	\$ 84,581.57	LGIP*	2.3990%
		CD**	Trade Date Maturity Yield
	\$ 819,000.00	<i>John Marshall Bank</i>	03/31/16 03/31/21 2.000%
	\$ 772,000.00	<i>Access National</i>	03/19/15 03/17/20 1.950%
	\$ 851,824.65	<i>FVC Bank</i>	02/19/19 02/19/24 3.005%
	\$ 845,245.27	<i>Virginia Commerce</i>	03/29/17 03/29/22 2.000%
	\$ 874,814.45	<i>United Bank</i>	03/22/18 03/22/23 3.000%
Symington Total	\$ 4,247,465.94		
James Horton Trust Fund	\$ 24,912.95	LGIP*	2.3990%

*LGIP balances available for expenses

**CD balances subject to penalty for early withdrawal

**Irwin Uran Trust Fund
Fund 1220
FY20**

Month	Beginning Balance	Prior Mo Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 132,681.87	\$ -	\$ -	\$ -	\$ 132,681.87	\$ 265.25	\$ 132,947.12	2.3990%
August		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
September		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
October**		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 132,681.87	\$ -	\$ -	\$ -	\$ 132,681.87	\$ 265.25	\$ 132,947.12	

*Interest Earnings Based On Average LGIP Rate For the Month

**James Horton Prog for the Arts Trust Fund
Fund 1222
FY20**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned*	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 24,863.24	\$ -	\$ -	\$ -	\$ 24,863.24	\$ 49.71	\$ 24,912.95	2.3990%
August		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
September		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
October		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 24,863.24	\$ -	\$ -	\$ -	\$ 24,863.24	\$ 49.71	\$ 24,912.95	

*Interest Earnings Based On Average LGIP Rate For the Month

**Symington Trust
Fund 1223
FY20**

Month	Beginning Balance	Prior Month Adjustment	Revenue (Donations)	Expenses	Ending Balance Oracle-Interest*	Interest Earned @ LGIP Rate**	Interest Received CD's	Ending Balance Oracle+Interest	Average LGIP Rate
July	\$ 4,247,175.06	\$ -	\$ -	\$ -	\$ 4,247,175.06	\$ 290.88	\$ -	\$ 4,247,465.94	2.3990%
August		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
September		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
October***		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total FY	\$ 4,247,175.06	\$ -	\$ -	\$ -	\$ 4,247,175.06	\$ 290.88	\$ -	\$ 4,247,465.94	

*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

CDs 7/1/2018-2/17/2019

\$ 819,000.00		<i>John Marshall Bank</i>	03/31/16	03/31/21	2.000%
\$ 772,000.00		<i>Access National</i>	03/19/15	03/17/20	1.950%
\$ 790,612.34		<i>Access National</i>	02/18/14	02/17/19	1.500%
\$ 874,814.45		<i>United Bank</i>	03/22/18	03/22/23	3.000%
\$ 845,245.27		<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
\$ 4,101,672.06					

CDs 2/17-6/30/2019

\$ 819,000.00		<i>John Marshall Bank</i>	03/31/16	03/31/21	2.000%
\$ 772,000.00		<i>Access National</i>	03/19/15	03/17/20	1.950%
\$ 851,824.65		<i>FVC Bank</i>	02/19/19	02/19/24	3.005%
\$ 874,814.45		<i>United Bank</i>	03/22/18	03/22/23	3.000%
\$ 845,245.27		<i>Virginia Commerce</i>	03/29/17	03/29/22	2.000%
\$ 4,162,884.37					