



**Bi-Monthly Meeting Agenda
for the Samuels Library Board of Trustees
May 13, 2024**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from: March 11, 2024 Board of Trustees Meeting
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Finance Committee Report
 - a. FY2024 Budget vs. Actual Update
 - b. Mellon Grant Update
 - c. Proposed Fund Changes
7. Development Committee Report
 - a. Taste for Books
8. Strategic Planning Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
11. FOSL Report
12. County Update
13. Old Business
14. New Business
15. Adjourn – Next Meeting Date July 8th, 2024

Meeting Packet available to view at:

<https://samuelslibrary.net/images/about/board-of-trustees/240513-SPL-Board-Packet.pdf>

Samuels Public Library Bi-Monthly Meeting
of the Board of Trustees

March 11, 2024
5:30 pm.

In attendance:

Melody Hotek, President; Lisa Cobb, Vice President; Katie Carr, Secretary; Pete Walker, Treasurer; Maj. Gen. Hobgood, At-Large; Celeste Brooks, Joan Richardson, Michelle Leasure, Lewis Moten, Ed Richards, Michael Whitlow, Madeline Hickman, Chris Estes, FOSL President; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Cheryl Harrison, Circulation Supervisor.

Absent: Lori Girard, Daniel Pond.

With a quorum present, Ms. Hotek called the meeting to order at 5:31 p.m.

The Bi-Monthly January 8, 2024, minutes were presented. Ms. Brooks requested a correction to the Board of Trustees application deadline from May 15, 2024, to March 15, 2024. Ms. Richardson moved to approve the minutes as presented with correction. Mr. Lewis seconded and passed unanimously.

The January 25, 2024, Board of Trustees special meeting minutes were presented. Maj. Gen. Hobgood moved to approve the minutes as presented. Ms. Richardson seconded and passed unanimously.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek reported that everyone is preparing for "A Taste for Books." Ms. Grady distributed ticket packets for Board members to sell. Ms. Hotek asked that Board members report their ticket sales and unsold tickets to the circulation desk so we can track sales. Ms. Hotek said event planning is going well. New table hosts are attending, silent auction items are arriving, and staff is busy preparing decorations. Donations are being accepted for this year's Board of Trustees silent auction liquor basket featuring liqueurs and cordials. We are also looking for Board members to volunteer to bartend for an hour during the evening. Ms. Hotek complimented Erin Rooney, our new Director, on her great start and participation in community events. Ms. Rooney has joined the Rotary Club of Front Royal.

Library Director's Report:

Ms. Rooney presented the Library Director's report for January and February 2024 and announced that we are officially the recipient of the Mellon Grant. The grant is effective April 1, 2024, and will continue over the next five years. Ms. Grady has already begun discussions on how to track and report the grant funding and expenses. Ms. Rooney elaborated on redesigning the current Traister Computer Lab into the new Makers Space and areas on the adult side of the building.

Finance Committee:

Mr. Walker reported that at this point in the calendar year, the budget should be at 67%. The income side is ahead at 72%, while the expense side is 69.8%. Mr. Walker noted that Ms. Grady had provided notes on any variances. Mr. Moten inquired what information the Board of Supervisors said we missed. Mr. Walker felt it was a result of the two organizations combining different accounts, resulting in different reporting results. The net numbers remained accurate and unchanged. The Library has answered questions and provided numbers to the Board of Supervisors. Discussion ensued.

The current account balances are:

Operating Account = \$144,172.56

Reserve Account = \$152,487.50

Investment Account = \$1,002,278.05

(It consists of the Huber Endowment Account—\$56,861.28, the Endowment Account—\$5,686.04, and the regular investment account—\$939,730.73.)

Community Foundation Accounts:

\$7,248.67

\$6,582.51

Due to recent staffing changes and open positions within the Library, Ms. Hotek opened a discussion regarding our current starting wage and the inability to compete with local businesses. Maj. Gen. Hobgood moved that the baseline salaries of the hourly employees at Samuels Library be raised from \$13.00 to \$15.00 per hour and other employees be raised commensurate as the staff and Director deem appropriate, effective March 1, 2024. Ms. Grady will create a new FY2025 budget reflecting the additional approximate \$40,000 needed to sustain the adjustment to the salary line item. Ms. Cobb seconded, and the vote passed unanimously.

Development Committee:

Maj. Gen. Hobgood reported that the Committee met on February 14, 2024, and discussed the best way to report fundraising efforts, resulting in a new report format. Maj. Gen. Hobgood encouraged everyone to donate to the "A Taste for Books" Board challenge. The Committee's focus continues to be on Planned Giving, with the intention of adding at least two new Planned Gifts each year. Ms. Grady acknowledged Jessica Sayer's efforts and team-building skills in organizing a very successful "Day of Giving" campaign.

Mr. Walker expressed concern regarding the "solo cup" analogy used at the January 30, 2024, Board of Supervisors meeting. The group voiced concern that if fundraised money is used toward funding the operating budget, volunteers and donors would be less likely to donate their time and money to the Library. This concern prompted a detailed discussion on disseminating budget information to the Board of Supervisors.

Strategic Planning Committee:

Ms. Richardson reported that the Committee met on February 12, 2024. She stated that the Committee continues to work on reviewing the current plan and updating it for the next five years. The only remaining section for review is the Collection Development section. The document will be presented at the May Board of Trustees meeting. The Committee will next meet on April 1, 2024.

Committee on Trustees:

Ms. Brooks reported that new trustee applications are due on March 15, 2024. The next Committee meeting to review applications is set for March 19, 2024, at 5:00 p.m. Ms. Brooks has received four applications and anticipates receiving two more.

Policies & Bylaw Committee Report:

The Committee met on February 26, 2024. Preliminary work began on the Collection Development Policy, with a goal of completion by the end of FY2024. Mr. Moten made a motion to change the FOIA policy with generic contact information to foia@samuelslibrary.net addressed to the Library Director or Director of Operations. Ms. Cobb seconded, and the vote passed unanimously.

FOSL Report:

Mr. Estes, FOSL President, reminded everyone of the Eclipse Watch Party on April 8, 2024. Mr. Dane Toler will also be holding an Eclipse program on March 30, 2024.

County Update:

Ms. Cullers reported the budget process is still ongoing.

Old Business:

No business to report.

New Business:

No business to report.

Ms. Hotek adjourned the meeting at 7:08 pm. The next meeting will be held on Monday, May 13, 2024, at 5:30 pm.

Respectfully submitted,

Katie Carr
Secretary

Director's Report

March & April 2024



General Updates

- Samuels Public Library was awarded a Mellon Grant of \$500,000 to fund a revitalization of our Memory Lab services and to build a Makerspace in the former computer lab area. The grant will fund the purchase of state of the art equipment for archiving personal documents and media, new databases for genealogical research, equipment to allow patrons to use for creative endeavors, and for an additional part time staff member. Construction has already begun in the room, with several projects completed over the past two months.
- All library staff contributed to the planning, decorating, and running of our annual Taste for Books fundraising event. That was a major success. 250 people attended this year's event and we raised over \$27,000.
- The youth and adult departments are well underway with summer reading program planning, with programs and prizes picked out. The youth department will have a petting zoo while the adult side will be bringing back our Tiny Art exhibit.
- Staff are planning to attend two outreach events for May, Free Comic Book Day at Main Street Geek. And Family Fun Day.
- We have had three new hires in the months of March and April. Rachael Roman started March 18th as our new Adult Reference Manager and in youth services we have Carolyn Fink and Ben Garrand.

Facility

- To combat a rise in book defacements, 4 additional security cameras have been installed to the back area of the adult side of the building from BK Connected Solutions as well as replacements for the front and back door cameras.
- In March, two self-checkouts in front of the circulation desk were replaced by units from FE Technologies as well as RFID pads at the 3 circulation stations and the cubby in the back where books are received.
- After receiving samples from FE Tech and discussing them with staff, in March we decided to start using slightly wider, 'credit card size' RFID tags in items, as they reportedly work better, as well as utilizing clear tags in board books. Clear tags can go into use immediately, while the larger tags will not be put into use until we get through our current supply of square tags.
- Several renovation projects have been completed in the last two months for the makerspace and memory lab. The carpet has been replaced with vinyl wood flooring and new tables have been ordered. Additional data ports have been added as well as a call box to allow staff to ring for assistance. Updates to existing and new electrical outlets have been added to ensure adequate hookups for new equipment. LED lighting has been installed and Jessica Sayers met with DeWayne Coates multiple times to go over installation of TVs for the new AV system which is projected to take place after the cabinetry has been installed. The counter and cabinetry will be done by Strong Oaks Work Shop who previously made the new youth reference desk.
- In April Jessica Sayers ordered 12 Dell Vostro 16 laptops that will be used in the memory/makerspace lab as well as a charging cart where these laptops will be stored.
- Staff moved the shelves that housed the magazines, newspapers, and board games that were at the back of the adult reference section forward in anticipation of the addition of a sound booth to be purchased as part of the Mellon grant project. Newspapers and magazines can now be found behind the Graphic Novel and Spanish collections, and the board games are now located at the front of the reference area next to the new book shelf.

Usage & Services

- April stats were unavailable at the time of this report.
- Total circulation is up 4% over FY24
- Our number of new patron registrations continues to see an increase at 13% over FY23 but the total number of patrons is down due to our initial purge of old accounts.

- Reference services are now up 82% over FY23
- Internet usage is up 12% over FY23
- Two new databases have been added and will be available at the beginning of June in conjunction with the Mellon Grant, Fold3 and Newspapers.com (world edition). This will give patrons access to the entire ProQuest genealogy suite. Fold3 focuses on military records while Newspapers.com world edition gives patrons access to historical newspapers from all around the world. This is especially helpful for patrons with ancestors from overseas.
- Staff provided numerous patrons with assistance in printing and copying documents. Staff and patrons are delighted with the new “scan to email” feature that lets patron scan documents on the copier and send to an email address at no cost.

Programming Highlights

- The Library participated in the Warren County IRL Global Day of Unplugging event on Saturday, March 2nd by having a board game program at the library. The library had about 35 participants of all ages.
- Circulation staff member Dane Toler did a wonderful astronomy program on Saturday March 30th in preparation for the April 8th solar eclipse that had about 67 attendees.
- On Monday April 8th The Friends of Samuels Library hosted an Eclipse watch party at the library that had well over 300 people. The library also distributed around 1000 eclipse glasses throughout the week prior and during the event so that patrons could view the eclipse safely.
- The youth department partnered with Parks and Rec for an Easter event that had about 300 people. It included story time and crafts as well as the Easter bunny.
- On April 6th the youth department also partnered with Winnie Ehlinger and ARC to put on a Mad Hatters Tea Party for special needs children and adults.
- We met children at Eastham Park for a new story walk event featuring a new book, a scavenger hunt and a craft.
- Volunteer Sharon Fisher planned and hosted three off-site photography programs at Shenandoah River State Park: Wildflowers, Sunset and Night Photography, and Bluebells and Wildflowers. The popular programs had 16 attendees for the March Wildflower program, 18 for the Sunset and Night Photography program in April, and 12 for the Bluebells and Wildflower program in April.
- Staff member Elena Jaques has done very well taking over as the lead for the monthly Genealogy Program.
- The library hosted two health programs led by outside speakers. March’s program was about pain management, led by Dr. Christopher Massonneau, and had 14 attendees. April’s program was focused on fall prevention, led by Dr. Sherisue Barber with Benchmark Physical Therapy.
- Grace Green and Michal Ashby participated in town talks at the Royal Examiner to promote upcoming library programs.



Figure 1- Staff photo: Taste for Books



Figure 2 – Eclipse Watch Party



Figure 3- Story time with the Warren County Sheriffs



Figure 4- Easter Extravaganza



Finance Committee Meeting Minutes
April 16, 2024

In attendance: Pete Walker, Mack Hobgood, Michelle Leasure, Melody Hotek, Erin Rooney and Eileen Grady.

The meeting was called to order at 5pm. Ms. Grady indicated there were two items on the agenda: the first being the Mellon Grant and the second concerning 'Accounting Considerations for Fundraised Money'.

Ms. Grady began by advising the committee that all \$500,000 of the Mellon Grant had been deposited into Library Reserve Account. She expressed a desire to open a separate account for these funds in order to accurately track interest earned on the monies. The committee discussed a variety of options, and in the end advised Ms. Grady to seek out the best yield (recommending a target of 5% growth) using any available options, but not to exceed tying the money up for more than six months at a time, which is also a Mellon point in their contract. They requested that the final option be brought to the Finance Committee for endorsement, at which time it would be determined if they were prepared to advance the investment recommendations to the full Board of Trustees for vote.

Mr. Hobgood then led a discussion concerning the 2nd agenda item. He referred the committee to the document he had prepared, the goal of which was to reevaluate the Library's Investment account, with the need to protect the corpus being the ultimate goal. Mr. Hobgood further explained that he believed this approach would clarify for the public the intent of this account – which is the ability to secure a long term additional stream of revenue for the Library's operations. He further advised that the current policy governing this fund would need some changes, but the ability to withdraw funds from the account would remain the same, as outlined in the current policy. After discussion, the committee agreed on this approach – roll the existing General Endowment into the Investment Account and rename said account 'Samuels Endowment Account'. It was further suggested that the Investment Advisor be asked about the possibility of making the Huber Endowment a subaccount the newly created Samuels Endowment Account.

Staff was instructed to contact the Library's Investment advisor and Auditor to see if this can be accomplished, and whether or not any issues could arise from such a change. The committee further advised that we should bring this matter to the May Board meeting, and look to make this change effective with the start of the new fiscal year – July 1, 2025.

Respectfully submitted,

Eileen Grady
April 17, 2024

Budget vs. Actual

July 2023 through April 2024

						TOTAL			
		Mar 24	Budget	Apr 24	Budget	Jul '23 - Jun 24	Budget	% of Budget	
Income									
	4000 · Investment Account Funding	0.00	0.00	0.00	0.00	26,518.67	29,550.00	89.7%	annual 3% distribution from Investment Acct
	4020 · County Appropriation	0.00	0.00	256,000.00	256,000.00	1,024,000.00	1,024,000.00	100.0%	
	4050 · State Aid	0.00	0.00	60,834.72	66,413.00	231,561.22	231,437.00	100.1%	
	4060 · Other Grants/Reimbursements	0.00	0.00	0.00	0.00	21,025.49	5,000.00	420.5%	Rec'd E-RateFunds & \$18K ARPA Reimbursement Funding
	4068 · Samuels Fund/Reserve	0.00	0.00	0.00	37,540.00	0.00	45,540.00	0.0%	
	4110 · Copier Income	1,324.87	850.00	1,032.65	850.00	9,729.73	10,000.00	97.3%	
	4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
	4120 · Interest Income	342.46	100.00	1,080.56	100.00	3,521.71	1,211.58	290.7%	
	4140 · Donations	34.80	200.00	1,030.25	600.00	77,309.21	5,000.00	1546.2%	book banning controversy resulted in many donations
	4146 · FOSL Donations	0.00	0.00	0.00	2,000.00	29,500.00	15,000.00	196.7%	FOSL has had a very successful year so far, and has been very generous
	4147 · Adult Dept Donations	0.00	0.00	500.00	0.00	2,500.00	1,000.00	250.0%	\$2K from Valley Health for new medical/health related books
	4149 · Community Outreach Income	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	transfer from Reserve per budget
	4159 · Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
	4160 · Children's Programs Donations	0.00	2,000.00	100.00	0.00	9,140.00	6,000.00	152.3%	\$3K Elks, \$1K Rapp Elec, \$2K Cochran grant & \$1K don. for Y/A collection
	4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	500.00	0.0%	
	4171 · Book Sales - Amazon	0.00	250.00	59.80	250.00	981.22	2,000.00	49.1%	
	4175 · Retail Income	70.50	62.50	55.60	62.50	830.80	750.00	110.8%	
	4190 · Development - from Reserve	0.00		0.00		4,000.00	4,000.00	100.0%	transfer from Reserve per budget
	4210 · Fines Income	666.24	800.00	585.15	450.00	6,997.44	12,000.00	58.3%	
	4215 · FAX Service	117.00	100.00	32.75	50.00	435.02	1,000.00	43.5%	
	4220 · Replacement Costs	510.45	250.00	205.96	550.00	5,387.35	7,500.00	71.8%	
	4230 · Nonresident Fees	20.00	20.00	10.00	20.00	125.00	250.00	50.0%	
	4250 · Interlibrary Loan Chgs	10.00	5.00	5.00	15.00	125.00	150.00	83.3%	
	4300 · Interest/Dividends on Investmen	0.00		0.00		0.00	0.00	0.0%	
	4400 · Meeting Room Income	224.00	100.00	88.00	50.00	698.00	500.00	139.6%	
	4700 · Misc Income	-4.89	10.00	20.76	5.00	35.65	100.00	35.7%	
	Total Income	3,315.43	4,747.50	321,641.20	364,955.50	1,431,902.84	1,398,488.58	102.4%	

Budget vs. Actual

July 2023 through April 2024

						TOTAL			
		Mar 24	Budget	Apr 24	Budget	Jul '23 - Jun 24	Budget	% of Budget	
Expense									
	6000 · Salaries	62,850.37	68,000.00	65,849.42	68,000.00	604,707.07	763,518.58	79.2%	employee turnover has slightly effected this total
	6040 · Retirement Funding/Current	2,614.24	3,040.00	2,617.71	3,040.00	27,107.75	36,400.00	74.5%	employee turnover has slightly effected this total
	6050 · FICA SS/Med Payroll Tax Expense	4,808.07	5,178.25	5,037.47	5,178.25	46,260.12	58,000.00	79.8%	employee turnover has slightly effected this total
	6060 · Unemployment Tax Expense	11.76	166.66	22.14	166.66	836.05	2,000.00	41.8%	
	6080 · Hospitalization Expense	-734.30	-759.00	31,626.01	29,891.25	116,061.57	113,500.00	102.3%	final quarter paid in April - should end up close to budget by year end
	6090 · Travel/Administrative Costs	825.71	700.00	298.46	750.00	4,457.33	8,000.00	55.7%	
	6091 · Development Travel/Admin Exp	165.51	225.00	30.00	50.00	4,128.57	4,000.00	103.2%	no further expenses anticipated
	6200 · Books/Materials	6,388.99	7,900.00	6,095.41	7,900.00	81,397.10	95,000.00	85.7%	
	6235 · Databases	0.00	0.00	1,500.00	1,500.00	12,150.57	17,000.00	71.5%	timing
	6250 · Subscriptions	0.00	50.00	25.00	100.00	3,902.91	7,200.00	54.2%	timing
	6280 · Library Supplies	3,268.49	3,000.00	784.41	150.00	9,110.70	11,000.00	82.8%	
	6300 · Internet Access Charges	400.00	420.00	400.00	420.00	4,360.09	6,000.00	72.7%	planned for an increase this year which didn't occur
	6410 · Special Projects	0.00	0.00	0.00	0.00	9,279.24	4,000.00	232.0%	\$6K from FOSL to cover some costs for staff dev. Day and volunteer event
	6411 · Community Outreach	0.00	100.00	50.00	500.00	4,777.06	4,000.00	119.4%	\$4K from FOSL for Samicon and Christmas Parade
	6420 · Childrens/Special Programs	0.00	250.00	25.98	750.00	3,136.35	6,500.00	48.3%	timing - heavy ordering has begun for Summer Reading Program
	6430 · Adult Programs	0.00	100.00	0.00	100.00	850.89	2,000.00	42.5%	timing - heavy ordering has begun for Summer Reading Program
	6440 · ILL Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
	6610 · Contractual Services	3,262.82	3,100.00	30.00	30.00	10,544.56	13,000.00	81.1%	
	6620 · Maint. Supplies/Small Equip.	571.55	750.00	714.36	750.00	7,637.37	9,000.00	84.9%	
	6622 · Custodial Services	3,250.00	2,920.00	0.00	2,920.00	30,487.50	35,000.00	87.1%	
	6630 · Repair & Replacement	0.00	2,000.00	0.00	250.00	8,175.29	7,500.00	109.0%	inv rec'd for \$3,894 for service performed 3/15/23
	6639 · Professional Services	0.00	0.00	0.00	0.00	46,238.44	0.00	100.0%	legal and mktg - donations rec'd to cover
	6640 · Furniture	0.00	0.00	0.00	0.00	1,158.96	0.00	100.0%	new chairs for director's office
	6641 · Story Walk	29.38	0.00	0.00	0.00	29.38	0.00	100.0%	
	6710 · Insurance	6,339.77	1,500.00	0.00	2,500.00	6,339.77	6,200.00	102.3%	
	6720 · Utilities	5,238.20	6,375.00	5,379.10	6,375.00	69,039.36	76,500.00	90.2%	
	6810 · Postage	59.95	700.00	9.95	100.00	1,178.72	2,500.00	47.1%	timing
	6820 · Telephone	228.95	292.00	232.04	292.00	2,356.95	3,500.00	67.3%	
	6830 · Office Expenses/Supplies	565.80	1,100.00	25.80	300.00	4,270.41	6,000.00	71.2%	

Budget vs. Actual

July 2023 through April 2024

						TOTAL			
		Mar 24	Budget	Apr 24	Budget	Jul '23 - Jun 24	Budget	% of Budget	
	6840 · PR & Advertising	3,200.00	250.00	0.00	0.00	7,310.66	2,000.00	365.5%	employee turnover has significantly effected this total - many job ads run
	6850 · Copier Expense	787.79	1,050.00	969.46	650.00	10,546.12	10,000.00	105.5%	
	6860 · Audit Expense	0.00		0.00		12,532.00	12,000.00	104.4%	complete
	6900 · Computer Equipment	-1,147.64	1,500.00	390.00	200.00	19,773.38	5,250.00	376.6%	computer replacements per tech inventory rotation - unbudgeted
	6905 · Computer Maintenance & Suppli	1,922.00	0.00	128.29	2,250.00	8,798.01	9,750.00	90.2%	
	6906 · Hot Spots	259.69	475.00	256.90	475.00	3,931.73	5,280.00	74.5%	
	6955 · Library Automation System	0.00	0.00	21,507.52	0.00	43,015.04	22,500.00	191.2%	annual payment-timing-made 2x this year-will be back on track beginning FY25
	6962 · RFID	818.79	0.00	1,214.29	12,750.00	16,574.08	12,750.00	130.0%	one time cost for old equipment return
	6963 · SAMS	0.00	0.00	3,214.75	3,000.00	3,214.75	3,000.00	107.2%	
	6964 · SenSource	0.00	0.00	393.00	340.00	393.00	340.00	115.6%	
	6966 · Firewall Hardware/Software	145.00	700.00	145.00	600.00	2,475.20	6,000.00	41.3%	
	6969 · Reading Program Software	0.00	0.00	0.00	0.00	995.00	1,500.00	66.3%	Library of VA paying part of this
	6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	
	6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,900.00	100.0%	annual payment
	6972 · Cloud Storage	88.03	75.00	97.75	100.00	1,338.24	1,300.00	102.9%	annual payment
	6973 · Mobile App	0.00	0.00	0.00	0.00	2,024.61	1,800.00	112.5%	annual payment
	6974 · Server Partitioned Back-Up	0.00	0.00	2,370.00	0.00	2,370.00	2,800.00	84.6%	change in service provider resulted in savings
Total Expense		#####	111,157.91	151,440.22	152,378.16	1,258,172.90	1,398,488.58	90.0%	

Samuels Public Library

Financial Management and Long Term Survivability

Background:

Samuels Public Library (SPL) has successfully managed its financial affairs for many years, resulting in consistently healthy financial audits and a solid current financial posture. Annual expenses and revenues have been in balance and the reserve and investments accounts have grown. Annual budget allocations from Warren County, while mostly flat and well below inflation, have been consistent with one recent exception. Donations to the library, a not-for-profit 501C(3), have increased over the past several years.

Allocations from the State of Virginia, while dependent on consistent public funding, have increased over time. Library programs have been financially supported and enhanced and the facility well maintained. Employee salaries have not kept pace with inflation and remain below par. As a result of flat county funding over the past several years, employee raises have been primarily funded from library reserves.

During a recent book challenge, the County of Warren temporarily withheld financial support for the library. This resulted in a number of policy changes and a new two-year MOU. There is no cost of living increases in the new MOU, continuing a pattern of flat funding. From this experience it would be fair for the library to conclude that future county funding is tenuous and not assured.

Discussion:

The library maintains several primary financial accounts....."operational", "reserve" and "investment". Temporary accounts are opened as needed. There is a new named endowment account. The library's strategic plan envisions the endowment growing over time, primarily through planned and major donor giving.

As a result of sound management, wise investments and successful not-for profit fund raising, the investment account has now reached about \$1M. This has caused some to question the need for county funding at the historical level. Also, there have been suggestions that donated monies should be used to meet operational needs and then the county fill the remaining portion to satisfy the

annual budget. Such an up-side-down approach would be financially devastating to the library, contrary to the wishes of donors who have supported the library and inconsistent with not-for-profit best practices.

SPL patrons give to the library to assist with special programs and improvements and not for basic operational needs, including employees' salaries and benefits. Patrons consider operational funding a basic responsibility of the county that is funded from their taxes. It is likewise true that volunteers give their time to the library to ensure the library has all of the resources, including financial, programs, etc., to be an outstanding community library.

The vast amount of volunteer time, over 8,000 hours annually, is given freely to supplement the funding from the county. Volunteers have been very clear that their donated time is not given to replace county funding. There is no doubt that volunteering would significantly diminish if donations intended to enhance services and programs were used to satisfy operational needs.

Alternative:

The investment account represents the library's commitment to long term financial security. However, its name implies an intention to meet current needs. In practice the fund is used just like an endowment....conservatively invested and only a small percentage (currently 3%) is withdrawn to meet current needs.

Having grown to \$1M, the purpose and intended use of the investment account is misunderstood. Unfortunately, it has become a target..... and to a lesser extent so has the reserve account. The reserve fund currently has a balance of about \$150,000 and is used to accommodate real time emergency and operational needs, including modest salary increases that are not funded by the county.

The timing is right to formally create a general endowment fund. By definition and practice, endowments are for long-term security, not short term operational needs. Endowments do not fund annual budgets. Instead, they ensure the long term survivability of the institution. Thus, endowment funds are conservatively invested and the institution only uses the earnings from the fund. The corpus of the fund is protected and not used. The endowment model works perfectly for SPL, protects the fund for the long term and provides a modest stream of income.

There is a continuing need for a reserve account to satisfy short term unbudgeted needs. The reserve account is funded with donated monies at a level that management believes is sufficient to accommodate unforeseen situations. In the case of SPL it would be \$150,000 to \$200,000. Having a reserve account is particularly critical for SPL during a time of flat county funding, where there is no provision for contingency or emergency needs and no money to fund much needed employee's salary increases.

Goals:

- Ensure SPL is financially secure for the long term.
- Protect and grow the endowment fund.
- Provide donors with reliable giving/investment opportunities.
- Clarify how financial resources are designated, managed and used.
- Demonstrate to the County Board of Supervisors and to local supporters that SPL is a good investment and an example of a strong government/not-for-profit partnership.

Recommendation:

SPL reallocate current financial assets to three primary and transitory accounts:

- "operational"for normal budget/operational expenses.
- "reserve"for contingency/emergency or other unfunded expenses.
- "endowment"for long term financial stability and a stream of income.
- "transitory"for accounting and managing grants, debts or other short duration financial needs.

Specifics:

1. Change investment fund to an endowment fund
2. Use available monies to initially fund the reserve and endowment accounts.
3. Provide continued opportunities for named endowments.
4. Maintain a reserve account at approximately \$150,000 - \$200,000.
5. Maintain the operational account as currently configured.
6. Set up transitory accounts as needed, e.g. the Mellon Grant.
7. Update the Board of Trustees investment fund policy statement, as needed, to accommodate the new funds management approaches.

Notes:

1. Board of Trustees review and vote on the financial management decisions discussed herein.
2. Proposal be reviewed and sponsored by the Finance Committee.
3. Development Committee review and comment.
4. These proposals be reviewed by SPL auditor.
5. SPL financial advisor review for financial soundness and practicality.

Questions & Answers

Q. What if the library needs the endowment money in the short term?

A. The Board created the endowment and may dissolve it or pull funds from it if deemed essential for the survival of the library.

Q. Why create the endowment if the Board can vote to dissolve it?

A. The endowment represents a strong commitment to long term financial viability and survivability. The funds corpus cannot be accessed to satisfy routine operational requirements.

Q. Do we have to change financial advisors?

A. No, our financial advisor should continue to manage our investments...this needs to be verified.

Q. What additional protection does an endowment offer over a normal investment account?

A. By definition and Board of Trustees decision, only earnings from the endowment may be used to meet operational needs. The corpus of the fund must be protected.

Q. What is the long term goal for the endowment fund?

A. Grow the endowment to have additional revenue for current needs and provide additional long term financial survivability.

Q. What is the down side of creating this new endowment fund?

A. The endowment is not available for routine operational needs without a Board determination.

Q. Are there any additional costs associated with creating the endowment?

A. Hopefully no, as this is a normal funds transfer.

Q. May SPL continue to take an annual withdrawal from the endowment?

A. Yes, the amount is determined by the board and is currently 3%.

Q. Will the endowment promote additional donations to the library?

A. Many donors view the permanence of an endowment fund as solid financial strategy and donate accordingly. We anticipate more planned and annual gifts in support of the endowment.

Prepared by: Henry M. Hobgood, April 22, 2024



Development Committee Meeting Minutes April 17, 2024

The Development Committee met on April 17, 2024 at Samuels Public Library. In attendance were Mack Hobgood, Lisa Cobb, Melody Hotek, Madeline Hickman, Michael Whitlow, Chris Estes, Katie Carr, Erin Rooney, and Eileen Grady.

Mack Hobgood called the meeting to order.

The committee accepted the February 14, 2024 meeting minutes as presented, with one correction in which the amount raised for the Puzzle Contest was \$481.

Review of the Samuels Public Library Financial Management and Long Term Survivability

Mr. Hobgood introduced the document discussed by the Finance Committee reviewing the Library's management of finances and covering ideas for long term survivability.

Discussion ensued about the points of the document, proposed changes, and how it relates to the work of the Development committee.

Fundraising Tracking Report –

The Committee accepted the Fundraising Tracking Report as presented.

Fundraisers –

- Ms. Grady provided a brief overview of the current status of A Taste for Books.
- Ms. Hotek informed the Committee that ticket sales are way ahead compared to previous years. She further elaborated on the silent auction items, the interactive tea pong game, and a special surprise for the opening. We have 18 table hosts this year and several new table hosts are participating.
- Ms. Grady stated that the fundraising this year is in great shape. Friends of Samuels Library contributed the most it's ever given to the Library.

- Ms. Rooney discussed the Memory Lab name, which plans to be The Forge (Samuels Forge Makerspace Memory Lab). Ms. Rooney stated that she hopes the grand opening of The Forge will be in a minimum of 6 months.
- Ms. Hotek stated the money from the Mellon Grant came all in one lump sum. A discussion ensued concerning a review of the Finance Committee's plan on how to handle the Mellon Grant money.
- Mr. Estes stated that people are still applying for FOSL Membership. A discussion about the Solar Eclipse program that FOSL spearheaded ensued.
- Ms. Cobb led a discussion regarding the process of how we should move forward in giving Dunkin Donuts a framed puzzle and Certificate of Appreciation for their participation in the Puzzle Contest.

Planned Giving

- Ms. Cobb led a discussion regarding the way the Planned Giving process will proceed. It was decided that individuals would meet 1-on-1 with Ms. Rooney.

There being no further business, the meeting was adjourned.

The next scheduled Development meeting is set for Wednesday, May 12, 2024 from 5:00 p.m. - 6:00 p.m.

	2023						2024				Grand Total	Notes
Source	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
Annual Appeal			\$1,000	\$1,000	\$17,651	\$21,568	\$274		\$100		\$41,593	
Book Banning Challenge	\$3,621	\$2,702	\$16,439	\$54,854	\$151	\$370					\$78,136	
Day of Giving						\$2,000	\$5,537	\$3,871			\$11,408	
Estate Gifts		\$5,000									\$5,000	Kovac Estate
FOSL Donations to SPL	\$4,000		\$8,500		\$7,000		\$10,000				\$29,500	Jan. \$10,000 for adult self-checkout upgrade
Memorial or In Honor	\$50	\$50	\$1,390	\$165	\$2,090	\$1,000		\$5,125		\$50	\$9,920	Feb. \$2,000 IMO RC by wife & family for Wonderbooks Feb. \$5,125 Windcrest Foundation Final Pledge Payment IMO RC - children's sef-checkout
Other	\$3,000	\$5,000	\$2,000			\$2,000		\$9	\$1,149	\$1,271	\$14,429	
Puzzle Contest						\$31	\$450				\$481	
Taste For Books						\$1,000	\$1,000	\$7,500	\$5,156	\$8,500	\$23,156	TFB Board Challenge: \$6,050 TFB Ticket Sales Included In-Kind and money raised from silent auction/tea pong not included
Grand Total	\$10,671	\$12,752	\$29,329	\$56,019	\$26,892	\$27,969	\$17,261	\$16,505	\$6,405	\$9,821	\$213,623	

All fundraising proceeds are used for Capital Improvement, Technology, or Special Programs unless indicated otherwise.

**Samuels Public Library
Strategic Planning Committee
April 1, 2024
Meeting started at 5:35 p.m. and ended at 6:10 p.m.**

In Attendance: Joan Richardson, Committee Chair; Melody Hotek, SPL Board President; Erin Rooney, Library Director; Michelle Leasure, SPL Board member

Absent: Lewis Moten, SPL Board member, Ed Richards, SPL Board member; Jessica Priest-Cahill, FOSL Board representative

Committee members continued the process of evaluating and revising the Library's current strategic plan with special focus on the Collection Development section. No changes were recommended to that section. The committee reviewed the document as a whole including recommended changes forwarded by the Development Committee. The Development Committees' recommendations were incorporated into the draft document. It was the consensus of the Strategic Planning Committee that the draft document resulting from this meeting should be sent to the full Board of Directors for comment and input at the next Board meeting schedule in May 2024. The goal is to have a final draft ready for the beginning of the next fiscal year.

Date for the Next Strategic Planning Committee: To be decided based on the results of the discussion of the draft strategic plan document at the May board meeting.

[Title Page]

**FY2025 – FY2030
Strategic Plan**

Updated annually by:
Samuels Public Library
Strategic Planning Committee

Approved by:
The Board of Trustees
2018, 2021, 2022, 2023

[Signature Page]

Samuels Public Library's Strategic Plan is a road map for the Library's staff, management, and Board of Trustees as we strive to honor and enrich the deep and textured heritage of our community and its Library. As community needs evolve, the Library's capacity and ability to service those needs must also evolve; therefore, the plan will be reviewed and updated annually. This is only the beginning of what is possible. We look forward to working with the residents of Warren County. Questions, comments, or suggestions about the Library or this plan, should be forwarded to:

Library Director, **Erin Rooney**
540-635-3153 erooney@samuelslibrary.net
330 E. Criser Rd, Front Royal, VA 22630

The Board of Trustees and staff of Samuels Public Library have reviewed the FY2025-FY2030 Strategic Plan and are committed to implementing the goals of the plan.

Signature of Board President

Date

Signature of Library Director

Date

OUR MISSION

Samuels Public Library brings people, information, and ideas together to enrich lives and build community.

OUR VISION

Samuels Public Library is committed to providing the Warren County community with outstanding public library services that meet the needs of a broad range of customers. The Director, staff, and Board will:

- **Tailor** Library holdings, services, and programs to meet the specific needs of the community.
- **Expand** the holdings, services, and programs over time.
- **Develop** strategies, plans, programs, **ADD and conduct fundraising** to ensure the long-term financial security and viability of the Library.
- **Provide** high-quality, modern, and well-maintained staff and customer space.
- **Fifth bullet was formerly the last sentence of the fourth bullet - Ensure** the staff is well trained with competitive benefits and compensation.

OUR VALUES

The following values will serve as guideposts for Samuels Public Library:

- **Inclusion** – We value the vast breadth of backgrounds, beliefs, and cultures of our patrons and staff, we provide high-quality services and collections that represent and celebrate our community's diversity.
- **Accessibility** – We value the different abilities of our patrons and staff, and we work to make our facility and services accessible and welcoming for everyone.
- **Community** – We value the Library's role in maintaining a vibrant, educated, healthy community and endeavor to establish and strengthen partnerships that help sustain Warren County
- **Intellectual Freedom** – We value the rights of Library users to read, seek information, and speak freely as guaranteed by the First Amendment while keeping user transactions and personal information confidential.
- **Lifelong Learning** – We value knowledge and believe that it is a vital component of an individual's quality of life, we strive to provide dynamic educational opportunities to all.

GOVERNANCE

GOAL: Samuels Public Library ("Library") will be administered and governed by an informed, active and responsible Board of Trustees ("Board"). The Board will maintain a relevant and realistic Strategic Plan.

Objective A: The Board will recruit members who are interested in the Library; recognize and supports its Mission, Vision, Values, and goals; are knowledgeable about the community; and are willing to devote the time, effort, and resources necessary to carry out the work of the Library.

- New Board members will receive orientation based on established guidelines to enable them to carry out their duties. The Library Director will be responsible for documenting new trustees' participation.
- New Board members will be assigned to Board committees to review and formulate policies and procedures related to the tasks assigned to their respective committees for consideration by the full Board and to ensure that the committees' end products comport with the strategic plan.
- **Delete** – "Whenever possible, the Board President ("President") will appoint a mentor to assist new Board members in understanding issues, procedures, and policies. The Board handbook will be kept up to date by the Committee on Trustees and the Executive Director ("Director")."

Objective B: In consultation with resources such as the Library of Virginia, a continuing education format will be developed early each fiscal year by the Director and President with the focus of keeping Board members knowledgeable of the trends, laws, and policies in library management.

Objective C: The Board will periodically evaluate its own needs and performance and take necessary steps to enable it to govern effectively.

- Board members will be asked at the annual retreat to identify for discussion any issues they perceive with Board performance. They will also be asked to complete a self-evaluation.
- Board members will be asked to complete a conflict of interest policy update at the first Board meeting of each fiscal year.

Objective D: The Policy Committee will conduct annual reviews of the bylaws, policies, and other guidelines that govern the Library to ensure that they support the implementation of this Plan.

Objective E: The Board will annually review, update, and re-approve the Strategic Plan.

FINANCIAL RESOURCES

GOAL: Samuels Public Library will seek a funding level that will allow implementation of the Library's goals and objectives.

Objective A: The Board will seek and evaluate fundraising opportunities when and where the opportunities are in accordance with the Library's standards and objectives.

- The Development Committee will annually prepare a development plan which will include the goals of and reasons for fundraising.
- The Library will continue to employ professional development staff as proposed in the annual development plan.

- The Development Committee will work with The Friends of Samuels Library (FOSL) to balance and assign development activities between the Library and FOSL.

Objective B: The Library will articulate its mission and funding requirements to the community and decision-makers. **DELETE** Management will seek ongoing relationships with Warren County personnel and key community leaders to serve this objective. Management will work cooperatively with the Warren County Board of Supervisors and key community leaders to serve this objective.

- The Library's Director of Operations and the Library Director will prepare and submit the Warren County form titled "Partnering Agency Budget Request to the Board of Supervisors annually to identify funding requests.
- The Library Director or the Board President will update the Board of Supervisors biannually regarding library activities, sources of funding, and the use of said funding.
- The Supervisor acting as that body's representative will sit on the Board of Trustees' Executive Committee and may report to the Board of Supervisors as is appropriate.

Objective C: Each year at Staff Development Day Library employees will be encouraged to examine operations and offer suggestions for improvement to supervisors to insure that all resources are managed as effectively and efficiently as possible. The Library Director will inform the Board of employee recommendations at a Board meeting.

Objective D: The Board will actively work with the Library's financial advisors to assure the efficacy of the Samuels Library Investment Fund.

- The Finance Committee will meet with the advisors at least semi-annually and advisors will be invited to a Board meeting annually.

Objective E: The Board will expand the Samuels Library Endowment Fund through planned giving and other fundraising activities to strengthen the financial posture of the Library. The Development Coordinator and the Development Committee will update the Board periodically regarding the status of the Endowment Fund.

FACILITY

Delete GOAL: Citizens of Warren County will have access to a Library facility which effectively maintains and supports library services and community need.

REPLACE WITH NEW GOAL: Samuels Public Library facilities will meet public safety and security needs and provide a high quality environment for users and staff.

Objective A: The Library staff will identify and prioritize maintenance, replacement, and augmentation requirements of the Library structure and equipment as needed.

Objective B: The Library staff will periodically evaluate meeting room space and usage charges.

Objective C: The Library staff will evaluate the overall space needs of the library and work with consultants to ensure that space is used to its utmost efficiency. Consideration will also be given to future expansion of the space.

Objective D: The Board will provide funding and will seek community involvement to maintain and improve the Library grounds and building.

- Staff and Board members will enlist the ongoing support of County grounds and maintenance staff, local Extension Master Gardeners, the **Tree Stewards** and others to maintain and improve the Library grounds and building.

Delete - PUBLIC INFORMATION **New title Public Relations**

GOAL: Citizens of Warren County will be informed about Library services, resources and programs.

Objective A: Library staff will create a fluid marketing plan **that includes the use of social media** to guide dissemination of information to the public in order to better publicize programs and services.

Periodically the Library Director will report social media metrics to the Trustees.

Objective B: The Library Director will from time to time present library statistical information to the Trustees and will annually oversee the creation of community info graphics utilizing year end library statistical data.

Objective C: Library Management, Board and FOSL, as appropriate, will strive to be available to speak to civic organizations and businesses and will also participate in appropriate community events to promote the Library.

PAID & VOLUNTEER PERSONNEL

GOAL: Citizens of Warren County will have access to sufficient Library personnel to provide quality services.

Objective A: The Library will have an adequate number of employees to implement the goals and objectives of this Plan. All staff positions will be filled by persons with the qualifications and skills necessary to implement the duties and responsibilities of the job and/or be appropriately trained to do so.

- The Library will be a **desired work place as evidenced by its employee retention rate.** **DELETE great place to work and will become a preferred employer in the community.** The Library will recruit high-quality candidates that reflect our community's diverse population.

Objective B: The Board, through the Library Director, will evaluate and enhance the salaries and benefits provided to its employees to insure that the Library is able to attract and retain highly qualified staff.

- Periodically a **Delete salary and benefits comparison** study of other similarly positioned libraries **and comparably placed Warren County employees** will be conducted to help determine the compensation of Library staff.

Objective C: The Library Director will review job descriptions as needed but at least every four years to ensure they reflect the evolving skills and knowledge required to meet Library needs.

Objective D: The Library Director will implement a plan to provide cross-training to all staff.

DELETE Objective E: The Board will provide eligible employees with benefits commensurate with Warren County employees **and other comparable libraries.**

Objective F: The Library will increase volunteer involvement where appropriate and will provide necessary training, supervision, and recognition.

- New volunteers will be invited to offer suggestions to improve the volunteer experience as they perform their assigned duties. The volunteer coordinator will also seek exit interviews with volunteers for input regarding their experience.
- The Library will work closely with FOSL to ensure book store volunteers are updated on Library policies.
- All volunteers are encouraged to record their volunteer hours as instructed during their orientation.
- The Library Volunteer Coordinator will record all Trustee volunteer hours utilizing information provided in the meeting minutes.

TECHNOLOGY

GOAL: Samuels Public Library operations will include current technology which provides accurate and effective service.

Objective A: The Library will position itself as a technology learning center for all citizens by providing internet access and hands-on experience. The Library will maintain data on overall usage of the technology available to patrons.

Objective B: The Library will expand and refine the provision of online, virtual, automation, and other developing systems and will be prepared to evaluate new products, modules, upgrades, and enhanced features.

Objective C: The Library will seek volunteers who are able to provide basic computer, other device, and program assistance to Library patrons.

Objective D: The Library will replace outdated data management systems with modern efficient and effective systems.

COLLECTION DEVELOPMENT

GOAL: Citizens of Warren County will have access to collections that endeavor to meet the topmost guidelines for public library service as identified in the document titled *Standards for Virginia Public Libraries* published by the Library of Virginia.

Objective A: The Library will provide a collection of high-interest materials in various formats for all ages and will strive to provide the specific titles and subject areas requested by Library patrons. Every effort will be made to maintain the integrity of the collection ensuring that a diverse range of materials is available to meet the needs and interests of everyone in the community.

Objective B: As specified in the Library's Collection Development Policy, Samuels Library will follow ALA's Library Bill of Rights, and ALA's Freedom to Read and Free Access to Libraries for Minors statements. A copy of the Collection Development Policy can be found on the Library's website: www.samuelslibrary.net.

Objective C: The Library will seek funds from varied sources to grow and update collections throughout the Library.

Objective D: The Library will research and obtain collections outside of standard offerings; i.e. board games and State Park passes.

REFERENCE

GOAL: Citizens of Warren County will receive accessible, quality reference service supported by adequate and appropriate personnel, materials, and technologies.

Objective A: Reference assistance and bibliographic instruction will be available to all age groups. Both the Adult Reference Desk and the Youth Services Reference Desk will be staffed at all times.

Objective B: The Library will provide quality service by offering accurate information in response to user requests. An efficient, timely, courteous, and impartial delivery of information services will be employed.

Objective C: The Library will **ADD continue to** investigate and implement additional channels to deliver reference services outside of the physical desk.

INTRAGENCY COOPERATION & PARTNERSHIP **Change title to Community Collaboration and Resource Sharing**

GOAL: Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.

Objective A: The Library will work and partner with schools, community organizations, and businesses to improve ways to share resources and access to quality service.

DELETE Objective B: The Library will work with the Warren County School System, private community schools, and homeschoolers to meet their needs.

- Library staff will ask public schools to keep the Library informed about teaching subject matter so that reference material and databases can be kept up to date.

Objective C: The Library will work with Valley Health and Warren Memorial Hospital to serve as a source of information for patrons.

Objective D: The Library will partner with Warren County law offices by offering access to legal databases.

ACCESS

GOAL: Citizens of Warren County will have the opportunity for access to library resources regardless of age, institutionalization, handicap, geographic isolation, or schedule.

DELETE Objective A: The Library will provide and improve various outreach programs for those unable to come to the Library.

- **DELETE** The Library will provide drop-off collections at places such as senior centers, assisted living facilities, and homeless shelters.

Objective A: The Library will explore avenues to increase accessibility of services for residents living in remote areas of Warren County **ADD** and or those residents unable to come in to the Library.

Objective B: The Library will make its facilities and services compliant with the Americans With Disabilities Act (ADA) legislation and other governmental regulations.

DELETE Objective C: The Library will be open to the public for at least 54 hours per week.

DELETE Objective D: The Library will strive to restore Sunday hours as soon as economically feasible.

PROGRAMMING

GOAL: Citizens of Warren County will have access to library programs which promote reading and the use of the Library's resources and services.

Objective A: The Library will use a multitude of platforms, both online and in-person, to deliver creative programs for all ages. **Objective moved from last in this section to first.**

Objective B: The Library will prioritize programs which introduce preschool and school age children to literature and that foster a love for reading.

Objective C: The Library will initiate timely and varied young adult programs. **DELETE** to assist participants in responding to intellectual, emotional and social situations with which they may have to deal.

Objective D: The Library will **DELETE** expand its **ADD** continue to provide adult programs to introduce Individuals and groups to Library materials and services, and provide information, cultural enlightenment, and recreation.

Objective E: FOSL will serve an integral role in the expansion of the Library's programs by continuing to improve and expand its program series in cooperation with Library staff.

Policy & Bylaws Committee

Meeting 4/29/2024 – 5:15 pm

Baxter/Bowling Meeting Room

Present: Lori Girard, Melody Hotek, Lewis Moten, Erin Rooney

Absent: Daniel Pond, Ed Richards

The Committee reviewed the final draft of the Collection Development Policy with only minor changes. The changes to the policy were derived after extensive review of a number of other policies from a variety of both large and small regional libraries. The policy takes into consideration our own local needs, perspective and history. The Committee is recommending the Board accept the new Collection Development Policy.

Meeting adjourned at 5:50 pm

Collection Development Policy (DRAFT)

Mission

Samuels Public Library brings people, information, and ideas together to enrich lives and build community.

To meet this mission, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects a multitude of ideas, and that materials are available in diverse media formats, either fiction or nonfiction.

Responsibility

Authority for determining policy in the selection and acquisition of materials is vested in the Samuels Public Library's Board of Trustees. The responsibility for material selection rests with the Samuels Public Library director, functioning within the framework of policies determined by the Board of Trustees and assisted by members of the staff who are qualified by reason of education and training.

Selection

Samuels Public Library's collection reflects current and popular materials for a variety of uses. The Library's selectors choose materials for a wide range of interests using industry reviews and statistics. Materials are selected to present an array of opinions on a subject and are judged as a whole rather than on isolated passages. Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Suggestions from the public regarding selection of materials are encouraged and will be reviewed by library staff and held to the same selection criteria. Flexibility and open-mindedness are exercised during the evaluation process. Selection of materials by the library does not mean endorsement of the contents or of views expressed in those materials. The Following factors are considered in selecting materials for the collection:

- Authority of author or publisher,
- Significance of subject matter,
- Accuracy of information, presentation, subject,
- Literary merit, readability, artistic quality,
- Potential or known demand,
- Importance to total collection,
- Inclusion in bibliographies, lists, review media,
- Availability elsewhere in community,
- Price
- Format

Independently published materials will be considered for selection and are likely to be added when a title meets one or more of these criteria in addition to those listed above:

- Regional connection
- Relevant to the general collection

- Wide audience appeal
- Positive review in a library review journal or a local paper
- Available for purchase through an established distributor

Gifts and Donation

Samuels Public Library accepts donations and materials from patrons. The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of the Library Bookstore and sale, or to dispose of them as the staff sees fit. The Library will not accept donations if the donor places restrictions on the disposition of the material. The Library cannot place monetary value on donated materials, as it is an interested party in the transaction. When a donor requests it, a receipt noting the amount of material accepted is given. Questions about how donations are received should be referred to the Library Director or Adult Services Librarian.

Collection Maintenance

Library materials are owned by Samuels Public Library. Outdated materials, low-demand materials, and worn or damaged materials will be removed from the Library collection.

Reconsideration

Samuels Public Library believes that confidential and unrestricted access to information is essential for people to exercise their constitutional rights, that reading, listening and viewing are individual matters, and adheres to the principles of the Library Bill of Rights and the American Library Association's Freedom to Read Statement, and interprets these statements to include all Library materials regardless of format.

No individual or group may restrict another person's access or use of Samuels Public Library materials, information, and resources. Selection of Library materials is not inhibited by the possibility that materials may come into the possession of minors. Responsibility for the utilization of Library materials by minors rests solely with their legal guardians, not with Library staff.

Any active Warren County cardholder has the right to request reconsideration of Library offerings. Paperwork to file a request is available at all Samuels Library service desks. For the request to be considered, the requester must

- Have a valid Samuels Public Library card
- Be a resident of Warren County, VA
- Complete the Request for Reconsideration form in its entirety
- Abide by the Samuels Public Library Rules of Conduct