



**Annual Meeting Agenda
Samuels Library Board of Trustees
July 8, 2024**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from the Annual Meeting July 2023
3. Committee on Trustees
 - a. Farewell to exiting Board Members
 - b. Renewal of Terms
 - c. Proposed new Trustees
 - d. FY 2024 Slate of Officers

Adjourn Annual Meeting.

**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
July 8, 2024**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from May 13, 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. FY 2024 Budget vs. Actual Report
 - b. FY 2025 Adjustment to Budget – State Aid Change
7. Development Committee Report
8. Strategic Planning Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
 - a. Interlibrary Loan Policy
 - b. Investment Policy Statement of Samuels Public Library
11. FOSL Report
12. County Update
13. Closed Session
14. Old Business
15. New Business
16. Adjourn – Next Meeting Date September 9th, 2024

Meeting Packet available at: <https://samuelslibrary.net/index.php/about/director-board-of-trustees>

Samuels Public Library
Annual Meeting of the Board of Trustees

July 10, 2023
5:30 p.m.

In attendance:

Mack Hobgood, President; Melody Hotek, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Celeste Brooks, At-Large; Kim Emerson, Frank Brugh, Madeline Hickman, Joan Richardson, Mary Kim Waddell, Michelle Leasure, Daniel Pond, Vicky Cook, County Representative; Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor; Danielle Furr, Assistant Circulation Supervisor.

Absent: Lisa Cobb, Shane Goodwin.

With a quorum present Maj. Gen. Hobgood called the meeting to order.

The minutes of the Annual Meeting of July 11, 2022 were presented. Mr. Walker moved to approve the minutes as presented, and Ms. Waddell seconded, passed unanimously.

Ms. Brooks presented the report from the Committee on Trustees. Ms. Brooks recognized the following outgoing Board members:

Completing her third term ending FY2023 is Kim Emerson. Ms. Brooks thanked Ms. Emerson for her nine years of service.

Completing their first term of service and opting to step down:

Frank Brugh
Shane Goodwin
Mary Kim Waddell

Renewing members for their third and final term, the Committee on Trustees recommends:

Celeste Brooks
Madeline Hickman

Motion made from Committee, Ms. Carr seconded, passed unanimously.

The Committee on Trustees has reviewed the following applications from the following individuals and proposes inviting them to serve on the Board of Trustees for Samuels Public Library from 2023 to 2026:

Michael Whitlow
Lewis Moten
Lori Girard
Ed Richards

Daniel Pond – Mr. Pond completed the remaining term of Ms. Way and is eligible to complete three full terms of service. The 2023 to 2026 term will be counted as his first term of service.

Motion made from Committee, Ms. Waddell seconded, passed unanimously.

The Committee on Trustees proposed the following slate of officers for 2023 to 2024:

Melody Hotek, President

Lisa Cobb, Vice President

Pete Walker, Treasurer

Katie Carr, Secretary

Maj. Gen. Hobgood, Member-at-Large

Motion made from Committee. Ms. Emerson seconded, passed unanimously.

There being no further business, Ms. Leasure motioned to adjourn the Annual Meeting. Ms. Richardson seconded, passed unanimously.

Respectfully submitted,

Katie Carr, Secretary

SPL Committee on Trustees
June 24, 2024

Present: Madeline Hickman, Celeste Brooks, Joan Richardson, Melody Hotek, and Erin Rooney.

The three proposed new members, Scott Jenkins, Kim Emerson, and Kate Trosch, were presented at the May board meeting. As no one has expressed any concerns, they will be presented to be voted in at the Annual Meeting. Celeste will follow up with each of the new members. Pete and Katie will be departing the board. Mack Hobgood will be reinstated for another term.

Committee assignments were discussed and changes recommended. Celeste will send out an updated Committee List prior to the Board meeting so that Trustees have the opportunity to request changes. Celeste will also reach out to Michelle Leasure and Kim Emerson regarding changes.

The Board Orientation and Retreat is tentatively scheduled for Saturday, August 17th, from 10 am to 1 pm.



COMMITTEE ASSIGNMENTS
SAMUELS PUBLIC LIBRARY BOARD OF TRUSTEES
2024-2025

EXECUTIVE COMMITTEE

Melody Hotek, President & Chair
Michael Whitlow, Vice President
Madeline Hickman, Secretary
Michelle Leasure, Treasurer
Mack Hobgood, Member-at-Large

FINANCE COMMITTEE

Michelle Leasure, Chair
Mack Hobgood
Daniel Pond
Kate Trosch

COMMITTEE ON TRUSTEES

Celeste Brooks, Chair
Lori Girard
Madeline Hickman
Joan Richardson
Michael Whitlow

AD-HOC APPEALS COMMITTEE

Lisa Cobb, Chair
Celeste Brooks
Joan Richardson

DEVELOPMENT COMMITTEE

Mack Hobgood, Chair
Lisa Cobb
Madeline Hickman
Scott Jenkins
Michael Whitlow
Chris Estes, FOSL Representative

STRATEGIC PLANNING COMMITTEE

Joan Richardson, Chair
Scott Jenkins
Michelle Leasure
Lewis Moten
Ed Richards
Jessica Priest-Cahill, FOSL Representative

BYLAWS/POLICIES COMMITTEE

Kim Emerson, Chair
Lori Girard
Lewis Moten
Daniel Pond
Ed Richards

EX-OFFICIO MEMBERS

Melody Hotek to all committees as
Board Chair
Eileen Grady to Finance
Amy Hayes to Development
Erin Rooney to all committees as
Library Director, non-voting

Samuels Public Library Trustees Term List

Terms Ending July 2025
1st Term: Michelle Leasure (Treasurer, 2024-25)
2nd Term: Lisa Cobb

Terms Ending July 2026
1st Term: Lori Girard Lewis Moten Daniel Pond Ed Richards Michael Whitlow (Vice President, 2024-25)
2nd Term: Joan Richardson
3rd Term: Celeste Brooks Madeline Hickman (Secretary, 2024-25)

Terms Ending July 2027
1st Term: Kim Emerson Scott Jenkins Kate Trosch
2nd Term: Melody Hotek (President, 2024-25)
3rd Term: Mack Hobgood (Member-at-Large, 2024-25)

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

May 13, 2024
5:30 p.m.

In attendance:

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

Absent: Celeste Brooks, Ed Richards, and Daniel Pond.

With a quorum present, Ms. Hotek called the meeting to order at 5:30 p.m.

The Bi-Monthly March 11, 2024, minutes were presented. Ms. Leasure 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 opened the meeting with a recap of "A Taste for Books" and a discussion. This year's event broke records for attendance, money raised, and the number of silent auction items. Ms. Hotek thanked everyone for their efforts.

Library Director's Report:

Ms. Rooney presented the Library Director's report for March and April 2024. Ms. Rooney introduced Adult Reference Manager Rachael Roman, who joined the Library on March 18, 2024. Carolyn Fink and Ben Garrand are recent hires to the youth department. Ms. Rooney plans to address the development of a Security Camera Policy at the next Policies and Bylaws Committee meeting.

Finance Committee:

Mr. Walker reported that at this point in the calendar year, the budget should be 83.3%. Mr. Walker stated that Ms. Grady had noted any variances suitably. Mr. Walker did wish to note the following line items:

Income item #4171 – Book Sales – Amazon: standard behavior for this line to vary.

Income item #4210 – Fines Income: a policy change has impacted this line. It is anticipated to improve.

Expense item #6630 – Repair & Replacement: timing issue of a provided service and when it was billed.

Expense item #6710 – Insurance: All payments for FY24 have been paid. This line will not increase.

The current account balances as of May 13, 2024:

Operating Account = \$122,674.29

Reserve Account = \$168,575.91

As a result of the Mellon Grant, there are two new accounts:

Special Fund Account Money Market = \$200,109.61

Certificate of Deposit 6 months = \$300,000.00

Investment Account total = \$1,014,416.55

Consisting of the following accounts:

Huber Endowment Account—\$57,168.26

Regular Endowment Account—\$5,717.00

Regular Investment Account—\$951,531.29

Community Foundation Accounts as of March 31, 2024:

\$7,688.18

\$6,885.78

Mr. Walker concluded the report by sharing that this was his final report to the Board. He said it had been an honor to serve this organization for seven years as Treasurer and thanked the Board for allowing him to do so.

Maj. Gen. Hobgood introduced the proposed fund changes by introducing the “Samuels Library, Inc. Corporate Resolution of Financial Management.” The Development Committee, Finance Committee, financial advisor, and attorney reviewed the proposed Resolution. Efforts continue to have the Resolution reviewed by the Library’s auditor. The Resolution is intended to be effective July 1, 2024. Discussion ensued. Ms. Grady said the next step would be for the Policy and Bylaws Committee to review the Investment Policy.

Mr. Walker moved from the Finance Committee that the Resolution presented as part of the Board packet be accepted as presented. Ms. Girard seconded. Eleven aye and one abstain by Ms. Cullers. The vote passed.

Ms. Grady requested that the Finance Committee schedule a meeting to discuss the upcoming increase in medical insurance costs. Ms. Culler shared that the county intends to seek bids for health insurance next year.

Development Committee:

Maj. Gen. Hobgood reported that the Committee met on April 17, 2024, and reported a very successful fundraising year. The Committee will continue to focus on Planned Giving. Maj. Gen. Hobgood thanked everyone for their continued support and participation. Ms. Hotek shared her delight that “A Taste for Books” has become a community event, bringing new people together every year.

Strategic Planning Committee:

Ms. Richardson reported that the Committee met on April 1, 2024. The Committee seeks feedback on the Strategic Planning document enclosed in the Board packet, highlighting deletions and suggestions. Ms. Richardson would like the updated document ready for Board approval at the July 2024 meeting. Ms. Richardson and Ms. Rooney are creating an internal document to track how well the staff and Board follow the Strategic Plan.

Policies & Bylaw Committee Report:

Ms. Rooney introduced the updated Collection Development Policy draft. Discussion ensued. After the discussion, the consensus was reached to postpone the vote so the Committee could further review the proposed Collection Development Policy draft.

Committee on Trustees:

Mr. Whitlow gave the Committee report. The Committee reviewed ten applications for four available openings. After the interview process it was decided to fill three of the four positions. The resumes of three potential Board of Trustee candidates were reviewed and returned during the meeting. The candidates' names will be put forward for a vote at the July 8, 2024, meeting.

FOSL Report:

Mr. Estes, FOSL President, reported that five funding requests by Ms. Rooney and Ms. Roman totaling \$11,000.00 were approved: SamiCon, Hoopla, Summer Reading, outreach swag, and staff polo shirts. Mr. Estes said the staff shirts were a two-phase project, and FOSL has requested more information from Ms. Rooney.

County Update:

Ms. Cullers reported that the budget public hearing is June 11, 2024, and the vote is two weeks later. Ms. Cullers acknowledged the earlier conversation regarding the increase in health insurance premiums.

Old Business:

No business to report.

New Business:

No business to report.

Ms. Hotek adjourned the meeting at 7:04 p.m. The next meeting will be held on Monday, July 8, 2024, at 5:30 p.m.

Respectfully submitted,

Katie Carr
Secretary

Director's Report

May & June 2024



General Updates

- We have been experiencing issues with Capital One credit cards and have made the decision to switch to First Bank credit cards for library purchases and are in the process of closing out the Capital One Cards.
- Several of our regular volunteers have left for the summer. However, we have been fortunate to gain new volunteers to fill their hours.
- Circulation staff attended several webinars on customer service skills
- Danielle created new patron pamphlets and registration forms in Spanish. We appreciate that Ms. Lyn Bement, library patron and retired Spanish teacher from Shenandoah University, reviewed the work for publication.
- New polo staff shirts and fleece jackets have been ordered.
- In June, the director, Board President and several of the admin team staff went on an idea-gathering field trip to visit other libraries Makerspaces and memory labs.
- Sandra Norman's last day was June 14, 2024.
- Trey Bloomfield started as the new part time reference assistant on June 10 and will be taking over Elena Jaques's role. Elena's last day will be July 2, 2024.

Facility

- We're adding a new security camera to the memory lab. The installation is scheduled for July 18th.
- After a trial period of lending out Mobile Beacon hotspots, it was decided that we would fully switch to their service and phase out the hotspots from T-Mobile, as their service is much more affordable and just as reliable. Jessica Sayers is in the process of purchasing the additional 6 hotspots and phasing out the old T-Mobile units.
- The renovation for the makerspace/memory lab is still under way. The AV equipment is just about installed as well as the counter and cabinetry. The County was amazing by helping us put together the new makerspace tables now in the lab.
- The administrative team has finalized the makerspace/memory labs official name and have decided on "The Studio"
- Jessica Sayers, Eileen Grady and others have started purchasing equipment for the space including, an Epson Expression Archival Scanner and Transparency Unit, 2 All-in-One Record/CD/Cassette/Radio Player and Recorders a Swing Design 7-in-1 Tumbler Heat Press, Epson EcoTank ET-2850 Printer which can use Sublimation Ink and Paper as well as 2 different sized cricut machines with heatpress. Staff are looking forward to be able to work with the equipment as well as getting additional equipment for the space.

Usage & Services

- June stats were unavailable at the time of this report.
- Total circulation is up 3% over FY24
- eMedia use is up by 10% for adult and 22% for youth over FY23.
- Since the last day of school, the circulation department has experienced an increase in new patrons and circulating materials. Traffic count is still up 2% from FY23 and this time of year, we also see an increase in patrons renewing and updating their accounts. Our number of new patron registrations continues to see an increase at 11% over FY23 but the total number of patrons is down due to our initial purge of old accounts.
- Access to the new genealogy databases are now live. Fold3 and Newspapers.com were added due to the Mellon Foundation grant. Ancestry.com usage is up 190% over FY23.
- Due to heavy checkout statistics with the video game collection we have expanded by adding some more popular titles and platforms. Whitney Waller assisted the Children's department by coming up with a way to efficiently create records for incoming video games to add to the collection.

Programming Highlights

May:

- Summer Reading started on June 1 for all ages! The theme is "A World of Adventure". We had a wonderful petting zoo in the garden for children. Staff member Ben dressed up as Spiderman to the delight of children; children waited in line to see him with 211 participates in total for the kickoff event. As of June 25, the Adult Summer Reading program has had 149 people register while Children's has 527.
- Whitney Waller coordinated the creation of this year's Tiny Art Kits for the library's Tiny Art Show. The kits have been extremely popular. So far the library has given out 286 kits. We are already getting art back to be included in the Tiny Art Show that will be held in July.
- The Children's department had magician Wes Eseli do a wonderful magic show for 128 people, all children received a goody bag to take away as part of summer reading.
- The Warren Coalition and Northwestern Community Services Board collaborated with the Library to hand out free copies of the book "What Happened to You?" to people who were interested in attending a book discussion held at the library on June 12.
- Along with our monthly book clubs Rachael Roman also started the Walking Book Club for patrons to attend and discuss books while walking around town, we are hoping to attract new participants.
- Volunteer Sharon Fisher continues to facilitate popular photography programs at Shenandoah River State Park. Bird ID & Photography in May attracted 18 people, and June's theme is Campfires and Firefly Photography.
- The Director along with staff from multiple departments helped to staff the library's table at Main Street Geek's Free Comic Book Day event on May 4. Library staff talked to approximately 260 people at the event.
- Staff from all departments worked together to helped out at the library's table for Family Fun day on May 11. Staff talked to a total of 525 attendees about library programs and services throughout the day.
- The reference department participated in several outreach events concerning local resources. Rachael Roman attended the Warren County Job Fair organized by the Social Services department in May and spoke to 43 people about what the library offers for job seekers. Grace Green attended the Warren County Resource Fair in June and spoke to 20 people.
- On May 9th Pat LoPreto went to Hilda J. Barbour for the family info night for ESL students, 50 ESL students and parents learned about the library and Michal Ashby provided an outreach story time event at Riverfront Christian Gear Preschool.
- The childrens department did several partnered programs including two master gardener programs, a "Construct This." program provided by Lowes and Toddler Trails at the local park with Parks and Rec.
- On June 8th FOSL hosted a program where Laurel Ridge Community College came to talk about robotics and AI. There we about 17 participants that got to interact with robots, drones and more.



Figure 1- Outreach: Family Fun Day



Figure 2 – "Construct This" program with Lowes



Figure 3- Summer Reading Kickoff



Figure 4- AI and Robotics with Laurel Ridge



Finance Committee Meeting Minutes

The Finance Committee met on Tuesday June 11, 2024 at 5pm. In attendance at the meeting were: Pete Walker, Michelle Leasure, Mack Hobgood, Daniel Pond, Melody Hotek, Erin Rooney and Eileen Grady.

Ms. Grady advised that there were two topics to discuss – needed changes to the fund policy and adjustments to the FY2025 Budget.

Ms. Grady circulated copies of the Fund Policy with potential revisions. Mr. Hobgood suggested some minor changes, which were noted and also asked that we include the Board Resolution, which was voted on at the May Board meeting, as Exhibit B. All agreed that this was an excellent inclusion. Ms. Grady will incorporate the changes discussed, and send it out for one last review by the Finance Committee. The Fund Policy, as amended will then be forwarded to the Policy Committee for review. After this step it should be able to be voted on at the July Board Meeting.

Discussion also ensued concerning use of the name 'Samuels Public Library'. The legal name of the Library is Samuels Library, Inc. Mr. Pond offered to file a "Certificate of Assumed or Fictitious Name", and all agreed that this was something that should definitely be pursued.

The Committee then turned to the FY2025 Budget issues. Ms. Grady circulated a copy of the Budget with revisions. Two main adjustments needed to be made: changing the State Aid income number to reflect an additional increase in State Aid which was just announced, and on the expense side a major – unanticipated – increase in Medical costs. Ms. Grady indicated that the State Aid increase came close to covering the Medical increase, she then pointed out other items that she had changed: eliminate Talking Tech, and change vendors for the Hot Spots – both of which will result in savings to the expense side of the budget. Ms. Grady recommended that the Library absorb any increase in the employee paid portion of the Health Care premiums. She referred the Committee to a small spread that had been prepared, which showed the total monthly increase employees would need to pay - \$117.96 per month, with a total yearly expense of \$1,415.52. She advised that this increased cost was included in the newly reflected Health Care cost for the year.

Attention was then turned to the income side of the budget which reflects two changes– both increases– one to State Aid, and a small increase to Interest line of the budget. Taking into account all of these changes, Ms. Grady advised that income would exceed expenses by roughly \$10,000 – she recommended that we lower the Reserve Account draw by said amount. All agreed. Ms. Grady will revise the FY2025 budget to reflect these changes and it will be brought to the July 8th meeting for review and vote.

There being no further business to come before the committee, the meeting was adjourned.

Respectfully Submitted,

Eileen Grady
Operations Director

Samuels Library, Inc.
Budget vs. Actual
 July 2023 through June 2024

100%
NOT FINAL

	May 24	Budget	Jun 24	Budget	Jul '23 - Jun 24	Budget	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	0.00	0.00	1,024,000.00	#####	100.0%					
4050 · State Aid	0.00	0.00	0.00	0.00	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				
4110 · Copier Income	1,035.30	850.00	1,134.12	850.00	11,899.15	10,000.00	119.0%					
4115 · Capital One Cash Back	930.39	0.00	0.00	0.00	930.39	0.00	100.0%					
4120 · Interest Income	557.47	100.00	383.76	100.00	4,462.94	1,211.58	368.4%					
4140 · Donations	408.10	250.00	1,140.55	400.00	6,967.50	5,000.00	139.4%					
4146 · FOSL Donations	0.00	1,500.00	11,000.00	0.00	40,500.00	15,000.00	270.0%	FOSL has had a very successful year so far, and has been very generous				
4147 · Adult Dept Donations	0.00	0.00	0.00	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	6,275.10	0.00	0.00	0.00	6,275.10	0.00	100.0%					
4160 · Children's Programs Donations	0.00	0.00	0.00	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	500.00	0.00	0.00	0.00	500.00	500.00	100.0%					
4171 · Book Sales - Amazon	137.20	200.00	30.35	200.00	1,041.92	2,000.00	52.1%					
4175 · Retail Income	79.00	62.50	60.25	62.50	969.45	750.00	129.3%					
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	transfer from Reserve per budget				
4210 · Fines Income	800.10	950.00	853.83	950.00	8,651.37	12,000.00	72.1%					
4215 · FAX Service	74.50	75.00	48.26	135.00	557.78	1,000.00	55.8%					
4220 · Replacement Costs	775.38	800.00	922.14	700.00	7,084.87	7,500.00	94.5%					
4230 · Nonresident Fees	20.00	20.00	20.00	10.00	165.00	250.00	66.0%					
4250 · Interlibrary Loan Chgs	20.00	0.00	20.00	0.00	165.00	150.00	110.0%					
4400 · Meeting Room Income	73.00	20.00	189.00	25.00	960.00	500.00	192.0%					
4700 · Misc Income	-16.26	10.00	27.88	5.00	21.21	100.00	21.2%					
Budgeted Reserve Account Funding					67,000.00	37,540.00	178.5%	*see below				
Total Income	11,669.28	4,837.50	15,830.14	3,437.50	1,480,897.06	#####	105.9%					

Transferred \$67,000 from Reserve to Operations to finish out Fiscal Year 2024. The FY2024 Budget called for a transfer of \$37,540 from the Reserve Account to balance the budget. The extra funds were needed to cover technology replacement costs (\$36,135), PR & advertising overages (\$7,000), shortfall in budgeted amount for Investment Fund 3% distribution (\$3,031.33).

Samuels Library, Inc.
Budget vs. Actual
July 2023 through June 2024

100%
NOT FINAL

	May 24	Budget	Jun 24	Budget	Jul '23 - Jun 24	Budget	Budget %					
Expense												
6000 · Salaries	66,645.04	68,000.00	66,604.06	68,000.00	737,956.17	763,518.58	96.7%					
6040 · Retirement Funding/Current	2,575.49	3,040.00	2,544.77	3,040.00	32,228.01	36,400.00	88.5%					
6050 · FICA SS/Med Payroll Tax Expense	5,098.35	5,178.25	5,095.19	5,178.25	56,453.66	58,000.00	97.3%					
6060 · Unemployment Tax Expense	14.32	166.66	14.90	166.74	865.27	2,000.00	43.3%					
6080 · Hospitalization Expense	-1,231.58	-758.00	-1,231.58	-758.00	113,598.41	113,500.00	100.1%					
6090 · Travel/Administrative Costs	317.09	400.00	316.92	300.00	5,201.34	8,000.00	65.0%					
6091 · Development Travel/Admin Exp	30.00	50.00	0.00	50.00	4,362.20	4,000.00	109.1%					
6200 · Books/Materials	9,739.24	7,900.00	7,039.44	7,900.00	99,401.46	95,000.00	104.6%					
6235 · Databases	5,394.10	5,500.00	0.00	0.00	17,544.67	17,000.00	103.2%					
6250 · Subscriptions	1,289.60	4,000.00	2,413.44	50.00	7,605.95	7,200.00	105.6%					
6280 · Library Supplies	59.89	1,500.00	1,232.72	800.00	10,521.06	11,000.00	95.6%					
6300 · Internet Access Charges	400.00	420.00	400.00	420.00	5,160.09	6,000.00	86.0%					
6410 · Special Projects	0.00	0.00	0.00	0.00	9,279.24	4,000.00	232.0%	\$6K from FOSSL to assist with expenses for Donor/Vol Appreciation & Staff Dev Day				
6411 · Community Outreach	119.54	0.00	0.00	0.00	5,060.78	4,000.00	126.5%	donations from FOSSL to cover this overage				
6420 · Childrens/Special Programs	1,912.11	1,500.00	1,800.00	450.00	6,848.46	6,500.00	105.4%					
6430 · Adult Programs	1,108.94	300.00	0.00	100.00	1,959.83	2,000.00	98.0%					
6505 · Amphitheater Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%					
6610 · Contractual Services	870.00	390.00	3,262.82	3,100.00	13,837.38	13,000.00	106.4%					
6620 · Maint. Supplies/Small Equip.	569.42	750.00	379.35	750.00	8,768.62	9,000.00	97.4%					
6622 · Custodial Services	2,750.00	2,910.00	0.00	2,920.00	36,612.50	35,000.00	104.6%					
6630 · Repair & Replacement	0.00	2,250.00	0.00	300.00	8,175.29	7,500.00	109.0%	\$6,800 for HVAC repairs, \$1,140 To repair heaters in Mechanical Room				
6639 · Professional Services	0.00	0.00	0.00	0.00	15,260.24	0.00	100.0%	initially paid Attorney and PR Co. from operating account - changed to Reserve Acct				
6640 · Furniture	0.00	0.00	0.00	0.00	1,158.96	0.00	100.0%					
6641 · Story Walk	0.00	0.00	0.00	0.00	29.38	0.00	100.0%					
6710 · Insurance	-123.00	0.00	0.00	0.00	6,216.77	6,200.00	100.3%					
6720 · Utilities	10,311.96	6,375.00	0.00	6,375.00	79,351.32	76,500.00	103.7%					
6810 · Postage	59.95	10.00	0.00	320.00	1,238.67	2,500.00	49.5%					
6820 · Telephone	231.89	292.00	224.56	292.00	2,813.40	3,500.00	80.4%					
6830 · Office Expenses/Supplies	1,422.52	600.00	90.30	1,500.00	5,971.27	6,000.00	99.5%					
6840 · PR & Advertising	1,330.00	0.00	0.00	0.00	8,930.66	2,000.00	446.5%					
6850 · Copier Expense	1,529.39	1,000.00	231.43	850.00	12,472.94	10,000.00	124.7%					

Samuels Library, Inc.
Budget vs. Actual
July 2023 through June 2024

100%
NOT FINAL

	May 24	Budget	Jun 24	Budget	Jul '23 - Jun 24	Budget	Budget %					
6860 · Audit Expense	0.00		0.00		12,532.00	12,000.00	104.4%					
6900 · Computer Equipment	2,659.97	1,500.00	0.00	300.00	22,433.35	5,250.00	427.3%	Annual Replacement Schedule				
6905 · Computer Maintenance & Supplies	289.34	0.00	0.00	750.00	10,462.65	9,750.00	107.3%	Annual Replacement Schedule				
6906 · Hot Spots	259.70	475.00	251.22	455.00	4,442.65	5,280.00	84.1%	Phasing out T-Mobile for Mobile Beacon - cost savings decision				
6955 · Library Automation System	0.00	0.00	0.00	22,500.00	43,015.04	22,500.00	191.2%	timing & initial billing for conversion split between FY24 & FY25				
6962 · RFID	0.00	0.00	1,214.29	0.00	30,985.08	12,750.00	243.0%	Annual Replacement Schedule				
6963 · SAMS	0.00	0.00	0.00	0.00	3,214.75	3,000.00	107.2%					
6964 · SenSource	0.00	0.00	0.00	0.00	393.00	340.00	115.6%					
6966 · Firewall Hardware/Software	145.00	600.00	645.00	600.00	3,120.20	6,000.00	52.0%					
6969 · Reading Program Software	0.00	0.00	0.00	0.00	995.00	1,500.00	66.3%					
6970 · Web Calendar	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	100.0%					
6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,900.00	100.0%					
6972 · Cloud Storage	97.82	100.00	0.00	100.00	1,436.06	1,300.00	110.5%					
6973 · Mobile App	0.00	0.00	0.00	0.00	2,024.61	1,800.00	112.5%					
6974 · Server Partitioned Back-Up	0.00	2,800.00	0.00	0.00	2,370.00	2,800.00	84.6%					
Total Expense	115,876.09	117,248.91	94,528.83	128,808.99	1,488,187.59	#####	106.4%					
		In FY2024, \$71,890.36 was donated to the library as a direct result of the book challenge situation. These funds were deposited in the Reserve Account. The library retained the services of an attorney and a PR firm during this challenge, at a total cost of \$46,238.44. Initially, invoices for these services were paid through the operating account for a total of \$15,260.24. After discussion with the Library Board Treasurer, it was decided that any further invoices would be paid directly from the Reserve Account - this amount totalled \$30,978.20. As an additional footnote, a single anonymous donor stepped forward with a donation of \$50,000 to cover all professional services required for this challenge.										

**SAMUELS PUBLIC LIBRARY
OPERATING BUDGET FOR FY2025**

Proposed

Income:				
	Budget	Budget	Budget	Budget
	FY2022	FY2023	FY2024	FY2025
Local, State and Federal Funding	\$1,176,600.00	\$1,201,238.00	\$1,260,437.00	\$1,277,565.00
Donated Funds	\$20,000.00	\$21,000.00	\$27,500.00	\$32,500.00
Miscellaneous Income	\$36,500.00	\$24,500.00	\$35,461.58	\$37,750.00
Library Funds	\$7,500.00	\$39,232.00	\$75,090.00	\$92,345.00
Income Total	\$1,240,600.00	\$1,285,970.00	\$1,398,488.58	\$1,440,160.00
Expenditures:				
	Budget	Budget	Budget	Budget
	FY2022	FY2023	FY2024	FY2025
Salaries/Payroll Items	\$890,568.00	\$886,550.00	\$985,418.58	\$1,028,585.01
Books/Related Items	\$147,512.00	\$153,450.00	\$152,700.00	\$152,700.00
Buildings/Ground/ Maintenance Related	\$118,000.00	\$143,500.00	\$147,200.00	\$147,200.00
Office Expenses	\$31,750.00	\$39,750.00	\$36,000.00	\$39,000.00
Library Technology	\$45,190.00	\$51,470.00	\$54,670.00	\$40,140.00
Automated Systems	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00
Total Expenditures	\$1,244,270.00	\$1,285,970.00	\$1,398,488.58	\$1,430,125.01

**SAMUELS PUBLIC LIBRARY
OPERATING BUDGET FOR FY2025
Proposed**

[illegible]

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed**

Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Warren County	\$1,003,100.00	\$1,024,000.00	\$1,024,000.00	\$1,024,000.00	0.0%	
State Aid	\$170,000.00	\$172,238.00	\$234,437.00	\$225,949.00	-3.6%	\$248,565.00
						(State Aid increase of \$22,616)
USAC E-Rate Reimbursement	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00	0.0%	
Local, State and Federal Funding	\$1,176,600.00	\$1,201,238.00	\$1,263,437.00	\$1,254,949.00	-0.7%	\$1,277,565.00
Donation Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Friends of Samuels Library	\$10,000.00	\$10,000.00	\$15,000.00	\$20,000.00	33.3%	
Children's Program Donations	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%	
Story Walk	\$0.00	\$0.00	\$500.00	\$500.00	100.0%	
Adult Program Donations	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.0%	
Misc. Donations	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	0.0%	
Donated Funds Total	\$20,000.00	\$21,000.00	\$27,500.00	\$32,500.00	18.2%	
Miscellaneous Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Fines	\$17,000.00	\$10,000.00	\$12,000.00	\$12,000.00	0.0%	
Copier	\$10,000.00	\$5,000.00	\$10,000.00	\$10,000.00	0.0%	
Amazon Book Sales	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%	
Replacement Costs	\$6,500.00	\$6,500.00	\$7,500.00	\$7,500.00	0.0%	
Retail Income	\$200.00	\$200.00	\$750.00	\$750.00	0.0%	
Interest	\$300.00	\$300.00	\$1,211.58	\$2,000.00	65.1%	\$3,000.00
						(interest rates & FY24 actuals)
Meeting Room Income	\$100.00	\$100.00	\$500.00	\$1,000.00	100.0%	
FAX Service	\$200.00	\$200.00	\$1,000.00	\$1,000.00	0.0%	
Non Resident Fees	\$100.00	\$100.00	\$250.00	\$250.00	0.0%	
Inter Library Loans	\$50.00	\$50.00	\$150.00	\$150.00	0.0%	
Miscellaneous	\$50.00	\$50.00	\$100.00	\$100.00	0.0%	
Miscellaneous Income Total	\$36,500.00	\$24,500.00	\$35,461.58	\$36,750.00	3.6%	\$37,750.00
Library Funds						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Reserve Fund Transfer	\$7,500.00	\$8,000.00	\$8,000.00	\$8,000.00	0.0%	
\$4,000 for Development & \$4,000 for Community Outreach						
Funding to Balance Budget from					0.0%	
Investment Account 3%		\$29,550.00	\$29,550.00	\$29,550.00		
Reserve Account			\$37,540.00	\$54,795.00		
Carryover Funds to Balance		\$1,682.00				
Library Funds Total	\$7,500.00	\$39,232.00	\$75,090.00	\$92,345.00	23.0%	

[illegible]

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed**

Building/Grounds						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Contractual Services	\$14,500.00	\$13,000.00	\$13,000.00	\$13,000.00	0.0%	
Supplies/Maint.	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	0.0%	
Building Maintenance	\$13,000.00	\$10,000.00	\$7,500.00	\$7,500.00	0.0%	
Insurance	\$5,000.00	\$5,000.00	\$6,200.00	\$6,200.00	0.0%	
Utilities	\$76,500.00	\$76,500.00	\$76,500.00	\$76,500.00	0.0%	
HVAC Controls Loan	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
Custodial Services		\$30,000.00	\$35,000.00	\$35,000.00	0.0%	
Total Building	\$118,000.00	\$143,500.00	\$147,200.00	\$147,200.00	0.0%	
Office Expense Items						
	Budget	Budget	Budget	Budget	Percent	
	FY2022	FY2023	FY2024	FY2025	Change	
Postage	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	0.0%	
Telephone	\$4,250.00	\$4,250.00	\$3,500.00	\$3,000.00	-14.3%	
Office Supplies	\$6,000.00	\$7,000.00	\$6,000.00	\$6,000.00	0.0%	
PR & Advertising	\$1,250.00	\$5,000.00	\$2,000.00	\$1,500.00	-25.0%	
Copier Expense	\$8,000.00	\$10,000.00	\$10,000.00	\$11,000.00	10.0%	
Audit (1)	\$10,250.00	\$11,000.00	\$12,000.00	\$15,000.00	25.0%	
Total Office Expense	\$31,750.00	\$39,750.00	\$36,000.00	\$39,000.00	8.3%	
	1 Audit we have been informed that this fee will increase by 25% in FY2025					

SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed

Library Technology Maintenance Costs					
	Budget	Budget	Budget	Budget	Percent
	FY2022	FY2023	FY2024	FY2025	Change
Staff Computers	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	0.0%
Public Computers	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	0.0%
Computer Lab	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	0.0%
RFID (1)	\$13,750.00	\$13,750.00	\$12,750.00	\$5,000.00	-60.8%
(collection security/self check out)					
SAMS	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.0%
(public internet control/schedule software)					
Sensource	\$340.00	\$340.00	\$340.00	\$340.00	0.0%
Digital People Counter					
Web Calendar	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Reading Program Software (2)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	-33.3%
Capira Mobile	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	0.0%
(new mobile app for accessing the library)					
Talking Tech	\$2,800.00	\$2,800.00	\$2,900.00	\$3,000.00	3.4%
(patron notification service)					
T-Mobile Hot Spots	\$0.00	\$5,280.00	\$5,280.00	\$5,280.00	0.0%
Firewall Contract	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%
Server Partitioned Back-Up			\$2,800.00	\$2,800.00	
Cloud Storage (3)			\$1,300.00	\$700.00	
Total Lib Tech	\$45,190.00	\$51,470.00	\$54,670.00	\$45,920.00	-16.0%
1 Scheduled Increase rental agreement expires in FY2025 for Adult Self Checks, will purchase new self check units from FE Technologies, resulting in lower maintenance costs 2 Partially paid for through LVA Find it VA 3 Cloud Storage switched cloud back up services resulting in lower cost					
Automated Systems					
	Budget	Budget	Budget	Budget	Percent
	FY2022	FY2023	FY2024	FY2024	Change
Library Automation	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00	0.0%
Maintenance Fees (1)					
Total Automated	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00	0.0%
1 New ILS maintenance fees per contract					



Development Committee Meeting Minutes June 12, 2024

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

Mack Hobgood called the meeting to order.

The committee accepted the April 17, 2024 meeting minutes as presented.

Mr. Hobgood began the discussion by introducing the question of how the Library can sustain the momentum it gained this fundraising year due to the book challenge.

Fundraising Tracking Report Update & TFB 2024 Financial Recap

- Ms. Hayes began a discussion about the fundraising report. Ms. Hayes addressed issues with in-kind donations being included in the previous fundraising report presented at the April 17, 2024 Development Committee meeting.
- Ms. Hayes discussed the changes in the A Taste for Books fundraised monies and elaborated on fundraised monies within the "Other" source to clarify those amounts.
- Ms. Hayes led a discussion on the A Taste for Books Income vs. Expense report.
- Ms. Hayes informed the Committee that the net of the Library's 11th A Taste for Books was \$24,064.86

Grants

- Ms. Hayes led a discussion regarding different grant programs and proposals that are currently being worked on or upcoming funding opportunities.
- Ms. Grady and Mr. Hobgood led a discussion on different funding opportunities to reach out to for financial support.

Planned Giving Mailer Review

- Ms. Hayes began a discussion regarding how the updated Planned Giving mailer could look as far as the layout.

- The Committee continued the discussion by considering different goals that the Library has that would encourage people to participate in Planned Giving.

Recap of Upcoming Fundraising Events

- Ms. Hayes led a discussion regarding how SamiCon could potentially become a fundraising event like A Taste for Books in the future.
- Ms. Hayes informed the Committee that she is reaching out to companies and organizations for donation requests for A Taste for Books 2025.

Fundraising Priority List

- Ms. Grady informed the Committee that the Library will be updating the Fundraising Priority List.

Library Sustainability & Momentum

- Mr. Hobgood led a discussion regarding how the Library can sustain fundraising momentum to have an equally as successful, if not better, fundraising year in FY 2025 and have a secure plan for the Library's long-term survivability.
- Mr. Hobgood listed a few ways the Library is actively working to sustain momentum, including new grants, making SamiCon a breakeven event, kickstarting the Planned Giving initiative, and updating the Fundraising Priority List for current Library needs such as carpeting and technology.
 - Donors outside of Warren County received a tailored donation request.
 - Local donors receive a similar request, pointing out specific needs and expanding library programs that fit the needs of the community.
 - Focus on Planned Giving, including making personal visits and developing a new Planned Giving brochure.
 - Continue to seek new grant opportunities, including from organizations and donors outside of Warren County.
 - Make direct and personal contact with selected donors.
 - Change the verbiage of the standard Annual Appeal to address the challenge and tailor the Annual Appeal to that narrative.

The next scheduled Development meeting is set for Wednesday, August 21, 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	May	Jun		
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					\$8,000	\$40,500	Jan. \$10,000 for adult self checkout upgrade June: \$1,500 Staff Polos, \$1,500 Child. Summer Reading, \$2,500 Outreach swag, \$2,500 Samicon, \$3,000 Hoopla
Memorial or In Honor	\$50	\$50	\$1,390	\$165	\$2,090	\$1,000		\$5,125		\$50			\$9,920	Nov. \$2,000 IMO RC by wife & family for Wonderbooks Feb. \$5,125 Windcrest Foundation Final Pledge Payment IMO RC - children's self checkout
Other	\$3,000	\$5,000	\$2,000			\$2,000			\$950	\$1,258	\$7,877	\$4,000	\$23,086	July: \$3,000 Elks Lodge Child. Dept. Aug.: \$1,000 Rapp. Elec. Holiday Writing, \$1,000 Ms. Riley YA Collection, \$2,000 FR Rotary Club, \$1,000 Indv. Contribution Ms. Greco Sept.: \$2,000 CFNSV Child. Winter Reading Dec.: \$2,000 Valley Health Medical Books Mar.: Indv. Contr. April: \$500 FR Rotary Adult Dept. & Indv. Contr. May: \$6,275 Thompson Trust, \$930 CapitalOne Cash Back, \$500 FRWC AntiLitter - Storywalk June: \$1,000 Staff Brkrm donation
Puzzle Contest						\$31	\$450						\$481	
Taste For Books						\$1,000	\$1,000	\$6,900	\$5,750	\$12,754	\$1,150		\$28,554	
Grand Total	\$10,671	\$12,752	\$29,329	\$56,019	\$26,892	\$27,969	\$17,261	\$15,896	\$6,800	\$14,062	\$9,027	\$12,000	\$238,678	

All fundraising proceeds are used for Capital Improvements, Technology, and Special Programs unless indicated otherwise.

FY 2025 - FY 2030

STRATEGIC PLAN



Updated annually by:
Samuels Public Library
Strategic Planning Committee

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



Samuels Public Library

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
WARREN COUNTY
VIRGINIA
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, 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.
- **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.

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. 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

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.



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. 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 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.

Objective E: 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 continue to investigate and implement additional channels to deliver reference services outside of the physical desk.

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.



ACCESS

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

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 into 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.

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.



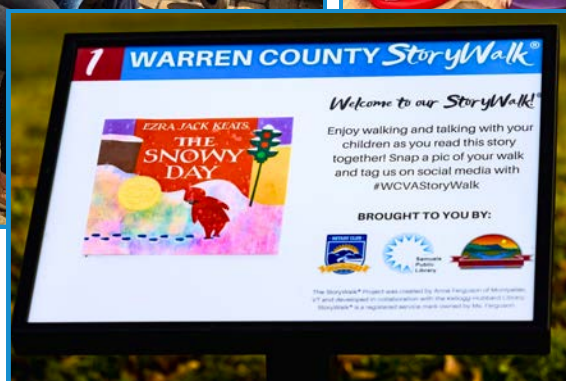
Objective A: The Library will use a multitude of platforms, both online and in-person, to deliver creative programs for all ages.

Objective 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.

Objective D: The Library will 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 6/18/2024 – 5:00 pm

Baxter/Bowling Meeting Room

Present: Lori Girard, Melody Hotek, Lewis Moten, Daniel Pond, Erin Rooney Eileen Grady

Interlibrary Loan Policy

Discussion centered on the handling of Interlibrary Loans (ILL) and the advantages and disadvantages of providing the request form online. The committee concluded that it would be beneficial for all concerned if patrons came into the library to complete the request. Therefore, two deletions are indicated in the policy. (see attached) The Committee recommends approval of these changes.

Investment Policy Statement of Samuels Public Library

After suggesting a couple of minor edits, the Committee recommends approval of the changes to the Policy Statement as recommended by the Finance/Investment Committee. (see attached)

Collection Development Policy

The Committee reviewed the wording of the Collection Development Policy and continues to make significant progress. Discussion centered on revisions to the Reconsideration section to accommodate local sentiment and perceptions.

Meeting adjourned at 6:40 pm



Interlibrary Loan Policy

Introduction

Interlibrary Loan (ILL) is a library materials resource sharing process through which library materials or copies from materials are made available by one library to another. This service enables libraries to reach beyond their own limitations of space, budget, and scope of collection, to offer, through borrowing from another library, access to a range and wealth of materials greater than they are able to provide.

Who may request this service?

Interlibrary loan service is available to any Samuels Public Library cardholder with Borrower privileges, who has an account in good standing.

How are requests made?

Interlibrary loan requests are made by completing the Interlibrary Loan Request form, available in person at the adult reference desk. One library card may have up to three interlibrary loan item requests at any one time; this includes pending requests as well as currently borrowed items.

What kinds of materials may be requested? Can ILL be cancelled?

Most print and microfilm materials may be requested. Materials NOT available for interlibrary loan include:

- Magazine and newspapers (photocopied articles may be requested)
- DVDs and CDs (including books with supplemental CD-Rom inserts)
- Rare, archival, manuscript, or fragile items
- Software
- Downloadable materials and electronic resources
- Current best sellers or other books published within the last 6 months.

Because of the time, effort, expense and possible lending fees involved in interlibrary loan requests, cancellation is NOT possible once a request has been submitted to the lending library.

If a request is made, the material is received, but the customer does not pick up the materials within three days the fee of \$5.00 per requested item will remain on the person's account.

How does copyright restriction affect photocopy requests?

Samuels Public Library complies with Federal copyright law and CONTU (National Commission on New Technological Use of Copyrighted Works) guidelines that established the following guidelines for interlibrary loan: Requests for photocopies must include the copyright warning; the library may request only a total of five (5) articles a year from the last five years of a specific magazine; the library may request only one (1) article a year from any one issue of a magazine.

How long is the lending period for interlibrary loan materials?

The loan period for materials borrowed through interlibrary loan is dependent on the lending library. Interlibrary loan materials are not eligible for renewals.

Are there any ILL borrowing fees?

Samuels Public Library charges \$5.00 per requested item to cover shipping and labor costs. Samuels Public Library will make every effort to request materials from libraries that do not charge additional ILL lending fees. However, patrons who wish to proceed without regard to lending fees, or who choose to proceed with a request once they have been informed of a specific lending fee, are responsible for the charges applied by the lending library once that item has been shipped. If lending charges are not paid at the time the materials is picked up, they will be attached to the patron's library card record as outstanding fines and fees and handled in the same manner as other charges.

How should ILL materials be returned? What if they are late or damaged or lost?

Because ILL materials are loaned on good faith, they **MUST** be returned. Interlibrary loan materials **cannot** be placed in the indoor book return or outdoor book drop; patrons must take care to return items **by hand** to the library's circulation desk with the interlibrary loan paper still attached. A \$1.00 per day per item overdue fine will be assessed for interlibrary loan materials that are returned past their due date. If there is any damage to an interlibrary loan item or an interlibrary loan item is lost, the patron will be responsible for the lending library's replacement cost. Please note that replacement cost of the library item may be as high as several hundred dollars over the purchase price of the item. ILL privileges may be suspended if a borrower damages, losses or returns items late.

How will I be notified of my ILL request?

A notification will be sent when the item is available for pickup in accordance with a patrons notification preferences.

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Highlighted in Blue indicates recommended changes from the Policy Committee

INVESTMENT POLICY STATEMENT OF SAMUELS PUBLIC LIBRARY

Purpose and Source of Assets

This Investment Policy Statement (“IPS”) sets forth the process that the Samuels Public Library (“Library”) Board of Trustees (“Trustees”) has adopted to make investment-related decisions. Parties involved shall discharge their responsibilities solely in the interest of the Library. This Investment Policy Statement will:

- Establish reasonable expectations, objectives and guidelines in the investment of those of the Library’s assets set forth in the **Samuels Library Endowment Fund** (“Fund”) document attached hereto as Exhibit A, and the ~~Samuels Library Endowment Fund~~ (“Endowment”) attached hereto as Exhibit B.
- Set forth an investment structure detailing permitted asset classes and expected allocation among asset classes
- Create the framework for a well-diversified asset mix that can be expected to generate acceptable returns at a level of risk suitable to the Library

This IPS is not a contract. This IPS is intended to provide guidance for the Trustees and Finance/Investment Committee. No guarantees can be given about future performance and this IPS shall not be construed as offering such a guarantee.

Investment Objectives

The primary investment objective for the Library is balanced growth and income, recognition being given to the type of spending policy adopted here and in the Fund document. As objectives for the Library change, the IPS will be revised to help ensure that the investment needs will be met.

Time Horizon

For the purposes of planning, the Library shall consider the investment portfolio to have a perpetual life except for distributions directed or permitted under the Fund document.

Risk Tolerance

Financial research has demonstrated that risk is best minimized through the diversification of assets. The Library’s risk tolerance is considered moderate.

Investment Selection

The following criteria shall be used in the investment selection process:

- a. Past performance rankings over various time frames
- b. Historical volatility and downside risk
- c. Investment style
- d. Historical asset correlation

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- e. Current economic environment
- f. Convenience
- g. Availability

Asset Allocation

After reviewing the performance and risk characteristics of various asset classes and balancing the risks and rewards of market behavior, the following asset classes are selected to achieve the objectives of the portfolio:

Asset Classes	Acceptable Target Allocation Range
Cash	0 - 25%
Fixed Income	10 - 40%
• U.S. Government Bonds • U.S. Corporate Bonds • Mortgage-Backed Securities	
Stocks	40 - 80%
U.S. and International	
• Preferred Stock • Real Estate Investment Trusts	

No other asset categories shall be permitted unless approved by the committee.

The approved asset class allocation indicates a range for each broad investment category. From time to time, based on changing economic circumstances and the various relative investment opportunities, it may be desirable to make changes in the target allocation. When such changes are made, updates will be attached to this IPS as an Appendix.

Rebalancing Procedure From time to time, market conditions may cause the Portfolio's investment in various asset classes to vary from the established allocation. To remain consistent with the asset allocation guidelines established by this IPS, each asset class will be reviewed no less frequently than annually.

Selection and Retention Criteria

The committee will review the performance of each asset class on an annual basis. In the event the performance of any asset class lags any selected index or benchmark for the previous one-year period, the committee will make a determination as to whether the asset class continues to be a prudent and appropriate investment.

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Spending Policy

Spending and distributions shall be governed by the provisions of the of the **attached Exhibits** Fund document, as amended from time to time.

Finance/Investment Committee

The **Finance/**Investment Committee shall be ~~established as set forth in the provisions of the Fund document, as amended from time to time.~~ **appointed by the Board of Trustees President annually.**

Selection and Monitoring of an Independent Investment Advisor(s)

The committee may from time to time select one or more independent investment advisors to advise the committee and have custody of the Fund assets. The investment advisors shall have such discretionary powers, within the guidelines hereby established, over investment of the assets as the committee shall delegate. The performance of investment advisors shall be reviewed at least annually, with focus on (i) the manager's adherence to the IPS guidelines, (ii) material changes in the manager's organization, investment philosophy, and/or personnel, (iii) comparisons of the manager's results to any index or benchmark agreed upon at the time of investment, and (iv) such other matters as the committee deems relevant. It is understood that there are likely to be short-term periods during which performance deviates from the long-term turn objectives.

Amendment This IPS may be amended or modified at any time by the Trustees.

Adopted by the Board of Trustees March 11, 2013, ~~and amended July 12, 2021.~~

Stephen Jerome
Stephen Jerome, Secretary
March 11, 2013

Katie Carr
Katie Carr, Secretary

Amended:
July 12, 2021
July 8, 2024

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Exhibit A

SAMUELS LIBRARY **ENDOWMENT FUND**

The **Samuels Library Endowment Fund** will maintain full compliance with The Virginia Uniform Prudent Management of Institutional Funds Act as outlined in Virginia Code Section 64.2-1100 through Section 64.2-1108.

The **Samuels Library Endowment Fund** may incorporate sub-funds in order to accept Memorial gifts, Family gifts, etc.

A. **ENDOWMENT FUND COMPOSITION** - the Fund shall be comprised of the following:

1. Proceeds of the lease/sale of the Library's former Villa Avenue property
2. The proceeds of any terminating split interest gift, such as a charitable remainder trust
3. Unrestricted bequests
4. Restricted bequests if the principal will not reasonably be expected to be expended within 2 fiscal years of the date of receipt of the bequest
5. Unrestricted cash gifts of \$1000 or more, that would result in the Reserve Account exceeding the \$200,000 threshold set forth in the Board of Trustees Corporate Resolution of Financial Management dated 05/13/24 (see exhibit B)
6. Restricted cash gifts of \$1000 or more if the principal will not reasonably be expected to be expended within 2 fiscal years of the date of receipt of the gift
7. Unrestricted non-cash gifts with a fair market value of \$1000 or more if the gift is acceptable under the Library's Gift Acceptance Policy
8. Unrestricted cash gifts of any amount if the gift is directed to the Fund by the donor
9. Such other amounts as are placed in the Fund by resolution of the Board
10. Any unrestricted amounts received from the Samuels Library Foundation
11. Income from investment of the Fund

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B. MANAGEMENT OF THE FUNDS

1. ~~Both~~ The Samuels Library **Endowment** Fund ~~and the Samuels Library Endowment Fund~~ will be managed by ~~a Board committee consisting of the Board Treasurer and two Board Trustees appointed annually by the full Board~~ **the Finance/Investment Committee.**

2. The Library Director and Chief Financial Officer shall sit on the committee

3. The committee shall retain such investment and professional advisors as it reasonably deems necessary and the costs therefore shall be paid from the Fund

4. The committee shall make a full report to the Board **on the status of the Endowment Fund** at least ~~semi-~~**annually**

C. INVESTMENT OF THE **SAMUELS LIBRARY ENDOWMENT** FUND

1. The Board shall review the Investment Policy Statement of Samuels Library at least annually, and may amend the same from time to time.

2. Restricted amounts held within the Samuels Library **Endowment** Fund may be comingled for investment purposes but shall be accounted for separately. ~~The Samuels Library Endowment Fund will be maintained separately, and funds will not be comingled with the Samuels Library Fund.~~

D. USE OF THE SAMUELS LIBRARY **ENDOWMENT** FUND

1. As of the annual valuation date, 3%, or such lesser percentage as the Board shall specify, of unrestricted principal, and the income from restricted principal for which no provision as to the use of income was made in the restriction, ~~shall~~ may be paid to the Library for use in special projects, or as otherwise determined by the Board. The annual valuation date shall be the first business day of each fiscal year.

2. Such other donor unrestricted amounts as the Board shall direct, including, but not limited to, Library fundraising expenses, will be distributed from the Samuels Library Endowment Fund for specific Library needs

3. Restricted amounts held within the Samuels Library Endowment Fund shall be distributed in accord with the terms of the restriction.

~~E. USE OF THE SAMUELS LIBRARY ENDOWMENT FUND~~

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1. Any disbursements from the Samuels Library Endowment Fund will be deferred until the overall fund balance achieves a value of \$250,000. When this occurs, the Board will determine whether or not earned income disbursements should be made.

Exhibit B

Samuels Library Inc., Corporate Resolution of Financial Management

WHEREAS Samuels Library, Inc. desires to ensure its long term financial security, protect and grow the endowment and clarify how financial resources are designated, managed and used.

WHEREAS Samuels Library Inc., desires to ensure the County Board of Supervisors and the Warren County citizens and donors that the library is a good investment and an example of strong government/not-for-profit partnership.

RESOLVED that the Board of Trustees hereby authorizes the following financial accounts:

- “Operations”.....for normal budget/operational expenses and revenues.
- “Reserve”.....for contingency/emergency or other unfunded expenses.
- “Endowment”.....for long term financial stability and a stream of income.
- “Transitory”.....for accounting for and managing grants, debts or other short term duration financial needs.

RESOLVED that the Board of Trustees is hereby authorizing the Library Director and the Operations Director to take the following actions:

- Change the investment fund to an endowment fund.
- Use available monies to initially fund the reserve and endowment accounts.
- Provide opportunity for named endowments within the larger endowment.
- Maintain a reserve account of approximately \$150,000 - \$200,000.
- Maintain the operational account as currently configured.
- Set up transitory accounts as need to manage grants, debts, etc.
- Draft an update to the Board of Trustees investment fund policy statement.

(This Resolution was adopted by the Library Board of Trustees on May 13, 20122024.)

Samuels Library Endowment Fund

The **Samuels Library Endowment Fund** will follow all rules and guidelines outlined in the

The **Samuels Library Endowment Fund** may incorporate sub-funds in order to accept Memorial gifts, Family gifts, etc.

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