



FY 2025-2026 PARTNER AGENCY FUNDING REQUEST FORM COUNTY OF WARREN, VA

RETURN TO: FINANCE DEPARTMENT
c/o Megan Cheshire, mcheshire@warrencountyva.gov
Budget Submission Deadline is December 31, 2024

Agency Name:	Samuels Public Library	Contact Person:	Erin Rooney
Email Address:	erooney@samuelslibrary.net		
Telephone:	540-635-3153 ext 110	Date:	12/2/24
Address:	330 E Criser Rd, Front Royal VA 22630		

TOTAL FY 2025-2026 AMOUNT REQUESTED FROM WARREN COUNTY:

\$1,193,261.85

AGENCY INFORMATION

1. Mission Statement:

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

2. Please provide the total clients/individuals served between July 1, 2023, and June 30, 2024, and show a breakdown of clients/individuals per locality (Warren, Frederick, Fauquier, Shenandoah, etc.):

This information is from FY24. Samuels Public Library has a reciprocal borrowing agreement with the Libraries from the surrounding counties. All other localities outside these areas are charged a fee. Break up by county is as of December 2024 as accurate FY24 numbers were not possible. Expired accounts after a certain date are deleted and new patrons added each month.

Library Visits – 127,751

Cardholders – 16,148

Warren County - 12359

Frederick County - 590

Shenandoah County – 699

Rappahannock - 385

Fauquier - 196

Page County – 146

Winchester City - 71



Other - 403

3. Please explain the measurable, positive impacts your services will have on Warren County. Also please explain how your agency measures success:

Samuels Library's positive impact on Warren County can be measured by the level of usage from our community. In FY24, the Library was utilized as follows:

Library Visits – 127,751
Cardholders – 16,148
Items Checked Out – 401,859
Database Usage – 107,998
COVID Test Kits Distributed – 1,118
Events – 542
Meeting Rooms – 2,007
Adult Volunteer Hours – 6894
Teen Volunteer Hours – 1,966
Public Computer Usage – 14,813
Wireless Internet Usage – 11,335
Website Usage – 147,547
Mobile App Usage – 19,523
Questions Answered – 45,226
1:1 Trainings – 5,110
Notary Usage - 446
Tests Proctored – 4

4. Please provide a brief description of the services provided in Warren County, including program activities and description:

Print Lending Collection – The Library provides Warren County citizens access to a collection of 62,128 adult print books; 32,102 children's print books; 3,016 teen print books; and 27 periodicals.

AV Lending Collection – The Library provides Warren County citizens access to a collection of 2,566 books on CD and 9,150 DVDs.

Digital Lending Collection – The Library provides Warren County citizens access to a collection of 1,110,238 ebooks, 297,181 downloadable audiobooks, 32,171 streaming videos, and almost 15 million downloadable songs across multiple platforms such as Overdrive, Hoopla, and Freegal.

Public Computer and Internet Access – The Library provides free wi-fi throughout the building and offers access to 22 public computers with internet access and Microsoft Office software and two early literacy



computers housed in the Children's Department. There are also an additional 12 laptops to be used for programming in conjunction with the new Studio 330.

Laptop & WiFi Hotspot Kits – The Library provides Warren County citizens access to a lending collection of Laptop & WiFi Hotspot Kits. This allows patrons to access the internet and a computer in their own home as needed.

Programs for Children – The Library provides a variety of educational and recreational programs for Warren County children, including: weekly story times, crafts, STEM programs, Summer Reading, Winter Reading, Holiday Writing contest, and more. Programs are held in-person and/or virtually.

Programs for Teens – The Library provides educational and recreational programs for Warren County teens, including: teen volunteer program, monthly discussion group, crafts, Summer Reading, and Winter Reading. Programs are held in-person and/or virtually.

Programs for Adults – The Library, with assistance from the Friends of Samuels Library, provides educational and recreational programs for Warren County adults, including: professional lectures, crafts, technology assistance, database demonstrations, classes, 3 monthly book clubs, Genealogy Club, Summer Reading Program, Winter Reading Program, visits to our local Senior Center and senior groups, reading to local senior facility patients, and more. Programs are held in-person and/or virtually.

Studio 330 – The Library provides access to a brand new memory lab and makerspace located in the old computer lab. Memory Lab services allows for personal archiving. Patrons can convert analog formats to digital to preserve personal documents such as 8mm film, cassettes, VHS and more. The makerspace allows patrons the ability to access equipment such as sewing machines, laser cutter, 3d printers and more. This allows them to create things while learning new skills. Staff give one on one training sessions as well as provide programming on specific topics related to equipment etc. In addition the Library also has a booth located in the back of the adult area which patrons can reserve to record audio for projects such as podcasts or oral history interviews.

Meeting Rooms & Individual Study Rooms – The Library allows Warren County citizens to utilize public meeting spaces, including: 2 conference rooms, 2 public meeting rooms, and 2 individual study rooms.

Reference Services – Library staff are available to answer reference questions for Warren County Citizens in-person, via telephone, and via online chat. Library staff also provide 1:1 training sessions to citizens and access to a local history room.

Online Resources – The Library provides Warren County Citizens access to 7 different online resources and databases along with 51 statewide electronic collections that allow them to do business, academic, and genealogical research; sharpen professional skills; create legal documents; learn a new language; enhance their job search; and more.

Warren County Student & School Support – The Library provides services tailored to support Warren County students, educators, and homeschoolers. Public Library Connect provides public school students access to age-appropriate ebooks and audiobooks from the Library's digital collection via the SORA app. BrainFuse HelpNow provides test prep, a writing lab, live online tutoring, and a safe virtual meeting space for students. Wonderbooks are audio-enabled picture books perfect for new readers. Playaway Launchpads are educational tablets fully-loaded with games, stories, and videos that engage students and enhance literacy (no internet connection required). Library staff are available to visit classrooms or host on-site classroom tours of the Library. The Library serves as a meeting space for homeschoolers and started the Homeschool Hub, an educational program to support homeschool students. The Library also offers a special



student card to make it easier for students to access all of our digital resources, providing the student has parental permission.

Community Partnerships – The Library partners with many community organizations to provide services to Warren County residents. Laurel Ridge Community College works with the Library to offer free GED classes. Valley Health collaborates with the Library to provide online and print medical information for the community. The Virginia Department of Health partners with the Library to distribute free at-home COVID tests to the public. The Library continues to maintain the StoryWalk® at Eastham Park by changing the story book and hosting an event, with assistance from Warren County Parks & Recreation, along with the Sheriff's Department, Fire & Rescue, and the Front Royal Police Department, who have worked together to provide special story times and outdoor events for children. Warren County ARC collaborates with the Library to provide programs tailored for our special needs community. The Library has also partnered with the Warren County Office of Emergency Management to serve as a cooling/heating center for those in need. The Library's Adult Services Department is now working with the Warren Heritage Society to preserve historic documents, and to share resources and reference materials. Reference staff provide programming for senior facility patients and senior center. The Master Gardner's have a seed lending library located at our adult reference desk. The Phoenix Project provides pop-up advocacy once a month at the library.

5. Please share any ways that your agency is currently partnering with any Warren County departments:

The Library continues to maintain the StoryWalk® at Eastham Park by changing the story book and hosting an event, with assistance from Warren County Parks & Recreation, along with the Sheriff's Department, Fire & Rescue, and the Front Royal Police Department, who have worked together to provide special story times and outdoor events for children. The library also teams up with Park and Rec through-out the year on other programming events like the annual Easter event. Additionally we partner with Warren County Department of Social Services on job development programs that teach skills such as how to write a resume and complete job applications. Warren County Office of Elections & Voter Registration also has voter registrations drives at the library.

6. Please describe specifically how are using Warren County funds this fiscal year:

Samuels Public Library uses Warren County funds for the following operating expenses:

Maintenance, Utilities and Supplies - For this area of the budget, Warren County funds are used exclusively, if possible. This section of the budget includes the HVAC annual maintenance contract, monthly pest control contract, utilities, and custodial services. Additional maintenance costs are forecasted for FY26 including lawn maintenance, fire suppression inspection, emergency building maintenance.

Insurance – Covered by Warren County Funds.

Library Technology – The Library maintains 22 public computers with corresponding internet access, anti-virus and lock down software – of the 22 computers, 12 are housed on the Adult side of the library and 10 are housed in the Children's Department. The Library also has laptop and hotspot lending programs. All laptops are maintained with up to date anti-virus software and lock down software, and hotspot usage is billed monthly. In addition to the 10 computers available in the Children's Department, two early literacy computers are also available on a first come – first served basis. The Library also maintains a Library Automation System which houses all patron and collection data. This system also allows the Library Catalog to be viewed and searched in house on one of 9 catalog access computers, or remotely via the Library



mobile app. All Library data is backed-up daily onsite and overnight to a cloud-based service. Library Technology is funded through State Aid, Donated Funds and Warren County funding.

Office Expenses – Office supplies, copy paper, advertising, book processing supplies, etc... This fund line is partially supplemented with State Aid funds in addition to Warren County funds.

Other Expenses – Annual Audit. Covered by Warren County.

Salaries and Payroll Items – Salaries and Payroll Items – This budget line is partially supplemented by State Aid Funding. Only 25% of State Aid funds can be applied to salaries, and only to salaries of MLIS-holding staff members. The remainder of the salary expenses are covered utilizing Warren County funds.

7. Please describe specifically how you will use Warren County funds in the coming fiscal year:

Samuels Public Library will use Warren County funds for the following operating expenses:

Maintenance, Utilities and Supplies - For this area of the budget, Warren County funds are used exclusively, if possible. This section of the budget includes the HVAC annual maintenance contract, monthly pest control contract, utilities, and custodial services. Additional maintenance costs are forecasted for FY26 including grounds, electrical, roof, door repairs, plumbing fire suppression and extinguisher inspection.

Insurance – Covered by Warren County Funds.

Library Technology – The Library maintains 22 public computers with corresponding internet access, anti-virus and lock down software – of the 22 computers, 12 are housed on the Adult side of the library and 10 are housed in the Children’s Department. The Library also has laptop and hotspot lending programs. All laptops are maintained with up to date anti-virus software and lock down software, and hotspot usage is billed monthly. In addition to the 10 computers available in the Children’s Department, two early literacy computers are also available on a first come – first served basis. The Library also maintains a Library Automation System which houses all patron and collection data. This system also allows the Library Catalog to be viewed and searched in house on one of 9 catalog access computers, or remotely via the Library mobile app. All Library data is backed-up daily onsite and overnight to a cloud-based service. Library Technology is funded through State Aid, Donated Funds and Warren County funding.

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8. Please provide details on whether your agency has a management reserve or surplus funds from prior year funding. Include the balance (covering grants, donations, state funds, etc.) and specify what these funds are earmarked for:

The Library has no surplus funds from prior year funding except for the Mellon Grant which covers Cost of the Studio 330 project and employee within a 5 year period that started April 2024.

9. Please provide your agency’s year-to-date revenues and expenditures for FY2024-2025, along with anticipated revenues and expenditures through 6/30/2025. Break down the expenses by labor, other direct costs (materials, books, IT, etc.), overhead (rent, utilities, etc.), revenue source (county, state,



donations, grants, etc.), and capital improvements, as applicable. *This information may be included in the chart below or included as an attachment with your response.

This information is in a documents attached.

10. If requesting an increased allocation from previous approved amounts, please explain why, how your agency determined this desired amount, and what other funding streams you are utilizing to support services:

The FY2026 Budget allocation request reflects an overall increase of 16.5% from the FY2025 budget allocation per the Library Funding Agreement dated 10/03/2023. After 3 years of flat funding, during a highly inflationary period, it is imperative that we look to continuing to increase staff salaries – we are currently not even on par with the 2019 Salary Study which the County adopted. The FY26 budget includes an overall 3% increase for staff. Additionally many operational costs have continued to rise. Some examples include: from FY2025 to FY2026 we have been advised that the audit costs will increase by 25%, the HVAC maintenance contract will increased by 10% in FY2024, Health Insurance costs rose by 8% in FY2024. These examples simply serve to highlight the overall impact of inflation on all operating costs. In addition the library has now added maintenance line items back into the budget as the county has withdrawn all building maintenance assistance.

The Library will continue to support shortfalls in the budget funding through Reserve Account transfers. The Friends of Samuels Library have been very successful in their fund raising endeavors, and their funding commitments continue to rise each year.

FINANCIAL INFORMATION

REVENUES			
	FY 2024-2025 YTD	FY 2024-2025 Projected	FY 2025-2026 Request
County of Warren	\$ 512,000	\$ 1,024,000	\$ 1,193,261.85
Other Local Governments (Specify each with amounts below)	\$	\$	\$
Locality #1	\$	\$	\$
Locality #2	\$	\$	\$
Locality #3	\$	\$	\$
Locality #4	\$	\$	\$
Locality #5	\$	\$	\$
State & Federal Government	\$ 127,642.50	\$ 253,565	\$ 240,000



* Fundraising	\$ 26,657.81	\$ 78,952.75	\$ 31,000
Program Service Revenue	\$ 23,266.84	\$ 44,750.00	\$ 51,800
Grants	\$	\$	\$
* * Other Funding	\$ 28,857.26	\$ 28,857.26	\$ 30,000
Total Funding	\$ 718,424.41	\$ 1,430,125.01	\$1,546,061
% Funded by Warren County	71.3%	71.6%	77.2%
EXPENDITURES			
	FY 2024-2025 YTD	FY 2024-2025 Projected	FY 2025-2026 Request
Personnel	\$ 440,693.18	\$ 786,424	\$ 1,052,816.85
Operations	\$ 240,399.90	\$ 643,701.01	\$ 493,245.00
Capital	\$ 29,500	\$ 0	\$ 0
Total Expenses:	\$ 710,593.08	\$ 1,430,125.01	\$ 1,546,061.85

All Budget Requests MUST include a copy of your agency's most recent audit and Form 990, if applicable. If this does not apply to your agency, please type "Not Applicable" below.

Copy of most recent 990 and audit are attached.

* Includes restricted donations.

* * Draw from Samuels Library Endowment \$28,857.26