



**Annual Meeting Agenda
for the Samuels Library Board of Trustees
July 11, 2022**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from Annual Meeting July 2021
3. Committee on Trustees
 - a. Proposed new Trustees
 - b. FY 2023 Slate of Officers
4. Adjourn Annual Meeting

**Bi-Monthly Meeting Agenda
for the Samuels Library Board of Trustees
July 11, 2022**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from May 9, 2022 Meeting
3. Citizen's Time
4. President's Time
 - a. Vision for FY 2023
 - b. Date of Board Retreat
 - c. Committee Assignments
 - d. Conflict of Interest Statements
5. Library Director's Report
6. Finance Committee Report
 - a. FY 2022 Budget v Actual Report
7. Development Committee Report
8. Strategic Planning Committee Report
9. Bylaws & Policies Committee Report
 - a. Internet & Computer Use Policy
10. FOSL Report
11. County Update
12. Old Business
13. New Business
 - a. Amphitheater Agreement
14. Adjourn – Next Meeting Date will be September 12, 2022

**Samuels Public Library
Annual Meeting of the Board of Trustees**

July 12, 2021

In attendance:

Barbara Way, President; Mack Hobgood, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Kim Emerson, At-Large; Celeste Brooks, Lisa Cobb, Frank Brugh, Joan Richardson, Shane Goodwin, Melody Hotek, Lori Girard, FOSL Board President; Michelle Ross, Library Director; Cheryl Harrison, Circulation Supervisor.

Absent: Madeline Hickman, Delores Oates, Warren County Representative, Mary Kim Waddell, Eileen Grady, Operations Director; Melanie Mullinax, Development Administrator.

With a quorum present, Ms. Way called the meeting to order.

The minutes of the Annual Meeting of July 13, 2020, were presented. Mr. Goodwin moved to approve the minutes as presented, Ms. Cobb seconded.

Ms. Way asked Ms. Brooks to present the following report from the Committee on Trustees. Ms. Brooks stated the Committee proposed Ms. Melody Hotek as a new member of the Board of Trustees. Mr. Walker seconded, passed unanimously.

On behalf of the Committee on Trustees, Ms. Brooks presented the following slate of officers for FY2022:

Maj. Gen. Mack Hobgood, President
Celeste Brooks, Vice President
Pete Walker, Treasurer
Katie Carr, Secretary
Barbara Way, At-Large

Ms. Richardson seconded, passed unanimously.

Ms. Way received a letter of resignation from Board Member Ms. Sikora. Ms. Way suggested sending a note of thanks to Ms. Sikora for her service. Ms. Way thanked Ms. Brooks for her work on the Committee on Trustees.

There being no further business Ms. Way adjourned the Annual Meeting.

Respectfully submitted,

Katie Carr, Secretary

Samuels Public Library
Committee on Trustees Meeting
June 28, 2022

In attendance: Joan Richardson, Shane Goodwin, Mack Hobgood, Celeste Brooks, Michelle Ross.

Celeste reported that she will be unable to attend the July 11th board meeting due to a work commitment. Joan agreed to present Michelle Leasure as the new board member, along with the new slate of officers. Celeste will send Michelle's resume to Joan. Michelle Ross will reach out to Michelle Leasure to do an individual orientation.

This year's board retreat will be an actual retreat covering specific in-depth topics. It is scheduled for Saturday, August 20th, 9 am to 12 noon, with lunch to follow. The initial topics are as follows:

- Michelle to ask Library of Virginia to send someone and present on "hot topics" or trends
- Development Committee presentation
- Strategic plan (current one goes through 2024)
- Presentation by Director, including comparative statistics

Celeste will send Michelle the updated board terms for the board packet.



Samuels Library Board of Trustees FY 2023

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Hobgood, USAF, ret**

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Samuels Library Staff

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Eileen Grady – Operations Director

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**Melanie Mullinax – Development
Coordinator**

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**Cheryl Harrison – Circulation
Supervisor**

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**Erin Rooney – Adult Reference
Supervisor**

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**Michal Ashby – Children's
Reference Supervisor**

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Samuels Public Library Trustees Term List

Terms Ending July 2023

1st Term:

Frank Brugh
Shane Goodwin
Joan Richardson
Mary Kim Waddell

2nd Term:

Celeste Brooks
(Member-at-Large, 2022-23)
Madeline Hickman

3rd Term:

Kim Emerson
Barbara Way (Past President)

Terms Ending July 2024

1st Term:

Melody Hotek (Vice President,
2022-23)

2nd Term:

Mack Hobgood (President, 2022-23)

3rd Term:

Katie Carr (Secretary, 2022-23)
Pete Walker (Treasurer, 2022-23)

Terms Ending July 2025

1st Term:

Michelle Leasure

2nd Term:

Lisa Cobb

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

May 9, 2022

In attendance: Mack Hobgood, President; Pete Walker, Treasurer; Katie Carr, Secretary; Kim Emerson, At-Large; Frank Brugh, Lisa Cobb, Joan Richardson, Melody Hotek, Mary Kim Waddell, Vicky Cook, County Representative; Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Coordinator; Cheryl Harrison, Circulation Supervisor.

Absent: Barbara Way, At-Large; Celeste Brooks, Vice President; Madeline Hickman, Shane Goodwin, Lori Girard, FOSL Board President.

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

Maj. Gen. Hobgood called for a motion to approve the March 14, 2022 minutes as presented. Mr. Brugh made the motion, and Ms. Waddell seconded. The vote passed unanimously.

Citizens Time:

No Citizens were present.

President's Time:

Maj. Gen. Hobgood thanked everyone for their committee work. Maj. Gen. Hobgood reported that the Executive Committee met on March 31, 2022, to discuss a proposal by Ms. Ross and Ms. Grady to give employees a 6% inflation catch-up bonus soon. The Finance Committee reviewed the proposal, and they recommended approval. Discussion ensued. The following motion resulted from the Executive Committee meeting: Ms. Way moved for Ms. Ross and Ms. Grady to issue bonuses not to total more than \$43,410.00, which is equal to 6% of salary, as soon as possible. Ms. Brooks seconded the motion. The vote passed unanimously.

Library Director's Report:

Ms. Ross reviewed the highlights from the March and April Director's reports. Ms. Ross and staff continue to build community partnerships, increasing patron attendance and circulation. Adult and Teen Volunteer hours have also increased. As a result of the proposed FY23 Warren County budget, Ms. Ross and Ms. Grady worked together to adjust the FY23 budget to present to the Finance Committee. Jeremy Derflinger was hired to replace Ryan McKenna in the Adult Reference Department. A draft amendment agreement was received from Warren County Schools regarding the Amphitheater project. Once the Warren County attorney has reviewed the document, Mr. Joe Silek will review the agreement on behalf of the Library. Once the full review is complete, the agreement will be presented to the Board of Trustees for approval. Discussion ensued. Ms. Hotek stated once the agreement is complete, Mr. Dan Hotek will give the final drawings.

Finance Committee:

Mr. Walker presented the Financial Report. Mr. Walker reviewed the Budget vs. Actual through April 2022 report looking for line items substantially less or greater than 83.3%. Mr. Walker found no issues to report.

Mr. Walker reported the following account balances:

Investment Account = \$923,638.77.

The total represents a decline due to the market. Three different accounts make up the Investment Account:

1. Legacy Account
2. Chuck Huber Endowment Account – not yet funded.
3. General Endowment Account – not yet funded.

\$68,000.00 resides in the Legacy Account, waiting for the market to improve before Mr. Ball purchases the securities for the Endowment Accounts. Ms. Grady inquired if Mr. Ball would invest the agreed-upon \$50,000.00 and \$5,000.00, or the total \$68,000.00? Mr. Walker believes Mr. Ball will leave the excess above \$55,000.00 in cash in the Legacy Account.

Operating Account = \$235,219.86

Reserve Account = \$91,009.90

The Community Foundation Account balances as of March 31, 2022:

1. Samuels Public Library Endowed Fund = \$7,239.47
2. Samuels Public Library Fund = \$6,833.78

Mr. Walker made a motion to accept the revised budget as presented in the Board packet for FY2023. Ms. Hotek seconded. The vote passed unanimously.

Development Committee:

Ms. Cobb presented the Committee report. Ms. Cobb reported many committee members were involved with "A Taste for Books." Therefore, the Committee opted to forego the April meeting. The Committee will meet again in June.

Ms. Mullinax reported we are expecting to hear from the Dollar General Summer Reading Grant on May 12th. Ms. Mullinax applied for The Annual Community Foundation of the Shenandoah Valley Grant, which will announce its decision in September. Ms. Mullinax reported due to a successful "A Taste for Books" and other fundraising campaigns, we have met our FY2022 goal. Currently, the Committee is working on the goals and budget for FY2023. Ms. Mullinax is also exploring other options for reporting and tracking. Maj. Gen. Hobgood complimented the success of the Committee and suggested possibly raising the FY2023 goal. Ms. Ross noted that the \$21,000.00 received from the American Rescue Act in FY2022 would not be available in FY2023. Discussion ensued. Ms. Hotek recapped "A Taste for Books" success and thanked everyone for their support. Ms. Waddell suggested advertising "A Taste for Books" to the new teachers. Next year's theme is "A Journey Through Time." Many participants, table hosts, and restaurants are already planning for next year's event.

Committee on Trustees:

Ms. Waddell reported the Committee reviewed the Strategic Plan, and it was agreed new Board members receive a one-on-one orientation as established in the existing guidelines within the Board documentation and the ALA guidelines. The Committee unanimously agreed to recommend Ms. Michelle Leasure to the full Board.

The Committee recommended the following slate of officers for the FY2023 term:

President: Henry M. Hobgood
Vice President: Melody Hotek
Treasurer: Pete Walker
Secretary: Katie Carr
Member-at-Large: Celeste Brooks

The Committee meetings will be moved from Mondays. A discussion will take place to select a new meeting day and time.

Maj. Gen. Hobgood spoke on behalf of Ms. Leasure, stating she has impressive assignments in the financial world and would be a terrific person to join the Board. Maj. Gen. Hobgood suggested Mr. Walker may wish to invite Ms. Leasure to join the Finance Committee.

To clarify, the July 2022 meeting is two parts. The Annual Meeting is the approval of the minutes from the prior year's Annual Meeting, and the Board votes on the Officers and new Board Members. The meeting is adjourned, and the July 2023 Bi-Monthly meeting is held.

Strategic Planning Committee:

Ms. Richardson said the Committee met on April 11, 2022, to review and recommend changes to the Strategic Plan. When appropriate, the Committee recommended modifications based on the results of the Community Survey. The Committee looked to address future challenges to the operation and service efforts of the Library. The Committee voted the draft be brought forward to the Board of Trustees for review. Ms. Richardson moves to approve the draft of the Strategic Plan as presented to become the Strategic Plan. Ms. Waddell seconded. The vote passed unanimously.

Bylaws Committee:

Ms. Emerson reported the Committee plans to meet on June 8, 2022. The Committee needs to review and update the Internet Acceptable Use Policy.

FOSL Report:

Ms. Ross reported that FOSL had moved their main meeting to May 19, 2022. Therefore there is no Financial Report to share. FOSL strongly supported and participated in "A Taste for Books" by contributing as a \$2,500.00 sponsor and participating as a Table Host. Ms. Ross again thanked FOSL for their support during National Library Week, SamiCon, and the opening Summer Reading magician event on June 6, 2022.

County Update:

Ms. Cook apologized for not attending "A Taste for Books." Ms. Cook stated the County is waiting on the General Assembly to approve the State budget before Warren County can approve the FY2023 budget. Ms. Cook inquired about the approval of the Amphitheater project. She was concerned the delay in approval would impact quotes and funding.

Old Business:

No old business.

New Business:

Maj. Gen. Hobgood stated the yearly evaluation of the Library Director is due by June 30, 2022. Maj. Gen. Hobgood noted in his experience that the review process works well when the Board President and one additional Board Member conduct the evaluation. Ms. Hotek was asked and agreed to join Maj. Gen. Hobgood in the Library Director's evaluation. Maj. Gen. Hobgood said Ms. Ross would update the status of the goals established last year, and the evaluation form would then be sent to all Board Members for their input.

There being no further business, Maj. Gen. Hobgood adjourned the meeting.

The next meeting will be held on Monday, July 11, 2022, at 5:30 p.m.

Respectfully submitted,

Katie Carr
Secretary



**COMMITTEE ASSIGNMENTS
SAMUELS PUBLIC LIBRARY BOARD OF TRUSTEES
2022-2023**

EXECUTIVE COMMITTEE

Mack Hobgood, President & Chair
Melody Hotek, Vice President
Katie Carr, Secretary
Pete Walker, Treasurer
Celeste Brooks, Member at Large

FINANCE COMMITTEE

Pete Walker, Chair
Frank Brugh
Lisa Cobb
Kim Emerson
Michelle Leasure

COMMITTEE ON TRUSTEES

Celeste Brooks, Chair
Frank Brugh
Joan Richardson
Shane Goodwin
Madeline Hickman

DEVELOPMENT COMMITTEE

Lisa Cobb, Chair
Katie Carr
Madeline Hickman
Melody Hotek
Lori Girard, FOSL Representative

STRATEGIC PLANNING COMMITTEE

Joan Richardson, Chair
Barbara Way
Mary Kim Waddell
Michelle Leasure
Steve Montana, FOSL Representative

BYLAWS/POLICIES COMMITTEE

Kim Emerson, Chair
Barbara Way
Shane Goodwin
Mary Kim Waddell

EX OFFICIO MEMBERS

Mack Hobgood to all committees as
Board Chair
Eileen Grady to Finance & Development
Melanie Mullinax to Development
Michelle Ross to all committees as
Library Director, non-voting

Conflict of Interest Disclosure Form for Samuels Public Library

1. Are you aware of any relationships between Samuels Public Library and yourself or a member of your family as defined by the letter or spirit of this policy that may represent a conflict of interest?

No Yes

If Yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

2. During the past 12 months, did you or a member of your family receive any compensation, gifts, or loans from any source from which the Library buys goods or services or otherwise has significant business dealings?

No Yes

If Yes, please list them, their source, and their approximate value.

3. Exceptions: (If there are none, please indicate so.)

I certify that I have read and understand the Board's policy on conflict of interest and that the foregoing information is true and complete to the best of my knowledge.

Name (please print)

Signature

Date

(Please return the completed form to the Library President or Library Director.)

[Adopted by the Board of Trustees on May 13, 2013]

Director's Report

May & June 2022

General Updates

- Eileen Grady scheduled a demo of the Polaris ILS system as part of the selection process. She also scheduled a meeting with our current ILS vendor. Staff members from each department attended both.
- Cheryl Harrison, Erin Rooney, Michal Ashby and Eileen completed a Mental Health First Aid course through Valley Health.
- Michelle Ross, Melanie Mullinax, Cheryl, Erin and Eileen attended a Non-Profit Symposium hosted by Yount, Hyde, & Barbour.
- Michelle joined Shenandoah County Library Director Sandy Whitesides and Handley Regional Library Director John Huddy on a trip to the Washington County Public Library in Hagerstown. WCPL Director, Jenny Bakos, donated free tickets to SPL for an upcoming Debbie Macomber event. These are being used as Adult Summer Reading prizes.
- Cheryl and her husband David worked with Sandra and John Norman to attach the Taste For Books pirate ship to the Reference Desk.
- The State Budget passed with additional funding to the Library of Virginia's State Aid program. The Library can expect to see an additional \$20,000 which we will use to help with the salary and collection budget lines.
- Michelle and Melody Hotek attended the June 28 Warren County Board of Supervisors Meeting. The Amphitheater agreement and the Library's budget allocation were approved at the meeting.
- The Management Team gathered for an FY23 retreat to discuss goals, procedures, and plan for the upcoming fiscal year.
- Michelle compiled and revamped the FY23 Fundraising Priority List with input from Library staff.
- 17 staff members were able to attend The Library Marketplace at the Annual American Library Association Conference in Washington, DC. Staff were very grateful for the opportunity and brought back a lot of good ideas.
- Michelle attended the SALT/TRIAD Board Meeting.
- Michelle attended the Local Emergency Planning Committee Meeting at the Smithsonian.
- Michal met with Alex Bigels from the Front Royal Cardinals to plan collaborations in FY23.
- Eileen worked tirelessly to close out FY22.

Services & Usage Updates

- A new Tabletop Gaming Collection was introduced. This was funded through ARPA money and Erin partnered with Play Favorites on the games. People have been very excited about this new addition!
- Circulation was up 13% in May, patron visits were up 31%, program attendance increased 58%, **new card registrations increased 133%, mobile app usage increased 149%**

Programming

- SamiCon finally returned to in-person this May! Over 800 people attended the event and 600 comic books were distributed for Free Comic Book Day. Play Favorites provided arcade games, Code Ninjas led workshops, Kevin Owens did multiple magic shows, and staff put together an Escape Room. SamiCon will go back to a September date in 2023.
- The Volunteer Fair that was rescheduled from 2021 was held in May. 83 people attended to learn about volunteer opportunities from 20 organizations that serve Warren County. This event was in partnership with The Wednesday Group.
- All staff worked hard to prepare for Summer Reading and their efforts paid off! Everything kicked off on June 3. 656 children and 128 adults are already signed up! Illusionist Peter Wood started us off with a bang! 175 people showed up to be delighted by his amazing tricks. Aside from his performance, the Children's Department hosted a variety of activities throughout the day. These events really bolstered numbers that day with a door count well over 600 and a circulation count of 2,668.
- Staff participated in multiple outreach events in May & June. The Library had a presence at the following: Town of Front Royal Employee Wellness Fair, DARE, Senior Moments, and the Cardinals Kick-Off Game.

- The Children’s Department and Parks & Recreation collaborated on the Toddler Trails and Warren Reads programs. Toddler Trails gets kids out to our local trails and teaches them all about the critters and ecology of each area. Warren Reads brings community helpers to the Library to read to kids with guest readers from the Sheriff’s Office, Fire & Rescue, and the Front Royal Police Department.
- Local author Ben Hatke presented at the June StoryWalk event. His book *Nobody Likes a Goblin* is the featured story and the illustrations were inspired by the geology around Eastham Park. Another local author, June Smalls, was a special guest at Story Time in June.
- The Reference Department has been hosting a Tiny Art competition, they’ve given out close to 80 kits for people to make their own piece of tiny art to display in the Library.
- As part of Summer Reading, the Reference Department is doing a series of interactive movie programs. *The Princess Bride* screening had 20 attendees.
- The Tree Stewards held a Tree Identification Workshop and taught 27 participants all about local trees.
- FOSL continued their series of hiking programs with a Basic Backpacking Class and Family Hiking.
- The Warren County Schools ESL Program hosted their family night at the Library – they received a tour and a presentation about Library services.

Staffing

- There has been a lot of staff turnover in the last two months. Sarah May resigned from the Reference Department for a higher paying job. Rose Turner resigned from the Children’s Department to relocate to a different state. Both of these full-time positions were filled internally, Pat Lopreto and Grace Green received the promotions. We welcomed Jeremy Derflinger to an open part-time Reference position and Calista Mayberry to an open part-time Children’s position. There is still a 20-hour position open in the Children’s Department.



Figure 1- SPL Crew at ALA



Figure 2- Tree Stewards Program



Figure 1- Peter Wood Event

Big Event & Outreach Schedule FY 23

July

- July 4 – Closed, Independence Day
- July 11 – Board Meeting
- July 11 – July 13 – Warren County Schools Administrative Retreat
- July 26 – New Teachers Luncheon

August

- August 2 – National Night Out
- August 20 - Board Retreat

September

- All Month – Library Card Sign-Up Month
- September 5 – Closed, Labor Day
- September 9 – Donor Reception
- September 12 – Board Meeting
- September 23 – Kathy Jacob Reception (extended hours)
- September 24 – Get Out & Play Day (Town Event, Details TBD)
- September 29 & 30 - FOSL Book Sale

October

- October 1 & 3 – FOSL Book Sale
- October 14 – Front Royal Block Party (Town Event, Details TBD)
- October 15 – Festival of Leaves (Details TBD)
- October 31 – Hometown Halloween

November

- November 5 – StoryWalk Event
- November 11 – Closed, Veterans Day
- November 14 – Board Meeting
- November 19 – Volunteer Dinner
- November 24 & 25 – Closed, Thanksgiving

December

- December 3 – Christmas Parade
- December 8 – Holiday Writing Reception
- December 17 – Story Time with Santa
- December 24 & 26 – Closed, Christmas
- December 31 – Closed, NYE

January

- All Month – Winter Reading
- January 1 – Closed, New Year's Day

- January 9 – Board Meeting
- January 16 – Closed, Staff Development Day
- January 28 – National Puzzle Day/ Jigsaw Puzzle Fundraiser

February

- All Month – Winter Reading
- February 20 – Closed, Presidents Day
- February 23 – Day of Giving

March

- March 13 – Board Meeting
- March 25 – StoryWalk Event

April

- April 22 – Closed, Taste for Books
- April 23 – 29 – National Library Week

May

- Star Wars Day – May 4
- Family Fun Day/ Free Comic Book Day – May 6
- Board Meeting – May 8
- May 24 – DARE Day
- May 29 – Closed, Memorial Day

June

- All Month – Summer Reading
- June 3 – Summer Reading Kick-Off
- June 19 – Closed, Juneteenth



Statement of Activity
Samuels Public Library Endowed Fund
April 01, 2022 through April 30, 2022

Fund Activity

	04/01/2022	YTD-Jan 1
Beginning Balance	7,239.47	7,494.40
Receipts		
Dividends/Interest-Mutual Funds	4.57	25.35
Market Appreciation/Depreciation	-440.66	-690.77
Total Receipts	-436.09	-665.42
Distributions		
Administrative Fees	5.67	23.71
Broker Fees	2.45	10.01
Total Distributions	8.12	33.72
Ending Balance	6,795.26	6,795.26
Spendable Balance	239.22	

Activity Detail

Date	Account	Description	Amount
2022-04-30	Administrative Fees	Monthly 1% (1.00% of 6,800.93)	-5.67
2022-04-30	Broker Fees	Revenue Share - April 2022	-2.45
2022-04-30	Dividends/Interest-Mutual Funds	Revenue Share - April 2022	4.57
2022-04-30	Market Appreciation/Depreciation	Revenue Share - April 2022	-440.66



Statement of Activity
Samuels Public Library Fund
April 01, 2022 through April 30, 2022

Fund Activity

	04/01/2022	YTD-Jan 1
Beginning Balance	6,833.78	7,158.55
Receipts		
Dividends/Interest-Mutual Funds	7.28	29.42
Market Appreciation/Depreciation	-344.52	-666.95
Total Receipts	-337.24	-637.53
Distributions		
Administrative Fees	5.41	22.50
Broker Fees	2.31	9.70
Total Distributions	7.72	32.20
Ending Balance	6,488.82	6,488.82
Spendable Balance		

Activity Detail

Date	Account	Description	Amount
2022-04-30	Administrative Fees	Monthly 1% (1.00% of 6,494.23)	-5.41
2022-04-30	Broker Fees	Revenue Share - April 2022	-1.24
2022-04-30	Broker Fees	Revenue Share - April 2022	-1.07
2022-04-30	Dividends/Interest-Mutual Funds	Revenue Share - April 2022	3.76
2022-04-30	Dividends/Interest-Mutual Funds	Revenue Share - April 2022	3.52
2022-04-30	Market Appreciation/Depreciation	Revenue Share - April 2022	-152.10
2022-04-30	Market Appreciation/Depreciation	Revenue Share - April 2022	-192.42



Statement of Activity
Samuels Public Library Endowed Fund
May 01, 2022 through May 31, 2022

Fund Activity

	05/01/2022	YTD-Jan 1
Beginning Balance	6,795.26	7,494.40
Receipts		
Dividends/Interest-Mutual Funds	1.35	26.70
Market Appreciation/Depreciation	101.28	-589.49
Total Receipts	102.63	-562.79
Distributions		
Administrative Fees	5.75	29.46
Broker Fees	2.36	12.37
Total Distributions	8.11	41.83
Ending Balance	6,889.78	6,889.78
Spendable Balance	239.22	

Activity Detail

Date	Account	Description	Amount
2022-05-31	Administrative Fees	Monthly 1% (1.00% of 6,895.53)	-5.75
2022-05-31	Broker Fees	Revenue Share - May 2022	-2.36
2022-05-31	Dividends/Interest-Mutual Funds	Revenue Share - May 2022	1.35
2022-05-31	Market Appreciation/Depreciation	Revenue Share - May 2022	101.28



Statement of Activity
Samuels Public Library Fund
May 01, 2022 through May 31, 2022

Fund Activity

	05/01/2022	YTD-Jan 1
Beginning Balance	6,488.82	7,158.55
Receipts		
Dividends/Interest-Mutual Funds	2.63	32.05
Market Appreciation/Depreciation	73.14	-593.81
Total Receipts	75.77	-561.76
Distributions		
Administrative Fees	5.47	27.97
Broker Fees	2.25	11.95
Total Distributions	7.72	39.92
Ending Balance	6,556.87	6,556.87
Spendable Balance		

Activity Detail

Date	Account	Description	Amount
2022-05-31	Administrative Fees	Monthly 1% (1.00% of 6,562.34)	-5.47
2022-05-31	Broker Fees	Revenue Share - May 2022	-1.20
2022-05-31	Broker Fees	Revenue Share - May 2022	-1.05
2022-05-31	Dividends/Interest-Mutual Funds	Revenue Share - May 2022	1.34
2022-05-31	Dividends/Interest-Mutual Funds	Revenue Share - May 2022	1.29
2022-05-31	Market Appreciation/Depreciation	Revenue Share - May 2022	33.62
2022-05-31	Market Appreciation/Depreciation	Revenue Share - May 2022	39.52

Samuels Library, Inc.
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

100%
Not Final

	May 22	Budget	Jun 22	Budget	Jul '21 - Jun 22	Budget	% of Budget
Expense							
6000 · Salaries	55,882.74	58,089.00	56,055.84	58,089.00	702,556.45	697,068.00	100.8%
6040 · Retirement Funding/Current	2,567.42	2,800.00	2,660.79	2,800.00	31,704.23	33,000.00	96.1%
6050 · FICA SS/Med Payroll Tax Expense	4,275.04	4,458.30	4,298.26	4,458.30	53,775.67	53,500.00	100.5%
6060 · Unemployment Tax Expense	213.44	0.00	153.09	1,125.00	4,811.56	4,000.00	120.3%
1 6080 · Hospitalization Expense	19,110.64	0.00	-735.56	0.00	69,223.53	92,000.00	75.2%
2 6090 · Travel/Administrative Costs	494.20	400.00	605.21	300.00	10,681.73	7,000.00	152.6%
6091 · Development Travel/Admin Expenses	43.85	350.00	30.00	300.00	1,832.50	4,000.00	45.8%
6092 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3 6200 · Books/Materials	12,739.26	7,700.00	7,797.11	7,660.00	119,286.28	92,000.00	129.7%
6235 · Databases	5,034.45	0.00	2,000.00	0.00	25,038.45	16,812.00	148.9%
6250 · Subscriptions	224.75	280.00	2,581.22	500.00	6,787.24	7,200.00	94.3%
6280 · Library Supplies	262.76	100.00	694.04	1,000.00	9,928.56	10,000.00	99.3%
6300 · Internet Access Charges	395.00	395.00	395.00	395.00	5,425.33	5,040.00	107.6%
4 6410 · Special Projects	0.00	0.00	0.00	0.00	6,403.77	5,460.00	117.3%
6411 · Community Outreach	1,539.25	0.00	490.97	0.00	7,628.79	3,500.00	218.0%
5 6420 · Childrens/Special Programs	2,531.37	2,000.00	1,066.21	950.00	8,659.63	6,500.00	133.2%
6 6430 · Adult Programs	1,041.07	50.00	225.77	100.00	2,498.45	1,000.00	249.8%
6460 · Retail Expense	0.00	0.00	43.70	0.00	707.15	0.00	100.0%
6461 · Fax Supplies	0.00	0.00	0.00	0.00	474.95	0.00	100.0%
6610 · Contractual Services	870.00	30.00	2,671.75	900.00	11,729.75	11,510.00	101.9%
7 6620 · Maint. Supplies/Small Equip.	3,580.61	1,332.50	5,226.83	1,332.50	41,474.59	15,990.00	259.4%
6621 · COVID-19 Expenses	0.00	0.00	0.00	0.00	569.13	0.00	100.0%
8 6630 · Repair & Replacement	0.00	250.00	0.00	1,000.00	15,660.92	13,000.00	120.5%
6640 · Furniture	0.00	0.00	0.00	0.00	364.86	0.00	100.0%
9 6641 · Story Walk	0.00	0.00	60.97	0.00	7,535.80	0.00	100.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	-2,100.00	0.00	100.0%
6710 · Insurance	385.00	0.00	0.00	0.00	6,035.00	5,000.00	120.7%
6720 · Utilities	5,896.72	6,200.00	0.00	6,200.00	74,267.51	74,400.00	99.8%
6810 · Postage	109.95	25.00	9.95	25.00	1,901.55	2,000.00	95.1%
6820 · Telephone	237.00	250.00	234.36	250.00	2,863.51	3,000.00	95.5%
6830 · Office Expenses/Supplies	1,228.52	750.00	812.09	750.00	5,789.13	6,000.00	96.5%
6840 · Recruiting/Ad Expense	4.00	150.00	0.00	0.00	1,008.42	1,600.00	63.0%
6850 · Copier Expense	1,153.56	667.00	573.38	667.00	10,474.69	8,000.00	130.9%
6860 · Audit Expense	0.00		0.00		11,000.00	10,250.00	107.3%
6900 · Computer Equipment	1,570.26	600.00	321.59	600.00	8,422.87	9,000.00	93.6%
10 6905 · Computer Maintenance & Support	82.24	1,000.00	1,092.39	500.00	10,279.44	6,000.00	171.3%
11 6906 · Hot Spots	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6955 · Library Automation System	0.00	0.00	0.00	0.00	11,143.00	11,250.00	99.0%
6962 · RFID	3,898.00	0.00	0.00	0.00	13,723.50	13,750.00	99.8%
6963 · SAMS	0.00	0.00	0.00	0.00	3,214.75	3,000.00	107.2%
12 6964 · SenSource	0.00	0.00	0.00	0.00	2,681.00	340.00	788.5%



**Development Committee Meeting Minutes
June 15, 2022**

The Development Committee met on June 15, 2022 at Samuels Library. In attendance were Lisa Cobb, Melody Hotek, Katie Carr, Lori Girard, Eileen Grady, Melanie Mullinax and Michelle Ross.

Lisa Cobb called the meeting to order.

The committee accepted the February 16, 2022 meeting minutes.

Chair Report – Lisa Cobb reviewed several past committee discussions. She determined a consensus that the Development Plan for 2023 would include a goal of two to three new planned gift commitments and that the percentage of unrestricted annual fundraising dollars added to the endowment would be determined on an annual basis, starting next fiscal year, sometime between May and August.

She also revisited the National Estate Planning Awareness Week (October 17 -23) event idea. The committee decided that instead of an in-person event, a video offering the basics in estate planning would be produced, possibly featuring some local attorneys or some national experts. The video may be developed in-house (with a cost of \$500-\$1000) or possibly shared from another expert site, and would be loaded to the website and promoted through social media and other platforms during National Estate Planning Awareness Week. Katie Carr volunteered to take the lead on the project, with a loose timeframe developed. Melanie Mullinax suggested a second planned gift mailing should go out to potential planned giving donors around the National Estate Planning Awareness Week, with a link to the video included.

Fundraising Tracking Report- Melanie Mullinax provided the committee with the tracking report dated June 8, 2022 showing \$132,068 raised, 132 percent of the \$100,000 goal. She noted the successful Annual, Day of Giving and Taste For books campaigns, exceptional FOSL donations, special project donations and a successful grant year including the one-time American Recovery Act Grant funds contributed to the total. While corporate giving appears to be under goal, Melanie explained that business/corporation giving actually exceeded goals, reaching approximately \$9,000 of total fundraising, but the current accounting of the gifts required some of the business/corporate gifts to be recorded under campaign or grant categories.

Grant Tracking Report – Melanie presented the grant tracking report indicating that we did not receive the Carnival Cruise Foundation Grant to support Taste For Books, or the Dollar General and the Rappahannock Power of Change grants to support the summer reading program. She will apply for the Carnival Cruise grant again this fall to support the 2023 A Taste For Books, as well as a different Dollar General Grant in 2022-2023. She indicated that while we did not receive the Rappahannock Power of Change Grant, we continue to benefit from regular support from our local Rappahannock group. She also stated that she applied for the annual Community Foundation of the Northern Shenandoah Valley(CFNSV) grant in late April, this year for the

Winter Reading Club. Announcements for the CFNSV grants will take place in September.

Development Plan 2023 – Melanie presented the 2023 Development Plan to the committee along with a one-page highlight of the goals and changes for the 2023 year. The plan calls for a 20 percent increase in fundraising dollars by practicing excellent donor stewardship, cultivating new donors and providing giving opportunities to meet donor's interests. The plan reviewed by Michelle, Lisa and Mack Hobgood is a living document that offers a vision of the coming year for the committee. The committee had no additional questions or feedback on the plan. The one page highlight document that was reviewed is attached to the minutes.

Major Donor Event - The committee discussed a loose plan for the annual Major Donor stewardship event. The 3rd annual event is a thank you event to donors who have donated more than \$1000 to the library. This is not a fundraising event. This year's event will take place on Friday September 9, 2022 at 5:30 p.m. at the Library and will focus on the 70th (Platinum) anniversary of the modern day Samuels Public Library. This year, the committee will award its first ever Dr. Bernard Samuels Legacy Award to a donor. A committee including Eileen Grady, Michelle Ross, Melody Hotek, Katie Carr and Melanie Mullinax will meet to plan and execute the event and also set the Legacy Award guidelines and criteria.

FOSL Update – Lori Girard reported FOSL continues to do well. In addition to its already more than \$20,000 donated to the Library this year, Lori indicated another \$2000 would be donated by the end of the fiscal year to support the Hoopla program at the Library. She also committed the organization to raising at least \$15,000 for the Library next year. Lori also said FOSL's plans to extend Bookstore hours have been put on hold due to continuing limitations in volunteer time. The annual FOSL membership mailing will take place again in July. Lisa thanked FOSL for their support in helping pick up the cost of puzzles for the recent Puzzle Competition.

The next development committee meeting is scheduled for Wednesday, August 17, 2022 from 5:00 – 6:00.

Lisa adjourned the meeting at 6:00 p.m.



FY 2023 Development Plan Highlights

Increase fundraising by income sources in FY 2023 with a *20% overall growth focusing on practicing excellent donor stewardship and retention of dedicated Samuels Library donors, cultivating new donors, and providing giving opportunities to meet donor interests.

- Recognize 50% of fundraising for restricted programs and 50% for unrestricted programs.
- Adjust tracking categories to eliminate the corporate line (corporation/business donations included in campaigns, events and special projects) and add Other unrestricted and Special Projects restricted to better reflect donor intent and desires.
- Develop more formal Corporate/community sponsorship program possibly laying out the annual giving opportunities and levels and communicate defined benefits of different levels of sponsorship.
- Track corporate donations by percent of overall fundraising goals.
- Increase annual appeal fundraising goal by 11% by possibly adding a match component from past large annual appeal donors.
- Defined goals for Samuels Society/Planned Giving and continue to build through planned giving communications and establishment of a subcommittee of former Board, library advocates and current Samuels Society members to cultivate new leads.
- Continue to provide excellent donor stewardship through recognizing new donors, bringing lapsed donors back in to the fold, continuing annual donor appreciation event for major donors, communicating library successes through social media, traditional media and monthly newsletter, thanking donors and showing them the impact of their donations throughout the year, and highlighting donors on social media, the website and newsletter.
- Celebrate the 10th anniversary of the beloved Taste for Books with seasoned event goers, new patrons, expanded sponsorships and auction donations. Increase event fundraising goal by 10%.
- Celebrate and cultivate new donors with special recognition-possibly soft quarterly new donor board in library.
- Add additional Major Donor Recognition - Dr. Bernard Samuels Legacy Award
- Updated and reformatted Fundraising Priority List that provides clear road map for grant applications and corporate/business sponsorship opportunities that will help increase grant fundraising goal by 100%.
- Budget/FY 23 Meeting dates/ Calendar major fundraising events

**FY22 Fundraising income budget included \$20,000+ American Rescue Grant(ARG) funds that will not be repeated in 2023 and a \$10,000 unsolicited and unbudgeted amphitheater grant. Without the ARG funds in the budget, year over year increase in fundraising goal for 2023 is 20 percent.*



SAMUELS
public library

2023 Development Plan



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ADDENDUMS

- I. Funding Priority List**
- II. Development Committee Calendar**
- III. Development Plan Budget, Income & Expenses**

Introduction

The Development Committee is under the direction of and advises the Samuels Public Library (SPL) Board of Trustees. The Development Committee supports the ongoing effort to secure additional funds for SPL from individuals, corporations and foundations. In addition, the Development Committee supports fundraising events and programs such as the Annual Appeal, *Taste for Books*, *Day of Giving* and the annual donor appreciation event. This plan is a road map illustrating the highlights of how the Committee envisions achieving SPL’s fundraising goals.

Goals & Strategies

Objectives	Goals	Strategies
Maximize Individual Giving Amounts from Current Donors	<ul style="list-style-type: none"> • Build donor stewardship • Recognize Major donors 	<ul style="list-style-type: none"> • Identify & engage lapsed donors • Communicate Library successes • Host annual Donor appreciation event for \$1000+ donors • Add additional annual Major Donor Recognition - Dr. Bernard Samuels Legacy Award
Keep pace with community needs	<ul style="list-style-type: none"> • Address library needs as driven by community requests and needs 	<ul style="list-style-type: none"> • Suggestion box • Strategic Committee Survey
Board Participation in the Fundraising Process	<ul style="list-style-type: none"> • 100% of the Board makes an annual gift of any size • Board members to supply names and contact information for prospective supporters and participate in donor cultivation 	<ul style="list-style-type: none"> • Request contact info of prospective supporters from Board members. • Board written Thank You notes to key Donors
Increase volunteer involvement with library committees and events	<ul style="list-style-type: none"> • Bring in outside perspectives and additional assistance 	<ul style="list-style-type: none"> • Invite volunteers to sit on event committee and participate in development committee meetings as needed

Objectives	Goals	Strategies
Grow relationships with local community organizations and businesses	<ul style="list-style-type: none"> • Tap into funding sources available through community groups with whom we do not currently have strong relationships • Explore joint fundraising opportunities 	<ul style="list-style-type: none"> • Develop more formal Corporate/community sponsorship/ layout annual opportunities • Track corporate donations by percent of overall fundraising goals.
Complete a thorough analysis of existing donor data	<ul style="list-style-type: none"> • Have an accurate and functional understanding of the donor base and giving habits/trends • Adjust donor goals and percentages based on existing data 	<ul style="list-style-type: none"> • Compile statistics on donor retention rates and compare data over past five years • Keep donor data updated • Clean up tags and establish better tracking tags
Cultivate New Library donors	<ul style="list-style-type: none"> • Continue to add new active donors to donor database • Recognize new donors • Monitor success of purchased donor list 	<ul style="list-style-type: none"> • New donor thank you and communication plan recognition • Quarterly Soft Recognition Board • Add checkbox for rec. permission to donate form • Continue to monitor success of purchased list
Encourage Planned Giving	<ul style="list-style-type: none"> • Continue to Build Planned Giving Society • Secure 2 -3 planned gift commitments annually? 	<ul style="list-style-type: none"> • Send out 2nd strategic planned giving mailing from Society member (National Estate Planning Awareness Week Oct 17 - 23 2022) • Board to establish subcommittee of former board/ planned giving society members, Library advocates to cultivate more planned gifts
Utilize social media, email, and a refined web presence for fundraising efforts	<ul style="list-style-type: none"> • Continue to incorporate donation appeals for library events via Facebook followers and other media users and Facebook Peer to Peer Fundraising 	<ul style="list-style-type: none"> • Thank Facebook fundraisers online and in writing. • Use newsletter and mail chimp email to reach out to donors during major campaigns

Objectives	Goals	Strategies
Foster a culture of philanthropy at the library – among staff, volunteers, and patrons	<ul style="list-style-type: none"> • Increase donor retention through strong donor communications • Placement of new fundraising /planned giving materials/special campaigns throughout library 	<ul style="list-style-type: none"> • Develop and place materials on giving throughout the library (including a slide for FRED board) • Focus on donor stewardship, thanks and impact communications • Report on success of fundraising campaigns • Permanent and rotating Donor Boards
Increase Grant Applications	<ul style="list-style-type: none"> • Fund priority list items with targeted grants 	<ul style="list-style-type: none"> • Continually research new and recurring grants • Provide regular follow-up on grant outcomes and success • Recognize grantors

I. Source: Annual Appeal

Goal Amount: \$21,000 Expenses: \$1,500+ (printing, postage, envelopes)

Funds: Unrestricted

Timeframe: November/December

Strategy: Encourage existing and new donors with information about excellent library services, usage, needs and how donor dollars have been used over the past year. Highlight the goal amount and several points to which the donated funds will be directed. In addition, the committee will utilize all possible free and electronic resources for spreading awareness of the fundraising drive. This will include posting the appeal on our website, Facebook page, town and county media resources, Chamber of Commerce, radio, paper, etc. Appeal is sent to everyone in donor database. (Consider \$10,500 matching gift—several past major gift annual appeal donors, or corporation?)

II. Source: Taste for Books

Goal Amount: \$22,000 Expenses: \$4000

Funds: Unrestricted

Timeframe: April 22, 2023 (February – April)

Strategy: Focus on 10th anniversary of A Taste For Books To encourage new and existing sponsorships, ticket sales and community involvement.

III. Source: Friends of Samuels Library (FOSL) Donations

Goal Amount: \$15,000

Funds: Restricted

Timeframe: Year round

Strategy: Support FOSL's Annual Mailing. Increase awareness of the Friends of Samuels Library through programs, bookstore, volunteers and events. Support and encourage consistent sales at the Epilogue bookstore, which is FOSL's main source of income. As FOSL's mission is to support the Library, then funds raised through memberships and book sales become available for Library expenses inside and outside the operating budget.

IV. Source: Foundations & Grants

Goal Amount: \$20,000

Funds: Restricted Used as specified by grant stipulations

Timeframe: As specified by the grant

Strategy: Seek outside funding opportunities in support of SPL projects, enhancements, programs, supplies, etc. (that are not a part of the regular budget) purchased to support the library's vision, mission and fundraising priority list.

V. Source: Day of Giving

Goal Amount: \$7,000

Funds: Unrestricted_

Timeframe: February 2023

Strategy: Use matching gift motivation and social media platforms to reach out to new donors through social media with time restricted fundraising campaign. Need new matching gift source in 2023.

VI. Source: Other (non-campaign donations/ small fundraisers Puzzle day, Non campaign Facebook Fundraisers etc.)

Goal Amount: \$5,000

Funds: Unrestricted

Timeframe: Year round

Strategy: Provide fundraising opportunities outside of campaigns and events to communicate library needs and attract donors year-round.

VII. Source: Special Projects – (Projects restricted by individual donors examples collections, memorial gifts, amphitheater, Technology)

Goal Amount: \$10,000

Funds: Restricted

Timeframe: Year round

Strategy: Provide giving opportunities to accommodate new and arising needs and satisfy donor intentions.

Development Committee Action Plan

The Development Committee's Action Plan is a tool used to address the dynamic aspects of the committee's role in funding support for the Samuels Public Library (SPL). The primary function of the plan is to identify, track, and report on the funding opportunities that will help the board, staff, and community realize SPL's vision and accomplish its mission.

The action plan is a 'living document' that is modified depending on changing needs and circumstances. The action plan includes the Fundraising Priority List, the Development Committee Calendar, and the Development Plan Budget, Income & Expenses.

As part of the Action Plan, the Library Director will annually update the three year Fundraising Priority List and the Development Administrator will update the Development Committee at their regular meetings as grants and donations are pursued, received, and expended.

ADDENDUM I: Fundraising Priority List FY2023

The Fundraising Priority List is a categorized list crafted by Library management with input from Library staff and an emphasis on patron feedback. The Fundraising Priority List includes projects, enhancements, and supplies that support the Library's vision and mission. Each category features items ranked by order of need and preference. These items are not allocated for in the regular budget - their acquisition is only made possible through grants, sponsorships, and donations. Though the list is ranked, it has the flexibility to match current needs with donor wishes. The list is a living document and will be updated as items are received or as needs evolve.

Collection & Service Enhancements

Hoopla - \$10,000: Hoopla is a popular ebook, downloadable audiobook, and streaming video service that was added when the Library was closed during the height of the COVID-19 pandemic. The payment model is cost-per-checkout, meaning the Library is charged for every individual circulation. It is a popular service with over 500 users and provides access to specific items that the Library does not offer elsewhere (comics, streaming video, and digital magazines).

- Fundraising Focus: FOSL, Individual Donors, Community Organizations, Grants

Wonderbooks - \$2000: Reading aloud to children is the #1 activity to ensure reading success down the road. Wonderbooks are storybooks that have audio integrated to create an immersive read-aloud experience. The collection was introduced in FY22. A small allocation has been created in the budget, but with the popularity and importance of the collection, additional funds will be necessary to expand it.

- Fundraising Focus: Grants, FOSL, Individual Donors, Community Organizations

Adult Nonfiction - \$3500 Total: It is important to keep the nonfiction collection timely and relevant. Older materials need to be weeded out and updated continually. Additional funding outside of the budget will help support a solid nonfiction collection.

- General Nonfiction - \$2000
- Medical Books - \$1500
- Fundraising Focus: Grants, FOSL, Individual Donors, Community Organizations

ESL Translation Pens - \$1000: 5.5% of homes in Warren County speak a language other English. Offering translation pens would help support our foreign-language speaking community members.

- Fundraising Focus: Grants, Corporate Sponsorships, Community Organizations

World Languages Collection - \$2000: There is an increased interest in the Library's World Languages Collection, particularly for Spanish-language items. Additional funding would help the Library meet demand.

- Fundraising Focus: Grants, Community Organizations, Individual Donors

Tabletop Gaming Collection - \$1,000: The Tabletop Gaming Collection was added in FY22, additional funds would help strengthen the new service. Tabletop gaming collections are becoming more prevalent among libraries and offer an affordable way for families and groups to connect socially.

- Fundraising Focus: Community Organizations, Grants, Individual Donors

STEM Bags - \$1,000: STEM bags contain STEM-related items for families to do STEM activities at-home and also contain STEM books.

- Fundraising Focus: FOSL, Grants, Community Organizations, Corporate Donations, Individual Donors

Events & Programs

Reading Programs - \$12,000 Total: Reading programs improve literacy among all ages, help combat summer slide, and provide social opportunities. Reading programs are the backbone of library programs and are our most popular events.

- Summer Reading Club (June 3 – August 5) - \$9,000 Total
 - ▶ All-Ages Kick Off Event (June 3)- \$1000
 - ▶ Youth Summer Reading Prizes - \$3000
 - ▶ Youth Summer Reading Performers - \$3000
 - ▶ Adult Summer Reading Prizes - \$2000
 - Funds needed by January 2023
- Winter Reading (January 3 – February 28) - \$3000 Total
 - ▶ Youth Winter Reading - \$2000
 - ▶ Adult Winter Reading - \$1000
 - Funds needed by November 2022
- Fundraising Focus: Grants, Community Organizations, Corporate Sponsors, FOSL, Individual Donors

Outreach Events - \$4,000 Total: Outreach events allow the Library to get out into the community and meet the community where they are in order to better provide and promote services.

- National Night Out (August 2) - \$1500
 - Funds needed by July 2022
- Christmas Parade (December 3)- \$4000
 - Funds needed by October 2022
- Fundraising Focus: FOSL, Individual Donors

National Library Celebrations - \$4500: Participation in National Library Celebrations not only highlights the importance of libraries, but also serves as a promotional opportunity for Samuels Library.

- National Library Card Sign-Up Month (September) - \$1500
 - Funds needed by August 2022
- National Library Lovers Month (February) - \$1500

- Funds needed by December 2022
- National Library Week (April 23 – April 29) - \$1500
 - Funds needed by January or February 2023
- Fundraising Focus: FOSL, Individual Donors

Holiday Writing Contest (October – December) - \$1000: The Holiday Writing Contest encourages young writers to flex their abilities. Many Warren County classrooms and homeschoolers participate. In 2022, the contest will also feature a new Special Needs category.

- Fundraising Focus: Grants, Community Organizations, Corporate Sponsors, FOSL, Individual Donors
 - Funds needed by August 2022

Facility Enhancements

Amphitheater - \$100,000: A small amphitheater on the property between the Library and Ressie Jefferies Elementary School would allow the Library to host more outdoor events and accommodate larger crowds. The COVID-19 Pandemic has highlighted the need for outdoor community spaces. The amphitheater would be a valuable asset to Warren County, as it would be an accessible space for community events and gatherings (within the realm of the Library’s Meeting Room Use Policy).

- Fundraising Focus – Individual Donors, Grants, In-Kind Donations from Community Organizations

Automated Book Sorter Project - \$200,000: Circulation staff handle over 350,000 items per fiscal year. An automated book sorter would save staff time by checking in and sorting books as they are returned. The predicted staff time saved could potentially equal the amount of hours of a 20-hour part-time position.

- Fundraising Focus - Individual Donors, Grants

Branded Outdoor Digital Sign - \$20,000: The 2021 Community Survey highlighted the need for significant promotion of Library events and services. An outdoor digital sign, along Criser Rd, would allow the Library to advertise events and services to drivers and pedestrians on the busy street.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

Circulation Desk - \$30,000: The current circulation desk is now over a decade old. During that time, workflows and services have changed. A new circulation desk would help streamline patron interactions and provide vital space for the Circulation Department to store materials and work without being cramped.

- Fundraising Focus – Individual Donors, Grants

Staff Support

Staff Development Day - \$1500: Staff Development Day is an entire day set aside to train all Library staff. Continuing education and supporting staff is vital to keeping Samuels Library relevant as libraries evolve. Staff Development Day has a small line item in the FY23 Budget, increased funding would allow for specialized training and outside speakers.

- Fundraising Focus – FOSL, In-Kind Donations from Community Organizations, Individual Donors

Staff Polo Shirts - \$1500: Branded polo shirts make staff easily identifiable at outreach events while maintaining a professional appearance.

- Fundraising Focus – FOSL, In-Kind Donations from Community Organizations, Individual Donors

Supplies & Equipment

10 Book Carts - \$5000: Book carts are used daily by all staff and volunteers to move materials around the building. Additional carts are needed and some carts require replacement.

- Fundraising Focus – FOSL, Individual Donors, Community Organizations

2 Large Craft Carts - \$5000: Craft programs have been growing in popularity with adult patrons. As more craft programs are held, it is necessary to keep supplies organized and easily accessible. Mobile carts would achieve this while also simplifying set-up for staff.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

Music & Movement Supplies - \$485: Music & Movement is a program tailored for young children. It incorporates sound and yoga to keep their minds and bodies active. Additional supplies would help grow this program.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

Story Time Supplies - \$150: Story Time is a staple Library program. This literacy program, hosted weekly, draws in an average 50 participants per program. Story Time is critical for early learners, as it introduces them to new words and modes of communication. Additional supplies will aid the continued success of Story Time.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

Technology

Teen Gaming Computers - \$10,000 – The Library currently offers a teen gaming program, this would support that program while attracting new teens to the Library. A 2020 study from the UK National Literacy Trust linked video games to improved literacy, creativity, positive communication, empathy and mental wellbeing in young people.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

SMART Boards for Meeting Rooms - \$15,000: New SMART boards in each meeting room would make it easier for staff and outside groups to facilitate technology classes. There is also a growing demand for Zoom-compatible equipment in public meeting rooms.

- Fundraising Focus – Grants, Corporate Sponsorships

Large Format 3-D Printer - \$8,000 – The library currently has two small-scale 3-D printers. A large scale

3-D printer would create more program opportunities and potentially offer another printing service to the public. Not many people in the region have access to a large-format 3-D printer, so this would be a real draw for community members.

- Fundraising Focus – Grants, Corporate Sponsorships, Community Organizations, Individual Donors

Large Format Scanner - \$25,000: A large format scanner would allow the library to digitize local history records with indices. It is currently difficult for researchers to quickly find the information they need from these resources. A large format scanner would also present the opportunity to create a digital archive of local newspapers (with the paper’s permission), rather than paying costly fees for microfilm.

- Fundraising Focus – Grants, Individual Donors

Oculus Virtual Reality Game Units - \$1000: Many Warren County residents do not have ready access to VR technology, this would allow the opportunity to experience VR and learn more about the emerging technology.

- Fundraising Focus: Grants, Corporate Sponsorships

Cricut - \$500: This paper-cutting machine would help improve Library displays and décor. It will also save staff time on preparing crafts. Add-ons may be purchased so that the machine can also be used for public craft programs or creating promotional Library materials.

- Fundraising Focus: FOSL, Individual Donors

(Revised 6/2022)

ADDENDUM II: DEVELOPMENT CALENDAR FY2023

This calendar is a tool for the Development Committee to project, plan and execute upcoming events and deadlines in support of the Action Plan. This document and other addendums are revised yearly or as needed.

JULY & AUGUST

- ❖ Annual FOSL Membership Drive (address labels and data entry)
- ❖ **Development Committee Meeting: Wednesday, August 17, 2022**
- ❖ Grants
- ❖ Update Donor Boards

SEPTEMBER

- ❖ Major Donor Appreciation Event –September ?
- ❖ Follow-up letter/video to major donors following donor event
- ❖ Prepare List of 20 Top donors to be personally contacted with Planned Giving Ask
- ❖ Prepare Planned Giving Mailing for October
- ❖ Secure Day of Giving Match \$3500
- ❖ Grants

OCTOBER

- ❖ **Development Committee Meeting: Wednesday, October 19, 2022**
- ❖ 2nd Strategic Planned Giving Mailing
- ❖ National Estate Planning Awareness Week is October 17 - 23, 2022
https://www.naepc.org/events/awareness_campaigns
- ❖ National Friends of Libraries Week October 16-22, 2022
https://www.ala.org/united/events_conferences/folweek
- ❖ Grants
- ❖ Planning Begins for Taste for Books 2023
 - Review List of prior Sponsors
 - Brainstorm New and Personal Contacts
 - Include in Annual Appeal Letter
- ❖ Annual Appeal
 - Secure Matching Gift if needed
 - Annual Appeal Letter and Social Media Campaign preparation
 - Update List
 - Draft Letter
 - Draft E-mail
 - Develop Graphics and Visual Design for Social Media Campaign

NOVEMBER

- ❖ Volunteer Recognition –
- ❖ Annual Campaign Mailing late-November

- ❖ Taste for Books
 - Order “Save the Date” post cards
- ❖ Begin planning for February “Day of Giving”
- ❖ Giving Tuesday – Tuesday, November 29, 2022
- ❖ Grants

DECEMBER

- ❖ Annual Campaign
- ❖ **Development Committee Meeting: Wednesday, December 14, 2022**
- ❖ Annual Giving Thank Yous
- ❖ Grants

JANUARY

- ❖ Annual Giving Thank Yous
- ❖ Taste for Books Fundraiser Preparations begin (January – March)
 - “Save the Date” post card sent first week of January to any previous participants/attendees
 - Board Challenge (past and present)
 - Solicit Silent Auction Items
 - Secure Sponsors
 - Special requests depending on theme
- ❖ Finalize plans for “Day of Giving” Campaign
- ❖ Revisit Development Plans and Addendums as needed
- ❖ **National Puzzle Day January 29, 2023 Fundraiser – Saturday January 28, 2023**
- ❖ Grants

FEBRUARY

- ❖ **Development Committee Meeting: Wednesday, February 15, 2023**
- ❖ Giving Day Campaign
 - **SPL Day of Giving: Thursday, February 23, 2023**
- ❖ Taste for Books
 - Distribute tickets and posters
 - Solicit Silent Auction Items
 - Secure Sponsors
- ❖ Day of Giving Thanks
- ❖ Grants

MARCH

- ❖ Day Of Giving Thanks
- ❖ Taste for Books
 - Final Details
 - Solicit Silent Auction Items
 - Secure Sponsors
 - Social Media Marketing Campaign begins 8 weeks prior to event
- ❖ Grants

APRIL

- ❖ **Development Committee Meeting: Wednesday, April 19, 2023**
- ❖ **Taste for Books Event – Saturday, April 22, 2023**
- ❖ Taste For Books Thanks
- ❖ Grants

MAY

- ❖ Development Plan – Review Addendums & Update as Needed
- ❖ Taste for Books
 - Summary of April's event & financial outcome
 - Date, Theme & Plans for next year's event
- ❖ Grants

JUNE

- ❖ **Development Committee Meeting: Wednesday, June 21, 2023**
- ❖ Development Plan – Finalize Addendums for Board Review in July
- ❖ Grants

(Revised 6/2022)

ADDENDUM III: DEVELOPMENT PLAN BUDGET- INCOME & EXPENSES – FY2023

INCOME	AMOUNT
Annual Appeal (unrestricted)	\$21,000
Taste for Books(unrestricted)	\$22,000
Day of Giving (unrestricted)	\$ 7,000
FOSL(restricted)	\$15,000
Foundations/Grants (restricted)	\$20,000
Other (unrestricted)	\$ 5,000
Special Projects (restricted)	\$10,000
Estate Gifts	
INCOME TOTAL	\$100,000

EXPENSE	AMOUNT
Mailing (supplies, stamps)	\$1,000
Donor Database	\$ 400
Donor Cultivation & Outreach	\$1,200
Printing & Promotion	\$1,400
Annual Donor Event	\$1,500
A Taste For Books	\$4,000
EXPENSE TOTAL	\$9,500

Net Development Income	\$90,500
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(Revised 6/2022)

% of Year Complete: 92%

6/8/2022

Fundraising Tracking Report FY 22

Category	Goal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	Percent Received Against Goal
Annual Appeal/Gifts	\$ 18,000.00		\$ 250.00		\$ 2,350.00	\$ 2,960.00	\$14,750.00	\$ 1,350.00	\$ 100.00	\$ 70.00				\$ 21,830.00	121%
Taste for Books	\$ 20,000.00						\$ 1,500.00		\$ 7,740.00	\$ 1,400.00	\$ 13,027.50			\$ 23,667.50	118%
FOSL	\$ 15,000.00	\$ 5,000.00				\$ 7,250.00			\$ 2,050.00	\$ 1,000.00	\$ 2,315.00		\$ 2,000.00	\$ 19,615.00	131%
Foundations/Grants	\$ 30,000.00	\$ 4,000.00	\$ 3,000.00		\$ 8,000.00	\$ 5,945.85		\$ 8,027.62	\$ 2,599.58	\$ 3,211.00	\$ 2,085.34	\$ 3,936.15		\$ 40,805.54	136%
Unsolicited	\$ 4,000.00		\$ 395.00	\$ 3,400.00	\$ 1,090.00	\$ 120.00	\$ 25.00		\$ 50.00	\$ 400.00	\$ 579.00	\$ 450.00		\$ 6,509.00	163%
Day of Giving	\$ 7,000.00							\$ 3,000.00	\$ 3,157.00	\$ 209.58				\$ 6,366.58	91%
Community Service Groups	\$ 3,000.00	\$ 75.00	\$ 2,100.00		\$ 50.00	\$ 500.00			\$ 50.00		\$ 750.00	\$ 100.00	\$ 1,500.00	\$ 5,125.00	171%
Corporate Gifts	\$ 3,000.00				\$ 2,000.00									\$ 2,000.00	67%
Special Projects	\$ -				\$ 10,000.00									\$ 10,000.00	
Estate Gifts	\$ -													\$ -	
TOTAL	\$ 100,000.00	\$ 9,075.00	\$ 5,745.00	\$ 3,400.00	\$ 23,490.00	\$ 16,775.85	\$16,275.00	\$ 12,377.62	\$ 15,746.58	\$ 6,290.58	\$ 18,756.84	\$ 4,486.15	\$ 3,500.00	\$ 135,918.62	136%

NOTES: (1) Expenses reflected in budget
 (2) Actual funds received excludes pledges



Grant Tracking Report 2022

Grantmaker Name	Funding Area	Project Name	Submitted Date	Amount Requested	Org Website	Grant Outcome	Notes
Truist Foundation	Invests in innovative nonprofits that align with our four key areas of focus: leadership development, economic mobility, thriving communities and educational equity.	Laptop Hotspot Lending Expansion Program	March 31. 2021	\$3,367.18	https://www.truist.com/purpose/truist-foundation/grant-application	6/29/2021 Approved for \$4000 check will arrive late July 2021	Decision notifications will be sent out around July 1, 2021. TruistFoundation@Truist.com
Rotary Front Royal	Community Grant - Fund new projects that benefit community (not operational money)	StoryWalk	19-Apr-21	\$6,500.00	https://form.jotform.com/210675395888170	Decision in September 2021 - will receive \$8000 grant	Top three projects invited to present Rotary requested we resubmit this as a District Grant- resubmitted May 13th to Katie Tewell, upcoming president of local club)
CFNSV	2021 Cochran Youth Family Fund and Paul & Martha Rees Fund	Launchpad Learning Tablets	29-Apr-21	\$3,000.00	https://www.grantinterface.com/Home/Logon	Did not receive from CFNSV - instead received grant money \$3000 from McNichols Family Foundation	Priority will be given to well-established nonprofit groups or organizations with a history of success in youth welfare. Funding for specific projects or programs is encouraged.
Rappahannock Electric Power of Change Grant		Winter Reading Program	4-Aug-22	\$2,000.00	https://www.myrec.coop/power-change	9/2021 Did not receive	Funded by REC members, Grants generally must support Community Service, Health, Recreation, Safety, Education, Youth or Environment Can Apply again by February 5, 2022
Rappahannock Electric Community Grant		Ebook expansion	15-Oct-21	\$2000 - \$5000	https://www.myrec.coop/sites/myrec/files/documents/CommunityGrantApplication2020.pdf	Did not apply--instead applied for local grant to support Holiday Writing Contest	
Dominion Energy Charitable Foundation	Community Vitality	Winter Reading Program	Submitted 10/11/21 rolling	\$2,900.00	https://www.cybergrants.com/pls/cybergrants/aop_login.login?x_gm_id=1863&x_proposal_type_id=3598	No decision	
ALA	to support Graphic novel collections	9-Feb-22 Will Eisner Graphic Novel Grants		\$4,000.00		Grant automatically resubmitted - notified did not receive April 2022	Only 3 grants given nationally and in Canada \$2000 purchase Graphic Novels from Diamond Books \$1000 for Graphic Novel Themed Event \$100 ALA travel stipened committee will notify recipients by mid-March. If grant not selected, it will remain in the pool for next years cycle Can use same grant to reapply this year

2022 ALSC/Baker & Taylor Summer Reading Program Grant						Did no apply/ did not qualify	
Dollar General	2022 Summer Reading Grant	Children's Summer Reading Program	17-Feb-22	\$3000 Max	http://www.cybergiants.com/dollar_general/summer	Did not receive - notified by email May 12, 2022	These grants support the creation or expansion of summer reading programs. Local nonprofit organizations, schools and libraries are eligible to apply if their programs meet the following criteria: Target Pre-K – 12th grade students who are new readers Target below grade level readers Assist readers with learning disabilities Application available January 2022
Carnival Cruise Foundation	Crusie Tickets - In Kind	Taste For Books	Feb. 2, 2022		www.GrantRequest.com/SID_2100?SA=AM	No decision	application submitted successfully. All applicants will be notified
Rappahannock The Power of Change Grant	2022 Summer Reading Program	2022 Summer Reading Program	Feb. 10, 2022	\$2,000.00		Did not receive - notified April 29, 2022	Funded by REC members- twice a year - non-profit, charitable organizations that make our community a better place to live, work and play.
Community Foundation of Northern Shenandoah Valley (2022 CFNSV Spring Grants application (Cochran; Rees; Boxley-Fox; Chain of Checks)		Winter Reading Club 2023	Thursday April 29, 2022	\$3,000.00	https://www.grantinterface.com/Request/Submission/Application?request=7971661	All applicants will be notified of the final grant decision by the end of September.	Priority will be given to well-established nonprofit groups or organizations with a history of success in youth welfare. Funding for specific projects or programs is encouraged. 2022 CFNSV Spring Grants application Winter Reading Club was successfully received. You will be contacted if any additional information is needed. Applications will proceed through a series of evaluations in July and August.

Bylaws & Policy Committee Minutes

June 8, 2022

In attendance: Kim Emerson, Shane Goodwin, Maj. Gen. Henry Hobgood, Michelle Ross

Michelle Ross presented an updated version of the Computer & Internet Use Policy. She reported that current policy hasn't been updated since 2009 and doesn't reflect current procedures. Maj. Gen. Hobgood and Shane Goodwin discussed the staff action procedures in the new policy. Michelle agreed to change the wording to offer more flexibility to staff. Kim Emerson asked if patrons would need to sign the policy, so the indemnification section would be valid. Michelle explained that all patrons must accept the policy in order to log on to computer workstations and the wireless network. After the discussion, Shane Goodwin moved to bring the policy to the board for vote with the agreed upon changes. Kim Emerson seconded the motion.

The committee then discussed the Amphitheater Agreement. Two members of the committee have a conflict, so it was suggested that the Strategic Planning Committee review the document instead. Michelle Ross will reach out to Joan Richardson about the decision.



Computer & Internet Use Policy

Samuels Public Library provides computers and internet service in support of the Library's mission. The Library has set the following policy for public use of Library computers and internet to ensure fair and equal access for all.

Public Computer Access

- Public computer workstations are available on a first-come, first-served basis.
- Library patrons in good standing may access public computers with their Library card. Use of another person's Library card to access public computers is not allowed.
- Visitors who do not qualify for a Library card may obtain a Guest Pass at the Adult Reference Desk. A valid form of identification is required.
- Patrons under the age of 18 must have a legal guardian's signed permission to access computer workstations.
- Computer workstations located in the children's and teen area may only be used by minors and their accompanying caregivers.
- Library patrons and guest users are entitled to two (2) work sessions per day. Each session is limited to two (2) hours. At the end of the first session, the session time may be extended unless others are waiting.
- Headphones are required whenever audio functions are in use. Headphones may be purchased from the Library at a low cost or users may provide their own headphones.
- Users may connect their own devices to Library equipment for the purpose of saving and downloading files, but may not install any software or upload any files to Library equipment.

Internet Access

- Public computer workstations are enabled with internet access.
- Free, public wireless internet is available throughout the Library. Users must agree to the Computer & Internet Use Policy in order to connect their device to the wireless network.
- The Library filters in-house public Internet access in compliance with Virginia Code § 42.1-36.1. Filtering software products may not protect users from materials which some may find offensive or inappropriate. Library procedures prohibit access by minors, as defined by Virginia Code § 42.1-36.1, to materials that may be considered harmful to minors.
- Patrons may request to unblock a filtered website for legitimate research purposes. Filtered websites will not be unblocked on computer workstations in the children's or teen areas for any reason.



Printing & Copying Services

- Patrons may print from computer workstations and eligible mobile devices.
- Black and white copies are 20¢ per page; color copies are 50¢ per page.

Laptop & Mobile Hotspot Kits

- Laptop & Mobile Hotspots Kits are available to check out at the Circulation Desk.
- Patrons must have a Library card in good standing, be over the age of 18, and be a Warren County resident to check out a kit.
- Kits are limited to one (1) per household.
- Kits may be placed on hold and must be picked up within 24 hours of notification.
- Kits are not renewable.
- Patrons must follow the Computer & Internet Use Policy.

Unacceptable Use

Library computer and internet resources may only be used for legal purposes. Examples of unacceptable use include, but are not limited to:

- Violating any federal, state, or local law – including copyright infringement and sending or displaying material deemed to be obscene or pornographic.
- Interfering with or disrupting other computer users.
- Tampering with, damaging, or destructing Library equipment or services.
- Attempting to gain or gaining unauthorized entry to other computing, information, communication sources, or devices.
- Obstructing access by consuming excessive amounts of system resources (memory space, CPU time, network resources, or purposely crashing Library equipment).
- Disclosing personal information of any individual without consent.
- Accessing or attempting to access another individual's email or other protected files.
- Any and all matters with the Library, in its sole discretion and in consideration of the best interests of the public, determines to be an unacceptable purpose or activity that results in the misuse, destruction, or failure of Library equipment or network.

Library staff reserves the right to monitor the use of computer access to Internet resources to comply with this policy. Staff may ask users to remove themselves from Library equipment if they observe any behavior, in violation of this policy. Any staff member who observes any violation of the Computer & Internet Use Policy will take immediate action to enforce compliance.



Failure to follow the Computer & Internet Use Policy can result in a loss of computer or Library privileges. Illegal or disruptive behaviors will result in immediate termination of access and may involve law enforcement. The Library reserves the right to terminate any computer session. Users who violate this policy may lose computer and/or Library privileges for varied lengths of time. The Library Director will determine the appropriate consequence for each violation.

Disclaimers:

- Caregivers are responsible for monitoring Internet use by minors in their charge.
- The Library is not responsible for damage or loss of data from power interruption, computer viruses, hard disk failure, faulty software, or any other reason.
- The use of Library computer equipment or networks and entering of personal information or data is at the patron's own risk.
- The Library is not responsible for the breach of any user's privacy or personal information through use of the Library's computer equipment or network access.
- Patrons should not assume confidentiality when using Library computers or wireless internet. When required by law, the Library must disclose all information regarding computer and internet use to law enforcement.
- By using the Library computers or its public access network, the patron agrees to defend, indemnify and hold Samuels Public Library, its Board of Trustees, information providers, operators, other users of the system and any institutions with which they are affiliated, harmless from and against any claims, damages, losses, liabilities, costs and expenses, including reasonable attorney's fees, resulting, directly or indirectly from their use of the system.



Amphitheater Ad Hoc Committee

June, 30, 2022 at 2pm

Meeting Minutes

In attendance at the meeting were: Mack Hobgood, Joan Richardson, Melody Hotek, Michelle Ross and Eileen Grady.

The meeting was called to order by Mr. Hobgood. He advised the group that the meeting had been called to review the lease agreements for the Amphitheater.

Ms. Ross provided an overview of the project and the steps that were involved in order to reach this point. Committee Members received two documents. The first was the "First Amendment of Lease Agreement" and the second was the "Agreement Regarding Amphitheater". It was further indicated that the goal of this meeting was to review and, if agreed, advance these documents to the Board of Trustees for vote at the July 11, 2022 Board Meeting.

Discussion concerning funding took place. Ms. Hotek indicated that we have \$30,000 in hand, and a donor who has indicated they will fund the project. It was agreed that for the sake of discussion a project total of \$200,000 was reasonable.

Ms. Richardson made a motion to forward both agreements to the Board of Trustees for vote on July, 2022, Ms. Hotek seconded the motion. Passed.

AGREEMENT REGARDING AMPHITHEATER

This Agreement Regarding Amphitheater (this "*Agreement*") is entered into as of the ___ day of _____, 2022 by and among the **SCHOOL BOARD OF WARREN COUNTY, VIRGINIA**, a body politic of the Commonwealth of Virginia (the "*School Board*"), and the **COUNTY OF WARREN, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (the "County"), and the **BOARD OF TRUSTEES OF SAMUELS PUBLIC LIBRARY** (the "*Board of Trustees*"). The School Board, County, and the Board of Trustees (individually, each a "*Party*," and collectively, the "*Parties*") have entered into this Agreement, which recites and provides as follows.

RECITALS

1. The School Board and the County are parties to that certain Ground Lease Agreement dated January 15, 2008 (the "*Ground Lease*"), wherein School Board agreed to lease to the County and the County agreed to lease from the School Board certain real estate consisting of approximately 3.702 acres identified by Tax Map Number 20A18-5-6 located on the north side of Criser Road in the Town of Front Royal, Virginia, all as more particularly described in the Ground Lease (the "*Property*").
2. The County and the Board of Trustees are parties to that certain Lease Agreement dated January 22, 2008 (the "*Lease*") wherein the County agreed to sublease the Property to the Board of Trustees for use as a public library, all as more particularly described in the Lease.
3. The Board of Trustees now desires to use a portion of the Property for the construction and operation of an open-air amphitheater (the "*Amphitheater*"), and the School Board and the County have consented to such use.
4. By First Amendment to Ground Lease Agreements, the School Board and the County amended the Ground Lease and the Lease to permit the Board of Trustees to construct and operate the Amphitheater on the Property.
5. The Parties now desire to enter into this Agreement to set forth their obligations to one another with respect to the Amphitheater.

AGREEMENT

NOW, THEREFORE, in consideration of the premises, the foregoing recitals, the mutual benefits to the Parties from entering into this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows.

1. The term of this Agreement (the "*Term*") shall be co-extensive with the terms of the Ground Lease and Lease, and shall end when those terms end, without the need for any notice of termination. In the event the term of the Lease ends before the term of the Ground Lease, the term of this Agreement shall end when the term of the Lease ends. Upon the termination of this Agreement, the improvements that comprise the Amphitheater shall become the property of the School Board, owned solely by it in fee simple absolute.

2. The Board of Trustees shall construct the Amphitheater, if it is constructed, in the approximate location shown on Exhibit A attached hereto and a part hereof.

3. The School Board and County shall not have any obligation to provide any funds for the construction, operation, or maintenance of the Amphitheater, such funding being the sole obligation and responsibility of the Board of Trustees.

4. The County shall only provide lawn mowing for the Amphitheater.

5. The Amphitheater shall be built and operated in such a way as to not interfere with any school or other activities conducted by the School Board on the School Board property adjacent to the Property, including without limitation, education classes, sports, and extracurricular activities.

6. The Amphitheater shall be built and operated in such a way to promote and preserve the quality of the Property.

7. Parking for attendees at events at the Amphitheater shall be contained entirely on the Property and shall not interfere with school activities unless the School Board (through the office of the School Superintendent) grants permission for parking on other areas of its property for individual events.

8. The Board of Trustees shall hold School Board and County harmless, and defend and indemnify the School Board and County from, and assume all duties, responsibility and liability at the Board of Trustee's sole cost and expense, for all duties, responsibilities, and liability (including without limitation for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding, including attorney's fees and expenses, which results or is alleged to have resulted from or in any way arising out of the use of or in any way related to the Property, or the operation, use, or condition of the Amphitheater or any activities conducted thereon or anywhere on the Property, or with regard to any environmental conditions of the Property.

9. The Board of Trustees in conducting its activities pursuant to this Agreement will comply with all applicable Federal, State and Local requirements governing environmental and other matters, including those set out in any applicable statute, regulation, order, legal decision, or by common law.

10. The Board of Trustees at its own cost and expense, will maintain commercial general liability and property liability insurance on the Property with liability limits of not less than \$2,000,000 for injury to or death of one or more persons in any one occurrence and \$1,000,000 for damage or destruction to property in any one occurrence, or \$2,000,000 combined single limit for bodily injury and property damage. The School Board and County shall each be named as an Additional Insured on such liability policy, and the limits for such policy shall be increased by \$500,000 every ten (10) years during the Term. The Board of Trustees shall provide annual certificates of insurance showing the School Board and the County as an Additional Insured and

such policy and certificates shall provide for thirty (30) days' notice of cancellation to the School Board and the County.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be construed as if prepared by one of the Parties, but according to its fair meaning as a whole, as if all Parties had prepared it. This Agreement is made and intended to be performed in the Commonwealth of Virginia and shall be interpreted according to the laws of that state. Jurisdiction and venue for any legal action involving this Agreement shall lie in the Circuit Court of Warren County and all legal proceedings involving it shall be brought only in such Court. If any portion of this Agreement is adjudged to be invalid or illegal, it shall be severable leaving the remainder of this Agreement intact.

12. This Agreement may be modified only by a writing signed by all parties.

13. All notices hereunder must be in writing and shall be deemed validly given (i) five (5) business days after being sent by certified mail, return receipt requested, (ii) when delivered, if delivered by hand, or (iii) one (1) business day after being sent by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, in each case addressed as follows (or to any other address that the Party to be notified may have designated to the sender by like notice):

If to the Board of Trustees: _____

If to the County: Warren County Board of Supervisors
c/o County Administrator
220 N. Commerce Ave., Suite 100
Front Royal, Virginia 22630

If to the School Board: _____

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

SCHOOL BOARD OF WARREN
COUNTY, VIRGINIA

By: _____ (SEAL)
Title:

Attest:

Name:
Title:

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, the undersigned, a Notary Public in and for the Commonwealth of Virginia, at large, do hereby certify that _____, _____ and _____, whose names are signed to the foregoing Agreement Regarding Amphitheater, dated the _____ day of _____, 2022, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ of _____, 2022.

My commission expires: _____.

My certificate number: _____.

COUNTY OF WARREN, VIRGINIA

By: _____ (SEAL)
Title:

Attest:

Name:
Title:

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, the undersigned, a Notary Public in and for the Commonwealth of Virginia, at large, do hereby certify that _____, _____ and _____, whose names are signed to the foregoing Agreement Regarding Amphitheater, dated the _____ day of _____, 2022, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ of _____, 2022.

My commission expires: _____.

My certificate number: _____.

BOARD OF TRUSTEES OF SAMUELS
PUBLIC LIBRARY

By: _____ (SEAL)
Title:

Attest:

Name:
Title:

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, the undersigned, a Notary Public in and for the Commonwealth of Virginia, at large, do hereby certify that _____, _____ and _____, whose names are signed to the foregoing Agreement Regarding Amphitheater, dated the _____ day of _____, 2022, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ of _____, 2022.

My commission expires: _____.

My certificate number: _____.

FIRST AMENDMENT OF LEASE AGREEMENTS

This First Amendment of Lease Agreement (this “*Agreement*”) is entered into as of the ___ day of _____, 2022 by and among the **SCHOOL BOARD OF WARREN COUNTY, VIRGINIA**, a body politic of the Commonwealth of Virginia (the “*School Board*”), the **COUNTY OF WARREN, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (the “*County*”), and the **BOARD OF TRUSTEES OF SAMUELS PUBLIC LIBRARY** (the “*Board of Trustees*”). The School Board, County, and Board of Trustees (individually, each a “*Party*,” and collectively, the “*Parties*”) have entered into this First Amendment of Lease Agreements, which recites and provides as follows.

RECITALS

1. The School Board and the County are parties to that certain Ground Lease Agreement dated January 15, 2008 (the “*Ground Lease*”), wherein School Board agreed to lease to the County and the County agreed to lease from the School Board certain real estate consisting of approximately 3.702 acres identified by Tax Map Number 20A18-5-6 located on the north side of Criser Road in the Town of Front Royal, Virginia, all as more particularly described in the Ground Lease (the “*Property*”).

2. The County and the Board of Trustees are parties to that certain Lease Agreement dated January 22, 2008 (the “*Lease*”) wherein the County agreed to lease the Property to the Board of Trustees for use as a public library, all as more particularly described in therein.

3. Both the Ground Lease and the Lease restrict the use of the Property to that of a public library unless the School Board and the County both consent to other uses of the Property.

4. The Board of Trustees now desires to use a portion of the Property for the construction and operation of an open-air amphitheater, and the School Board and the County desire to consent to such use.

5. Accordingly, the Parties desire to amend the Ground Lease and the Lease to permit such use on a portion of the Property in addition to its use as a public library.

AGREEMENT

NOW, THEREFORE, in consideration of the premises, the foregoing recitals, the mutual benefits to the Parties from entering into this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows.

1. The Ground Lease and the Lease are hereby amended to permit the use of a portion of the Property for the construction and operation of an amphitheater by the Board of Trustees.

2. Paragraph numbered 6 of the Ground Lease shall be amended to insert the words “and a portion of the Premises as an amphitheater” immediately after the words “public library.”

3. Paragraph numbered 6 of the Lease is hereby amended to insert the words “and a portion of the Premises as an amphitheater” immediately following the words “public library” in the first sentence thereof.

4. The defined terms of the Ground Lease and the Lease shall have the same meaning in this Agreement as in those agreements. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be construed as if prepared by one of the Parties, but according to its fair meaning as a whole, as if all Parties had prepared it. This Agreement is made and intended to be performed in the Commonwealth of Virginia and shall be interpreted according to the laws of that state. Jurisdiction and venue for any legal action involving this Agreement shall lie in the Circuit Court of Warren County and all legal proceedings involving it shall be brought only in such Court.

5. Except as amended in this Agreement, the Ground Lease and the Lease are unchanged and hereby are ratified and confirmed.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**SCHOOL BOARD OF WARREN
COUNTY, VIRGINIA**

By: _____(SEAL)
Title:

COUNTY OF WARREN, VIRGINIA

By: _____(SEAL)
Title:

**BOARD OF TRUSTEES OF SAMUELS
PUBLIC LIBRARY**

By: _____(SEAL)
Title:

Approved as to form:

Senior Assistant County Attorney

School Board Attorney