



Board of Trustees Regular Meeting Agenda September 13, 2022

1. Call to Order and Determination of Quorum
2. Approval of July 11, 2022 Meeting Minutes
3. Citizen's Time
4. Review of Library's Investment Account – Matthew Dyson
5. Closed Session – Code of Virginia § 2.2-3711 A.1, Personnel
6. President's Time
7. Library Director's Report
8. Finance Committee Report
9. Development Committee Report
10. Committee on Trustees Report
11. Strategic Planning Committee Report
12. Bylaws & Policies Committee Report
13. FOSL Report
14. County Report
15. Old Business
16. New Business
17. Adjournment – Next Meeting November 7, 2022

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

July 11, 2022

In attendance:

Mack Hobgood, President; Melody Hotek, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Frank Brugh, Lisa Cobb, Madeline Hickman, Joan Richardson, Shane Goodwin, Michelle Leasure, Lori Girard, FOSL President; Vicky Cook, County Representative; Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor.

Absent: Celeste Brooks, At-Large; Kim Emerson, Mary Kim Waddell.

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

Maj. Gen. Hobgood called for a motion to approve the May 9, 2022 minutes as presented.

Mr. Goodwin made the motion, and Ms. Richardson seconded. The vote passed unanimously.

Citizens Time:

No Citizens were present.

President's Time:

Maj. Gen. Hobgood reviewed the updated FY2023 Committee assignments: Ms. Hickman will join the Committee On Trustees, Ms. Waddell will join the Bylaws/Policies Committee, and Ms. Leasure will join the Finance Committee and Strategic Planning Committee. The Board Retreat is scheduled for Saturday, August 20, from 9:00 a.m. to 12:00 p.m. Lunch will be provided. Ms. Ross is arranging speakers to attend from the Center for Nonprofit Excellence and The Library of Virginia. Maj. Gen. Hobgood requested that everyone complete their Conflict of Interest Form.

Maj. Gen. Hobgood shared his vision for FY2023. He first commended the Strategic Planning Committee on their work to update the Strategic Plan. There have been great strides toward the Library's financial health with continued work toward employees being appropriately compensated in the financial area. Keeping the facility, contents, and technology in current and good condition is an ongoing project. Maj. Gen. Hobgood requested Ms. Cook share with her colleagues the need for updated carpet and flooring in the Library. Maj. Gen. Hobgood referred to the Community Survey results and the need to improve program awareness in the community.

Library Director's Report:

Ms. Ross reviewed the highlights from the May and June Director's reports. The process of reviewing a new ILS has begun. Ms. Grady has scheduled several vendor demonstrations as part of the selection process. Seventeen staff members attended the Annual ALA national conference in Washington, D.C. The State Budget passed with an additional \$20,000.00 in funding, which will help with salary and Collection budget line items. The Warren County Board of Supervisors approved the Library budget allocation and the Amphitheater agreement. As a result of the success in building community partnerships, the

management team met to outline the upcoming events for FY2023. The current list of events is enclosed. Ms. Ross reported Library statistics continue to improve.

Finance Committee:

Mr. Walker presented the Financial Report. Mr. Walker reviewed the Budget vs. Actual report. Mr. Walker stated that when examining the report, he looks for variances in the Income line item below 100% and Expense line items above 100%. Ms. Grady provides excellent footnotes with one addition; Line Item 6411 – Community Outreach is 218%, FOSL has contributed extra funds toward this line item, and due to reporting, in actuality, Line Item 6411 is not over budget. Mr. Walker summarized that the budget is amazingly close, and the accounting function works exceptionally well.

Mr. Walker reported per Mr. Scott Ball the following account balance as of July 8, 2022:

Investment Account = \$893,595.11

The account is down from the last report. Mr. Walker stated that when you have excessive returns year after year, the market will correct itself. There is currently \$68,770.00 cash in the Reserve Account. Mr. Ball is watching the market for the best time to invest the money.

Operating Account = \$68,363.37

Reserve Account = \$91,947.14

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

1. Samuels Public Library Endowed Fund = \$6,889.78
2. Samuels Public Library Fund = \$6,556.87

Mr. Walker spoke with Mr. Ball regarding our investment accounts. Mr. Ball recommended waiting for the market to "bottom out" before making investment purchases.

Development Committee:

Ms. Cobb presented the Committee report. The Development Plan for FY2023 is complete. The plan highlights strategies and timelines. One of the essential parts of the plan includes the recognition of planned giving donors. To share the Planned Giving opportunities with donors, the Committee suggested creating a recording of an attorney or perhaps a panel of attorneys to explain more about the Samuel Society and how a donor would make a gift. Ms. Carr has offered to take the lead on locating prospective attorneys. Ms. Cobb is seeking assistance in finding someone to help with video interviews and taping. Ms. Cobb thanked Ms. Mullinax for her fundraising success.

Ms. Mullinax shared her appreciation for the fundraising priority list updated by Ms. Ross and the management team. The detailed list will help in the process of raising funds. Ms. Carr reminded everyone of the upcoming major donor event on September 9, 2022, at 5:30 p.m. This year's event celebrates the 70th Anniversary of the gifting of Ivy Lodge to the Library.

Strategic Planning Committee:

The Committee did not meet.

Bylaws & Policies Committee:

Mr. Goodwin presented the report on behalf of Ms. Emerson. The Committee met to discuss the updated Computer and Internet Policy. Discussion ensued. Mr. Goodwin made a motion that the Board approves the updated version of the Computer and Internet Policy as presented. Mr. Brugh seconded. The vote passed unanimously. The Committee intended to discuss the Amphitheater agreement, but due to a conflict of interest by a Bylaws & Policies Committee Member, an Ad-hoc Committee was formed to address the Agreement.

FOSL Report:

Ms. Girard reported the Board met last week and agreed to fund two Library programs partially:

1. \$250.00 for National Night Out held on August 2, 2022
2. \$1,000.00 for National Library Card Sign Up Month in September 2022

Ms. Girard reported that work began for the Membership Drive in August. Ms. Girard said she is hopeful to meet a personal goal for the campaign of raising \$3,500.00. The Book Sale is scheduled for September 29, 2022, through October 3, 2022. The FOSL Board is committed to raising \$15,000.00 for the Library in FY2023. Ms. Ross shared that in FY2022, FOSL gave over \$20,000.00 to the Library.

County Update:

Ms. Cook inquired what requests the Library made toward replacing the carpets. Discussion ensued. The Library has been told the flooring project is included in Warren County's Capital Improvement Plan. Ms. Ross said \$50,000.00 was allocated to the project in FY2022. Ms. Cook offered to investigate further.

Old Business:

No old business.

New Business:

Maj. Gen. Hobgood reported that an Ad-hoc committee was formed to address the Amphitheater Agreement. Ms. Ross presented two documents about the Amphitheater for review:

1. Amendment to the Library's Ground Lease – this amends the existing lease to allow for the building of the Amphitheater.
2. Agreement Regarding Amphitheater - an agreement between Warren County, the School Board, and Samuels Library. This Agreement defines the responsibilities of each party in building and maintaining an Amphitheater. The Library would be responsible for building and maintaining the Amphitheater. Warren County has offered to assist with some maintenance. If the Library's current lease agreement with the School Board is not renewed, the Amphitheater will become the School's property.

Maj. Gen. Hobgood said attorneys and multiple Boards had reviewed the Agreement. Today, Ms. Ross was told by Mr. Buck Smith that he needed to review the School Board meeting minutes, as there was some question as to whether the School Board had to vote to sign the Grounds Lease Agreement. If necessary, fundraising for the project would not begin until bids are obtained.

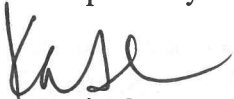
Ms. Richardson made a motion from the Ad-hoc Committee recommending that the Library Board of Trustees accept the Agreement regarding the Amphitheater Lease Agreement so that the project can move forward. Mr. Walker seconded. Discussion ensued. Mr. Walker suggested amending the motion to

include a review by Warren County of the actual finalized Amphitheater drawings. More discussion ensued. Those present agreed that Warren County should view the plans before construction. The motion stood as presented. The vote passed unanimously.

There was no further business. Maj. Gen. Hobgood motioned to adjourn the meeting, Mr. Goodwin seconded. The vote passed unanimously.

The next meeting will be held on Monday, September 12, 2022, at 5:30 p.m.

Respectfully submitted,



Katie Carr
Secretary

Director's Report

July & August 2022

General Updates

- Warren County Schools hosted their Administrative Retreat at the Library in July. Michelle Ross and Michal Ashby were given the opportunity to speak. As a result, more school groups have been using the meeting room and Michal has received invites to multiple schools.
- Staff visited multiple libraries (Bowman, Loudon County, and Fairfax County) to research Automatic Materials Handlers and Integrated Library Systems (ILS). We also had on-site ILS demonstrations from two different companies. Eileen Grady coordinated the visits and will present a recommendation to the board soon.
- Melody Hotek and Michelle spoke to the Kiwanis Club about the Amphitheater project. All documents have now been executed and a bid package is being prepared. A source selection committee will be assembled to review bids.
- Cheryl and Eileen visited the National Geographic Office in Washington D.C. and brought back many freebies for the library to give away at outreach events.
- Michelle attended the local TRIAD meeting, which is a group that connects law enforcement and community organizations to protect seniors from scams. This has allowed the library to create a relationship with the Senior Center and Adult Reference will begin hosting programs there soon.
- Michelle coordinated an orientation for new board member, Michelle Leasure, and scheduled speakers for the board retreat. The entire Administrative Team assisted in these efforts and attended both events. They were delighted to meet with our newest trustee!
- Michelle also coordinated the quarterly Mountain 6 Regional Director's Meeting, attended Board of Supervisors meetings, attended the Drug Court Info Session, completed trainings in organizational development and media interaction, and assisted with Reaching Out Now's YES Conference for high school students.
- Eileen, Cheryl, Michelle and Melanie Mullinax have been working on the Donor Reception. Eileen and Cheryl are handling all of the food for the event.
- The memorial for Kathy Jacob has arrived. The library is hosting a special reception September 23, 5:30 pm to celebrate Kathy and unveil the memorial. This will be open to the public, so the library will remain open with limited services until 7pm.
- After the lockdown incident on August 22, the Administrative Team met with Sheriff Butler, Lt. Glavis, and Brian Foley (Deputy Emergency Management Coordinator). The Sheriff's Department was complimentary of staff's performance during the incident and commended them in their press release. They are working with the library to review the Emergency Response Plan and make recommendations. A site assessment with the Sheriff's Department and FRPD is in the works, as well as Stop the Bleed Trainings with Fire & Rescue. Michelle is also meeting with Bookstore volunteers to work on enhancing safety procedures in the store.
- Cheryl Harrison did a fantastic job of leading staff during the August 22 lockdown. She remained calm and collected and shared information promptly.

Services & Usage Updates

- The library added Hoopla in April 2020 to offer additional at-home services during the COVID closure. The product offers ebooks, streaming video, and audiobooks. It is a pay-per-checkout model. As it grows in popularity, it is becoming more expensive. In an effort to keep the service while managing costs, checkouts have been lowered to 5 per patron and a price cap has been placed on materials. Eileen and Michelle continue to monitor the service.
- Year-end usage stats for FY22 were very optimistic. Overall circulation was up over FY21 and is within 2% of pre-COVID numbers. Patron visits and in-person program attendance were also up over FY22. Database usage was slightly down, likely because people are not spending as much time at home. Meeting room usage exceeded pre-COVID numbers.
- July stats were very impressive. Overall circulation was up 12%, visits were up 18%, new patrons increased 25%, and program attendance increased 149%. August statistics were not yet available at the time of this report.

Programming

- The library participated in multiple outreach events: National Night Out, New Teachers Luncheon, and the Warren County Fair. Over 800 people interacted with library staff at these events.
- Summer Reading was a success! 812 youth and 161 adults read 28,061 books. 2,449 people attended 76 events. There were 217 more participants this year and 12,154 more books read! Congratulations to the Children's Department and Reference Department on a great job! A special thank-you to FOSL for financial and volunteer support!
- The Circulation Department has been planning for Library Card Sign-Up Month which takes place in September. They have planned prize drawings for checking out materials and a Reading BINGO for patrons aged 0 – 18. Since it is the platinum anniversary of the Library officially becoming Samuels Library, FOSL has also sponsored a special-edition Platinum Library Card.

Staffing

- Heather Holmes and Amy Hughes have joined the staff as part-time Children's employees.



Figure 1 - SPL at National Night Out



Figure 2 - FRPD Story Time for Summer Reading



Figure 3 - Packed room for an Adult Craft Program

Samuels Library, Inc.
Budget vs. Actual
 FY2023 Jul Aug

16.7%

	Jul 22	Budget	Aug 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Income								
4000 · Investment Account Funding	0.00	0.00	0.00	0.00	0.00	27,550.00	0.0%	
4011 · County - Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4020 · County Appropriation	256,000.00	0.00	0.00	1,024,000.00	256,000.00	1,024,000.00	25.0%	Pd Quarterly
4050 · State Aid	49,128.25	43,059.50	0.00	0.00	49,128.25	172,238.00	28.5%	Pd Quarterly
4060 · Other Grants/Reimbursements	3,318.00	0.00	1,034.68	0.00	4,352.68	5,000.00	87.1%	Rec'd late ARPA Funding and Internet E-Rate payment
4068 · Samuels Fund/Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4110 · Copier Income	749.24	700.00	898.70	700.00	1,647.94	8,100.00	20.3%	
4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4120 · Interest Income	32.35	20.00	90.56	20.00	122.91	250.00	49.2%	
4140 · Donations	699.70	50.00	437.39	50.00	1,137.09	4,000.00	28.4%	
4146 · FOSL Donations	1,250.00	1,000.00	0.00	0.00	1,250.00	10,000.00	12.5%	
4147 · Adult Dept Donations	0.00	150.00	0.00	150.00	0.00	3,000.00	0.0%	
4149 · Community Outreach Income	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%	
4160 · Children's Programs Donations	0.00	50.00	0.00	100.00	0.00	6,000.00	0.0%	
4163 · StoryWalk	0.00	0.00	315.00	100.00	315.00	782.00	40.3%	
4171 · Book Sales - Amazon	103.80	0.00	91.05	0.00	194.85	2,000.00	9.7%	
4175 · Retail Income	80.50	25.00	72.20	50.00	152.70	450.00	33.9%	
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%	
4210 · Fines Income	1,162.38	400.00	1,172.52	500.00	2,334.90	6,900.00	33.8%	
4215 · FAX Service	21.50	40.00	14.25	40.00	35.75	480.00	7.4%	
4220 · Replacement Costs	911.65	525.00	724.44	525.00	1,636.09	6,500.00	25.2%	
4230 · Nonresident Fees	60.00	10.00	20.00	10.00	80.00	120.00	66.7%	
4250 · Interlibrary Loan Chgs	15.00	10.00	25.00	10.00	40.00	120.00	33.3%	
4400 · Meeting Room Income	20.00	40.00	30.00	40.00	50.00	480.00	10.4%	
4700 · Misc Income	-1.15	0.00	0.00	0.00	-1.15	0.00	100.0%	
Total Income	313,551.22	46,079.50	4,925.79	1,026,295.00	318,477.01	1,285,970.00	24.8%	

Samuels Library, Inc.
Budget vs. Actual
FY2023 Jul Aug

16.7%

	Jul 22	Budget	Aug 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Expense								
6000 · Salaries	57,173.64	58,334.00	59,342.36	58,333.00	116,516.00	700,000.00	16.6%	
6040 · Retirement Funding/Current	2,659.85	2,800.00	2,691.64	2,800.00	5,351.49	35,000.00	15.3%	
6050 · FICA SS/Med Payroll Tax Expense	4,373.77	4,462.50	4,549.70	4,462.50	8,923.47	53,550.00	16.7%	
6060 · Unemployment Tax Expense	177.10	525.00	107.13	0.00	284.23	4,000.00	7.1%	
6080 · Hospitalization Expense	8,105.46	0.00	17,732.40	20,500.00	25,837.86	82,000.00	31.5%	Pd Quarterly
6090 · Travel/Administrative Costs	2,332.17	1,850.00	1,604.44	500.00	3,936.61	8,000.00	49.2%	Multiple Library visits, conference cost for VLA in Oct.
6091 · Development Travel/Admin Exp	30.00	200.00	30.00	300.00	60.00	4,000.00	1.5%	
6092 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6200 · Books/Materials	9,851.33	7,900.00	5,255.69	7,900.00	15,107.02	95,000.00	15.9%	
6235 · Databases	1,500.00	1,500.00	799.00	3,000.00	2,299.00	18,000.00	12.8%	
6250 · Subscriptions	47.69	100.00	49.27	200.00	96.96	7,200.00	1.3%	
6280 · Library Supplies	0.00	200.00	324.75	1,500.00	324.75	11,000.00	3.0%	
6300 · Internet Access Charges	1,498.42	425.00	395.00	1,075.00	1,893.42	5,750.00	32.9%	Includes cost for E-Rate consultants
6410 · Special Projects	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%	
6411 · Community Outreach	234.08	250.00	1,387.07	1,000.00	1,621.15	4,000.00	40.5%	National Night Out, prep for Library Card Month
6420 · Childrens/Special Programs	550.00	600.00	493.12	500.00	1,043.12	6,500.00	16.0%	
6430 · Adult Programs	0.00	0.00	740.00	750.00	740.00	2,000.00	37.0%	Movie Licensing expense
6505 · Amphitheater Expenses	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.0%	Cost for attorney review of Amphitheater contracts
6610 · Contractual Services	30.00	30.00	30.00	30.00	60.00	13,000.00	0.5%	
6620 · Maint. Supplies/Small Equip.	438.82	500.00	7,074.34	750.00	888.16	9,000.00	9.9%	
6621 · COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6622 · Custodial Services	0.00	2,500.00	0.00	2,500.00	6,625.00	30,000.00	22.1%	
6630 · Repair & Replacement	0.00	600.00	281.45	200.00	281.45	10,000.00	2.8%	
6640 · Furniture	3,985.09	0.00	0.00	0.00	3,985.09	0.00	100.0%	Ordered in FY22-arrived FY23 - FY22 Thompson Trust funds
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	5,000.00	0.0%	
6720 · Utilities	7,164.89	6,200.00	0.00	6,400.00	7,164.89	76,500.00	9.4%	July only included
6810 · Postage	9.95	100.00	618.90	500.00	628.85	2,500.00	25.2%	Large stamp purchase in August
6820 · Telephone	234.93	350.00	235.76	360.00	470.69	4,250.00	11.1%	
6830 · Office Expenses/Supplies	189.05	400.00	50.18	600.00	239.23	7,000.00	3.4%	
6840 · PR & Advertising	190.40	50.00	0.00	2,000.00	190.40	5,000.00	3.8%	

Samuels Library, Inc.
Budget vs. Actual
 FY2023 Jul Aug

16.7%

	Jul 22	Budget	Aug 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
6850 · Copier Expense	620.79	700.00	565.40	700.00	1,186.19	10,000.00	11.9%	
6860 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,000.00	0.0%	
6900 · Computer Equipment	0.00	0.00	249.99	100.00	249.99	8,500.00	2.9%	
6905 · Computer Maintenance & Supplies	9.95	0.00	783.61	0.00	793.56	6,500.00	12.2%	
6906 · Hot Spots	337.30	440.00	392.69	440.00	729.99	5,280.00	13.8%	
6955 · Library Automation System	0.00	11,250.00	0.00	0.00	0.00	11,250.00	0.0%	
6962 · RFID	0.00	0.00	0.00	0.00	0.00	13,750.00	0.0%	
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	340.00	0.0%	
6966 · Firewall Hardware/Software	5,678.35	250.00	855.00	125.00	6,533.35	6,000.00	108.9%	New firewall box - will receive 70% back through e-rate
6969 · Reading Program Software	0.00	0.00	0.00	0.00	0.00	1,500.00	0.0%	
6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	
6971 · Talkingtech	0.00	0.00	0.00	2,800.00	0.00	2,800.00	0.0%	
6972 · Cloud Storage	150.02	0.00	0.00	0.00	150.02	0.00	100.0%	Unbudgeted
6973 · Mobile App	0.00	0.00	0.00	0.00	0.00	1,800.00	0.0%	
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total Expense	108,573.05	102,516.50	106,638.89	120,325.50	215,211.94	1,285,970.00	16.7%	



**Development Committee Meeting Minutes
August 17, 2022**

The Development Committee met on August 17, 2022 at Samuels Library. In attendance were Mack Hobgood, Melody Hotek, Katie Carr, Madeline Hickman, Lori Girard, Eileen Grady, Melanie Mullinax and Michelle Ross.

Melanie Mullinax called the meeting to order.

The committee accepted the June 15, 2022 meeting minutes.

Fundraising Tracking Report- Melanie Mullinax provided the committee with the tracking report dated August 16, 2022 showing \$2,315 raised in Fiscal Year 2023, two percent of the \$100,000 goal. She noted that FOSL has already contributed \$1250 to support National Night Out and the upcoming Library Card Sign-Up month festivities. This is a slow fundraising time of year.

Grant Tracking Report – Melanie presented the grant tracking report indicating that the Community Foundation Grant decision for Winter Reading is still outstanding, and two new grants, local Rappahannock ask for Holiday Writing Contest has been sent and Front Royal Rotary sent a small grant to continue their support of the successful StoryWalk program. The grant tracking report also list several other grants that will be written in the next couple of months. Committee members offered additional suggestions on businesses/organizations to reach out to support upcoming programs, projects and Day of Giving \$3500 matching grant including City National Bank, United Bank, First Bank, Front Royal Federal Credit Union. Mack Hobgood will make initial contact with Wells Fargo regarding Day of Giving matching Grant.

Annual Donor Stats – Melanie presented a Fiscal Year 2022 Donor report providing insight into our donor base. Samuels Library grew by 69 new donors last year, but also enjoys a very healthy donor retention rate of nearly 80 percent. The nation nonprofit average donor retention rate is 45 percent. She stated that our development plan, which includes donor recognition, donor thanks, annual Donor Appreciation Event, heavy donor communications and a new donor recognition plan is on target for keeping our dedicated donors engaged and excited about our mission. Report attached with other donor statistics.

Major Donor Event - Melanie reported that planning for the annual Major Donor stewardship event, September 9, 2022 is underway and going well. Invitations were mailed out August 4th and 19 positive RSVPs have been received to date. Fred and Christine Andreae have been notified of their selection as the first Dr. Bernard Samuels Legacy Award recipients and are honored to be able to attend the event and receive their award. Eileen Grady suggested that in addition to the award presented to the donor, we also hang a permanent plaque in the Library that list the Dr. Bernard Samuels legacy Award recipients. The committee agreed and Melanie will work on it. Melanie stated the lobby Donor Boards will be updated before the September 9 event.

Planned Giving –

National Estate Planning Awareness Week (NEPA) (October 17 -23) Katie Carr reported that she and Lisa Cobb have reached out to area attorneys who have received our planned giving brochure and several are interested in participating in a planned giving video to be promoted during NEPA on our website, social media and in outreach to potential planned giving donors. Katie and Lisa are working on content questions and reaching out to potential videographers. More to come.

The planned giving website has been updated with a resources section that includes a list of local attorneys who participate in planned giving, planned giving forms and will include a link to the video when it is produced.

Melanie informed the committee that August is National Make A Will Month and said she has promoted the national month through social media, linking back to library resources (Gale Legal Forms) that let people make their wills free. The post was shared six times.

FOSL Update – Lori Girard reported FOSL continues to do well. The annual membership campaign is underway, and the annual meeting will be held on September 1st. FOSL's annual book sale/fundraiser will take place September 30 – October 2. Lori also reported that FOSL will be working on updating their webpage.

Other

Cryptocurrency/ Stock Gifts – Melanie informed the committee on some initial research regarding making gifts of stock easier for donors to give and initial research into accepting cryptocurrency. Donors who give through stock and cryptocurrency tend to give more than those who give through their disposable income. Melanie also reported that fundraising best practices across the nonprofit spectrum are moving toward easy stock gift and cryptocurrency donations because all indicators point to the largest transfer of wealth in our history over the next 20 years due to aging baby boomer population. These donors want easy ways to give that benefit them financially and also support the causes they care about.

While the Library's gift acceptance policy already includes stock as an acceptable gift, there are apps/resources that can be placed on our website to make the gift transfer of stock much easier and help insure donors avoid capital gains, and get tax exemptions. Of course, there is a cost to adding these apps/features to the website as most providers charge a percentage of the donation to handle the liquidation and transfer.

The cryptocurrency apps work the same way, however we may need to update the gift acceptance policy before moving forward on this giving option. Research shows crypto donors tend to be younger and more philanthropic. More to come.

Amphitheater Update – Michelle Ross reported the Amphitheater Project continues to move forward with all agreements now signed and a team now working on a bid package.

The next development committee meeting is scheduled for Wednesday, October 19, 2022 from 5:00 – 6:00.

Meeting adjourned at 6:00 p.m.

% of Year Complete: 17%
8/16/2022

Fundraising Tracking Report FY 23

Category	Goal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	Percent Received Against Goal
Annual Appeal/Gifts	\$ 21,000.00	\$ 250.00												\$ 250.00	1%
Taste for Books	\$ 22,000.00													\$ -	0%
FOSL	\$ 15,000.00	\$ 1,250.00												\$ 1,250.00	8%
Foundations/Grants	\$ 20,000.00		\$ 315.00											\$ 315.00	2%
Day of Giving	\$ 7,000.00													\$ -	0%
Other Unrestricted	\$ 5,000.00													\$ -	0%
Special Projects Restricted	\$ 10,000.00	\$ 500.00												\$ 500.00	5%
Estate Gifts	\$ -													\$ -	
TOTAL	\$ 100,000.00	\$ 2,000.00	\$ 315.00	\$ -	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,315.00	2%

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



Grant Tracking Report FY 2023

Grantmaker Name	Funding Area	Project Name	Submitted Date	Amount Requested	Org Website	Contact Name	Contact Number	Contact Email	Grant Outcome	Notes
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.grantintertface.com/Request/Submission/Application?request=7971661	Cathy Weiss P.O. Box 2391 Winchester, VA 22604	540-869-6776	cathy@cfnsv.org	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.
Rotary Front Royal	Community Grant -	StoryWalk	unsolicited	\$315.00						\$315 to support Storywalk
Rappahannock Electric Local Grant		Holiday Writing Contest	11-Aug-22	\$1,000.00		Jim Hinson, Lindsey Edwards				Local Rapp Electric Office
UPCOMING										
Elks	Children's Summer Reading Program	Children's Summer Reading Program	Aug-22	\$7,000.00						Eilene's Contact
Carnival Cruise Foundation	Crusie Tickets - In Kind	A Taste For Books 2023	Oct-22		www.GrantRequest.com/SID_2100?SA=AM		foundation@carnival.com	(305) 406-5777		
Dollar General	Adult Literacy Adult Basic Education GED or HS equivalency preparation English Language Acquisition	Adult Literacy Grant	Jan-23		http://www.cybergrants.com/dollar_general					Application available January 2023 - Will submit ESL pens, World Languages collection
Valley Health	Medical Collection		22-Oct	\$1,500.00						
Dollar General	Family Literacy support whole family in literacy Adult Education Instruction Children's Education Parent and Child Together Time (PACT)	Family Literacy Grant	Jan-23		http://www.cybergrants.com/dollar_general					Application available January 2023 - Will submit reading program support?



Fiscal Year 2022 Donor Report

In FY2021, 201 donors supported Samuels Library with a donation.

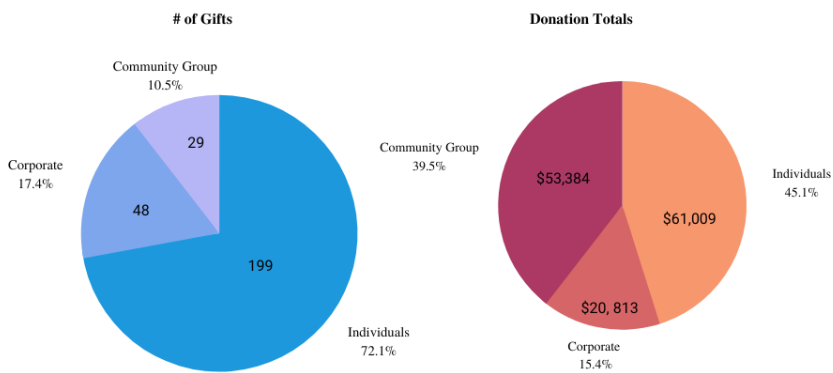
In FY 2022, 276 donors supported Samuels Library with a donation.

Samuels Library donor database grew by 69 new donors in 2022, a 35% increase over FY 21.

Nationally, for nonprofits, donor retention rate is 45%. Samuels Public library enjoyed a donor retention rate of nearly 80 percent in FY22.

Donations by Source	
NonProfits Nationally	Samuels Public Library
➤ Individuals 54 percent	➤ Individuals 45.1 percent
➤ Corporations 12 percent	➤ Corporations 15.4 percent
➤ Foundations 19 percent	➤ Community Group 39.5 Percent
➤ Other 15 percent	

Samuels Library FY 2022



*Community Group includes FOSL, State of VA, some foundations

**Corporate includes local business, corporate foundations