



## **Board of Trustees Regular Meeting Agenda January 9, 2023**

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1. Call to Order and Determination of Quorum
2. Approval of November 14, 2022 Meeting Minutes
3. Citizen's Time
4. President's Time
5. Library Director's Report
6. Finance Committee Report
7. Development Committee Report
8. Committee on Trustees Report
9. Strategic Planning Committee Report
10. Bylaws & Policies Committee Report
11. FOSL Report
12. County Report
13. Old Business
  - a. Amphitheater Update – Michelle Ross & Melody Hotek
14. New Business
15. Adjournment – Next Meeting March 13, 2023 at 5:30pm

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

November 14, 2022

**In attendance:**

Melody Hotek, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Kim Emerson, Frank Brugh, Lisa Cobb, Joan Richardson, Mary Kim Waddell, Michelle Leasure, Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor; Olivia Hutton and Danielle Kerns of Yount, Hyde, & Barbour.

Absent: Mack Hobgood, President; Celeste Brooks, At-Large; Vicky Cook, County Representative; Madeline Hickman, Shane Goodwin, Lori Girard, FOSL President.

In the absence of Board President Mack Hobgood, Vice President Melody Hotek conducted the meeting.

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

Ms. Hotek called for a motion to approve the September 13, 2022 minutes as presented. Mr. Walker made the motion, and Mr. Brugh seconded. The vote passed unanimously.

**Citizen's Time:**

No Citizens were present.

**Audit Report FY2022:**

Daniel Kerns, Audit Manager, and Olivia Hutton, Principal with Yount, Hyde & Barbour, presented the results of the FY2022 audit.

Ms. Kerns reviewed the required communications letter outlining the responsibilities between Yount, Hyde & Barbour, and the Library. Ms. Kerns reported that during the current year, the Library adopted a new *Accounting Policy, ASU 2020-07, Presentation and Disclosure by Not-for-Profit Entities for Contributed Nonfinancial Assets (Topic 958)*. There were ten proposed journal entries to the trial balance by Yount, Hyde & Barbour and one proposed journal entry by management. There were no disagreements with management. No significant issues arose from the audit.

Ms. Kerns reviewed pages 6 and 7 of the management letter, referring to two "internal control" deficiencies/recommendations: Accounting Limitations and Recording of Prepaid Expenses.

Ms. Hutton presented the FY2022 Financial Report. Ms. Hutton reviewed the Statements of Financial Position and corresponding footnotes. New to FY2022 is Note 14. Contributed Nonfinancial Assets. Contributed Nonfinancial Assets include advertising, donated gift cards and prizes, food and other items, and silent auction items recorded at the respective fair values of

the goods and services received. Contributed goods are recorded at fair value at the date of the donation.

Ms. Hutton concluded her report with a reminder that Form 990 is due November 15, 2022.

**President's Time:**

No report.

**Library Director's Report:**

Ms. Ross reviewed the highlights of September and October in the Director's Report.

**Finance Committee:**

Mr. Walker presented the Financial Report. Mr. Walker stated the Budget vs. Actual report represents 33.3% of the budget for the current year. Variances are explained appropriately within the footnotes.

Mr. Walker reported the following account balances as of November 14, 2022:

Operating Account = \$242,385.97

Reserve Account = \$82,760.26

Investment Account = \$894,084.37

The Community Foundation Account balances as of September 1, 2022:

1. Samuels Public Library Endowed Fund = \$5,926.30
2. Samuels Public Library Fund = \$5,722.34

Mr. Walker presented the FY2024 proposed budget for review. The budget submission date to Warren County is December 2, 2022. Mr. Brugh moved to accept the proposed FY2024 budget as presented. Ms. Emerson seconded. The vote passed unanimously.

Mr. Walker presented the Capital Improvement Plan. The document is designed to be a working document and was created based on the recommendation of the Warren County Finance/Audit Committee -Finance Director, Mr. Matt Robertson. Ms. Ross clarified that Warren County's definition of a Capital Expense is anything over \$50,000.00, while the Library's Capital Expense definition is over \$1,000.00. Though the enclosed document is an internal document, Mr. Walker suggested since Mr. Robertson requested we create a Capital Improvement Plan, that we share the document with Mr. Robertson. Ms. Grady will modify the document for sharing. Ms. Ross will share the modified document with Mr. Robertson. Ms. Ross explained that the Capital Improvement Plan is a support document needed to complete the specific request paperwork. Discussion ensued regarding the responsibility of repair work to certain portions of the Library building. For example, Ms. Grady referred to the costs required to repair the handicapped doors or electrical repairs. The consensus was that we are tenants in the building; therefore, payment for repairs to the building would be Warren County's responsibility.

Mr. Walker moved the Board to authorize Ms. Ross to sign the electronic filing authorization so that the Form 990 Tax Return due tomorrow, November 15, 2022, can be electronically submitted. Mr. Brugh seconded. The vote passed unanimously.

**Development Committee:**

Ms. Cobb presented the Committee report. During National Estate Planning Awareness Week, thank you letters were sent to all our major donors, resulting in a potential planned gift and additional donations.

Ms. Cobb cited several upcoming events;

- Giving Tuesday, November 29, 2022.
- The Annual Campaign, November and December 2022 - goal \$20,000.00.
- The Day of Giving, February 23, 2023 – goal \$7,000.00.
- A Taste for Books, April 22, 2023.

Ms. Cobb said the Committee had ordered A Taste for Book save the date cards to promote the event. Ms. Cobb also encouraged Board members to patronize those businesses that support the Library.

Ms. Mullinax is seeking volunteers to help with the Annual mailing on Monday, November 21, from 12:30 to 4:30 p.m. There are approximately 900 letters to stuff and stamp. Ms. Mullinax reported that the Day of Giving has a new \$3,500.00 matching gift sponsor in Code Jamboree. Ms. Mullinax thanked Ms. Ross for finding this sponsor and bringing sponsorship opportunities into the community.

Ms. Mullinax reported an additional \$10,000.00 had been received since the enclosed November Fundraising Tracking Report. Ms. Mullinax credits the extra funds to the “thank you” letter campaign. The Day of Giving \$3,500.00 Code Jamboree sponsor check is not included in the report. Ms. Mullinax shared that a sitting member of the Loyola Foundation visited the Library to meet with Ms. Mullinax and review our updated fundraising priority list. As a result, the Library received a \$5,000.00 grant from the Loyola Foundation for use towards collection development. The Library received a \$1,000.00 Rappahannock Electric Grant to support our Holiday Writing Contest.

**Committee on Trustees:**

In Ms. Brooks’s absence, Ms. Ross gave the Committee report. The Committee is recruiting individuals to fill three vacant seats. Maj. Gen. Hobgood is seeking an attorney to join the Board when Ms. Emerson’s term ends. The Committee will do another Board self-assessment and report back at the conclusion.

**Bylaws Committee:**

Ms. Emerson stated there was nothing to report.

**Strategic Planning Committee:**

Ms. Richardson reported the Committee met and began planning for reviewing and updating the Strategic Plan. FY2024 is the last year included in the current five-year plan. The Committee will be developing the FY2025-2030 Strategic Plan. The Committee is looking to present to the Board a Vision and Value Statement to add to the Strategic Plan. Value Statements address equality, diversity, and inclusion and are needed for grant applications. The Committee would like to incorporate the Capitol Improvement schedule into the Strategic Plan. Ms. Richardson said the Committee would add a signature page to the Strategic Plan. The signature sheet will be the last page of the Strategic Plan containing the signatures of the Board President, representing the Board, and the Library Director, representing the management, in support of the Strategic Plan. In response to Ms. Hotek's Value Statement inquiry, Ms. Ross clarified that most Libraries have a Value Statement in the Strategic Plan.

**FOSL Report:**

In Ms. Girard's absence, Ms. Ross reported FOSL had begun its membership drive, which is going well. The Book Sale grossed \$5,000.00. FOSL currently has over \$11,000.00 in its account.

**County Update:**

Ms. Cook was absent.

**Old Business:**

Ms. Grady gave an Amphitheater update reporting that four contractors have been contacted to prepare quotes. The electric portion of the project has not yet been specified. Lantz Construction did an onsite visit and will have a quote in two weeks that will include electric plans. Ms. Grady is hopeful of securing a second contractor quote. Ms. Ross has reached out to the major project donor, who says he expects the cost to be significantly more expensive than initially expected.

**New Business:**

No new business.

There being no further business Ms. Hotek adjourned the meeting.

The next meeting will be held on Monday, January 9, 2023.

Respectfully submitted,

Katie Carr  
Secretary

# Director's Report

## November & December 2022



### General Updates

- The Library partnered with Shenandoah Valley Communitarians to install a Blessing Box at the Library. Students at the Blue Ridge Technical Center built and painted the Blessing Box, 84 Lumber donated all of the materials. A ribbon cutting was held on November 15.
- Initial planning for A Taste for Books began in November. The theme is "A Journey through Time."
- The annual Volunteer Appreciation Dinner was held November 19. Awards for hours served were given and our star Volunteer for 2022 was Rose Ann Merrey. In order to better accommodate volunteer schedules, the reception will be moved back to the first Friday in December next year. A huge thank you to Eileen Grady, Cheryl Harrison, and Melody Hotek for their hard work preparing the food!
- Eileen, Cheryl, Erin Rooney, Jessica Sayers, and Danielle Furr started the data profiling process for the migration to Polaris. Training begins in January and we are on-track to go-live in April.
- Michelle Ross and Eileen met with Vicky Cook to discuss the Library's CIP. It was a positive meeting. The County may look to revise our current lease to clarify tenant and landlord responsibilities. Eileen and Vicky also met to discuss the Library's FY24 budget.
- The FY24 budget request was submitted to the County on December 2.
- The management team reviewed the Overdue Policy and Computer Use Policy. Recommended changes that will assist in the Polaris migration will be made to the Bylaws & Policy Committee.
- Staff Development Day will take place January 16.

### Facility

- The street-side entrance handicap doors are currently out of order. Due to the age of the doors and supply chain issues there has been a delay in repairs.
- Michelle and Eileen met with Jeff Hayes and a representative from Loudon County Flooring to select carpeting for the Children's Area. The flooring replacement is tentatively scheduled for February.
- Eileen and Michelle are also working on a proposal for some changes to the Children's Department layout. We have met with Fred Andrea to create a blueprint and we will bring a proposal to the board and County soon.
- A small fire occurred in the Children's Department due to a malfunctioning vape (it was not in use at the time). The fire was quickly contained, all staff and patrons were evacuated, and minimal damage was done. There are a couple small melted spots in the carpet, but the carpet is already scheduled to be replaced.
- Staff worked very hard to make the Library look festive for the holidays.

### Usage & Services

- December usage statistics were not available at the time this report was prepared.
- The Library ran a Food for Fines initiative throughout November & December. Patrons were able to reduce or eliminate overdue fees by donating non-perishable food items. 10 boxes of food were donated to Camping for Hunger and an additional 7 boxes of food were donated directly to C-CAP. We have also been able to restock the Blessing Box with Food for Fines donations.
- Overall circulation increased 5% in November and is up 13% YTD.
- Traffic count was slightly down in November and for the first time this fiscal year, YTD traffic count is still up 5%.
- New patron registrations were also down in November, YTD is a 23% increase.
- Program attendance was down in November, but there was an error in reporting. Once that is resolved, it will likely increase. The current YTD numbers are up 62%.
- Website usage increased 4%, database usage increased 10%, and mobile app users increased 120%.

### Programming Highlights

- The Master Gardeners hosted a Seed Saving Event.
- The Children's Department hosted their first in-person Holiday Writing Contest Reception since 2019. 205 people showed up to celebrate the winners. Rappahannock Electric sponsored the contest and reception. Jeff Hinson, Director of Member Services and Community Relations, assisted with judging and emceeding the event.

Thank you to Pat Lopreto and Pattie McHugh for taking care of the event and making it successful while Michal Ashby was out due to illness.

- Once again, the Library participated in the Christmas Parade and won Best Float – Adult/Civic/Church. Congratulations to the parade team – Michal, Pattie, Pat, Whitney Waller, Grace Green, and Kaitlyn Leckliter! Thank you to FOSL for sponsoring our float and the handouts!
- FOSL worked with the Children’s Department to host a Holiday Photography event. Sharon Fisher took free holiday photos for families. 80 people participated!
- The Library held our first-ever Holiday Open House on December 17. St. John’s Drama Club provided caroling, the Warren County Sheriff’s Department provided Story Time with Santa, the Gingerbread Man paid a special visit, and children were able to decorate their own snowy Christmas Tree Cone. Thank you to FOSL for funding all the decorations, supplies, and refreshments! 110 people attended. We plan to make this an annual event.
- FOSL and Reference worked together on several successful programs: virtual author event with Claire Griffin, Artisan Bread Making, DIY Wreath-Making, and Bad Romance Holiday Party.
- The Library along with The Wednesday Group, Queen Consulting, ACOM, Front Royal Premier Copiers, and C-CAP are sponsoring a tech club for teens – This is IT! Local technology experts, along with guest speakers, will teach the teens about a variety of IT topics. Accepted applicants were notified December 19 and meetings start January 11.



Figure 1-Blue Ridge Tech Center Students & Blessing Box



Figure 2- Story Time with Santa at Holiday Open House



Figure 2- Award-winning Christmas Float



Figure 1- Rose Ann Merrey, Star Volunteer

**Samuels Library, Inc.**  
**Budget vs. Actual**  
**November December FY2023**

	Nov 22	Budget	Dec 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
<b>Income</b>								
4000 · Investment Account Funding	0.00	29,550.00	0.00	0.00	24,879.60	29,550.00	84.2%	3% distribution - under budget due to market fluctuations
4011 · County - Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4020 · County Appropriation	0.00	0.00	0.00	0.00	512,000.00	1,024,000.00	50.0%	Quarterly distributions
4050 · State Aid	0.00	0.00	0.00	0.00	98,256.50	172,238.00	57.0%	Quarterly distributions - also receiving more state aid than anticipated
4060 · Other Grants/Reimbursements	2,979.80	0.00	0.00	0.00	8,129.78	5,000.00	162.6%	Approx. \$1,700 in ARPA funding and \$6,400+ in E-Rate funding
4110 · Copier Income	887.70	600.00	556.25	500.00	5,003.29	8,100.00	61.8%	
4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4120 · Interest Income	119.61	20.00	128.33	20.00	522.03	250.00	208.8%	
4140 · Donations	171.47	100.00	81.70	500.00	3,761.97	4,000.00	94.0%	
4146 · FOSL Donations	0.00	2,500.00	6,700.00	1,000.00	10,490.00	10,000.00	104.9%	
4147 · Adult Dept Donations	0.00	200.00	2,100.00	150.00	5,100.00	3,000.00	170.0%	\$3,000 Loyola Foundation gift to enhance Non-Fiction and World Languages
4149 · Community Outreach Income	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%	
4159 · Thompson Charitable Trust	0.00		0.00		7,491.45		100.0%	Not budgeted
4160 · Children's Programs Donations	2,500.00	500.00	500.00	1,500.00	8,100.00	6,000.00	135.0%	\$8,100 in grants rec'd as of 12/31/2022 for children's collection and programming
4163 · StoryWalk	0.00	0.00	0.00	150.00	315.00	782.00	40.3%	
4171 · Book Sales - Amazon	556.30	0.00	34.60	0.00	785.75	0.00	100.0%	Continued recovery post COVID
4175 · Retail Income	60.25	25.00	121.00	50.00	463.85	450.00	103.1%	Continued recovery post COVID
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%	
4210 · Fines Income	1,239.23	600.00	855.35	500.00	6,577.98	6,900.00	95.3%	Continued recovery post COVID
4215 · FAX Service	38.25	40.00	13.00	40.00	186.06	480.00	38.8%	
4220 · Replacement Costs	638.06	500.00	352.77	450.00	3,797.73	6,500.00	58.4%	
4230 · Nonresident Fees	20.00	10.00	10.00	10.00	160.00	120.00	133.3%	Continued recovery post COVID
4250 · Interlibrary Loan Chgs	25.00	10.00	20.00	10.00	155.00	120.00	129.2%	Continued recovery post COVID
4400 · Meeting Room Income	0.00	40.00	78.75	40.00	792.50	480.00	165.1%	Continued recovery post COVID
4700 · Misc Income	2.83	0.00	3.55	0.00	155.08	0.00	100.0%	
<b>Total Income</b>	<b>9,238.50</b>	<b>34,695.00</b>	<b>11,555.30</b>	<b>4,920.00</b>	<b>679,735.42</b>	<b>1,285,970.00</b>	<b>52.9%</b>	

**Samuels Library, Inc.**  
**Budget vs. Actual**  
**November December FY2023**

	Nov 22	Budget	Dec 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Expense								
6000 · Salaries	58,762.38	58,334.00	58,712.08	58,333.00	350,189.05	700,000.00	50.0%	
6040 · Retirement Funding/Current	2,646.58	2,800.00	2,630.71	2,990.00	15,121.00	35,000.00	43.2%	
6050 · FICA SS/Med Payroll Tax Expens	4,495.32	4,462.50	4,491.49	4,462.50	26,799.47	53,550.00	50.0%	
6060 · Unemployment Tax Expense	56.98	0.00	46.08	0.00	585.63	4,000.00	14.6%	Paid quarterly - also, rate coming down
6080 · Hospitalization Expense	-759.00	20,500.00	-759.00	0.00	51,706.04	82,000.00	63.1%	Paid quarterly - FT employee who was not participating, chose to enroll 7/1/22
6090 · Travel/Administrative Costs	166.62	250.00	10.00	250.00	5,646.37	8,000.00	70.6%	Multiple library visits, Director's meeting and VLA conference
6091 · Development Travel/Admin Exp	30.00	750.00	30.00	100.00	340.27	4,000.00	8.5%	
6092 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6200 · Books/Materials	7,214.54	7,900.00	4,911.23	7,900.00	49,570.87	95,000.00	52.2%	
6235 · Databases	0.00	0.00	415.00	0.00	2,714.00	18,000.00	15.1%	Timing
6250 · Subscriptions	-200.12	500.00	47.69	150.00	1,374.63	7,200.00	19.1%	Timing
6280 · Library Supplies	443.38	300.00	87.11	500.00	5,078.34	11,000.00	46.2%	
6300 · Internet Access Charges	456.75	425.00	456.85	425.00	3,749.19	5,750.00	65.2%	Increased bandwidth at start of fiscal year-upped cost, plus consulting fee
6410 · Special Projects	2,022.76	1,600.00	15.76	0.00	3,615.37	4,000.00	90.4%	
6411 · Community Outreach	793.81	250.00	105.80	0.00	4,050.97	4,000.00	101.3%	Nat'l Night Out, Library Card Month, Downtown Halloween, Christmas Parade
6420 · Childrens/Special Programs	2,189.22	150.00	100.94	2,250.00	3,510.24	6,500.00	54.0%	Jacob Memorial, Volunteer Recognition Event
6430 · Adult Programs	0.00	200.00	248.45	0.00	1,197.69	2,000.00	59.9%	Movie Licensing \$740 expensed to this line
6440 · ILL Charge	11.97		0.00		11.97		100.0%	
6505 · Amphitheater Expenses	0.00	0.00	0.00	0.00	1,000.00	0.00	100.0%	Attorney Review of Lease Documents
6610 · Contractual Services	30.00	30.00	0.00	2,900.00	2,821.75	13,000.00	21.7%	Timing
6620 · Maint. Supplies/Small Equip.	804.87	1,500.00	392.91	750.00	5,242.04	9,000.00	58.2%	
6621 · COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6622 · Custodial Services	3,125.00	2,500.00	0.00	2,500.00	15,875.00	30,000.00	52.9%	
6630 · Repair & Replacement	1,435.00	200.00	0.00	200.00	1,716.45	10,000.00	17.2%	Timing - Waiting for parts and service for Criser Rd entry doors
6640 · Furniture	0.00	0.00	0.00	0.00	3,985.09	0.00	100.0%	Slatwalls for Juvenile Area - ordered in FY22 - finally arrived
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	5,000.00	0.0%	
6720 · Utilities	12,543.29	6,000.00	0.00	6,500.00	33,444.00	76,500.00	43.7%	
6810 · Postage	585.95	50.00	9.95	50.00	1,434.00	2,500.00	57.4%	
6820 · Telephone	234.46	350.00	237.66	360.00	1,548.85	4,250.00	36.4%	
6830 · Office Expenses/Supplies	573.02	500.00	236.55	500.00	1,876.29	7,000.00	26.8%	
6840 · PR & Advertising	0.00	150.00	0.00	250.00	190.40	5,000.00	3.8%	

**Samuels Library, Inc.**  
**Budget vs. Actual**  
 November December FY2023

	Nov 22	Budget	Dec 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
6850 · Copier Expense	879.40	1,200.00	1,047.40	700.00	5,659.51	10,000.00	56.6%	
6860 · Audit Expense	2,892.00	6,000.00	0.00	0.00	11,392.00	11,000.00	103.6%	Complete
6900 · Computer Equipment	1,641.98	1,200.00	0.00	250.00	1,901.86	8,500.00	22.4%	Timing
6905 · Computer Maintenance & Suppli	932.41	400.00	5.97	250.00	2,363.26	6,500.00	36.4%	Timing
6906 · Hot Spots	405.71	440.00	0.00	440.00	1,891.22	5,280.00	35.8%	
6955 · Library Automation System	0.00	0.00	0.00	0.00	11,319.00	11,250.00	100.6%	Complete
6962 · RFID	0.00	0.00	0.00	0.00	0.00	13,750.00	0.0%	Yearly fee - due April
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	Yearly fee
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	340.00	0.0%	Yearly fee
6966 · Firewall Hardware/Software	125.00	200.00	125.00	200.00	7,033.35	6,000.00	117.2%	Complete
6969 · Reading Program Software	0.00	0.00	0.00	0.00	995.00	1,500.00	66.3%	Complete - partially paid for through a Library of VA grant
6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	Yearly fee
6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,800.00	103.6%	Complete
6972 · Cloud Storage	166.26	0.00	160.33	0.00	970.85	0.00	100.0%	Unbudgeted
6973 · Mobile App	0.00	0.00	1,942.07	1,800.00	1,942.07	1,800.00	107.9%	Complete
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	Unbudgeted
<b>Total Expense</b>	104,705.54	119,141.50	75,708.03	95,010.50	642,764.09	1,285,970.00	50.0%	



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

**Fund Activity**

	10/01/2022	YTD-Jan 1
Beginning Balance	5,722.34	7,158.55
<b>Receipts</b>		
Dividends/Interest-Mutual Funds	3.60	119.18
Market Appreciation/Depreciation	289.19	-1,193.40
<b>Total Receipts</b>	<b>292.79</b>	<b>-1,074.22</b>
<b>Distributions</b>		
Administrative Fees	5.01	53.34
Broker Fees	2.12	22.99
<b>Total Distributions</b>	<b>7.13</b>	<b>76.33</b>
Ending Balance	6,008.00	6,008.00
Spendable Balance		

**Activity Detail**

<b>Date</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
2022-10-31	Administrative Fees	Monthly 1% (1.00% of 6,013.01)	-5.01
2022-10-31	Broker Fees	Revenue Share - October 2022	-1.13
2022-10-31	Broker Fees	Revenue Share - October 2022	-0.99
2022-10-31	Dividends/Interest-Mutual Funds	Revenue Share - October 2022	2.03
2022-10-31	Dividends/Interest-Mutual Funds	Revenue Share - October 2022	1.57
2022-10-31	Market Appreciation/Depreciation	Revenue Share - October 2022	159.90
2022-10-31	Market Appreciation/Depreciation	Revenue Share - October 2022	129.29



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

**Fund Activity**

	11/01/2022	YTD-Jan 1
Beginning Balance	6,008.00	7,158.55
<b>Receipts</b>		
Dividends/Interest-Mutual Funds	3.92	123.10
Market Appreciation/Depreciation	329.29	-864.11
<b>Total Receipts</b>	<b>333.21</b>	<b>-741.01</b>
<b>Distributions</b>		
Administrative Fees	5.28	58.62
Broker Fees	2.17	25.16
<b>Total Distributions</b>	<b>7.45</b>	<b>83.78</b>
Ending Balance	6,333.76	6,333.76
Spendable Balance		

**Activity Detail**

<b>Date</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
2022-11-30	Administrative Fees	Monthly 1% (1.00% of 6,339.04)	-5.28
2022-11-30	Broker Fees	Revenue Share - November 2022	-1.01
2022-11-30	Broker Fees	Revenue Share - November 2022	-1.16
2022-11-30	Dividends/Interest-Mutual Funds	Revenue Share - November 2022	1.70
2022-11-30	Dividends/Interest-Mutual Funds	Revenue Share - November 2022	2.22
2022-11-30	Market Appreciation/Depreciation	Revenue Share - November 2022	182.76
2022-11-30	Market Appreciation/Depreciation	Revenue Share - November 2022	146.53



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

**Fund Activity**

	10/01/2022	YTD-Jan 1
Beginning Balance	5,926.30	7,494.40
<b>Receipts</b>		
Dividends/Interest-Mutual Funds	1.93	118.71
Market Appreciation/Depreciation	399.65	-1,212.88
<b>Total Receipts</b>	<b>401.58</b>	<b>-1,094.17</b>
<b>Distributions</b>		
Administrative Fees	5.27	55.93
Broker Fees	2.20	23.89
<b>Total Distributions</b>	<b>7.47</b>	<b>79.82</b>
Ending Balance	6,320.41	6,320.41
Spendable Balance	239.22	

**Activity Detail**

<b>Date</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
2022-10-31	Administrative Fees	Monthly 1% (1.00% of 6,325.68)	-5.27
2022-10-31	Broker Fees	Revenue Share - October 2022	-2.20
2022-10-31	Dividends/Interest-Mutual Funds	Revenue Share - October 2022	1.93
2022-10-31	Market Appreciation/Depreciation	Revenue Share - October 2022	399.65



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

**Fund Activity**

	11/01/2022	YTD-Jan 1
Beginning Balance	6,320.41	7,494.40
<b>Receipts</b>		
Dividends/Interest-Mutual Funds	2.07	120.78
Market Appreciation/Depreciation	392.17	-820.71
<b>Total Receipts</b>	<b>394.24</b>	<b>-699.93</b>
<b>Distributions</b>		
Administrative Fees	5.59	61.52
Broker Fees	2.29	26.18
<b>Total Distributions</b>	<b>7.88</b>	<b>87.70</b>
Ending Balance	6,706.77	6,706.77
Spendable Balance	239.22	

**Activity Detail**

<b>Date</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
2022-11-30	Administrative Fees	Monthly 1% (1.00% of 6,712.36)	-5.59
2022-11-30	Broker Fees	Revenue Share - November 2022	-2.29
2022-11-30	Dividends/Interest-Mutual Funds	Revenue Share - November 2022	2.07
2022-11-30	Market Appreciation/Depreciation	Revenue Share - November 2022	392.17



**Development Committee Meeting Minutes  
December 14, 2022**

The Development Committee met on December 14, 2022 at Samuels Library. In attendance were Mack Hobgood, Lisa Cobb, Melody Hotek, Madeline Hickman, Katie Carr, Eileen Grady, Melanie Mullinax and Michelle Ross.

**Lisa Cobb called the meeting to order.**

**The committee accepted the October 19, 2022 meeting minutes.**

**Fundraising Tracking Report-** Melanie Mullinax provided the committee with the tracking report dated December 13, 2022 showing \$55,076 raised in Fiscal Year 2023, 55 percent of the \$100,000 goal. Melanie indicated we are entering the busy active fundraising time of year.

Eileen Grady suggested that the annual Carl & Emily Thompson Charitable Trust be recorded under the estate line in the Tracking Report instead of in the grant line. This year, the allocation totaled \$7,491.45. It varies from year to year. No decision was made on recording of the annual trust.

**Grant Tracking Report** – Melanie presented the grant tracking report indicating that we received a \$2500 Elks grant to support summer reading and a \$1500 Valley Health grant for medical/health/wellness collection development. She also reported that a \$3500 Day of Giving Matching Grant was received by a new donor, Lewis Moten of Code Jamboree.

Mack Hobgood led a discussion about the Windcrest Foundation. Melanie will research and work with Michelle to prepare an ask to the Foundation.

**Annual Appeal Update** - Melanie said the 2022 Annual Appeal was mailed out November 22 to approximately 950 donors including some of the potential donors from last year's purchased donor list. To date, \$17,355 has been raised toward the \$21,000 goal. The total includes one large \$7000 gift and 45+ other gifts from donors. Melanie said we have seen many new donors, including several more new donors from the potential donor list purchased last year, and several FOSL donors making their first ever non-FOSL donation. The campaign will continue throughout the month, with a social media year-end giving push before December 31.

Eileen suggested special cards (without donation asks) be mailed to major donors, possibly holiday cards, birthday cards or just Thank You cards to add on to our philosophy of Thanking donors for all they do for the Library.

**Day of Giving** (February 23, 2023) - As noted earlier in report, a Day of Giving Matching sponsor has been secured. The Day of Giving campaign will begin February 1, as part of the Love Your Library Month celebration and culminate on February 23, 2023. The campaign will focus on social media, Library users, and emails to donors who give to the Day of Giving campaign.

**A Taste For Books** – Planning is underway and Melanie will begin soliciting sponsors and silent auction contributors by the end of the year.

The committee discussed the successful Board challenge last year that not only included our current Board but reached out to past Board members as well. The Board challenge resulted in \$6200 being raised last year for the A Taste For books campaign and also resulted in some reconnections with past Board members who continued to give again after the A Taste For Books Campaign.

The committee set a \$6500 Board Challenge Goal for 2023 A Taste For Books. Melanie will prepare a letter to be sent out to Board and past Board members by the end of January. Katie Carr suggested we communicate what we raised last year and what are goals are this year. Mack will sign the letters.

**National Puzzle Day Fundraiser** (January 28, 2023) –Lisa will continue with the Puzzle Fundraiser event, scheduled for National Puzzle Day this year. While the event raised minimal funds (about \$200) last year, it brought in goodwill, engaged some new possible donors, and community sponsors. Lisa will reach out to FOSL and Play Favorites to secure sponsorships and work with staff to promote the event.

**FOSL Update** – Melanie relayed that FOSL contributed \$6700 in December to support the Holiday Open House, the Christmas Parade participation, Adult Winter Reading, Hoopla and gift bags for the Bad Romance program. She also said the bookstore would be promoting 50% off everything in the store December 15 – 31, 2022.

**Other-** Michelle reported that one bid for the **Amphitheater Project** has been received but it is very high. The library is working on securing another bid and also possibly amending the amphitheater plan. Michelle has involved the interested major donor on the discussions and states they are not discouraged and the donor is also being helpful in reaching out to other potential bidders.

**The development committee rescheduled their next meeting for Wednesday, February 15, 2023 from 5:00 – 6:00.**

**Meeting adjourned at 6:05 p.m.**

% of Year Complete: 42%

12/19/2022

### 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			\$ 400.00	\$ 12,430.53	\$ 5,077.53							\$ 18,158.06	86%
Taste for Books	\$ 22,000.00													\$ -	0%
FOSL	\$ 15,000.00	\$ 1,250.00		\$ 2,540.00			\$ 6,700.00							\$ 10,490.00	70%
Foundations/Grants	\$ 20,000.00		\$ 3,349.68		\$ 15,991.45		\$ 1,500.00							\$ 20,841.13	104%
Day of Giving	\$ 7,000.00					\$ 3,500.00								\$ 3,500.00	50%
Other Unrestricted	\$ 5,000.00		\$ 40.00	\$ 950.00	\$ 1,000.00									\$ 1,990.00	40%
Special Projects/Other Restrict	\$ 10,000.00	\$ 500.00		\$ 250.00	\$ 150.00									\$ 900.00	9%
Estate Gifts	\$ -													\$ -	
<b>TOTAL</b>	<b>\$ 100,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 3,389.68</b>	<b>\$ 3,740.00</b>	<b>\$ 17,541.45</b>	<b>\$ 15,930.53</b>	<b>\$ 13,277.53</b>	<b>\$ -</b>	<b>\$ 55,879.19</b>	<b>56%</b>					

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	4/29/22	\$3,000.00	<a href="https://www.grantinterface.com/Request/Submit/Application?request=7971661">https://www.grantinterface.com/Request/Submit/Application?request=7971661</a>	Cathy Weiss P.O. Box 2391 Winchester, VA 22604	540-869-6776	cathy@cfnsv.org	Received \$2000	Follow up report required and due by 5:00 p.m. Monday, May 15, 2023
Rotary Front Royal	Community Grant -	StoryWalk	unsolicited	\$315.00					Received \$315	to support Storywalk
Rappahannock Electric Local Grant		Holiday Writing Contest	8/11/22	\$1,000.00		Jim Hinson, Lindsey Edwards			Received \$1000	Local Rapp Electric Office
Elks	Children's Summer Reading Program	Children's Summer Reading Program & New Circulation Desk	9/1/22	\$9000 & \$30,000					Received \$2500.00	Eileen's Contact
Target (Local)		Adult Winter Reading Club	9/29/2022, 10/11/22, 11/22/22	\$1,500 gift cards and cash	Dainelle Marchessault 11/22 included Lynden(store manager)					
Valley Health	Medical, health and wellness Collection		10/6/22	\$2,000.00	<a href="https://www.valleyhealthlink.com/about-us/our-community-commitment/community-sponsorship-program/">https://www.valleyhealthlink.com/about-us/our-community-commitment/community-sponsorship-program/</a>				Received \$1500.00	
Loyola Foundation			10/1/22	\$5,000.00		Kelly Carr			Received \$5000	Money to be used to purchase Adult non-fiction, Children's Hard back, and foreing lanuage collection - last received grant from Loyola was 2015
Carnival Cruise Foundation	Crusie Tickets - In Kind	A Taste For Books 2023			www.GrantRequest.com/SID_2100?SA=AM.		<a href="mailto:foundation@carnival.com">foundation@carnival.com</a>	(305) 406-5777	No Longer donating cruises	Apply 6 months in advance before 10/23/22 - No longer donating crusies
Dollar General	Adult Literacy Adult Basic Education GED or HS equivalency preparation English Language Acquisition	Adult Literacy Grant			<a href="http://www.cybergrants.com/dollar_general">http://www.cybergrants.com/dollar_general</a>					Application available January 2023 - Will submit ESL pens, World Languagues collection
Dollar General	Family Literacy support whole family in literacy Adult Education Instruction Children's Education Parent and Child Together Time (PACT)	Family Literacy Grant			http://www.cybergrants.com/dollar_general					Application available January 2023 - Will submit reading program support?

**Samuels Public Library  
Strategic Planning Committee  
December 6, 2022**

In Attendance: Joan Richardson, committee chair; Mack Hobgood, SPL Board President; Michelle Leisure; SPL Board member, Jessica Priest-Cahill, FOSL representative;  
Absent: Michelle Ross, SPL Executive Director

**Vision Statement:** The committee reviewed and made suggestions for the content of a draft of a vision statement created and presented by Michelle L. and Mack for Samuels Public Library's strategic plan. The committee plans to recommend to the full board that a vision statement be added to the introduction of Samuels Public Library's strategic plan as part of this year's strategic plan update. The committee developed the following draft which will be reviewed again at the next committee meeting.

*Vision statement: Draft*

Samuels Public Library is committed to providing the Front Royal/Warren County community outstanding public library services. Specifically, the Director, staff and Board of Trustees will strive to:

- Tailor the holdings, services and programs to meet the specific needs of the community.
- Expand the holdings, services and programs over time to meet the needs of a broader range of customers.
- Develop strategies, plans and programs to ensure the long term financial security and viability of the library.
- Provide high quality, modern and well maintained staff and customer space that includes cutting edge technology.
- Ensure the staff is well trained and competitively paid and compensated.

**Values Statement:** The committee reviewed and made suggestions for the content of a draft of a values statement created and presented by Michelle L. and Mack for Samuels Public Library's strategic plan. The committee plans to recommend to the full board that a value statement be added to the introduction of Samuels Public Library's strategic plan as part of this year's strategic plan update. The committee developed the following draft which will be reviewed again at the next committee meeting.

*Values Statement: Draft*

Samuels Public Library's Board of Trustees, staff, and volunteers are focused on establishing an organizational environment committed to inclusion, accessibility, community, intellectual freedom, and lifelong learning.

- Inclusion – We value the vast breadth of backgrounds, beliefs, and cultures of our patrons and staff, we provide high-quality services and collections that represent and celebrate our community's diversity.

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

**Signature Page for the Strategic Plan:** Joan will create a signature page to be signed by the Board president and the library’s Executive Director to document that Samuels Public Library’s Board of Trustees has reviewed and approved an updated version of the library’s strategic plan each fiscal year. The signature page will also acknowledge that the Board and staff are committed to adhering to the plan. The committee will recommend that a signature page be added to the strategic plan as part of this year’s update.

**Planning Committee Work:** Jessica presented a draft of a document spanning the time period from November 2022 through May 2024 delineating expected milestones for updating the strategic plan for this fiscal year and for the creation of a new five year plan for fiscal years 2025 – 2030. This document is attached. It is a working document and subject to change. The committee agreed that the timeline specified was reasonable. The committee will focus mostly on updating the plan for this year but will gather information useful for creating the new five year plan.

As part of the process to update the strategic plan for this fiscal year, committee members will review the library’s plan and suggest any necessary changes to ensure the document is pertinent to the library’s needs. These ideas will be sent to all committee members via e-mail by January 31. Joan will collate them and distribute them for discussion at the next committee meeting. In the course of tonight’s meeting the following changes were suggested:

- Mack suggested that the goal now labeled in the plan as “Public Information” be re-titled “Public information and Marketing” to highlight the importance of marketing.
- In planning for the new five year plan Mack suggested that it be specified in the “Technology” goal that the library will strive to ensure cutting edge technology across all facets of the library’s operation.

Next meeting: February 13, 2023

**(2025 – 2030) SPL STRATEGIC PLANNING COMMITTEE  
EXPECTED MILESTONES**

(working document for Dec 2022, with additions from discussion at 12/6 Committee meeting)

DATE	ACTIVITY
PRIOR TO OCT 2022	<b>Community Stakeholder Survey completed, information disaggregated</b>
NOV 2022	<b>Library Board of Trustees standing committees asked to review current strategic plan and provide input at minimum on those goal areas related to their committee's function (request input by April 2023)</b>
DEC 2022	<b>Committee to review vision statement and new values statement for inclusion in the current 2020-2025 plan</b>
JAN 2023	Committee members submit comments for 2020-2025 revision to Joan for collation by 1/31
FEB 2023	Committee meeting M 2/13, 5:30 pm  Review revisions suggested for 2020-2025 Strategic Plan  <b>Agreement on milestones to achieve for completion of 2025-2030 Strategic Plan by April 2024</b>  Michelle to solicit staff input at Staff Development Day
APR 2023	Approve revisions for 2020-2025 Strategic Plan for submission to SPL Board of Trustees for approval at their May 2023 meeting  <i>Input meeting with Library of Virginia representative</i>
MAY 2023	<b>Revised 2020-2025 Strategic Plan by SPL Board of Trustees</b>
JUN 2023	
AUG 2023	
OCT 2023	
DEC 2023	
FEB 2024	
APR 2024	<b>2025-2030 Strategic Plan completed &amp; approved for presentation to the SPL Board of Trustees</b>
MAY 2024	<b>Review &amp; approval of 2025-2030 Strategic Plan by SPL Board of Trustees</b>
POST MAY 2024	

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\*\*I would like to suggest that we focus on 2-3 goals per meeting, starting with those that are least likely to need much revision, simply because we won't have the standing committee input for a few months. (From discussion at 12/6 Committee meeting, this seemed to be precedent/agreed upon process to be scheduled for Jun-Dec 2023 Committee meeting agendas.)

## CURRENT GOALS:

1. **GOVERNANCE:** SPL will be administered and governed by an informed, active, and responsible Board of Trustees. The Board will maintain a relevant and realistic Strategic Plan.
2. **FINANCIAL RESOURCES:** SPL will seek a funding level that will allow implementation of the Library's goals and objectives.
3. **FACILITY:** Citizens of Warren County will have access to a Library facility which effectively maintains and supports library services and community needs.
4. **PUBLIC INFORMATION:** Citizens of Warren County will be informed about Library services and resources.
5. **PAID & VOLUNTEER PERSONNEL:** Citizens of Warren County will have access to sufficient Library personnel to provide quality services.
6. **TECHNOLOGY:** SPL operations will include current technology which provides accurate and effective service.
7. **COLLECTION DEVELOPMENT:** Citizens of Warren County will have access to collections that endeavor to meet the topmost guidelines for public library service as identified in the Virginia State Library's Planning for Library Excellence.
8. **REFERENCE:** Citizens of Warren County will receive accessible, quality reference service supported by adequate and appropriate personnel, materials, and technologies.
9. **INTRAGENCY COOPERATION & PARTNERSHIP:** Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.
10. **ACCESS:** Citizens of Warren County will have the opportunity for access to Library resources despite age, institutionalization, handicap, geographic isolation, or schedule.
11. **PROGRAMMING:** Citizens of Warren County will have access to library programs which promote reading and the use of the Library's resources and services.