



Board of Trustees Regular Meeting Agenda March 16, 2023

1. Call to Order and Determination of Quorum
2. Approval of Meeting Minutes
 - a. January 9, 2023 Regular Meeting
 - b. February 6, 2023 Special Meeting
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
 - a. Trustee Candidate
9. Strategic Planning Committee Report
10. Bylaws & Policies Committee Report
 - a. Meeting Room Use Policy
 - b. Computer & Internet Use Policy
 - c. Overdue Policy
 - d. Video Circulation Policy
11. FOSL Report
12. County Report
13. Old Business
14. New Business
15. Adjournment – Next Meeting May 8, 2023 at 5:30pm

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

January 9, 2023

In attendance:

Mack Hobgood, President; Melody Hotek, Vice President; Katie Carr, Secretary; Celeste Brooks, At-Large; Kim Emerson, Lisa Cobb, Joan Richardson, Mary Kim Waddell, Michelle Leasure, Shane Goodwin, Lori Girard, FOSL President; Vicky Cook, County Representative; Michelle Ross, Library Director; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor.

Absent: Pete Walker, Treasurer; Eileen Grady, Director of Operations; Frank Brugh, Madeline Hickman.

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

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

Citizen's Time:

No Citizens were present.

President's Time:

Maj. Gen. Hobgood commented on the overall successful calendar year to date. Maj. Gen. Hobgood said he is pleased with the Committees and their work. Looking ahead, we have continued challenges to improve staff pay and benefits and continue building our county relationship, including facility issues and the Amphitheater project.

County Update:

Ms. Cook announced that due to the county's yearly review of committee assignments, Ms. Cheryl Cullers would become our county point of contact beginning January 17, 2023. Ms. Cook stated she had met regularly with Ms. Ross to discuss the upcoming budget year and thanked Ms. Ross for educating her on what the Library does for the community. They also discussed the Capital Improvement Plan. As a result, the county agreed to increase its building maintenance responsibilities as addressed in the lease. In reviewing the lease, there are tweaks the county wants to make. Ms. Cook indicated the changes were not significant but intended to make it better for the Library.

Library Director's Report:

Ms. Ross gave the Director's report reviewing highlights from November and December 2022.

Finance Committee:

In Mr. Walker's absence, Ms. Emerson presented the Financial Report. Before the meeting, Mr. Walker reviewed the Budget vs. Actual report for November and December 2022 and reported that everything appears to be in order.

The Investment Account balance as of Friday, January 6, 2023 is \$891,955.47.

The Community Foundation Account balances:

1. Samuels Public Library Endowed Fund = \$6,706.77
2. Samuels Public Library Fund = \$6,333.76

Development Committee:

Ms. Cobb presented the Committee report. Ms. Cobb stated that we are halfway through the year and are at 65% of our fundraising goal.

Ms. Mullinax reported updates to the enclosed Fundraising Tracking Report dated December 19, 2023, which shows that we have surpassed our Annual Appeal goal of \$21,000.00 and have raised \$27,103.00. Overall we have raised \$64,824.00, 65% of our goal. Ms. Mullinax said we received a \$2,500.00 grant from the Elks Club supporting the Summer Reading Program and the annual \$1,500.00 Valley Health grant, which supports our medical and health collection and resources.

Ms. Mullinax shared information regarding January 28, 2023, Puzzle Challenge Fundraiser organized by Ms. Cobb. An interactive puzzle table is located in the main hallway to promote the event and has been very popular with our patrons. Day of Giving is scheduled for Thursday, February 23, 2023. Lewis Moten of Code Jamboree has committed to match all gifts up to \$3,500.00 during Library Lovers Month.

Ms. Mullinax stated that “A Taste for Books” fundraising is underway, and the Development Committee had set a Board Challenge of \$6,500.00. Again this year, letters will be mailed to current and former Board members to meet the Board challenge. The letters will be mailed at the end of January or the beginning of February. Ms. Ross said that Ms. Hotek has been preparing the sponsorship packets for “A Taste for Books,” which will be available soon. Ms. Ross reminded Board members of how they could support the event. This year’s event, “A Journey Through Time,” is on Saturday, April 22, 2023.

Committee on Trustees:

Ms. Brooks said the Committee still needs to meet. Ms. Brooks thanked Maj. Gen. Hobgood for successfully recruiting an attorney to join the Board. Any potential candidates should be recommended to the Committee on Trustees for discussion.

Strategic Planning Committee:

Ms. Richardson said the Committee met on December 6, 2022. The Committee discussed updating the current Strategic Plan and progressing to the new five-year plan from FY2025 to FY2030. The Committee will recommend that the Board include Vision and Value statements in future revisions. Ms. Richardson encouraged members to review the statements enclosed in the draft. Suggestions or questions should be directed to Ms. Ross or Ms. Richardson.

Ms. Richardson said the Committee recommends that a signature page be added to the Strategic Plan. The signature page will document that the plan has been reviewed by the Board and approved for the coming fiscal year. The signators would be the Library Director and the Board President. Ms. Richardson referred to the Planning Committee’s Expected Milestones included in the Board packet. Ms. Richardson also asked Board Committees to review the Strategic Plan and share their ideas and thoughts with the Strategic Committee. Ms. Ross shared that staff would give their input during Staff Development Day on January 16, 2023.

Bylaws Committee:

Ms. Emerson said the Committee attempted to meet in December 2022 but did not meet the quorum. Another meeting will be scheduled.

FOSL Report:

Ms. Girard reported that the FOSL Board met on January 6, 2023. FOSL committed to the following support:

- Hot Reads = \$4,000.00
- Adult Program “In the Shadow of Big Red Eye” June 15, 2023 = \$300.00
- Jigsaw Puzzle Contest Fundraiser = \$100.00

Ms. Girard reported that for the year 2022, the POS report shows a net gain of \$16,775.78.

Old Business:

Ms. Hotek reported that the Amphitheater project is at a standstill as we search to obtain additional bid leads. Depending on the status of the bids, Ms. Hotek discussed the possibility of revising the project to build an Amphitheater successfully.

New Business:

Ms. Ross reminded members that there is a formal process to address Library material complaints. Persons filing a complaint must be a Library card holder and complete the *Request for Reconsideration Form*.

There being no further business Maj. Gen. Hobgood called for a motion to adjourn the meeting. Ms. Hotek made a motion to adjourn, and Ms. Richardson seconded. The vote passed unanimously.

The next meeting will be held on Monday, March 13, 2023.

Respectfully submitted,

Katie Carr
Secretary



Special Board Meeting
February 6, 2023

In attendance: Mack Hobgood, Pete Walker, Michelle Leasure, Katie Carr, Lori Girard, Joan Richardson, Celeste Brooks, Mary Kim Waddell, Lisa Cobb, Madeline Hickman, Melody Hotek, Kim Emerson, Vicky Cook, Cheryl Cullers, Michelle Ross and Eileen Grady.

Mack Hobgood called the meeting to order at 5:30 pm. He then thanked everyone for attending, introduced the Warren County Supervisors that were present – Vicky Cook and Cheryl Cullers - and indicated that there were two agenda items: first a closed session meeting, then a regular session meeting to discuss a staff proposal.

Joan Richardson made the following motion:

“I move the Board of Trustees go into executive session in accordance with the Code of Virginia, Section 2.2-3711A.7, for the purpose of discussing matters of possible litigation stemming from materials challenges.” Melody Hotek seconded the motion, which passed unanimously. The Board of Trustees then entered a closed executive session.

Melody Hotek moved that the Executive Session be adjourned; Mack Hobgood then called the meeting back to order.

Michelle Leasure then offered the following two motions:

“I move that the Board certifies to the best of each member’s knowledge that only public business matters lawfully exempted from open meeting requirements under Sect 2.2-3711A.7 of the Code of Virginia and only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Second, I move that the Board approve an Ad Hoc Committee, to consider appeals to the Samuels Public Library collections, and that the committee consist of the following Board members: Melody Hotek, Chair; Joan Richardson, Lisa Cobb and Mack Hobgood.”

The motion was seconded by Lisa Cobb, discussion followed. Katie Carr and Celeste Brooks both volunteered to serve on this committee. Pete Walker questioned whether or not any Board member could attend meetings held by this Ad Hoc committee – it was agreed that all Board members are welcome, and should the need arise to hold a meeting Melody Hotek will notify the full Board of the date and time.

The motion on the table was then amended to remove Mack Hobgood as a sitting member and add Katie Carr and Celeste Brooks. The amended motion passed unanimously.



Mack Hobgood then asked Michelle Ross to explain the minor renovation project up for review by the Board. She, in turned asked Eileen Grady to lay out the details. Eileen Grady explained that the carpets will be replaced in the Children’s area sometime in March. In advance of this, she further explained that to improve collection locations – get all Y/A books in the Y/A section - and to improve flow and reduce bottlenecks, a plan has been drawn and is under County review. She advised that one quote had been received, and indicated that this is a difficult area right now, as several contractors have indicated they are too busy, or just haven’t responded. She also advised that part of this project would include installation of a granite counter top on the Y/A window ledge to house the 4 computers, and a children’s self-check station would be added. The total amount the Board is being asked to authorize would be \$32,000, and would come from the Reserve Account.

Pete Walker made a motion to accept the staff proposal and contractor’s proposal for this renovation project, with the funds to come from the reserve account. Melody Hotek seconded. Discussion followed. All agreed that the construction contract should not be signed until the county has given its approval for the job to move forward. The motion then passed unanimously.

Eileen Grady further advised the Board that she will be looking into getting quotes to replace the Children’s Reference desk, as the current desk in not large enough to accommodate demand. She further explained that this will come before the Board as a separate issue, and will require significant funding.

With no further business to come before the Board of Trustees, the meeting was adjourned.

Respectfully submitted,

Katie Carr
Treasurer
Samuels Library Board of Trustees

Director's Report

January & February 2023



General Updates

- Trainings are underway for the Library's new ILS. Data migration has also started. The Library will be closed April 3 in preparation for the April 4 go-live.
- The 2023 Leadership Front Royal-Warren County class met at the Library on January 12. Michelle Ross spoke to the group about library services and ways to get involved. Many other local non-profits also presented.
- The VMFA Artmobile staff completed a site assessment of the Library on January 12, they are now confirmed for a May 12 & May 13 visit.
- Michelle, Eileen Grady, Mack Hobgood, Pete Walker, and Michelle Leasure presented the Library's FY24 budget request to the County on February 9.
- Michelle and Lewie Moten did interviews with the Royal Examiner and The Valley Today to promote the Day of Giving. Lewie matched donations up to \$3500. Melanie Mullinax did a wonderful job coordinating the campaign and over \$8,000 was raised.
- Staff, Board Members, FOSL, and volunteers have been hard at work planning A Taste for Books.
- Melanie and Michelle supported Lisa Cobb with the second-annual Puzzle Fundraiser.
- Michelle was voted to serve as secretary for TRIAD. The group is planning a senior expo in May, which the Library will participate in.
- The Library received 2,000 solar eclipse glasses for the partial eclipse in October and the full eclipse in April 2024. The glasses were free through the SEAL (Solar Eclipse Activities for Libraries) Program. Half of the glasses were given to Parks & Recreation for them to use, as well.

Facility

- The County has ordered the parts to repair our handicap doors. The repair should happen soon.
- The County approved a request to renovate the Children's Department on February 21. Construction began March 1 and we have received a lot of positive feedback from patrons about the upcoming changes. The YA area is closed due to the renovation. Staff have provided a curated collection of titles for patrons. The renovation project is slated for completion March 15. The County will tentatively begin the carpet replacement on March 20.
- The County Public Works Team has been extremely helpful during the renovation process. They assisted with moving shelving and furniture. They also cordoned off the teen area and wrapped shelving in plastic to protect the books.

Usage & Services

- February stats were unavailable at the time of this report.
- As of January, circulation numbers were at 9.4% increase over pre-COVID numbers (FY2019) and a 13% increase over FY22.
- Meeting room usage has increased 81% over pre-COVID numbers and 95% over FY22.
- Our number of new patron registrations continues to see an increase but the total number of patrons is down. We did purge a larger number of inactive cards ahead of the data migration for the new ILS.
- Visits are up 11% over FY22 but still down compared to pre-COVID stats.
- The Children's Department and volunteers have been weeding the collection in preparation for the renovation.
- The Seed Library has been restocked by the Northern Shenandoah Valley Master Gardeners.

Programming Highlights

- Winter Reading wrapped up at the end of February. 109 adults participated and 507 youth participated.
- Art and craft programs for adults have been very successful: Drawing Workshop – 12 attendees, Wineglass Snow Globes – 7 attendees, Winter Bird Photography – 22 attendees.
- FOSL partnered with the Front Royal Women's Resource Center for the Women's Wellness Workshop – 33 people participated.

- The Reference Department hosted two Getting Real about Getting Old programs, focused on assisting older adults and their caregivers on preparing for the future. While attendance was low, participants learned a lot and were very happy with the program.
- Children’s programs have been steady with an average of 30-40 participants for Story Times and around 20 for Homeschool Hub and Science Scouts.
- Teens Connect and the Dungeons & Dragons events have been popular, with an average attendance of 10 teens. Michael Lock from Play Favorites assisted at the February Teens Connect, which was board game night. He has also supported the Puzzle Fundraiser, our Board Game Collection, and donated prizes for Summer Reading.



Figure 1- Teens Connect (photo by Play Favorites)



Figure 2 - Public Works helping with renovation



Figure 3 - Sheriff's Department as special Story Time guest



Figure 4 - Adult Winter Reading Winner

Samuels Library, Inc.
vs. Actual
July 2022 through June 2023

66.7%

Income	Jan 22	Budget	Feb 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
4000 · Investment Account Funding	0.00	0.00	0.00	0.00	24,879.60	29,550.00	84.2%	3% distribution - under budget due to market fluctuations
4020 · County Appropriation	256,000.00	256,000.00	0.00	0.00	768,000.00	1,024,000.00	75.0%	Quarterly distributions
4050 · State Aid	49,128.25	43,059.50	0.00	0.00	147,384.75	172,238.00	85.6%	Quarterly distributions - also receiving more state aid than anticipated
4060 · Other Grants/Reimbursements	0.00	2,000.00	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	936.87	600.00	785.40	850.00	6,725.56	8,100.00	83.0%	
4115 · Capital One Cash Back	0.00		0.00		0.00	0.00	0.0%	
4120 · Interest Income	420.74	20.00	292.95	25.00	1,235.72	250.00	494.3%	
4140 · Donations	193.88	1,250.00	66.59	250.00	4,022.44	4,000.00	100.6%	
4146 · FOSL Donations	0.00	1,000.00	4,300.00	2,500.00	14,790.00	10,000.00	147.9%	
4147 · Adult Dept Donations	0.00	175.00	0.00	125.00	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	0.00	0.00	7,491.45	0.00	100.0%	
4160 · Children's Programs Donations	0.00	1,000.00	0.00	100.00	8,100.00	6,000.00	135.0%	Not budgeted
4163 · StoryWalk	0.00	150.00	0.00	0.00	315.00	782.00	40.3%	\$8,100 in grants rec'd as of 12/31/2022 for children's collection and programming
4171 · Book Sales - Amazon	74.69	0.00	241.02	0.00	1,101.46	0.00	100.0%	Continued recovery post COVID
4175 · Retail Income	46.75	25.00	81.00	50.00	591.60	450.00	131.5%	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	1,532.30	600.00	972.41	650.00	9,082.69	6,900.00	131.6%	Continued recovery post COVID
4215 · FAX Service	54.75	40.00	43.25	40.00	284.06	480.00	59.2%	
4220 · Replacement Costs	552.48	500.00	643.88	525.00	4,994.09	6,500.00	76.8%	
4230 · Nonresident Fees	20.00	10.00	30.00	10.00	210.00	120.00	175.0%	Continued recovery post COVID
4250 · Interlibrary Loan Chgs	0.00	10.00	20.00	10.00	175.00	120.00	145.8%	Continued recovery post COVID
4400 · Meeting Room Income	262.75	40.00	241.00	40.00	1,296.25	480.00	270.1%	Continued recovery post COVID
4700 · Misc Income	10.47	0.00	2.46	0.00	168.01	0.00	100.0%	
Total Income	309,233.93	306,479.50	7,719.96	5,175.00	989,197.86	1,285,970.00	76.9%	

Samuels Library, Inc.
vs. Actual
July 2022 through June 2023

66.7%

Expense	Jan 22	Budget	Feb 22	Budget	Jul '22 - Jun 23	Budget	% of Budget	
6000 · Salaries	59,045.40	58,334.00	58,412.51	58,333.00	467,646.96	700,000.00	66.8%	
6040 · Retirement Funding/Current	2,779.49	2,990.00	2,754.46	2,990.00	21,729.56	35,000.00	62.1%	
6050 · FICA SS/Med Payroll Tax Expense	4,527.02	4,462.50	4,468.60	4,462.50	35,795.09	53,550.00	66.8%	
6060 · Unemployment Tax Expense	873.86	200.00	623.94	0.00	2,083.43	4,000.00	52.1%	Paid quarterly - also, rate coming down
6080 · Hospitalization Expense	28,121.82	0.00	-759.00	20,500.00	79,068.86	82,000.00	96.4%	Paid quarterly - FT employee who was not participating, chose to enroll 7/1/22
6090 · Travel/Administrative Costs	629.46	500.00	576.30	250.00	7,231.88	8,000.00	90.4%	Multiple library visits, Director's meeting and VLA conference
6091 · Development Travel/Admin Exp	60.98	200.00	30.00	300.00	431.25	4,000.00	10.8%	
6092 · Legal Services	0.00		0.00		0.00	0.00	0.0%	
6200 · Books/Materials	10,977.72	7,900.00	2,968.02	8,000.00	68,216.67	95,000.00	71.8%	
6235 · Databases	0.00	0.00	0.00	5,000.00	2,714.00	18,000.00	15.1%	Timing
6250 · Subscriptions	2,454.69	50.00	47.69	2,400.00	3,877.01	7,200.00	53.8%	Timing
6280 · Library Supplies	184.13	1,500.00	477.36	500.00	5,619.89	11,000.00	51.1%	\$1,500 RFID tag order placed late February
6300 · Internet Access Charges	456.85	425.00	456.85	425.00	4,662.89	5,750.00	81.1%	Increased bandwidth at start of fiscal year-upped cost, plus consulting fee
6410 · Special Projects	1,163.48	1,600.00	1,586.82	0.00	6,840.67	4,000.00	171.0%	Jacob Mem, Volunteer Event, Staff Development, Y/A Countertop Deposit
6411 · Community Outreach	0.00	0.00	0.00	0.00	5,008.11	4,000.00	125.2%	Nat'l Night Out, Library Card Month, Downtown Halloween, Christmas Parade
6420 · Childrens/Special Programs	98.59	250.00	0.00	800.00	3,608.83	6,500.00	55.5%	Timing - this will all be spent in run-up to Summer Reading
6430 · Adult Programs	278.23	200.00	0.00	100.00	2,108.20	2,000.00	105.4%	Movie Licensing \$740 expensed to this line
6440 · ILL Charge	0.00		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	2,968.92	30.00	0.00	300.00	5,820.67	13,000.00	44.8%	Timing
6620 · Maint. Supplies/Small Equip.	802.40	500.00	359.85	750.00	6,703.07	9,000.00	74.5%	
6622 · Custodial Services	2,875.00	2,500.00	0.00	2,500.00	21,875.00	30,000.00	72.9%	
6630 · Repair & Replacement	0.00	1,000.00	0.00	700.00	1,716.45	10,000.00	17.2%	This number will climb, but is lower than expected due to County assistance
6639 · Professional Services	1,795.00		0.00		1,795.00		100.0%	
6640 · Furniture	199.98		0.00		4,185.07	0.00	100.0%	Slatwalls for Juvenile Area - ordered in FY22 - finally arrived
6641 · Story Walk	53.85		0.00		53.85		100.0%	
6710 · Insurance	0.00	0.00	2,147.00	5,000.00	2,147.00	5,000.00	42.9%	
6720 · Utilities	0.00	8,000.00	9,961.11	8,000.00	51,924.34	76,500.00	67.9%	
6810 · Postage	18.95	100.00	72.70	500.00	1,877.75	2,500.00	75.1%	
6820 · Telephone	227.80	350.00	238.73	360.00	2,015.38	4,250.00	47.4%	
6830 · Office Expenses/Supplies	210.51	400.00	222.97	800.00	2,566.50	7,000.00	36.7%	
6840 · PR & Advertising	451.00	100.00	0.00	250.00	641.40	5,000.00	12.8%	

Samuels Library, Inc.
vs. Actual
July 2022 through June 2023

66.7%

6850 · Copier Expense	1,251.63	700.00	265.40	700.00	7,463.42	10,000.00	74.6%	
6860 · Audit Expense	0.00	0.00	0.00	0.00	11,392.00	11,000.00	103.6%	Complete
6900 · Computer Equipment	7,679.94	3,000.00	0.00	2,000.00	9,806.77	8,500.00	115.4%	Includes items in tech replacement rotation schedule
6905 · Computer Maintenance & Supplies	89.84	250.00	2,874.64	400.00	5,331.72	6,500.00	82.0%	Includes unexpected expenses to move all email from GoDaddy to Office 365
6906 · Hot Spots	861.97	440.00	441.00	440.00	3,194.19	5,280.00	60.5%	
6955 · Library Automation System	0.00	0.00	0.00	0.00	11,319.00	11,250.00	100.6%	Yearly fee - due April
6962 · RFID	0.00	0.00	0.00	0.00	0.00	13,750.00	0.0%	Yearly fee
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%	Complete
6966 · Firewall Hardware/Software	125.00	500.00	125.00	750.00	7,283.35	6,000.00	121.4%	
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	165.67	0.00	0.00	0.00	1,136.52	0.00	100.0%	Unbudgeted
6973 · Mobile App	0.00	0.00	0.00	0.00	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%	
Total Expense	131,429.18	96,481.50	88,351.95	127,510.50	883,741.79	1,285,970.00	68.7%	

**Samuels Library, Inc.
vs. Actual
July 2022 through June 2023**

66.7%



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

Fund Activity

	12/01/2022	YTD-Jan 1
Beginning Balance	6,706.77	7,494.40
Receipts		
Dividends/Interest-Mutual Funds	98.96	219.74
Market Appreciation/Depreciation	-338.90	-1,159.61
Total Receipts	-239.94	-939.87
Distributions		
Administrative Fees	5.39	66.91
Broker Fees	2.34	28.52
Total Distributions	7.73	95.43
Ending Balance	6,459.10	6,459.10
Spendable Balance	239.22	

Activity Detail

Date	Account	Description	Amount
2022-12-31	Administrative Fees	Monthly 1% (1.00% of 6,464.49)	-5.39
2022-12-31	Broker Fees	Revenue Share - December 2022	-2.34
2022-12-31	Dividends/Interest-Mutual Funds	Revenue Share - December 2022	98.96
2022-12-31	Market Appreciation/Depreciation	Revenue Share - December 2022	-338.90



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

Fund Activity

	12/01/2022	YTD-Jan 1
Beginning Balance	6,333.76	7,158.55
Receipts		
Dividends/Interest-Mutual Funds	87.50	210.60
Market Appreciation/Depreciation	-274.19	-1,138.30
Total Receipts	-186.69	-927.70
Distributions		
Administrative Fees	5.12	63.74
Broker Fees	2.23	27.39
Total Distributions	7.35	91.13
Ending Balance	6,139.72	6,139.72
Spendable Balance		

Activity Detail

Date	Account	Description	Amount
2022-12-31	Administrative Fees	Monthly 1% (1.00% of 6,144.84)	-5.12
2022-12-31	Broker Fees	Revenue Share - December 2022	-1.03
2022-12-31	Broker Fees	Revenue Share - December 2022	-1.20
2022-12-31	Dividends/Interest-Mutual Funds	Revenue Share - December 2022	36.92
2022-12-31	Dividends/Interest-Mutual Funds	Revenue Share - December 2022	50.58
2022-12-31	Market Appreciation/Depreciation	Revenue Share - December 2022	-155.55
2022-12-31	Market Appreciation/Depreciation	Revenue Share - December 2022	-118.64



Statement of Activity
Samuels Public Library Endowed Fund
January 01, 2023 through January 31, 2023

Fund Activity

	01/01/2023	YTD-Jan 1
Beginning Balance	6,459.10	6,459.10
Receipts		
Dividends/Interest-Mutual Funds	2.09	2.09
Market Appreciation/Depreciation	423.57	423.57
Total Receipts	425.66	425.66
Distributions		
Administrative Fees	5.74	5.74
Broker Fees	2.30	2.30
Total Distributions	8.04	8.04
Ending Balance	6,876.72	6,876.72
Spendable Balance	239.22	

Activity Detail

Date	Account	Description	Amount
2023-01-31	Administrative Fees	Monthly 1% (1.00% of 6,882.46)	-5.74
2023-01-31	Broker Fees	Revenue Share - January 2023	-2.30
2023-01-31	Dividends/Interest-Mutual Funds	Revenue Share - January 2023	2.09
2023-01-31	Market Appreciation/Depreciation	Revenue Share - January 2023	423.57



Statement of Activity
Samuels Public Library Fund
January 01, 2023 through January 31, 2023

Fund Activity

	01/01/2023	YTD-Jan 1
Beginning Balance	6,139.72	6,139.72
Receipts		
Dividends/Interest-Mutual Funds	4.00	4.00
Market Appreciation/Depreciation	352.90	352.90
Total Receipts	356.90	356.90
Distributions		
Administrative Fees	5.41	5.41
Broker Fees	2.19	2.19
Total Distributions	7.60	7.60
Ending Balance	6,489.02	6,489.02
Spendable Balance		

Activity Detail

Date	Account	Description	Amount
2023-01-31	Administrative Fees	Monthly 1% (1.00% of 6,494.43)	-5.41
2023-01-31	Broker Fees	Revenue Share - January 2023	-1.17
2023-01-31	Broker Fees	Revenue Share - January 2023	-1.02
2023-01-31	Dividends/Interest-Mutual Funds	Revenue Share - January 2023	2.18
2023-01-31	Dividends/Interest-Mutual Funds	Revenue Share - January 2023	1.82
2023-01-31	Market Appreciation/Depreciation	Revenue Share - January 2023	199.24
2023-01-31	Market Appreciation/Depreciation	Revenue Share - January 2023	153.66



Development Committee Meeting Minutes February 15, 2023

The Development Committee met on February 15, 2023 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 December 14, 2022 meeting minutes.

- Lisa Cob lead a discussion about unfinished business from the Dec. 14th meeting regarding of the recording of the Carl & Emily Thompson Charitable Trust. The committee decided to leave trust's annual contribution under the grant category as it is not a one-time gift and it stipulates that it should be used to *enhance* the library.

Fundraising Tracking Report- Melanie Mullinax provided the committee with the tracking report dated February 14, 2022 showing \$73,015 raised in Fiscal Year 2023, 73 percent of the \$100,000 goal.

(Updated Tracking Report March 2, 2022 shows \$85,015 and 85% of goal.)

Grant Tracking Report – Melanie presented the grant tracking report showing several new grant applications since December including a \$10,000 ask to the Windcrest Foundation to fund the new self-checkout in the children's department, and two applications to fully fund the Summer Reading program, \$2500 asks to Target and the Rotary of Warren County.

She also indicated that many business and community A Taste For Books Sponsorship asks were under way as well as annual grant cycles for the Rotary Club grant and Community Foundation of the Northern Shenandoah Valley annual grant.

With the increased fundraising activity in in the past three months, Annual campaign, Puzzle Challenge, Day of Giving and A Taste for Books, Melanie said some grant opportunities are being lost due to lack of time to apply giving examples of the Dollar General Grants and annual Rappahannock community grant.

Mack Hobgood suggested the idea of hiring a volunteer to help with grant writing. While the committee did not close the door to the idea, it will be deferred for now as a volunteer grant writer would still require a lot of staff time to provide data and information needed to apply for grants.

Day of Giving Update - Melanie reported Day of Giving Campaign going well with \$1275 raised toward \$3500 goal. A Day of Giving email will be sent out to all previous Day of Giving Donors and Michelle Ross and our Day of Giving Matching Gift Donor Lewie Moten of Code Jamboree have done some excellent press about the campaign on Town Talk and The Valley Today. Lewie Moten is very engaged in the campaign and is sharing his participation on his

website and social media. (Updated March 2, 2022 –the 2023 Day of Giving campaign exceeded its goal of \$7000, raising over \$8000!)

A Taste For Books –Melanie is soliciting A Taste For Books sponsors and silent auction contributors. Many of the former event sponsors have already committed to sponsor this year. More than 60 Board challenge letters were mailed to current Board of Trustees and former Board members to expand on the success of last year’s A Taste For Books Board Challenge, which not only helped raise money to support the A Taste For Books event, but heled reengage past Board members to support library programs and services again. (Updated March 2) We have raised \$5210 toward our \$6500 goal so far. Broken down, we have received 7 donations from former Board members totaling \$810 and seven donations from current Board members, totaling \$4400.

Melody Hotek indicated that ticket packets would be available to Board members to help sell at the next Board meeting, March 13, 2023. Eileen Grady also indicated this year we would auctioning off a “bucket” full of champagne to honor our 10th anniversary, and champagne, bubbly donations would be accepted by the Board.

Board members are also encouraged to use their networks to help solicit event-themed silent auction items and event sponsorships. Check in with Melanie for questions or help.

National Puzzle Day Fundraiser (January 28, 2023) –Lisa reported on a successful National Puzzle Day Challenge that accommodated more than 40 participants, raised nearly \$400 for the Library (twice the amount of last year) and also brought in new donors and new community sponsorships like Dunkin’ Donuts, and continuing community sponsors Play Favorites and Main Street Geek.

Strategic Plan – The Development Committee reviewed the Financial Resources section of the current Strategic Plan as requested by the Strategic Plan Committee at the last Board meeting. The Development Committee will forward suggestions to the Strategic Plan Committee.

StoryWalk Sponsorship Discussion – Michelle Ross reported that a political organization had inquired about sponsoring a StoryWalk. As a nonpartisan organization, there were concerns that sponsorship could imply endorsement. Because the StoryWalk is located in a highly visible County-owned location, the group also wanted to ensure StoryWalk sponsorship guidelines were in line with County procedures. Michelle will reach out to the County to determine best practices in line with local laws and procedures and amend the sponsorship form accordingly.

FOSL Update – Melody Hotek that FOSL is doing well and continues to provide funds to the library including a recent \$4000 to support the Hot Reads Program and \$300 to support Adult Winter Reading program. FOSL is working on additional and upgraded signage for the bookstore.

The development committee canceled their April 19th meeting due to its proximity to A Taste For Books. The next scheduled Development meeting is set for Wednesday, June 21, 2023 from 5:00 – 6:00.

Meeting adjourned at 6:05 p.m.

% of Year Complete: 58%

3/2/2023

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	\$14,022.53	\$ 1,150.00	\$ 40.00					\$ 28,293.06	135%
Taste for Books	\$ 22,000.00							\$ 1,000.00	\$ 8,710.00					\$ 9,710.00	44%
FOSL	\$ 15,000.00	\$ 1,250.00		\$ 2,540.00			\$ 6,700.00		\$ 4,300.00					\$ 14,790.00	99%
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			\$ 4,300.00					\$ 7,800.00	111%
Other Unrestricted	\$ 5,000.00		\$ 40.00	\$ 950.00	\$ 1,000.00			\$ 391.11	\$ 300.00					\$ 2,681.11	54%
Special Projects/Other Restrict	\$ 10,000.00	\$ 500.00		\$ 250.00	\$ 150.00									\$ 900.00	9%
Estate Gifts	\$ -													\$ -	
TOTAL	\$ 100,000.00	\$ 2,000.00	\$ 3,389.68	\$ 3,740.00	\$ 17,541.45	\$ 15,930.53	\$22,222.53	\$ 2,541.11	\$ 17,650.00	\$ -	\$ -	\$ -	\$ -	\$ 85,015.30	85%

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	Reporting Required?
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	https://www.grantinterface.com/Request/Submit/Mission/Application?request=7971661	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)				No Response -will support A Taste For Books at Volunteer and gift Card Level		
Valley Health	Medical, health and wellness Collection		10/6/22	\$2,000.00	https://www.valleyhealthlink.com/about-us/our-community-commitment/community-sponsorship-program/				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 lanquage 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.		foundation@carnival.com	(305) 406-5777	No Longer donating cruises	Apply 6 months in advance before 10/23/22 - No longer donating cruses	
Windcrest Foundation	literacy	Children's Self Check Out	1/11/23	\$10,250.00	Susan Blount						
Target (Local)		Summer Reading & Kick-off performer	1/9/23	\$2,500.00	Dainelle Marchessault and Lynden (store Manager)				NO RESPONSE - will support A Taste For Books at Volunteer and gift Card Level	Rachel Keane, Target, made sure received proposal	
Rotary of Warren County	supported children's programs in past	Summer Reading Co-Sposnor	2/9/23	\$2,500.00	Peggy Shrimpton						
Dollar General	Adult Literacy Adult Basic Education GED or HS equivalency preparation English Language Acquisition	Adult Literacy Grant	Deadline February 16, 2023		http://www.cybergrants.com/dollar_general					Application available January 2023 - Will submit ESL pens, World Languages 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	Deadline February 16, 2023		http://www.cybergrants.com/dollar_general					Application available January 2023 - Will submit reading program support?	
Rotary Club Grant	promote and enhance the quality of life for citizens of Front Royal/Warren County.		Deadline March 31, 2023	up to \$8500	https://form.jotform.com/210675395888170						
Lowes Hometown Grants	Grants must be used to make physical improvements to a community space.	Amphitheater	DEADLINE 2/20/2023	???	https://corporate.lowes.com/our-responsibilities/lowes-hometowns/nomination-form					Nominate Project- Lowes Decides how much to give	

Samuels Public Library
Board of Trustees
Committee on Trustees Meeting
February 21, 2023

In attendance: Henry “Mack” Hobgood, Madeline Hickman, Joan Richardson, Celeste Brooks, Michelle Ross.

It was agreed that we would fill all vacant seats on the board. The committee discussed various candidates. One will be put forward at the March board meeting for approval to complete the term vacated by Barbara Way. Two others will be put forward in May to begin their terms in July.

The officer slate was also discussed. Mack will follow up with the potential vice president. Celeste will contact the proposed secretary and treasurer.

The board review will be conducted in March.

The committee reviewed the Governance section of the Strategic Plan. Overall it was agreed that the objectives were appropriate for the committee. The committee did agree to strike the second sentence of the bullet under Objective B, which currently reads, “As part of this process, when possible, Board members shall be invited to lunch with the staff on staff development day.” Although this has been happening, board members are not attending, and it was agreed we need to find other ways for board and staff to interact at an appropriate level.



Meeting Room Policy

The primary function of Library meeting rooms is to provide space for Library-sponsored events as well as educational, civic and community-oriented activities. Library meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting room use. Use of a Library meeting room does not signify Library endorsement of any individual or group.

Room Information and Rates

Rooms are free to use for non-profit organizations, groups, and individuals for the purpose of cultural, educational, or civic purposes. For-profit groups will be charged an hourly rate for room usage.

Room	Rate Per Hour	Capacity
Individual Study Room (2)	\$0	1 person
Baxter-Bowling Conference Room	\$10	2 – 8 people
Lou Benson & Naomi Salus Conference Room	\$10	2 – 8 people
Traister Computer Lab	\$50	3 – 12 people
White Meeting Room	\$50	34 – 150 people
White Meeting Room A	\$30	9 – 75 people
White Meeting Room B	\$20	9 – 35 people

Reservations

Library activities and events take precedence over all reservations.

Meeting rooms are only available during Library hours. All individuals and groups must vacate the room 15 minutes prior to closing time.

The person making the reservation must be at least 18 years of age.

Reservations may be made up to 60 days in advance. **Reservations are not final until room rates have been paid.** If payment is not received within 3 business days of reservation, the reservation may be canceled.

Individuals and groups are limited to one reservation per day and three reservations per week.

If a group or individual does not arrive within 15 minutes of their scheduled time, their reservation will be cancelled and counted as a “no-show.” Groups or individuals with more than two “no-shows” in a calendar year will not be permitted further reservations for one year.

Walk-in reservations will be accepted on a first-come, first-served basis depending on room availability.

Individual study rooms are available on a walk-in basis only, there is a two-hour time limit on study room usage. Patrons interested in using the individual study rooms must check-in at the Reference Desk.

Cancellations

Reservations may be cancelled up to 24 hours prior to room use. Full refunds will be issued for cancellations with a 72 hour notice. A partial refund will be issued for cancellations with a 24 hour notice. Refunds will not be issued for cancellations with less than 24 hour notice.

The Library reserves the right to cancel or reschedule a reservation if circumstances warrant.

Emergency Closures

Should the Library close due to an emergency, every effort will be made to notify those with room reservations.

When adverse weather is forecast, those with reservations should monitor the Library's website (www.samuelslibrary.net) or social media for unscheduled closings.

Full refunds will be issued for reservations cancelled due to unexpected closures.

Regulations

Rooms may not be used for purely social activities such as parties or entertainment.

Rooms may not be used for fundraising or commercial purposes, except for Library or Friends of Samuels Library activities.

No donations, solicitations, participation fees, or admission fees may be associated with any Library meeting room use except for Library or Friends of Samuels Library activities.

All meeting participants must follow Library Rules of Conduct. Failure to follow the Library Rules of Conduct may result in a loss of meeting room and/or Library privileges. The person who creates the reservation is responsible for ensuring participants follow the Library Rules of Conduct.

Meetings involving youth under the age of 18 must have adequate adult supervision.

Refreshments may be served in public meeting rooms and conference rooms with advance approval. Refreshments are prohibited in the Traister Computer Lab.

Library staff may enter meeting rooms at any time to ensure compliance with the Meeting Room Use Policy.

Equipment, Set-Up, and Take Down

Groups and individuals must check-in at the Circulation Desk upon arrival and check-out upon departure.

A projector is available for public use in White Meeting Room A and White Meeting Room B. Groups and individuals must provide their own laptop and/or other technical equipment. Library cardholders in good standing may check out a laptop if one is available.

Groups and individuals are responsible for setting up and taking down rooms and should include time for set-up and take down into their reservation.

Rooms must be left in the same condition they are found. Groups and individuals who do not return rooms to their original condition may lose meeting room privileges. Groups and individuals will reimburse the Library for any cost associated with loss, damage, or extra cleaning.

Meeting Publicity

Groups and individuals are responsible for publicizing their own meetings.

Publicity may not imply the Library's endorsement of the event, use the Library's logo, nor list the Library's contact information (email or phone number). The Library's address may only be used to indicate meeting location and may not be used as an individual's or organization's address.

DRAFT



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 ~~cardholders~~ ~~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 may be requested.~~
- 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.

Laptops & Mobile Hotspots Kits

- Laptops & 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~~-Laptop or mobile hotspot
- Kits Laptops & mobile hotspots are limited to one (1) each per household.
- Kits Laptops & mobile hotspots may be placed on hold and must be picked up within 24 hours of notification.
- Kits Laptops & mobile hotspots 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 that 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.



Overdue Policy

Loan Periods

All items owned by Samuels Public Library circulate for a two week loan period. Loan periods are subject to change as new materials or formats are introduced to the library collection.

Hot Reads, Laptops, and Hotspots are nonrenewable. Hot Reads are not eligible for hold requests.

Circulation periods for Interlibrary Loans are set by the owning library.

Overdue Fines

All Print Materials	\$0.10 per item, per day	MAXIMUM \$5.00
DVDs & Audiobooks	\$0.10 per item, per day	MAXIMUM \$5.00
Video & Board Games	\$0.10 per item, per day	MAXIMUM \$5.00
Launchpad Tablets	\$1.00 per item, per day	MAXIMUM \$20.00
Laptops & Hot Spots	\$1.00 per item, per day	MAXIMUM \$20.00
State Park Kits	\$1.00 per item, per day	MAXIMUM \$20.00
Interlibrary Loans	\$1.00 per item, per day	MAXIMUM \$20.00

Fines and Personal Services Used by Staff, Board Members, and Volunteers

Library staff, board members, and volunteers shall pay for any fines owed on overdue materials and shall pay for any personal services used at the library.

Overdue Notices

A first notice will be sent when a book is 15-5 days overdue. A second notice will be sent when a book is 30 15 days overdue. A third and final notice will be sent when a book is 45 25 days overdue. When items reach 60 35 days overdue, the cost of the item will be charged to the patron's account.

Claims

A "claims returned" occurs when a patron has received an overdue notice and claims that they have returned the material. If the item cannot be located on the shelf, staff will explain that the records show the item has not been returned but that the library will look for it and request they do the same. By final notice, if the item is not located but the patron feels confident that they returned it, they may complete a "Claims Form". Three claims will be accepted. Additional claims beyond three must be discussed with a supervisor.

A second type of claim may occur when a patron says they never checked out the item listed on the overdue notice. A claims form should be completed immediately in this case. Three claims will be accepted. Additional claims beyond three must be discussed with a supervisor.

Lost or Damaged Materials

A patron is requested to pay for material when returned in a damaged condition. Charges for repairs will be assessed at the discretion of library staff. If an item has to be replaced a full charge will be assessed as determined from the library's vendor, plus a \$5.00 processing charge. ~~The replacement cost for mass market paperbacks is \$5.00 per book.~~

Patrons who have paid for a lost item and then find the item, may receive a refund check for the cost of the item. The item must be returned within ~~four~~ **two** months of payment and record of payment is required.

Suspended Library Privileges

When library privileges are suspended, the patron may not borrow library materials. ~~or use the public computers.~~ Library privileges are suspended for the following reasons:

1. Patron has received a final notice for unreturned library material, or
2. Patron owes ~~\$5.00~~ **\$10.00 or more in outstanding fines, or**
3. Patron owes for lost or damaged library material.

Exceptions to suspension of privileges due to reason #2 or #3 can be made only when the patron has agreed to a payment plan approved by the Library Director and is currently in compliance.

Bankruptcy

Library privileges are suspended for patrons who have declared bankruptcy if they still have unreturned library materials on their account.

SAMUELS PUBLIC LIBRARY

VHS and DVD CIRCULATION POLICY

1. DVDs/Videos may circulate on adult and juvenile library cards.
2. Patrons may take out 10 video titles on their cards.
3. DVDs/Videos are checked out for 2 weeks (14 days
4. Fines for overdue DVD/ videos are \$0.10 per day up to a maximum of \$5.00.
5. DVD/Videos are available on a first-come, first-served basis. Reserves may be placed on circulating videos; however, they cannot be renewed.
6. Videos will be shelved in the public area of the library.
7. Videos will be immediately inspected upon return. If any damage is evident, the patron will be notified immediately. The patron is responsible for any damage to the video and must pay the cost of the video, but no additional processing fee will be charged.
8. Patrons with newly issued cards will be able to check out videos the first time they check out materials.

--Revised by the Board July, 2009.