



Board of Trustees Regular Meeting Agenda May 8, 2023

1. Call to Order and Determination of Quorum
2. Closed Session – Code of Virginia § 2.2-3711 A7
3. Approval of March 16, 2023 Meeting Minutes
4. Citizen’s Time
5. President’s Time
6. Library Director’s Report
7. Finance Committee Report
8. Development Committee Report
 - a. A Taste for Books
9. Committee on Trustees Report
 - a. Trustee Candidates
10. Strategic Planning Committee Report
 - a. FY23 Update to Strategic Plan
11. Bylaws & Policies Committee Report
12. FOSL Report
13. County Report
14. Old Business
15. New Business
16. Adjournment – Next Meeting July 10, 2023 at 5:30pm



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

March 13, 2023

In attendance:

Mack Hobgood, President; Melody Hotek, Vice President; Celeste Brooks, At-Large; Kim Emerson, Lisa Cobb, Joan Richardson, Frank Brugh, Michelle Leasure, Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor.

Absent: Pete Walker, Treasurer; Katie Carr, Secretary; Vicky Cook, County Representative; Shane Goodwin, Mary Kim Waddell, Madeline Hickman, Lori Girard, FOSL President.

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

Maj. Gen. Hobgood called for a motion to approve the February 6, 2023 Bi-Monthly minutes as presented. Ms. Hotek made the motion, and Ms. Brooks seconded. The vote passed unanimously.

Maj. Gen. Hobgood called for a motion to approve the January 9, 2023 Special Meeting minutes as presented. Ms. Richardson made the motion, Mr. Brugh seconded. The vote passed unanimously.

Citizen's Time:

No Citizens were present.

President's Time:

Maj. Gen. Hobgood thanked everyone for their efforts in holding Committee meetings. The Taste for Books Board challenge is underway. Former and present Board members are encouraged to donate toward achieving the \$6,500.00 goal. Maj. Gen. Hobgood said Ms. Cullers had schedule conflicts with our Boards' Bi-monthly meetings. Therefore, Ms. Cook would remain our county representative.

Library Director's Report:

Ms. Ross gave the Director's report reviewing highlights from January and February 2023. Ms. Ross reported that installation of the new carpet in the Children's Department would begin on March 20.

Finance Committee:

In Mr. Walker's absence, Mr. Brugh presented the Financial Report. Ms. Grady said there are transfers to be made from the Reserve Account to the Operating Account not reflected in the budget report. Ms. Richardson inquired if the Children's Department construction project was within budget. Ms. Grady replied that there were no known issues at this time.

The current account balances are:

Reserve Account = \$129,755.74
Operating Account = \$99,562.71
Investment Account = \$883,992.12



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Ms. Grady said the response to the renovations in the Children’s Department has been overwhelmingly positive. Ms. Grady opened a discussion regarding replacing the Children’s Department reference desk. After numerous attempts to work with Shenandoah Woodworkers, who installed the original cabinetry in the Library failed, we visited a local business person and Library patron Michael Schmiedicke of Strong Oak Woodworking, for an estimate. Discussion ensued. Mr. Brugh motioned that we authorize Ms. Grady to spend up to \$35,000.00 to construct and install a Youth Services Desk with storage. Ms. Cobb seconded. The vote passed unanimously.

Development Committee:

Ms. Cobb presented the Committee report. Ms. Cobb stated that we are at 85% of our fundraising goal. Ms. Cobb said the Taste for Books Board Challenge has almost reached its \$6,500.00 goal, and the Day of Giving Campaign exceeded its \$7,000.00 goal, raising over \$8,000.00, a 26% increase over last year’s campaign. Over 40 people participated in this year’s Puzzle Fundraiser on January 28. The event saw increased community partnerships featuring Play Favorites, Main Street Geek, Dunkin’ Donuts, and FOSL. Due to “A Taste for Books,” the next Development Committee meeting will be in June.

Ms. Mullinax reported that much of the Day of Giving success was in part to the efforts and participation of the matching donor. Ms. Mullinax held a post-event meeting with the donor to discuss the event and possible participation in 2024. Ms. Mullinax has applied to the Windcrest Foundation to fund the Children’s Department self-checkout but has not yet received a response. Ms. Mullinax has also applied to Target to support the Summer Reading Program. Despite no answer to the Summer Reading request, Target granted a \$500.00 gift card for “A Taste for Books” and volunteers to work the event.

Ms. Mullinax also applied to Rotary for a grant to support the Summer Reading Program. Ms. Mullinax said the Elks Organization recently donated to “A Taste for Books” and the Summer Reading Program. Ms. Ross shared that the Elks honored Children’s Librarian Michal Ashby as their 2023 Distinguished Citizen of the Year. The Elks also presented a check for \$2,725.00, and an Elk member donated an additional \$300.00 to donate a total of \$3,025.00. Ms. Grady added that the Elks gave \$1,000.00 to be a sponsor “A Taste for Books”. Maj. Gen. Hobgood offered to contact the Windcrest Foundation regarding our grant submission.

Ms. Hotek gave “A Taste for Books” update reporting with the Elks’ support, other sponsorships, and the Board challenge; donations are over \$10,000.00. Ms. Hotek discussed details on the ticket process for Board ticket packets. This year’s Board sponsored silent auction item is a Coffe of Champagne. Board members are asked to donate a bottle of champagne to add to the Coffe. Discussion ensued regarding whom to contact for potential Table Hosts and additional sponsors.

Committee on Trustees:

Ms. Brooks reported that the Committee met last month. The current Board packet includes the resume of Daniel Pond III, who is recommended to complete the remaining term of Ms. Barbara Way. The Committee feels Mr. Pond is a good fit and has put forth his nomination to the Board. Mr. Brugh seconded. The vote passed unanimously.



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Ms. Brooks said at the next meeting that at least two nominations would be presented who would begin their terms in July. Ms. Brooks said everyone should have their Board Evaluations, which should be completed and returned by the July meeting. Ms. Ross will also send members an electronic copy of the Board Evaluations.

Strategic Planning Committee:

Ms. Richardson said the Committee continues to work diligently to update the current Strategic Plan for the next fiscal year. Once that plan is complete, work will begin on the new five-year plan, which is 2025 through 2030. Ms. Richardson plans to present the updated Strategic Plan to the Board in May. The Committee will meet with Reagan Thalacker, Public Library Consultant with the Library of Virginia, at 5:30 p.m. on April 10. All Board members are welcome to attend.

Bylaws Committee:

Ms. Emerson said the Committee has met to review several policies for which we are proposing to amend.

- Meeting Room Policy
- Computer & Internet Use Policy
- Overdue Policy
- Retire the VHS & DVD Policy

The Committee made the motion that the revised policies be adopted and the Video Circulation Policy be retired. Ms. Hotek seconded. The vote passed unanimously.

FOSL Report:

In Ms. Girard's absence, Ms. Ross gave a brief FOSL update. Ms. Ross said FOSL's current account balance is \$3,000.00. FOSL approved funding requests from the Library in support of the Adult Summer Reading and Tiny Art Contest. FOSL is also supporting the Art Mobile event in May. The Bookstore Committee adopted its *Items for Sale* in the Bookstore policy. The policy was implemented to assist volunteers in response to questions regarding materials for sale in the bookstore.

County Update:

No representatives were present.

Old Business:

Ms. Ross reported that no official *Requests for Reconsideration* forms have been received. Although Ms. Ross said, there has been a request made to meet with her to discuss the Library's policy on selection.

New Business:

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



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

March 13, 2023

The next meeting will be held on Monday, May 8, 2023.

Respectfully submitted,

Melody Hotek
Vice President

Director's Report

March & April 2023



General Updates

- Staff and volunteers worked very hard to pull off another successful A Taste for Books.
- The migration to Polaris happened on April 3. There have been some growing pains and staff are still learning the ins and outs of the new system.
- Michelle Ross, Mack Hobgood, and Melody Hotek met with three Warren County citizens to discuss the library's selection and reconsideration procedures. Michelle and Mack also met with Board of Supervisors representatives Vicky Cook and Jerome Butler to discuss the library's selection procedures and reconsideration procedures.
- Two people have filed a total of five Request for Reconsideration forms. Staff are reviewing the titles in order of receipt.
- Youth Services Supervisor, Michal Ashby, was named as Distinguished Citizen of the Year by our local Elks Lodge. The Elks also made a significant donation for the Youth Services Department and a sponsorship for A Taste for Books.
- Michelle spoke to Grace Fellowship's Senior Moments Group to update them about library services and events.
- The Library hosted Warren Coalition's LOVE sign from April 24 – April 29. Notes of encouragement and appreciation were collected for the staff, volunteers, and seniors of Warren County Senior Center.
- The Library participated in a Design-An-Ad campaign with the Northern Virginia Daily. Ads for the Library were drawn by Warren County Middle School students.

Facility

- The Youth Services Department renovation made significant progress. The new carpeting was installed, the curved wall was replaced and all teen materials now fit in the Young Adult area, the children's desk was moved and part of the new desk has been installed. We are awaiting the arrival of the rest of the children's desk and the self-checkout. The department will also receive a fresh coat of paint. Patron response to the changes have been overwhelmingly positive. A very big thank-you to Eileen Grady, the Youth Services Team, Cheryl Harrison, Warren County Public Works Department, and our amazing volunteers for all of their efforts to complete this project in a timely and efficient manner.
- The Amphitheater Committee met with two different contractors to do some value engineering.
- The handicap doors have been repaired.

Usage & Services

- March and April statistics were not available at the time of this report.
- February stats showed a 3% increase in circulation over FY22 and a 7% increase over FY19. Visits are up 30% over FY22 but are still down compared to pre-Covid numbers. Many inactive library accounts were purged during the software migration, so we are showing a decrease in cardholders. However, 156 new cards were registered in February – a 33% increase over FY22 and a 16% increase over FY19. There was also an increase in ebook usage and database usage for the month of February.
- The OverDrive app was discontinued on May 1, OverDrive titles are now only accessible through the Libby app or the Blue Ridge Download Consortium website.

Programming Highlights

- Program attendance is growing over FY22 but is still down over FY19.
- StoryTimes are averaging 25 attendees per class and our STEM programs are averaging 15 attendees per class. Library-led teen events are seeing about 10 attendees per program.
- Rainbow Puppets hosted a free show with 88 participants.
- Christianity in Ireland Before St. Patrick, a lecture presented by Connie Marshner, drew in 52 attendees and was featured in the Royal Examiner.
- Staff participated in a plethora of outreach/community events: a StoryWalk event with the Tree Stewards, two community Easter events, and reading to seniors at Lavendar Hills. While unable to attend the Warren County DSS Every Child Matters Jubilee, a donation of children's books was made to support the event.
- Warren County DSS is now providing weekly job development services every Monday, 1 – 5pm in the Traister Computer Lab.

- This is IT! – an IT Club for teens held at the Library that is led by local IT professionals and coordinated by The Wednesday Group and several IT companies, recently gave out scholarships to four club participants.
- A lot of staff and volunteer time has been poured into our upcoming VMFA on the Road visit. The Artmobile will be here May 12, 10am – 5pm and May 13, 10am – 2pm. There are many art-themed programs happening to coincide with the visit.



Figure 1- A Taste for Books

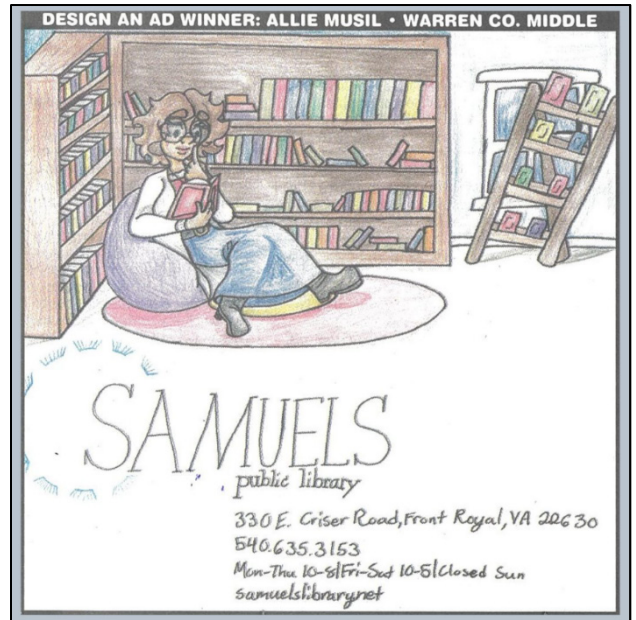


Figure 2 – Winner of the Design-An-Ad campaign for SPL



Figure 3 – StoryWalk event with the Tree Stewards



Figure 4 – StoryTime at the Easter Extravaganza (in partnership with Warren County Parks & Recreation)

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

83.3%

						TOTAL				
	Mar 23	Budget	Apr 23	Budget	Jul '22 - Jun 23	Budget	% of Budget			
Income										
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	0.00	0.00	256,000.00	256,000.00	1,024,000.00	1,024,000.00	100.0%	Quarterly distributions		
4050 · State Aid	0.00	0.00	49,128.25	43,059.50	196,513.00	172,238.00	114.1%	Quarterly distributions - also receiving more state aid than anticipated		
4060 · Other Grants/Reimbursements	0.00	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	936.81	750.00	908.65	700.00	8,571.02	8,100.00	105.8%	Continued recovery post COVID		
4115 · Capital One Cash Back	1,400.00	0.00	0.00	0.00	1,400.00	0.00	100.0%			
4120 · Interest Income	242.47	20.00	324.57	20.00	1,802.76	250.00	721.1%			
4140 · Donations	280.45	100.00	643.55	500.00	4,946.44	4,000.00	123.7%			
4146 · FOSL Donations	0.00	0.00	1,500.00	0.00	16,290.00	10,000.00	162.9%			
4147 · Adult Dept Donations	0.00	200.00	200.00	175.00	5,300.00	3,000.00	176.7%	\$3,000 Loyola Foundation, \$1,500 Valley Health		
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%	Not budgeted		
4160 · Children's Programs Donations	3,025.00	300.00	164.00	200.00	11,289.00	6,000.00	188.2%	\$5,500 Elks Donations, \$2,000 Loyola Foundation, \$2,000 Comm. Foundation		
4163 · StoryWalk	300.00	182.00	0.00	0.00	615.00	782.00	78.6%			
4171 · Book Sales - Amazon	345.51	0.00	69.86	0.00	1,516.83	0.00	100.0%	Continued recovery post COVID		
4175 · Retail Income	74.00	25.00	59.50	50.00	725.10	450.00	161.1%			
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%			
4210 · Fines Income	684.60	600.00	380.65	650.00	10,147.94	6,900.00	147.1%	Continued recovery post COVID		
4215 · FAX Service	47.75	40.00	66.54	40.00	398.35	480.00	83.0%	Continued recovery post COVID		
4220 · Replacement Costs	0.00	550.00	465.10	575.00	5,459.19	6,500.00	84.0%			
4230 · Nonresident Fees	20.00	10.00	20.00	10.00	250.00	120.00	208.3%	Continued recovery post COVID		
4250 · Interlibrary Loan Chgs	5.00	10.00	15.00	10.00	195.00	120.00	162.5%	Continued recovery post COVID		
4400 · Meeting Room Income	162.75	40.00	116.05	40.00	1,575.05	480.00	328.1%	Continued recovery post COVID		
4700 · Misc Income	-35.74	0.00	101.42	0.00	233.69	0.00	100.0%			
Total Income	7,487.80	2,827.00	310,160.44	302,029.50	1,307,093.39	1,285,970.00	101.6%			

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

83.3%

		TOTAL							
		Mar 23	Budget	Apr 23	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Expense									
6000 · Salaries	59,548.10	58,333.00	58,751.02	58,333.00	585,946.08	700,000.00	83.7%		
6040 · Retirement Funding/Current	3,022.21	2,990.00	2,760.56	2,990.00	27,512.33	35,000.00	78.6%		
6050 · FICA SS/Med Payroll Tax Expense	4,555.39	4,462.50	4,494.45	4,462.50	44,844.93	53,550.00	83.7%		
6060 · Unemployment Tax Expense	408.80	0.00	204.87	3,000.00	2,697.10	4,000.00	67.4%	Paid quarterly - also, rate coming down	
6080 · Hospitalization Expense	-759.00	0.00	28,121.82	0.00	106,431.68	82,000.00	129.8%	Paid quarterly - FT employee who was not participating, chose to enroll 7/1/22	
6090 · Travel/Administrative Costs	733.56	300.00	405.52	400.00	8,510.96	8,000.00	106.4%	Multiple library visits, Director's meeting and VLA conference	
6091 · Development Travel/Admin Exp	249.63	500.00	30.00	500.00	3,656.72	4,000.00	91.4%		
6092 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		
6200 · Books/Materials	12,868.05	7,900.00	950.00	7,900.00	86,546.15	95,000.00	91.1%	ordered heavily in Feb and Mar in prep for system conversion	
6235 · Databases	0.00	1,600.00	0.00	1,500.00	2,714.00	18,000.00	15.1%	Timing	
6250 · Subscriptions	47.69	50.00	95.38	100.00	4,173.16	7,200.00	58.0%	Timing	
6280 · Library Supplies	3,340.67	500.00	24.48	1,500.00	9,411.15	11,000.00	85.6%		
6300 · Internet Access Charges	0.00	425.00	450.00	425.00	5,562.89	5,750.00	96.7%	increased bandwidth at start of fiscal year-upped cost, plus consulting fee	
* 6410 · Special Projects	17,483.12	0.00	11,455.12	0.00	36,052.78	4,000.00	901.3%	\$31,500 spent to date on Children's Dept. Reno - see box at end of report	
6411 · Community Outreach	0.00	0.00	566.95	0.00	6,084.59	4,000.00	152.1%	Nat'l Night Out, Library Card Month, Downtown Halloween, Christmas Parade	
6420 · Childrens/Special Programs	205.31	50.00	0.00	1,000.00	3,863.10	6,500.00	59.4%	Timing - this will all be spent in run-up to Summer Reading	
6430 · Adult Programs	36.08	100.00	81.83	150.00	2,244.10	2,000.00	112.2%	Movie Licensing \$740 expensed to this line	
6440 · ILL Charge	0.00	0.00	0.00	0.00	11.97	0.00	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	2,900.00	0.00	30.00	8,819.59	13,000.00	67.8%	Timing	
6620 · Maint. Supplies/Small Equip.	818.29	500.00	752.36	750.00	8,380.67	9,000.00	93.1%		
6622 · Custodial Services	3,000.00	2,500.00	3,375.00	2,500.00	31,750.00	30,000.00	105.8%		
6630 · Repair & Replacement	126.79	2,300.00	0.00	1,200.00	1,843.24	10,000.00	18.4%	This number will climb, but is lower than expected due to County assistance	
6639 · Professional Services	0.00	0.00	0.00	0.00	1,795.00	0.00	100.0%		
6640 · Furniture	0.00	0.00	0.00	0.00	4,185.07	0.00	100.0%	Slatwalls for Juvenile Area - ordered in FY22 - finally arrived	
6641 · Story Walk	0.00	0.00	0.00	0.00	53.85	0.00	100.0%		
6710 · Insurance	1,410.00	0.00	2,485.00	0.00	6,042.00	5,000.00	120.8%		
6720 · Utilities	6,271.17	7,800.00	6,206.70	5,000.00	72,582.66	76,500.00	94.9%		
6810 · Postage	59.95	100.00	9.95	100.00	1,947.65	2,500.00	77.9%		

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

							TOTAL					
	Mar 23	Budget	Apr 23	Budget	Jul '22 - Jun 23	Budget	% of Budget					
6820 · Telephone	235.74	350.00	235.26	360.00	2,486.38	4,250.00	58.5%					
6830 · Office Expenses/Supplies	647.20	800.00	87.56	400.00	3,299.79	7,000.00	47.1%					
6840 · PR & Advertising	0.00	1,500.00	0.00	150.00	641.40	5,000.00	12.8%					
6850 · Copier Expense	791.64	1,200.00	901.40	1,000.00	9,303.16	10,000.00	93.0%					
6860 · Audit Expense	0.00	0.00	0.00	0.00	11,392.00	11,000.00	103.6%	Complete				
6900 · Computer Equipment	14,775.99	250.00	0.00	250.00	24,582.76	8,500.00	289.2%	Includes items in tech replacement rotation schedule				
6905 · Computer Maintenance & Suppli	329.76	900.00	96.70	1,000.00	5,862.34	6,500.00	90.2%	Includes unexpected expenses to move all email from GoDaddy to Office 365				
6906 · Hot Spots	0.00	440.00	845.16	440.00	4,039.35	5,280.00	76.5%					
6955 · Library Automation System	0.00	0.00	11,850.82	0.00	23,169.82	11,250.00	206.0%	Includes exit service costs and initial Polaris payment				
6962 · RFID	0.00	0.00	9,825.50	9,800.00	9,825.50	13,750.00	71.5%	Yearly fee				
6963 · SAMS	0.00	0.00	3,214.75	3,000.00	3,214.75	3,000.00	107.2%	Yearly fee				
6964 · SenSource	0.00	0.00	366.00	340.00	366.00	340.00	107.6%	Complete				
6966 · Firewall Hardware/Software	581.75	750.00	125.00	900.00	7,990.10	6,000.00	133.2%	Over budget as a result of conversion to new system and new email service				
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	168.61	0.00	154.46	0.00	1,617.20	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	133,925.42	99,500.50	148,923.62	109,480.50	1,188,292.04	1,285,970.00	92.4%					

*On February 6, 2023 the Board of Trustees approved the expenditure of up to \$32K to renovate/reconfigure portions of the Children's Dept. To date, \$21,221.64 has been spent on construction, new computer chairs for the Y/A section, a 50% deposit on the new kid's self check unit, moving and adding electric and data connections, and purchase and installation of a new computer countertop. We have recently received notification from the Windcrest Foundation that they intend to fund the purchase of the new self-check unit - when these funds are received, it will lower the expense total by \$4800 and eliminate the expenditure of an additional \$4800. With these savings in mind, it has been decided that these saved funds will be used to refresh the paint throughout the department - the quote to do this is \$4K and we are looking reupholster the circular bench in the center of the department, so we will still be well under budget. All of the carpet and baseboards in the Children's Dept. have been replaced, and all of the finishing touches will hopefully be completed by the first of June.

*On March 13, 2023 the Board approved an expenditure amount of up to \$35,000 for a new Children's Reference Desk and Storage unit. We received and accepted a quote from a Front Royal woodworking company for \$29,000. The cupboard behind the desk area has been installed and the desk should be completed well before the first of June. To date we have spent \$10,000 as a deposit on the job.



Statement of Activity
Samuels Public Library Fund
February 01, 2023 through February 28, 2023

Fund Activity

	02/01/2023	YTD-Jan 1
Beginning Balance	6,489.02	6,139.72
Receipts		
Dividends/Interest-Mutual Funds	4.55	8.55
Market Appreciation/Depreciation	-195.29	157.61
Total Receipts	-190.74	166.16
Distributions		
Administrative Fees	5.25	10.66
Broker Fees	2.26	4.45
Total Distributions	7.51	15.11
Ending Balance	6,290.77	6,290.77
Spendable Balance		

Activity Detail

Date	Account	Description	Amount
2023-02-28	Administrative Fees	Monthly 1% (1.00% of 6,296.02)	-5.25
2023-02-28	Broker Fees	Revenue Share - February 2023	-1.21
2023-02-28	Broker Fees	Revenue Share - February 2023	-1.05
2023-02-28	Dividends/Interest-Mutual Funds	Revenue Share - February 2023	2.53
2023-02-28	Dividends/Interest-Mutual Funds	Revenue Share - February 2023	2.02
2023-02-28	Market Appreciation/Depreciation	Revenue Share - February 2023	-111.15
2023-02-28	Market Appreciation/Depreciation	Revenue Share - February 2023	-84.14



Statement of Activity
Samuels Public Library Endowed Fund
February 01, 2023 through February 28, 2023

Fund Activity

	02/01/2023	YTD-Jan 1
Beginning Balance	6,876.72	6,459.10
Receipts		
Dividends/Interest-Mutual Funds	2.29	4.38
Market Appreciation/Depreciation	-202.17	221.40
Total Receipts	-199.88	225.78
Distributions		
Administrative Fees	5.56	11.30
Broker Fees	2.36	4.66
Total Distributions	7.92	15.96
Ending Balance	6,668.92	6,668.92
Spendable Balance	483.16	

Activity Detail

Date	Account	Description	Amount
2023-02-28	Administrative Fees	Monthly 1% (1.00% of 6,674.48)	-5.56
2023-02-28	Broker Fees	Revenue Share - February 2023	-2.36
2023-02-28	Dividends/Interest-Mutual Funds	Revenue Share - February 2023	2.29
2023-02-28	Market Appreciation/Depreciation	Revenue Share - February 2023	-202.17



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

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,668.92	\$6,459.10
<u>Income</u>		
Dividends/Interest-Mutual Funds	24.26	28.64
Market Appreciation/Depreciation	8.29	229.69
	_____	_____
Total Income:	\$32.55	\$258.33
<u>Expenses</u>		
Administrative Fees	5.58	16.88
Broker Fees	2.33	6.99
	_____	_____
Total Expenses:	\$7.91	\$23.87
	_____	_____
Net Change in Activity:	\$ 24.64	\$ 234.46
	_____	_____
<u>Ending Balance:</u>	<u>\$6,693.56</u>	<u>\$6,693.56</u>
		<u>_____</u>
	<u>Spendable Balance:</u>	<u>\$483.16</u>

Community Foundation of Shenandoah Valley

107 Youth Development Court – PO Box 2391 Winchester, VA 22604 (540) 869-6776



Community Foundation
Northern Shenandoah Valley

Donations

n/a

Date

Amount

\$n/a

Total Donations: \$0.00

Grants

n/a

Date

Amount

\$n/a

Total Grants: \$0.00



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

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,290.77	\$6,139.72
<u>Income</u>		
Dividends/Interest-Mutual Funds	23.76	32.31
Market Appreciation/Depreciation	25.29	182.90
	_____	_____
Total Income:	\$49.05	\$215.21
<u>Expenses</u>		
Administrative Fees	5.28	15.94
Broker Fees	2.20	6.65
	_____	_____
Total Expenses:	\$7.48	\$22.59
	_____	_____
Net Change in Activity:	\$ 41.57	\$ 192.62
	_____	_____
<u>Ending Balance:</u>	<u>\$6,332.34</u>	<u>\$6,332.34</u>

	<u>Spendable Balance:</u>	<u>\$</u>



Community Foundation
Northern Shenandoah Valley

Donations

n/a

Date

Amount

\$n/a

Total Donations: \$0.00

Grants

n/a

Date

Amount

\$n/a

Total Grants: \$0.00

% of Year Complete: 83%
4/27/2023

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	\$ 100.00				\$ 28,393.06	135%
Taste for Books	\$ 22,000.00							\$ 1,000.00	\$ 8,810.00	\$ 1,100.00	\$ 12,895.00			\$ 23,805.00	108%
FOSL	\$ 15,000.00	\$ 1,250.00		\$ 2,540.00			\$ 6,700.00		\$ 4,300.00		\$ 1,700.00			\$ 16,490.00	110%
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	\$ 220.00				\$ 8,020.00	115%
Other Unrestricted	\$ 5,000.00		\$ 40.00	\$ 950.00	\$ 1,000.00			\$ 391.11	\$ 300.00	\$ 125.00	\$ 100.00			\$ 2,906.11	58%
Special Projects/Other Restrict	\$ 10,000.00	\$ 500.00		\$ 250.00	\$ 150.00					\$ 3,325.00	\$ 164.00			\$ 4,389.00	44%
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	\$ 17,750.00	\$ 4,870.00	\$ 14,859.00	\$ -	\$ -	\$ 104,844.30	105%

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

*4/3/23 Dane J. Toler made planned giving commitment and joined Samuels Society



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/Submission/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)				Will support A Taste For Books with Volunteers and \$500 gift Card Level	Spoke with Danielle M. in March, siad they only give \$500 worjrt of gift cards per year to each organization	
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	For Adult non-fiction, Children's Hard back, foriegn 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.		foundation@carnival.com	(305) 406-5777	No Longer donating cruises	Apply 6 months in advance before 10/23/22 - No longer donating crusies	
Windcrest Foundation	literacy	Children's Self Check Out	1/11/23	\$10,250.00	Susan Blount				April 24, 2023 --will fund grant, divide over two fiscal years		
Target (Local)		Summer Reading & Kick-off performer	1/9/23	\$2,500.00	Dainelle Marchessault and Lynden (store Manager)				Will support A Taste For Books with Volunteers and Received \$500 gift Card Level	Rachel Keane, Target, made sure received proposal -- Spoke with Danielle M. in March, siad they only give \$500 worjrt of gift cards per year to each organization	
Rotary of Warren County	supported children's programs in past	Summer Reading Co-Sposnor	2/9/23	\$2,500.00	Peggy Shrimpton				NO RESPONSE -		
Dollar General	Adult Literacy Adult Basic Education GED prep English Language Acquisition	Adult Literacy Grant	Deadline February 16, 2023		http://www.cybergrants.com/dollar_general				DID NOT APPLY	Application available January 2023 - Will submit ESL pens, World Languages collection	
Dollar General	Family Literacy support whole family in literacy	Family Literacy Grant	Deadline February 16, 2023		http://www.cybergrants.com/dollar_general				DID NOT APPLY	Application available January 2023 - Will submit reading program support?	
Rotary Club Grant	promote & enhance the quality of life for citizens of FR/Warren County	Samicon	Applied 3/29/2023	\$1,500.00	https://form.iotform.com/210675395888170					Winners Announced May?	
Lowes Hometown Grants	used to make physical improvements to a community space	Amphitheater	DEADLINE 2/20/2023	???	https://corporate.lowes.com/our-responsibilities/lowes-hometowns/nomination-form				DID NOT APPLY	Nominate Project- Lowes Decides how much to give	
Community Foundation of Northern Shenandoah Valley (2023 CFNSV Spring Grants application (Cochran; Rees; Boxley-Fox; Chain of Checks)		Winter Reading Club 2024	DEADLINE 5/8/2023 5:00 p.m.	\$3,000.00	https://www.grantinterface.com/Request/Submission/Application?request=7971661	Cathy Weiss P.O. Box 2391 Winchester, VA 22604	540-869-6776	cathy@cfnsv.org			

FY 2019 - FY 2024

STRATEGIC PLAN



Updated annually by:
Samuels Public Library
Strategic Planning Committee

Approved by:
The Board of Trustees
2018, 2021, 2022, 2023

Samuels Public Library

Samuels Public Library's Strategic Plan is a road map for the Library's staff, management, and Board of Trustees as we strive to honor and enrich the deep and textured heritage of our community and its Library. As community needs evolve, the Library's capacity and ability to service those needs must also evolve; therefore, the plan will be reviewed and updated annually. This is only the beginning of what is possible. We look forward to working with the residents of Warren County.

Questions, comments, or suggestions about the Library or this plan, should be forwarded to:

Library Director, Michelle Ross
540-635-3153 | mross@samuelslibrary.net



**330 E. CRISER RD
FRONT ROYAL
WARREN COUNTY
VIRGINIA
22630**

The Board of Trustees and staff of Samuels Public Library have reviewed the FY219-FY24 Strategic Plan and are committed to implementing the goals of the plan.

Signature of Board President

Date

Signature of Library Director

Date



OUR MISSION

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

OUR VISION

Samuels Public Library is committed to providing the Warren County community with outstanding public library services that meet the needs of a broad range of customers. The Director, staff, and Board will:

- **Tailor** Library holdings, services, and programs to meet the specific needs of the community.
- **Expand** the holdings, services, and programs over time.
- **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.
- **Ensure** the staff is well trained with competitive benefits and compensation.

OUR VALUES

The following values will serve as guideposts for Samuels Public Library:

- **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, and 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.

GOVERNANCE

GOAL: Samuels Public Library ("Library") will be administered and governed by an informed, active and responsible Board of Trustees ("Board"). The Board will maintain a relevant and realistic Strategic Plan.



Objective A: The Board will recruit members who are interested in the Library; recognize and supports its Mission, Vision, Values, and goals; are knowledgeable about the community; and are willing to devote the time, effort, and resources necessary to carry out the work of the Library.

- New Board members will receive orientation based on established guidelines to enable them to carry out their duties.
- Whenever possible, the Board President ("President") will appoint a mentor to assist new Board members in understanding issues, procedures, and policies.
- The Board handbook will be kept up to date by the Committee on Trustees and the Executive Director ("Director").

Objective B: A continuing education format will be developed early each fiscal year by the Director and President with the focus of keeping Board members knowledgeable of the trends, laws, and policies in library management.

Objective C: The Board will periodically evaluate its own needs and performance and take necessary steps to enable it to govern effectively.

- Board members will be asked annually to identify any issues they perceive with Board performance and to complete a self-evaluation.
- Board members will be asked to complete a conflict of interest policy update.

Objective D: The Bylaws Committee will conduct annual reviews of the bylaws, policies, and other guidelines that govern the Library to ensure that they support this Plan implementation.

Objective E: The Board will annually review, update, and re-approve the Strategic Plan.

FINANCIAL RESOURCES

GOAL: Samuels Public Library will seek a funding level that will allow implementation of the Library's goals and objectives.



Objective A: The Board will seek and evaluate fundraising opportunities when and where the opportunities are in accordance with the Library's standards and objectives.

- The Development Committee will annually prepare a development plan which will include the goals of and reasons for fundraising.
- The Library will continue to employ professional development staff as proposed in the annual development plan.
- The Development Committee will work with The Friends of Samuels Library (FOSL) to balance and assign development activities between the Library and FOSL.

Objective B: The Library will articulate its mission and funding requirements to the community and decision-makers. Management will seek ongoing relationships with Warren County personnel and key community leaders to serve this objective.

Objective C: Each year at Staff Development Day Library employees will be encouraged to examine operations and offer suggestions for improvement to supervisors to insure that all resources are managed as effectively and efficiently as possible.

Objective D: The Board will actively work with the Library's financial advisors to assure the efficacy of the Samuels Library Investment Fund.

- The Finance Committee will meet with the advisors at least semi-annually and advisors will be invited to a Board meeting annually.

Objective E: The Board will expand the Samuels Library Endowment Fund through planned giving and other fundraising activities to strengthen the financial posture of the Library.

PUBLIC INFORMATION

GOAL: Citizens of Warren County will be informed about Library services, resources and programs.

FACILITY

GOAL: Citizens of Warren County will have access to a Library facility which effectively maintains and supports library services and community need.

Objective A: The Library staff will identify and prioritize maintenance, replacement, and augmentation requirements of the Library structure and equipment as needed.

Objective B: The Library staff will periodically evaluate meeting room space and usage charges.

Objective C: The Library staff will evaluate the overall space needs of the library and work with consultants to ensure that space is used to its utmost efficiency. Consideration will also be given to future expansion of the space.

Objective D: The Board will provide funding and will seek community involvement to maintain and improve the Library grounds and building.

- Staff and Board members will enlist the ongoing support of County grounds and maintenance staff, local Extension Master Gardeners, and others to maintain and improve the Library grounds and building.

Objective A: The library staff will create a fluid marketing plan to guide dissemination of information to the public in order to better publicize programs and services.

Objective B: Library staff, Board and FOSL, as appropriate, will strive to be available to speak to civic organizations and businesses and will also participate in appropriate community events to promote the Library.



PAID & VOLUNTEER PERSONNEL

GOAL: Citizens of Warren County will have access to sufficient Library personnel to provide quality services.

Objective A: The Library will have an adequate number of employees to implement the goals and objectives of this Plan. All staff positions will be filled by persons with the qualifications and skills necessary to implement the duties and responsibilities of the job and/or be appropriately trained to do so.

- The Library will be a great place to work and will become a preferred employer in the community. The Library will recruit high-quality candidates that reflect our community's diverse population.

Objective B: The Board, through the Executive Director, will evaluate and enhance the salaries and benefits provided to its employees to insure that the Library is able to attract and retain highly qualified staff.

- Periodically a salary and benefits comparison study of other similarly positioned libraries will be conducted to help determine the compensation of Library staff.

Objective C: The Library Director will review job descriptions as needed but at least every four years to ensure they reflect the evolving skills and knowledge required to meet Library needs.

Objective D: The Library will provide cross-training to all staff.

Objective E: The Board will provide eligible employees with benefits commensurate with Warren County employees.

Objective F: The Library will increase volunteer involvement where appropriate and will provide necessary training and supervision.

- New volunteers will be invited to offer suggestions to improve the volunteer experience as they perform their assigned duties. The volunteer coordinator will also seek exit interviews with volunteers for input regarding their experience.



Objective A: The Library will position itself as a technology learning center for all citizens by providing internet access and hands-on experience.

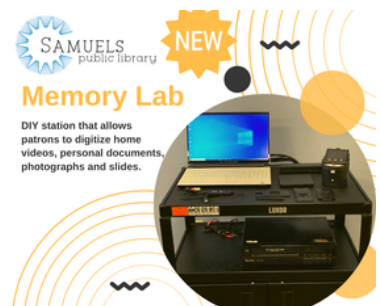
Objective B: The Library will expand and refine the provision of online, virtual, automation, and other developing systems and will be prepared to evaluate new products, modules, upgrades, and enhanced features.

Objective C: The Library will seek volunteers who are able to provide basic computer, other device, and program assistance to Library patrons.

Objective D: The Library will replace outdated data management systems with modern efficient, and effective systems.

TECHNOLOGY

GOAL: Samuels Public Library operations will include current technology which provides accurate and effective service.



COLLECTION DEVELOPMENT

GOAL: 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.

Objective A: The Library will provide a collection of high-interest materials in various formats for all ages and will strive to provide the specific titles and subject areas requested by Library patrons. Every effort will be made to maintain the integrity of the collection ensuring that a diverse range of materials is available to meet the needs and interests of everyone in the community.

Objective B: As specified in the Library's Collection Development Policy, Samuels Library will follow ALA's Library Bill of Rights, and ALA's Freedom to Read and Free Access to Libraries for Minors statements. A copy of the Collection Development Policy can be found on the Library's website: www.samuelslibrary.net.

Objective C: The Library will seek funds from varied sources to grow and update collections throughout the Library.

Objective D: The Library will research and implement collections outside of standard offerings. For example, board games and State Park passes.



REFERENCE

GOAL: Citizens of Warren County will receive accessible, quality reference service supported by adequate and appropriate personnel, materials, and technologies.

Objective A: Reference assistance and bibliographic instruction will be available to all age groups. Both the Adult Reference Desk and the Youth Services Reference Desk will be staffed at all times.

Objective B: The Library will provide high quality service by offering accurate information in response to user requests. An efficient, timely, courteous, and impartial delivery of information services will be employed.

Objective C: The Library will investigate and implement additional channels to deliver reference services outside of the physical desk.

INTRAGENCY COOPERATION & PARTNERSHIP

GOAL: Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.

Objective A: The Library will work with the Warren County School System, private community schools, and homeschoolers to meet their needs.

- Library staff will ask public schools to keep the Library informed about teaching subject matter so that reference material and databases can be kept up to date.

Objective B: The Library will work with Valley Health and Warren Memorial Hospital to serve as a source of information for patrons.

Objective C: The Library will work and partner with schools, community organizations, and businesses to improve ways to share resources and access to quality service.

Objective D: The Library will partner with Warren County law offices by offering access to legal databases.





ACCESS

GOAL Citizens of Warren County will have the opportunity for access to library resources regardless of age, institutionalization, handicap, geographic isolation, or schedule.

Objective A: The Library will provide and improve various outreach programs for those unable to come to the Library.

- The Library will provide drop-off collections at places such as senior centers, assisted living facilities, and homeless shelters.

Objective B: The Library will make its facilities and services compliant with the Americans With Disabilities Act (ADA) legislation and other governmental regulations.

Objective C: The Library will be open to the public for at least 54 hours per week.

Objective D: The Library will strive to restore Sunday hours as soon as economically feasible.

Objective E: The Library will explore avenues to increase accessibility of services for residents living in remote areas of Warren County.

PROGRAMMING

GOAL: Citizens of Warren County will have access to library programs which promote reading and the use of the Library's resources and services.

Objective A: The Library will place a high priority on programs which introduce preschool and school age children to literature and foster a love for reading.

Objective B: The Library will initiate timely and varied young adult programs to assist participants in responding to intellectual, emotional and social situations with which they may have to deal.

Objective C: The Library will expand its adult programs to introduce Individuals and groups to Library materials and services, and provide information, cultural enlightenment, and recreation.

Objective D: FOSL will have an integral role in the expansion of the Library's programs by continuing to improve and expand its program series in cooperation with Library staff.

Objective E: The Library will use a multitude of platforms, both online and in-person, to deliver creative programs for all ages.

**Samuels Public Library
Strategic Planning Committee
March 6, 2023**

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

Update of the SPL's strategic plan: The committee reviewed each section of the library's strategic plan. Revisions were made. This revised document will be reviewed by the full board at the May Board of Trustees' meeting for further input with an eye to adopting it as the strategic plan for fiscal year 2024.

Consultation with Reagan Thalacker, The Library of Virginia: The strategic planning committee will meet with Reagan Thlager on April 10, 2023 at 5:30 in White meeting room A to get input on the creation of a new five year plan (2025 to 2030) for SPL. She will use the revised strategic plan mentioned above. **All Trustees are invited to attend this committee meeting.**

Addendum: April 10th 2023 - Ms Thalacker was ill on April 10th and could not keep our appointment. The committee will plan to meet with her during the regular June committee meeting. All board members will again be welcome to attend that meeting.

Next meeting: April 10, 2023