



**Annual Meeting Agenda
for the Samuels Library Board of Trustees
July 10, 2023**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from Annual Meeting July 2022
3. Committee on Trustees
 - a. Proposed new Trustees
 - b. Renewal of terms
 - c. FY 2023 Slate of Officers
4. Adjourn Annual Meeting

**Bi-Monthly Meeting Agenda
for the Samuels Library Board of Trustees
July 10, 2023**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from May 8, 2023 Meeting
3. Citizen's Time
4. President's Time
5. Library Director's Report
6. Finance Committee Report
 - a. FY 24 Budget
7. Development Committee Report
8. Strategic Planning Committee Report
9. Bylaws & Policies Committee Report
 - a. Patron Registration Policy
 - b. FOIA Policy
10. Ad-Hoc Appeals Committee Report
 - a. Recommendation for *I am Jazz, This is Why They Hate Us, and Ana on the Edge*
11. FOSL Report
12. County Update
13. Old Business
 - a. Legal and related fees
14. New Business
15. Adjourn – Next Meeting Date will be September 11, 2023

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

July 11, 2022

In attendance:

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

Absent: Celeste Brooks, Vice President; Kim Emerson, Mary Kim Waddell.

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

The minutes of the Annual Meeting of July 12, 2021, were presented. Ms. Hotek moved to approve the minutes as presented, and Ms. Way seconded.

On behalf of Ms. Brooks, Ms. Richardson presented the report from the Committee on Trustees.

Ms. Richardson stated the Committee had reviewed Michelle Leasure's application and proposed inviting Ms. Leasure to join the Board of Trustees.

Mr. Walker seconded, passed unanimously.

On behalf of the Committee on Trustees, Ms. Richardson presented the following slate of officers for FY2023:

President: Henry M. Hobgood

Vice President: Melody Hotek

Treasurer: Pete Walker

Secretary: Katie Carr

Member-at-Large: Celeste Brooks

Ms. Cobb seconded, passed unanimously.

Maj. Gen. Hobgood accepted the resignation of Ms. Way effective July 11, 2022.

There being no further business, Mr. Walker motioned to adjourn the Annual Meeting. Ms. Hotek seconded.

Respectfully submitted,



Katie Carr, Secretary

Samuels Public Library
Committee on Trustees Meeting
June 26, 2023

In attendance: Celeste Brooks, Joan Richardson, Madeline Hickman, Melody Hotek, Michelle Ross.

1. New member: Ed Richards submitted his application for the board. The committee unanimously agreed to put his application forward at the Annual Meeting on July 10th.
2. Update of application: Michelle will check with other library board applications.
3. Committee assignments were discussed. Melody and Celeste will follow up with several individuals before sending out a draft of committee assignments.



COMMITTEE ASSIGNMENTS
SAMUELS PUBLIC LIBRARY BOARD OF TRUSTEES
2023-2024

EXECUTIVE COMMITTEE

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

FINANCE COMMITTEE

Pete Walker, Chair
Mack Hobgood
Michelle Leasure
Daniel Pond

COMMITTEE ON TRUSTEES

Celeste Brooks, Chair
Lori Girard
Madeline Hickman
Joan Richardson
Michael Whitlow

Ad-Hoc Appeals Committee

Lisa Cobb, Chair
Celeste Brooks
Katie Carr
Joan Richardson

DEVELOPMENT COMMITTEE

Mack Hobgood, Chair
Katie Carr
Lisa Cobb
Madeline Hickman
Michael Whitlow
Chris Estes, FOSL Representative

STRATEGIC PLANNING COMMITTEE

Joan Richardson, Chair
Michelle Leasure
Lewis Moten
Ed Richards
Jessica Priest-Cahill, FOSL Representative

BYLAWS/POLICIES COMMITTEE

Daniel Pond, Chair
Lori Girard
Ed Richards

EX OFFICIO MEMBERS

Melody Hotek to all committees as
Board Chair
Eileen Grady to Finance, Development, &
Ad-Hoc Appeals Committee
Melanie Mullinax to Development
Michelle Ross to all committees as
Library Director, non-voting

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

May 8, 2023
5:30 p.m.

In attendance:

Mack Hobgood, President; Melody Hotek, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Celeste Brooks, At-Large; Kim Emerson, Joan Richardson, Frank Brugh, Michelle Leasure, Shane Goodwin, Mary Kim Waddell, Daniel Pond, Lori Girard, FOSL President; Chris Estes, Michelle Ross, Library Director; Eileen Grady, Director of Operations; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor.

Absent: Vicky Cook, County Representative; Lisa Cobb, Madeline Hickman.

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

Maj. Gen. Hobgood welcomed everyone, including new Board member Daniel Pond and Chris Estes, incoming FOSL Board President.

Maj. Gen. Hobgood called for the need for an executive closed session. Ms. 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." Ms. Hotek seconded the motion. The vote passed unanimously. The Board of Trustees entered a closed executive session.

Ms. Hotek moved that the executive session be adjourned. Maj. Gen. Hogbood called the regular meeting back to order.

Ms. Hotek made the following two motions:

"I move that the Board certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711A.7 of the Virginia Freedom of Information Act, 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." Ms. Waddell seconded. The vote passed unanimously.

"Concerning the ongoing book challenge, I move that the Library Director be authorized to select the specific firm and attorney based on pricing, knowledge of the matter, accessibility, and best fit for Samuels Public Library." Ms. Waddell seconded. The vote passed unanimously.

Mr. Walker made an additional motion:

"Concerning the ongoing book challenge, I move that the Board approve a budget of \$10,000.00 from the reserve account for legal representation." Ms. Emerson seconded. The vote passed unanimously.

Ms. Emerson made the following two motions:

"The Library Director has the authority to appoint three qualified staff members to assist with the review of any material for which a Request for Reconsideration form has been submitted." Ms. Brooks seconded. The vote passed unanimously.

“I move that the Collection Development Policy and Request for Reconsideration Form be amended. Specifically, the form be admitted in the last paragraph on the second page to read:

Thank you for taking the time to fill out this form. After completing the questions on this form, please return the form to any staff member. The Library Director will acknowledge in writing the receipt of your form within seven days of receipt thereof by the Library. The Library Director will attempt to respond in writing to your concerns within thirty days of the acknowledgment of the receipt of your request or soon thereafter as a review of the material is complete. You will be notified by the Library Director prior to the expiration of the thirty-day period if additional time is required for the Library Director to respond in writing to your concerns.

Ms. Richardson seconded. Ms. Emerson moved to amend the motion to say that the revisions will be effective as of today for any submissions after May 8, 2023. Discussion ensued. The vote passed unanimously.

Maj. Gen. Hobgood called for a motion to approve the March 13, 2023 Special Meeting minutes as presented. Ms. Richardson made the motion, and Ms. Waddell seconded. The vote passed unanimously.

Citizen’s Time:

No Citizens were present.

President’s Time:

Maj. Gen. Hobgood expressed his appreciation for those who participated in “A Taste for Books” and those who contributed to meeting the financial Board Challenge. Maj. Gen. Hobgood requested that during this challenging time, Board members take a moment to let staff know their work is appreciated.

Library Director’s Report:

Ms. Ross opened by giving thanks to “A Taste for Books” chair Melody Hotek and all those who worked to make the event a success. Ms. Ross reviewed March and April 2023 highlights.

Finance Committee:

Mr. Walker presented the Financial Report. Mr. Walker reviewed Ms. Grady’s footnotes and found no issues. Our income in the past ten months exceeds the income budgeted for all twelve months. Some expense lines are over budget; however, most have been pre-approved by the Board of Trustees. Overall the income vs. expenses balance is good, indicating a continued good job managing the Library.

The current account balances are:

Operating Account = \$192,226.83
Reserve Account = \$106,781.20
Investment Account = \$907,549.79*

*This includes a cash position of \$57,235.61. Mr. Walker thinks this is a bit high and has requested a meeting with Mr. Scott Ball. Ms. Grady said she believes this is the Endowment cash, and due to market volatility, Mr. Ball has yet to invest the cash.

Mr. Walker reported that as of March 31, 2023, the Community Foundation balances were:

Samuels Public Library Fund = \$6,332.34

Samuels Public Library Endowed Fund = \$6,290.77

Both accounts were funded initially with \$5,000.00.

Development Committee:

Ms. Mullinax reported that due to “A Taste for Books,” the Committee did not meet in April. Ms. Mullinax referred to the April 27, 2023 Fundraising Tracking Report. Fundraising has exceeded the FY2023 goal with a total of \$104,844.30. There is an additional \$6,000.00 not included in the report. “A Taste for Books” exceeded its goal. This year’s event saw three new sponsors and silent auction donors. Ms. Mullinax received a new Samuels Society Planned Giving commitment. Ms. Mullinax also reported that we received a \$10,250.00 grant from the Windcrest Foundation to help pay for the new self checkout in the Children’s Department. \$5,125.00 has been received, and the remaining funds will be issued in February 2024. Ms. Mullinax also applied for the Community Foundation of the Northern Shenandoah Valley Annual Grant.

Committee on Trustees:

Ms. Brooks asked that any remaining Board members complete their Board Evaluations. Ms. Brooks reported that several Trustees would be completing their terms:

Completing third term ending FY2023:

Kim Emerson

Completing the second term ending FY2023 and returning for a third term:

Madeline Hickman

Celeste Brooks

Stepping down:

Frank Brugh

Mary Kim Waddell

Shane Goodwin

Three applications and resumes have been received from:

Lori Girard - Prior FOSL Board President

Lewis Motten – Day of Giving matching donor

Michael Whitlow – “A Taste for Books” sponsor

Committee assignments will be reviewed in July.

The FY2024 slate of officers is:

Melody Hotek, President

Lisa Cobb, Vice President

Pete Walker, Treasurer

Katie Carr, Secretary

Maj. Gen. Hobgood, Member-at-large

Strategic Planning Committee:

Ms. Richardson said the Committee met in March for final preparations of the Strategic Plan with the intent to present it to the Board for a vote. The visit Ms. Richardson had arranged with Reagan Thalacker of the Library of Virginia was rescheduled for June, at which time Ms. Thalacker will discuss ideas on creating the 2025 – 2030 Strategic Plan. Ms. Ross said we must have a five-year plan to receive state aid funding, and part of the requirement is a yearly review of the Strategic Plan. The plan is also necessary to apply for grants. A motion was made out of Committee to accept the Strategic Plan as presented. Ms. Waddell seconded. The vote passed unanimously.

Bylaws Committee:

Ms. Emerson said the Committee did not meet.

FOSL Report:

Ms. Girard introduced Chris Estes, who is the proposed next FOSL President. Mr. Estes will also be the FOSL liaison. Ms. Girard has been training Mr. Estes to assume the role of President. Mr. Estes will be formally voted into office at the next FOSL meeting on May 11, 2023. FOSL volunteers will be hosting the Artmobile event. FOSL has exceeded its goal of raising \$15,000.00 for the Library.

County Update:

No representatives were present.

Old Business:

No business to report.

New Business:

No new business to report.

Maj. Gen. Hobgood adjourned the meeting.

The next meeting will be held on Monday, July 10, 2023.

Respectfully submitted,

Katie Carr
Secretary

Director's Report

May & June 2023



General Updates

- 53 people have filed 590 Requests for Reconsideration forms for 134 titles. Staff are reviewing each title.
- Michelle Ross has been working with the Board of Supervisors Chair on a compromise that will address materials concerns without infringing on anyone's First Amendment rights. This will include developing a "New Adult" section and creating new card options which allow caregivers to limit their child's access to certain collections.

Facility

- The Youth Services Department renovation is complete. All Young Adult books are now in their own space, the new desk and self-checkout have been installed, the department has received fresh paint, and a mural has been painted above the desk by local artists Chris Stephens and Whitney Waller.

Usage & Services

- May stats showed a 29% increase in circulation over FY22 and a 12% increase over FY19.
- Visits increased 28% over FY22 but are still down from FY19.
- Programming attendance was down for May over FY22. Last year, SamiCon took place in May so those numbers were higher than usual. YTD attendance is still at an increase of 51% over FY22.
- Meeting room usage increased 189% over FY22 and 103% over FY19.
- Computer use increased 80%, website usage increased 8%, and mobile app usage increased 64% over FY24.
- Database usage was down 60% over FY22. This is partially due to the fact that Ancestry is no longer accessible off-site. Ebsco, which is provided by the Library of Virginia, decreased the most dramatically in usage. Staff are looking into the change. YTD database usage remains in line with FY22.

Programming Highlights

- The Virginia Museum of Fine Arts On The Road Mobile Exhibit was at the library May 12 and May 13. 285 people visited the exhibit. FOSL and staff also arranged many other events to coincide with the Mobile Exhibit: a tiny art exhibit, a talk with the Museum of the Shenandoah Valley, an information session about portrait photography with Tina Tolliver, an exhibit of RMA student artwork, a session about oil portraits with Henry Wingate, and a demonstration from Carmine the Painting Dog. The two-day effort was very successful. A special thank you to Sharon Fisher and the rest of the FOSL Board for their coordination and volunteer work.
- The library participated in the Warren Coalition's LOVE Letters initiative. We collected letters of appreciation and support for the seniors, staff, and volunteers at the Warren County Senior Center. The letters were presented to the seniors when they visited the VMFA mobile exhibit.
- Summer Reading has started for all ages. A special Story Time with the Front Royal Cardinals and a Bubble Party kicked everything off on June 3. The Elks Lodge, Front Royal Cardinals, and FOSL have sponsored and/or partnered for Summer Reading events. Popular events so far have included The Bigfoot Experience with Mike Familiant and Rainbow Puppets.
- Staff have participated in a variety of community and outreach events: SALT-TRIAD Senior Expo, storytelling at Lavender Hills, the Warren County Volunteer Fair, Toddler Trails with Warren County Parks & Rec, a StoryWalk event with the Anti-Littering Council, and a STEM event at the 4-H Center.

**SAMUELS PUBLIC LIBRARY
OPERATING BUDGET FOR FY2024**

Income:				
	Budget	Budget	Budget	Budget
	FY2021	FY2022	FY2023	FY2024
Local, State and Federal Funding	\$1,174,772.12	\$1,176,600.00	\$1,201,238.00	\$1,226,222.00
Donated Funds	\$18,000.00	\$20,000.00	\$21,000.00	\$27,500.00
Miscellaneous Income	\$54,500.00	\$36,500.00	\$24,500.00	\$34,550.00
Library Funds	\$6,500.00	\$7,500.00	\$39,232.00	\$75,590.00
Income Total	\$1,253,772.12	\$1,240,600.00	\$1,285,970.00	\$1,363,862.00
Expenditures:				
	Budget	Budget	Budget	Budget
	FY2021	FY2022	FY2023	FY2024
Salaries/Payroll Items	\$878,570.00	\$890,568.00	\$886,550.00	\$949,592.00
Books/Related Items	\$143,265.32	\$147,512.00	\$153,450.00	\$152,700.00
Buildings/Ground/ Maintenance Related	\$137,936.80	\$118,000.00	\$143,500.00	\$147,200.00
Office Expenses	\$39,700.00	\$31,750.00	\$39,750.00	\$36,000.00
Library Technology	\$42,800.00	\$45,190.00	\$51,470.00	\$55,870.00
Automated Systems	\$11,500.00	\$11,250.00	\$11,250.00	\$22,500.00
Total Expenditures	\$1,253,772.12	\$1,244,270.00	\$1,285,970.00	\$1,363,862.00

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2024**

Income	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Warren County	\$1,012,859.12	\$1,003,100.00	\$1,024,000.00	\$1,024,000.00	0.0%
State Aid	\$156,913.00	\$170,000.00	\$172,238.00	\$197,222.00	14.5%
USAC E-Rate Reimbursement	\$5,000.00	\$3,500.00	\$5,000.00	\$5,000.00	0.0%
Local, State and Federal Funding	\$1,174,772.12	\$1,176,600.00	\$1,201,238.00	\$1,226,222.00	2.1%
Donation Income	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Friends of Samuels Library	\$5,000.00	\$10,000.00	\$10,000.00	\$15,000.00	50.0%
Children's Program Donations	\$6,500.00	\$5,000.00	\$6,000.00	\$6,000.00	0.0%
Story Walk	\$0.00	\$0.00	\$0.00	\$500.00	100.0%
Adult Program Donations	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.0%
Misc. Donations	\$5,500.00	\$4,000.00	\$4,000.00	\$5,000.00	25.0%
Donated Funds Total	\$18,000.00	\$20,000.00	\$21,000.00	\$27,500.00	31.0%
Miscellaneous Income	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Fines	\$28,000.00	\$17,000.00	\$10,000.00	\$12,000.00	20.0%
Copier	\$10,000.00	\$10,000.00	\$5,000.00	\$10,000.00	100.0%
Amazon Book Sales	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Replacement Costs	\$7,000.00	\$6,500.00	\$6,500.00	\$7,500.00	15.4%
Retail Income	\$1,250.00	\$200.00	\$200.00	\$750.00	275.0%
Interest	\$2,250.00	\$300.00	\$300.00	\$300.00	0.0%
Meeting Room Income	\$1,500.00	\$100.00	\$100.00	\$500.00	400.0%
FAX Service	\$1,250.00	\$200.00	\$200.00	\$1,000.00	400.0%
Non Resident Fees	\$250.00	\$100.00	\$100.00	\$250.00	150.0%
Inter Library Loans	\$250.00	\$50.00	\$50.00	\$150.00	200.0%
Miscellaneous	\$250.00	\$50.00	\$50.00	\$100.00	100.0%
Miscellaneous Income Total	\$54,500.00	\$36,500.00	\$24,500.00	\$34,550.00	41.0%
Library Funds	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Reserve Fund Transfer \$4,000 for Development & \$4,000 for Community Outreach	\$6,500.00	\$7,500.00	\$8,000.00	\$8,000.00	0.0%
Funding to Balance Budget from Investment Account 3% Reserve Account			\$29,550.00	\$29,550.00	0.0%
Carryover Funds to Balance			\$1,682.00		-100.0%
Library Funds Total	\$6,500.00	\$7,500.00	\$39,232.00	\$75,590.00	92.7%

Salaries & Payroll	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Employee Salaries (1)	\$683,400.00	\$697,068.00	\$700,000.00	\$728,000.00	4.0%
Social Security (1)	\$52,300.00	\$53,500.00	\$53,550.00	\$55,692.00	4.0%
Unemployment Ins. (1)	\$1,200.00	\$4,000.00	\$4,000.00	\$4,000.00	0.0%
Medical/Dental Ins. (2)	\$97,000.00	\$92,000.00	\$82,000.00	\$113,500.00	38.4%
Travel/Memberships	\$7,500.00	\$7,000.00	\$8,000.00	\$8,000.00	0.0%
Development Expenses	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	0.0%
Retirement Funding (1)	\$34,170.00	\$33,000.00	\$35,000.00	\$36,400.00	4.0%
Total Salaries	\$878,570.00	\$890,568.00	\$886,550.00	\$949,592.00	7.1%

Books & Related	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Books/Materials	\$92,000.00	\$92,000.00	\$95,000.00	\$95,000.00	0.0%
Internet Charges (3)	\$6,500.00	\$6,500.00	\$5,750.00	\$6,000.00	4.3%
Databases	\$13,000.00	\$16,812.00	\$18,000.00	\$17,000.00	-5.6%
Newspapers/Magazines	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	0.0%
Library Srvcs/Supplies	\$10,250.00	\$10,000.00	\$11,000.00	\$11,000.00	0.0%
Special Projects	\$3,315.32	\$4,000.00	\$4,000.00	\$4,000.00	0.0%
Community Outreach	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	14.3%
Children's Programs	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	0.0%
Adult Programs	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	0.0%
Total Books	\$143,265.32	\$147,512.00	\$153,450.00	\$152,700.00	-0.5%

1 - 4% across the board increase for staff, and all items directly tied to payroll
2 - based on actuals - 2 employees entered plan where previously those full time positions opted out of health insurance; also, received notification of an 8% premium increase.
3 - Internet Charges - increased band width - will receive 70% back through e-rate income line

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2024**

Building/Grounds					
	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Contractual Services	\$14,500.00	\$14,500.00	\$13,000.00	\$13,000.00	0.0%
Supplies/Maint.	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	0.0%
Building Maintenance	\$17,000.00	\$13,000.00	\$10,000.00	\$7,500.00	-25.0%
Insurance (1)	\$7,000.00	\$5,000.00	\$5,000.00	\$6,200.00	24.0%
Utilities	\$76,500.00	\$76,500.00	\$76,500.00	\$76,500.00	0.0%
HVAC Controls Loan	\$13,936.80	\$0.00	\$0.00	\$0.00	0.0%
Custodial Services (2)			\$30,000.00	\$35,000.00	16.7%
Total Building	\$137,936.80	\$118,000.00	\$143,500.00	\$147,200.00	2.6%
Office Expense Items					
	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Postage	\$2,250.00	\$2,000.00	\$2,500.00	\$2,500.00	0.0%
Telephone (3)	\$8,200.00	\$4,250.00	\$4,250.00	\$3,500.00	-17.6%
Office Supplies	\$8,000.00	\$6,000.00	\$7,000.00	\$6,000.00	-14.3%
PR & Advertising	\$1,250.00	\$1,250.00	\$5,000.00	\$2,000.00	-60.0%
Copier Expense	\$10,000.00	\$8,000.00	\$10,000.00	\$10,000.00	0.0%
Audit (4)	\$10,000.00	\$10,250.00	\$11,000.00	\$12,000.00	9.1%
Total Office Expense	\$39,700.00	\$31,750.00	\$39,750.00	\$36,000.00	-9.4%
1 - Insurance - based on FY2023 actuals 2 - Custodial Services - based on FY2023 actuals 3 - Telephone - based on FY2023 actuals 4 - Audit - increases every year					

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2024**

Library Technology Maintenance Costs					
	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Staff Computers	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	0.0%
Public Computers	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	0.0%
Computer Lab	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	0.0%
RFID (collection security/self check out)	\$13,500.00	\$13,750.00	\$13,750.00	\$12,750.00	-7.3%
SAMS (public internet control/schedule software)	\$3,700.00	\$3,000.00	\$3,000.00	\$3,000.00	0.0%
Sensource Digital People Counter	\$300.00	\$340.00	\$340.00	\$340.00	0.0%
Web Calendar	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Reading Program Software	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	0.0%
Capira Mobile (new mobile app for accessing the library)	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	0.0%
Talking Tech (1) (patron notification service)	\$2,800.00	\$2,800.00	\$2,800.00	\$2,900.00	3.6%
T-Mobile Hot Spots		\$0.00	\$5,280.00	\$5,280.00	0.0%
Firewall Contract	\$4,000.00	\$5,000.00	\$6,000.00	\$6,000.00	0.0%
Server Partitioned Back-Up (2)				\$2,800.00	
Cloud Storage (3)				\$2,500.00	
Total Lib Tech	\$42,800.00	\$45,190.00	\$51,470.00	\$55,870.00	8.5%
1 - Scheduled Increase - received notice 2 - Server Partitioned Back-up - onsite (new - unbudgeted last year) 3 - Cloud Storage - full systems back-up using Windows Azure - done nightly (new - unbudgeted last year)					
Automated Systems					
	Budget FY2021	Budget FY2022	Budget FY2023	Budget FY2024	Percent Change
Library Automation Maintenance Fees (1)	\$11,500.00	\$11,250.00	\$11,250.00	\$22,500.00	100.0%
Total Automated	\$11,500.00	\$11,250.00	\$11,250.00	\$22,500.00	100.0%
1 - New ILS maintenance fees per contract					

Samuels Library, Inc.

Budget vs. Actual

July 2022 through June 2023

	May 23	Budget	Jun 23	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Income								
4000 · Investment Account Funding	0.00	0.00	0.00	0.00	0.00	29,550.00	0.0%	
4020 · County Appropriation	0.00	0.00	0.00	0.00	1,024,000.00	1,024,000.00	100.0%	
4050 · State Aid	0.00	0.00	0.00	0.00	196,513.00	172,238.00	114.1%	Received 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	917.56	600.00	1,022.75	600.00	10,511.33	8,100.00	129.8%	Continued recovery post COVID
4115 · Capital One Cash Back	0.00	0.00	0.00		1,400.00	0.00	100.0%	
4120 · Interest Income	281.18	20.00	157.49	0.00	2,241.43	230.00	974.5%	
4140 · Donations	2,527.62	500.00	5,213.92	500.00	12,687.98	4,000.00	317.2%	Book Challenge donatons = \$3,750, \$1,525 for memorial/in honor of
4146 · FOSL Donations	0.00	2,000.00	0.00	0.00	16,290.00	10,000.00	162.9%	
4147 · Adult Dept Donations	0.00	1,175.00	-63.92	100.00	5,236.08	3,000.00	174.5%	\$3,000 Loyola Foundation, \$1,500 Valley Health
4149 · Community Outreach Income	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	
4159 · Thompson Charitable Trust	0.00		6,741.30		14,232.75	0.00	100.0%	Received two disbursements this fiscal year
4160 · Children's Programs Donations	0.00	300.00	0.00	1,500.00	11,289.00	6,000.00	188.2%	\$5,500 Elks Donations, \$2,000 Loyola Foundation, \$2,000 Comm. Foundation
4163 · StoryWalk	0.00	0.00	0.00	0.00	615.00	782.00	78.6%	
4171 · Book Sales - Amazon	215.22	0.00	117.54	0.00	1,849.59	0.00	100.0%	Continued recovery post COVID
4175 · Retail Income	155.50	25.00	121.50	50.00	1,002.10	450.00	222.7%	Continued recovery post COVID
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	
4210 · Fines Income	863.97	650.00	848.14	650.00	11,860.05	6,900.00	171.9%	Continued recovery post COVID
4215 · FAX Service	20.25	40.00	45.61	40.00	464.21	480.00	96.7%	
4220 · Replacement Costs	721.27	575.00	656.17	650.00	6,847.63	6,500.00	105.3%	
4230 · Nonresident Fees	25.00	10.00	10.00	10.00	285.00	120.00	237.5%	
4250 · Interlibrary Loan Chgs	0.00	10.00	0.00	10.00	195.00	120.00	162.5%	
4400 · Meeting Room Income	129.55	40.00	55.00	40.00	1,759.60	480.00	366.6%	Continued recovery post COVID
4700 · Misc Income	-173.54	0.00	-121.88	0.00	-61.73	0.00	100.0%	
Approved Fund Transfers from Reserve Account					101,016.13			\$32,000 to renovate/reconfigure Children's Dept, \$35,000 for new Children's Ref desk and storage, \$5,125 Windcrest Foundation for Kid's Self Check, \$5,890.50 for legal fees, \$23,000.63 for new ILS
Total Income	5,683.58	5,945.00	14,803.62	4,150.00	1,436,363.93	1,285,950.00	111.7%	

Samuels Library, Inc.

Budget vs. Actual

July 2022 through June 2023

	May 23	Budget	Jun 23	Budget	Jul '22 - Jun 23	Budget	% of Budget	
Expense								
6000 · Salaries	57,511.68	58,333.00	59,059.37	58,333.00	702,517.13	700,000.00	100.4%	
6040 · Retirement Funding/Current	2,691.41	3,025.00	2,801.78	3,025.00	33,005.52	35,000.00	94.3%	
6050 · FICA SS/Med Payroll Tax Expense	4,399.66	4,462.50	4,518.05	4,462.50	53,762.64	53,550.00	100.4%	
6060 · Unemployment Tax Expense	148.08	0.00	108.54	0.00	2,953.72	4,000.00	73.8%	
6080 · Hospitalization Expense	-759.00	20,500.00	-759.00	0.00	104,913.68	82,000.00	127.9%	Paid quarterly - FT employee who was not participating, chose to enroll 7/1/22
6090 · Travel/Administrative Costs	399.00	300.00	0.00	200.00	8,924.08	8,000.00	111.6%	Multiple library visits, Director's meeting and VLA conference
6091 · Development Travel/Admin Exp	30.00	300.00	30.00	300.00	3,716.72	4,000.00	92.9%	
6200 · Books/Materials	5,752.09	7,900.00	2,948.98	7,900.00	98,010.90	95,000.00	103.2%	
6235 · Databases	5,211.70	5,000.00	0.00	0.00	14,299.70	18,000.00	79.4%	moved Hoopla to e-resources
6250 · Subscriptions	3,810.25	250.00	47.71	2,600.00	8,006.12	7,200.00	111.2%	
6280 · Library Supplies	1,252.27	500.00	89.29	500.00	10,752.71	11,000.00	97.8%	
6300 · Internet Access Charges	450.00	425.00	450.00	425.00	6,462.89	5,750.00	112.4%	Increased bandwidth at start of fiscal year-upped cost, plus consulting fee
6410 · Special Projects	450.21	0.00	23,189.07	0.00	59,825.60	4,000.00	1495.6%	Volunteer Appreciation Event, Staff Dev Day, Kid's Dept Reno, new desk, etc.
6411 · Community Outreach	0.00	0.00	10.00	0.00	6,094.59	4,000.00	152.4%	Nat'l Night Out, Library Card Month, Downtown Halloween, Christmas Parade
6420 · Childrens/Special Programs	360.30	500.00	1,486.19	50.00	7,497.61	6,500.00	115.3%	
6430 · Adult Programs	1,102.66	150.00	350.46	200.00	3,733.30	2,000.00	186.7%	\$1,500 donation for Summer Reading, and \$740 for movie licensing both from FOSL
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	870.00	900.00	2,968.92	2,920.00	12,688.51	13,000.00	97.6%	
6620 · Maint. Supplies/Small Equip.	597.02	500.00	370.91	750.00	9,586.62	9,000.00	106.5%	
6621 · COVID-19 Expenses	0.00		0.00		0.00	0.00	0.0%	
6622 · Custodial Services	3,250.00	2,500.00	0.00	2,500.00	35,000.00	30,000.00	116.7%	
6630 · Repair & Replacement	5,796.14	1,500.00	234.83	500.00	7,874.21	10,000.00	78.7%	This number is lower than expected due to County assistance
6639 · Professional Services	0.00		5,890.50		7,685.50		100.0%	Architect and legal fees
6640 · Furniture	0.00		0.00		4,185.07	0.00	100.0%	Slatwalls for Juvenile Area - ordered in FY22 - finally arrived
6641 · Story Walk	26.97		0.00		80.82		100.0%	
6710 · Insurance	-93.00	0.00	20.00	0.00	5,969.00	5,000.00	119.4%	
6720 · Utilities	6,395.47	5,800.00	0.00	6,000.00	78,978.13	76,500.00	103.2%	
6810 · Postage	391.65	100.00	9.95	50.00	2,399.25	2,500.00	96.0%	
6820 · Telephone	239.09	350.00	0.00	350.00	2,725.47	4,250.00	64.1%	
6830 · Office Expenses/Supplies	587.40	800.00	709.17	500.00	4,608.56	7,000.00	65.8%	
6840 · PR & Advertising	1,634.57	150.00	0.00	50.00	3,329.29	5,000.00	66.6%	

Budget vs. Actual

July 2022 through June 2023

	May 23	Budget	Jun 23	Budget	Jul '22 - Jun 23	Budget	% of Budget	
6850 · Copier Expense	1,712.87	1,000.00	3,692.40	700.00	15,139.85	10,000.00	151.4%	Ordered \$3K+ in ink in June - ink cost has risen greatly during the past year
6860 · Audit Expense	0.00	0.00	0.00	0.00	11,392.00	11,000.00	103.6%	
6900 · Computer Equipment	0.00	100.00	18,275.79	200.00	42,858.55	8,500.00	504.2%	Includes \$38,166 in tech equipment expenses per inventory rotation schedule
6905 · Computer Maintenance & Supplies	471.95	1,250.00	3,510.00	200.00	11,869.59	6,500.00	182.6%	Includes unexpected expenses for email move and costs for assistance in Web Redesign
6906 · Hot Spots	390.60	440.00	0.00	440.00	4,429.95	5,280.00	83.9%	
6955 · Library Automation System	3,080.00	0.00	15,420.63	0.00	41,670.45	11,250.00	370.4%	Includes cost for new ILS system install
6962 · RFID	0.00	3,950.00	0.00	0.00	9,825.50	13,750.00	71.5%	No annual maintenance fee for security gates resulting from new purchase
6963 · SAMS	0.00	0.00	0.00	0.00	3,214.75	3,000.00	107.2%	
6964 · SenSource	0.00	0.00	0.00	0.00	366.00	340.00	107.6%	
6966 · Firewall Hardware/Software	125.00	900.00	125.00	775.00	8,240.10	6,000.00	137.3%	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	2,000.00	2,000.00	2,000.00	2,000.00	100.0%	
6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,800.00	103.6%	
6972 · Cloud Storage	155.56	0.00	137.74	0.00	1,910.50	0.00	100.0%	
6973 · Mobile App	0.00	0.00	0.00	0.00	1,942.07	1,800.00	107.9%	
6974 · Server Partitioned Back-Up	2,420.00	0.00	0.00	0.00	2,420.00	0.00	100.0%	
Total Expense	110,861.60	121,885.50	147,696.28	95,930.50	1,461,774.62	1,285,970.00	113.7%	



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

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,727.87	\$6,459.10
<u>Income</u>		
Dividends/Interest-Mutual Funds	2.95	34.46
Market Appreciation/Depreciation	-155.58	113.51
	_____	_____
Total Income:	\$-152.63	\$147.97
<u>Expenses</u>		
Administrative Fees	5.48	27.97
Broker Fees	2.35	11.69
	_____	_____
Total Expenses:	\$7.83	\$39.66
	_____	_____
Net Change in Activity:	-\$ 160.46	\$ 108.31
	_____	_____
<u>Ending Balance:</u>	<u>\$6,567.41</u>	<u>\$6,567.41</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 May 01, 2023 through May 31, 2023

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,354.39	\$6,139.72
<u>Income</u>		
Dividends/Interest-Mutual Funds	5.13	42.54
Market Appreciation/Depreciation	-149.34	58.02
	_____	_____
Total Income:	\$-144.21	\$100.56
<u>Expenses</u>		
Administrative Fees	5.17	26.41
Broker Fees	2.22	11.08
	_____	_____
Total Expenses:	\$7.39	\$37.49
	_____	_____
Net Change in Activity:	-\$ 151.60	\$ 63.07
	_____	_____
<u>Ending Balance:</u>	<u>\$6,202.79</u>	<u>\$6,202.79</u>

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



Community Foundation
Northern Shenandoah Valley

Donations
n/a

<u>Date</u>	<u>Amount</u>
	\$n/a
<hr/>	
Total Donations:	<u><u>\$0.00</u></u>

Grants
n/a

<u>Date</u>	<u>Amount</u>
	\$n/a
<hr/>	
Total Grants:	<u><u>\$0.00</u></u>



**Development Committee Meeting Minutes
June 21, 2023**

The Development Committee met on June 21, 2023 at Samuels Library. In attendance were Lisa Cobb, Melody Hotek, Katie Carr, Chris Estes, Melanie Mullinax and Michelle Ross.

Lisa Cobb called the meeting to order.

The committee accepted the February 15, 2023 meeting minutes.

Fundraising Tracking Report- Melanie Mullinax provided the committee with the tracking report dated June 20, 2023 showing \$116,673.30 raised in Fiscal Year 2023, 117 percent of the \$100,000 goal. Donations continue to come in, and a final fiscal year report will be presented at the August Development Committee meeting. The Library also received an additional planned giving commitment that helped the Development Committee meet its goal of two new planned gift commitments in FY2023.

Grant Tracking Report – Melanie presented the grant tracking report. The Windcrest Foundation granted Samuels Library \$10,250 to be used for the children’s self-check-out, or other needs. The grant will be made in two installments, \$5,125 received in May of 2023 and the second \$5, 125 to be received in February 2024. The grant was made in memory of Dr. Richard Christoph. The Library has submitted the annual grant to the Community Foundation of the Northern Shenandoah Valley for \$2000 to support the Children’s Winter Reading Club. Grant announcements will be made in April. Samuels Library was also invited to apply for a \$1 million Mellon Foundation grant to be used over a five-year period to support preservation of personal and local histories through expansion of Memory Labs and infrastructure to support adult programming and services. The first step Concept Paper will be submitted June 23, 2023 and applicants will find out if they move on to the next phase of the application on July 24, 2023. This invitation came to the Library because of Erin Rooney’s work and foresight of setting up and promoting a small Memory Lab in 2002 for patrons of Samuels Library.

Day of Giving/ A Taste For Books Campaign Updates - Melanie presented a 2023 Day of Giving report indicating a record fundraising campaign raising \$8020, and a record breaking A Taste For Books that raised nearly \$25,000 and brought in 4 new event sponsors and expanded community/business support with 8+ new silent auction donors.

DRAFT Development Plan FY2024 – The committee received the DRAFT Development Plan for FY2024 planning a 12% increase in fundraising goals, and emphasizing flexibility to meet fundraising challenges and priorities in FY2024. The plan is still in DRAFT form with staff input and needs still being considered. Development committee members will review the plan at the August meeting and present to the full Board in September 2023. The Bi-Monthly Development Committee Meeting will be scheduled for the **SECOND** Wednesday of every other month starting August 9, 2023.

Donor Appreciation Event – The committee set a date for the 4th annual Donor Appreciation event for Friday, September 22, 2023 at 5:30 p.m. The theme for this year’s event will be Building Community, and will celebrate all our major donors do to help Samuels Library achieve their mission and provide the very best library services and programs to our entire community. The event will include awarding the 2nd annual Dr. Bernard Samuels Award. A subcommittee of Melody Hotek, Lisa Cobb, Katie Carr, Melanie Mullinax and Eileen Grady will meet on July 5th to plan the details of the event.

FOSL Update – Chris Estes, the new FOSL president, joined the Development Committee meeting and let the committee know the annual FOSL membership campaign would take place in July/August.

The next scheduled Development meeting is set for Wednesday, August 9, 2023 from 5:00 – 6:00.

Meeting adjourned at 6:05 p.m.

% of Year Complete: 92%

6/20/2023

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	\$990.00		\$ 24,795.00	113%
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					\$ 5,125.00		\$ 25,966.13	130%
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	\$ 2,060.00	\$ 1,804.00	\$ 6,770.11	135%
Special Projects/Other Restrict	\$ 10,000.00	\$ 500.00		\$ 250.00	\$ 150.00					\$ 3,325.00	\$ 164.00	\$ 200.00	\$ 1,650.00	\$ 6,239.00	62%
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	\$ 8,375.00	\$ 3,454.00	\$ 116,673.30	117%

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

*5/30/23 Maj Gen Henry M. Hobgood & Carolyn R. Hobgood 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 submitted 5/11/23	
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, said they only give \$500 worth 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, foreign language 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@carri val.com	(305) 406-5777	No Longer donating cruises	Apply 6 months in advance before 10/23/22 - No longer donating cruises	
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, said they only give \$500 worth of gift cards per year to each organization	
Rotary of Warren County	supported children's programs in past	Summer Reading Co-Sponsor	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				DID Not Receive	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		Recipients Announced August	
Mellon Foundation's Fall 2023 Public Library Memory Labs initiative	Invitation only - five-year period from January 1, 2024 to December 31, 2028 projects 50 percent of the requested grant funds to support your memory lab, and may allocate up to 50 percent of funds to support other core services and infrastructure at your library	Memory Lab and other Library infrastructure	Concept Paper due June 23, 2023	\$1,000,000.00	https://mellon.fluixx.io/user_sessions/new	Chandra Marshall		crm@mellon.org		Multi-deadline grant -final decision December- projects start January 2024	

**Samuels Public Library
Strategic Planning Committee
June 12, 2023**

In Attendance: Joan Richardson, committee chair; Melody Hotek, Incoming SPL Board President; Michelle Leisure, SPL Board member; Jessica Priest-Cahill, FOSL Board representative; Michelle Ross, SPL Executive Director; Celeste Brooks, SPL Board member; Madeline Hickman, SPL Board member; and Michael Whitlow, Incoming SPL Board member.

Nan Carmack, Ed.D., M.L.S.; Director of Library Development and Networking for the Library of Virginia was the guest speaker at this meeting. She offered information on strategic planning and an analysis of Samuels Public Library's current strategic plan with an eye to developing Samuel's next five year plan due next fiscal year. A summary of the presentation follows.

Uses for an organization's strategic plan:

- Use your strategic plan to explain "who" your organization is.
 - o Mission, vision, and values statements should be included in a strategic plan. The statements should be expressed in a flexible and aspirational fashion.
 - o These statements may be presented in a one page handout for marketing purposes. Images such as graphs or pictures will enhance interest or offer pertinent facts in a concise manner. Include contact information should a reader have questions or want to make comments.
 - o The strategic plan as a whole can be used as a marketing tool.

- Use your strategic plan as a road map to check yourself in regards to:
 - o Decision-making: What does your strategic plan say about each decision made for the organization?
 - o Planning/ Evaluation:
 - Do the elements in the plan meet a strategic plan objective?
 - Do the goals described in the plan meet a strategic plan objective?.
 - What is missing from the organization's environment that the strategic plan advocates?
 - o Recruitment/Professional Development Planning:
 - What staff skills are we lacking to accomplish strategic plan objectives?
 - How will professional development be allocated and to whom?

Suggestions for improvements to Samuels Public Library's current strategic plan:

- Measuring outcomes – Develop a methodology to measure for success and incorporate it in a measurement plan.
- Create a one page guide for marketing and set a schedule

- Revisit the layout of our current strategic plan – there is too much white space and the flow of text is hard to follow.
- Consider developing standards, i.e. standard for services. Standards are not required by the Library of Virginia but are recommended. Resource: Planning for Excellence.

Planning for the future needs of the community:

- Considering digital navigators and broad band
- Job skilling environment that will bring money into the community.
- Look at who will come to the library five years from now and plan accordingly.

Next meeting: August 14, 2023

Suggested Resources

- Standards for Virginia Public Libraries 2021:
 - [Preface for Using Planning for Library Excellence](#)
 - [Planning for Library Excellence](#)
 - [Checklists for Assessment](#)
- IMLS Statistics:
 - [Virginia Public Library Statistics](#)
 - [Research & Evaluation](#)
- Mission, Vision, & Values Resources:
 - [A Simple Introduction to Mission, Vision and Values](#) (6 minutes)
 - [How to Write a Mission Statement that Doesn't Suck](#) (4 minutes)
 - [Mission, Vision and Value Statements](#) (6 minutes)
- Other Resources:
 - [The Aspen Institute Dialogue on Public Libraries](#)
 - [Library User Survey Templates and How-Tos](#)
 - [Basic Ingredients for Your Five Year Plan](#)
 - [An Overview of Strategic Planning or “VMOSA” \(Vision, Mission, Objectives, Strategies, and Action Plans\)](#)

- [“Getting ahead of the next stage of the coronavirus crisis,”](#) from McKinsey & Company
- [“How to Do Strategic Planning Like a Futurist,”](#) from Harvard Business Review
- [“The Strategic Plan is Dead. Long Live Strategy.”](#) From Stanford Social Innovation Review
- [“Scenario Planning: Redefining Strategy In Disruptive Times,”](#) from Chief Executive
- Websites
- [Scenario and Contingency Planning](#) from The Bridgespan Group
- [Decision-making Tools](#) from The Bridgespan Group
- [Center for Theory of Change](#)



Samuels Public Library Bylaws & Policy Committee June 14, 2023 Meeting Minutes

In attendance: Kim Emerson, Melody Hotek, Daniel Pond, Michelle Ross, Mary Kim Waddell

Kim Emerson called the meeting to order at 4:35 pm. Michelle Ross explained the changes to the Patron Registration Card Policy to allow two new card types: Juvenile Limited and Young Adult Limited. The goal is to give parents additional control over their child's library usage. Kim Emerson recommended reiterating that the cards types are intended for minor children only. The group also recommended striking that Adult materials may be checked out with in-person caregiver consent, as it would create additional work for staff and there may be caregivers that aren't the parent with the child. If a parent wishes to obtain Adult material for a child with a limited card type, the parent should check it out on their own card. Michelle Ross will amend the policy with the recommended changes and send it out for review. If no further changes are necessary, the policy will be presented for a vote at the July board meeting.

The group then discussed the proposed FOIA policy. Michelle Ross explained that as a public body, the library will be required to have a FOIA policy in place. Daniel Pond asked if the policy was a template and Michelle Ross responded that it is adapted from a template provided by the FOIA council. Daniel Pond asked if there were any library-specific additions and Michelle Ross explained that she did add in library-specific language regarding types of records kept and exemptions. The group discussed the fee schedule. After researching other FOIA fee schedules, the group recommended charging .20 cents per copy, \$8 for a flash drive, and a formula to determine the cost of staff time. Michelle Ross will make the recommended changes and send it out for review. If no further changes are necessary, the policy will be presented for a vote at the July board meeting.



Rights & Responsibilities: Samuels Public Library under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording—regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format—that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect **or** receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance. As of July 1, 2022, public bodies must notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from Samuels Public Library

- You may request records by U.S. Mail, fax, email, in person, or over the phone - FOIA does not require that you use any particular method to convey your request. FOIA also does not require that your request be in writing, nor do you need to state that you are requesting records pursuant to FOIA.
 - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of Samuels Public Library, nor does it require Samuels Public Library to create a record that does not exist.
- You may choose to receive electronic records in any format used by Samuels Public Library in the regular course of business.
 - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via email, on a flash drive, or to receive a printed copy of those records.
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from Samuels Public Library, you may direct your request to Michelle Ross or Eileen Grady. They can be reached at mross@samuelslibrary.net or egrady@samuelslibrary.net, 540-635-3153, 330 E. Criser Rd, Front Royal, VA 22630. You may also contact them with questions you have concerning requesting records from Samuels Public Library.

In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about how FOIA works. The Council was created in the legislative branch of state government to issue opinions on the operation and application of FOIA, to publish educational materials, and to provide training about FOIA. However, please be aware that the Council is not a records repository and does not process records requests on behalf of other public bodies, nor is the Council an investigative or enforcement agency. The Council may be contacted by email at foiacouncil@dls.virginia.gov, or by phone at (804) 698-1810 or toll-free at 1-866-448-4100.

Samuels Public Library's Responsibilities in Responding to Your Request

- Samuels Public Library must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends, holidays or other days when Samuels Public Library is closed for business.
- The reason behind your request for public records from Samuels Public Library is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow Samuels Public Library to require you to provide your name and legal address.
- FOIA requires that Samuels Public Library make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.

- 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you requested). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
 - 5) If it is practically impossible for Samuels Public Library to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us an additional seven working days to respond to your request, giving us a total of 12 working days to respond to your request. In the case of criminal investigative files requested pursuant to § 2.2-3706.1 of the Code of Virginia, we are allowed an additional 60 working days to respond to your request, giving us a total of 65 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Charges

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- You may have to pay for the records that you request from Samuels Public Library. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the

requested records, copying costs, or any other costs directly related to supplying the requested records. Any charges cannot include general overhead costs.

- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs. The five days that we have to respond to your request does not include the time between when we send you the estimate and when you respond. If you do not respond within 30 days, then your request will be deemed to be withdrawn.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, Samuels Public Library may require payment of the past-due bill before it will respond to your new FOIA request.

Types of Records

The following is a general description of the types of records held by Samuels Public Library:

- Personnel records concerning employees and officials of Samuels Public Library.
- Records of contracts which Samuels Public Library has entered into.
- Records of library patrons who utilize Samuels Public Library.
- Board of Trustees documents such as meeting minutes and agendas.

If you are unsure whether Samuels Public Library has the record(s) you seek, please contact Michelle Ross or Eileen Grady directly at mross@samuelslibrary.net or egrady@samuelslibrary.net.

Commonly Used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Samuels Public Library commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))
- Records that can identify any library patron that has borrowed or accessed resources and the materials or resources that a library patron has borrowed or accessed. (§ 2.2-3705.7 (3))
- Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to §2.2-3711. (§ 2.2-3705.1 (5))

Policy Regarding the Use of Exemptions

- The general policy of Samuels Public Library is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Samuels Public Library.
- The general policy of Samuels Public Library is to invoke the contract negotiations exemption whenever it applies in order to protect Samuels Public Library bargaining position and negotiating strategy.
- The general policy of Samuels Public Library is to invoke the library records exemption whenever it applies in order to protect the confidentiality of library patron checkouts.

Fee Schedule

In accordance with the Virginia Freedom of Information Act, the Samuels Public Library may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The Library may not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs

associated with creating or maintaining records or transacting the general business of the Samuels Public Library. Any duplicating fee charged by Samuels Public Library shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Virginia Code § 2.2-3704 (F).

- If Samuels Public Library estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, Samuels Public Library may require payment of the past-due bill before it will respond to your new FOIA request.
- Samuels Public Library fees to respond to a FOIA request are as follows:

Pages copied	\$0.20 per page plus Staff Time Fee
Unlimited pages, electronic copy only	No charge per page; Staff Time Fee only
Unlimited pages, on Flash Drive	\$8.00 for Flash Drive plus Staff Time Fee,
Staff Time Fee	(FOIA response fee) = (Time to respond in hours) X (hourly pay rate or equivalent for salaried employees)



PATRON REGISTRATION POLICY

1. All Warren County residents, property owners (including non-resident property owners), students in Warren County public or private schools, or persons having permanent employment in Warren County are eligible to borrow library materials free of charge upon registering for a library card. Residents of all surrounding counties are eligible for free library cards through reciprocal borrowing agreements.
2. Individuals who do not qualify for a free card and wish to register for a Samuels Public Library card must pay an annual fee of \$20.00. Payment is due upon registration and each year thereafter. Items may not be checked out until the fee is paid.
3. A photo ID having the applicant's current address is required for registration. If the photo ID does not have the current address, then an identification form with the current address is required in addition to the photo ID.
4. Registrants must complete an application form and sign the Samuels Public Library Cardholder Statement of Agreement indicating that they will comply with the policies governing Samuels Public Library card use. The Statement of Agreement form must be signed in the presence of library staff.
5. After the registration requirements are completed, the patron is issued a library card and given general information about the services and policies of the library.
6. First time borrowers are limited to checking out two items. When those two items are returned, patrons may have up to 60 items out on their card, 10 of which may be DVDs.
7. All children who meet the eligibility requirements for card registration may apply for a library card regardless of age. Children under the age of 18 must have a parent or legal guardian sign the Samuels Public Library Cardholder Statement of Agreement. Should the parent or legal guardian possess a library card which is not in good standing, the child's card will still be issued, but with limited borrowing privileges.
8. Additional Library Card types are also available:

Temporary Resident Card - in order to obtain this type of card, the applicant must provide their current, temporary address as well as a photo ID with their correct permanent address. They must also pay a \$10.00 fee which applies even if they work in Warren County. This type of 2 card expires every six months and provides full library use and borrowing privileges.

Internet Card - This type of card is free of charge, and may be issued to anyone requesting a card who does not have a valid photo ID or permanent address. This type of card provides access to the internet but does not allow check out of library materials, and expires every three months.

Educator Card - This card grants expanded access and unique privileges to educators. Educator card holders will be able to borrow 30 items for an 8 week loan period, some exceptions apply. Educators who live or work in Warren County are eligible for this type of card.

Juvenile Limited Card – This card type is for minor children and is limited to physical Juvenile materials. Young Adult, New Adult, and Adult materials may not be checked out. This card type does not have access to Hoopla or Libby/OverDrive. Caregivers may select this card type for their minor child at the time of registration or may opt-in at a later date.

Young Adult Limited Card - This card type is for minor children and is limited to physical Juvenile and Young Adult materials only. New Adult and Adult Materials may not be checked out. This card type does not have access to Hoopla or Libby/OverDrive. Caregivers may select this card type for their minor child at the time of registration or may opt-in at a later date.

9. The registration period is two years for Warren County residents and educators, one year for non-residents, six months for temporary resident cards, and three months for Internet cards.



Board of Trustees Ad Hoc Appeals Committee

June 28, 2023

10am

In attendance: Melody Hotek, Chair, Lisa Cobb, Joan Richardson, Celeste Brooks, Katie Carr, Eileen Grady, Secretary, and 8 members of the public.

Ms. Hotek called the meeting to order at 10:07am after moving the gathering from the Baxter Bowling Conference Room to the outside picnic area. The move was made to accommodate the public in attendance. She welcomed everyone and thanked the Committee Members for their time. She then reviewed the Library's Mission and Historical Legacy in Warren County.

Ms. Hotek advised that the task of the Committee was to review items that were appealed after a request for reconsideration had been addressed. She further advised that the Committee takes this mission very seriously, and that the appeals for this meeting dealt with "This Is Why They Hate Us" and Ana on the Edge".

Ms. Hotek began with the book "This is Why They Hate Us", and asked the Committee Members if they had read the complete contents of the book under discussion and related reviews, notices and awards – Committee Members unanimously confirmed that they had done so. Ms. Hotek also queried the Committee Members about reading the book in questions keeping in mind the Library Collection Development Policy, the Library Bill of rights, the Freedom to Read statement and the Access to Library Resources and Services for Minors and Interpretation of the Library Bill of Rights. Committee Members unanimously replied that they had done so. Ms. Hotek reminded all present that this information was available on the Library website.

Ms. Hotek indicated that the Committee's goal was to make an informed decision on the title in question, taking into account all of this information, and to formulate a recommendation for the Board of Trustees. Ms. Hotek advised the Committee that they could recommend to retain the item, relocate the item, or remove the item from the Library Collection. Ms. Hotek informed the Committee that the Library has created a new collection/section in the Library that will be known as the 'New Adult' Collection, this area would house books whose target audience is 16 to college age. All Committee Members recommended moving this item to the "New Adult" Collection. Ms. Hotek indicated that this recommendation would be taken to the Library Board of Trustees at the July 10 Board Meeting.

The second book in question for the Committee, "Ana on the Edge". All Committee member indicated that they had read the entire contents of the book, along with reviews, notices and awards. Ms. Hotek asked Committee Members if they had reviewed the material in question keeping in mind the Collection Development Policy, and all other criteria previously mentioned. All replied yes to this query. The Committee unanimously recommended retaining this title in its current location, and advancing this recommendation to the Library Board of Trustees at the July meeting.

Ms. Hotek thanked the Committee for their time commitment and the public for attending, she then adjourned the meeting.

Respectfully submitted,

Eileen Grady
Operations Director
Ad Hoc Appeals Committee Secretary



Board of Trustees Ad Hoc Appeals Committee

May 18, 2023
10am

In attendance: Melody Hotek, Chair, Lisa Cobb, Joan Richardson, Celeste Brooks, Katie Carr, Eileen Grady, Secretary, and 8 members of the public.

Ms. Hotek called the meeting to order at 10:07am. She welcomed everyone and thanked the Committee Members for their time, and for agreeing to serve. She then reviewed the Library's Mission and Historical Legacy in Warren County.

Ms. Hotek advised that this meeting had been called in response to an appeal to a Request for Reconsideration for the book *"I Am Jazz"*. She then reviewed the sequence of events for this item:

- Request for Reconsideration of *"I Am Jazz"* received on April 19, 2023
- Book read and reviewed by the Staff Review Committee
- Response to Mr. Mark Egger sent on May 4, 2023 recommending retaining item as is
- Request for Appeal by Mr. Egger on May 8, 2023
- Ad Hoc Appeals Committee meeting scheduled and posted on Friday, May 12, 2023

Ms. Hotek queried the Committee Members about reading the book and related reviews – all Committee members confirmed they had read the book in its entirety and read reviews; the Committee was also asked if they had read the principles for reviewing items in question – again all members agreed that they had done so. Ms. Hotek then gave Committee members a few minutes to read over each other's evaluations.

Ms. Hotek asked if there was any discussion needed. All Committee Members indicated there was not. All Members agreed that the book should remain in the collection – as is.

Ms. Hotek advised that she will bring the Ad Hoc Appeals Committee recommendation to the next Board meeting in July for vote. She thanked everyone for their participation and adjourned the meeting at 10:25am.

Respectfully submitted,

Eileen Grady
Operations Director
Ad Hoc Appeals Committee Secretary