



**Bi-Monthly Meeting Agenda
for the Samuels Library Board of Trustees
November 13, 2023**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from: September 11, 2024 Board Meeting, September 14, 2024 Special Board Meeting, September 21, 2024 Special Board Meeting and October 2, 2024 Special Board Meeting
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Interim Director and Managers' Report
6. Finance Committee Report
 - a. Audit Presentation, Olivia Hutton with Yount, Hyde and Barbour
 - b. FY2024 Budget vs. Actual Update
 - c. Presentation of FY2025 Budget
 - d. State Aid Update
 - e. ARPA Update
7. Development Committee Report
8. Strategic Planning Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
11. FOSL Report
12. County Update
13. Old Business
14. New Business
15. Adjourn – Next Meeting Date January 8, 2024

Meeting Packet available to view at:

<https://samuelslibrary.net/images/about/board-of-trustees/231113-SPL-Board-Packet.pdf>

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

September 11, 2023
5:30 p.m.

In attendance:

Melody Hotek, President; Lisa Cobb, Vice President; Pete Walker, Treasurer; Katie Carr, Secretary; Maj. Gen. Hobgood, At-Large; Celeste Brooks, Madeline Hickman, Joan Richardson, Michelle Leasure, Daniel Pond, Lori Girard, Lewis Moten, Ed Richards, Michael Whitlow, Chris Estes, FOSL President; Vicky Cook, County Representative; Erin Rooney, Adult Reference Supervisor; Jessica Sayers, IT Administrator; Danielle Furr, Asst. Circulation Supervisor; Melanie Mullinax, Development Administrator; Cheryl Harrison, Circulation Supervisor.

Absent: Eileen Grady, Interim Library Director.

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

The minutes of the Bi-Monthly July 10, 2023 minutes were presented. Maj. Gen. Hobgood moved to approve the minutes as presented. Ms. Cobb seconded and passed unanimously.

The minutes from the August 3, 2023 Board of Trustees emergency meeting were presented. Ms. Leasure moved to approve the minutes as presented. Ms. Carr seconded. Mr. Pond and Ms. Cook abstained. The vote passed.

The minutes from the August 23, 2023 Board of Trustees emergency meeting were presented. Ms. Cobb moved to approve the minutes as presented. Mr. Moten seconded. Mr. Pond and Ms. Cook abstained. The vote passed.

Citizen's Time:

Ms. Hotek recognized the citizens present. Ms. Hotek read out loud the "Guidelines for Citizen Public Comment Period." The following citizens spoke:

1. Michelle Kerns – Front Royal, Va.- Supports the Library running as is and supports respectfully rejecting any unreasonable MOA.
2. Terry Jenkins – Front Royal, Va. – Speaking in support of the Library, read a statement by Professor Richard Anthony Lewis of the University of Southern Mississippi, Professor of Library Ethics.
3. Chip Stewart – Front Royal, Va. – Speaking in support of the Library, expressed concern that actions that increase the Board of Supervisors' control over Samuels Library, including accepting the current MOA, also increase the Library's liability.
4. Valerie Minter – Front Royal, Va. - Spoke to support the Library. Read a letter from Author Eliza Lane, who authored a book that is being challenged.
5. Steve Foreman – Front Royal, Va. – Speaking as a Warren County citizen and long-time Samuels Library patron.

President’s Time:

On behalf of the Samuels Public Library Board of Trustees, Ms. Hotek took the opportunity to read a statement to share information and clear misconceptions.

Library Director’s Report:

In Ms. Grady’s absence, Adult Reference Supervisor Ms. Rooney gave the Director’s report.

Finance Committee:

Mr. Walker presented the Financial Report. Mr. Walker reviewed the Budget vs. Actual Report representing the months of July and August 2023, representing 16.7% of the year’s budget. Mr. Walker referred to Ms. Grady’s extraordinary job in providing footnotes to explain discrepancies or variances noting Line items:

- Line item 6639 – Professional Services
- Line item 6955 – Library Automation System

The current account balances are:

- Investment Account = \$910,534.39 (Consists of \$5,121.63 general endowment fund and \$51,216.88 in the Chuck Huber endowment fund. \$854,195.88 in the regular investment account.)
- Operating Account = \$50,231.20
- Reserve Account = \$38,777.17

Mr. Walker noted an unusual “transfer in transit” due to \$26,518.67 withdrawn from the Investment Account last week, which is being deposited to the Operating Budget.

Mr. Scott Ball with Truist Investment Services in Winchester, Va., presented the annual Investment Account Overview. Mr. Ball reported that based on the June 30, 2023 Investment Account balance, the 3% annual distribution was \$26,518.67. The year-to-date investment portfolio is up 6.69%. We have year-to-date dividends and interest income of \$15,496.00 and unrealized appreciation in our portfolio of \$44,440.00. Due to improved certificate of deposit rates, a “sleeve” of our fixed income is now in certificates of deposit with up to two-year maturity with a rate range from 5.25% to 5.50%. Mr. Ball reported that since our 2013 inception, we’ve averaged 6.41% annualized. Isolated silo funding is used for the Chuck Huber endowment using Vanguard Balanced ETF for the dual endowment accounts.

Development Committee:

Maj. Gen. Hobgood reported the committee meeting minutes of August 9, 2023 are included in the board packet. To summarize, the fundraising goal for FY2023 was not only raised, but the goal was exceeded. Recently, there has been a 25% increase in unsolicited donations. Additionally, the retention rate for donors is 64%, 20% higher than the 45% national average.

Ms. Mullinax gave the Fundraising and Tracking Reports. The final fundraising total for FY2023 exceeded the goal by 27%. FY2024 fundraising activity is higher than usual due to new donors and grant opportunities. Ms. Mullinax stated the Library is the recipient of the Cochran Family grant, which supports the Winter Reading Club. Library staff will participate in a community event in October, where they will receive the grant. Ms. Mullinax said the Melon Foundation Public Library Memory Lab grant has announced the Library has been selected to move forward in the grant process. The final grant decision will be determined in March 2024.

Strategic Planning Committee:

Ms. Richardson reported the committee met in August. The committee will begin reviewing current sections of the strategic plan to identify possible changes or updates. The committee's goal is to prepare an updated five-year strategic plan for presentation in May 2024.

Ad-Hoc Appeals Committee Report:

Ms. Cobb reported the committee had reviewed two titles: "*Prince & Knight*" and "*Cheer Up! Love & Pom Poms*" that were appealed after Request for Reconsideration forms had been reviewed by staff.

Ms. Cobb stated the Ad-Hoc Committee recommends that "*Prince & Knight*" remain in its current location in Juvenile Fiction. Maj. Gen. Hobgood seconded the motion. Discussion ensued. Mr. Walker read a statement expressing his opinion that supports moving certain books to the New Adult section. Ms. Cook questioned the purpose of the "Recommendation and Comments" section of the Request for Reconsideration form, the lack of the reviewer's name on the worksheet, and the criteria the reviewers use. Ms. Cook inquired where she would find the book titles and review schedule. Ms. Hotek explained the first seven Requests for Reconsideration titles had been through the review process. The committees will now review the remaining one hundred twenty-seven titles. Mr. Pond stated for the record, he supports Mr. Walker's view.

Roll call: Ms. Hotek – yes, Ms. Cobb – yes, Mr. Walker – no, Ms. Carr – yes, Maj. Gen. Hobgood – yes, Ms. Brooks – yes, Ms. Girard – yes, Ms. Hickman – yes, Ms. Leasure – yes, Mr. Moten – yes, Mr. Pond – no, Ms. Cook – abstain, Ms. Richardson – yes, Mr. Richards – yes, Mr. Whitlow – yes. 12 yes, 2 no, and 1 abstain. The vote passed.

Ms. Cobb stated the committee recommends "*Cheer Up! Love & Pom Pom's*" remain in its current location in Young Adult Fiction. Mr. Moten seconded the motion.

Roll Call: Mr. Whitlow – yes, Mr. Richards – yes, Ms. Richardson – yes, Ms. Cook – abstain, Mr. Pond – no, Mr. Moten – yes, Ms. Leasure – yes, Ms. Hickman – yes, Ms. Girard – yes, Ms. Brooks – yes, Maj. Gen. Hobgood – yes, Ms. Carr – yes, Mr. Walker – no, Ms. Cobb – yes, Ms. Hotek – yes. 12 yes, 2 no, and 1 abstain. The vote passed.

FOSL Report:

Mr. Estes, FOSL President, reported the following funding requests totaling \$8,500.00 were approved for the Library:

1. Christmas Parade = \$2,000.00
2. Holiday Open House 2023 = \$1,500.00
3. Assistance to fund the Hoopla Digital app = \$4,000.00
4. National Library Card Sign-up Month = \$1,000.00

County Update:

Ms. Cook reported negotiations continue between the Library Board of Trustees and the Board of Supervisors. Ms. Cook said they would welcome a sit-down meeting after the upcoming Thursday meeting.

Old Business:

No business to report.

New Business:

No new business to report.

Mr. Walker stated he had reviewed the Collection Development Policy and, from that review, stated: I make a motion. I'm moving that we amend our collection development policy related to our youth collection to state that we embrace as a fundamental value, protecting children from unwanted sexualization. Mr. Pond seconded. Ms. Hotek deemed the discussion more appropriate for the Bylaws and Policies Committee. Ms. Hotek tabled the discussion to allow the committee to do its work. Mr. Walker concurred.

Ms. Hotek adjourned the meeting.

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

Respectfully submitted,

Katie Carr
Secretary



Samuels Library Board of Trustee
Emergency Meeting Minutes
September 14, 2023

In Attendance: Melody Hotek - President, Lisa Cobb - Vice President, Katie Carr - Secretary, Pete Walker – Treasurer, Mack Hobgood, Celeste Brooks, Madeline Hickman, Michelle Leasure, Lewis Moten, Joan Richardson, Ed Richards, Michael Whitlow, Board of Supervisor’s Representative - Vicky Cook, Cheryl Cullers and Eileen Grady – Interim Library Director. Absent: Daniel Pond and Lori Girard. Harold Johnson, Library Counsel attended via Zoom.

A quorum being present, Ms. Hotek call the meeting to order at 5:15pm. Ms. Hotek informed the Board that she had received a letter from Mr. Pond citing a conflict of interest involving any participation in the review, discussion and decision on the Memorandum of Agreement between Samuels Library and Warren County. Ms. Cobb then made the following motion:

I move the Samuels Library Board of Trustees go into closed session in accordance with the code of Virginia section 2.2-3711, Subsection (A)(29) for the purpose of:

29. “Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.”

And, §2.2-3712, Subsection (F) Closed meetings procedures; certification of proceedings . (On advice of Jason Ham, Warren County Attorney re: invitation to Cheryl Cullers, Vice Chair, Warren County Board of Supervisors)

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

The motion was seconded by Mack Hobgood, and passed unanimously.

The closed session was then convened. (During the closed session, Celeste Brooks and Harold Johnson left prior to conclusion of the session).

Ms. Richardson made the following motion:



"I move that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting, and that only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Samuels Library Board of Trustees."

Mr. Moten seconded the motion, which passed unanimously.

Ms. Hotek then asked if any additional motions were to be made. Mr. Moten then made the motion:

"I move that the Samuels Library Board of Trustees reject the revised Memorandum of Agreement received from Warren County."

Ms. Carr seconded the motion. Ms. Hotek then called for a Roll Call vote:

Voting Yes: Melody Hotek, Lisa Cobb, Pete Walker, Katie Carr, Mack Hobgood, Madeline Hickman, Michelle Leasure, Lewis Moten, Joan Richardson, Ed Richards, Michael Whitlow

Voting No: Vicky Cook

Absent From the Vote: Celeste Brooks, Lori Girard, Daniel Pond

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Katie Carr, Secretary
Samuels Library Board of Trustees



Samuels Library Board of Trustee
Emergency Meeting Minutes
September 21, 2023

In Attendance: Melody Hotek - President, Katie Carr - Secretary, Pete Walker, Treasurer, Mack Hobgood, Celeste Brooks, Lori Girard, Madeline Hickman, Michelle Leasure, Lewis Moten, Joan Richardson, Ed Richards, Michael Whitlow, and Board of Supervisor's Representative, Vicky Cook and Eileen Grady – Interim Library Director.

A quorum being present, Ms. Hotek call the meeting to order at 5:15pm. Ms. Girard then made the following motion:

"I move that the Library Board of Trustees convene a closed session in accordance with the code of Virginia section 2.2-3711, Subsection (A)(29)

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body."

The motion was seconded by Mr. Richards, and passed unanimously.

The closed session was then convened.

Ms. Richardson made to following motion:

"I move that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting, and that only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Samuels Library Board of Trustees."

Ms. Girard seconded the motion, which passed unanimously.

Ms. Hotek then asked if any additional motions were to be made. Mr. Hobgood then made the motion:

"I move that the Samuels Library Board of Trustees President the Interim Library Director be empowered to finalize the cover letter and Library Funding Agreement and present same to our attorney for review, who will in turn present said document to the Warren County Attorney."

Mr. Moten seconded the motion. Ms. Hotek then called for a Roll Call vote. All in attendance voted in favor of the motion.

There being no further business to come before the Board, the meeting was adjourned at 6:40pm.

Respectfully submitted,

Katie Carr, Secretary
Samuels Library Board of Trustees



Samuels Library Board of Trustee
Emergency Meeting Minutes
October 2, 2023

In Attendance: Melody Hotek - President, Lisa Cobb - Vice President, Katie Carr - Secretary, Pete Walker – Treasurer, Mack Hobgood, Celeste Brooks, Madeline Hickman, Michelle Leasure, Lewis Moten, Joan Richardson, Ed Richards, Michael Whitlow, Lori Girard, Board of Supervisor’s Representative - Vicky Cook, Cheryl Cullers and Eileen Grady – Interim Library Director. Absent: Daniel Pond.

A quorum being present, Ms. Hotek call the meeting to order at 5:15pm. Ms. Girard then made the following motion:

I move the Samuels Library Board of Trustees go into closed session in accordance with the code of Virginia section 2.2-3711, Subsection (A)(29) for the purpose of:

29. “Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.”

And, §2.2-3712, Subsection (F) Closed meetings procedures; certification of proceedings

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

The motion was seconded by Michelle Leasure, and passed unanimously.

The closed session was then convened. (During the closed session, Pete Walker and Lisa Cobb arrived.)

Ms. Richardson made the following motion:

“I move that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting, and that only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Samuels Library Board of Trustees.”

Ms. Girard seconded the motion, which passed unanimously.

Ms. Hotek then asked if any additional motions were to be made. Mr. Hobgood then made the motion:

“I move that the Library Funding Agreement as provided by the County Board of Supervisors be approved by the Library Board of Trustees.”

Mr. Moten seconded the motion. A roll call vote was taken, all Board of Trustee members in attendance voted yes to the acceptance of the Library Funding Agreement.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Katie Carr, Secretary
Samuels Library Board of Trustees

Library Staff Report – September & October 2023

September and October were busy months for the Library and Staff. The regularly scheduled Board meeting was held on September 11, 2023. Emergency Board meetings were held on September 14th, September 21st and October 2nd. At the October 2nd Emergency Board Meeting the Library Board of Trustees voted unanimously to approve the MOA which was received from Warren County on September 27th. All of the Library staff is grateful to the Library Board of Trustees for bringing this protracted controversy to a successful conclusion; allowing staff to get back to doing way they do best each day – serving the citizens of Warren County.



Very happy staff faces!

On September 9th, Samuels Library once again held SAMICON. More than 1,800 people attended! Approximately 200 attended the Magic Shows, 450 participated in the Live Action Role Play demos, 175 people successfully ‘exited’ the Escape Rooms, 54 attendees entered the costume contest, and 55 folks attended Ben Hatkes author presentation and writing lecture. A lot of fun was had by all!



Two of Melody Hotek’s grandchildren enjoying Samicon

Additional Adult programs for September and October included 2 master gardener programs, ‘All About House Plants’ which showcased a new QR code system for identifying the library’s plants, and a seed saving workshop that highlighted our seed lending library. We also had two offsite photography programs courtesy of FOSL board member Sharon Fisher, and the Shenandoah River State Park. One program ‘focused’ on river photography and one on autumn. The third, and final program in this series will take place in December. Erin Rooney has also been busy forging a new partnership with the Warren Heritage Society, and will keep everyone posted as this unfolds. She has also been busy working with Melanie Mullinax on the second stage on the Mellon Foundation Memory Lab Grant Application. All of the Adult Department is busy planning the upcoming Winter Reading Program.

The Children’s Department has been busy as well. Michal Ashby has developed a partnership with Headstart, which includes monthly class visits to the Library. In September the Children’s Department participated in the ARC program ‘Navigating the Maze’ held at Calvary Episcopal Church. This event enabled the Children’s Department to spread the word to the Special Needs Community about relevant events at their local Library! In September a Special Needs Theater Group presented ‘Do Sunflowers Grow in the North Pole?’ which was well received by many patrons. The

Holiday Writing Contest began on October 1st with all entries due by October 30th. The judging process has begun, and a reception will be held on December 7th to announce the winners. A new book has been installed for the StoryWalk in Eastham Park, 'Miss Mingo and the Fire Drill'. The Children's Department coordinated with the Fire Department and had a great program at the park on October 7th – a firefighter read the story to the kids and then they were able to explore a fire truck!

For the Circulation Department, September brought National Library Card Sign-up month – 230 new patrons were signed up. We lost one staff member in September, but have a new person in place already – Paula Conrow, and she is fitting right in. Cheryl Harrison is spearheading our Holiday Open House, which will take place on December 16th, and the entire Department is involved in planning decorations for the Library, the Donor/Volunteer Event on December 1st and the Christmas Parade on December 2nd.

The Library audit was completed in September, and the annual report for the Library of Virginia should be complete by the 10th of November.

Statistical highlights include: overall Circulation this Fiscal Year to date is up 1%, Traffic Count is up 6%, Internet Sessions are up 31%, and Reference questions are up 79%.

I cannot end this report without thanking FOSL for all they do for the Library! To date, in this Fiscal Year, they have contributed \$12,500 to the Library for the Hoopla Database and programming, not to mention the amazing mailer they sent out in September concerning the potential closure of the library. And on top of all this they held their most successful book sale to date in late September/early October. What a phenomenal group!



FOSL Book Sale Preparations Underway

Respectfully submitted.

Eileen Grady



Community Foundation
Northern Shenandoah Valley

Samuels Public Library Endowed Fund
Statement of Activity
for September 01, 2023 through September 30, 2023

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,955.06	\$6,459.10
<u>Income</u>		
Dividends/Interest-Mutual Funds	19.80	101.93
Investment Realized Gain & Loss	9.84	9.84
Market Appreciation/Depreciation	-288.84	189.30
	<hr/>	<hr/>
Total Income:	\$-259.20	\$301.07
<u>Expenses</u>		
Administrative Fees	5.58	51.04
Broker Fees	2.41	21.26
	<hr/>	<hr/>
Total Expenses:	\$7.99	\$72.30
	<hr/>	<hr/>
Net Change in Activity:	-\$ 267.19	\$ 228.77
	<hr/>	<hr/>
<u>Ending Balance:</u>	<u>\$6,687.87</u>	<u>\$6,687.87</u>
		<hr/>
	<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

Samuels Public Library Fund
Statement of Activity
for September 01, 2023 through September 30, 2023

	<u>Current Period</u>	<u>Year-To-Date</u>
<u>Beginning Balance:</u>	\$6,351.01	\$6,139.72
<u>Income</u>		
Dividends/Interest-Mutual Funds	16.46	99.22
Market Appreciation/Depreciation	-227.80	-38.88
	<hr/>	<hr/>
Total Income:	\$-211.34	\$60.34
<u>Expenses</u>		
Administrative Fees	5.11	47.68
Broker Fees	2.20	20.02
	<hr/>	<hr/>
Total Expenses:	\$7.31	\$67.70
	<hr/>	<hr/>
Net Change in Activity:	-\$ 218.65	-\$ 7.36
	<hr/>	<hr/>
<u>Ending Balance:</u>	<u>\$6,132.36</u>	<u>\$6,132.36</u>
	<hr/>	<hr/>
	<u>Spendable Balance:</u>	<u>\$</u>

Community Foundation of Shenandoah Valley

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

Samuels Library, Inc.
FY2024

33.3%

Budget vs. Actual
Sept 2023 through Oct 2023

	Sep 23	Budget	Oct 23	Budget	Jul '23 - Jun 24	Budget	% of Budget				
Income											
4000 · Investment Account Funding	26,518.67	0.00	0.00	0.00	26,518.67	29,550.00	89.7%				
4011 · County - Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.0%				
4020 · County Appropriation	0.00	0.00	256,000.00	256,000.00	512,000.00	1,024,000.00	50.0%	Pd Quarterly			
4050 · State Aid	0.00	0.00	60,710.50	49,305.50	110,016.00	197,222.00	55.8%	Pd Quarterly			
4060 · Other Grants/Reimbursements	0.00	0.00	0.00	0.00	2,212.00	5,000.00	44.2%	Received E-Rate Reimbursement Funds			
4068 · Samuels Fund/Reserve	0.00	38,040.00	0.00	0.00	0.00	38,040.00	0.0%				
4110 · Copier Income	986.35	825.00	786.35	825.00	3,550.45	10,000.00	35.5%				
4115 · Capital One Cash Back	0.00		0.00		0.00	0.00	0.0%				
4120 · Interest Income	80.11	25.00	352.91	25.00	729.49	300.00	243.2%				
4140 · Donations	12,333.76	550.00	55,226.62	1,250.00	75,027.06	5,000.00	1500.5%	book banning controversy resulted in many donations			
4146 · FOSL Donations	8,500.00	1,500.00	0.00	0.00	12,500.00	15,000.00	83.3%	FOSL has had a very successful 1st quarter and been very generous			
4147 · Adult Dept Donations	0.00	0.00	0.00	0.00	0.00	1,000.00	0.0%				
4149 · Community Outreach - from Res	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	0.00	0.00	0.0%				
4160 · Children's Programs Donations	0.00	1,000.00	2,000.00	1,000.00	7,000.00	6,000.00	116.7%	\$3K Elks Club, \$1K Rapp Elec, \$2K Cochran grant & \$1K patron for Y/A			
4163 · StoryWalk	0.00	0.00	0.00	500.00	0.00	500.00	0.0%				
4171 · Book Sales - Amazon	26.10	125.00	57.30	75.00	160.85	2,000.00	8.0%				
4175 · Retail Income	52.50	62.50	57.00	62.50	370.70	750.00	49.4%				
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%				
4210 · Fines Income	807.54	1,100.00	751.78	1,200.00	3,046.37	12,000.00	25.4%				
4215 · FAX Service	14.00	75.00	24.50	85.00	112.00	1,000.00	11.2%				
4220 · Replacement Costs	575.25	800.00	408.70	450.00	2,272.12	7,500.00	30.3%				
4230 · Nonresident Fees	25.00	20.00	10.00	20.00	35.00	250.00	14.0%				
4250 · Interlibrary Loan Chgs	5.00	20.00	0.00	25.00	50.00	150.00	33.3%				
4400 · Meeting Room Income	60.00	40.00	0.00	75.00	156.00	500.00	31.2%				
4700 · Misc Income	-39.06	10.00	-40.80	10.00	114.22	100.00	114.2%				
Total Income	49,945.22	44,192.50	376,344.86	310,908.00	755,870.93	1,363,862.00	55.4%				

Samuels Library, Inc.

33.3%

FY2024

Budget vs. Actual

Sept 2023 through Oct 2023

	Sep 23	Budget	Oct 23	Budget	Jul '23 - Jun 24	Budget	% of Budget				
Expense											
6000 · Salaries	54,166.47	60,666.67	55,479.41	60,666.67	252,035.25	728,000.00	34.6%				
6040 · Retirement Funding/Current	2,563.74	3,040.00	2,568.80	3,040.00	10,561.16	36,400.00	29.0%				
6050 · FICA SS/Med Payroll Tax Expens	4,143.74	4,641.00	4,244.19	4,641.00	19,280.71	55,692.00	34.6%				
6060 · Unemployment Tax Expense	50.54	333.33	70.51	333.33	290.92	4,000.00	7.3%				
6080 · Hospitalization Expense	-734.30	-758.00	30,128.86	-758.00	58,765.76	113,500.00	51.8%	overall increase of 8% in medical coverage costs for this fiscal year			
6090 · Travel/Administrative Costs	140.76	500.00	183.00	1,000.00	323.76	8,000.00	4.0%				
6091 · Development Travel/Admin Exp	342.50	50.00	220.00	600.00	642.50	4,000.00	16.1%				
6200 · Books/Materials	8,197.66	7,900.00	4,462.11	8,000.00	28,713.35	95,000.00	30.2%				
6235 · Databases	0.00	0.00	0.00	1,000.00	2,000.00	17,000.00	11.8%	timing			
6250 · Subscriptions	0.00	250.00	225.00	50.00	1,127.01	7,200.00	15.7%	timing			
6280 · Library Supplies	232.80	1,000.00	0.00	2,000.00	1,299.09	11,000.00	11.8%	stocked-up at end of FY2023			
6300 · Internet Access Charges	0.00	420.00	806.00	420.00	1,942.00	6,000.00	32.4%				
6410 · Special Projects	332.57	0.00	0.00	200.00	332.57	4,000.00	8.3%	timing			
6411 · Community Outreach	1,059.84	1,000.00	208.62	350.00	3,003.65	4,000.00	75.1%	\$1,900 to date in SAMICON exp, with \$2k donation from FOSL to offset			
6420 · Childrens/Special Programs	500.00	150.00	0.00	150.00	638.58	6,500.00	9.8%	timing			
6430 · Adult Programs	0.00	300.00	0.00	250.00	0.00	2,000.00	0.0%	timing			
6610 · Contractual Services	2,968.92	30.00	30.00	3,100.00	3,058.92	13,000.00	23.5%				
6620 · Maint. Supplies/Small Equip.	657.95	750.00	606.14	750.00	3,121.89	9,000.00	34.7%				
6622 · Custodial Services	2,750.00	2,910.00	2,675.00	2,920.00	15,050.00	35,000.00	43.0%				
6630 · Repair & Replacement	38.31	100.00	1,076.00	200.00	5,133.31	7,500.00	68.4%	inv rec'd for \$3,894 for service performed 3/15/23			
6639 · Professional Services	11,920.90	0.00	6,831.00	0.00	34,012.14	0.00	100.0%	attorneys and communications group			
6640 · Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.0%				
6641 · Story Walk	0.00	0.00	0.00	0.00	0.00	0.00	0.0%				
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	6,200.00	0.0%				
6720 · Utilities	5,451.65	6,375.00	6,867.78	6,375.00	25,816.50	76,500.00	33.7%				
6810 · Postage	163.92	10.00	9.95	1,010.00	305.94	2,500.00	12.2%				
6820 · Telephone	245.76	292.00	252.25	292.00	974.87	3,500.00	27.9%				
6830 · Office Expenses/Supplies	199.41	300.00	290.22	500.00	1,583.97	6,000.00	26.4%				
6840 · PR & Advertising	30.00	0.00	0.00	750.00	55.76	2,000.00	2.8%				
6850 · Copier Expense	2,220.32	830.00	166.00	640.00	4,496.73	10,000.00	45.0%				

**Samuels Library, Inc.
FY2024**

33.3%

**Budget vs. Actual
Sept 2023 through Oct 2023**

	Sep 23	Budget	Oct 23	Budget	Jul '23 - Jun 24	Budget	% of Budget				
6860 · Audit Expense	9,000.00	0.00	0.00	8,500.00	9,000.00	12,000.00	75.0%	timing			
6900 · Computer Equipment	0.00	250.00	0.00	500.00	727.49	5,250.00	13.9%				
6905 · Computer Maintenance & Suppli	0.00	250.00	148.95	0.00	469.42	9,750.00	4.8%				
6906 · Hot Spots	321.98	375.00	297.92	375.00	1,600.73	5,280.00	30.3%				
6955 · Library Automation System	0.00	0.00	0.00	0.00	21,507.52	22,500.00	95.6%	complete			
6962 · RFID	0.00	0.00	0.00	0.00	130.00	12,750.00	1.0%	annual payment			
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	annual payment			
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	340.00	0.0%	annual payment			
6966 · Firewall Hardware/Software	381.35	400.00	217.50	300.00	1,460.20	6,000.00	24.3%				
6969 · Reading Program Software	0.00	0.00	995.00	1,500.00	995.00	1,500.00	66.3%				
6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	annual payment - LVA picked up part of cost			
6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,900.00	100.0%	complete			
6972 · Cloud Storage	71.16	275.00	68.28	275.00	789.38	2,500.00	31.6%				
6973 · Mobile App	0.00	0.00	0.00	0.00	0.00	1,800.00	0.0%	annual payment			
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	2,800.00	0.0%	annual payment			
Total Expense	107,417.95	92,640.00	119,128.49	109,930.00	514,147.08	1,363,862.00	37.7%				

**SAMUELS PUBLIC LIBRARY
OPERATING BUDGET FOR FY2025
Proposed**

Income:				
	Budget	Budget	Budget	Budget
	FY2022	FY2023	FY2024	FY2025
Local, State and Federal Funding	\$1,176,600.00	\$1,201,238.00	\$1,260,437.00	\$1,254,949.00
Donated Funds	\$20,000.00	\$21,000.00	\$27,500.00	\$32,500.00
Miscellaneous Income	\$36,500.00	\$24,500.00	\$35,461.58	\$36,750.00
Library Funds	\$7,500.00	\$39,232.00	\$75,090.00	\$92,345.00
Income Total	\$1,240,600.00	\$1,285,970.00	\$1,398,488.58	\$1,416,544.00
Expenditures:				
	Budget	Budget	Budget	Budget
	FY2022	FY2023	FY2024	FY2025
Salaries/Payroll Items	\$890,568.00	\$886,550.00	\$985,418.58	\$1,009,224.00
Books/Related Items	\$147,512.00	\$153,450.00	\$152,700.00	\$152,700.00
Buildings/Ground/ Maintenance Related	\$118,000.00	\$143,500.00	\$147,200.00	\$147,200.00
Office Expenses	\$31,750.00	\$39,750.00	\$36,000.00	\$39,000.00
Library Technology	\$45,190.00	\$51,470.00	\$54,670.00	\$45,920.00
Automated Systems	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00
Total Expenditures	\$1,244,270.00	\$1,285,970.00	\$1,398,488.58	\$1,416,544.00

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed**

Income	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Warren County	\$1,003,100.00	\$1,024,000.00	\$1,024,000.00	\$1,024,000.00	0.0%
State Aid	\$170,000.00	\$172,238.00	\$234,437.00	\$225,949.00	-3.6%
USAC E-Rate Reimbursement	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00	0.0%
Local, State and Federal Funding	\$1,176,600.00	\$1,201,238.00	\$1,263,437.00	\$1,254,949.00	-0.7%
Donation Income	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Friends of Samuels Library	\$10,000.00	\$10,000.00	\$15,000.00	\$20,000.00	33.3%
Children's Program Donations	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%
Story Walk	\$0.00	\$0.00	\$500.00	\$500.00	100.0%
Adult Program Donations	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.0%
Misc. Donations	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	0.0%
Donated Funds Total	\$20,000.00	\$21,000.00	\$27,500.00	\$32,500.00	18.2%
Miscellaneous Income	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Fines	\$17,000.00	\$10,000.00	\$12,000.00	\$12,000.00	0.0%
Copier	\$10,000.00	\$5,000.00	\$10,000.00	\$10,000.00	0.0%
Amazon Book Sales	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Replacement Costs	\$6,500.00	\$6,500.00	\$7,500.00	\$7,500.00	0.0%
Retail Income	\$200.00	\$200.00	\$750.00	\$750.00	0.0%
Interest	\$300.00	\$300.00	\$1,211.58	\$2,000.00	65.1%
Meeting Room Income	\$100.00	\$100.00	\$500.00	\$1,000.00	100.0%
FAX Service	\$200.00	\$200.00	\$1,000.00	\$1,000.00	0.0%
Non Resident Fees	\$100.00	\$100.00	\$250.00	\$250.00	0.0%
Inter Library Loans	\$50.00	\$50.00	\$150.00	\$150.00	0.0%
Miscellaneous	\$50.00	\$50.00	\$100.00	\$100.00	0.0%
Miscellaneous Income Total	\$36,500.00	\$24,500.00	\$35,461.58	\$36,750.00	3.6%
Library Funds	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Reserve Fund Transfer \$4,000 for Development & \$4,000 for Community Outreach	\$7,500.00	\$8,000.00	\$8,000.00	\$8,000.00	0.0%
Funding to Balance Budget from Investment Account 3%		\$29,550.00	\$29,550.00	\$29,550.00	0.0%
Reserve Account			\$37,540.00	\$54,795.00	
Carryover Funds to Balance		\$1,682.00			
Library Funds Total	\$7,500.00	\$39,232.00	\$75,090.00	\$92,345.00	23.0%

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed**

Building/Grounds					
	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Contractual Services	\$14,500.00	\$13,000.00	\$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	\$13,000.00	\$10,000.00	\$7,500.00	\$7,500.00	0.0%
Insurance	\$5,000.00	\$5,000.00	\$6,200.00	\$6,200.00	0.0%
Utilities	\$76,500.00	\$76,500.00	\$76,500.00	\$76,500.00	0.0%
HVAC Controls Loan	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Custodial Services		\$30,000.00	\$35,000.00	\$35,000.00	0.0%
Total Building	\$118,000.00	\$143,500.00	\$147,200.00	\$147,200.00	0.0%
Office Expense Items					
	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	Percent Change
Postage	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	0.0%
Telephone	\$4,250.00	\$4,250.00	\$3,500.00	\$3,000.00	-14.3%
Office Supplies	\$6,000.00	\$7,000.00	\$6,000.00	\$6,000.00	0.0%
PR & Advertising	\$1,250.00	\$5,000.00	\$2,000.00	\$1,500.00	-25.0%
Copier Expense	\$8,000.00	\$10,000.00	\$10,000.00	\$11,000.00	10.0%
Audit (1)	\$10,250.00	\$11,000.00	\$12,000.00	\$15,000.00	25.0%
Total Office Expense	\$31,750.00	\$39,750.00	\$36,000.00	\$39,000.00	8.3%
1 - Audit - we have been informed that this fee will increase by 25% in FY2025					

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2025
Proposed**

Library Technology Maintenance Costs					
	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2025	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 (1) (collection security/self check out)	\$13,750.00	\$13,750.00	\$12,750.00	\$5,000.00	-60.8%
SAMS (public internet control/schedule software)	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	0.0%
Sensource Digital People Counter	\$340.00	\$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 (2)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	-33.3%
Capira Mobile (new mobile app for accessing the library)	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	0.0%
Talking Tech (patron notification service)	\$2,800.00	\$2,800.00	\$2,900.00	\$3,000.00	3.4%
T-Mobile Hot Spots	\$0.00	\$5,280.00	\$5,280.00	\$5,280.00	0.0%
Firewall Contract	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%
Server Partitioned Back-Up			\$2,800.00	\$2,800.00	
Cloud Storage (3)			\$1,300.00	\$700.00	
Total Lib Tech	\$45,190.00	\$51,470.00	\$54,670.00	\$45,920.00	-16.0%

1 - Scheduled Increase - rental agreement expires in FY2025 for Adult Self-Checks, will purchase new self-check units from FE Technologies, resulting in lower maintenance costs
2 - Partially paid for through LVA Find it VA
3 - Cloud Storage - switched cloud back-up services resulting in lower cost

Automated Systems					
	Budget FY2022	Budget FY2023	Budget FY2024	Budget FY2024	Percent Change
Library Automation Maintenance Fees (1)	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00	0.0%
Total Automated	\$11,250.00	\$11,250.00	\$22,500.00	\$22,500.00	0.0%

1 - New ILS maintenance fees per contract

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Development Committee Meeting Minutes October 11, 2023

The Development Committee met on October 11, 2023 at Samuels Library. In attendance were Mack Hobgood, Lisa Cobb, Melody Hotek, Madeline Hickman, Michael Whitlow, Katie Carr, Chris Estes, Melanie Mullinax and Eileen Grady.

Mack Hobgood called the meeting to order

The committee accepted the August 9, 2023 meeting minutes.

Fundraising Tracking Report- Melanie Mullinax presented the Fundraising Tracking Report October 10, 2023 showing \$51,956.40 raised and 45 percent of the \$112,000 goal achieved. Melanie stated that these donations include FOSL contributions, and many unsolicited contributions supporting the library during to the book challenge. Additional donations received yet not included in the current report include a \$50,000 anonymous donation.

As this is not a normal fundraising year due to the high-profile book challenge, Melanie provided a Donor Report for the first quarter of this year indicating that from July 1, 2023, the beginning of our fiscal year, through October 6, we have received a total of 165 donations totaling almost \$52,000. Of that total, nearly \$40,000 has come from individual donors and 125 of those donations have come from new donors. We even received a donation of 20 shares of Tesla Stock valued over \$5000. These donations came in from across the state, across the county and even from Canada and Spain. They came in unsolicited, with no active campaign running on our website. (Full report attached.)

Melanie suggested that all the new donors receive a follow-up mailing letting them know the Library is securely funded for the next two years, and because of their interest and support, also include these donors in our annual campaign. The committee decided to do a follow-up communication with these donors by email or letter, but not to include them in the annual appeal mailing this year.

Grant Tracking Report – Melanie presented the grant tracking report. The next iteration of the Mellon Foundation Grant for Memory Labs is due November 1. Melanie and Michal Ashby attended the Community Foundation of the Northern Shenandoah Valley Philanthropy Lunch where the Library was awarded a \$2000 grant from the Cochran Family Fund to support the children’s Winter Reading Club. Rappahannock Electric’s support of the Holiday Writing Contest will also include a web story on their website about the contest, some of the winner’s writings, and also information about the 3-year sponsorship. Melanie stated the British Airways Foundation request for tickets for A Taste For Books was rejected due to new guidelines by British Airways only supporting domestic nonprofits. We are still looking for a Day of Giving Matching sponsor in the \$3500 range. Eileen Grady suggested checking with a new equity firm that just took over the Virginia Inland Port.

Planned Giving – Mack presented the committee with a Planned Giving Plan for 2023 to help move the program forward and keep the important program on the Development Committee agenda. The plan includes creating a planned giving tracking tool, developing a workable prospect list, and matching the right person with prospects for personal visits. The full committee was in favor of the plan. (The full plan is attached.)

Donor Appreciation Event – Melanie reminded the committee that the Donor Appreciation event planned this year will be combined with the annual Volunteer Recognition Event. This supporter event is set for December 1, 2023. The Dr. Bernard Samuels Legacy Award will be presented at that time.

National Estate Planning Awareness Week October 17- 23, 2023 – Melanie will do social media and promote the planned giving web page and free will resources.

Annual Campaign – Melanie stated this year’s annual campaign will follow the format of the successful annual campaigns over the past few years featuring a Holiday Card, full of thanks for support, impact and an easy giving mechanism. The campaign will be mailed to our full mailing list 1000+ (taking our recent book challenge donors). The mail preparation date is November 20, 2024 and volunteers are needed.

#Giving Tuesday - is November 28th this year and as years past this will just be a social media campaign tying into our annual campaign. Melanie said we also participate in the NVD #GT Ad campaign with an ad containing a QR code and web address for giving

FOSL Update – Chris Estes said the FOSL book sale was a record-breaking event bringing more than \$6300 and 57 new memberships. Eileen said the FOSL mailing in September to all homes in Warren County really turned the tide for the Library’s recent challenges. FOSL’s recent donations include \$8500 to support the Hoopla service, Holiday Open House, Christmas Parade and National Library Card Sign Up Month.

The next scheduled Development meeting is set for Wednesday, December 13, 2023 from 5:00 - 6:00.

Meeting adjourned at 6:05 p.m.

% of Year Complete: 17%
10/9/2023

Fundraising Tracking Report FY 24

Category	Goal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	Percent Received Against Goal
Annual Appeal/Gifts	\$ 25,000.00													\$ -	0%
Taste for Books	\$ 25,000.00													\$ -	0%
FOSL	\$ 15,000.00	\$ 4,000.00	\$ 8,500.00											\$ 12,500.00	83%
Foundations/Grants	\$ 25,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00										\$ 8,000.00	32%
Day of Giving	\$ 7,000.00													\$ -	0%
Other Unrestricted	\$ 5,000.00	\$ 3,420.60	\$ 2,310.00	\$ 17,528.80	\$ 505.00									\$ 23,764.40	475%
Special Projects/Other Restrict	\$ 10,000.00	\$ 250.00	\$ 2,442.00											\$ 2,692.00	27%
Estate Gifts	\$ -		\$ 5,000.00											\$ 5,000.00	
TOTAL	\$ 112,000.00	\$ 10,670.60	\$ 21,252.00	\$ 19,528.80	\$ 505.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,956.40	46%

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

Planned Giving Samuels Public Library

Background.

Samuels public library has approached planned giving as a way to expand long term giving and increase the endowment. An endowment has been established. A mailer was developed and deployed. A planned giving pledge form was created. The website now includes a planned giving page. There was an initiative to have local lawyers create a planned giving video and several lawyers volunteer to participate; this initiative has not been finalized. To increase awareness planned giving has been discussed at several Board of Trustee meetings. Last year, the goal of obtaining two new planned gifts was reached. A public legacy recognition program (Samuels Society) has been established. Currently there are 9 estate gifts on the books.

Opportunity

Samuels public library has many dedicated supporters who are excellent candidates for making a planned gift. It is likely that these supporters have not thought about making a planned gift. In general the planned gifts that have been made were not solicited. It is generally recognized that planned giving is the primary way to increase the endowment.

Next Steps

1. Set planned giving goal for the budget year.
2. Create a tracking tool as with annual fund, grants, etc.
3. Send out a mailer to supporters; touch all current planned givers.
4. Create a short list of 10-15 prospects for a personal visit and follow up ask.
5. Create a list of people who are willing to make visits and train them on the basics of planned giving.
6. Personally contact several prospects over the next year.
7. Follow up, as needed, on verbal commitments to get pledge in writing.
8. Create planned info graphics for website.
9. Make planned giving a recurring subject at committee and board meetings.
10. Include planned giving in the strategic plan and the development plan.

Mack Hobgood, Oct 17, 2023



Donor Report First Quarter FY 24 (10/11/23)

Book Challenge and funding challenge made for an unusual summer and early fall fundraising season for us. As you know, this time of year, we do not have an active fundraising campaign going and usually spend the time focusing on donor appreciation, grant writing, planned giving and planning for upcoming campaigns. Last year during this quarter, we raised just under \$3500 from individual donors.

From July 1, 2023, the beginning of our fiscal year, through October 6 we have received a total of 165 donations totaling almost \$52,000. Of that total, nearly \$40,000 has been donated from individual donors and 125 of those donations have come from new donors. The majority of those donations have been in the \$25, \$50 and \$100 range, although we received donations as low as \$5 and we have had several at the \$250 level, \$500 level and even \$1000 level. We even received a donation of 20 shares of Tesla Stock valued over \$5000. These donations came in from across the state, across the county and even from Canada and Spain. These donations came in in waves as national news media reported on the book challenge and funding situation. They came in unsolicited, with no active campaign running on our website. These donors unaided had to find our website, our address, our contact information to make a donation to a small library in Warren County VA. They were highly motivated and invested in our plight.

While most of these donors will not become regular donors of the library, I do plan to send a card or email to each one of them to follow-up and let them know our good news and the role their financial support and encouragement played in helping.

I also plan to include each of these donors in our annual appeal mailing, at least this year. The annual appeal allows us another way to touch base with all our supporters, let them know what their donations are doing at the library, and provide a nice holiday greeting and another thank you from Samuels Library. We can evaluate next year to take this group off the annual mailing list. The added expense to put these people on our list will just be the cost of postage. The extra cards and envelope expense will be minimal.

As a side note, I think Chris will also tell you that FOSL member during this time of year has also skyrocketed with lots of new FOSL members. They will also be added into our annual campaign mailing.

**Samuels Public Library
Strategic Planning Committee
October 9, 2023**

In Attendance: Joan Richardson, Committee Chair; Melody Hotek, SPL Board President; Eileen Grady, Interim Library Director; Lewis Moten, SPL Board member.

Absent: Michelle Leasure, SPL Board member; Jessica Priest-Cahill, FOSL Board representative; Ed Richards, SPL Board member.

Committee members began the process of evaluating and revising the Library's current strategic plan. The Governance, Financial Resources, Facility, and Public Information Sections were reviewed and ideas drafted to further the process of developing the next five year plan. Points that were considered in the review/ revision process included:

- Do the sections in the plan contain goals and objectives that are in line with the vision, mission, and values statement?
- Is there evidence that progress has been made towards achieving the goals if they are already contained in the current five year plan? Should the goals remain in the new plan?
- Look for performance indicators that are measurable and can demonstrate the library has met its goals for that section.
- Look at developing a measurement plan for the goals in the plan and establish a measurement schedule.
- Assign accountability for achieving the goals.

At the next strategic planning committee the Paid & Volunteer Personnel, Technology, Collection Development, and Reference sections of the plan will be evaluated.

Next Strategic Planning Committee Meeting: December 11, 2023 at 5:30 at the library.

Samuels Public Library

Committee on Trustees Minutes

October 17, 2023

Present: Madeline Hickman, Lori Girard, Michael Whitlow, Eileen Grady, Melody Hotek, Joan Richardson, Vicky Cook, Celeste Brooks

The Committee on Trustees briefly discussed the motion that will be required at the next full board meeting to add the Board of Supervisors position onto the Executive Committee.

C. Brooks reintroduced the idea of appointing a Sergeant-at-Arms. The committee agreed, and Ed Richards was suggested for the role. (C. Brooks subsequently contacted E. Richards and he agreed to serve as Sergeant-at-Arms.) This will also be presented to the full board for approval.

The Committee reviewed the application process and agreed on the following:

1. January 15, 2024: Announcement of Accepting Applications
 - a. Announce at Board Meeting
 - b. Place on website (add a permanent link to the board application)
 - c. Send to BoS members
 - d. Send to FOSL board members
 - e. Post internally at library
2. March 15, 2024: Applications Due
3. March 19, 2024: CoT Meeting to review applications
4. March 22-April 19, 2024: Interviews
5. April 30, 2024: CoT Meeting to complete recommendations
6. May 13, 2024: Announce recommendations at Board Meeting
7. July 8, 2024: Vote by full board

It was noted that applicants MUST complete the application, not just submit a resume. Changes to the application were also discussed. We will add a question about what electoral district an applicant resides in. We will add a question regarding the support of SPL mission, programs and policies, and a non-discriminatory statement. A draft will be reviewed at the next meeting.

The committee discussed the benefits of having Board of Supervisors representatives serve at least two years. V. Cook will take that back to the Board of Supervisors. She will also address with them how they could proceed with making recommendations of board members for SPL.

V. Cook expressed that the Board of Supervisors representative would want to be in on the interviews, and stated that the funding agreement allowed for this. The rest of the committee disagreed. V. Cook said she would review the funding agreement again. Additional discussion for the process for interviewing and selecting applicants was tabled due to time constraints.

Upcoming openings were reviewed. Katie Carr and Pete Walker are in the final year of their final terms. Mack Hobgood's second term is ending, and Melody Hotek's first term is ending.

The group touched on the board retreat, which is being discussed in the Strategic Planning Committee.

Dec 12, 2024 at 5 pm

Feb 13, 2024 at 5 pm

March 19, 2024 at 5 pm

April 30, 2024 at 5 pm

Policy & Bylaws Committee Meeting
Thursday, November 2, 2023
Minutes

Present: Melody Hotek, Lori Girard, Lewis Moten, Eileen Grady

Patron Registration Policy

Two changes needed to be made to the policy to accommodate changes with the new Polaris system. Item #2 raised the fee for out of area library patrons from \$20 to \$25. Under item #8, Educator Card, the time limit changed from 8 weeks to 4 weeks as the system cannot handle an 8 week period. Educators can still check out books in two 4 week periods. Finally, a new line item was added as #10 to address the replacement card fee. (See markup copy)

Bylaws

The primary change to the bylaws was on Section 3.5 to remove the wording about the Front Royal Town Council seat as the Library no longer receives funding from the Town. Changes to 6.3.1 addressed the seat on the Executive Committee for the Warren County Board of Supervisor Trustee. Item 6.3.2 changed the Title of the Finance Committee to the Finance/Investment Committee. In addition, language in the bylaws was brought current to eliminate pronouns and replace with 'trustee' or 'person' throughout the document. (See markup copy)

Collection Development Policy

Discussion began on the need for an update and revisions to the Collection Development Policy. *(Note: Suggestion for review and updates to the Collection Development Policy was a tabled item at the September Board Meeting and was sent to the Committee level.)*

Eileen has started the process and members of the committee will also be doing research over the coming months.

Bylaws of Samuels Library, Incorporated
(Amended and Adopted on November 9, 2024–13, 2023)

ARTICLE 1 - Name, Purpose & Mission

Section 1.1 Name & Purpose.

Samuels Library, Incorporated (Corporate ID № 0177111-2), doing business as Samuels Public Library, ("Samuels Public Library" or "Library") is organized exclusively for charitable and educational purposes, including the operation of a public library. The Library is not organized and shall not be operated for pecuniary gain or profit. Subject to the foregoing, the Library shall have all powers granted by law to a Virginia nonstock, nonprofit corporation.

Section 1.2. Mission.

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

ARTICLE 2 - Principal Office

22630.

The Principal Office of the Library shall be located at 330 E Criser Rd, Front Royal, Virginia

ARTICLE 3 - Board of Trustees

Section 3.1 Governance of Library.

The affairs of the Library shall be under the management of a governing Board of Trustees (the "Trustee(s)" or "Board" as the context shall indicate) and such officers and agents as the Board may appoint and/or employ.

Section 3.2 Powers and Duties.

3.2.1 The Board shall have all powers granted herein or under the applicable laws of Virginia. The Board shall adopt such additional, amended and/or restated bylaws and shall be responsible for establishing and monitoring rules, policies, and regulations for their own guidance and for the governance of the Library as may be lawful and expedient. The Board may seek advice from and assign technical and research projects to the Director, staff, and consultants (paid or volunteer).

3.2.2 Without limiting the generality of the foregoing, duties of the Board include:

- (a) To analyze the community and consider the strengths and weaknesses of the Library's services;
- (b) To set goals, adopt short and long term plans for the Library's growth and set priorities and decide on a course of action to implement said plans;
- (c) To secure adequate funds to carry out the operations of the Library;
- (d) To approve expenditures of Library funds;
- (e) To employ a competent and qualified Director;
- (f) To be aware of the services of the Library of Virginia;
- (g) To support the Finance Committee in the preparation of the annual budget for approval by the Board and review the financial reports and contract for an annual audit by a CPA; (h) To regularly attend Board meetings and actively serve on committees;
- (i) To support the Library's services program in daily contacts with the public at large

Section 3.3 Elected Trustees.

The Board shall consist of not less than nine (9) or more than fifteen (15) elected

Trustees. **Section 3.4 Compensation; Reimbursements.**

Trustees shall not receive a salary or other compensation for services as a Board member but necessary expenses actually incurred may be paid or reimbursed from Library funds.

Section 3.5 Representative Trustees.

The Warren County Board of Supervisors and the Front Royal Town Council may each will appoint a representative Trustee. Such Trustee shall be in addition to the number of elected Trustees and, except as provided herein, shall have the same duties and powers of the elected Trustees. However, the representative Trustees shall not be counted in determining the necessary number for or the presence of a quorum under 3.10.4.

Section 3.6 Terms of Office.

Trustees shall be elected at an Annual Meeting to a term of three (3) years, expiring at the Annual Meeting three (3) years after election. No elected Trustee shall serve for more than three (3) consecutive terms without an interval of at least one (1) year.

Section 3.7 Resignation.

An elected Trustee may resign at any time by giving written notice to the President of the

Board. **Section 3.8 Removal.**

An elected or representative Trustee may be removed for misconduct or neglect of duty by the Board. Trustees are expected to participate in the work of the Board by attendance at the Board meetings. Any Trustee who misses two consecutive meetings or fifty percent (50%) or more of the regular Board meetings during a fiscal year without notification or explanation may be removed from the Board.

Section 3.9 Election; Vacancies.

3.9.1 Expiration of Trustee's Term.

Upon completion of a term of service by an elected Trustee, his or her office said vacancy may be filled at an Annual Meeting by the remaining Board.

3.9.2 Vacancies; Early Terminations.

Vacancies caused by the death, incapacity, removal, or resignation of an elected Trustee may be filled for the unexpired term at any regular meeting of the Board.

Section 3.10 Board Meetings.

All Board meetings shall be open to the public as required by the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the 1950 Code of Virginia, as amended) Advance notice of the Board meetings shall be given to the public on the Library's website and by posted announcement in the Library building.

3.10.1 Annual Meeting; Notice.

The Annual Meeting of the Board shall be held at the Principal Office on the 2nd Monday of July each year beginning at 5:30 p.m. The Annual Meeting shall be considered a regular meeting and notice of said meeting shall be given in the manner provided for regular meetings of the Board.

3.10.2 Regular Meetings; Notice.

Regular meetings of the Board shall be held at the Principal Office every other month, beginning with the 2nd Monday in July, beginning at 5:30 p.m., or such other place, date, or time as the Board may

determine. If the regular meeting would fall on a legal holiday, then said meeting shall be held on the next business day at the same place and time. The Board may provide, by resolution, the time and place for holding additional regular meetings. Additional regular meetings shall be held at the Principal Office of the Library in the absence of any designation in the resolution.

All Trustees shall be given written, oral, or electronic notice of the place, date and time for any rescheduled meeting and/or additional regular meetings; said notice shall also be posted at the Library and online at least 48 hours prior to said meeting. The business to be transacted at the meeting need not be specified in the notice of such meeting, unless specifically required by law or by these bylaws or by the Board. By accepting their position as a Trustee each Trustee agrees with the other Trustees and the Library that all notices may be given by any form, including electronic transmission, described for notices of special meetings of the Board.

3.10.3 Special Meetings; Notice.

Special meetings of the Board may be called by or at the request of the President or any three (3) Trustees and upon notice duly given shall be held at the Principal Office of the Library or at such other place as the Trustees may determine.

Notice of any special meeting of the Board shall be given at least 48 hours prior thereto by written notice delivered personally, sent by mail, by telegram, by facsimile, or by electronic mail to each Trustee at his or her address as shown by the records of the Library. If mailed, such notice shall be deemed delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice is given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. If notice is given by facsimile and/or electronic mail, such notice shall be deemed to be delivered when the facsimile is sent to the facsimile number and/or electronic email address on record with the Secretary and the delivery is electronically not rejected or returned. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting shall constitute waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The notice of the special meeting shall include the place, date, time and purpose of the special meeting.

3.10.4 Quorum.

A majority of the elected members of the Board then in office shall constitute a quorum for the transaction of business at the Annual Meeting and at any regular or special meeting of the Board; but if less than a majority of Trustees are present at any meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice. The representative Trustees shall not influence these quorum requirements as provided at 3.5.

3.10.5 Board Decisions.

The act of a majority of the Trustees present at a meeting in which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law, the Library's Articles, or these Bylaws.

Section 3.10.6 Executive (Closed) Sessions.

Executive (Closed) Sessions may be held for those purposes specified in section 2.2-3711 ("Closed meetings authorized for certain limited purposes") of the 1950 Code of Virginia, as amended, or the corresponding section of any future Virginia law. Attendance at Executive (Closed) Sessions shall be limited to the Board, the Director (unless the session is to discuss the salary or tenure of the Director), the Board's attorney, and any others specially invited by the President, with the concurrence of the Board, to attend for specific reasons. Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to Executive (Closed) Session. The motion shall specifically state the purpose of the Executive (Closed) Session including a statement in the minutes with reference to the applicable exemption under § 2.2-3711. No formal action should be taken in a closed meeting. All decisions must be formally adopted when the Board reconvenes in open meeting and takes a vote of the Trustees.

3.10.7 Proxies.

Proxy voting is not permitted.

3.10.8 Action Without a Meeting.

No action shall be taken by the Board without a meeting except as provide herein.

3.10.9 Citizens' Time.

The citizens' time is an opportunity for citizens of Warren County to present comments and information to the Board regarding any item that is or is not on the agenda for that meeting. The Board may respond at the conclusion of such time to comments or questions offered by citizens, and information that is readily available in response to citizen comments may be provided at this time. The Board may direct that the staff prepare a report or take other action in response to comments received during such time.

During the citizens' time, up to a maximum of five citizens shall be permitted to speak for up to three (3) minutes each. In the event that the number of citizens' exceeds the number and/or time allotted on the agenda, the President may request that the citizen(s) (a) return at the next regular meeting of the Board or (b) consult with the Director or President of the Board, who shall thereafter report to the Board. **ARTICLE 4 - Officers**

Section 4.1 Officers.

The officers of the Board and Library shall be a President, Vice President, Secretary and Treasurer. The officers shall be elected annually by the Board at its Annual Meeting. Officers shall be immediately installed and serve for a period of one (1) year from that date or until the next Annual Meeting. The Board may elect any other assistant officers the Board determines to be necessary. An officer may be removed at any time by the Board. In the event of an officer's death, incapacity, removal or resignation, the Board may fill the vacancy at a regular or special meeting.

4.1.1 President.

The President shall have and may exercise the general executive powers conferred upon the President by the Board. The President shall preside as Chairperson at all meetings of the Board, execute all documents authorized here or by the Board, serve as *ex-officio* member of all committees, and generally perform all duties associated with that office.

4.1.2 Vice-President.

The Vice-President shall exercise the authority of the President in the President's absence and shall perform such other duties and have such other powers as the Board or the President may from time to time prescribe.

4.1.3 Secretary.

The Secretary shall record all the proceedings of the meetings of the Board and shall perform like duties for the committees when required. Unless otherwise provided by these bylaws, the Secretary shall give, or cause to be given, notice of all meetings of the Board. The Secretary shall perform such other duties and have such other powers as the Board or the President may from time to time prescribe.

4.1.4 Treasurer.

The Treasurer shall oversee the financial records of the Library.

The Treasurer will give a report at regular meetings, or when the Board so requires, of transactions and of the financial condition of the Library. The Treasurer shall perform such other duties and have such other powers as the Board or the President may from time to time prescribe.

ARTICLE 5 - Conflict of Interest

The Board shall by resolution adopt a conflict of interest policy applicable to all Trustees and senior staff.

ARTICLE 6 - Committees

Section 6.1 Creation.

In addition to the standing committees hereinafter set forth, the Board may by resolution establish standing and ad hoc committees. All committees shall have two (2) or more Trustees appointed by the President, one designated as chairperson. Such appointments shall be submitted to the Board for approval at its next regular meeting. Except as provided herein or in the resolution, the Trustee members of committees may ask non-Trustees to serve on the committee. All committees shall make progress reports to the Board at each regular meeting. No committee shall have other than advisory powers unless, by resolution of the Board, it is granted specific power to act. Except as provided herein or in the resolution, all committees shall meet at the call of the committee chairperson. The Director shall be invited to all committee meetings.

Section 6.2 Termination.

Any committee appointment may be terminated by the President or the Board and the President may appoint successors to those appointees whose services have been terminated. Such actions by the President shall be submitted to the Board for approval at its next regular meeting.

Section 6.3 Standing Committees.

The Library shall have the following standing committees.

6.3.1 Executive Committee.

Composition. The Executive Committee shall consist solely of the President, Vice President, Secretary, Treasurer, one (1) Board member at large elected by the Board and the Warren County Board of Supervisors Representative Trustee. The President shall serve as the chairperson.

Duties. The Executive Committee shall have and exercise all the duties, authorities, and powers of the Board during the interim between meetings of the Board and shall report to the next meeting of the Board upon all actions taken.

Quorum. Three members of the Executive Committee, excluding the Warren County Board of Supervisors Representative Trustee, shall constitute a quorum.

6.3.2 Finance/Investment Committee.

Composition. The Treasurer shall serve on the committee and be its chairperson.

General Duties. The Finance/Investment Committee shall have charge of the finances of the Library, subject to approval of the Board. The Finance/Investment Committee shall be responsible for working with the Director to formalize a comprehensive proposed annual budget for presentation to the Board.

6.3.3 Committee on Trustees.

Composition. The Committee on Trustees shall not have any non-Trustee members.

General Duties. At the Annual Meeting, the Committee on Trustees may present the names of the candidates to fill the opening or unfilled elected Trustee seats on the Board. The Committee shall also prepare a slate of candidates for officers of the Library for presentation at the July meeting of the Board.

ARTICLE 7 - Library Director

Section 7.1 Appointment and General Duties.

The library director (referred to throughout these bylaws as the "Director") shall be selected by and serve under the general direction of the Board. The Director shall be responsible for administering and maintaining all Library services in conformity with the general policies of the Board. The Director (or the Director's appointed representative) shall serve as a non-voting member of the Executive Committee or in any other capacity as appointed by the Board, and shall attend every Board meeting **to make his/her and provide** a report unless excused by the President. Remuneration for services of the Director shall be determined annually by the Board.

Section 7.2 Director's Duties

Without limiting the foregoing, the duties of the Director may be delineated in the Library Director's Job Description.

ARTICLE 8 - Audits, Contracts, Checks, Deposits, Books & Records

Section 8.1 Audits.

The financial records of the Library shall be audited at least annually and a copy of the audit report sent to the Board.

Section 8.2 Contracts.

Unless they have been approved as part of the budget, the Board, by resolution, shall approve and authorize all contracts or financial instruments with an individual or combined project value of five thousand dollars (\$5000.00) or more.

Section 8.3 Checks.

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Library shall be signed by two (2) authorized persons as designated by the Board.

Section 8.4. Deposits.

All funds of the Library shall be deposited from time to time in such banks, trust companies, or other depositories as the Board may select.

Section 8.5 Books & Records

The Library shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board and committees having and exercising any of the authority of the Board. Any Trustee, or their authorized agent(s), may inspect all books and records of the Library, for any proper purpose at any reasonable time.

ARTICLE 9 - Fiscal Year

The fiscal year of the Library shall begin on the 1st day of July in each year and end at midnight on the 30th day of June the following year.

ARTICLE 10 - Parliamentary Procedure

In all cases where there is a disagreement about procedure, the Board and committees shall be governed by the current *Robert's Rules of Order Newly Revised* in all cases in which they are not inconsistent with the laws of the Commonwealth of Virginia or these bylaws.

ARTICLE 11 - Liability and Indemnification

11.1 Limitation of Liability.

To the full extent permitted by Virginia Law, as the same exists or may hereafter be amended, and to the extent permitted of organizations which are exempt from federal income tax under Section 501(c)(3) and contributions to which are deductible under Sections 170(c)(2), 2055 (a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue law, a Trustee and/or officer of the Library shall not be liable to the Library for monetary damages for any action taken or any failure to take any action as a Trustee and/or officer. No repeal, amendment or modification of this Article 11, whether direct or indirect, shall eliminate or reduce its effect with respect to any act or omission of a Trustee and/or officer of the Library occurring prior to such repeal, amendment, or modification.

11.2.1 Indemnification.

To the full extent permitted by the Virginia Law, as the same exists or may hereafter be amended, and to the extent permitted of organizations which are exempt from federal income tax under Section 501(c)(3) and contributions to which are deductible under Sections 170(c)(2), 2055 (a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue law, the Library shall indemnify any person who is or was a party to any proceeding and/or incurs expenses or liabilities by reason of ~~the fact that he or she was~~ having served as a Trustee, an officer, employee, volunteer, or agent of the Library or is or was serving at the request of the Library as a trustee, director, officer, employee, volunteer, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against all liabilities and expenses incurred in the proceeding except such liabilities and expenses as are incurred because of the willful misconduct or knowing violation of the criminal law. This indemnification shall be mandatory in all circumstances in which indemnification is permitted by law.

11.2.2 Advances and Reimbursement of Expenses.

Unless a determination has been made that the indemnification is not permissible, the Library shall make advances and reimbursements for expenses incurred by a Trustee and/or an officer in a proceeding upon receipt of an undertaking from ~~him/her~~ said Trustee to repay the same if it is ultimately determined that ~~he/she~~ said Trustees is not entitled to indemnification. Such undertaking shall be an unlimited, unsecured, general obligation of the Trustee and/or officer and shall be accepted without reference to ~~his/her~~ said Trustees ability to make repayment. Unless a determination has been made that indemnification is not permissible, the Library is hereby empowered to contract in advance to indemnify and advance the expenses of any Trustee and/or officer.

11.2.3 Procedure for Indemnification.

The determination to make advances, reimbursements, or indemnifications, or to contract in advance to do the same, shall be made by a majority vote of a quorum of disinterested Trustees. If a quorum of disinterested Trustees cannot be obtained for any reason, then the determination is made by a majority vote of a committee designated by the Board, including interested Trustees, the committee to consist only of disinterested Trustees, at least two (2) in number, or by special legal counsel selected by the committee described above. If neither a quorum of disinterested Trustees nor a committee of at least two (2) disinterested Trustees can be obtained, the determination shall be made by a majority vote of the entire Board, including interested Trustees.

11.2.4 Persons Covered.

The Board is hereby empowered, by a majority vote of a quorum of disinterested Trustees, to cause the Library to indemnify or contract in advance to indemnify any person not specified in **Section 11.2.1 (Indemnification)** who was or is a party to any proceeding, by reason of the fact that ~~he/she~~ **said person** is or was an employee or agent of the Library, or is or was serving at the request of the Library as a trustee, director, officer, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, to the same extent as if such person were specified as one to whom indemnification is granted in **Section 11.2.1 (Indemnification)**.

11.2.5 Insurance.

The Library may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article and may also procure insurance, in such amounts as the Board may determine, on behalf of any person who is or was a Trustee, officer, employee, or agent of the Library, or is or was serving at the request of the Library as a trustee, director, officer, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, against any liability asserted against or incurred by any such person in any such capacity or arising from ~~his~~ **said person's** status as such, whether or not the Library would have power to indemnify ~~him~~ **said person** against such liability under the provisions of this Article.

11.2.6 Changes in Board Composition.

In the event there has been a change in the composition of a majority of the Board after the date of the alleged act or omission with respect to which indemnification is claimed, any determination as to indemnification and advancement of expenses with respect to any claim for indemnification made pursuant to **Section 11.2.1 (Indemnification)** shall be made by special legal counsel agreed upon by the Board and the proposed indemnitee. If the Board and the proposed indemnitee are unable to agree upon such special legal counsel, the Board and the proposed indemnitee each shall select a nominee, and the nominees shall select such special legal counsel.

11.2.7 Applicability of this Article.

The provisions of this Article shall be applicable to all actions, claims, suits, or proceedings commenced after the adoption hereof, whether arising from any action taken or failure to act before or after such adoption. No amendment, modification, or repeal of this Article shall diminish the rights provided hereby or diminish the right to indemnification with respect to any claim, issue, or matter in any then pending or subsequent proceeding that is based in any material respect on any alleged action or failure to act prior to such amendment, modification, or repeal. References herein to trustees, officers, employees, or agents shall include former trustees, officers, employees, agents, and their respective heirs and administrators.

ARTICLE 12 - Dissolution

The Library may be dissolved at any time by the two thirds vote of the Board. Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute of all Library assets exclusively for library purposes as specified in the Library Articles of Incorporation, or in absence of such specification, to the County of Warren, Virginia or, if such distribution is not then possible under United States Internal Revenue or other applicable laws or if the said County shall not desire said assets for said purpose, then to such organizations organized and operated exclusively for charitable, and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code (or the corresponding provision of any future United States Internal Revenue Laws) as the Board shall determine. Any such assets not disposed of shall be disposed of by the Circuit Court of Warren County, Virginia, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE 13 - Amendment of Bylaws

These bylaws may be altered, amended, restated, or repealed, and new bylaws may be adopted by a majority vote of the Trustees present at any regular or special meeting of the Board.

The foregoing Amended Bylaws were adopted by the Board of Trustees on November 9, 2021-13, 2023.

__ Katie Carr, Secretary



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~~ \$25.00. 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.

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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-~~ 4 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 limited to physical Juvenile materials. 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 limited to physical Juvenile and Young Adult materials only. 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 nonresidents, six months for temporary resident cards, and three months for Internet cards.

10. Patrons who lose or wish to replace their library card will be charged \$1.00

~~Updated 7/10/2023~~

Updated November 13, 2023

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