



**Bi-Monthly Meeting Agenda
for the Samuels Library Board of Trustees
March 11, 2024**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from January 8th, 2024 Board of Trustees meeting
3. Approval of Minutes from January 25, 2023 Board of Trustees special meeting
4. Citizens' Time (5 person limit, 3 minutes for each speaker)
5. President's Time
6. Library Director's Report
7. Finance Committee Report
8. Development Committee Report
9. Strategic Planning Committee Report
10. Committee on Trustees Report
11. Policies Committee Report
12. FOSL Report
13. County Update
14. Old Business
15. New Business
16. Adjourn – Next Meeting Date May 13, 2024

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

January 8, 2024
5:30 pm.

In attendance:

Melody Hotek, President; Lisa Cobb, Vice President;; Katie Carr, Secretary;
Maj. Gen. Hobgood, At-Large; Celeste Brooks, Joan Richardson, Michelle Leasure, Lewis Moten, Ed
Richards, Michael Whitlow, Madeline Hickman, Lori Girard, Chris Estes, FOSL President; Vicky Cook,
County Representative; Eileen Grady, Interim Library Director; Cheryl Harrison, Circulation Supervisor.

Absent: Pete Walker, Treasurer; Daniel Pond.

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

The minutes of the Bi-Monthly November 13, 2023 minutes were presented. Ms. Richardson moved to
approve the minutes as presented. Ms. Cobb seconded and passed unanimously.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek reviewed the results of the December 28, 2023, Board of Trustees Search Committee Meeting,
sharing that an applicant is currently in an ongoing interview with the Committee. The Library Director's
position is currently advertised with a closing date of January 17, 2024. Depending on candidates and
interviews, a special meeting will be called to make a decision prior to the March 11, 2024, Board of
Trustees meeting.

Mr. Moten requested a correction to the prefix used in the Committee minutes from Ms. to Mr. Moten.

Library Director's Report:

Ms. Grady presented the Interim Director's report for November and December 2023. Ms. Grady
reported recent programs have been well attended. Circulation statistics are up 2%, and visitor traffic
increased by 5%.

Finance Committee:

Ms. Leasure gave the Committee report. The current account balances are:

Operating Account = \$33,210.48
Reserve Account = \$117,913.85
Investment Account as of 12/31/2023 = \$970,102.00

Ms. Cook remarked on the \$92,000 increase in the Fundraising Tracking Report total.

Development Committee:

Maj. Gen. Hobgood gave the Committee report beginning with the success of exceeding this year's annual goal of \$112,000.00. However, Maj. Gen. Hobgood reminded everyone that we've spent the majority of our earnings on the past year's issues and professional services. Maj. Gen. Hobgood believes that our donors see the Library as a good investment for the future. Maj. Gen. Hobgood reiterated the importance of everyone participating in the "Day of Giving" on February 22nd and "A Taste for Books" on April 27th. Mr. Pond provided a training session on Planned Giving to Board Members in preparation for the Committee's plans to focus on enhancing the Planned Giving program.

Ms. Grady shared that in mid-December, Melanie Mullinax resigned from the Library. Classified ads have been placed to find a replacement. In the meantime, a part-time Circulation staff member has stepped in to keep thank you letters moving. Over the New Year Holiday, Ms. Grady received an email from the Mellon Foundation requesting we rework the grant. Ms. Grady has enlisted the services of Colleen Snyder to assist Erin Rooney and herself in completing the grant process, along with Jessica Sayers and Cheryl Harrison to gather price quotes. The Mellon Group has extended the submission deadline to Friday, January 12, 2024. The Mellon Group plans to announce the recipients in mid to late March, with a target start date of April 1, 2024. Though the Development Coordinator position is vacant, Ms. Grady is proceeding with the "Day of Giving" campaign. This year, we have a \$5,000.00 match. Since the campaign uses a strong social media presence, Ms. Grady has assigned the project to IT Administrator Jessica Sayers. Ms. Grady stated that we continue to receive donations and gifts from new donors. FOSL is having a phenomenal year, allowing them to donate \$10,000.00 towards purchasing two new self-check units for the Adult Department. Ms. Hotek and Ms. Grady discussed correcting and updating the Fundraising Tracking Report. The Development Committee meets on February 14th at 5:00 pm.

Strategic Planning Committee:

Ms. Richardson reviewed the committee meeting minutes from December 18, 2023. Ms. Richardson stated the Committee is reviewing multiple sections to create a document more relevant to our needs. The Strategic Planning Committee will focus on the Collection Development Policy upon completion of the Policy Committee's review. The Committee will meet again on February 12th at 5:00 pm.

Committee on Trustees:

Ms. Brooks reported the Committee met on December 12, 2023, to review and update the Board of Trustee packet and application process. The application will be posted on the Library website and sent to the Board of Trustees, FOSL Board of Trustees, and the Warren County Board of Supervisors on January 16, 2024, for the upcoming FY2025. The application deadline is May 13, 2024, so new trustees can begin their tenure at the July Board of Trustees meeting. The Board operates with as few as nine and up to fifteen Trustees. Ms. Brooks stated there are three vacancies. Ms. Cook inquired about the process and timing for filling open positions. Discussion ensued. Mr. Moten and Ms. Carr suggested a Facebook post and a home page banner to advertise the Trustee application.

FOSL Report:

Mr. Estes, FOSL President, reported that FOSL approved \$10,000.00 to replace two self-checkout units.

Ms. Grady extended the Library's thanks for contributing to the success of the Holiday Open House. Mr. Estes stated that FOSL is discussing expanding its online presence to accept donations and memberships.

County Update:

Ms. Cook said she looks forward to our upcoming budget presentation on January 30th at 7:00 pm. She will share the as-discussed Board of Trustees process with other County Supervisors. Our presentation will begin with our bi-annual report and then move into the budget hearing review, which includes the budget sheet completed by the Library, our last audit, the 990 form, and the completion of four additional questions asked by the Board of Supervisors.

Old Business:

No business to report.

New Business:

"A Taste for Books – British Invasion": Board challenges, contacts, decorations, table hosts, and sponsors.

Ms. Hotek adjourned the meeting at 6:17 pm. The next meeting will be held on Monday, March 11, 2024, at 5:30 pm.

Respectfully submitted,

Katie Carr
Secretary



Special Meeting
Library Board of Trustees
January 25, 2024 at 5:30 pm

In attendance: Melody Hotek, Lisa Cobb, Michelle Leasure, Mack Hobgood, Michael Whitlow, Ed Richards, Daniel Pond, Katie Carr, Celeste Brooks, Madeline Hickman, Lori Girard, Joan Richardson, Lewis Moten and Eileen Grady.

Call to order: Ms. Hotek called the meeting to order at 5:30 pm

The following motion was made by Lisa Cobb:

"I move the Samuels Library Board of Trustees go into close session in accordance with the Code of Virginia section 2.2-3711, Subsection (A)(1) for the purpose of 'Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.'"

The motion was seconded by Lori Girard and passed unanimously.

Closed Session Convened

The following motion was made by Joan Richardson:

"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."

The motion was seconded by Michelle Leasure and passed unanimously,

Mack Hobgood then made the following motion:

"I move that we select Erin Rooney to be the new Library Director with an effective start date of February 1, 2024, and that Library Board President, Melody Hotek, be empowered to negotiate an appropriate salary."

The motion was seconded by Joan Richardson, and passed unanimously.

Ms. Hotek thanked the Board for attending, and then adjourned the meeting.

Respectfully submitted,

Eileen Grady

Director's Report

January & February 2024



General Updates

- Danielle, Maria, and Cheryl from the circulation department have begun regular Polaris meetings to learn the product better and share findings with team members.
- Jessica Sayers organized the Day of Giving campaign with help from circulation and reference Staff. The campaign successfully met the goal of the \$5000 match, earning over \$10,300 over the course of February.
- Staff, Board Members, FOSL, and volunteers have been hard at work planning A Taste for Books.
- Erin went to the Chamber of Commerce's Business after hours on February 27th and spoke about Taste for Books.
- Circulation staff supported Lisa Cobb with the third-annual Puzzle Fundraiser on January 27th.
- We have made the decision to discontinue phone calls as a notice option for holds and overdue items. The cost of keeping this option is significant and usage statistics does not justify the cost.
- Erin Rooney became Library Director starting February 1st
- We are sad to report that Denise Childs, a volunteer turned part-time circulation employee, will be leaving us in March as well as long time Youth Services employee Patti McHugh.
- The Library has had several hires in the last two months Ethan Cahill, who has volunteered at many Samuels special events, has been hired to fill Denise's vacancy as well as Kelli Frazier and Ellen Sprague in the youth services department. Rachael Roman will be starting as the Adult Reference Manager in March and Amy Hayes has also been hired as our new administrative assistant. This leaves one vacant part-time position in the youth services department.
- Eileen Grady and Melody Hotek presented the library's first 6-month update to the county Board of Supervisors as well as presented the Library's FY25 budget request on January 30.
- In February Erin completed a three day workshop on strategic foresight focusing on the future of libraries provided by the Library of Virginia.

Facility

- In January, Erin Rooney, Eileen Grady, Cheryl Harrison and Jessica Sayers worked to gather information and quotes on construction, memory lab and makerspace equipment to complete the Mellon Grant.
- In adherence with our 5-Year Technology Replacement Schedule, 12 replacements for our public computers in the Adult Section were purchased as well as replacements for our PAC computers and printer for the adult reference desk. It was decided that we will be getting rid of the middle bank of 8 adult computers, to allow us to make better use of the space. Usage statistics do not justify the cost and we have laptops available for checkout should the need arise.
- We had two replacement computers purchased out of schedule. One was the IT Specialist's computer due to malfunction and the other was for our Print Release Station. We are planning to move the Print Release Station equipment to a different location that will take up a smaller footprint.
- Jessica Sayers wiped 15 old computers during the course of February. The wiped PCs have been given to FOSL so they can be sold in Epilogue Bookstore.
- In January, we enabled a setting in SAM that reboots a PC when a patron ends their session. This better protects patron privacy in case they leave sensitive information behind. Our public PCs now wipe out data upon the end of every session instead of at the end of each day.
- In February, we received a quote from BK Connected Solutions to replace 4 security cameras, we decided to also inquire about adding 2 wide-angle cameras to cover the back of the adult area.
- Replacement our 2 self-checkouts is on schedule to be in place by the end of March.

Usage & Services

- February stats were unavailable at the time of this report.

- Reference services, specifically reference questions, are up 78% over FY23
- Notary Services have increased significantly by 63% over FY23
- Our number of new patron registrations continues to see an increase at 11% over FY23 but the total number of patrons is down due to our initial purge of old accounts.
- Visits are up 3% over FY23.
- Starting February 14th Freegal music service has changed from 5 downloads per week to 3 downloads and 3 hrs per day streaming.
- Patrons can now effectively print documents directly from a flash drive at the public copier as well as scan directly to an email address.
- We are officially undergoing our test run of new hot spots. We have purchased 5 hot spots from Techsoup using Mobile Beacon. The monthly cost for the service will be significantly less.

Programming Highlights

- Winter Reading wrapped up at the end of February. 121 adult's participated and 420 youth. A total of 13,111 books were read.
- A local dance Instructor donated her time to do several Hawaiian Dance and Culture programs for children, teens and adults.
- The adult department partnered with Benchmark Physical Therapy to do an educational talk on Sciatica which had about 14 participants
- We had a virtual program called Life in the last frontier: Alaska about homesteading off the grid.
- The Master Gardener's teamed up with both the children's and adult departments for multiple gardening programs. The adult department in particular had a great turnout of 45 people for winter seed sowing.
- The Library had a lecture on the history of Potomac Marble used in the rebuilding of Washington DC after the War of 1812 and Library's Genealogy club had a special field trip to the Warren Heritage Society.
- The library had multiple art programs including a hearts related craft for adults, a cocoa craft story time for children, watercolors and more.



Figure 1- Day of Giving



Figure 2 – Master Gardeners



Figure 3- Hawaiian Dance and Culture



Figure 4- Adult Winter Reading Winner



Samuels Public Library
Finance Committee Meeting
2/9/2024

In attendance at the meeting were Pete Walker, Michelle Leasure, Mack Hobgood, Melody Hotek, Erin Rooney and Eileen Grady.

Ms. Grady advised that the meeting had been called to discuss the feedback during and after the January 30th FY2025 Budget presentation to the Board of Supervisors. The Committee discussed the request from the Board of Supervisors to resubmit and re-present the budget. After much discussion, the Finance Committee agreed to adjust where some numbers were located in the budget presentation, but since this had no effect on the actual budget total it was considered a clarification for the BOS, the committee agreed unanimously that this information would be forwarded to the County Administrator, and if more was required the Finance Committee would await feedback.

There being no further business to discuss, the meeting was adjourned.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
January and February 2024

	Jan 24	Budget	Feb 24	Budget	Jul '23 - Feb 24	Budget	% of Budget	
Income								
4000 · Investment Account Funding	0.00	0.00	0.00	0.00	26,518.67	29,550.00	89.7%	annual 3% distribution from Investment Acct
4011 · County - Misc	0.00		0.00		0.00	0.00	0.0%	
4020 · County Appropriation	256,000.00	256,000.00	0.00	0.00	768,000.00	1,024,000.00	75.0%	
4050 · State Aid	60,710.50	66,413.00	0.00	0.00	170,726.50	231,437.00	73.8%	
4060 · Other Grants/Reimbursements	0.00	0.00	0.00	0.00	21,025.49	5,000.00	420.5%	Rec'd E-RateFunds & \$18K ARPA Reimbursement Funding
4068 · Samuels Fund/Reserve	0.00	0.00	0.00	0.00	0.00	37,540.00	0.0%	
4110 · Copier Income	1,095.31	825.00	1,099.00	825.00	7,372.21	10,000.00	73.7%	
4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4120 · Interest Income	382.10	100.00	341.77	100.00	1,966.20	1,211.58	162.3%	
4140 · Donations	155.96	200.00	140.25	100.00	76,244.16	5,000.00	1524.9%	book banning controversy resulted in many donations
4146 · FOSL Donations	10,000.00	2,000.00	0.00	0.00	29,500.00	15,000.00	196.7%	FOSL has had a very successful year so far, and has been very generous
4147 · Adult Dept Donations	2,000.00	0.00	0.00	0.00	2,000.00	1,000.00	200.0%	\$2K from Valley Health for new medical/health related books
4149 · Community Outreach Income	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	transfer from Reserve per budget
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	0.00	0.00	0.00	9,040.00	6,000.00	150.7%	\$3K Elks, \$1K Rapp Elec, \$2K Cochran grant & \$1K don. for Y/A collection
4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	500.00	0.0%	
4171 · Book Sales - Amazon	249.39	200.00	241.63	200.00	814.57	2,000.00	40.7%	
4175 · Retail Income	86.00	62.50	73.00	62.50	704.70	750.00	94.0%	
4190 · Development - from Reserve	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%	transfer from Reserve per budget
4210 · Fines Income	678.87	1,200.00	822.73	1,200.00	5,746.05	12,000.00	47.9%	
4215 · FAX Service	26.25	60.00	74.37	100.00	285.27	1,000.00	28.5%	
4220 · Replacement Costs	639.93	600.00	683.11	650.00	4,670.94	7,500.00	62.3%	
4230 · Nonresident Fees	35.00	20.00	0.00	30.00	95.00	250.00	38.0%	
4250 · Interlibrary Loan Chgs	15.00	0.00	40.00	10.00	110.00	150.00	73.3%	
4400 · Meeting Room Income	100.00	50.00	50.00	40.00	386.00	500.00	77.2%	
4700 · Misc Income	-33.82	8.00	3.27	10.00	19.78	100.00	19.8%	
Total Income	340,140.49	327,738.50	3,569.13	3,327.50	1,106,706.87	1,398,488.58	79.1%	

Samuels Library, Inc.
Budget vs. Actual
January and February 2024

67%

	Jan 24	Budget	Feb 24	Budget	Jul '23 - Feb 24	Budget	% of Budget	
Expense								
6000 · Salaries	53,969.68	60,666.67	56,652.11	66,851.89	476,007.28	763,518.58	62.3%	
6040 · Retirement Funding/Current	2,705.88	3,040.00	2,514.08	3,040.00	21,875.80	36,400.00	60.1%	
6050 · FICA SS/Med Payroll Tax Expense	4,128.69	4,641.00	4,333.90	4,800.00	36,414.58	58,000.00	62.8%	
6060 · Unemployment Tax Expense	367.50	166.66	2.73	166.66	802.15	2,000.00	40.1%	
6080 · Hospitalization Expense	28,607.00	-758.00	-734.30	29,891.25	85,169.86	113,500.00	75.0%	
6090 · Travel/Administrative Costs	1,371.47	2,000.00	0.00	1,000.00	3,215.83	8,000.00	40.2%	
6091 · Development Travel/Admin Exp	147.86	50.00	30.00	250.00	3,744.06	4,000.00	93.6%	timing
6200 · Books/Materials	6,882.45	8,000.00	8,183.67	7,900.00	65,679.05	95,000.00	69.1%	
6235 · Databases	0.00	0.00	4,874.00	5,500.00	10,650.57	17,000.00	62.7%	
6250 · Subscriptions	0.00	1,500.00	0.00	200.00	3,797.52	7,200.00	52.7%	timing
6280 · Library Supplies	706.30	250.00	1,007.73	850.00	4,644.59	11,000.00	42.2%	
6300 · Internet Access Charges	406.00	420.00	400.00	1,380.00	3,560.09	6,000.00	59.3%	
6410 · Special Projects	2,524.84	1,800.00	0.00	0.00	9,279.24	4,000.00	232.0%	\$6K from FOSL to cover some costs for staff dev. Day and volunteer event
6411 · Community Outreach		0.00	0.00	0.00	4,637.10	4,000.00	115.9%	\$4K from FOSL for Samicon and Christmas Parade
6420 · Childrens/Special Programs	131.93	750.00	35.67	400.00	3,110.37	6,500.00	47.9%	
6430 · Adult Programs	285.00	100.00	116.46	100.00	850.89	2,000.00	42.5%	
6610 · Contractual Services	30.00	3,100.00	30.00	30.00	6,411.74	13,000.00	49.3%	
6620 · Maint. Supplies/Small Equip.	1,100.70	750.00	370.93	750.00	6,159.60	9,000.00	68.4%	
6622 · Custodial Services	5,937.50	2,920.00	0.00	2,910.00	23,987.50	35,000.00	68.5%	
6630 · Repair & Replacement	1,862.21	200.00	0.00	150.00	7,035.29	7,500.00	93.8%	inv rec'd for \$3,894 for service performed 3/15/23
6639 · Professional Services	0.00	0.00	0.00	0.00	46,238.44	0.00	100.0%	legal and mktg - donations rec'd to cover
6640 · Furniture	0.00	0.00	1,158.96	0.00	1,158.96	0.00	100.0%	new chairs for director's office
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	2,200.00	0.00	6,200.00	0.0%	timing
6720 · Utilities	8,691.67	6,375.00	9,822.62	6,375.00	58,422.06	76,500.00	76.4%	
6810 · Postage	59.95	10.00	9.95	10.00	1,108.82	2,500.00	44.4%	
6820 · Telephone	0.00	292.00	240.88	292.00	1,672.63	3,500.00	47.8%	
6830 · Office Expenses/Supplies	175.44	200.00	168.80	300.00	3,681.22	6,000.00	61.4%	

Samuels Library, Inc.
Budget vs. Actual
January and February 2024

67%

	Jan 24	Budget	Feb 24	Budget	Jul '23 - Feb 24	Budget	% of Budget	
6840 · PR & Advertising	1,794.00	0.00	0.00	250.00	1,870.66	2,000.00	93.5%	multiple employment ads
6850 · Copier Expense	654.25	625.00	662.93	830.00	8,221.94	10,000.00	82.2%	
6860 · Audit Expense	0.00		0.00		12,532.00	12,000.00	104.4%	complete
6900 · Computer Equipment	990.03	50.00	1,912.62	250.00	9,862.76	5,250.00	187.9%	computer replacements per tech inventory rotation - unbudgeted
6905 · Computer Maintenance & Supplie	53.05	4,500.00	0.00	0.00	6,282.89	9,750.00	64.4%	
6906 · Hot Spots	0.00	475.00	581.41	475.00	3,415.14	5,280.00	64.7%	
6955 · Library Automation System	0.00	0.00	0.00	0.00	21,507.52	22,500.00	95.6%	annual payment
6962 · RFID	14,411.00	0.00	0.00	0.00	14,541.00	12,750.00	114.0%	annual payment
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	340.00	0.0%	
6966 · Firewall Hardware/Software	145.00	400.00	145.00	400.00	2,040.20	6,000.00	34.0%	
6969 · Reading Program Software	0.00	0.00	0.00	0.00	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%	
6971 · Talkingtech	0.00	0.00	0.00	0.00	2,901.00	2,900.00	100.0%	annual payment
6972 · Cloud Storage	92.73	75.00	91.69	75.00	1,152.46	1,300.00	88.7%	changed service, set-up fees for changes included in act exp
6973 · Mobile App	0.00	0.00	0.00	0.00	2,024.61	1,800.00	112.5%	annual payment
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	2,800.00	0.0%	
Total Expense	138,232.13	102,598.33	92,611.84	137,626.80	976,662.42	1,398,488.58	69.8%	



**Development Committee Meeting Minutes
February 14, 2024**

The Development Committee met on February 14, 2024 at Samuels Library. In attendance were Mack Hobgood, Lisa Cobb, Melody Hotek, Madeline Hickman, Michael Whitlow, Chris Estes, Katie Carr and Eileen Grady.

Mack Hobgood called the meeting to order

The committee accepted the December 13, 2023 meeting minutes as presented.

Fundraising Tracking Report and Grant Tracking Report –

There was a lengthy committee discussion concerning the Fundraising Tracking Report. The ‘Goal’ figure for the year was confusing for the Board of Supervisors at the Budget Presentation on January 30th. Some Supervisors believed that the ‘Goal’ number should be the same as the ‘Donated Funds’ total in the FY2025 Budget. All agreed that the fundamental logic of this argument was flawed. When predicting donations for budgetary purposes, the Library has always taken a very conservative stance. All donated funds are restricted at some level, and it has been the policy of the Board of Trustees to move any unused funds to the Investment Account for future needs and Capital Improvements not covered by the County’s Capital Improvement Budget. It was suggested that the budget document submitted to the County should, in future, include Technology replacement costs – as this is an area that the County will not fund. Ms. Grady will take this recommendation to the Finance Committee for consideration. Ms. Grady reported that she is in the process of working on a revision to the Fundraising Tracking Report which will more clearly articulate why the funds are being raised (i.e. restrictions). Ms. Carr suggested including in the Report how the funds were, or intend, to be used.

Fundraisers –

- Ms. Rooney update the committee on the status of the Mellon Grant.
- Ms. Cobb provided an update on the annual Puzzle Challenge Competition Fundraiser which was held on January 27, 2024. The event raised \$720 this year, and has grown each year.

Ms. Cobb also led a discussion on the importance of Planned Giving, and the need for every committee member to pick someone they feel comfortable talking to about the Library and its future. She then provided the committee with a handout “Planned Giving: Basic Steps”.

Discussion followed concerning the best path forward. Ms. Cobb and Mr. Hobgood will discuss further and report back to the committee.

Mr. Whitlow discussed the need for a completed info graphic and the need to wrap it into a business plan and a marketing package.

- Ms. Grady provided an update on the Day of Giving, which is February 24th. The Library is well on the way to achieving the match goal of \$5,000.
- FOSL Update – Mr. Estes advised the committee that the FOSL Board had approved a \$10,000 donation to assist in paying for the two new adult area self-check machines.

Strategic Plan Update –

Mr. Hobgood asked if the committee members had reviewed the Strategic Plan revisions. He suggested a couple of minor changes to forward to the Strategic Planning Committee – all endorsed his recommendations, and he will follow through with these suggestions.

Misc –

Ms. Carr shared a handout with the Committee from the Chesapeake Bay Foundation.

There being no further business, the meeting was adjourned.

The next scheduled Development meeting is set for Wednesday, February 10, 2024 from 5:00 - 6:00.

SAMUELS PUBLIC LIBRARY FUNDRAISING REPORT

Last Updated 3/5/2024

Fund (Multiple Items)

	2023						2024		Grand Total	
Source	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Notes
Annual Appeal			\$1,000	\$1,000	\$17,651	\$21,568	\$274		\$41,493	
Book Banning Challenge	\$3,621	\$2,702	\$16,439	\$54,854	\$151	\$370			\$78,136	
Day of Giving						\$2,000	\$5,537	\$3,819	\$11,356	
Estate Gifts		\$5,000							\$5,000	Kovac Estate
FOSL Donations to SPL	\$4,000		\$8,500		\$7,000		\$10,000		\$29,500	10K for self checkout
Memorial or In Honor	\$50	\$80	\$1,390	\$165	\$2,090	\$1,000		\$5,125	\$9,900	5125 Windrest Foundation, second half of pledge for childrens self checkout; 2000 in November for Wonderbooks both IMO Christoff
Other	\$3,000	\$5,000	\$2,000			\$2,120	\$1,800		\$13,920	2000 for medical collection, 1800 charter bus, 120 bookstore gift certs
Puzzle Contest						\$181	\$300		\$481	still reconciling
Taste For Books					\$1,200	\$1,719	\$1,000	\$5,600	\$9,519	Board Challenge subtotal 3650
Grand Total	\$10,671	\$12,782	\$29,329	\$56,019	\$28,092	\$28,958	\$18,911	\$14,544	\$199,305	

All fundraising proceeds are used for Capital Improvements, Technology, and Special Programs unless indicated otherwise.

Samuels Public Library
Strategic Planning Committee
February 12, 2024
Meeting started at 5:45 p.m. and ended at 7:00 p.m.

In Attendance: Joan Richardson, Committee Chair; Melody Hotek, SPL Board President; Eileen Grady, Erin Rooney, Library Director; Michelle Leasure, SPL Board member; Ed Richards, SPL Board member; Jessica Priest-Cahill, FOSL Board representative

Absent: Lewis Moten, SPL Board member

Committee members continued the process of evaluating and revising the Library's current strategic plan. The Governance, Financial Resources, Facility, Public Information, Paid & Volunteer Personnel, and Technology Sections were reviewed and revised at the strategic planning committee meetings held in October and December. The committee revisited these sections during the February meeting. Minor changes were made.

The Reference, Interagency Cooperation & Partnership, Access, and Programming 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.
- Develop a measurement plan for the goals in the plan and establish a measurement schedule.
- Assign accountability for achieving the goals.

The committee agreed to table the discussion on the Collection Development section of the strategic plan until after the Board Policy Committee has finished their review of Samuels Library's policy on collection development.

At the next strategic planning committee meeting the committee will revisit all the sections of the strategic plan. The committee is on schedule for finishing the review process and creating a draft of a new five year plan for the Library Board's examination and input by the May 2024 Board meeting.

Next Strategic Planning Committee Meeting: In April, the exact date is to be decided.

Committee on Trustees Meeting Notes
February 13, 2024

In attendance: Eileen Grady, Erin Rooney, Joan Richardson, Celeste Brooks, Madeline Hickman, Melody Hotek, Lori Girard.

Applications are being accepted through March 15th. The Committee discussed the interview process once applications are received. It was decided that the Library Director and two committee members will conduct the interviews. Potential questions were discussed.

There will be a Board Training in August. It was suggested that we have a track for new members and a track for returning board members. Part of the orientation for new members should include what is a non-profit, what can you do as a non-profit board member, benefits vs pitfalls of non-profit, and state funding information.

J. Richardson suggested we create a Library Board Member Agreement—there is a sample in back of Virginia Public Library Trustee Handbook Governing Board, on page 41.

The next meeting will be March 19th, to review submitted applications.

Policy & Bylaws Committee
Meeting 2/26/2024 – 5:15 pm
Baxter/Bowling Meeting Room

Present: Lori Girard, Melody Hotek, Lewis Moten, Erin Rooney
Absent: Daniel Pond, Ed Richards

The Committee began work on changes to the Collection Development Policy using research provided by Erin. Discussions involved the overall direction, tone and objectives. The goal is to have the work completed by the end of the fiscal year, if possible.

The Committee recommends the following changes to the FOIA Policy. Replace the names and contact information of the Library Director and Director of Operations to the titles only and replace emails with a universal contact email. See attached highlighted policy for changes.

Meeting adjourned at 6:30 pm



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 the Library Director or the Director of Operations. They can be reached at foia@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 the Library Director or the Director of Operations at foia@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)