



**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
September 9, 2024**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from July 8, 2024 Board of Trustees Meeting
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Finance Committee Report
 - a. Endowment Account Overview – Scott Ball, Truist
7. Development Committee Report
8. Committee on Trustees Report
9. Policies and By-Laws Committee Report
10. FOSL Report
11. County Update
12. Old Business
13. New Business
14. Adjourn – Next Meeting Date November 11, 2024

Meeting Packet available at: <https://samuelslibrary.net/index.php/about/director-board-of-trustees>

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

July 8th, 2024
5:30 p.m.

In attendance:

Melody Hotek, President; Michael Whitlow, Vice President; Madeline Hickman, Secretary; Michelle Leasure, Treasurer; Maj. Gen. Hobgood, At-Large; Joan Richardson, Celeste Brooks, Ed Richards, Lewis Moten, Daniel Pond, Kim Emerson, Scott Jenkins, Kate Trosch, Chris Estes, FOSL President; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Guest: Katie Carr.

Absent: Lisa Cobb, Lori Girard, and Cheryl Cullers, County Representative.

With a quorum present, Ms. Hotek called the meeting to order at 5:30 p.m.

The Bi-Monthly May 13th, 2024, minutes were presented. Maj. Gen. Hobgood moved to approve the minutes as presented. Mr. Lewis seconded. Abstain: Scott Jenkins, Kim Emerson, Kate Tosch, and Celeste Brooks. The vote passed.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek welcomed everyone to the start of FY2025 and is looking forward to the coming year.

Library Director's Report:

Ms. Rooney presented the Library Director's report for May and June 2024. Ms. Rooney reported the recent hiring of Candace Logan, who accepted the part-time position made available by the retirement of Sandra Norman in the Adult Reference department. Ms. Rooney recently returned from the ALA conference in California and has many new ideas for the makerspace. Ms. Rooney announced plans for a soft opening of the makerspace, now called the "The Studio," during SamiCon, with a projected grand opening on October 7th, 2024. The Chamber of Commerce has offered to hold a ribbon-cutting ceremony for our grand opening. The six-month summary report to the Board of Supervisors is scheduled for Tuesday, August 13th.

Maj. Gen. Hobgood inquired about replacing the adult area carpet. Ms. Rooney responded that she and Ms. Grady have begun discussing accomplishing this need. Initially, there was a capital improvement plan with Warren County that would assist in replacing the flooring; however, the current status is unclear. Therefore, staff are exploring alternative solutions to recarpet the adult area. Maj. Gen. Hobgood strongly believes this should be our Library's priority this year and encourages using creative methods to achieve our goal. Ms. Hotek recommended creating a specific floor replacement plan to address the various areas within the Library. Ms. Hotek will contact Cheryl Cullers to inquire about the facility replacement list previously prepared for the Board of Supervisors. Ms. Rooney was tasked with

contacting Ed Daley to discuss options for improving our carpet. Ms. Hotek set a goal for the September board meeting for everyone to report their findings.

Finance Committee:

Ms. Leasure reported the Committee met on June 11th, 2024. *The Fund Policy* was reviewed, and a discussion ensued regarding using the name "Samuels Public Library" when the legal name of the Library is Samuels Library, Inc. Mr. Pond offered to file a "Certificate of Assumed or Fictitious Name."

The current account balances as of May 13th, 2024:

Mellon Grant accounts:

Special Fund Account Money Market = \$114,207.00

Certificate of Deposit 6 months = \$300,000.00

Operating Account = \$49,549.00

Reserve Account = \$102,912.00

Community Foundation Accounts as of May 7th, 2024:

\$7,636.56

\$6,828.38

Endowment Account = \$1,027,010.00

Ms. Leasure gave a brief history explaining the account name change from "Investment" to "Endowment," which was done to represent the fund's purpose of supporting the longevity of the Library.

Ms. Grady reviewed and answered questions regarding the proposed FY2025 budget. Ms. Grady said the audit is scheduled for September 18th through September 20th, 2024. The audit fee has increased this year by 25%. Ms. Grady requested that the Finance Committee meet in August to begin the discussion of the FY2026 budget. Regarding the FY2025 budget, Ms. Grady recommends lowering the Reserve Account contribution by \$10,034.99, creating a balanced budget of \$1,430,125.01.

Maj. Gen. Hobgood moved to approve the balanced budget of \$1,430,125.01 for FY2025. Mr. Whitlow seconded. The vote passed unanimously.

Development Committee:

Maj. Gen. Hobgood introduced Ms. Amy Hayes, Development Administrator, to the group. Maj. Gen. Hobgood is delighted with Ms. Hayes's research, writing skills, and enthusiasm. Ms. Hayes is enthusiastically researching and applying for grants. Maj. Gen. Hobgood reported that the Committee met on June 12th and will focus on maintaining the momentum of donations received in FY2024. Ms. Hayes further reviewed the committee report in detail. Ms. Hayes is working on ideas for this year's *Planned Giving* mailer. Ms. Grady complimented Ms. Hayes on her efforts to find and apply for new grants we were unaware of.

Strategic Planning Committee:

Ms. Richardson reported that the newest draft of the 2025-2030 plan is enclosed and thanked the staff for improving the document's look. The Committee will continue to review the document each year, as the Strategic Plan is required to receive State Aid. Mr. Moten moved to accept the new Strategic Planning plan. Mr. Whitlow seconded. The vote passed unanimously. Maj. Gen. Hobgood suggested broad visibility of the Strategic Plan by creating a brochure and sending a copy to Warren County. Ms. Hotek

requested Ms. Hayes create a Strategic Plan booklet after the document was signed. Ms. Grady asked Ms. Hayes to send the completed copy to Ms. Sayers.

Policies & Bylaw Committee Report:

Ms. Rooney reviewed the ILL (Inter Library Loan) policy changes. Ms. Hotek moved to accept the changes made to the *Interlibrary Loan Policy*. Mr. Pond seconded. The vote passed unanimously.

Ms. Hotek presented and reviewed the updated *Investment Policy* with changes recommended by the Finance Committee. Maj. Gen. Hobgood moved that after a thorough review of the *Investment Policy* by the Finance and Development Committees, staff, our auditor, and attorney, the *Investment Policy* be approved as rewritten by the Finance Committee which incorporates all the items discussed in the past three meetings. Ms. Leasure seconded. The vote passed unanimously.

Ms. Hotek reported the Collection Development Policy is close to completion.

FOSL Report:

Mr. Estes, FOSL President, reported that a funding request of \$387.00 was approved for National Night Out. Epilogue entered into a pilot program, opening two nights a week. It expanded its offerings, beginning with cold drinks from the new mini refrigerator. Ms. Priest-Cahill has volunteered to organize the annual book sale. Mr. Estes stated the FY2024 income was \$54,203.10, of which \$25,000.00 was by an anonymous donor. Total expenses for FY2024 were \$50,466.00. The current account balance is just shy of \$10,000.00. All of FOSL's income streams are rising. FOSL is looking forward to a good year.

Committee on Trustees:

Ms. Brooks encouraged members to review the committee lists included in the Board packet. No board of Trustees' term expires in FY2025, meaning the opening would not be filled if a Trustee were to leave the Board. The Board Retreat is scheduled for Saturday, August 17th, beginning at 10:00 a.m. and continuing through lunch, with a Library tour to follow.

County Update:

Ms. Cullers was absent.

Closed Session:

Ms. Richardson moved the Samuels Library Board of Trustees go into closed 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." Mr. Pond seconded. The vote passed unanimously.

Ms. Hickman moved 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 said Closed Meeting was convened were heard, discussed or considered by the Samuels Library Board of Trustees. Mr. Pond seconded. The vote passed unanimously.

Maj. Gen. Hobgood moved that the Board empower the Board President to negotiate salary as appropriate with the Library Director for the coming year of FY2025. Mr. Jenkins seconded. The vote passed unanimously.

Old Business:

No old business.

New Business:

No new business.

Ms. Hotek adjourned the meeting at 7:50 p.m. The next meeting will be held on Monday, September 9th, 2024, at 5:30 p.m.

Respectfully submitted,



Madeline Hickman
Secretary



Director's Report

July & August 2024



General Updates

- In July the Library Director volunteered with the Chamber of Commerce to help with the Annual New Teacher Reception.
- The Library Director went before the county board of supervisors to give a 6-month look at library activities for the second half of FY24.
- Several staff from circulation, youth and adult reference including Cheryl Harrison and Dani Furr went to Annual National Night Out in August. Staff interacted with over 388 attendees. The library had a ton of giveaways including safety themed books for kids.
- The Youth Services Department and Circulation participated in Community Fund Day at Warren County High School in August and interacted with 318 attendees.
- Candace Logan started as a part time Adult Reference assistant on July 2.
- Staff are full speed ahead on Samicon 2024 preparations. This year's theme is "Libraries open a world of magic" will a major Harry Potter focus. Some big highlights include local vendor participation from Play Favorites as well as two major authors, Ben Hatke (local author) and John Gallagher.

Facility

- After a generous donation the staff break room as been renovated. This included a much needed fresh coat of paint, new flooring and furniture.
- The county was amazing with helping to take down the old copy print release station which has been moved next to the first adult public bank of computers. The new desk changes height to help with ADA compliance. General good feedback from patrons. An add-on to the reference desk will be installed soon.
- Renovations for the public bathrooms and center portion of the adult reference flooring are underway. The men's bathroom flooring has been replaced with women's and family restrooms to be finished soon. New sinks will also be installed by the county.
- The Library director and staff have been in touch with county public works and board of supervisors concerning capital improvement. Public works came out to do a detailed look at the building. Areas noted included the roofing and outside rock wall that need fixing. The director has sent over information about the roofing for possible replacement for the county board of supervisors to review. Since the major rain in August there has been several new leaks.
- Studio 330 is ever expanding. Most renovations to the room have been finished. We currently just need the wall vent installed and air filters added to the ceiling. Additional equipment that have been purchased include a designated Mac computer for the space, more memory lab equipment such as an updated VHS to digital converter with VHS-C adapter and Mics for the Sound booth.
- An ADA Compliant conference booth has been ordered and will be installed to be used as Studio 330 sound proof recording booth.

Usage & Services

- August stats were unavailable at the time of this report.
- Total circulation is already up 6% over FY24.
- Traffic count is still up 4% from FY24. We have seen an increase in curbside by 31% most likely due to the uptick in COVID.
- Database use is up by 33% FY25. Freegal music service has been up 187%. Updates to the service were implemented in February. Mobile app users up 22%.
- The social media team meets biweekly. In July we saw significant increases in interactions on Facebook and Instagram over the previous month. Our team has worked very hard to come up with new regular features and creative ways to catch follower's attention.

Programming Highlights

- Summer Reading Programs concluded August 3rd. Adults had 198 registered patrons with 2,148 badges earned and 352,719 minutes read. Children's had 689 registered children and teens, 5,075 badges earned and 22,679 books read.
- Parents and their kids have been raving about youth services staff member Carolyn Fink's story times. Our highest participation number was 78 for just one pre-school story time in august. Due to the amazing turnouts we have added Thursday Story times every other week.
- In July we had multiple summer reading programs for kids. There was Rainbow Puppets that had 125 attendees, The Larsen's Reptile Show with 205 attendees, The Misunderstood Duck story time with 123 attendees.
- Youth Services staff member Ben Garrand has been taking over teen programming with 25 teen attending the Library's Teen Connect program in July.
- Trey Bloomfield and Rachael Roman coordinated with Colleen Snyder to be a guest speaker for a special genealogy club, sponsored by the Women's Resource Center, in August to promote Colleen's new book In Search of Giants we had about 30 people attend.
- Adult Reference had the third annual Tiny Art Show with a record breaking 109 submission. We had a slide show on our social media page showcasing the artwork as well as in house on top of our recently added and game board bookshelves throughout the month of July.



Figure 1- National Night Out



Figure 2 – Larson's Reptile Show



Figure 3- In Search of Giants Author Event



Figure 4- AI and Robotics with Laurel Ridge

Samuels Public Library
Executive Committee Board of Trustees

August 7, 2024
5:15 p.m.

In attendance: Melody Hotek, President; Michael Whitlow, Vice President; Madeline Hickman, Secretary; Michelle Leasure, Treasurer; Mack Hobgood, At-Large; Joan Richardson, Scott Jenkins, Daniel Pond; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Cheryl Harrison, Circulation Manager.

Ms. Hotek called the meeting to order at 5:17 p.m.

Ms. Hotek called for an Executive session to discuss proposed Capitol Improvement expenditures for the following areas of the Library:

1. Replace the center carpet area of the Adult Reference Department before the installation of the soundproof booth and Adult Reference desk expansion as part of the Mellon Grant project.
2. Update the flooring in the three public restrooms and, per staff recommendation, replace the sinks, faucets, and mirrors due to their poor condition.
3. Update the flooring and paint in the staff breakroom.

Quotes were provided via email before the meeting. Discussion ensued.

Maj. Gen. Hobgood moved that we approve the spending authority for the Director of the Library to spend up to \$47,000.00 to upgrade three public restrooms and the middle section of the carpet in Samuels Public Library to be funded by Reserve funds. Mr. Whitlow seconded. The vote passed unanimously.

Respectfully submitted,



Madeline Hickman
Secretary



Finance Committee Meeting
August 15, 2024 at 5pm

In attendance: Michelle Leasure, Treasurer and Committee Chair; Melody Hotek, Board President; Erin Rooney, Library Director; Scott Jenkins, Daniel Pond, Mack Hobgood and Eileen Grady.

Ms. Leasure called the meeting to order, and asked that everyone go around the table and introduce themselves.

Ms. Leasure then led a discussion about simplifying Financial Reports, but making sure they closely track funds used and raised. Discussion ensued. Ms. Hotek recommended removing FOSL donations from the Development Report; this led to more discussion about revising the Development Reports so that they more clearly tie back to the Quick Books accounts. It was suggested that the new report could be called 'Financial Statement of Activities' or 'Sources and Uses of Financial Resources'.

Ms. Grady advised the committee that the FY2026 Budget will be submitted to the Warren County Board of Supervisors in December, so it should be presented and voted on by the Library Board of Trustees at the November Board Meeting. Ms. Leasure indicated she will schedule the necessary meetings to achieve this deadline.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc. Budget vs. Actual

16.66%

		July 2024 through June 2025									
		Jul 24	Budget	Aug 24	Budget	Jul '24 - Jun 25	Budget	Budget %			
Income											
4000	Investment Account Funding	28,857.26	29,550.00	0.00	0.00	28,857.26	29,550.00	97.7%	annual 3% distribution from Investment Acct		
4005	Reserve Fund Transfer to Bal	0.00		0.00		0.00	44,760.01	0.0%			
4020	County Appropriation	256,000.00	256,000.00	0.00	0.00	256,000.00	1,024,000.00	25.0%	quarterly disbursements		
4050	State Aid	62,141.25	62,141.25	0.00	0.00	62,141.25	248,565.00	25.0%	quarterly disbursements		
4060	Other Grants/Reimbursements	3,360.00	3,360.00	0.00	0.00	3,360.00	5,000.00	67.2%	e-rate funds for internet connection rec'd		
4110	Copier Income	997.96	825.00	992.15	825.00	1,990.11	10,000.00	19.9%			
4120	Interest Income	375.08	250.00	475.97	250.00	851.05	3,000.00	28.4%			
4140	Donations	58.90	25.00	36.00	200.00	94.90	5,000.00	1.9%			
4146	FOSL Donations	0.00	0.00	0.00	0.00	0.00	20,000.00	0.0%			
4147	Adult Dept Donations	0.00	0.00	0.00	0.00	0.00	1,000.00	0.0%			
4149	Community Outreach Income	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%			
4159	Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.0%			
4160	Children's Programs Donations	0.00	0.00	0.00	0.00	0.00	6,000.00	0.0%			
4163	StoryWalk	0.00	0.00	0.00	0.00	0.00	500.00	0.0%			
4164	Construction/Renovation Project	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.0%	flooring, etc.		
4171	Book Sales - Amazon	26.10	150.00	43.10	175.00	69.20	2,000.00	3.5%			
4175	Retail Income	74.19	75.00	116.25	75.00	190.44	750.00	25.4%			
4190	Development - from Reserve	0.00		0.00		0.00	4,000.00	0.0%			
4210	Fines Income	1,023.55	1,000.00	650.57	1,000.00	1,674.12	12,000.00	14.0%			
4215	FAX Service	29.50	25.00	20.50	75.00	50.00	1,000.00	5.0%			
4220	Replacement Costs	1,060.66	625.00	732.53	625.00	1,793.19	7,500.00	23.9%			
4230	Nonresident Fees	40.00	10.00	10.00	25.00	50.00	250.00	20.0%			
4250	Interlibrary Loan Chgs	5.00	10.00	5.00	15.00	10.00	150.00	6.7%			
4400	Meeting Room Income	66.00	80.00	0.00	85.00	66.00	1,000.00	6.6%			
4700	Misc Income	26.42	25.00	-1.61	0.00	24.81	100.00	24.8%			
Total Income		355,141.87	354,151.25	3,080.46	3,350.00	358,222.33	1,430,125.01	25.0%			
Expense											
6000	Salaries	66,679.44	65,700.00	66,934.29	65,650.00	133,613.73	786,424.13	17.0%			
6040	Retirement Funding/Current	2,519.58	3,075.00	2,500.67	3,075.00	5,020.25	37,000.00	13.6%			
6050	FICA SS/Med Payroll Tax Expense	5,100.96	5,000.00	5,120.50	5,000.00	10,221.46	60,000.00	17.0%			

Samuels Library, Inc. Budget vs. Actual

16.66%

				July 2024 through June 2025							
		Jul 24	Budget	Aug 24	Budget	Jul '24 - Jun 25	Budget	Budget %			
6060 • Unemployment Tax Expense		14.53	100.00	9.81	0.00	24.34	1,300.00	1.9%			
6080 • Hospitalization Expense		34,334.46	34,593.54	-1,230.60	-690.00	33,103.86	132,860.88	24.9%	paid quarterly		
6090 • Travel/Administrative Costs		1,459.88	500.00	416.18	500.00	1,876.06	7,000.00	26.8%	VLA registration, Director's meeting, mileage		
6091 • Development Travel/Admin Exp		30.00	30.00	0.00	50.00	30.00	4,000.00	0.8%			
6200 • Books/Materials		7,958.67	7,916.65	1,243.32	7,916.85	9,201.99	95,000.00	9.7%			
6235 • Databases		2,000.00	0.00	0.00	2,000.00	2,000.00	17,000.00	11.8%			
6250 • Subscriptions		513.17	525.00	225.00	325.00	738.17	7,200.00	10.3%			
6280 • Library Supplies		856.07	0.00	216.75	750.00	1,072.82	11,000.00	9.8%			
6300 • Internet Access Charges		400.00	400.00	400.00	1,000.00	800.00	6,000.00	13.3%			
6410 • Special Projects		0.00	0.00	0.00	0.00	0.00	4,500.00	0.0%			
6411 • Community Outreach		1,087.81	250.00	148.33	1,000.00	1,236.14	4,000.00	30.9%	National Night Out, Samicon & Library Card Sign-Up Month		
6420 • Childrens/Special Programs		37.19	50.00	0.00	50.00	37.19	6,000.00	0.6%			
6430 • Adult Programs		0.00	0.00	0.00	50.00	0.00	2,000.00	0.0%			
6440 • ILL Charge		0.00	0.00	0.00	0.00	0.00	0.00	0.0%			
6505 • Amphitheater Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.0%			
6610 • Contractual Services		30.00	30.00	30.00	30.00	60.00	13,000.00	0.5%			
6620 • Maint. Supplies/Small Equip.		756.99	750.00	771.98	750.00	1,528.97	9,000.00	17.0%			
6622 • Custodial Services		3,375.00	2,900.00	0.00	3,000.00	3,375.00	35,000.00	9.6%			
6630 • Repair & Replacement		844.44	0.00	22,146.23	5,700.00	22,990.67	7,500.00	306.5%	flooring, hvac repairs-approved by board		
6639 • Professional Services		0.00	0.00	0.00	0.00	0.00	0.00	0.0%			
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		6,277.91	6,800.00	0.00	6,800.00	6,277.91	76,500.00	8.2%			
6810 • Postage		742.30	750.00	0.00	9.95	742.30	2,500.00	29.7%	large postage purchase at start on new year		
6820 • Telephone		234.08	250.00	0.00	250.00	234.08	3,000.00	7.8%			
6830 • Office Expenses/Supplies		629.09	100.00	254.20	250.00	886.81	6,000.00	14.8%			
6840 • PR & Advertising		0.00	250.00	0.00	250.00	0.00	1,500.00	0.0%			
6850 • Copier Expense		2,147.09	800.00	470.83	1,000.00	2,617.92	11,000.00	23.8%			
6860 • Audit Expense		0.00	0.00	0.00	0.00	0.00	15,000.00	0.0%			
6900 • Computer Equipment		2,098.00	625.00	0.00	625.00	2,098.00	7,500.00	28.0%	2 new staff printers		
6905 • Computer Maintenance & Supplies		30.00	625.00	76.27	625.00	106.27	7,500.00	1.4%			

Budget vs. Actual

July 2024 through June 2025

		Jul 24	Budget	Aug 24	Budget	Jul '24 - Jun 25	Budget	Budget %			
	6906 • Hot Spots	45.74	200.00	29.40	300.00	75.14	2,500.00	3.0%			
	6955 • Library Automation System	0.00	22,500.00	900.00	0.00	900.00	22,500.00	4.0%			
	6962 • RFID	0.00	0.00	0.00	0.00	0.00	5,000.00	0.0%			
	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	145.00	145.00	225.00	290.00	6,000.00	4.8%			
	6969 • Reading Program Software	0.00	0.00	0.00	0.00	0.00	1,000.00	0.0%			
	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	0.00	0.00	0.0%			
	6972 • Cloud Storage	101.66	60.00	0.00	60.00	101.66	700.00	14.5%			
	6973 • Mobile App	0.00	0.00	0.00	0.00	0.00	1,800.00	0.0%			
	6974 • Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	2,800.00	0.0%			
	Total Expense	140,449.06	154,925.19	100,808.16	106,551.80	241,260.74	1,430,125.01	16.9%			



Development Committee Meeting Minutes August 21, 2024

The Development Committee met on August 21, 2024 at Samuels Public Library. In attendance were Mack Hobgood, Melody Hotek, Michael Whitlow, Madeline Hickman, Lisa Cobb, Scott Jenkins, Sydney Patton, Erin Rooney, Eileen Grady, and Amy Hayes.

Mack Hobgood called the meeting to order.

The committee accepted the June 12, 2024 meeting minutes as presented.

Fundraising & Grant Tracking Reports

- Ms. Hayes began a discussion about the fundraising report.
 - Ms. Hotek recommended changing the format of the fundraising report to make it more comprehensible.
 - Ms. Grady and Ms. Hayes agreed to work together to update the current fundraising report format.
- The Development Committee was informed about the agreement to take FOSL donations out of the fundraising report to avoid overlap between committee reports.
- Ms. Hayes gave an overview of grants that have been applied for and a discussion ensued.
 - The Committee continued the discussion about different funding opportunities to reach out to for financial support.
- The Committee held a brief discussion regarding the upcoming annual appeal. Ms. Grady stated that the annual appeal will be mailed out in November.

Upcoming Events

- Ms. Hayes provided an overview of updates regarding the progress of SamiCon 2024.

Planned Giving Mailer Review

- Ms. Hayes presented a complete draft of a new planned giving brochure to the Committee.
- The Committee began a discussion regarding edits and updates to the mailer before it is finalized to be presented at the Board of Trustees meeting on Monday, September 9,

2024.

- Mr. Jenkins led a discussion on how the Library could track responses to the QR code posted on the brochure.
- Mr. Jenkins introduced the idea of a planned giving kit and a discussion ensued.

Review - Donation Information Handout

- Ms. Hayes presented a Donation Information Handout to the Development Committee. Ms. Grady and Ms. Hayes led a discussion on the purpose of the donation information handout.
 - Mr. Hobgood recommended changing the size of the handout.

Donor Software Proposal

- Mr. Hobgood informed the Development Committee that Ms. Hayes proposed to migrate to new donor software. Hobgood continued the discussion, expressing the benefits of this migration.
- The Development Committee approved the migration to new donor software.

Updated Reports

- FOSL representative Sydney Patton led a discussion about recent FOSL activities and statistics.

Sustaining Momentum

- The Committee reviewed the list of sustaining momentum ideas that were introduced during the Development Committee on June 12, 2024.
- Mr. Hobgood identified that several of the ideas on the list are currently being implemented.

Tribute / In Memory Of / In Honor Of Offerings

- Ms. Hayes began a discussion about ideas the Library could implement to provide tribute offerings to patrons who wish to recognize or honor a loved one through the Library.

There being no further business, the meeting was adjourned.

The next scheduled Development meeting is set for Wednesday, October 9, 2024 from 5:00 p.m. - 6:00 p.m.

	2024						2025						Notes
Source	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Grand Total	
Annual Appeal													
Book Banning Challenge													
Day of Giving													
Estate Gifts													
Memorial or In Honor		\$510										\$510	IMO R. Harding
Other	\$72	\$281										\$353	ACIM, Post, Wells
Flooring Replacement Project	\$1,000											\$1,000	Restricted donation for adult section flooring replacement
Puzzle Contest													
Taste For Books													
Grand Total	\$1,072	\$791										\$1,863	

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

Discover Our Community Impact

127,000+ visitors

16,000+ patrons

401,000+ checkouts

500+ programs

26,000+ computer
& Wi-Fi sessions

Projects Made Possible Through Gifts

Children's Garden

Epilogue Bookstore

Construction of the
Children's Play Area

Planting of Trees on
Library Grounds

Renovation of the
Children's Department



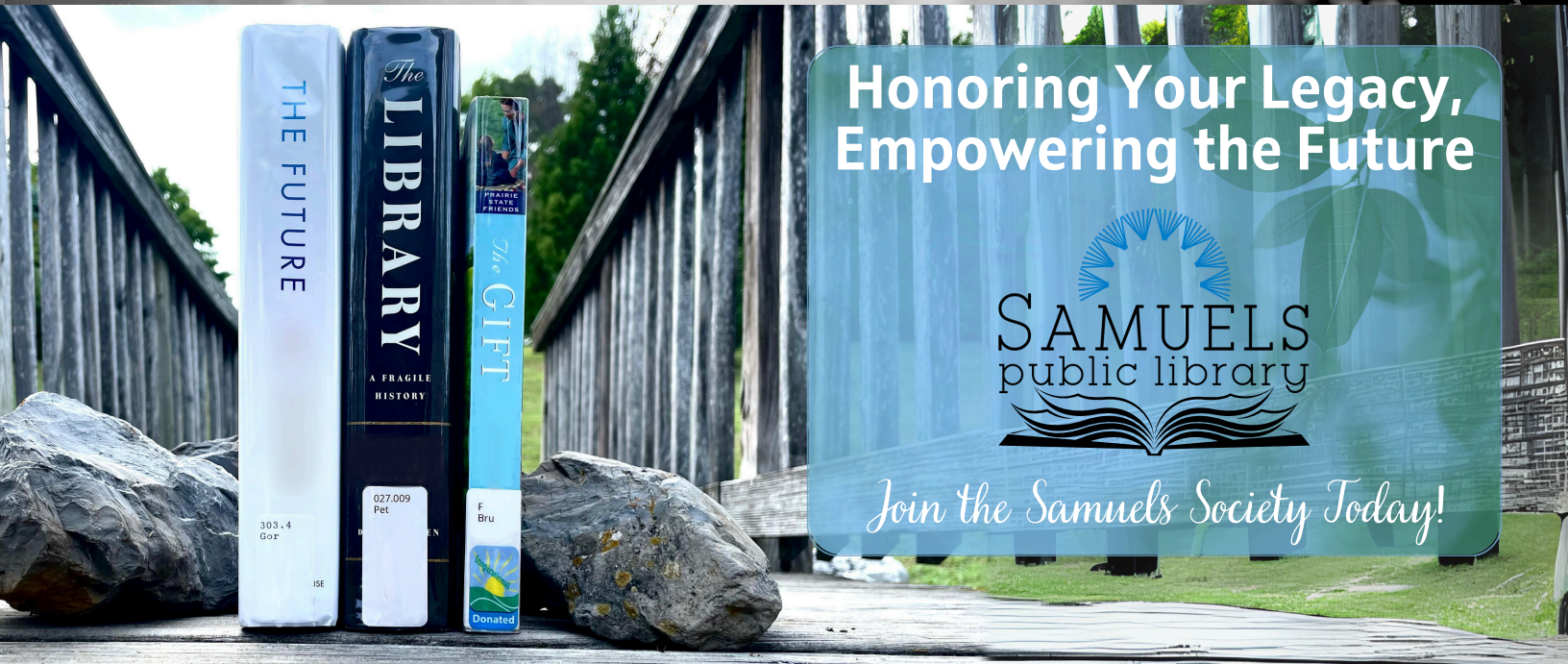
What is Planned Giving?

Planned giving, also called legacy giving, is a philanthropic decision that one can make by contributing a gift to a nonprofit organization through financial or estate plans.

Planned gifts can come in many forms, such as trusts, bequests, and beneficiary responsibilities amongst others.

A planned gift can give you several benefits, such as reducing or avoiding capital gains taxes, savings on estate taxes, and passing assets on to family members at reduced tax costs.

We hope you'll consider Samuels Public Library in your philanthropic strategies to create your own lasting legacy.



Honoring Your Legacy, Empowering the Future



Join the Samuels Society Today!

Choose Samuels Public Library To Be a Part of Your Legacy

The mission of Samuels Public Library is to bring people, information, and ideas together to enrich lives and build community.

Samuels Library has been a cornerstone of our community since 1799, when The Front Royal Library Society received its charter.

A generous donor, Dr. Bernard Samuels, donated a building for the library in 1952, which was renamed Samuels Public Library in his honor. Dr. Samuels' gift began a legacy that led Samuels Library to where it is today.



You can create your lasting legacy and impact your community for generations to come by supporting Samuels Library.

By establishing a planned gift with Samuels Library, you become a member of the honorary Samuels Society.

As a Samuels Society member, your name will be displayed on our Donor Wall in the Library's entry hall and you will receive an annual invitation to our Volunteer / Donor Appreciation Event and recognition on our website and in publications.

What Will Your Legacy Gift Do?

- Have a lasting impact on your community and Samuels Public Library by supporting and enriching the present and future generations of our community.
- Enable Samuels Library to implement innovative projects that offer our community state-of-the-art services and resources.
- Help Samuels Library remain a cornerstone of the community, that continues to provide free and equal access to information and knowledge to all.

Interested in Planned Giving?

To learn more, complete the form and mail to Samuels Public Library or call or email Library Director Erin Rooney to schedule an appointment.

(540) 635-3153 ext. 110 erooney@samuelslibrary.net

- ☐ I would like to establish a planned gift with Samuels Public Library and join the Samuels Society!
- ☐ I would like to learn more about joining the Samuels Society and including Samuels Public Library in my estate plans.

Name

Address

City

State

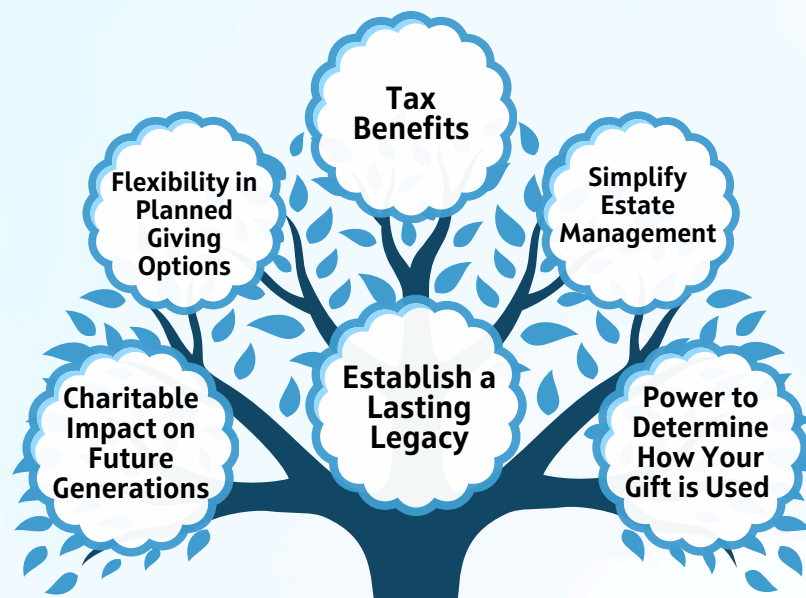
Zip

Phone

Email

Preferred Contact: Phone or Email

Planned Giving Benefits



- ☐ I have already included Samuels Public Library in my estate plans. Please include my name in Samuels Society recognitions.

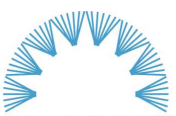
My Goals

- ☐ Making a will that works for me, my loved ones, and Samuels Public Library
- ☐ Reduce estate, capital gains, and income taxes
- ☐ Be in control of how my bequest is used and simplify estate management
- ☐ Leave a lasting legacy on the future generations of my community by supporting my library

Use the QR code to visit our website and learn more about planned giving options.



Support Samuels Public Library


SAMUELS
public library
330 East Criser Rd
Front Royal, VA 22630

Our Mission

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

How to Donate

Visit Our Website -

Visit our donation page on our website to learn more about fundraising priorities and how donations are used.



Visit the Library -

Ask about our donation box or give your donation to a staff member at the Circulation Desk.



PayPal -

Scan the QR code to make a donation to Samuels Library via PayPal.



Mail -

You can send donations by mail to:

Samuels Public Library
330 East Criser Rd
Front Royal, VA 22630

Thank you for supporting free and equal access to knowledge for all!

Questions?

Contact Library Director Erin Rooney
erooney@samuelslibrary.net • (540) 635-3153 ext. 110

Other Ways to Support Your Community Library

- Sign up for a library card
- Use library resources
- Attend our free programs
- Volunteer
- Become a Friends of Samuels Library (FOSL) member
- Attend our annual A Taste for Books fundraising event in April
- Donate books in good condition
- Donate craft/office supplies
- Create a Facebook fundraiser to encourage friends and family to donate to the Library
- Establish a planned gift with Samuels Library



Questions?

Contact Library Director Erin Rooney

erooney@samuelslibrary.net • (540) 635-3153 ext. 110

Committee on Trustees

September 3, 2024

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

Mack Hobgood has submitted his resignation. The September meeting will be his last. The committee unanimously agreed that we will not fill his seat at this time.

Michael Whitlow will take on the chair of the development committee. Lewis Moten has expressed interest in taking on the member-at-large position on the Executive Committee. The Committee on Trustees agreed to put his name forward for approval to the full board at the next board meeting.

We need two board members to attend the Board of Supervisors work session/Building Committee meetings as needed to discuss the needs of the building. The committee recommended Scott Jenkins and Michael Whitlow. Melody and/or Erin will reach out.

Policy & Bylaws Committee

Meeting 8/26/2024 – 5:00 pm

Baxter/Bowling Meeting Room

Present: Kim Emerson, Melody Hotek, Lewis Moten, Daniel Pond, Ed Richards, Erin Rooney

Collection Development Policy

After many meetings, the Committee finalized the wording of the Collection Development Policy, taking into account the original policy as well as Collection Development Policies of other libraries with consideration to local sensibilities.

The Committee recommends approval of these changes. (see attached)

Meeting adjourned at 6:40 pm

Collection Development Policy (8.26 DRAFT)

Mission

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

To meet this mission, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects a multitude of ideas, and that materials are available in diverse media formats, either fiction or nonfiction.

Responsibility

Authority for determining policy in the selection and acquisition of materials is vested in the Samuels Public Library's Board of Trustees. The responsibility for material selection rests with the Samuels Public Library director, functioning within the framework of policies determined by the Board of Trustees and assisted by members of the staff who are qualified by reason of education and training.

Selection

Samuels Public Library's collection reflects current and popular materials for a variety of uses. The Library's selectors choose materials for a wide range of interests using industry reviews and statistics. Materials are selected to present an array of opinions on a subject and are judged as a whole rather than on isolated passages. Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Selection of materials by the library does not mean endorsement of the contents or, of views expressed in those materials.

Suggestions from the public regarding selection of materials are encouraged and will be reviewed by library staff and held to the same selection criteria. Flexibility and open-mindedness are exercised during the evaluation process. The following factors are considered in selecting materials for the collection:

- Authority of author or publisher,
- Significance of subject matter,
- Accuracy of information, presentation, subject,
- Literary merit, readability, artistic quality,
- Potential or known demand,
- Importance to total collection,
- Inclusion in bibliographies, lists, review media,
- Availability elsewhere in community,
- Price
- Format

Independently published materials will be considered for selection and are likely to be added when a title meets one or more of these criteria in addition to those listed above:

- Regional connection
- Relevant to the general collection
- Wide audience appeal
- Positive review in a library review journal or a local paper
- Available for purchase through an established distributor

Gifts and Donation

Samuels Public Library accepts donations and materials from patrons. The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of the Library Bookstore and sale, or to dispose of them as the staff sees fit. The Library will not accept donations if the donor places restrictions on the disposition of the material. The Library cannot place monetary value on donated materials, as it is an interested party in the transaction. When a donor requests it, a receipt noting the amount of material accepted is given. Questions about how donations are received should be referred to the Library Director or Adult Services Librarian.

Collection Maintenance

Library materials are owned by Samuels Public Library. Outdated materials, low-demand materials, and worn or damaged materials will be removed from the Library collection.

Access to Borrowers

Anyone is free to select or reject materials for themselves. No individual or group may restrict another person's access or use of Samuels Public Library materials, information, and resources. Parents and guardians have the responsibility of guiding and directing the reading, listening, and viewing choices of their children or adolescents. Selection of adult collection materials will not be inhibited by the possibility that the items may be accessed by minors.

Reconsideration

Any active Warren County cardholder has the right to request reconsideration of Library offerings. Paperwork to file a request is available at all Samuels Library service desks. For the request to be considered, the requester must

- Have a valid Samuels Public Library card
- Be a resident of Warren County, VA
- Complete the Request for Reconsideration form in its entirety
- Abide by the Samuels Public Library Rules of Conduct

Samuels Public Library observes the principles of the American Library Association's *Library Bill of Rights* and the *Freedom to Read Statement* and interprets these statements to include all Library materials regardless of format.