



**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
March 10, 2025**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from January 13, 2025 Board of Trustees Meeting
3. Approval of Minutes from Special Meeting November 20, 2024
4. Citizens' Time (5 person limit, 3 minutes for each speaker)
5. President's Time
6. Library Director's Report
7. Strategic Planning Committee Report
8. Finance Committee Report
9. Development Committee Report
10. Committee on Trustees Report
11. Policies and By-Laws Committee Report
12. Building Maintenance Update
13. FOSL Report
14. County Update
15. Old Business
16. New Business
17. Closed Session
 - a. Code of Virginia Section 2.2-3711, a.6.
For the purpose of discussing contract negotiations
 - b. Code of Virginia Section 2.2-3711, a.7. & 2.2-3711, a.8 Legal matters concerning ongoing litigation and library services
18. Adjourn – Next Meeting Date May 12, 2025

Meeting Packet when available can be located at:

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

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

January 13th, 2025
5:30 pm.

In attendance:

Melody Hotek, President; Michelle Leasure, Treasurer; Lewis Moten, At-Large; Madeline Hickman, Secretary; Cheryl Cullers, County Representative; Chris Estes, FOSL President; Joan Richardson, Lori Girard, Celeste Brooks, Scott Jenkins, Kim Emerson, Lisa Cobb, Erin Rooney, Library Director; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Absent: Michael Whitlow, Vice President; Daniel Pond, Kate Trosch, Ed Richards, and Eileen Grady, Director of Operations.

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

The Bi-Monthly November 4th, 2024 minutes were presented. Mr. Moten moved to approve the minutes as presented. Ms. Richardson seconded. The vote passed.

Ms. Hotek presented the Special Meeting minutes of December 17th, 2024. Mr. Jenkins moved to approve the minutes as presented. Ms. Brooks seconded. Ms. Cullers and Ms. Leasure abstained. The vote passed.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek requested an update to the agenda under the "New Business" heading to discuss legal matters. Ms. Girard made a motion to change the agenda, adding a closed session to the section "New Business." Ms. Leasure seconded. The vote passed unanimously.

Library Director's Report:

Ms. Rooney presented the Library Director's report for November and December 2024 and invited Board members to attend Staff Development Day on January 20th, 2025.

Finance Committee:

Ms. Leasure stated that the Finance Committee met on December 3rd, 2024. Ms. Rooney submitted the FY26 budget to Warren County on December 19th, 2024. The Library has not received a date to present the FY26 budget to the Board of Supervisors.

Ms. Leasure reported the following account balances:

- Operating Account = \$ 204,338.25
- Reserve Account = \$ 159,746.19
- Melon Account = \$ 78,301.79
- Endowment Fund = \$ 1,064,828.00

Ms. Leasure noted the approved increase to the Maintenance line item in the FY2026 budget.

- Discussion ensued regarding the prior budget report requests made by the Board of Supervisors. Ms. Rooney confirmed she had provided the Board of Supervisors with the answers to their questions.
- Discussion ensued regarding various parts of the budget report. Ms. Leasure will talk with Ms. Grady regarding the questions and suggestions presented.
- Ms. Hotek requested that the Fundraising Report's note column be removed before posting it on the library website.

Strategic Planning Committee:

Ms. Richardson has scheduled a meeting for January 27th, 2025, at 5:30 pm. Ms. Richardson stated that the overall plan is in good shape and suggested focusing on specifics. Ms. Richardson proposes to begin with the financial and development aspects of the Library.

Policy and Bylaws Committee:

Ms. Emerson reported that the committee had not met. However, if needed, please get in touch with Ms. Emerson to arrange a meeting. Ms. Rooney will contact Ms. Emerson to schedule a meeting to review the "Studio 330" policy.

Development Committee:

Ms. Hayes reviewed the December 18th, 2024, meeting highlights. In Mr. Whitlow's absence, Mr. Jenkins presented the Alternate Revenue Streams concept created by Mr. Whitlow.

Ms. Hotek noted that the Annual Appeal is ongoing and doing well. Upcoming events are as follows:

- January 25th, 2025 – The Puzzle Contest. Led by Lisa Cobb.
- February 2025 – National Library Lovers Month Day of Giving
- March 2025 – Special event: Silver Tea. The original event was held at the Community Center on February 22nd, 1924. The original event requested a book to attend. The 2025 event asks attendees to bring a friend who is new to the Library.
- April 26th, 2025 – A Taste for Books: Movie Magic

The Development Committee will meet on Wednesday, February 12th, 2025, at 5:30 pm.

Building Committee:

Mr. Jenkins reported attending the Warren County Building Committee meeting last week. Most of the discussion was related to the snow response and the successful county-wide efforts of staff. Mr. Jenkins also reported on our HVAC activities, which seem to be a theme throughout the county.

FOSL Report:

Mr. Estes reported the following activities:

- FOSL is in the process of updating its Articles of Incorporation.
- The Social Media Policy is now complete.
- FOSL is switching payment platforms to allow online memberships.
- Bumper magnets, stickers, and yard signs are now available for purchase in Epilogue. FOSL is hopeful this will lead to other merchandising possibilities.

County Update:

Ms. Cullers stated that nearly twenty applications have been received for the Warren County Library Board, and interviews will begin on Thursday, January 16th, 2025. She commented on how smoothly the December Board of Supervisors meeting progressed, though she was hopeful for a different outcome. Ms. Cullers has requested to Chairman Butler that she remain on our Library Board of Trustees.

Old Business:

Ms. Brooks inquired about the Board members' opinions on filling Maj. Gen. Hobgood's seat. Maj. Gen. Hobgood's specialty was in development. Discussion ensued. The opening will be announced, and if a viable candidate applies, the Board will seek to fill the vacant position.

New Business:

Ms. Emerson moved to amend the December 17th, 2024, minutes to reflect that the meeting was a Special Meeting, not a Closed Meeting, and to correct the error in paragraph 4 that the Board of Trustees went into a Closed Session, not an Executive Session. Mr. Moten seconded. The vote passed.

Ms. Hickman moved the Board of Trustees go into Closed Session in accordance with the Code of Virginia, Section 2.2-3711A.7 for legal matters. Ms. Cobb seconded. The vote passed.

Based on a conflict of interest, Ms. Cullers left the meeting before the Closed Session. Ms. Hayes also left the meeting.

Ms. Brooks moved that the Board certifies to the best of each member's knowledge that only public business matters lawfully exempted from open meeting requirements under Sect. 2.2-3711A.7 of the Code of Virginia, and only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Moten seconded. The vote passed.

Note:

Ms. Girard provided the following statement:

As I had to leave the special session of the January 13 meeting, please accept this statement to be added to the minutes:

Please note for the minutes of the January 13, 2025 meeting that I had to excuse myself prior to the conclusion of the meeting but herein state that only public business matters lawfully exempted from open meeting requirements under Sect. 2.2-3711A.7 of the Code of Virginia, and only such public business matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting during my attendance.

Ms. Hotek adjourned the meeting at 7:30 pm. The next meeting will be held on Monday, March 10th, 2025, at 5:30 pm.

Respectfully submitted,

Madeline Hickman
Secretary

Samuels Public Library
Board of Trustees
Special Meeting
November 20, 2024
5:00 p.m.

In attendance: Melody Hotek, President; Michael Whitlow, Vice President; Madeline Hickman, Secretary; Michelle Leasure, Treasurer; Lisa Cobb; Celeste Brooks; Joan Richardson; Lori Girard; Ed Richards; Kim Emerson; Scott Jenkins; Kate Trosch; Daniel Pond; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator.

Absent: Cheryl Cullers, County Representative; Lewis Moten, At-Large.

Guests: One member of the media and nine citizens.

With a quorum present, Ms. Hotek called the meeting to order at 5:00 p.m.

Ms. Hotek called the special meeting to discuss the recent developments concerning the Warren County Board of Supervisors' vote on Tuesday, November 19, 2024 to advertise a public hearing regarding the establishment of a Warren County Library Board.

Ms. Hotek began the discussion by providing a recap of the timeline over the course of the last month and a half. Ms. Hotek presented the following timeline of events to the Board of Trustees:

- October 7, 2024 – The Board of Trustees held an emergency meeting to discuss the withdrawal of building maintenance of the Library by the Warren County Board of Supervisors. The County Board of Supervisors did not provide any notice of this change to Samuels Library Board of Trustees or Library Director Erin Rooney.
- October 29, 2024 – With three-days notice, the Library Board of Trustees were asked to attend a work session with the Board of Supervisors to answer specific questions from their “2023 Library Debrief and Research” subcommittee.
- November 5, 2024 – Observed that former Warren County Board of Supervisor for five-terms (20 years), Tony Carter, went in front of the Warren County Board of Supervisors to explain the County decisions made regarding the Villa Ave property where the Library formerly resided.
- November 12, 2024 – Warren County Board of Supervisors Mr. Rich Jamieson and Ms. Vicky Cook, who make up the Sub-Committee for the “2023 Library Debrief and Research”, presented their Final Report with no advanced notice or communication to the Library Director or the Samuels Library Board of Trustees.
- November 19, 2024 – The Warren County Board of Supervisors presented and approved the motion to advertise a public hearing concerning the establishment of a Warren County Library Board.

Ms. Hotek put forth a suggestion to the Board of Trustees to hold two Public Forums in Meeting Room A for the following dates and times:

- Wednesday, December 4, 2024 at 6:00 PM
- Saturday, December 7, 2024 at 11:00 AM

The Board of Trustees voted unanimously via show-of-hands to approve the offerings of two Public Forums for dates and times listed above.

Ms. Hotek presented Contingency Planning as the next item on the agenda. A discussion about the Board of Trustees' contingencies ensued.

Ms. Hotek presented the question of how to handle contingencies – as an ad-hoc committee or with all Board of Trustees involved. The Board of Trustees unanimously agreed to work on the contingencies as a group.

Ms. Richardson moved the Samuels Library Board of Trustees to go into executive session in accordance with the Code of Virginia, Section 2.2-3711A.7: for the purpose of engaging legal counsel to advise on recent challenges to the organization's structure and reputation. Mr. Jenkins seconded. The vote passed unanimously.

Ms. Girard moved that the Samuels Library Board of Trustees certifies to the best of each member's knowledge that only public business matters lawfully exempted from open meeting requirements under Sect 2.2-3711A.7 of the Code of Virginia and only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Ms. Cobb seconded. The vote passed unanimously.

Ms. Girard then moved that the Samuels Library Board of Trustees approves the engagement of legal counsel under the previously approved legal budget utilizing unrestricted donated funds to advise on recent challenges to the organization's structure and reputation. Ms. Trosch seconded. The vote passed unanimously.

With there being no further business, Ms. Hotek adjourned the meeting at 6:35 p.m. The Board of Trustees will meet again on Wednesday, December 4, 2024 at 6:00 p.m. for the first Public Forum.

Respectfully submitted,

Madeline Hickman
Secretary

Director's Report

January & February 2025



General Updates

- Volunteer applications have continued to increase, adding much-needed help to Epilogue and the Library roster.
- Staff have diligently been preparing for "A Taste for Books." Which will be April 26th. We already have table host and sponsors listed. The theme is Movie Magic. Staff are getting décor planned for the building.
- Our open Technical Services assistant position in the Adult Reference Department has been filled with Janelle Dickson starting at the end of January. She has been an excellent addition to the team.
- Cheryl Harrison has been reviewing the day-to-day procedures for general maintenance for opportunities to reduce costs.
- Grace Green continues to visit Lavender Hills to engage with residents each month.
- Rachael Roman and Erin Rooney met with the Department of Social Services to discuss how the two organizations might further partner to provide services to the community.
- The Library's 4th puzzle contest keeps growing. This year is took place on January 25th and patrons had a blast. There were with 24 teams. The total amount raised was \$925.00
- Day of Giving was a major success for Love Your Library month in February. We had two matching donations with a goal of \$6,500 which we exceeded by over \$7,500 and a total of \$20,650.

Facility

- Building and maintenance – We are continuing to receive quotes for landscaping/lawn maintenance for next fiscal year.
- In January Jessica met with a rep from Capira, the developer of our SPL To Go app, to discuss an upgrade. The new app launched on February 19th. Notable new features include account alerts and push notifications; catalog search filtering; calendar filtering; item carousels; and the ability to customize and add screens on our own without needing to go through the developer.
- Jessica is finishing up our server migration project which is part of our technology replacement plan and covered by state aid.
- After re-evaluating our needs since getting rid of some public PCs, we are cutting back on the number of software subscriptions such as Deep Freeze licenses we renew. That software alone saves several hundred dollars.

Usage & Services

- February stats were unavailable at the time of this report.
- Total circulation is up 2% over FY24 in Jan.
- Traffic count is still up 6% from FY24 in Jan.
- Total patrons added is up 22% from FY24 in Jan. However total patrons is down -3%. We are regularly purging old accounts to make sure we have the most accurate number of current cardholders.
- Programming Attendance is down -5% FY24 in Jan.
- Volunteer hours are up 30% from FY24 in Jan.
- Database use is continuing to clime at 34% for FY24 in Jan. Ancestry.com, Freegal Music, Transparent Language, and Magzter seeing some significant increases.

Programming Highlights

- Winter reading has been a success. The Adult Winter Reading program had 132 participants, with 73 people completing the challenge. In total, participants read a combined total of over 214,000 minutes over the course of the challenge! For children and teens Winter Reading program brought in 360 participants through January and February with a total of 12,398 books read!

- As part of winter reading programs Michal Ashby taught a STEM program on growing crystal snowflakes and about Wilson Alwyn Bentley, the first person to photograph a snowflake which had about 15 attendees. We had a "Cooking Blizzard" program that allowed children to create cute creatures out of edible coconut and chocolate "snowballs" with 20 attendees.
- Regular children's story times with Carolyn are continuing to be a big hit. Music and Movement especially has hit over 50 attendees in one session several times. Due to the popularity we are looking into adding an additional session breaking it up into different age ranges.
- Studio 330 has been busy!
 - Walk in hours had 27 people visit the Studio in January and 27 in February.
 - There were 15 individual appointments made in January and 10 in February. The memory lab is one of the Studio's most popular services.
 - The Studio held its first quilting program. Rachael Roman led a card making program in anticipation of Valentine's Day and A volunteer facilitated fiber arts club, called String Theory, started in February. The group meets every Saturday afternoon for people to work on ongoing crochet, knitting, weaving, or other projects in a community setting.



Figure 1- Children's Cooking Blizzard Program



Figure 2 – Puzzle Contest



Figure 3- Adult Winter Reading Winner



Figure 4- Day of Giving

Samuels Public Library
Strategic Planning Committee Meeting
January 27, 2025
Start Time: 5:35 p.m. End Time: 7:00 p.m.

Present: Joan Richardson, Erin Rooney, Melody Hotek, Michelle Leasure, Ed Richards, Lewis Moten, and Jessica Priest Cahill.

The committee members reviewed the current strategic plan for Samuels Public Library. The following recommendations were made:

1. Every effort should be made to differentiate the Board of Trustees from the Board of Supervisors within the document so the reader is clear which board is being described/ addressed.
2. The designation “library user” will be changed to library patron.
3. Various edits were made to correct or clarify the strategic plan. This revised version is attached and will serve as a guide for further discussion at the committee’s next meeting.
4. The strategic planning committee will meet again in April. The date is to be decided.

Minutes submitted by Joan Richardson



Finance Committee Meeting Minutes February 5, 2025

In attendance: Michelle Leasure, Melody Hotek, Scott Jenkins, Michael Whitlow, Kate Trosch, Erin Rooney and Eileen Grady.

Ms. Leasure opened the meeting with a reminder to the Committee that the Library is on the Board of Supervisor's Work Session Agenda concerning the FY2026 Budget for Tuesday, February 25th. Ms. Grady will confirm the time. Discussion then took place concerning the normal format of this type of work session and what to expect – this information was primarily for the benefit of new Finance Committee members.

The Committee members then asked questions pertaining to several line items contained in the budget document. All questions were answered to everyone's satisfaction.

Ms. Leasure then moved the discussion to the financial reports the Board receives prior to each Board meeting. Currently, Ms. Grady provides a Budget vs. Actual report for each Board of Trustees meeting. It was suggested that an Income and Expense Activities Report (highlighting how Warren County funds are expended) should also be included. Discussion ensued concerning how often this report needed to be included. Ms. Grady advised that it should not be too cumbersome to produce this additional information for each Board Packet, beginning this March.

There being no further business to come before the Committee, Ms. Leasure adjourned the meeting.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
Jan 2025 through Feb 2025

66.7%

						TOTAL					
		Jan 25	Budget	Feb 25	Budget	Jul '24 - Jun 25	Budget	Budget %			
Income											
	4000 · Investment Account Funding	0.00	0.00	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	44,760.01	0.00	0.00	0.00	44,760.01	0.0%			
	4020 · County Appropriation	0.00	256,000.00	0.00	0.00	768,000.00	1,024,000.00	75.0%	County Funding to date		
	4050 · State Aid	62,141.25	62,141.25	0.00	0.00	186,423.75	248,565.00	75.0%	State Funding to date		
	4060 · Other Grants/Reimbursements	0.00	0.00	0.00	0.00	3,360.00	5,000.00	67.2%	e-rate funds for internet connection rec'd		
	4110 · Copier Income	860.85	825.00	958.12	850.00	7,593.73	10,000.00	75.9%			
	4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	49.76	0.00	100.0%			
	4120 · Interest Income	506.41	250.00	378.70	250.00	2,910.04	3,000.00	97.0%			
	4140 · Donations	1,278.36	300.00	410.31	250.00	17,650.39	5,000.00	353.0%			
	4146 · FOSL Donations	0.00	5,000.00	0.00	0.00	6,887.80	20,000.00	34.4%			
	4147 · Adult Dept Donations	195.53	0.00	200.00	0.00	395.53	1,000.00	39.6%			
	4149 · Community Outreach Income	0.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	100.0%			
	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	7,500.00	0.00	11,500.00	6,000.00	191.7%	\$7500 from Elks for Summer Reading		
	4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	500.00	0.0%			
	4164 · Construction/Renovation Project	0.00		0.00		300.00	0.00	100.0%			
	4164.5 · Building Maint Don - Restricted	0.00		0.00		4,000.00	0.00	100.0%			
	4171 · Book Sales - Amazon	52.20	160.00	0.00	175.00	352.22	2,000.00	17.6%			
	4175 · Retail Income	40.00	50.00	55.50	75.00	663.94	750.00	88.5%			
	4190 · Development - from Reserve	0.00	4,000.00	4,000.00	0.00	3,987.02	4,000.00	99.7%			
	4210 · Fines Income	732.45	1,000.00	610.61	1,000.00	5,587.94	12,000.00	46.6%			
	4215 · FAX Service	25.60	50.00	25.75	100.00	252.98	1,000.00	25.3%			
	4220 · Replacement Costs	515.00	625.00	532.17	625.00	5,492.71	7,500.00	73.2%			
	4230 · Nonresident Fees	10.00	15.00	0.00	15.00	120.00	250.00	48.0%			
	4250 · Interlibrary Loan Chgs	0.00	10.00	20.00	15.00	45.00	150.00	30.0%			
	4400 · Meeting Room Income	0.00	80.00	80.00	85.00	236.00	1,000.00	23.6%			
	4700 · Misc Income	-23.53	0.00	-15.64	0.00	-121.46	100.00	-121.5%			
	Total Income	66,334.12	379,266.26	18,755.52	3,440.00	1,029,687.35	1,430,125.01	72.0%			

Samuels Library, Inc.
Budget vs. Actual
Jan 2025 through Feb 2025

66.7%

						TOTAL					
		Jan 25	Budget	Feb 25	Budget	Jul '24 - Jun 25	Budget	Budget %			
Expense											
6000 · Salaries	68,646.83	65,400.00	68,797.85	65,500.00	543,225.07	786,424.13	69.1%	County Funding - \$538,500/State Funding \$4,725			
6040 · Retirement Funding/Current	2,689.29	3,075.00	2,606.08	3,095.00	23,759.15	37,000.00	64.2%	County Funding - \$20,000			
6050 · FICA SS/Med Payroll Tax Expense	5,251.47	5,000.00	5,263.06	5,000.00	41,556.74	60,000.00	69.3%	County Funding - \$40,000			
6060 · Unemployment Tax Expense	102.67	400.00	72.25	0.00	229.63	1,300.00	17.7%				
6080 · Hospitalization Expense	33,940.34	34,594.78	-1,624.72	-690.00	94,682.72	132,860.88	71.3%	County Funding - \$80,000			
6090 · Travel/Administrative Costs	781.36	750.00	0.00	200.00	8,485.55	7,000.00	121.2%	VLA-FOSL donating \$2K toward expenses			
6091 · Development Travel/Admin Exp	19.95	150.00	0.00	200.00	2,302.34	4,000.00	57.6%				
6092 · Legal Services	0.00		0.00		12,000.00		100.0%	100% covered by restricted donations			
6200 · Books/Materials	7,426.74	7,916.65	1,153.04	7,916.65	50,567.39	95,000.00	53.2%	State Funding - \$50,000			
6235 · Databases	4,874.00	0.00	0.00	4,800.00	7,331.00	17,000.00	43.1%	State Funding - \$7,331			
6250 · Subscriptions	0.00	0.00	0.00	100.00	8,198.43	7,200.00	113.9%	OCLC Subscription - cataloging and metadata			
6280 · Library Supplies	175.53	2,500.00	0.00	1,500.00	3,301.76	11,000.00	30.0%	State Aid Funding - \$3,301.76			
6300 · Internet Access Charges	400.00	400.00	400.00	400.00	3,506.09	6,000.00	58.4%				
6410 · Special Projects	1,876.17	1,500.00	0.00	0.00	7,008.04	4,500.00	155.7%	volunteer/donor events, staff dev State Aid \$1,500			
6411 · Community Outreach	0.00	0.00	0.00	0.00	3,975.37	4,000.00	99.4%	if more events need coverage will ask FOSL			
6420 · Childrens/Special Programs	1,921.99	150.00	0.00	50.00	4,204.45	6,000.00	70.1%	State Aid Funding - \$1,000 program supplies			
6430 · Adult Programs	80.00	200.00	0.00	150.00	686.79	2,000.00	34.3%	State Aid Funding - \$1,000 program supplies			
6610 · Contractual Services	30.00	30.00	0.00	30.00	6,998.92	13,000.00	53.8%				
6620 · Maint. Supplies/Small Equip.	1,005.70	750.00	17.99	750.00	8,011.77	9,000.00	89.0%	County Funding - \$5,000			
6622 · Custodial Services	2,875.00	2,900.00	0.00	2,900.00	21,250.00	35,000.00	60.7%	County Funding -\$20,000			
6630 · Building Maintenance-repair/rep	320.00	750.00	0.00	50.00	55,685.83	7,500.00	742.5%	8/7/24 -Exec Comm approved \$47K from Reserves			
6632 · Lease Expense	16.00		0.00		16.00		100.0%	to update bathrooms and replace some carpet			
6640 · Furniture	0.00	0.00	0.00	0.00	299.90	0.00	100.0%	County funding for repairs - \$7,000			
6641 · Story Walk	0.00	0.00	0.00	0.00	23.80	0.00	100.0%				
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	6,200.00	0.0%				
6720 · Utilities	14,125.55	7,500.00	0.00	8,000.00	40,294.29	76,500.00	52.7%	County Funding - \$40,000			
6810 · Postage	291.95	59.95	0.00	700.00	1,230.38	2,500.00	49.2%				
6820 · Telephone	239.79	250.00	0.00	250.00	1,621.04	3,000.00	54.0%				
6830 · Office Expenses/Supplies	218.31	500.00	33.50	350.00	2,574.53	6,000.00	42.9%	County Funding - \$2,500			

Samuels Library, Inc.
Budget vs. Actual
Jan 2025 through Feb 2025

66.7%

						TOTAL					
		Jan 25	Budget	Feb 25	Budget	Jul '24 - Jun 25	Budget	Budget %			
	6840 · PR & Advertising	2.95	0.00	0.00	300.00	936.26	1,500.00	62.4%			
	6850 · Copier Expense	907.60	650.00	265.40	1,000.00	8,041.59	11,000.00	73.1%			
	6860 · Audit Expense	0.00	0.00	0.00	0.00	15,556.00	15,000.00	103.7%	County Funding - \$15,000		
	6900 · Computer Equipment	712.49	625.00	0.00	625.00	11,872.11	7,500.00	158.3%	per equipment replacement sched-State Aid: \$10,000 for		
	6905 · Computer Maintenance & Supplies	0.00	625.00	30.00	625.00	4,884.00	7,500.00	65.1%	2 new public facing servers		
	6906 · Hot Spots	0.00	200.00	0.00	200.00	645.74	2,500.00	25.8%			
	6955 · Library Automation System	0.00	0.00	0.00	0.00	900.00	22,500.00	4.0%	State Aid Funding - \$900.00		
	6962 · RFID	0.00	0.00	0.00	0.00	1,951.00	5,000.00	39.0%			
	6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	To be funded with State Aid		
	6964 · SenSource	0.00	0.00	0.00	0.00	0.00	340.00	0.0%			
	6966 · Firewall Hardware/Software	11,573.00	500.00	145.00	500.00	4,580.00	6,000.00	76.3%			
	6969 · Reading Program Software	0.00	0.00	0.00	0.00	1,069.75	1,000.00	107.0%	State Aid Funding - \$1,069.75 complete for year		
	6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	To be funded with State Aid		
	6972 · Cloud Storage	95.59	100.00	0.00	100.00	683.32	1,200.00	56.9%	State Aid Funding - \$683.32		
	6973 · Mobile App	0.00	0.00	0.00	0.00	2,110.65	1,800.00	117.3%	State Aid Funding \$2,110.65 complete for year		
	6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	2,800.00	0.0%	To be funded with State Aid		
	Total Expense	160,600.27	137,476.38	77,159.45	104,601.65	1,006,257.48	1,430,625.01	70.3%			

Samuels Public Library Committee on Trustees Meeting

February 10, 2025

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

The committee reviewed the application from 2024. Aside from updating the deadlines, it was decided that the application would remain the same. The application period will be February 22-March 22. The deadlines are as follows:

- February 22, 2025: Announcement of Application Period
- **March 22, 2025: Applications Due**
- Week of March 24, 2025: Committee on Trustees Meeting to review applications
- **March 31-April 18, 2025: Interviews**
- Week of April 28, 2025: Committee on Trustees Meeting to complete recommendations
- May 12, 2025: Announce recommendations at Board Meeting
- July 8, 2025: Vote by full board

We currently have one opening. Ms. Brooks will email the board to provide an opportunity for others to speak up if they feel they need to step down.

Samuels Public Library Board of Trustees
Policy and Bylaws Committee
Monday, March 3, 2025
Minutes

The committee meeting was called to order at 5:39pm

Present: Kim Emerson, Chair; Lori Girard, Lewis Moten, Melody Hotek, Erin Rooney

Absent: Daniel Pond, Ed Richards

Interlibrary Loan Policy

Paragraph #2. The word “adult” was added to the sentence to read:

Interlibrary loan service is available to any Samuels Public Library adult cardholder with Borrower privileges, who has an account in good standing.

Motion made to approve the change by Mrs. Girard and seconded by Mr. Moten. The motion passed unanimously with no discussion.

Studio 330 Disclaimer

The committee began initial discussions about various sections of the first draft brought to us by staff. Changes will be made for the next meeting and Ms. Rooney will bring samples from other libraries offering Memory Lab/MakerSpace services to review.

Meeting adjourned at 6:12pm

Next meeting date will be April 21st at 5:30pm



Interlibrary Loan Policy

Introduction

Interlibrary Loan (ILL) is a library materials resource sharing process through which library materials or copies from materials are made available by one library to another. This service enables libraries to reach beyond their own limitations of space, budget, and scope of collection, to offer, through borrowing from another library, access to a range and wealth of materials greater than they are able to provide.

Who may request this service?

Interlibrary loan service is available to any Samuels Public Library **adult** cardholder with Borrower privileges, who has an account in good standing.

How are requests made?

Interlibrary loan requests are made by completing the Interlibrary Loan Request form, available in person at the adult reference desk. One library card may have up to three interlibrary loan item requests at any one time; this includes pending requests as well as currently borrowed items.

What kinds of materials may be requested? Can ILL be cancelled?

Most print and microfilm materials may be requested. Materials NOT available for interlibrary loan include:

- Magazine and newspapers (photocopied articles may be requested)
- DVDs and CDs (including books with supplemental CD-Rom inserts)
- Rare, archival, manuscript, or fragile items
- Software
- Downloadable materials and electronic resources
- Current best sellers or other books published within the last 6 months.

Because of the time, effort, expense and possible lending fees involved in interlibrary loan requests, cancellation is NOT possible once a request has been submitted to the lending library.

If a request is made, the material is received, but the customer does not pick up the materials within three days the fee of \$5.00 per requested item will remain on the person's account.

How does copyright restriction affect photocopy requests?

Samuels Public Library complies with Federal copyright law and CONTU (National Commission on New Technological Use of Copyrighted Works) guidelines that established the following guidelines for interlibrary loan: Requests for photocopies must include the copyright warning; the library may request only a total of five (5) articles a year from the last five years of a specific magazine; the library may request only one (1) article a year from any one issue of a magazine.

How long is the lending period for interlibrary loan materials?

The loan period for materials borrowed through interlibrary loan is dependent on the lending library. Interlibrary loan materials are not eligible for renewals.

Are there any ILL borrowing fees?

Samuels Public Library charges \$5.00 per requested item to cover shipping and labor costs. Samuels Public Library will make every effort to request materials from libraries that do not charge additional ILL lending fees. However, patrons who wish to proceed without regard to lending fees, or who choose to proceed with a request once they have been informed of a specific lending fee, are responsible for the charges applied by the lending library once that item has been shipped. If lending charges are not paid at the time the materials is picked up, they will be attached to the patron's library card record as outstanding fines and fees and handled in the same manner as other charges.

How should ILL materials be returned? What if they are late or damaged or lost?

Because ILL materials are loaned on good faith, they **MUST** be returned. Interlibrary loan materials **cannot** be placed in the indoor book return or outdoor book drop; patrons must take care to return items **by hand** to the library's circulation desk with the interlibrary loan paper still attached. A \$1.00 per day per item overdue fine will be assessed for interlibrary loan materials that are returned past their due date. If there is any damage to an interlibrary loan item or an interlibrary loan item is lost, the patron will be responsible for the lending library's replacement cost. Please note that replacement cost of the library item may be as high as several hundred dollars over the purchase price of the item. ILL privileges may be suspended if a borrower damages, losses or returns items late.

How will I be notified of my ILL request?

A notification will be sent when the item is available for pickup in accordance with a patrons notification preferences.



Warren County Building Committee Meeting – Samuels Public Library Report

March 13, 2025

Completed Items since the last meeting (February 13)

Carrier completed repairs for a “transducer” error which prevented a reboot of the chiller. Cost: \$3,551.45.

Carrier added the library to its spring service schedule.

In-Progress Items

Men’s/Women’s Restrooms – ADA-compliant sinks are being installed. This entails retrofitting the new sinks to fit the existing spaces. The men’s restroom sink project is officially complete. Winn’s Plumbing has scheduled work to begin on the women’s restroom sink the week of March 10.

We are assessing options for grounds keeping and soliciting bids from commercial vendors with the expectation of having a plan in place before April. All Season’s Lawn Care did a site visit on March 6.

Anticipated Items

Ceiling Tiles – Water-damaged ceiling tiles will be replaced using on-hand reserve tiles. This work will be performed by volunteers. Expected Cost: \$0.00

The benches in the preschool nook are targeted for renovation. Work has not yet begun on this project.

Requesting Action by Warren County

FY ’25-26 estimated maintenance costs were included in the Operations budget submission reviewed with Warren County Supervisors on February 25. The projected maintenance cost is based on SPL’s records of past years and consideration of the building’s age and withdrawal of support from Warren County Public Works. Input from Public Works was not available. The FY ’25-26 budget shows a projected increase of \$55,950 over the amount budgeted for FY’24-25.