



**Bi-Monthly Meeting Agenda  
Samuels Library Board of Trustees  
May 12, 2025**

1. Call to Order, Determination of Quorum
2. Minutes
  - a. Approval of Minutes from March 10, 2025 Board of Trustees Meeting
  - b. Approval of Minutes from Special Meeting March 17, 2025
  - c. Approval of Minutes from Special Meeting March 26, 2025
  - d. Approval of Minutes from Special Meeting April 9, 2025
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Strategic Planning Committee Report
7. Finance Committee Report
8. Development Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
11. FOSL Report
12. County Update
13. Old Business
14. New Business

Adjourn – Next Meeting Date July 14, 2025

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

March 10th, 2025  
5:30 pm.

**In attendance:**

Melody Hotek, President; Michael Whitlow, Vice 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, Kate Trosch, Ed Richards, Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Absent: Daniel Pond.

Guests: Fifteen citizens.

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

The Bi-Monthly January 13th, 2025 minutes were presented. Ms. Cobb moved to approve the minutes as presented. Mr. Whitlow seconded. The vote passed.

Ms. Hotek presented the Special Meeting minutes of November 20th, 2024. Mr. Jenkins moved to approve the minutes as presented. Ms. Girard seconded. Due to absence, Ms. Cullers and Mr. Moten abstained. The vote passed.

**Citizen's Time:**

Fifteen citizens were present.

Ms. Samantha Good of Front Royal, Va., spoke in support of Samuels Public Library.

**President's Time:**

Ms. Hotek welcomed everyone and thanked Ms. Hayes for videoing the meeting, which will be accessible via a link on our website. Ms. Hotek read a prepared statement to attendees. See Appendix A: President's Time.

**Library Director's Report:**

Ms. Rooney presented the Library Director's report for January and February 2025.

**Strategic Planning Committee:**

Ms. Richardson stated that the Committee met on January 27th, 2025, to review the new five-year Strategic Plan approved in May 2024. Some changes were made to the plan, which will be reviewed again next month to prepare for presentation and approval at the May Board of Trustees meeting.

**Finance Committee:**

- Ms. Leasure stated that the Finance Committee met on February 5th, 2025, to review the FY26 budget before presenting it to the Board of Supervisors.
- The \$1,193,261.00 budget was presented to the Board of Supervisors on February 25th, 2025. Ms. Leasure stressed that this is just a request. The most significant increase to the FY26 budget is the

\$54,000.00 maintenance line item and cost of living increases for our employees. The \$54,000.00 maintenance line item addition to our budget would technically decrease the county's public works line item by the same amount.

- Ms. Cook requested that we track county monies spent in our expense reports. Ms. Grady highlighted operating expenses made with County funding in blue and State Aid funding in brown. Ms. Cook would like to see this on current and future spending.
- Ms. Cook stated she had questions from the Warren County Library Board, but to date, the Library has not received those questions.

Ms. Leasure reported the following account balances:

- Operating Account = \$ 46,358.00
- Reserve Account = \$ 176,985.00
- Mellon Account = \$ 78,498.00
- Endowment Fund = \$ 1,066,792.00 (Each year, 3% may be used to supplement the budget)
- Community Foundation Northern Shenandoah Valley Funds:  
\$8,097.00  
\$7,167.00

Discussion ensued regarding:

- The Mellon Foundation grant and expenditure of remaining funds.
- How to report the newest Warren County reporting requests and color-coding the reports.

#### **Development Committee:**

Mr. Whitlow reported that the Committee did not meet in February due to weather. Mr. Whitlow shared the following campaign report:

- The Annual Appeal campaign raised over \$65,000.00, an increase of \$14,000.00 over the previous year.
- The Day of Giving has raised over \$20,000.00, including two matching donations. The final total is still being calculated. The campaign primarily relies on social media and signage in the Library. This year's total has surpassed last year's by \$11,500.00.
- "A Taste for Books" tickets are on sale!

The next Development Committee will resume its bi-monthly schedule on the third Wednesday of each month, beginning April 16th, 2025, at 5:00 pm.

#### **Committee on Trustees:**

Ms. Brooks reported that the Committee met on February 10th, 2025. The Committee will be accepting applications for one vacancy. The deadline for applications is March 22nd, 2025. Any applications received will be reviewed by March 31st, 2025.

#### **Policy and Bylaws Committee:**

Ms. Emerson reported that the Committee met on March 3rd, 2025, to review an amendment to the Interlibrary Loan Policy, which required the addition of the word "adult." The Committee recommends

the proposed amendment. The Committee has begun its initial review of the Studio 330 user agreement and disclaimer. The Committee will meet on April 21st, 2025, at 5:30 pm after Ms. Rooney has an opportunity to review the policy. Ms. Emerson made a motion from the Committee that we amend the Interlibrary Loan Policy to add the word "adult" as set forth in the proposed policy. Mr. Moten seconded. The vote passed unanimously.

In light of the recent changes to the Articles of Incorporation, Ms. Hotek requested the Committee review the Bylaws.

### **Building Committee:**

Mr. Jenkins stated the March Building Report is enclosed. Mr. Jenkins addressed the origins of the \$54,000.00 maintenance line item. The Committee attempted to engage public works to calculate the labor hours expended on facility issues. However, they could not tell us the information. Mr. Jenkins stated our costs for repairs are higher since we now contract out to individual contractors as opposed to public works.

Mr. Jenkins reported that the men's public restroom project was complete, and work will begin on the women's public restroom soon. The roof repairs are holding up, and the HVAC repair is complete. To date, there have been no new issues.

### **FOSL Report:**

Mr. Estes reported that FOSL will be meeting on March 11th, 2025, and that there will be two reports for the next meeting. Ms. Hotek thanked FOSL for their efforts and support during the Q&A Forums.

### **County Update:**

Ms. Cullers wished to address Mr. Jenkins' Building Maintenance Report. To be financially prudent, enlisting the help of public works for assistance on some issues makes sense. Ms. Cullers is hopeful to find a way to work together. She encourages people to stop engaging in social media interactions.

Ms. Leasure moved to amend the agenda to move Old Business and New Business to after the closed session. Mr. Whitlow seconded. The vote passed.

Ms. Girard moved the Board of Trustees go into a closed session in accordance with the Code of Virginia, Section 2.2-3711A.6 for the purpose of discussing contract negotiations.

Further, I move the Board of Trustees go into a closed session in accordance with Section 2.2-3711A.7: and 2.2-3711A.8 for legal matters concerning ongoing litigation and library services.

Mr. Moten seconded. The vote passed.

Members of the public, Ms. Cullers and Ms. Hayes, left the meeting.

After concluding the closed meeting the public was invited back whereby, Mr. Moten 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 Sections 2.2-3711A.6, A.7 and A.8 of the Code of Virginia and only such public business matters were identified in the motions by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Jenkins seconded. The vote passed.

There were no motions to make. There was no Old or New Business to discuss.

Ms. Hotek adjourned the meeting at 7:44 pm. The next meeting will be held on Monday, May 12th, 2025, at 5:30 pm.

Respectfully submitted,

Madeline Hickman  
Secretary

A handwritten signature in dark ink, appearing to read "Madeline Hickman", written in a cursive style.

Attachment:

Appendix A: President's Time

March 10, 2025

## President's Time

Over the weekend one of our Trustees was at the receiving end of bullying behavior while he was going about normal business at the local transfer station. What we talked about was how there was no reasoning with the individual. We are facing a divisive time in our little town and loosing. We need to get back to having Civil Discourse.

Tonight I ask everyone to seek the truth and not be quick to accept a story. Just because someone says it is a fact does not mean that it really is.

Let's take the whole FOIA discussion.

When you read the rules and I have the document here entitled **Access to Public Meetings under the Virginia Freedom of Information Act** you get the actual rule and not the cherry picked information meant to smear our reputation.

### ***When must notice be posted?***

*For regular meetings: The notice must be posted at least three working days prior to the meeting.*

*For special, emergency, or continued meetings: Notice, reasonable under the circumstance, of special, emergency, or continued meetings must be given at the same time as the notice provided members of the public body conducting the meeting. FOIA defines an emergency as "an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable and which circumstance requires immediate action."*

On December 10 the County voted 4-1 to establish the Warren County Library Board despite public outcry with 97 people speaking out against the Ordinance in question.

On December 13 an email was sent to the Library Board of Trustees including Mrs. Cullers to call for a Special or Emergency meeting on December 17 to discuss how this would legally affect the Library. A notice was posted even before the email was sent.

The Agenda was handed out on the evening of the meeting to everyone at the same time and minutes of that meeting have been approved on Jan. 13 and posted to our website for all to see.

Therefore, according to FOIA rules outlined above, there was no FOIA violation.



**Articles** – Samuels Public Library is independent of Warren County. We are engaged in a Public-Private Partnership with the County to provide services. We come with our own rules of governance, policies and assets in order to get the job done. The Board of Trustees govern this independent charitable organization. Not the County nor its agents.

The Trustees have every right to make changes as it deems necessary and the change to Paragraph 10 in the Article of Incorporation were approved by the Commonwealth of Virginia State Corporation Commission on January 27 2025.

The assets are secured for us to fulfill our mission of providing library services to the people of Warren County. The idea of sending them anywhere, let alone out of the area is made up.

The idea that we would even consider dissolution is made up. We aren't going anywhere.

Other nonprofits in the County also provide services and come with their own assets.

As to the 25 days that has been thrown out there are rules to only applies to corporations with members. We do not. Thus that argument is null and void.

### **Furniture & Fixtures**

As for the furniture & fixtures, when we moved to the new location on Criser Road, the County gave the Library a loan to purchase additional furniture & fixtures as the square footage had more than doubled in size.

The Board of Supervisors at that time were invested in seeing that the Library succeed at its new location. All but \$256,372 of the loan had been repaid at the time of the purchase of the Villa Avenue building and so the agreed upon purchase price was reduced to forgive the outstanding loan.

Therefore, with the repayment of the loan, the furniture & fixtures then belonged to the Library.

I could go on but we have a meeting to run. The point is, we are asking everyone to please be careful out there about the information being spread that it is not just a rumor or conjecture. And, be kind and patient as we go forward.

The good news is that people all over the country are watching what happens here in our community. Donations and messages of support have been coming in from now 18 states and counting and from our Canadian neighbors. You love this Library and we are working hard to continue providing you the excellence services you deserve.

Now on with the meeting !

Samuels Public Library

Board of Trustees

Special Meeting

March 17, 2025

5:00 p.m.

In attendance: Melody Hotek, President; Michael Whitlow, Vice President; Michelle Leasure, Treasurer; Lewis Moten, At-Large; Lisa Cobb; Celeste Brooks; Joan Richardson; Lori Girard; Kim Emerson; Scott Jenkins; Kate Trosch; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Cheryl Harrison, Circulation Manager; Amy Hayes, Development Administrator.

Absent: Madeline Hickman, Secretary; Daniel Pond; Ed Richards; Cheryl Cullers, County Representative.

Guests: One member of the media and four citizens.

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

Ms. Hotek called the special meeting to resolve recent conversations concerning Article 10 of the Library's Articles of Incorporation. Ms. Hotek read a statement to attendees, Appendix A. Ms. Hotek opened a discussion or asked for a motion to accept changes to Article 10 of the Library's Articles of Incorporation. Discussion ensued.

At 5:24:30 p.m., Ms. Hotek called for a recess so that Ms. Emerson could prepare the updated Article 10 document for review, as prepared by the Board of Trustees.

At 5:42:00 p.m., Ms. Hotek reconvened the meeting. After reviewing the updated Article 10 of the Library's Articles of Incorporation, Ms. Cobb motioned to adopt the changes to the Articles of Incorporation as discussed in this meeting and as written in this draft, Addendum B. Ms. Richardson seconded. Ms. Hotek called for a roll call vote:

Voting Yes:

Ms. Hotek, Ms. Cobb, Ms. Emerson, Mr. Jenkins, Ms. Brooks, Ms. Girard, Ms. Leasure, Mr. Moten, Ms. Richardson, Mr. Whitlow, and Ms. Trosch.

Voting No:

No one.

Absent:

Ms. Hickman, Mr. Pond, Mr. Richards, and Ms. Cullers.

The vote passed unanimously.

Ms. Richardson moved the Board of Trustees into a closed session in accordance with the Code of Virginia, Section 2.2-3711, A.6, for the purpose of discussing contract negotiations. Ms.



Girard seconded. The vote passed unanimously. Ms. Hotek asked all the guests to leave and take their possessions with them.

Ms. Cobb 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 Sections 2.2-3711, A.6 of the Code of Virginia, and only such public business matters were identified in the motions by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Ms. Leasure seconded. The vote passed unanimously.

Ms. Hotek adjourned the meeting at 6:55 p.m.

Respectfully submitted,

  
Madeline Hickman, Secretary

Addendum A

Addendum B

Addendum A, March 17, 2025, Board of Trustees Special Meeting.

Tonight the focus of this Special Meeting is to resolve the recent conversation concerning Article #10 of the Library's Articles of Incorporation.

Let's review how we got here.

If you remember back in October, Supervisor Jamieson brought up the sale of the Villa Ave building and began making inferences about that transaction and then again in his Debrief and Research document causing questions and confusion in the minds of the public.

**We wondered where was this headed**

On December 10 we all remember sitting at the Government Center until 2am when 97 of our fellow citizens spoke out about the creation of a Warren County Library Board and yet the 4-1 vote occurred despite public outcry.

Clearly the Board of Supervisors must know that as a nonprofit, Samuels can NOT be governed by the WCLB. Government overreach into policy making or day-to-day operations would cause Samuels Public Library to lose its nonprofit status.

**We asked ourselves What is the point of a separate board? And WHY?**

**Red flags went up and this began to feel increasingly like an attack.**

And so, the Samuels Board of Trustees called a Special Meeting on December 17 to talk with lawyers and determine how to protect the library and its future. This included a discussion about protecting our assets in this unprecedented time. Coming out of the Closed session of that meeting the Board approved the changes to the articles of incorporation, selecting a new registered agent and amending the paragraph on dissolution of assets.

The Board also approved a motion to work with our attorney to take all action as may be necessary regarding Chapter 7 of the Warren County Code of Ordinances. The minutes of this meeting can be found on the Library's website in the January 13 Board packet.

**Fast forward and we are once again under attack**, this time from Mr. Belk acting on behalf of the WCLB accusing us of any number of violations surrounding this action. We have consulted with our lawyers and none of the Codes cited by Mr. Belk apply to us, nor is there a FOIA violation as I outlined last week. I invite you to do your own research, look them up in the Code of Virginia, put them in front of a lawyer you know or come in and ask us for a more detailed explanation.

This all feels like a set up meant to confuse the public and smear the reputation of your award-winning library.

Once again we are here to make changes to Article #10, to put to rest any question that the Assets of Samuels Public Library, purchased through grants and donated or fundraised monies and the sale of the Villa Ave building will stay with Samuels Public Library to provide an exceptional library for ALL the residents for many years to come.

Other Partner Agencies in Warren County listed on the County's website are the

4-H

Humane Society of Warren County,

Blue Ridge Arts Council

Browntown Community Center.

All of these partners come with their own assets in order to provide services to County residents. Think about that and will the County be coming for their assets next?

Please remember that this is an Article of Dissolution and only comes into play if and when the Board of Trustees would vote to dissolve the nonprofit.

Ain't gonna happen. We are here to stay. This is what we do and we do it well.

With that I will open the topic up to discussion or ask for a motion.

Addendum B, March 17, 2025, Board of Trustees Special Meeting.

10. The Library may be dissolved at any time by the two-thirds vote of the Board. Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of the liabilities of the Library, distribute all remaining Library assets to such organizations as determined by the Board provided such organizations (a) are located in Warren County, Virginia; (b) are organized and operated for charitable and educational purposes; and (c) qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Laws). In the event that the foregoing procedure does not result in the distribution of all of the Library's remaining assets, the Board shall distribute all remaining Library assets to such organizations as determined by the Board provided such organizations (a) are located in the Commonwealth of Virginia; (b) are organized and operated for charitable and educational purposes; and (c) qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Laws). If any assets remain after following the foregoing procedures, said assets shall be disposed of by the Circuit Court of Warren County, Virginia to such organization or organizations as said Court shall determine.

Samuels Public Library  
Board of Trustees  
Special Meeting  
March 26, 2025  
5:00 p.m.

In attendance: Melody Hotek, President; Michelle Leasure, Treasurer; Madeline Hickman, Secretary; Lisa Cobb; Celeste Brooks; Joan Richardson; Lori Girard; Ed Richards; Kim Emerson; Scott Jenkins; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Cheryl Harrison, Circulation Manager; Amy Hayes, Development Administrator.

Absent: Michael Whitlow, Vice President; Lewis Moten, At-Large; Kate Trosch; Daniel Pond; Cheryl Cullers, County Representative.

Guests: One member of the media and one citizen.

With a quorum present, Ms. Hotek called the meeting to order at 5:01 p.m.

Ms. Hickman moved the Board of Trustees go into a closed session in accordance with the Code of Virginia, Section 2.2-3711, A.6, for the purpose of discussing contract negotiations. Ms. Girard seconded. The vote passed unanimously. Ms. Hotek reminded the guests to take all their belongings with them and informed them that an announcement would be made when the closed session ended.

Coming out of the closed meeting Ms. Girard 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 Section 2.2-3711, A.6 and only such public business matters were identified in the motions by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Jenkins seconded. The vote passed unanimously.

Ms. Brooks then made a motion that the library take actions to engage in major fundraising efforts and direct the President and Library Director to negotiate contracts with marketing and fundraising experts as needed. Recognizing a budget from \$30,000.00 to \$60,000.00 may be required. Funding for said contracts shall be donor-funded. Mr. Jenkins seconded.

Voting Yes:

Ms. Hotek, Ms. Cobb, Mr. Jenkins, Ms. Brooks, Ms. Girard, Ms. Hickman, Ms. Leasure, Ms. Richardson, and Mr. Richards.

Voting No:

Ms. Emerson

Absent:

Mr. Moten, Mr. Pond, Mr. Whitlow, Ms. Trosch, and Ms. Cullers.

The vote passed unanimously.

Ms. Leasure moved that we send the Board of Supervisors an MOA Library Funding Agreement for \$1,024,000.00 for the fiscal year ending June 30, 2026. Ms. Emerson seconded.

Voting Yes:

Ms. Hotek, Ms. Cobb, Ms. Emerson, Mr. Jenkins, Ms. Brooks, Ms. Girard, Ms. Hickman, Ms. Leasure, Ms. Richardson, and Mr. Richards.

Voting No:

No one.

Absent:

Mr. Moten, Mr. Pond, Mr. Whitlow, Ms. Trosch, and Ms. Cullers.

Ms. Hotek adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Madeline Hickman, Secretary



Special Board Meeting  
Samuels Library Board of Trustees  
April 9, 2025

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In attendance: Melody Hotek, Scott Jenkins, Celeste Brooks, Madeline Hickman, Michelle Leasure, Lewis Moten, Joan Richardson, Ed Richards, Michael Whitlow, Erin Rooney and Eileen Grady. Additionally, one member from the public was in attendance.

With a quorum present, Ms. Hotek called the meeting to order. Ms. Richardson made the following motion:

*"I move the Board of Trustees go into a closed session in accordance with the Code of Virginia, Section 2.2-3711, A.6 for the purpose of discussing contract negotiations.*

*Further, I move the Board of Trustees go into a closed session in accordance with Section 2.2-3711, A.7 and 2.2-3711, A.8 for legal matters concerning ongoing litigation and library services."*

The motion was seconded by Ms. Hickman and passed unanimously.

Ms. Hotek then asked that the public exit the meeting.

Ms. Hotek called the public meeting back to order and Ms. Brooks made the following motion:

*"I move that the Board certifies to the best of each member's knowledge that only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711 A.6, A.7 and A.8 of the Code of Virginia and only such public business matters were identified in the motions by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body."*

Mr. Moten seconded the motion and it passed unanimously.

Mr. Jenkins then moved that the Board of Trustees authorize Erin Rooney to spend additional funds up to \$25,000, using donor designated funds, for legal services if needed. Ms. Leasure seconded, and the motion passed unanimously.

There being no further business to attend to, Ms. Hotek adjourned the meeting.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Madeline Hickman".

Madeline Hickman

Secretary

Samuels Library Board of Trustees



# Director's Report

## March & April 2025



### General Updates

- Volunteer applications continue to increase, adding much-needed help to Epilogue and the Library roster.
- In reviewing the day-to-day procedures, we have decided to hire two part-time maintenance persons instead of using a cleaning service. This direction would increase the time spent cleaning the building, and reduce costs.
- Staff did a fantastic job preparing for "A Taste for Books: Movie Magic" annual fundraiser which was a big success. We had around 400 attendees.
- Adult Reference and Youth Service staff are currently in preparation for Summer Reading: Color our World which will start on May 31<sup>st</sup>.

### Facility

- The server migration project was completed in March. We are now operating off of fully virtualized servers. I walked several staff members through the process of accessing them.

### Usage & Services

- April stats were unavailable at the time of this report.
- Total circulation for March down 7% over FY24. There has been supply change issues with vendors and publishers across the industry.
- Traffic count is still up 12% from FY24 in Mar.
- Programming Attendance was down last report and now back up 31% from FY24 in Mar.
- Volunteer hours are up 74% from FY24 in Mar.
- Database use is continuing to climb at 23% for FY24 in March, Freegal Music, Overdrive, and Hoopla seeing some significant increases.
- In early April, we were alerted to the fact that AT&T and other wireless providers will stop supporting email-to-text service in June – this is what we rely on for Polaris account notifications. I reached out to several vendors, Polaris included, for quotes on a more modern text notification service, but found the costs were prohibitively expensive. After discussing this with management, we have chosen to phase out offering text notifications at this time.

### Programming Highlights

- What the Tech continued to meet weekly, with a total of 18 attendees over the month of March. Thank you to our FOSL and Board member volunteers Sydney Patton and Lewis Moten
- Mike Familant returned to Samuels to present his program about his experiences searching for Bigfoot in April. 43 people attended the program.
- Music and Movement is beyond popular with Youth Service Assistant Carolyn Fink. Attendance averages at 50. We also had Sheriff Cline in as a special guest for Story Time in March.
- Virginia Works held the first of the job fairs that they organized in Room A on March 6. 38 people attended.
- StoryWalk® at Eastham Park March book was The Best Flower Ever! By Neesha Hudson. There were 31 attendees.
- We had an all age intro to Irish Language workshop in March lead by local author Connie Marshner.
- Youth Services did the Annual Easter Eggstravaganza with Parks and Rec in April where there were 75 attendees.
- Rachael Roman and Michal Ashby attended the Resource Fair organized by Social Services on March 5 and spoke to 22 people about the resources the library offers.
- Walk in Hours had 23 people visit the Studio in March and 21 in April.
- There were 33 individual appointments made in March and 32 in April. The memory lab remains popular, with other especially popular offerings being the Media Lab Sound Booth for recording projects and the sublimation printer.

- Tina Claflin organized the studio's first Craft Swap on March 22. The successful program had a number of people donate throughout February and 40 people attended the swap in March.
- Several volunteer-led programs were held in April: Cricut bookmarks on April 5, and a Glowforge puzzle workshop on April 7.



Figure 1- Intro to Irish Language Workshop



Figure 2 – Story Time with the Sheriffs!



Figure 3- Craft Swap



Figure 4- Taste for Books

Samuels Public Library  
Strategic Planning Committee Meeting  
April 15, 2025  
Start Time: 5:15 p.m. End Time: 6:30 p.m.

Present: Joan Richardson, Chairperson; Erin Rooney, Library Director; Melody Hotek, President of the Board of Trustees; Members of the committee: Michelle Leasure, Ed Richards, Lewis Moten.

Committee members reviewed the current strategic plan for Samuels Public Library including suggested changes proposed by committee members over the last two committee meetings. The draft of the updated plan created at the end of this meeting will be brought to the next Board of Trustees' meeting in May 2025 for Board input. The goal is to finalize an updated version at the July Board of Trustees' meeting. The draft plan is attached.

Minutes submitted by Joan Richardson

[Title Page]

**FY2025 – FY2030  
Strategic Plan**

Updated annually by:  
Samuels Public Library  
Strategic Planning Committee

Approved by:  
The Board of Trustees  
2018, 2021, 2022, 2023.2024

[Signature Page]

Samuels Public Library's **ADD (Library)** Strategic Plan is a road map for the Library's staff, management, and Board of Trustees **ADD (Board)** as we strive to honor and enrich the deep and textured heritage of our community and its Library. As community needs evolve, the Library's capacity and ability to service those needs must also evolve; therefore, the plan will be reviewed and updated annually. This is only the beginning of what is possible. We look forward to working with the residents of Warren County. Questions, comments, or suggestions about the Library or this plan, should be forwarded to:

Library Director, Erin Rooney  
540-635-3153 [erooney@samuelslibrary.net](mailto:erooney@samuelslibrary.net)  
330 E. Criser Rd, Front Royal, VA 22630

The Board of Trustees and staff of Samuels Public Library have reviewed the FY2025-FY2030 Strategic Plan and are committed to implementing the goals of the plan.

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Signature of Board President

**ADD Samuels Public Library, Inc.**

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Date

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Signature of Library Director

**ADD Samuels Public Library, Inc.**

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Date



## OUR MISSION

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

## OUR VISION

Samuels Public Library is committed to providing the Warren County community with outstanding public library services that meet the needs of a broad range of patrons. The Director, staff, and Board **ADD of Trustees (Board)** will:

- **Tailor** Library holdings, services, and programs to meet the specific needs of the community.
- **Expand** the holdings, services, and programs over time.
- **Develop** strategies, plans, programs, and conduct fundraising to ensure the long-term financial security and viability of the Library.
- **Provide** high-quality, modern, and well-maintained staff and customer space.
- **Ensure** the staff is well trained with competitive benefits and compensation.

## OUR VALUES

The following values will serve as guideposts for Samuels Public Library:

- **Inclusion** – We value the vast breadth of backgrounds, beliefs, and cultures of our patrons and staff and we provide high-quality services and collections that represent and celebrate our community's diversity.
- **Accessibility** – We value the different abilities of our patrons and staff, and we work to make our facility and services accessible and welcoming for everyone.
- **Community** – We value the Library's role in maintaining a vibrant, educated, healthy community and endeavor to establish and strengthen partnerships that help sustain Warren County.
- **Intellectual Freedom** – We value the rights of Library patrons to read, seek information, and speak freely as guaranteed by the First Amendment while keeping patrons' transactions and personal information confidential.
- **Lifelong Learning** – We value knowledge and believe that it is a vital component of an individual's quality of life and strive to provide dynamic educational opportunities to all.

## GOVERNANCE

GOAL: Samuels Public Library (Library) will be administered and governed by an informed, active and responsible Board of Trustees (Board). The Board will maintain a relevant and realistic Strategic Plan.

Objective A: The Board will recruit members who are interested in the Library; recognize and support its mission, vision, values, and goals; knowledgeable about the community; and willing to devote the time, effort, and resources necessary to carry out the work of the Library.

- New Board members will receive orientation based on established guidelines to enable them to carry out their duties. The Library Director will be responsible for documenting new trustees' participation.
- New Board members will be assigned to Board committees to review and formulate policies and procedures related to the tasks assigned to their respective committees for consideration by the full Board to ensure that the committees' end products align with the strategic plan.

Objective B: In consultation with resources such as the Library of Virginia, a continuing education format will be developed early each fiscal year by the Director and President with the focus of keeping Board members knowledgeable of the trends, laws, and policies in library management.

Objective C: The Board will periodically evaluate its own needs and performance and take necessary steps to enable it to govern effectively.

- Board members will be asked at the annual retreat to identify for discussion any issues they perceive with Board performance. They will also be asked to complete a self-evaluation.
- Board members will be asked to complete a conflict of interest policy update at the first Board meeting of each fiscal year.

Objective D: The Policy **ADD and Bylaws** Committee will conduct annual reviews of the Bylaws, policies, and other guidelines that govern the Library to ensure that they support the implementation of this Plan.

Objective E: The Board will annually review, update, and re-approve the Strategic Plan.

## FINANCIAL RESOURCES

GOAL: Samuels Public Library will seek a funding level that will allow implementation of the Library's goals and objectives.

Objective A: The Board will seek and evaluate fundraising opportunities when and where the opportunities are in accordance with the Library's standards and objectives.

- The Development Committee will annually prepare a development plan which will include the goals of and reasons for fundraising.
- The Library will continue to employ professional development staff as proposed in the annual development plan.
- The Development Committee will work with The Friends of Samuels Library (FOSL) to balance and assign development activities between the Library and FOSL.



Objective B: The Library will articulate its mission and funding requirements to the community and decision-makers. Management will work cooperatively with the Warren County Board of Supervisors and key community leaders to serve this objective.

- The Library's Director of Operations and the Library Director will prepare and submit the Warren County form titled "Partnering Agency Budget Request" to the Board of Supervisors annually to identify funding requests.
- The Library Director or the Board President will update the Board of Supervisors biannually regarding library activities, sources of funding, and the use of said funding.
- The Supervisor acting as that body's representative will sit on the Board of Trustees' Executive Committee and may report to the Board of Supervisors as is appropriate.

Objective C: Each year at Staff Development Day, Library employees will be encouraged to examine operations and offer suggestions for improvement to supervisors to ensure that all resources are managed as effectively and efficiently as possible. The Library Director will inform the Board of employee recommendations at a Board meeting.

Objective D: The Board, **ADD the Development Committee, and the Finance Investment Committee will expand the** Samuels Library Endowment Fund through planned giving and other fundraising activities to strengthen the financial posture of the Library. The Development Coordinator and the Development Committee will update the Board periodically regarding the status of the Endowment Fund.

Objective E: The Board will actively work with the Library's financial advisors to assure the efficacy of the Samuels Library **ADD Endowment** Fund. The Finance Committee will meet with the advisors at least semi-annually and advisors will be invited to a Board meeting annually.

## **FACILITY**

GOAL: Samuels Public Library facilities will meet public safety and security needs and provide a high-quality environment for patrons and staff.

Objective A: The Library staff will identify and prioritize maintenance, replacement, and augmentation requirements of the Library structure and equipment as needed.

Objective B: The Library staff will periodically evaluate meeting room space and usage charges.

Objective C: The Library staff will evaluate the overall space needs of the library and **ADD may** work with consultants to ensure that space is used to its utmost efficiency. Consideration will also be given to future expansion of space.

Objective D: The Board will provide funding and will seek community involvement to maintain and improve the Library grounds and building.

- Staff and Board members will enlist the ongoing support of **DELETE County grounds and maintenance staff** local Extension Master Gardeners, the Tree Stewards and others to maintain and improve the Library grounds and building.

## **PUBLIC RELATIONS**

GOAL: Citizens of Warren County will be informed about Library services, resources and programs.

Objective A: Library staff will create a fluid marketing plan that includes the use of social media to guide dissemination of information to the public to better publicize programs and services. Periodically the Library Director will report social media metrics to the Trustees.

Objective B: The Library Director will from time to time, present library statistical information to the Trustees and will annually oversee the creation of community info graphics utilizing year end library statistical data.

Objective C: Library Management, Board and FOSL, as appropriate, will strive to be available to speak to civic organizations and businesses and will also participate in appropriate community events to promote the Library.

## **PAID & VOLUNTEER PERSONNEL**

GOAL: Citizens of Warren County will have access to sufficient Library personnel to provide quality services.

Objective A: The Library will have an adequate number of employees to implement the goals and objectives of this Plan. All staff positions will be filled by people with the qualifications and skills necessary to implement the duties and responsibilities of the job and/or be appropriately trained to do so.

- The Library will be a desired workplace as evidenced by its employee retention. The Library will recruit high-quality candidates that reflect our community's diverse population.

Objective B: The Board, through the Library Director, will evaluate and enhance the salaries and benefits provided to its employees to ensure that the Library can attract and retain highly qualified staff.

- Periodically a study of other similarly positioned libraries and comparably placed Warren County employees will be conducted to help determine the compensation of Library staff.

Objective C: The Library Director will review job descriptions as needed but at least every four years to ensure they reflect the evolving skills and knowledge required to meet Library needs.

Objective D: The Library Director will implement a plan to provide cross-training to all staff.

Objective E: The Library will increase volunteer involvement where appropriate and will provide necessary training, supervision, and recognition.

- New volunteers will be invited to offer suggestions to improve the volunteer experience as they perform their assigned duties. The volunteer coordinator will also seek exit interviews with volunteers for input regarding their experience.
- The Library will work closely with FOSL to ensure bookstore volunteers are updated on Library policies.

- All volunteers are encouraged to record their volunteer hours as instructed during their orientation.
- The Library Volunteer Coordinator will record all Trustee volunteer hours utilizing information provided in the meeting minutes.

## TECHNOLOGY

GOAL: Samuels Public Library operations will include current technology which provides accurate and effective service.

Objective A: The Library will position itself as a technology learning center for all citizens by providing internet access and hands-on experience. The Library will maintain data on overall usage of the technology available to patrons.

Objective B: The Library will expand and refine the provision of online, virtual, automation, and other developing systems and will be prepared to evaluate new products, modules, upgrades, and enhanced features.

Objective C: The Library will seek volunteers who are able to provide basic computer, other device, and program assistance to Library patrons.

Objective D: The Library will replace outdated data management systems with modern efficient and effective systems.

## COLLECTION DEVELOPMENT

GOAL: Citizens of Warren County will have access to collections that endeavor to meet the topmost guidelines for public library service as identified in the document titled *Standards for Virginia Public Libraries* published by the Library of Virginia.

Objective A: The Library will provide a collection of high-interest materials in various formats for all ages and will strive to provide the specific titles and subject areas requested by Library patrons. Every effort will be made to maintain the integrity of the collection, ensuring that a diverse range of materials is available to meet the needs and interests of everyone in the community.

Objective B: Samuels Library will ~~DELETE~~ **'follow AND CHANGE TO "observe** ALA's Library Bill of Rights and ALA's Freedom to Read statement. ~~DELETE~~ **Free Access to Libraries for Minors statements**. A copy of the Collection Development Policy can be found on the Library's website: [www.samuelslibrary.net](http://www.samuelslibrary.net).

Objective C: The Library will seek funds from varied sources to grow and update collections throughout the Library.

Objective D: The Library will research and obtain collections outside of standard offerings, i.e. board games and State Park passes.

## **REFERENCE**

GOAL: Citizens of Warren County will receive accessible, quality reference service supported by adequate and appropriate personnel, materials, and technologies.

Objective A: Reference assistance and bibliographic instruction will be available to all age groups. Both the Adult Reference Desk and the Youth Services Reference Desk will be staffed at all times.

Objective B: The Library will provide quality service by offering accurate information in response to patron requests. An efficient, timely, courteous, and impartial delivery of information services will be employed.

Objective C: The Library will continue to investigate and implement additional channels to deliver reference services outside of the physical desk.

## **COMMUNITY COLLABORATION AND RESOURCE SHARING**

GOAL: The Library will work and partner with schools, community organizations, and businesses to improve ways to share resources and access to quality service. Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.

## **ACCESS**

GOAL: Citizens of Warren County will have the opportunity for access to library resources regardless of age, institutionalization, handicap, geographic isolation, or schedule.

Objective A: The Library will explore avenues to increase accessibility of services for residents living in remote areas of Warren County and or those residents unable to come into the Library.

Objective B: The Library will make every effort to make its facilities and services compliant with the Americans with Disabilities Act (ADA) legislation and other governmental regulations.

## **PROGRAMMING**

GOAL: Citizens of Warren County will have access to library programs which promote reading and the use of the Library's resources and services.

Objective A: The Library will use a multitude of platforms, both online and in-person, to deliver creative programs for all ages.

Objective B: The Library will prioritize programs which introduce preschool and school age children to literature and that foster a love for reading.

Objective C: The Library will initiate timely and varied young adult programs.

Objective D: ~~Delete~~ The Library will continue to provide adult programs to introduce individuals and groups to Library materials and services provide information, cultural enlightenment, and recreation. Replace with: The Library will continue offering adult programs that provide information, cultural enlightenment, and recreation to patrons. Programming will be offered that serves to introduce individuals and groups to Library materials and services.

Objective E: ~~Delete~~ FOSL will serve an integral role in the expansion of the Library's programs by continuing to improve and expand its program series in cooperation with Library staff. " Replace with: The Library will continue to support the partnership between FOSL and Library staff to expand and enhance programming.



Finance Committee Meeting  
April 9, 2025

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In attendance: Michelle Leasure, Michael Whitlow, Melody Hotek, Scott Jenkins, Joan Richardson, Lewis Moten, Erin Rooney and Eileen Grady.

Ms. Leasure called the meeting to order. Ms. Grady indicated that the only item she had for discussion was the FOIA request from the County. She further indicated she was seeking advice on how best to approach the voluminous request, and any recommendations anyone had for calculating time and cost for producing this information. All agreed that the information requested would have to be handled by Ms. Grady, and that the billing total should use her hourly rate of pay when determining the total cost. Additionally, all agreed that it would be unreasonable to assume Ms. Grady could spend more than ten hours per week on this task.

Ms. Grady, Ms. Hotek and Ms. Rooney will work together to come up with an estimated number of hours needed to accomplish this task. Once an estimate is completed, Ms. Rooney will communicate this information to the County Administrator.

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

Respectfully submitted,

Eileen Grady

**Samuels Library, Inc.**  
**Budget vs. Actual**  
July 2024 through April 2025

83.33%

	Mar 25	Budget	Apr 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	45,360.00	0.00	0.00	0.00	45,360.00	44,760.01	101.3%	Adj. made to budget when maintenance support from County			
4020 · County Appropriation	256,000.00	0.00	0.00	256,000.00	1,024,000.00	1,024,000.00	100.0%			was pulled	
4050 · State Aid	0.00	0.00	62,141.25	62,141.25	248,565.00	248,565.00	100.0%				
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	1,239.25	825.00	1,485.70	825.00	10,318.68	10,000.00	103.2%				
4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	49.76	0.00	100.0%				
4120 · Interest Income	403.98	250.00	587.65	250.00	3,901.67	3,000.00	130.1%				
4140 · Donations	528.02	350.00	861.25	425.00	19,039.66	5,000.00	380.8%	includes \$12k donation for legal, which has been expensed			
4146 · FOSL Donations	15,500.00	0.00	300.00	0.00	22,687.80	20,000.00	113.4%				
4147 · Adult Dept Donations	100.00	0.00	0.00	500.00	495.53	1,000.00	49.6%				
4149 · Community Outreach Income	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%				
4159 · Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.0%				
4160 · Children's Programs Donations	0.00	0.00	0.00	1,000.00	11,500.00	6,000.00	191.7%	\$7500 from Elks for Summer Reading			
4163 · StoryWalk	0.00	0.00	250.00	0.00	250.00	500.00	50.0%				
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		100.0%				
4171 · Book Sales - Amazon	114.00	155.00	51.60	175.00	517.82	2,000.00	25.9%				
4175 · Retail Income	55.00	50.00	61.50	75.00	780.44	750.00	104.1%				
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	3,987.02	4,000.00	99.7%				
4210 · Fines Income	650.48	1,000.00	727.09	1,000.00	6,965.51	12,000.00	58.0%				
4215 · FAX Service	61.75	125.00	39.47	125.00	354.20	1,000.00	35.4%				
4220 · Replacement Costs	901.86	625.00	834.69	625.00	7,229.26	7,500.00	96.4%				
4230 · Nonresident Fees	35.00	25.00	25.00	25.00	180.00	250.00	72.0%				
4250 · Interlibrary Loan Chgs	20.00	10.00	0.00	25.00	65.00	150.00	43.3%				
4400 · Meeting Room Income	0.00	80.00	60.00	85.00	296.00	1,000.00	29.6%				
4700 · Misc Income	-14.24	0.00	-21.90	15.00	-157.60	100.00	-157.6%				
4800 · Desk Receipts/Current Month	137.05	0.00	0.00	0.00	285.01	0.00	100.0%				
TOTAL INCOME	321,092.15	3,495.00	67,403.30	323,291.25	1,447,188.02	1,430,125.01	101.2%				



**Samuels Library, Inc.**  
**Budget vs. Actual**  
July 2024 through April 2025

83.33%

	Mar 25	Budget	Apr 25	Budget	Jul '24 - Jun 25	Budget	Budget %				
Expense											
6000 · Salaries	70,240.21	65,600.00	72,480.98	65,650.00	685,946.26	786,424.13	87.2%	County Funding - \$623,805.01/State Funding \$62,141.25			
6040 · Retirement Funding/Current	2,704.37	3,095.00	3,008.20	3,095.00	29,721.72	37,000.00	80.3%	County Funding - \$25,000			
6050 · FICA SS/Med Payroll Tax Expense	5,373.37	5,000.00	5,544.79	5,000.00	52,474.90	60,000.00	87.5%	County Funding - \$50,000			
6060 · Unemployment Tax Expense	42.88	0.00	19.85	350.00	292.36	1,300.00	22.5%				
6080 · Hospitalization Expense	-1,624.72	-690.00	33,940.34	34,594.78	126,998.34	132,860.88	95.6%	County Funding - \$120,000			
6090 · Travel/Administrative Costs	175.05	600.00	25.00	600.00	8,881.68	7,000.00	126.9%	VLA-FOSL donating \$2K toward expenses			
6091 · Development Travel/Admin Exp	57.60	175.00	0.00	200.00	2,359.94	4,000.00	59.0%				
6092 · Legal Services	4,506.00		0.00		16,506.00		100.0%	100% covered by restricted donations			
6200 · Books/Materials	12,935.33	7,916.65	3,753.48	7,916.65	76,162.35	95,000.00	80.2%	State Funding - \$76,162.35			
6235 · Databases	0.00	0.00	988.00	1,500.00	8,319.00	17,000.00	48.9%	State Funding - \$8,319.00			
6250 · Subscriptions	19.97	0.00	25.00	25.00	8,243.40	7,200.00	114.5%	State Aid Funding - \$1243.40/FOSL funded \$7K			
6280 · Library Supplies	-28.41	1,000.00	432.70	550.00	4,674.44	11,000.00	42.5%	State Funding - \$4,674.44			
6300 · Internet Access Charges	400.00	400.00	400.00	400.00	4,306.09	6,000.00	71.8%	State Aid Funding - \$1,800			
6409 · Silver Tea	2,185.34		0.00		2,695.36		100.0%				
6410 · Special Projects	0.00	0.00	0.00	0.00	7,452.25	4,500.00	165.6%	volunteer/donor events, staff dev State Aid \$1,500			
6411 · Community Outreach	385.75	0.00	0.00	400.00	4,361.12	4,000.00	109.0%				
6420 · Childrens/Special Programs	74.12	500.00	11.68	50.00	4,349.74	6,000.00	72.5%	State Aid Funding - \$1,000 program supplies			
6430 · Adult Programs	62.81	100.00	400.00	150.00	1,194.24	2,000.00	59.7%	State Aid Funding - \$1,000 program supplies			
6610 · Contractual Services	3,586.10	3,000.00	30.00	30.00	11,485.02	13,000.00	88.3%				
6620 · Maint. Supplies/Small Equip.	821.54	750.00	424.94	750.00	9,795.78	9,000.00	108.8%	County Funding - \$5,000			
6622 · Custodial Services	1,000.00	2,900.00	0.00	2,900.00	25,375.00	35,000.00	72.5%	County Funding -\$20,000			
6630 · Building Maintenance-repair/rep	4,510.44	50.00	1,624.35	800.00	61,820.62	7,500.00	824.3%	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	3,984.00	6,200.00	0.00	0.00	6,366.14	6,200.00	102.7%				
6720 · Utilities	5,121.08	6,300.00	0.00	5,300.00	51,740.62	76,500.00	67.6%	County Funding - \$50,000			
6810 · Postage	792.50	59.95	0.00	9.95	2,082.83	2,500.00	83.3%				
6820 · Telephone	229.09	250.00	235.33	250.00	2,319.96	3,000.00	77.3%				
6830 · Office Expenses/Supplies	420.81	750.00	56.99	600.00	3,279.82	6,000.00	54.7%				

**Samuels Library, Inc.**  
**Budget vs. Actual**  
July 2024 through April 2025

83.33%

	Mar 25	Budget	Apr 25	Budget	Jul '24 - Jun 25	Budget	Budget %				
6840 · PR & Advertising	464.63	0.00	0.00	0.00	1,920.88	1,500.00	128.1%				
6850 · Copier Expense	985.79	750.00	2,202.83	1,200.00	11,881.52	11,000.00	108.0%				
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	7,452.86	625.00	0.00	625.00	19,324.97	7,500.00	257.7%	per equipment replacement sched-State Aid: \$10,000 for			
6905 · Computer Maintenance & Supplies	8,988.34	625.00	0.00	625.00	14,106.17	7,500.00	188.1%	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	3,000.00	0.00	3,000.00	0.0%	To be funded with State Aid			
6964 · SenSource	0.00	0.00	393.00	340.00	393.00	340.00	115.6%	State Aid Funding - \$340 - complete for year			
6966 · Firewall Hardware/Software	145.00	500.00	145.00	500.00	4,952.50	6,000.00	82.5%				
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	46.44	100.00	0.00	100.00	814.65	1,200.00	67.9%	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	2,800.00	0.00	2,800.00	0.0%	To be funded with State Aid			
<b>TOTAL EXPENSES</b>	<b>136,074.29</b>	<b>106,756.60</b>	<b>126,142.46</b>	<b>140,511.38</b>	<b>1,295,187.51</b>	<b>1,430,625.01</b>	<b>90.5%</b>				



## **Development Committee Meeting Minutes**

**April 16, 2025**

The Development Committee met on April 16, 2025 at Samuels Public Library. In attendance were Melody Hotek, Michael Whitlow, Madeline Hickman, Lisa Cobb, Scott Jenkins, Sydney Patton, Erin Rooney, Eileen Grady, and Amy Hayes.

Mr. Whitlow called the meeting to order.

The committee accepted the December 18, 2024 meeting minutes as presented.

### **Planned Giving**

- Ms. Cobb informed the Development Committee of planned giving updates and the steps she has taken for planned giving and a discussion ensued.

### **Business Sponsorships**

- Mr. Jenkins began a discussion on the possibilities of creating a Business Sponsorship program and how this sponsorship relationship between Samuels Library and local businesses and organizations can help provide sustainable fundraising resources for the library while uplifting and strengthening ties to the community.
- Ms. Hayes presented a draft of a Business Sponsorship Package that can be used to approach businesses and begin dialogue about how the library and business can work together as partners.
- A discussion ensued about the logistics of launching a Business Sponsorship program.

### **Development Plan Review**

- Ms. Hayes presented the FY 2024 Development Plan for the Committee to review, with the expectation to approve the FY 2026 Development Plan by July 2026.
- Discussions about the current Development Plan ensued.
- The Development Committee agreed unanimously to continue with a working rough draft of the FY 2026 Development Plan, to be presented to the Board of Trustees in July 2025.

## **Grant & Fundraising Updates**

- Ms. Hayes provided an overview of grant and fundraising plans and actions.
  - The Silver Tea fundraiser held on March 23, 2025 was a success and donations followed.
  - The Front Royal Elks Lodge provided a grant to the Children's Department for children's programming, including the 2025 Children's Summer Reading Club
  - Grant work continues.

## **FOSL Report**

- Ms. Patton gave an overview of current FOSL plans and actions.
  - FOSL has set up online membership sign-up options.
  - FOSL is working on a T-shirt fundraiser in partnership with the Board of Trustees.

There being no further business, the meeting was adjourned.

**The next scheduled Development meeting is set for Wednesday, June 11, 2025 from 5:00 p.m. - 6:00 p.m.**

**Samuels Public Library  
Committee on Trustees Meeting**

*April 1st, 2025*

*5:00 PM*

**In attendance:** Melody Hotek, Erin Rooney, Madeline Hickman, Joan Richardson, Celeste Brooks.

The committee reviewed one application from Karin Battle and noted that Gene Kilby would be submitting an application. It was decided that Whitlow and Celeste would conduct interviews and re convince if necessary.

**Samuels Public Library Board of Trustees**

Policy and Bylaws Committee

Monday, April 21, 2025

Minutes

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

Absent: Daniel Pond, Ed Richards

The committee meeting was called to order at 5:34 PM

**Studio 330 Disclaimer**

The committee agreed they needed more time to review changes and additional samples from other libraries that were provided to the Committee by Ms. Rooney. This item was tabled until the next committee meeting in June.

**Samuels Library Inc. Bylaws**

The committee discussed the need to match the wording in Article 12 of the bylaws covering the dissolution clause with the wording in Article 10 of the Articles of Incorporation that were changed at the Samuels Public Library Special Board of Trustees Meeting dated March 17<sup>th</sup>, 2025. Changes to the Bylaws will be recommended to the full board at the next bi-monthly board of trustees meeting.

Meeting adjourned at 5:50 PM

Next meeting date will be June 9<sup>th</sup> at 5:30 PM

**Bylaws of Samuels Library, Incorporated**  
(Amended and Adopted on November 13, 2023)

**ARTICLE 1 - Name, Purpose & Mission**

**Section 1.1 Name & Purpose.**

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

**Section 1.2. Mission.**

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

**ARTICLE 2 - Principal Office**

22630.

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

**ARTICLE 3 - Board of Trustees**

**Section 3.1 Governance of Library.**

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

**Section 3.2 Powers and Duties.**

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

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

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

**Section 3.3 Elected Trustees.**

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



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

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

### **Section 3.5 Representative Trustees.**

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

### **Section 3.6 Terms of Office.**

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

### **Section 3.7 Resignation.**

An elected Trustee may resign at any time by giving written notice to the President of the Board. **Section 3.8 Removal.**

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

### **Section 3.9 Election; Vacancies.**

#### **3.9.1 Expiration of Trustee's Term.**

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

#### **3.9.2 Vacancies; Early Terminations.**

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

### **Section 3.10 Board Meetings.**

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

#### **3.10.1 Annual Meeting; Notice.**

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

#### **3.10.2 Regular Meetings; Notice.**

Regular meetings of the Board shall be held at the Principal Office every other month, beginning with the 2<sup>nd</sup> Monday in July, beginning at 5:30 p.m., or such other place, date, or time as the Board may determine. If the regular meeting would fall on a legal holiday, then said meeting shall be held on the next

business day at the same place and time. The Board may provide, by resolution, the time and place for holding additional regular meetings. Additional regular meetings shall be held at the Principal Office of the Library in the absence of any designation in the resolution.

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

### **3.10.3 Special Meetings; Notice.**

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

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

### **3.10.4 Quorum.**

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

### **3.10.5 Board Decisions.**

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

### **Section 3.10.6 Executive (Closed) Sessions.**

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

### **3.10.7 Proxies.**

Proxy voting is not permitted.

### **3.10.8 Action Without a Meeting.**

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

### **3.10.9 Citizens' Time.**

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

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

## **- Officers**

### **Section 4.1 Officers.**

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

#### **4.1.1 President.**

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

#### **4.1.2 Vice-President.**

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

#### **4.1.3 Secretary.**

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

#### **4.1.4 Treasurer.**

The Treasurer shall oversee the financial records of the Library.

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

## **ARTICLE 5 - Conflict of Interest**

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

## **ARTICLE 6 - Committees**

### **Section 6.1 Creation.**

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

### **Section 6.2 Termination.**

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

### **Section 6.3 Standing Committees.**

The Library shall have the following standing committees.

#### **6.3.1 Executive Committee.**

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

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

Quorum. Three members of the Executive Committee shall constitute a quorum. The Warren County Board of Supervisors Representative Trustee shall not influence quorum requirements.

#### **6.3.2 Finance/Investment Committee.**

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

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

#### **6.3.3 Committee on Trustees.**

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

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

## **ARTICLE 7 - Library Director**

### **Section 7.1 Appointment and General Duties.**

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

### **Section 7.2 Director's Duties**

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

## **ARTICLE 8 - Audits. Contracts. Checks. Deposits. Books & Records**

### **Section 8.1 Audits.**

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

### **Section 8.2 Contracts.**

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

### **Section 8.3 Checks.**

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

### **Section 8.4. Deposits.**

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

### **Section 8.5 Books & Records**

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

## **ARTICLE 9 - Fiscal Year**

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

## **ARTICLE 10 - Parliamentary Procedure**

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

## **ARTICLE 11 - Liability and Indemnification**

### **11.1 Limitation of Liability.**

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

### **11.2.1 Indemnification.**

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

### **11.2.2 Advances and Reimbursement of Expenses.**

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

### **11.2.3 Procedure for Indemnification.**

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

#### **11.2.4 Persons Covered.**

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

#### **11.2.5 Insurance.**

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

#### **11.2.6 Changes in Board Composition.**

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

#### **11.2.7 Applicability of this Article.**

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

### **ARTICLE 12 - Dissolution**

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

The Library may be dissolved at any time by the two thirds vote of the Board. Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of the liabilities of the Library, distribute all remaining Library assets to such organizations as determined by the Board provided such organizations (a) are located in Warren County, Virginia; (b) are organized and operated for charitable and educational purposes; and (c) qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Laws). In the event that the foregoing procedure does not result in the distribution of all of the Library's remaining assets, the Board shall distribute all remaining Library assets to such organizations as determined by the Board provided such organizations (a) are located in the Commonwealth of Virginia; (b) are organized and operated for charitable and educational purposes; and (c) qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Laws). If any assets remain after following the foregoing procedures, said assets shall be disposed of by the Circuit Court of Warren County, Virginia to such organization or organizations as said Court shall determine.

#### **ARTICLE 13 - Amendment of Bylaws**

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

*The foregoing Amended Bylaws were adopted by the Board of Trustees on ~~November 13, 2023~~ May12, 2025*

**Madeline Hickman**, Secretary