



**Annual Meeting Agenda
Samuels Library Board of Trustees
July 14, 2025**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from the Annual Meeting July 2024
3. Committee on Trustees
 - a. Renewal of terms
 - b. Proposed new Trustees
 - c. FY 2025 Slate of Officers

Adjourn Annual Meeting.

**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
July 14, 2025**

1. Call to Order, Determination of Quorum
2. Minutes
 - a. Approval of Minutes from May 12, 2025 Board of Trustees Meeting
 - b. Approval of Minutes from Special Meeting June 23, 2025
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Finance Committee Report
 - a. FY 2025 Budget vs. Actual Report
 - b. FY 2026 Adjustment to Budget – no county funding
7. Development Committee Report
8. Strategic Planning Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
11. Building and Maintenance Committee
12. FOSL Report
13. County Update
14. Old Business
15. New Business

Adjourn – Next Meeting Date September 8, 2025

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

Samuels Public Library
Annual Meeting of the Board of Trustees

July 8, 2024
5:30 p.m.

In attendance: Melody Hotek, President; Pete Walker, Treasurer; Katie Carr, Secretary; Mack Hobgood, At-Large; Michael Whitlow, Madeline Hickman, Joan Richardson, Michelle Leasure, Celeste Brooks, Daniel Pond, Lewis Moten, Ed Richards, Chris Estes, FOSL President; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Guests: Barbara Way, Scott Jenkins, Kim Emerson, Kate Tosch.

Absent: Lisa Cobb, Vice President; Lori Girard, Cheryl Cullers, County Representative.

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

The minutes of the Annual Meeting of July 10, 2023 were presented. Ms. Brooks moved to approve the minutes as presented, and Ms. Leasure seconded and passed unanimously.

Ms. Brooks presented the report from the Committee on Trustees. Ms. Brooks extended deep thank you and heartfelt appreciation to departing Board members Pete Walker and Katie Carr, who have each served nine years on the Board of Trustees.

Ms. Brooks reports that the Committee recommends renewing Ms. Melody Hotek for a second term ending July 2027, and Maj. Gen. Hobgood for a third term ending July 2027. Ms. Richardson moved that Ms. Hotek and Maj. Gen. Hobgood be renewed for their prospective terms. Mr. Pond seconded and passed unanimously.

The Committee on Trustees received and reviewed ten applications for three positions. Those whose talents best met the Board's needs were interviewed. The Committee proposes inviting the following individuals to serve on the Board of Trustees for Samuels Public Library from 2025 to 2028:

Kim Emerson
Scott Jenkins
Kate Trosch

Motion made from Committee, Maj. Gen. Hobgood seconded and passed unanimously.

The Committee on Trustees proposed the following slate of officers for 2025 to 2026:

Melody Hotek, President
Michael Whitlow, Vice President
Michelle Leasure, Treasurer
Madeline Hickman, Secretary
Maj. Gen. Hobgood, Member-at-Large

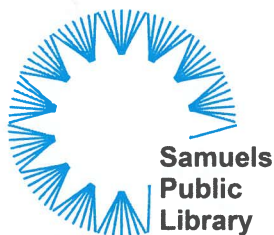
Motion made from Committee. Mr. Moten seconded and passed unanimously.

Ms. Hotek thanked Mr. Walker and Ms. Carr for their nine years of dedication to the Board and invited former Board President Barbara Way to say a few words. Refreshments were served.

With no further business, Ms. Hotek adjourned the Annual Meeting.

Respectfully submitted,

Katie Carr, Secretary



Samuels Public Library Bi-Monthly Meeting
of the Board of Trustees
May 12, 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; Kate Trosch; Ed Richards; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator

Absent: Lisa Cobb, Daniel Pond, Cheryl Harrison (Circulation Manager)

Guests: Eleven citizens.

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

The Bi-Monthly March 10, 2025 minutes were presented. Ms. Girard moved to approve the minutes as presented. Ms. Richardson seconded. The vote passed.

Ms. Hotek presented the Special Meeting minutes of March 17, 2025. Ms. Brooks moved to approve the minutes as presented. Mr. Richards seconded. Due to absence, Ms. Cullers abstained. The vote passed.

Ms. Hotek presented the Special Meeting minutes of March 26, 2025. Mr. Jenkins moved to approve the minutes as presented. Mr. Whitlow seconded. Due to absence, Ms. Trosch, Ms. Cullers, and Mr. Moten abstained. The vote passed.

Ms. Hotek presented the Special Meeting minutes of April 9, 2025. Ms. Leisure moved to approve the minutes as presented. Mr. Moten seconded. Due to absence, Ms. Girard, Ms. Trosch, and Ms. Cullers abstained. The vote passed.

Citizen's Time:

Ms. Bethany O'Neill of Front Royal, VA spoke in support of Samuels Public Library and expressed excitement for the upcoming Summer Reading Club program.

President's Time:

Ms. Hotek stated that Samuels Public Library has had a lot of events, but the Committees on the Board of Trustees will be providing reports on those events. There being no further comments for President's Time, Ms. Hotek moved on to the Library Director's Report.

Library Director's Report:

Ms. Rooney presented the Library Director's report for March and April 2025.

Strategic Planning Committee:

Ms. Richardson stated that the Strategic Planning Committee met on April 15, 2025 and finished drafting the Strategic Plan. Some minor changes were made, however, no major changes were made. Ms. Richardson asked the Board of Trustees to review the draft, so it's ready to be presented at the July Board of Trustees meeting.

Finance Committee

Ms. Leisure stated that the Finance Committee met on April 9, 2025. It was a brief meeting that discussed how to handle the FOIA request from the County and the Finance Committee agreed that Ms. Grady would be the one primarily working on the FOIA request, as it goes back several years. The Finance Committee agreed it would be unreasonable to assume Ms. Grady could spend more than 10 hours a week on the request. The Finance Committee has since submitted back to the County the estimate of how much it would cost to fulfill the FOIA request.

Ms. Leisure provided an update on account information and stated that, in reaction to the news of the County not renewing our MOA, the public has responded with several generous donations. Current donations amount to over \$500,000, with more donations expected. Ms. Leisure continued, stating that a new account has been opened for these donations, and the account is going to be called and referred to as the Donor Emergency Fund. Ms. Leisure noted the following characteristics of the Donor Emergency Fund:

- Invested in tiered CDs for very low risk
- Funds accessible within 24 hours
- Expected earnings of 4%

Ms. Leisure stated that the new fund will be used to carry Samuels Library through until a resolution with the County can be made.

If and when a resolution is made with the County, any remaining funds will go into the Samuels Public Library Endowment account. Ms. Hotek thanked the public for their generous support. Ms. Hotek noted that there will be an opportunity to answer questions the public may have about the fund at the Public Forum scheduled for Wednesday, May 21, 2025.

Ms. Leisure reported the following account balances:

- | | | |
|-----------------------------|------|---------|
| ● Operating Account | = \$ | 207,292 |
| ● Reserve Account | = \$ | 133,229 |
| ● Mellon Account | = \$ | 133,080 |
| ● Short-term Mellon Account | = \$ | 143,429 |

- Endowment Fund = \$ 994,068 (Each year, 3% may be used to supplement the budget)
- Huber Fund = \$ 61,000
- Community Foundation of Northern Shenandoah Valley Funds:
 - \$7,878
 - \$7,078

Ms. Leasure stated that Samuels Public Library has received the final budget appropriation from the County, which has now been 100% received for FY2025.

A discussion ensued regarding the Budget vs. Actual Report, specifying that line items color-coded blue come from County funds, while tan is State Aid funding and white identifies expenses paid for by Samuels Public Library through fundraised and donated funds.

Ms. Leasure noted that the Building Maintenance and Repair line item looks over budget because of the restroom renovations and the recarpeting of a portion of the adult department, which resulted in \$47,000 taken out of Reserve to pay for those expenses.

Development Committee:

Mr. Whitlow stated that the Development Committee met on April 16, 2025, which was the first time in two months as there was no Development Committee meeting in February due to inclement weather.

Mr. Whitlow stated that Ms. Cobb has been working on the Planned Giving initiative and Mr. Jenkins proposed a Business Sponsorship plan to the Development Committee. Mr. Whitlow noted that the Development Committee is also working on a Development Plan for FY2026, which will be presented to the Board of Trustees at the July Bi-Monthly meeting.

- Handouts of the rough drafts of the Business Sponsorship Packet and the Development Plan were given to the Board of Trustees for review, and encouraged to provide feedback by the next Development Committee meeting on Wednesday, June 11, 2025.

Mr. Whitlow provided a brief update on fundraising:

- The Silver Tea held on Sunday, March 23, 2025 was a success – resulting in \$56,380 of donations.
- Day of Giving Campaign for National Love Your Library Month in February was a success – with a final total of \$21,437 raised.
- A Taste for Books was a major success. While final numbers are still being calculated, it's estimated that the event brought in almost \$10,000 more than last year with a record-breaking attendance, over 40 silent auction items, and more than 20 table hosts.
- The Children's Department received a \$7,500 grant from the Front Royal Elks Lodge to sponsor the Children's Summer Reading Club and other children's programming.

Ms. Leisure entered the discussion to clarify that donations and fundraised dollars generally go into the Reserve Account and will not appear on the income statement until the funds are used, as the budget presented in the Board of Trustees Meeting Packet is the Operating budget.

Mr. Whitlow reported that FOSL provided the Development Committee with an overview of activities, including setting up online FOSL membership sign-up and an upcoming t-shirt fundraiser.

Committee on Trustees Report:

Ms. Brooks stated that two positions on the Board of Trustees are available, with the receipt of resignation from Mr. Daniel Pond. The application period is now closed and there are two candidates up for consideration.

Policies and By-Laws Committee Report:

Ms. Emerson stated that the Policy and By-Laws Committee met on April 21, 2025. The Committee is currently working on a disclaimer for Studio 330 and hope to have the disclaimer ready to present at the July Board of Trustees meeting. The next Policy and By-Laws Committee meeting will be on June 9, 2025 at 5:30 pm.

Ms. Emerson stated that during the April 21 meeting, the Policy and By-Laws Committee also reviewed a proposed amendment to the bylaws. Ms. Emerson stated the amendments are needed so the language of the By-Laws in Article 12 correspond to the amendment to the Articles of Incorporation previously passed on March 17, 2025.

The Policy and By-Laws Committee moved that Article 12 of the By-Laws be amended as set forth on the attached draft. Ms. Richardson seconded. The vote passed unanimously.

FOSL Report:

Mr. Estes informed the Board of Trustees that the FOSL meeting in March was delayed. During FOSL's last meeting, Sydney Patton was elected President of FOSL, to succeed current FOSL President Mr. Chris Estes. Additionally, FOSL elected Nioka DeVincentis as FOSL Vice President. Both electees will become active in July.

Mr. Estes also reported that FOSL approved \$15,675 for library spending requests to support library services, resources, and programming.

Mr. Estes stated that FOSL is in the process of updating their By-Laws and Articles of Incorporation. Ms. Hotek thanked FOSL for all the generous contributions.

County Report:

Ms. Cullers stated she attended the Silver Tea and said it was fabulous. Ms. Cullers stated that she attended A Taste for Books for the second time, with her first being last year, and expressed her amazement of all the work the staff did to organize the event.

Old Business

Ms. Hotek stated that she did not include the Building and Maintenance Committee on the agenda, as the Building and Maintenance Committee did not have a meeting last month.

Mr. Jenkins confirmed there has been low activity in the last 30 days, with minor issues that included a small water leak in the Server Room. HVAC maintenance workers were called and fixed the issue. The women's public restroom renovation is completed. Additionally, the lawn care work is going well. The front door is working properly, but additional parts are being ordered to provide further maintenance. An order was put in to have the parking lot re-painted, with the painting expected to take place on Saturday, May 17, 2025.

Ms. Hotek noted that the restrooms look great, especially considering they are 15 years old; the renovations included new sinks, tile, and mirrors and are ADA-compliant.

Additional Comments

Mr. Moten commented about his experience joining library staff and trustees at The Valley Chorale, which invited the library staff to come to the performance where the staff was recognized for all their hard work.

Ms. Hotek provided an overview of the drafts that the Board of Trustees Committees provided in the Board of Trustees Meeting Packet and encouraged the Board of Trustees to provide any feedback to vote on the plans during the July Bi-Monthly meeting. The voting of new Board of Trustee candidates will also take place in July.

Ms. Hotek reminded the Board of Trustees the Public Forum Q&A is on Wednesday, May 21, 2025 at 6:00 PM.

There being no further business, Ms. Hotek adjourned the meeting at 6:17 pm. The next meeting will be held on July 14, 2025, at 5:30 pm.

Respectfully submitted,


Madeline Hickman
Secretary



Special Board Meeting
Samuels Library Board of Trustees
June 23, 2025
5:00 pm

In attendance: Melody Hotek, President; Scott Jenkins, Celeste Brooks, Madeline Hickman, Secretary; Michelle Leasure, Treasurer; Lewis Moten, At-Large; Joan Richardson, Michael Whitlow, Vice President; Lori Girard, Chris Estes, FOSL President; Kim Emerson, Erin Rooney, Director; Eileen Grady, Director of Operations and Cheryl Harrison, Circulation Manager.

Absent: Ed Richards, Lisa Cobb, Kate Trosch, and Cheryl Cullers, County Representative.

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

Ms. Hotek opened the meeting, stating that as of July 1, 2025, the library is financially independent of Warren County. A discussion ensued regarding the formation of a motion on best practices for transferring funds from the Donor Emergency Fund and the Reserve Account to the Operating Account. The Finance Committee will meet on the second Wednesday of every month beginning July 9, 2025. Mr. Whitlow made a motion that we approve a monthly disbursement of up to \$125,000.00 to the Library's Operating Expense Account from either the Library's Reserve Account or the Donor Emergency Fund. Ms. Girard seconded the motion, and the vote passed unanimously.

Ms. Hotek listed upcoming Library and FOSL events:

- June 25 – Thank you to everyone for supporting the Staff Appreciation Lunch.
- June 28 – Peace Pole ceremony with Warren County Rotary.
- July 1 – Open House celebration with thanks to Apple House, Starbucks, and Mountain Home Bread & Breakfast.
- July 5 – FOSL Pop Up Pop book sale.
- July 12 – Christmas in July in downtown Front Royal supporting FOSL.

Ms. Girard made the following motion:

"I move that the Board of Trustees go into a closed session in accordance with the Code of Virginia, Section 2.2-3711 (A)(29) for the purpose of discussing contract negotiations and public funding, where discussion in an open session would adversely affect the bargaining position or negotiating strategy.

The motion was seconded by Mr. Whitlow and passed unanimously.

Ms. Hotek called the public meeting back to order, and Ms. Hickman 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)(29) 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 we authorize the Board President and Vice President to represent the Trustees in any potentially upcoming negotiations over contracts for library services and/or funding agreements with the County of Warren. Ms. Leasure seconded, and the vote passed unanimously.

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

Respectfully Submitted,


Madeline Hickman, Secretary

Director's Report

May & June 2025



General Updates

- The Director, Rachael Roman, Michal Ashby and Cheryl Harrison attended Juneteenth. The library had a table for outreach and even though the event was cut short due to the weather they spoke with around 250 people.
- We had staff from all departments attend free comic book day on the first Saturday in May at Main Street Geek in town. Staff spoke with around 250 people.
- At the end of June we had a dedication ceremony for Rotary Club of Warren County's Peace Pole in the library's children's garden. We about 40 people in attendance.
- Grace Green did a library presentation over at the senior center and are hoping to do more partnerships with them. We also had a special visit to Lavender Hills where Grace brought her goats.
- The library has slowly increased cross training across departments. We have a circulation assistant finishing up their Master's program internship with adult reference while an adult reference assistance is aiding over in circulation.
- Library had a successful Open House on July 1 with over 1,200 patrons attending. We had around 70 new card/renewals and 234 pieces of tiny art for the exhibit (the largest yet). There were over \$2000 made in donations and FOSL made \$1,700 on merchandise. We thank our community sponsors Mountain Home Bed & Breakfast and Apple House.
- We have updated the donation page on the website to more accurate and easier to access.

Facility

- Current facility repairs have included restriping the parking lot in mid-May and additional repairs to the membrane part of the roof after we had heavy rainfall.
- Maintenance staff have been amazing assisting in several projects including refreshing/repairing shelves in the children's areas, power washing in the children's garden and the installation of the Rotary Peace Pole.

Usage & Services

- June stats were unavailable at the time of this report.
- Total circulation for is down 1% over FY24. We are still having issues with our main vendor but expect this to resolve soon.
- Traffic count is still up 9% from FY24 in May.
- Programming Attendance is way up at 55% from FY24 in May.
- Volunteer hours are up 72% from FY24 in May.
- Database use is continuing to clime at 7% for FY24 in May, Freegal Music, Overdrive, and Hoopla and seeing some significant increases in the brainfuse databases HelpNow and VetNow.

Programming Highlights

- Summer reading started at the beginning of June with a wonderful turn out for the Alice in Wonderland carnival kickoff event. There were around 300 attendees for the day's events which included a performance from Bright Star Theater. So far with summer reading there have been 183 adult registered, 693 children and teens registered. 12,776 books read and 248,498 minutes read.
- We had several summer reading programs for kids and teens throughout June including Toads, Turtles, & Snakes reptile show with around 400 people in attendance, Tampa Taiko & the Colorful Dragon show with about 70 people and an Indigenous American program called Walking 2 Paths with about 50 attendees. We also partnered with Front Royals Anti-Litter Council for another Story Walk at Eastham Park.
- The Library had its third Public Q&A Forum in May with over 75 attendees and 315 views online.

- Adult Reference has a new partner in Virginia Works who are now conducting regular Job Fairs at the library. The one in May had about 35 attendees other programs include a line dancing program presented by adult reference assistance Janelle that had 20 attendees, a Stop the Bleed training partnered with Warren County Fire and Rescue, a new Horror genre book club and “Walkabout Wednesdays” with the Master Gardeners.



Figure 1- Library Open House



Figure 2 – Summer Reading Reptile Show



Figure 3- Juneteenth Outreach



Figure 4- Rotary Peace Pole Dedication



**Minutes
Finance Committee Meeting
June 11, 2025**

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

Ms. Leasure call the meeting to order at 5:35pm.

Ms. Hotek provided a brief overview of the previous evenings Warren County Budget Public Hearing – noting the complete omission of Samuels Library anywhere in the document, including prior year funding – she referred the Committee to the *Library, Museums, Culture and Enrichment* portion of the budget. This page no longer lists Samuels Library, but has been replaced by the *WC Library Board* – including prior year funding information being attributed to the *WC Library Board*. Additionally, Ms. Hotek indicated that Samuels Library was no longer listed on the *Partner Agencies Budget* page, and had been replaced by WC Library Board (this included years FY2022-2023 up to the FY 2026 budget). Discussion followed.

Ms. Leasure then led a discussion concerning the need to modify the Investment Policy to include the Donor Emergency Fund. Discussion followed, and all agreed that Exhibit B – Transitory Accounts covered the creation and management of this fund. It was further agreed that the Committee will review this document in greater depth, along with the Gift Acceptance Policy as time permits.

Mr. Jenkins then initiated a discussion concerning month to month funding needs and contingency planning for FY2026 operations. After much discussion, the Committee requested that staff provide a month to month budget, indicating funding sources for each line item. It was agreed that Ms. Leasure will prepare a motion for the July Board Meeting that will authorize the Library Director to make necessary transfers from the Reserve Account or Donor Emergency Fund to the Operating Account in order to meet the monthly budget needs.

During this time of uncertainty, the Finance Committee agreed that it should meet monthly in order to review the Library's financial position. Beginning in July, the Committee will meet every 2nd Wednesday of the month at 5:30pm. The next meeting will take place on July 8th at 5:30pm.

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

Respectfully Submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
May and June FY 2025

						TOTAL					
		May 25	Budget	Jun 25	Budget	Jul '24 - Jun 25	Budget	% of 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		
	3999 · Reserve Fund Transfer					124,873.05					
	4020 · County Appropriation	0.00	0.00	0.00	0.00	1,024,000.00	1,024,000.00	100.0%	Adj. made to budget when maintenance support from County		
	4050 · State Aid	0.00	0.00	0.00	0.00	248,565.00	248,565.00	100.0%		was pulled	
	4060 · Other Grants/Reimbursements	0.00	0.00	0.00	1,640.00	3,360.00	5,000.00	67.2%	e-rate funds for internet connection rec'd		
	4110 · Copier Income	1,031.25	825.00	1,358.60	800.00	12,708.53	10,000.00	127.1%			
	4115 · Capital One Cash Back	0.00	0.00	0.00	0.00	49.76	0.00	100.0%			
	4120 · Interest Income	416.08	250.00	153.09	250.00	4,470.84	3,000.00	149.0%			
	4140 · Donations	585.03	300.00	858.70	250.00	20,483.39	5,000.00	409.7%	includes \$12k donation for legal, which has been expensed		
	4146 · FOSL Donations	0.00	5,000.00	10,582.89	0.00	33,270.69	20,000.00	166.4%			
	4147 · Adult Dept Donations	150.00	0.00	0.00	0.00	645.53	1,000.00	64.6%			
	4149 · Community Outreach Income	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%			
	4159 · Thompson Charitable Trust	7,023.30	0.00	0.00	0.00	7,023.30	0.00	100.0%			
	4160 · Children's Programs Donations	0.00	0.00	0.00	0.00	11,500.00	6,000.00	191.7%	\$7500 from Elks for Summer Reading		
	4163 · StoryWalk	3,000.00	500.00	0.00	0.00	3,250.00	500.00	650.0%	\$3,000 from Rotary, will carryover \$2,500 into FY26		
	4164 · Construction/Renovation Project	0.00	0.00	0.00	0.00	300.00	0.00	100.0%			
	4164.5 · Building Maint Don - Restricted	0.00	0.00	0.00	0.00	4,000.00	0.00	100.0%			
	4171 · Book Sales - Amazon	28.65	155.00	85.60	175.00	632.07	2,000.00	31.6%			
	4175 · Retail Income	78.50	75.00	94.00	50.00	952.94	750.00	127.1%			
	4190 · Development - from Reserve	0.00	0.00	0.00	0.00	4,000.00	4,000.00	100.0%			
	4210 · Fines Income	940.65	1,000.00	922.84	1,000.00	8,829.00	12,000.00	73.6%			
	4215 · FAX Service	19.25	75.00	16.75	100.00	390.20	1,000.00	39.0%			
	4220 · Replacement Costs	1,050.69	625.00	528.88	625.00	8,808.83	7,500.00	117.5%			
	4230 · Nonresident Fees	20.00	10.00	0.00	25.00	200.00	250.00	80.0%			
	4250 · Interlibrary Loan Chgs	0.00	10.00	0.00	10.00	65.00	150.00	43.3%			
	4400 · Meeting Room Income	90.00	85.00	0.00	85.00	386.00	1,000.00	38.6%			
	4700 · Misc Income	23.31	0.00	-140.03	15.00	-274.32	100.00	-274.3%			
Total Income		14,456.71	8,910.00	14,461.32	5,025.00	1,555,347.07	1,385,365.00	112.3%			

Samuels Library, Inc.
Budget vs. Actual
May and June FY 2025

						TOTAL						
		May 25	Budget	Jun 25	Budget	Jul '24 - Jun 25	Budget	% of Budget				
Expense												
6000 · Salaries	71,391.01	65,500.00	67,737.66	65,500.00	825,074.93	786,424.13	104.9%	\$62,141.25 covered by State Aid		\$724,282.88 funded by County		
6040 · Retirement Funding/Current	3,191.10	3,095.00	3,133.45	3,095.00	36,046.27	37,000.00	97.4%	County Funded				
6050 · FICA SS/Med Payroll Tax Expens	5,843.22	5,000.00	5,181.92	5,000.00	63,500.04	60,000.00	105.8%	County Funded				
6060 · Unemployment Tax Expense	15.47	0.00	11.61	0.00	319.44	1,300.00	24.6%	County Funded				
6080 · Hospitalization Expense	-1,624.72	-690.00	11,256.82	-690.00	136,630.44	132,860.88	102.8%	County Funded				
6090 · Travel/Administrative Costs	289.01	500.00	0.00	500.00	9,322.50	7,000.00	133.2%	VLA-FOSL donated \$2K toward expenses				
6091 · Development Travel/Admin Exp	0.00	30.00	0.00	150.00	2,496.81	4,000.00	62.4%					
6092 · Legal Services	0.00	0.00	0.00	0.00	16,506.00	0.00	100.0%	100% covered by restricted donations				
6200 · Books/Materials	16,597.84	7,916.65	5,888.08	7,916.65	103,346.97	95,000.00	108.8%	100% covered by State Aid				
6235 · Databases	0.00	5,500.00	5,582.89	0.00	13,901.89	17,000.00	81.8%	State Aid funded				
6250 · Subscriptions	1,315.60	1,000.00	2,700.16	2,250.00	12,259.16	7,200.00	170.3%	State Aid funded				
6280 · Library Supplies	1,931.83	500.00	0.00	500.00	6,606.27	11,000.00	0.0%	State Aid funded				
6300 · Internet Access Charges	406.00	400.00	400.00	400.00	5,112.09	6,000.00	85.2%	\$1,800 covered by State Aid				
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	0.00	300.00	351.23	300.00	4,712.35	4,000.00	117.8%					
6420 · Childrens/Special Programs	3,324.37	1,600.00	1,134.76	1,600.00	8,808.87	6,000.00	146.8%	State Aid Funding - \$1,000 program supplies				
6430 · Adult Programs	948.55	100.00	0.00	200.00	2,362.47	2,000.00	118.1%	State Aid Funding - \$1,000 program supplies				
6440 · ILL Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.0%					
6610 · Contractual Services	2,920.00	790.00	3,616.10	3,000.00	17,181.12	13,000.00	132.2%					
6620 · Maint. Supplies/Small Equip.	664.58	750.00	717.60	750.00	10,377.23	9,000.00	115.3%					
6622 · Custodial Services	0.00	2,900.00	0.00	2,900.00	25,375.00	35,000.00	72.5%	discontinued this service in April-replaced w/2 PT staff members				
6630 · Building Maintenance-repair/rep	6,221.08	0.00	2,148.04	0.00	72,328.24	7,500.00	964.4%	8/7/24 -Exec Comm approved \$47K from Reserves				
6632 · Lease Expense	0.00	0.00	1.00	0.00	17.00	0.00	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	400.00	0.00	423.80	0.00	100.0%					

Samuels Library, Inc.
Budget vs. Actual
May and June FY 2025

						TOTAL					
		May 25	Budget	Jun 25	Budget	Jul '24 - Jun 25	Budget	% of Budget			
6710 · Insurance		-122.95	0.00	-194.00	0.00	6,049.19	6,200.00	97.6%			
6720 · Utilities		4,459.35	5,200.00	0.00	4,900.00	61,717.73	76,500.00	80.7%	County Funded \$48,220.93		
6810 · Postage		10.99	59.95	0.00	9.95	2,286.71	2,500.00	91.5%			
6820 · Telephone		234.12	250.00	0.00	250.00	2,554.08	3,000.00	85.1%			
6830 · Office Expenses/Supplies		512.73	500.00	505.44	500.00	5,060.32	6,000.00	84.3%	State Aid Funding - \$5,000		
6840 · PR & Advertising		300.00	300.00	0.00	0.00	2,220.88	1,500.00	148.1%	ads for Public Forums, Hootesuite, etc.		
6850 · Copier Expense		1,046.39	900.00	1,109.83	500.00	14,936.70	11,000.00	135.8%	State Aid Funding - \$6,997.57		
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		0.00	625.00	0.00	625.00	19,577.09	7,500.00	261.0%	per equipment replacement sched-State Aid: \$7,708 for new public		
6905 · Computer Maintenance & Supplies		631.67	625.00	0.00	625.00	15,011.79	7,500.00	200.2%	State Aid - Tech Labor \$9,290.42 facing server		
6906 · Hot Spots		720.00	200.00	0.00	200.00	1,365.74	2,500.00	54.6%	changed vendor & service		
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		583.00	0.00	0.00	5,000.00	2,534.00	5,000.00	50.7%	State Aid		
6963 · SAMS		0.00	0.00	0.00	0.00	3,214.75	3,000.00	107.2%	State Aid		
6964 · SenSource		0.00	0.00	0.00	0.00	393.00	340.00	115.6%	State Aid		
6966 · Firewall Hardware/Software		165.00	340.00	225.00	540.00	5,658.75	6,000.00	94.3%			
6969 · Reading Program Software		0.00	0.00	0.00	0.00	1,069.75	1,000.00	107.0%	State Aid		
6970 · Web Calendar		0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	100.0%	State Aid		
6972 · Cloud Storage		50.72	100.00	0.00	100.00	890.56	1,200.00	74.2%	State Aid		
6973 · Mobile App		0.00	0.00	0.00	0.00	2,110.65	1,800.00	117.3%	State Aid		
6974 · Server Partitioned Back-Up		2,896.76	0.00	0.00	0.00	2,896.76	2,800.00	103.5%	To be funded with State Aid		
Total Expense		124,922.72	104,291.60	113,907.59	108,621.60	1,548,465.49	1,430,625.01	108.2%			

**SAMUELS PUBLIC LIBRARY
OPERATING BUDGET FOR FY2026**

**Assumes NO FUNDING
from Warren County**

Income:				
	Budget	Budget	Budget	Budget
	FY2023	FY2024	FY2025	FY2026
Local, State and Federal Funding	\$1,201,238.00	\$1,260,437.00	\$1,277,565.00	\$254,763.00
Library Funds	\$39,232.00	\$75,090.00	\$82,810.01	\$1,201,642.00
Donated Funds	\$21,000.00	\$27,500.00	\$32,500.00	\$40,500.00
Miscellaneous Income	\$24,500.00	\$35,461.58	\$37,750.00	\$35,475.00
Income Total	\$1,285,970.00	\$1,398,488.58	\$1,430,625.01	\$1,532,380.00
Expenditures:				
	Budget	Budget	Budget	Budget
	FY2023	FY2024	FY2025	FY2026
Salaries/Payroll Items	\$886,550.00	\$985,418.58	\$1,028,585.01	\$1,095,360.00
Books/Related Items	\$153,450.00	\$152,700.00	\$152,700.00	\$149,900.00
Buildings/Ground/ Maintenance Related	\$143,500.00	\$147,200.00	\$147,200.00	
County Building Maintenance				\$68,900.00
Other Operational Expenses				\$90,800.00
Office Expenses	\$39,750.00	\$36,000.00	\$39,000.00	\$40,750.00
Library Technology	\$51,470.00	\$54,670.00	\$40,640.00	\$41,170.00
Technology Replacements for FY2026				\$23,500.00
Automated Systems	\$11,250.00	\$22,500.00	\$22,500.00	\$22,000.00
Total Expenditures	\$1,285,970.00	\$1,398,488.58	\$1,430,625.01	\$1,532,380.00

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2026**

**Assumes NO FUNDING
from Warren County**

Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2023	FY2024	FY2025	FY2026	Change	
Warren County	\$1,024,000.00	\$1,024,000.00	\$1,024,000.00	\$0.00	-100.0%	
State Aid	\$172,238.00	\$234,437.00	\$248,565.00	\$246,569.00	-0.8%	
USAC E-Rate Reimbursement	\$5,000.00	\$5,000.00	\$5,000.00	\$8,194.00	63.9%	
Local, State and Federal Funding	\$1,201,238.00	\$1,263,437.00	\$1,277,565.00	\$254,763.00	-80.1%	
Donation Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2023	FY2024	FY2025	FY2026	Change	
Friends of Samuels Library	\$10,000.00	\$15,000.00	\$20,000.00	\$25,000.00	25.0%	
Children's Program Donations	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%	
Story Walk	\$0.00	\$500.00	\$500.00	\$2,500.00	400.0%	
Adult Program Donations	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.0%	
Misc. Donations	\$4,000.00	\$5,000.00	\$5,000.00	\$6,000.00	20.0%	
Donated Funds Total	\$21,000.00	\$27,500.00	\$32,500.00	\$40,500.00	24.6%	
Miscellaneous Income						
	Budget	Budget	Budget	Budget	Percent	
	FY2023	FY2024	FY2025	FY2026	Change	
Fines	\$10,000.00	\$12,000.00	\$12,000.00	\$9,000.00	-25.0%	
Copier	\$5,000.00	\$10,000.00	\$10,000.00	\$11,750.00	17.5%	
Amazon Book Sales	\$2,000.00	\$2,000.00	\$2,000.00	\$600.00	-70.0%	
Replacement Costs	\$6,500.00	\$7,500.00	\$7,500.00	\$8,000.00	6.7%	
Retail Income	\$200.00	\$750.00	\$750.00	\$750.00	0.0%	
Interest	\$300.00	\$1,211.58	\$3,000.00	\$4,000.00	33.3%	
Meeting Room Income	\$100.00	\$500.00	\$1,000.00	\$500.00	-50.0%	
FAX Service	\$200.00	\$1,000.00	\$1,000.00	\$500.00	-50.0%	
Non Resident Fees	\$100.00	\$250.00	\$250.00	\$175.00	-30.0%	
Inter Library Loans	\$50.00	\$150.00	\$150.00	\$100.00	-33.3%	
Miscellaneous	\$50.00	\$100.00	\$100.00	\$100.00	0.0%	
Miscellaneous Income Total	\$24,500.00	\$35,461.58	\$37,750.00	\$35,475.00	-6.0%	
Library Funds						
	Budget	Budget	Budget	Budget	Percent	
	FY2023	FY2024	FY2025	FY2026	Change	
Reserve Fund Transfer	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	0.0%	
\$4,000 for Development & \$4,000 for Community Outreach						
Funding to Balance Budget from						
Endowment Account 3%	\$29,550.00	\$29,550.00	\$29,550.00	\$30,000.00	1.5%	
Library Funds to Balance	\$1,682.00			\$1,163,642.00		
Library Funds Total	\$39,232.00	\$37,550.00	\$37,550.00	\$1,199,117.00	3093.4%	

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2026**

**Assumes NO FUNDING
from Warren County**

Library Building Maintenance								
	Budget	Budget	Budget	Budget	Percent			
	FY2023	FY2024	FY2025	FY2026	Change			
Contractual Services	\$13,000.00	\$13,000.00	\$13,000.00	\$17,500.00	34.6%	HVAC Quarterly Maint, Best Exterminating, Fire/Suppression Inspect, BK Security		
Building Maintenance	\$10,000.00	\$7,500.00	\$7,500.00					
Grounds				\$10,400.00		lawn, irrigation		
Electrical				\$10,000.00				
Roof				\$7,500.00				
Door Repairs				\$3,500.00				
Plumbing				\$4,000.00				
Fire Extinguisher Inspection				\$1,000.00				
Misc Maintenance				\$2,500.00				
HVAC Maintenance				\$12,500.00				
County Building Maintenance	\$23,000.00	\$20,500.00	\$20,500.00	\$68,900.00	236.1%			
Other Operational Exp								
	Budget	Budget	Budget	Budget	Percent			
	FY2023	FY2024	FY2025	FY2026	Change			
Insurance	\$5,000.00	\$6,200.00	\$6,200.00	\$6,300.00	1.6%			
Utilities	\$76,500.00	\$76,500.00	\$76,500.00	\$75,000.00	-2.0%			
Custodial Services	\$30,000.00	\$35,000.00	\$35,000.00		-100.0%	now part of Salary Block		
Supplies/Maint.	\$9,000.00	\$9,000.00	\$9,000.00	\$9,500.00	5.6%			
Total Other Op Exp	\$120,500.00	\$126,700.00	\$126,700.00	\$90,800.00	-28.3%			
Office Expense Items								
	Budget	Budget	Budget	Budget	Percent			
	FY2023	FY2024	FY2025	FY2026	Change			
Postage	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	-8.3%			
Telephone	\$4,250.00	\$3,500.00	\$3,000.00	\$2,750.00	0.0%			
Office Supplies	\$7,000.00	\$6,000.00	\$6,000.00	\$6,000.00	0.0%			
PR & Advertising	\$5,000.00	\$2,000.00	\$1,500.00	\$1,500.00	9.1%			
Copier Expense	\$10,000.00	\$10,000.00	\$11,000.00	\$12,000.00	6.7%			
Audit	\$11,000.00	\$12,000.00	\$15,000.00	\$16,000.00	4.5%			
Total Office Expense	\$39,750.00	\$36,000.00	\$39,000.00	\$40,750.00				

**SAMUELS PUBLIC LIBRARY
OPERATION BUDGET FOR FY2026**

**Assumes NO FUNDING
from Warren County**

Library Technology Maintenance Costs					
	Budget	Budget	Budget	Budget	Percent
	FY2023	FY2024	FY2025	FY2026	Change
Staff Computers	\$5,000.00	\$5,000.00	\$5,000.00	\$4,000.00	-20.0%
Public Computers	\$7,500.00	\$7,500.00	\$7,500.00	\$7,000.00	-6.7%
Computer Lab	\$2,500.00	\$2,500.00	\$2,500.00	Mellon Grant	0.0%
RFID	\$13,750.00	\$12,750.00	\$5,000.00	\$4,300.00	-14.0%
(collection security/self check out)					
SAMS	\$3,000.00	\$3,000.00	\$3,000.00	\$3,400.00	13.3%
(public internet control/schedule software)					
Sensource	\$340.00	\$340.00	\$340.00	\$400.00	17.6%
Digital People Counter					
Web Calendar	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Reading Program Software	\$1,500.00	\$1,500.00	\$1,000.00	\$1,500.00	50.0%
Capira Mobile	\$1,800.00	\$1,800.00	\$1,800.00	\$2,200.00	22.2%
(new mobile app for accessing the library)					
Talking Tech	\$2,800.00	\$2,900.00	\$0.00	\$0.00	0.0%
(patron notification service)					
T-Mobile Hot Spots	\$5,280.00	\$5,280.00	\$2,500.00	\$2,350.00	-6.0%
Firewall Contract	\$6,000.00	\$6,000.00	\$6,000.00	\$9,820.00	63.7%
					includes labor for wifi upgrade to be reimbursed through e-rate
Server Partitioned Back-Up		\$2,800.00	\$2,800.00	\$3,000.00	7.1%
Cloud Storage		\$1,300.00	\$1,200.00	\$1,200.00	0.0%
Total Lib Tech	\$51,470.00	\$54,670.00	\$40,640.00	\$41,170.00	-25.7%
Technology Replacement for FY2026					
6 desktops					
1 Tripp Lite UPS bakcup					
3 switches					
4 staff laptops					
Wireless Upgrade*					
NAS Server					
Total:				\$23,500.00	
*70% funded through E-Rate					
Automated Systems					
	Budget	Budget	Budget	Budget	Percent
	FY2023	FY2024	FY2025	FY2026	Change
Library Automation	\$11,250.00	\$22,500.00	\$22,500.00	\$22,000.00	0.0%
Maintenance Fees					
Total Automated	\$11,250.00	\$22,500.00	\$22,500.00	\$22,000.00	0.0%



Development Committee Meeting Minutes June 18, 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. Two guests were present: Sarah Miller and Josh Sims.

Mr. Whitlow called the meeting to order.

The committee accepted the April 16, 2025 meeting minutes as presented.

Fundraising Overview

The Development Committee received an update from the fundraising team, Sarah Miller and Josh Sims. A discussion about current fundraising efforts and initiatives ensued.

Updates

Ms. Hayes provided a brief overview of current fundraising activities, including the launch of Samuels Library's new Substack – *Next Chapter News* – to provide direct library news and updates. Ms. Hayes reported that the Substack has been a successful communication tool. Ms. Hayes stated that donations for the Donor Emergency Fund are ongoing.

Business Sponsorship Packet Review

The Development Committee discussed the logistics of the final business sponsorship packet draft. A discussion ensued about support Samuels Library receives from local businesses and plans of launching a business sponsorship program. The Committee agreed that the business sponsorship packet is a good foundation for beginning a Business Sponsorship program that benefits the Library, local businesses, and the community.

FY2026 Development Plan Review

A draft of the Development Plan for Fiscal Year 2026 was presented to the Development Committee for review. A discussion ensued about the organization and layout of the Development Plan, noting that it does not address emergency fundraising needs but rather general fundraising efforts, initiatives, and goals in relation to Development.

After thorough discussion of the Development Plan, the Committee agreed to approve the

current draft to be presented to the Board of Trustees at the July bi-monthly Board meeting for approval.

Further discussions about the Development Plan will occur as the Plan is revisited for review, and updates if necessary, at Development Committee meetings throughout Fiscal Year 2026.

FOSL Report

Patton reported that the FOSL t-shirt fundraiser is going well, with 90 shirts sold and more in stock. Studio-made wine tumblers will be sold by FOSL at the Library's July 1 Open House.

FOSL hit their goal of 300 memberships, with 70 online memberships since online membership sign-up became available within the last ~2 months. FOSL's annual appeal is coming up. Patton also noted that FOSL has 2 major events coming up, including Pop Up Pop on July 5 at the Library and Christmas in July on July 12 on Main St.

With there being no further business, Mr. Whitlow adjourned the meeting at 6:54 p.m.

The next scheduled Development meeting is set for Wednesday, August 20, 2025 from 5:00 p.m. - 6:00 p.m.



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

BE A BUSINESS SPONSOR!

In its efforts to build community, Samuels Public Library seeks business sponsors to enrich its programming/ services to better serve the public. A business sponsorship is a mutually beneficial arrangement that involves the sponsor in the life of the library through its programming, events, and services.

Sponsors collaborate with the Library Director to determine their involvement and receive recognition for their contributions to selected events, programs, and exhibits during the course of the year. To the extent that they wish to be involved, sponsors may participate in the planning, preparation, and delivery phases. Sponsors make a financial commitment to the library, pledging whatever amount they feel is appropriate.

Why Be a Business Sponsor?

- It promotes your business to a broad swath of engaged local residents who frequent the Library
- It enables you to support library programming by educating the public on topics that align with your business expertise and interests
- It enhances the scope of programs, events, and services the library is able to offer
- It contributes to the financial stability of your local library

Business/Organization Name: _____

Mailing Address: _____

Contact Information

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Thoughts on How You'd Like to Support Samuels Public Library's Programming:

By signing below, I pledge that _____ will support Samuels Public
(Business Name)
Library for at least one year. Logo and participation will not be used for political or other purposes not
supported by Samuels Public Library.

Signature: _____ Date: ____/____/____



BUSINESS SPONSORSHIP PACKAGE

We are thrilled to present an exciting opportunity for businesses as collaborators with Samuels Public Library. As a cornerstone of our community, Samuels Library is dedicated to our mission of bringing people, information, and ideas together to enrich lives and build community.

Your sponsorship will not only enhance our services, but also provide significant benefits to your business through strategic marketing and community engagement.



A Taste for Books 2025
Main Street Geek



Front Royal Elks Lodge #2382



Silver Tea 2025
Sponsored by FOSL &
Mountain Home Bed & Breakfast



A Taste for Books 2025
Potomac Plumbing & Gas

Erin Rooney
Library Director
erooney@samuelslibrary.net

Samuels Public Library
(540) 635-3153
330 East Criser Road
Front Royal, VA 22630

Amy Hayes
Development Administrator
ahayes@samuelslibrary.net



ABOUT SAMUELS LIBRARY

Samuels Public Library has served our community of Front Royal and Warren County for over 200 years. Starting as the second subscription library in the state of Virginia in 1799, known as the Front Royal Library Society, the community library has now prospered into an award-winning educational institution and vibrant community hub.

With an unwavering commitment to providing our community with free and equal access to library resources, services and programming, Samuels Library serves as a cornerstone in our community, providing a wide array of educational and literacy opportunities.

As a part of our mission, we value local and regional partnerships that strengthen community ties and promote a sense of unity and shared purpose.

Our Mission

Samuels Public Library is dedicated to bringing people, information, and ideas together to enrich lives and build community.




2024 Community Report Stats

 **127,751**
Visitors

 **16,148**
Total Patrons

 **542** with **19,194**
Programs Attendees

 **26,148**
Computer & Wi-Fi Sessions

 **8,860**
Volunteer Hours

 **401,859**
Total Checkouts

BENEFITS FOR SPONSORS

BRAND VISIBILITY

As valued sponsors, businesses will receive brand visibility in any and all promotional materials for programming, special events, or other projects that the sponsorship is funding. We will highlight businesses on print and digital materials through programming handouts, digital displays, and social media to promote the visibility and support of the business. Programs are well-attended, with more than 19,000 program attendees recorded for the year 2024.

EVENT SPONSORSHIP

As an event sponsor, you can receive a number of benefits and be recognized for your support of the chosen event. For example, we seek event sponsors for our major “A Taste for Books” fundraiser that draws in 300+ attendees each year. Event sponsors are advertised on all event promotional materials, including digital, print, and social media.

SOCIAL MEDIA PROMOTION

Our sponsors are appreciated and recognized on our social media platforms, including Facebook which directly reaches our 4.7K followers as well as Instagram, Twitter, LinkedIn, and Youtube and TikTok when applicable.

PRESS RELEASES

As a part of our mission of building community, it is important that we share updates and improvements with our community. Press releases are submitted for publishing to highlight community partnerships and collaborations, which include event and programming sponsorships, new technology/equipment updates, and more.

CUSTOMIZABLE SPONSORSHIP OPPORTUNITIES

Tailor your sponsorship support and benefits to fit your needs and interests. Take a glimpse at some opportunities for sponsorship support and potential benefits.

Examples of Sponsorship Opportunities

Children & Teens	Preschool & Toddler Storytime	Holiday Open House
	Music & Movement for Babies & Toddlers	Science Scouts & Homeschool Hub
	StoryWalk®	Teens Connect
Adults	Raspberry Pi Computer Workshop Program	Volunteer & Donor Appreciation Event
	Studio 330 Programs/Events	What the Tech
	Genealogy Club	Adult Summer / Winter Reading Clubs
All Ages	<i>A Taste for Books</i>	Hoopla Subscription
	<i>SamiCon</i>	Special Events or Fundraising Campaigns
	Building Maintenance	Annual Puzzle Contest
	Adopt a Computer	Collection Development Support
	Tiny Art Show	

Examples of Sponsorship Benefits

Recognition in 1 or more press releases for the year	Quarterly, bi-annual, or yearly mention in Library Newsletter
Special Sponsor Feature on Library Social Media Platforms <i>(Quarterly, bi-annual, or yearly)</i>	Invitation to Private Volunteer/Donor Appreciation Event
Your logo and business name on our dedicated business sponsorship webpage	Individual/Business Name on Donor Wall <i>(Minimum \$1,000 Contribution)</i>
Promotion of Business Social Media Posts and Select Business Events <i>(Relevant to Education, the Arts, Community etc.)</i>	

Option to sponsor programs, workshops, or events at the Library

Have a program, event, or workshop idea?
Share it with us! We would love to hear any ideas you may have to support the library.

LIBRARY HIGHLIGHTS

Samuels Public Library was named **Virginia Library of the Year in 2024**, an honor recognized by the Virginia Library Association.



Additionally, Samuels Library was awarded four awards by the Virginia Public Library Directors Association in March 2025, which include the following:

- Silver Standards of Excellence for Overall Achievements
- Impactful Marketing/Public Relations Award
- Outstanding Program for Adults Award, in recognition of our major fundraising event *A Taste for Books*
- Impactful Technology Use Award, in recognition of Studio 330.



Samuels Library opened Studio 330 in October 2024 thanks to a five-year Mellon Foundation grant.

This creative Memory Lab and Makerspace enables us to offer innovative programming opportunities such as sewing and embroidering, laser cutting, 3D printing, Cricut projects, and more!

PARTNER WITH SAMUELS LIBRARY TO SUPPORT LITERACY AND LEARNING IN OUR COMMUNITY!

We hope we can look forward to collaborating with you and your business to enrich lives and build community.

CONTACT

Phone (540) 635-3153
Website samuelslibrary.net
Email erooney@samuelslibrary.net
Address 330 East Criser Road, Front Royal, VA 22630

Visit our Business Sponsorship page for more information!



To set up a meeting to discuss business sponsorship opportunities, please email Library Director Erin Rooney at erooney@samuelslibrary.net



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

BE A BUSINESS SPONSOR!

In its efforts to build community, Samuels Public Library seeks business sponsors to enrich its programming/ services to better serve the public. A business sponsorship is a mutually beneficial arrangement that involves the sponsor in the life of the library through its programming, events, and services.

Sponsors collaborate with the Library Director to determine their involvement and receive recognition for their contributions to selected events, programs, and exhibits during the course of the year. To the extent that they wish to be involved, sponsors may participate in the planning, preparation, and delivery phases. Sponsors make a financial commitment to the library, pledging whatever amount they feel is appropriate.

Why Be a Business Sponsor?

- It promotes your business to a broad swath of engaged local residents who frequent the Library
- It enables you to support library programming by educating the public on topics that align with your business expertise and interests
- It enhances the scope of programs, events, and services the library is able to offer
- It contributes to the financial stability of your local library

Business/Organization Name: _____

Mailing Address: _____

Contact Information

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Thoughts on How You'd Like to Support Samuels Public Library's Programming:

By signing below, I pledge that _____ will support Samuels Public
(Business Name)
Library for at least one year. Logo and participation will not be used for political or other purposes not
supported by Samuels Public Library.

Signature: _____ Date: ____/____/____



SAMUELS
public library

2026 Development Plan



Contents

Page

Introduction	3
Goals & Strategies	3
I. Source: Annual Appeal (Unrestricted).....	5
II. Source: Taste for Books (Unrestricted).....	5
III. Source: Friends of Samuels Library (FOSL) Donations (Restricted).....	6
IV. Source: Foundations & Grants (Restricted)	6
V. Source: Day of Giving (Unrestricted).....	6
VI. Source: Other(Unrestricted)	6
Development Committee Action Plan.....	7

ADDENDUMS

- I. Funding Priority List**
- II. Development Committee Calendar**
- III. Development Plan Budget, Income & Expenses**

Introduction

The Development Committee is under the direction of and advises the Samuels Public Library (SPL) Board of Trustees. The Development Committee supports the ongoing effort to secure additional funds for SPL from individuals, corporations and foundations. In addition, the Development Committee supports fundraising events and programs such as the Annual Appeal, *A Taste for Books*, *Day of Giving* and the annual donor appreciation event. This plan is a road map illustrating the highlights of how the Committee envisions achieving SPL's fundraising goals.

Goals & Strategies

Objectives	Goals	Strategies
Maximize Individual Giving Amounts from Current Donors	<ul style="list-style-type: none"> • Build donor stewardship • Recognize Major donors 	<ul style="list-style-type: none"> • Identify & engage lapsed donors • Communicate Library successes • Host annual Donor appreciation event for \$1000+ donors • Add additional annual Major Donor Recognition - Dr. Bernard Samuels Legacy Award
Keep pace with community needs	<ul style="list-style-type: none"> • Address library needs as driven by community requests and needs 	<ul style="list-style-type: none"> • Suggestion box • Strategic Committee Survey
Board Participation in the Fundraising Process	<ul style="list-style-type: none"> • 100% of the Board makes an annual gift of any size • Board members to supply names and contact information for prospective supporters and participate in donor cultivation 	<ul style="list-style-type: none"> • Request contact info of prospective supporters from Board members. • Board written Thank You notes to key Donors
Increase volunteer involvement with library committees and events	<ul style="list-style-type: none"> • Bring in outside perspectives and additional assistance 	<ul style="list-style-type: none"> • Invite volunteers to sit on event committee and participate in development committee meetings as needed

Objectives	Goals	Strategies
Grow relationships with local community organizations and businesses	<ul style="list-style-type: none"> • Tap into funding sources available through community groups with whom we do not currently have strong relationships • Explore joint fundraising opportunities 	<ul style="list-style-type: none"> • Develop more formal Corporate/community sponsorship/ layout annual opportunities • Track corporate donations by percent of overall fundraising goals.
Complete a thorough analysis of existing donor data	<ul style="list-style-type: none"> • Have an accurate and functional understanding of the donor base and giving habits/trends • Adjust donor goals and percentages based on existing data 	<ul style="list-style-type: none"> • Compile statistics on donor retention rates and compare data over past five years • Keep donor data updated • Clean up tags and establish better tracking tags
Cultivate New Library donors	<ul style="list-style-type: none"> • Continue to add new active donors to donor database • Recognize new donors • Monitor success of purchased donor list 	<ul style="list-style-type: none"> • New donor thank you and communication plan recognition • Handwritten Thank You Notes from Board Members to some new donors
Encourage Planned Giving	<ul style="list-style-type: none"> • Continue to Build Planned Giving Society • Secure 2 -3 planned gift commitments annually 	<ul style="list-style-type: none"> • Send out 3rd strategic planned giving mailing from Society member (National Estate Planning Awareness Week Oct 17 - 23 2023) • Develop Strategy to Expand Planned Giving
Utilize social media, email, and a refined web presence for fundraising efforts	<ul style="list-style-type: none"> • Continue to incorporate donation appeals for library events via Facebook followers and other media users and Facebook Peer to Peer Fundraising 	<ul style="list-style-type: none"> • Thank Facebook fundraisers online and in writing. • Use newsletter and mail chimp email to reach out to donors during major campaigns

Objectives	Goals	Strategies
Foster a culture of philanthropy at the library – among staff, volunteers, and patrons	<ul style="list-style-type: none"> • Increase donor retention through strong donor communications • Placement of new fundraising /planned giving materials/special campaigns throughout library 	<ul style="list-style-type: none"> • Develop and place materials on giving throughout the library (including a slide for FRED board) • Focus on donor stewardship, thanks and impact communications • Report on success of fundraising campaigns • Permanent and rotating Donor Boards
Increase Grant Applications	<ul style="list-style-type: none"> • Fund priority list items with targeted grants 	<ul style="list-style-type: none"> • Continually research new and recurring grants • Provide regular follow-up on grant outcomes and success • Recognize grantors

I. Source: Annual Appeal

Goal Amount: \$30,000 Expenses: \$1,500+ (printing, postage, envelopes)

Funds: Unrestricted

Timeframe: November/December

Strategy: Encourage existing and new donors with information about excellent library services, usage, needs and how donor dollars have been used over the past year. Highlight the goal amount and several points to which the donated funds will be directed. In addition, the committee will utilize all possible free and electronic resources for spreading awareness of the fundraising drive. This will include posting the appeal on our website, Facebook page, town and county media resources, Chamber of Commerce, radio, paper, etc. Appeal is sent to everyone in donor database (1000+ mailings.)

II. Source: A Taste For Books

Goal Amount: \$25,000 Expenses: \$4000

Funds: Unrestricted

Timeframe: Last Saturday of April (January – April)

Strategy: Focus on of *A Taste For Books* to encourage new and existing sponsorships, ticket sales and community involvement.

III. Source: Friends of Samuels Library (FOSL) Donations

Goal Amount: \$20,000

Funds: Restricted

Timeframe: Year round

Strategy: Support FOSL's Annual Membership Campaign and mailing. Increase awareness of the Friends of Samuels Library through promotion of programs, bookstore, volunteers and events. Support and encourage consistent sales at the Epilogue bookstore, which is FOSL's main source of income. As FOSL's mission is to support the Library, then funds raised through memberships and book sales become available for Library expenses inside and outside the operating budget.

IV. Source: Foundations & Grants

Goal Amount: \$15,000

Funds: Restricted Used as specified by grant stipulations

Timeframe: As specified by the grant

Strategy: Seek outside funding opportunities in support of SPL projects, enhancements, programs, supplies, etc. (that are not a part of the regular budget) purchased to support the library's vision, mission and fundraising priority list.

V. Source: Day of Giving

Goal Amount: \$7,000

Funds: Unrestricted

Timeframe: February 22

Strategy: Use matching gift motivation and social media platforms to reach out to new donors through social media with time restricted fundraising campaign. Need new matching gift source in 2024.

VI. Source: Other (non-campaign donations/ small fundraisers Puzzle Day, Non campaign Facebook Fundraisers etc.)

Goal Amount: \$5,000

Funds: Unrestricted

Timeframe: Year round

Strategy: Provide fundraising opportunities outside of campaigns and events to communicate library needs and attract donors year-round.

Development Committee Action Plan

The Development Committee's Action Plan is a tool used to address the dynamic aspects of the committee's role in funding support for the Samuels Public Library (SPL). The primary function of the plan is to identify, track, and report on the funding opportunities that will help the board, staff, and community realize SPL's vision and accomplish its mission.

The action plan is a 'living document' that is modified depending on changing needs and circumstances. The action plan includes the Fundraising Priority List, the Development Committee Calendar, and the Development Plan Budget, Income & Expenses.

As part of the Action Plan, the Library Director will annually update the three year Fundraising Priority List and the Development Administrator will update the Development Committee at their regular meetings as grants and donations are pursued, received, and expended.

The Development Committee meets the second Wednesday of every other month.

ADDENDUM I: Fundraising Priority List FY2026

The Fundraising Priority List is a categorized list crafted by Library management with input from Library staff and an emphasis on patron feedback. The Fundraising Priority List includes projects, enhancements, and supplies that support the Library's vision and mission. Each category features items ranked by order of need and preference. These items are not allocated for in the regular budget - their acquisition is only made possible through grants, sponsorships, and donations. Though the list is ranked, it has the flexibility to match current needs with donor wishes. The list is a living document and will be updated as items are received or as needs evolve.

Collection & Service Enhancements

Hoopla - \$8,000: Hoopla is a popular ebook, downloadable audiobook, and streaming video service that was added when the Library was closed during the height of the COVID-19 pandemic. The payment model is cost-per-checkout, meaning the Library is charged for every individual circulation. It is a popular service with over 500 users and provides access to specific items that the Library does not offer elsewhere (comics, streaming video, and digital magazines). Additional funds will help to enhance the service level provided.

EBSCO BlueCareer Database - \$2,000: This would cover the cost of a year's subscription. We have a lot of patrons who are jobseekers. Any resource that we can have to give them options to aid in their search I think could be beneficial. Blue Career specifically focuses on the skilled trades, which I think sets it apart from other job searching resources.

Adult Nonfiction - \$10,000: It is important to keep the nonfiction collection timely and relevant. Older materials need to be weeded out and updated continually. Additional funding outside of the budget will help support a solid nonfiction collection.

- General Nonfiction - \$7,000
- Medical Books - \$3,000

STEM Bags - \$2,500: STEM bags contain STEM-related items for families to do STEM activities at-home and also contain STEM books.

STEM Equipment - \$1,000: equipment for doing STEM activities/programs at the library such as microscopes etc.

Library of Things - \$10,000: A Library of things contains non-traditional items to check-out at the library other than physical media or Library Laptop & Hotspots kits. This would provide access to items that might otherwise be expensive or impractical for individuals to purchase, fostering community resource sharing and reducing waste.

- Tools for home repairs and crafts.
- Musical instruments and equipment.
- Educational materials and toys.
- Gadgets and electronics.
- Outdoor gear and sporting equipment.
- Kitchen appliances and utensils.

Events & Programs

Reading Programs - \$12,000 Total: Reading programs improve literacy among all ages, help combat summer slide, and provide social opportunities. Reading programs are the backbone of library programs and are our most popular events.

- Summer Reading Club (June – August) - \$5,000 Total
 - ▶ All-Ages Kick Off Event
 - ▶ Prizes
 - ▶ Performers
 - ▶ Adult Summer Reading Prizes - \$2000
 - Prizes
 - Performers
- Winter Reading (January – February) - \$3000 Total
 - ▶ Youth Winter Reading - \$2,000
 - ▶ Adult Winter Reading - \$1,000

Children's Year-Round Programs - \$2,000 Total: Covers supplies, special programs, etc.

Outreach Events - \$3,500 Total: Outreach events allow the Library to get out and meet the community where they are in order to better provide and promote

- National Night Out (August 1) - \$1,500 ▪ Funds needed by July
- Christmas Parade (December)- \$2,000 ▪ Funds needed by November

SamiCon (September) - \$2,500: SamiCon is a free community event that brings ~1,000+ community members of all ages to the library to celebrate literacy and learning through graphic novels, comics, fantastical stories, and elements of pop culture. Admission is free to all.

National Library Celebrations - \$5,000: Participation in National Library Celebrations not only highlights the importance of libraries, but also serves as a promotional opportunity for Samuels Library.

- National Library Card Sign-Up Month (August) - \$1,500
- National Library Lovers Month (February) - \$3,500 (Day of Giving Donation Match)
- National Library Week (April) - \$1,500

Holiday Writing Contest (October – December) - \$1,500: The Holiday Writing Contest encourages young writers to flex their abilities. Many Warren County classrooms and homeschoolers participate.

Facility Enhancements

Amphitheater - \$300,000: A small amphitheater on the property between the Library and Ressie Jeffries Elementary School would allow the Library to host more outdoor events and accommodate larger crowds. The COVID-19 Pandemic has highlighted the need for outdoor community spaces. The amphitheater would be a valuable asset to Warren County, as it would be an accessible space for community events and gatherings (within the realm of the Library's Meeting Room Use Policy).

Automated Book Sorter Project - \$200,000: Circulation staff handle over 400,000 items per fiscal year. An automated book sorter would save staff time by checking in and sorting books as they are returned. The predicted staff time saved could potentially equal the amount of hours of a 20-hour part-time position.

Branded Outdoor Digital Sign - \$20,000: The 2021 Community Survey highlighted the need for a significant increase in promotion of Library events and services. An outdoor digital sign, along Criser Rd, would allow the Library to advertise events and services to drivers and pedestrians on the busy street. This cost is a very rough estimate.

Circulation Desk - \$60,000: The current circulation desk is now well over a decade old. During that time, workflows and services have changed. A new circulation desk would help streamline patron interactions and provide vital space for the Circulation Department to store materials and work without being cramped. New wall cabinetry for a more efficient display of retail items and event advertising, with an updated style to accommodate new book truck sizing.

Privacy Pod - \$6,000: Similar to our Sound Booth. A smaller booth would give patrons the flexibility to take short phone calls while they are working in the reference area, and give staff another option to suggest to patrons who get/ need to make phone calls without affecting the availability of the current conference and study rooms.

Acoustic panels - \$5,000: These could be installed around the reference area, but especially in the conference and quiet study rooms, to reduce noise.

Outdoor seating - \$5000: This would include two concrete seating areas to replace the wooden picnic tables currently located on the side of the library facing the elementary school. The hope would be to revitalize this area.

Children's Garden enhancements \$16,000 – This would include flower themed musical instruments including metallophone, tonal gong bells, and drums. An “Early Years Canoe” installation that would encourage early play and highlight Front Royal. As well as a Children's Potting Shed.

Staff Support

Staff Development Day - \$1,500: Staff Development Day is an entire day set aside to train all Library staff. Continuing education and supporting staff is vital to keeping Samuels Library relevant as libraries evolve. Staff Development Day has a small line item in the Budget, increased funding would allow for specialized training and outside speakers.

Staff Polo Shirts - \$1,500: Branded polo shirts make staff easily identifiable at outreach events while maintaining a professional appearance.

Supplies & Equipment

12 Book Carts - \$5,000: Book carts are used daily by all staff and volunteers to move materials around the building. Additional carts are needed and some carts require replacement.

Technology

SMART Boards for Meeting Rooms - \$20,000: New SMART boards in each meeting room would make it easier for staff and outside groups to facilitate technology classes. There is also a growing demand for Zoom-compatible equipment in public meeting rooms.

- Fundraising Focus: Grants, Corporate Sponsorships

ADDENDUM II: DEVELOPMENT CALENDAR FY2026

This calendar is a tool for the Development Committee to project, plan and execute upcoming events and deadlines in support of the Action Plan. This document and other addendums are revised yearly or as needed.

JULY & AUGUST

- ❖ Annual FOSL Membership Drive (address labels and data entry)
- ❖ **Development Committee Meeting: August 20, 2025 @ 5:00 PM**
- ❖ Grants
 - Rappahannock – Holiday Writing
 - Walmart Summer Reading 2024
 - Valley Health – Medical/Wellness Collections
- ❖ Update Donor Boards
 - \$1000+
 - Samuels Society
 - Board of Trustees

SEPTEMBER

- ❖ Follow-up letter/video to major donors following donor event/ Planned giving Info
- ❖ Prepare List of 20 Top donors to be personally contacted with Planned Giving Ask
- ❖ Grants

OCTOBER

- ❖ National Friends of Libraries Week https://www.ala.org/united/events_conferences/folweek
- ❖ Grants
- ❖ Planning Begins for A Taste For Books
 - Review List of prior Sponsors
 - Brainstorm New and Personal Contacts
 - Include in Annual Appeal Letter/ Thank You Letters
- ❖ Planning Annual Appeal (Move to September?)
 - Annual Appeal Letter and Social Media Campaign preparation
 - Update List
 - Draft Letter
 - Draft E-mail
 - Develop Graphics and Visual Design for Social Media Campaign

NOVEMBER

- ❖ Annual Campaign Mailing late-November
- ❖ A Taste for Books
 - Order "Save the Date" post cards
- ❖ Begin planning for February "Day of Giving"
- ❖ Giving Tuesday
- ❖ Grants

DECEMBER

- ❖ Donor Appreciation Event combined with Volunteer Appreciation Event
- ❖ Annual Campaign
- ❖ **Development Committee Meeting: December 17, 2025 @ 5:00 PM**
- ❖ Annual Giving Thank Yous
- ❖ Secure Day of Giving Match
- ❖ Grants

JANUARY

- ❖ Annual Giving Thank Yous
- ❖ Taste for Books Fundraiser Preparations begin (January – March)
 - “Save the Date” post card sent first week of January to any previous participants/attendees
 - Board Challenge (past and present)
 - Solicit Silent Auction Items
 - Secure Sponsors/Reach out to Previous Sponsors
 - Special requests depending on theme
- ❖ Finalize plans for “Day of Giving” Campaign
- ❖ Revisit Development Plans and Addendums as needed
- ❖ National Puzzle Day Fundraiser
- ❖ Grants
 - Dollar General Family Reading and ESL

FEBRUARY

- ❖ **Development Committee Meeting: February 18, 2026 @ 5:00 PM**
- ❖ Giving Day Campaign
 - SPL Day of Giving: February 22
- ❖ Taste for Books
 - Distribute tickets and posters
 - Solicit Silent Auction Items
 - Secure Sponsors
- ❖ Day of Giving Thanks
- ❖ Grants

MARCH

- ❖ Day Of Giving Thanks
- ❖ Taste for Books
 - Final Details
 - Solicit Silent Auction Items
 - Secure Sponsors
 - Social Media Marketing Campaign begins 8 weeks prior to event
- ❖ Grants
 - Rotary Club annual grant
- ❖ Revisit Development Plans and Addendums as needed

APRIL

- ❖ **Development Committee Meeting: April 15, 2025 @ 5:00 PM**
- ❖ Taste for Books Event – Last Saturday of April
- ❖ Taste For Books Thanks
- ❖ Grants
 - Community Foundation NSV annual grant

MAY

- ❖ Development Plan – Review Addendums & Update as Needed
- ❖ Taste for Books
 - Summary of April's event & financial outcome
 - Date, Theme & Plans for next year's event
- ❖ Grants

JUNE

- ❖ **Development Committee Meeting: June 17, 2025 @ 5:00 PM**
- ❖ Development Plan – Finalize Addendums for Board Review in July
- ❖ Grants

(Revised 6/2025)

ADDENDUM III: DEVELOPMENT PLAN BUDGET- INCOME & EXPENSES – FY2024

INCOME	AMOUNT
Annual Appeal (unrestricted)	\$30,000
Taste for Books(unrestricted)	\$25,000
Day of Giving (unrestricted)	\$ 7,000
FOSL(restricted)	\$20,000
Foundations/Grants (restricted)	\$15,000
Other (unrestricted)	\$ 5,000
Estate Gifts	
INCOME TOTAL	\$102,000

EXPENSE	AMOUNT
Mailing (supplies, stamps)	\$1,500
Donor Database	\$486
Donor Cultivation & Outreach	\$1,200
Printing & Promotion	\$1,400
Annual Donor Event	\$1,500
A Taste For Books	\$4,000
EXPENSE TOTAL	\$10,086

Net Development Income	\$91,914
-------------------------------	-----------------

(Revised 6/2025)

FY 2025 - FY 2030

STRATEGIC PLAN



Updated annually by:
Samuels Public Library
Strategic Planning Committee

Approved by:
The Board of Trustees
2018, 2021, 2022, 2023



Samuels Public Library

Samuels Public Library's (Library) Strategic Plan is a road map for the Library's staff, management, and Board of Trustees (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



**330 E. CRISER RD
FRONT ROYAL
WARREN COUNTY
VIRGINIA
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.

**Signature of Board President
Samuels Library, Inc**

Date

**Signature of Library Director
Samuels Library, Inc**

Date



OUR MISSION

Samuels Public Library (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 customers. The Director, staff, and Board 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, 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 users to read, seek information, and speak freely as guaranteed by the First Amendment while keeping user 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, we 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 supports its Mission, Vision, Values, and goals; are knowledgeable about the community; and are 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 and to ensure that the committees' end products comport 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 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 insure 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, 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 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 users 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 may work with consultants to ensure that space is used to its utmost efficiency. Consideration will also be given to future expansion of the 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 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 in order 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 persons 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 work place as evidenced by its employee retention rate. 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 insure that the Library is able to 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 book store 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: As specified in the Library's Collection Development Policy, Samuels Library will observe ALA's Library Bill of Rights and ALA's Freedom to Read statement. A copy of the Collection Development Policy can be found on the Library's website: 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 user 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: Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.

Objective A: The Library will work and partner with schools, community organizations, and businesses to improve ways to share resources and access to quality service.



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 ADD and or those residents unable to come into the Library.

Objective B: The Library will 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.



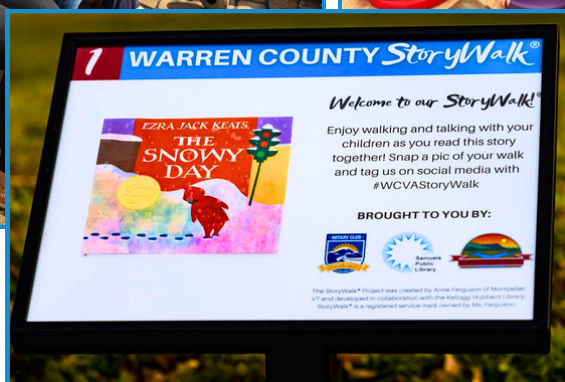
Objective A: The Library will use a multitude of platforms, both online and in-person, to deliver creative programs for all ages.

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: 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: The Library will continue to support the partnership between FOSL and Library staff to expand and enhance programming.



Samuels Public Library

2025-2026 Committee List



Executive Committee

Melody Hotek, President
Scott Jenkins, Vice President
Madeline Hickman, Secretary
Michelle Leasure, Treasurer
Cheryl Cullers, Warren Co. Rep
Lewis Moten, Member-at-Large

Finance Committee

Michelle Leasure, Chair
Karin Battle
Scott Jenkins
Kate Trosch

Committee on Trustees

Celeste Brooks, Chair
Lori Girard
Madeline Hickman
Gene Kilby
Joan Richardson
Michael Whitlow

Development Committee

Michael Whitlow, Chair
Lisa Cobb
Madeline Hickman
Scott Jenkins
Sydney Patton, FOSL Representative

Strategic Planning Committee

Joan Richardson, Chair
Michelle Leasure
Lewis Moten
Ed Richards

Bylaws/Policies Committee

Kim Emerson, Chair
Karin Battle
Lori Girard
Lewis Moten
Ed Richards

Representatives to County Building Committee

Scott Jenkins
Michael Whitlow

Ad-hoc Appeals Committee

Lisa Cobb, Chair
Celeste Brooks
Joan Richardson

Ex-Officio Members

Melody Hotek to all committees as
Board President
Erin Rooney to all committees as Library
Director, non-voting
Eileen Grady to Finance
Amy Hayes to Development

Samuels Public Library Board of Trustees
Policy and Bylaws Committee
Monday, June 9, 2025
Minutes

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

The committee meeting was called to order at 5:36 PM

Studio 330 Disclaimer

The committee began additional discussions about various sections of the second draft brought to us by staff. Changes will be made for the next meeting.

Meeting adjourned at 6:24 PM