



**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
March 9th, 2026**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from January 12, 2026, Board of Trustees Meeting
3. Citizens' Time (5 person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Finance Committee Report
7. Development Committee Report
 - a. Taste for Books
8. Strategic Planning Committee Report
9. Committee on Trustees Report
10. Building Committee
11. FOSL Report
12. County Update
13. Closed Session
 - a. Code of Virginia Section 2.2-3711, a.6.
For the purpose of discussing contract negotiations
 - b. Code of Virginia Section 2.2-3711, a.1.
 - c. For the purpose of personnel matters.
14. Old Business
15. New Business
16. Adjourn – Next Meeting Date May 11, 2026

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
January 12, 2026
5:30 p.m.

In attendance:

Melody Hotek, President; Scott Jenkins, Vice President; Michelle Leasure, Treasurer; Madeline Hickman, Secretary; Lewis Moten, At-Large; Joan Richardson; Celeste Brooks; Karin Battle; Gene Kilby; Kim Emerson; Kate Trosch; Lori Girard; Ed Richards; Sydney Patton, FOSL President; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Absent: Lisa Cobb

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

The Bi-Monthly meeting minutes for November 10, 2025, were presented. Mr. Jenkins moved to approve the minutes as presented. Ms. Richardson seconded. Ms. Cullers abstained. The vote passed.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek read aloud the note of appreciation received from an anonymous donor who made the \$25,000.00 matching contribution for the Annual Appeal.

Library Director's Report:

Ms. Rooney presented the Library Director's Report for November and December 2025. Ms. Rooney presented the library's six-month statistics for July 2025 through December 2025, noting increased usage across many areas. Ms. Rooney thanked all those who attended the Volunteer & Donor Appreciation Event. She expressed sincere thanks to all our volunteers and staff for their support throughout the year. Ms. Rooney reported on facility issues, noting we continue to work with Carrier to address persistent HVAC issues. Russell's Roofing Co. from Winchester repaired the roof leak in the Adult Reference Department.

Finance Committee:

Ms. Leasure reported that the Finance Committee met on December 10, 2025, and January 7, 2026. All the library's Truist accounts have been fully transitioned to D.A. Davidson, with continued account management by our Financial Adviser, Mr. Scott Ball. The thermometer on the library's website has been raised to \$942,197.00. The Finance Committee is preparing to present the FY27 budget to Warren

County in February. The Finance Committee states that funding is currently available until mid-April 2026.

Ms. Grady gave a general report on the following account balances, noting that State Aid is expected any day:

Operating Account	= \$	25,000
Reserve Account	= \$	47,521
Endowment	= \$	1,071,371
Donor Emergency Fund	= \$	250,000

Development Committee:

Mr. Jenkins stated that the Development Committee met in December. Mr. Jenkins reported the Annual Appeal exceeded expectations, raising over \$100,000.00. As we continue to fundraise, the following events are planned over the next several months:

January 31, 2026 – Puzzle Contest

February 2026 – Love Your Library Month. Another generous donor has pledged a matching donation.

March 6, 2026 – Scottish Ceilidh with Sean Heely and band. A free children’s event is scheduled for Friday afternoon from 3 to 4 p.m., with a ticketed event at 6 p.m. FOSL and Mountain Home are our current sponsors. The fundraising goal is \$10,000.00.

April 25, 2026 – A Taste for Books. The theme is Animal Kingdom.

May 17, 2026 – Silver Tea

Mr. Jenkins reiterated that the goal of all these fundraising events is to bridge the financial gap from mid-April to June 30, 2026. The next committee meeting is scheduled for February 18, 2026, at 5 p.m. in White Meeting Room B.

Building Committee:

Mr. Jenkins stated that Ms. Rooney had already reviewed the updates on the two main topics: HVAC and roofing. Ms. Grady reported that we continue to have HVAC issues and is in frequent communication with Carrier regarding repairs and other possible solutions. As we enter MOA discussions with Warren County and the possibility of assistance with building and grounds maintenance, Mr. Jenkins would like to withhold renewal of the annual lawn care contract with All Seasons Lawn Care.

FOSL Report:

Mx. Patton stated that her presidency and the current treasurer’s term end in July. The FOSL board is committed to recruiting new board and committee members. Mx. Patton’s 2025 membership goal was 200. By implementing the nonprofit fundraising platform Givebutter, FOSL’s current membership stands at 377 active members, of which 88 are recurring, totaling \$3,300.00 in membership fees. Givebutter also allows for general donations, resulting in an additional \$990.00. Mx. Patton is exploring several

promotional ideas. In FY2024, Epilogue raised \$27,769.41. In FY2025, FOSL raised \$41,012.17. An increase of \$13,242.76. All made possible by volunteers who support Epilogue and special events.

County Update:

Ms. Cullers reported that at the January Board of Supervisors' meeting, the board voted to advertise the public hearing regarding the dissolution of the Warren Co. Library Board. Allowing the required two weeks' notice for the meeting, the public hearing will most likely occur in February. Once the public hearing is held and the Warren Co. Library Board is dissolved, Ms. Cullers would like to have a pre-budget meeting with the library. The next step will be to begin contract negotiations. Ms. Cullers indicated the county would like to complete its budget process by April 2026. Ms. Cullers acknowledged the work and support of everyone who has helped us reach this point. She also complimented the library staff for their positive attitude throughout this ordeal. Ms. Cullers complimented the staff on a successful Holiday Open House and on the other events the library hosts throughout the year.

Old Business:

Ms. Brooks reminded the board that applications for new board members will open on February 24, 2026. If you wish to leave the board, please notify Ms. Brooks as soon as possible.

New Business:

Mr. Moten requested that a list of upcoming event dates and committee meetings be included with the board packets.

With there being no further business, Ms. Hotek adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Madeline Hickman
Secretary

Director's Report

January & February 2025



General Updates

- Staff came together for a successful Staff Development Day, which included a general meeting, a presentation from our retirement program representative, and engaging “Library Olympics” activities. We would also like to extend our sincere thanks to the volunteers who joined us that day to assist with the DVD reorganization project. Their support was invaluable and greatly appreciated.
- Staff have been working hard in preparation for our March & April fundraisers. For the Scottish Ceiligh there has been much sewing, hanging Scottish flags, and preparing their tartans for a fun event.
- The Library had a very successful Puzzle contest fundraiser with sponsor Play Favorites providing a discount on puzzles. We had about 22 teams competing.
- For the remainder of the year, the Library is partnering with the Warren Heritage Society on the Third Thursday series. We will alternate hosting programs, events, and speakers between our spaces as scheduling allows, strengthening collaboration and expanding community engagement opportunities.
- Kaitlyn Leckliter and Tina Claflin, along with Erin Rooney and Amy Hayes, attended a meeting at the Warren Heritage Society to plan the Library’s role in supporting community events tied to the nation’s 250th anniversary. The first event, Lanterns for Liberty, will take place on April 18 and will feature a day-long lantern craft for participants.

Facility

- Ongoing HVAC issues – Carrier performed a site visit on February 6, 2026, to gather information to present options for a full replacement of the HVAC unit.
- Several fluorescent light fixtures in the library's public area are not working. The electrician did a site visit to assess the lighting issues and is preparing quotes with available solutions.
- We would like to recognize our maintenance technician, Mitchell Knight, for his proactive work in reducing operational costs this fiscal year. By completing key repairs in-house, such as replacing the automatic flush sensor in the public restroom and adjusting the handicap doors for easier locking at closing. He has prevented expenses that would have required outside contractors, directly supporting the Library’s budget and operational efficiency.

Usage & Services

- February stats were unavailable at the time of this report.
- Total circulation is down 1% over FY25.
- Traffic count was about the same but still up 2% overall from FY25.
- Total patron count is up 2% over FY25
- Programming Attendance was up 24% over FY25.
- Database use is still up by 8% over FY25.
- Volunteer Hours are up over 22% over FY25
- The DVD reorganization project is just about complete, thanks to the dedicated efforts of our volunteers. Circulation staff provided invaluable support by sorting materials as they were returned, allowing adjustments to be made efficiently. With the reorganization, system updates, and on-item identifiers now finished, the collection is fully updated and easier for patrons to navigate. Tina Claflin will use the Glowforge to create shelf signs that extend from the DVDs, clearly identifying collections on the adult shelves, including TV Shows, Movies, Non-Fiction, Binge-Boxes, and Recently Added.

- Due to ongoing challenges with shipping times, cost, and quality from INGRAM, the Library is transitioning its primary book orders to Amazon, which continues to expand features for libraries. Amazon has proven quick to fill the gap left by Baker & Taylor and has provided the most consistent service of any vendor.

Programming Highlights

- **Adult Programs:** Winter Reading for adults launched in January with 186 registrations and 96 challenge completions. Adult book clubs drew 15 attendees in January and 19 in February. Other adult offerings included DIY Snow Globe, What the Tech, and the Job Fair (12 attendees, 1 resume workshop), as well as studio walk-in hours and club activities like Embroidery Club (62 attendees), Fiber Arts Club String Theory (28 attendees), Genealogy Club (7 total attendees), and the Personal Archives program. Studio bookings outside open hours totaled 43 across January and February.
- **Youth & Teen Programs:** Winter Reading for youth, teens, and toddlers has reached 421 participants, up from 344 last year. Key youth programs included Grand Storytime, Paws to Read, and several 250th History Grant activities such as Our Flag’s Story, Colonial Silhouettes, and Colonial Cooking. Additional programs included Aurora Borealis chalk art, chocolate molding, teen tie-dye, perfume and cologne crafting, and interactive nature sessions with Shenandoah River Park Rangers. Attendance for these programs ranged from 7 to 23 participants.



Figure 1- Our flags story program



Figure 2 – re-organization project



Figure 3- paws to read



Figure 4- Puzzle Contest

Samuels Public Library

Board of Trustees upcoming dates

Finance Committee: Wednesday, April 1st @ 5:30 PM

Policy & Bylaw Committee: Tuesday, April 7th @5:00 PM

Strategic Planning Committee: No April Meeting

Development Committee: Wednesday, April 15th @5:00 PM

Committee on Trustees: Tuesday, April 28th @5:00PM



Finance Committee Meeting
February 5, 2026

In attendance at the meeting were Melody Hotek, Erin Rooney, Michelle Leasure, Scott Jenkins, Kate Trosch, Karin Battle and Eileen Grady.

Ms. Leasure called the meeting to order, and began by leading a discussion concerning the draft MOA. Under the section concerning Terms of Agreement, it was agreed that the requested length of the agreement should be five years. Building Maintenance and Capital Improvement were discussed. All agreed that Ms. Hotek should make the necessary changes/adjustments and forward the document to our attorney for review – keeping the Committee informed along the way. Once completed, and signed off by the attorney, Ms. Hotek will call a special meeting of the full board to review - prior to submission to the Board of Supervisors.

Ms. Leasure and Ms. Rooney then led a discussion concerning the FY2027 Budget presentation. All agreed it was important to thank the public for seeing the Library through FY2026. Discussion then took place concerning whether or not a Power Point Presentation was needed. Ms. Leasure and Ms. Rooney will prepare a presentation outline for review at the February 11th Finance Committee meeting, which will begin at 5:30.

Respectfully Submitted,

Eileen Grady



Finance Committee Meeting
February 11, 2026

In attendance at the meeting were Melody Hotek, Erin Rooney, Michelle Leasure, Scott Jenkins, Kate Trosch, Karin Battle and Eileen Grady.

Ms. Leasure called the meeting to order. Ms. Hotek made a motion to accept the 2/5/26 meeting minutes as revised, Mr. Jenkins seconded and the motion passed unanimously.

The committee reviewed the Budget Report and asked that on the 'other grants' line, that the footnote read 'E-Rate' complete. Discussion then took place concerning the Library's financial position for the remainder of the year. All agreed that we will need to watch the numbers very closely.

The need for another public Q&A Forum was then discussed. All agreed that this is something that should be continued into the foreseeable future. Ms. Hotek advised that she has reserved the meeting room for this on March 21, 2026.

Ms. Grady made the recommendation that the committee change their monthly meeting to the first Wednesday of every month, that way the group will always meet the Wednesday before the full Board meeting. All agreed that this made sense, so the next scheduled meeting of the Finance Committee will be March 4, 2026 at 5:30pm. Ms. Grady then advised that no transfer from the Donor Emergency Fund will be needed in February.

Ms. Rooney then led a discussion concerning the Board presentation. Mr. Jenkins advised Ms. Rooney and Ms. Leasure that they should be prepared for questions concerning Building Maintenance. The Committee provided Ms. Rooney with numerous recommended changes. Discussion then moved to format and the what information was most important to convey.

Ms. Leasure and Ms. Rooney will finalize the presentation and send to the Finance Committee before the scheduled presentation date of 2/24/26.

Ms. Leasure then adjourned the meeting.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
July 2025 through Feb 2026

67%
(Targeted % of Budget for 8 months)

	Dec 25	Jan 26	Feb 26	Jul '25 - Jun 26	Budget	% of Budget				
Income										
4000 · Investment Account Funding	0.00	0.00	0.00	32,483.65	30,000.00	108.3%				
1061 · Donor Emergency Fund Transfer	0.00	0.00	0.00	350,000.00	1,163,642.00	30.1%				
1056 · Reserve Fund Transfer to Bal	60,000.00	100,000.00	0.00	260,000.00	0.00					
4020 · County Appropriation	0.00	0.00	100,000.00	100,000.00	0.00					
4050 · State Aid	0.00	61,642.25	0.00	184,926.75	246,569.00	75.0%	quarterly disbursements			
4060 · Other Grants/Reimbursements	0.00	0.00	0.00	9,516.00	8,195.00	116.1%	e-rate complete			
4110 · Copier Income	894.38	1,160.86	1,117.68	8,791.58	11,750.00	74.8%				
4120 · Interest Income	230.05	226.13	46.28	1,206.32	4,000.00	30.2%				
4140 · Donations	938.73	330.17	136.11	9,128.61	6,000.00	152.1%	many memorial gifts & donation box gifts			
4146 · FOSL Donations	0.00	0.00	0.00	12,876.83	25,000.00	51.5%	this line will be caught up during March with several asks scheduled			
4147 · Adult Dept Donations	0.00	2,522.00	0.00	3,802.00	1,000.00	380.2%	primarily SamiCon income			
4149 · Community Outreach Income	0.00	0.00	0.00	894.44	4,000.00					
4159 · Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00					
4160 · Children's Programs Donations	4,000.00	0.00	0.00	18,500.00	6,000.00	308.3%	numerous grants received			
4163 · StoryWalk	250.00	0.00	0.00	250.00	2,500.00	10.0%				
4175 · Retail Income	78.00	34.50	34.00	449.50	750.00	59.9%				
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	4,000.00	0.0%				
4210 · Fines Income	695.30	798.00	952.58	6,119.18	9,000.00	68.0%				
4215 · FAX Service	42.00	36.25	8.50	215.00	500.00	43.0%				
4220 · Replacement Costs	398.59	724.46	694.10	4,422.77	8,000.00	55.3%				
4230 · Nonresident Fees	0.00	35.00	0.00	125.00	175.00	71.4%				
4250 · Interlibrary Loan Chgs	10.00	0.00	0.00	15.00	100.00	15.0%				
4400 · Meeting Room Income	45.00	50.00	40.00	275.00	500.00	55.0%				
4700 · Misc Income	-97.18	11.33	-61.52	-157.52	100.00	-157.5%				
Total Income	67,484.87	167,570.95	102,967.73	1,003,840.11	1,531,781.00	65.5%				

Samuels Library, Inc.
Budget vs. Actual
July 2025 through Feb 2026

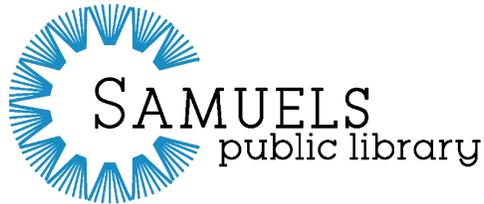
67%
(Targeted % of Budget for 8 months)

	Dec 25	Jan 26	Feb 26	Jul '25 - Jun 26	Budget	% of Budget				
Expense										
6000 · Salaries	69,080.11	70,236.47	67,365.08	543,205.12	840,000.00	64.7%				
6040 · Retirement Funding/Current	3,959.31	3,030.13	3,330.95	26,411.62	35,000.00	75.5%				
6050 · FICA SS/Med Payroll Tax Expense	5,104.30	5,508.09	5,153.42	42,946.33	64,260.00	66.8%				
6060 · Unemployment Tax Expense	3.44	71.61	49.81	152.55	600.00	25.4%				
6080 · Hospitalization Expense	9,985.94	9,985.94	9,985.94	80,683.23	144,000.00	56.0%				
6090 · Travel/Administrative Costs	765.99	285.00	178.94	6,101.92	7,500.00	81.4%				
6091 · Development Travel/Admin Exp	2,595.00	0.00	0.00	4,146.63	4,000.00	103.7%				
6200 · Books/Materials	6,698.51	14,172.55	3,766.23	63,102.38	95,000.00	66.4%				
6235 · Databases	0.00	4,874.00	130.00	7,004.00	13,500.00	51.9%				
6250 · Subscriptions	241.80	0.00	0.00	1,974.28	7,200.00	27.4%				
6280 · Library Supplies	1,014.61	410.48	476.99	3,196.18	10,000.00	32.0%				
6300 · Internet Access Charges	406.00	400.00	400.00	3,218.00	5,200.00	61.9%				
6410 · Special Projects	960.68	1,427.61	0.00	6,030.41	4,500.00	134.0%	FOSL gave \$3K to this line and State Aid covers \$2K			
6411 · Community Outreach	100.00	0.00	0.00	5,708.71	4,000.00	142.7%	SamiCon, Christmas Open House, Public Forums, etc.			
6420 · Childrens/Special Programs	221.09	172.58	98.87	6,515.93	6,000.00	108.6%				
6430 · Adult Programs	787.60	228.50	214.78	1,781.28	2,000.00	89.1%				
6610 · Contractual Services	3,551.44	60.00	60.00	7,527.54	17,500.00	43.0%				
6620 · Maint. Supplies/Small Equip.	1,131.87	701.52	436.50	6,703.51	9,500.00	70.6%				
6630 · Building Maintenance-repair/rep	352.50	2,452.00	651.62	11,703.01	51,400.00	22.8%				
6632 · Lease Expense	0.00	0.00	0.00	0.00	1.00	0.0%				
6641 · Story Walk	974.18	34.88	0.00	2,515.78	2,500.00	100.6%				
6710 · Insurance	0.00	0.00	0.00	0.00	6,300.00	0.0%				
6720 · Utilities	6,530.80	7,212.17	0.00	42,919.12	75,000.00	57.2%				
6810 · Postage	10.99	10.99	0.00	1,952.09	2,500.00	78.1%	postage for annual appeal & large purchase before price increase			
6820 · Telephone	423.79	207.60	253.56	1,783.78	2,750.00	64.9%				
6830 · Office Expenses/Supplies	740.53	290.07	282.55	2,662.00	6,000.00	44.4%				
6840 · PR & Advertising	319.00	17.00	0.00	998.47	1,500.00	66.6%				
6850 · Copier Expense	966.35	980.47	470.83	8,657.71	12,000.00	72.1%				

Samuels Library, Inc.
Budget vs. Actual
 July 2025 through Feb 2026

67%
 (Targeted % of Budget for 8 months)

	Dec 25	Jan 26	Feb 26	Jul '25 - Jun 26	Budget	% of Budget				
6860 · Audit Expense	0.00	0.00	0.00	16,223.00	16,000.00	101.4%	complete			
6900 · Computer Equipment	0.00	0.00	6,392.49	14,222.11	23,500.00	60.5%				
6905 · Computer Maintenance & Supplies	690.00	403.12	0.00	5,363.34	11,000.00	48.8%				
6906 · Hot Spots	0.00	0.00	0.00	1,492.80	2,050.00	72.8%				
6955 · Library Automation System	0.00	0.00	0.00	22,257.52	22,000.00	101.2%	complete			
6962 · RFID	0.00	0.00	0.00	4,649.67	4,300.00	108.1%				
6963 · SAMS	0.00	0.00	0.00	0.00	3,400.00	0.0%				
6964 · SenSource	0.00	0.00	0.00	0.00	400.00	0.0%				
6966 · Firewall Hardware/Software	145.00	1,531.95	495.00	4,327.50	9,820.00	44.1%				
6969 · Reading Program Software	0.00	0.00	0.00	1,148.24	1,200.00	95.7%	complete			
6970 · Web Calendar	0.00	0.00	0.00	0.00	2,000.00	0.0%				
6972 · Cloud Storage	98.39	102.93	0.00	667.88	1,200.00	55.7%				
6973 · Mobile App	0.00	0.00	0.00	0.00	2,200.00	0.0%				
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	3,000.00	0.0%				
Total Expense	117,859.22	124,807.66	100,193.56	959,953.64	1,531,781.00	62.7%				
All Mellon Grant Expenses Excluded from this Report										



**Development Committee Meeting Minutes
February 18, 2026**

The Development Committee met on February 18, 2026 at Samuels Public Library. In attendance were Melody Hotek, Madeline Hickman, Lisa Cobb, Karin Battle, Scott Jenkins, Sydney Patton, Lewis Moten, Erin Rooney, Eileen Grady, and Amy Hayes.

Mr. Jenkins called the meeting to order at 5:00 PM.

The December 17, 2025 Development Committee meeting minutes were presented for approval. Ms. Hotek motioned to approve the meeting minutes. Ms. Cobb seconded. Ms. Battle abstained. The meeting minutes were approved as presented.

Ms. Grady provided an overview of the most recent finance committee meeting and emergency fundraising efforts. Ms. Grady reported that the website was updated on February 18, 2026 to reflect the addition of the \$100,000 that Warren County reappropriated to Samuels Library.

Fundraising Updates

Ms. Hayes provided a report on fundraising and grant activities. Ms. Hayes stated that the 2026 Puzzle Competition fundraiser was a success.

Ms. Hayes provided an overview of grant opportunities that are upcoming or have been applied for.

Ms. Hayes reported on the success of the Annual Appeal campaign, which was a record-breaking appeal for Samuels Library. The Love Your Library Month campaign is ongoing for the month of February. Ms. Grady confirmed that the Love Your Library Month fundraising goal of \$20,000 has been met. Mr. Jenkins noted that he would like to discuss the Love Your Library Month fundraising campaign structure further in August 2026.

Ms. Grady stated that to-date, the Library has sold 91 tickets to the Scottish Ceilidh scheduled for Friday, March 6, 2026.

Ms. Hayes provided a status update for *A Taste for Books: Animal Kingdom*. Ms. Hayes stated that current sponsors to-date included FOSL, First Bank, Mountain Home Bed & Breakfast, Mountain Laurel Montessori School, Northern Virginia Daily & Winchester Star, Trex, and Front Royal Dental Care. A Taste for Books tickets will go on sale the night of the Ceilidh for attendees and officially be available beginning Saturday, March 7, 2026.

The Development Committee briefly discussed possible Silver Tea theme ideas for the upcoming Silver Tea event on Sunday, May 17, 2026.

FOSL Report:

Sydney presented the FOSL report to the Committee. Sydney reported that, as of January 2026, FOSL has 377 active members and 83 active auto-recurring FOSL memberships.

There being no further business, the meeting was adjourned at 5:50 PM.

The next scheduled Development Committee meeting is set for Wednesday, April 15, 2026 at 5:00 PM in White Meeting Room B.

Samuels Public Library
Strategic Planning Committee Meeting
February 9, 2026
Start Time: 5:30 p.m. End Time: 6:15 p.m.

Present: Joan Richardson, Chairperson; Melody Hotek, Board President; Erin Rooney, Library Director; Lewis Moten, Trustee

Absent: Michelle Leasure, Trustee; Ed Richards, Trustee

The committee members finished the initial review of the draft of the strategic plan for Samuels Library for the coming Fiscal Year. Committee members agreed the draft was ready for presentation to the full Board of Trustees at the March Board of Trustees meeting for their input and perhaps approval as the strategic plan for fiscal year 2027.

Next Meeting: To be determined on a as needed basis.

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, 2025

;

[Signature Page]

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, 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.

Signature of Board President
Samuels Public Library, Inc.

Date

Signature of Library Director
Samuels Public 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 patrons. 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 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 **DELETE Director and President CHANGE TO Committee on Trustees** 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, key community leaders, and **ADD other funding sources as-is appropriate** 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 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.
- The Library Director or the Board President will provide ~~bi-monthly~~ updates **DELETE the Board of Supervisors biannually ADD as agreed upon to community leaders and stakeholders** regarding library activities, sources of funding, and the use of said funding.
- **ADD The Library Director and the Library Director of Operations will work closely with the Library of Virginia to meet the reporting requirements for state aid and for all other grants awarded Samuels Library, i.e. the Mellon grant.**

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, 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 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 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 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 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. **Add The library staff will** 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.

- A study of other similarly positioned libraries and comparably placed Warren County employees will be conducted periodically 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 training, supervision, and recognition.

- 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. The Library will 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 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 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 **ADD in an effort to** foster life-long learning.

Objective B: The Library will prioritize programs which introduce preschool and school age children to literature to 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 Library Committee on Trustees

February 25, 2026

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

Erin reported that the Board application was ready to be published on the website. Posting the openings to social media was discussed. It was decided to leave them only on the website and promote in the same ways as the past two years, as those avenues have resulted in plenty of applications.

Our focus this year will be on obtaining a second representative from South River, along with a second lawyer, and someone with marketing/communications experience. Someone with experience in large events would be beneficial as well.

Various suggestions were made about people fitting those descriptions. The Committee members will reach out to those individuals.

The officers for 2026-27 were also discussed. Celeste will reach out to the individuals recommended.