



PUBLIC Q&A FORUM

May 21, 2025

AGENDA

- Welcome – Mel
- FOIA – Mel
- RFP – Erin
- Legalities – Eileen
- Finance – Michelle & Kate
- Community – Sydney, Joan, Scott
- Questions



§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

- **Who owns the Library's Assets?**
- **How long is the lease?**

Technology over 5 years

current replacement needs (partial list)



Security Cameras(19) \$500 ea
Security Server \$3000

Public Needs

(10)**Computers** \$900 ea
(children & teens)

Software \$125 ea

Antivirus \$25 ea

Monitors \$300 ea

(11) **5G Hot spots & service** \$175 ea

(15) **Licenses** (circulating laptops) \$75 ea

SPL To Go app \$2,200

Website Calendar \$2,000

Self-Check & Book Security \$5,000

(2) **SAM Computer** \$900 ea

(used to manage guest computers)

Public Computers Management Annual
Fee \$3250



HVAC Computer \$700

Server room & Back up equipment

NAS(data back up system) \$4,500

Licensing \$2,370

off-site back up \$1,200 year

(2) **Battery back ups** for server \$850 ea

(3) **Ethernet Switches** \$2,800



Total - approx. \$56,570

- **Why didn't you bid on the RFP?**
- **Partner vs. Vendor**

Samuels Non – Profit Partner

- Expertise in Library Science, Director, Management & Senior Staff
- Governance by 15-member Board of Trustees: all-volunteer community representatives with varied skills
- Comprehensive Collection & Technology, Programs & Services, Furniture & Fixtures
- Opportunity for Grants, & Fundraising
- Additional funding through State & Federal Aid, Donations, 3% Endowment proceeds
- Volunteer Program offering savings
- Community partnerships developed over decades

LS&S For–Profit, Out–of–State Vendor

- Based in Texas and Maryland, focus on profits(profits go out of Warren County)
- Management only
- Only 1 example in VA – Manassas City Park
- Subject of much controversy
- Comes with no assets or building expense
- No guarantees of current employees
- No volunteers
- No donations to provide for extras
- Less opportunity for Grants
- State Aid applied for by Samuels
- No Endowment proceeds
- No Community partnerships
- No curated collections
- No FOIA obligation or transparency

= diminished services & cuts to enhance profit

LEGAL ISSUES

- Legal filing
- MOA not renewed
- Partner Agency Budget Form and revised MOA
- State Aid



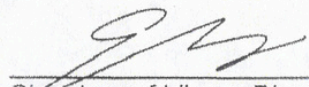
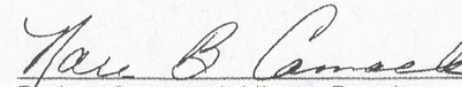
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AUG 22 2024
BY: Paranita

FY2025 BUDGET FOR THE EXPENDITURE OF STATE AID

Library: Samuels Public Library

	REQUESTED BUDGET	REVISED BUDGET (Limited to three (3) per fiscal year, if necessary, on or before 5/15/2025)		
Books and Materials	121,783.75✓			
Salaries (1)	62,141.25✓			
Internet Access (2)	1,800.00✓			
Equipment (3)	10,000.00✓			
Furniture				
Supplies (4)	17,000.00✓			
Other (5)	1,500.00✓			
Contractual Services (6)	34,340.00✓			
Fellowship (7) Attach Application Forms				
TOTALS	248,565.00✓			

PSC
10/21/24

	8/22/2024		10/31/24
Signature of Library Director	Date	Budget Approved, Library Development	Date

NOTE: This section is to be used for any revisions made after your initial approved state aid budget has been returned to you. Please refrain from submitting more than three (3) budget revisions if possible during the current fiscal year.

Revised Budget Initials of Library Director:	Initial/Date	Initial/Date	Initial/Date
Revision Approved, Library Development:	Initial/Date	Initial/Date	Initial/Date

Two (2) copies of this form with original signatures must be received by the Library of Virginia **no later than August 15, 2024**. Return forms to ATTN: Paranita Carpenter, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000. It is not necessary to also email the completed form unless requested. Please complete the next page containing supplementary information. Please include both pages even if the second page is blank.

Warren County Partner
Agency Documentation
Form FY2026 – Pages 7 & 8

REVENUES			
	FY 2024-2025 YTD	FY 2024-2025 Projected	FY 2025-2026 Request
County of Warren	\$ 512,000	\$ 1,024,000	\$ 1,193261.85
Other Local Governments (Specify each with amounts below)	\$	\$	\$
State & Federal Government	\$ 127,642.50	\$ 253,565	\$ 240,000
* Fundraising	\$ 26,657.81	\$ 78,952.75	\$ 31,000
Program Service Revenue	\$ 23,266.84	\$ 44,750.00	\$ 51,800
Grants	\$	\$	\$
* * Other Funding	\$ 28,857.26	\$ 28,857.26	\$ 30,000
Total Funding	\$ 718,424.41	\$ 1,430,125.01	\$1,546,061
% Funded by Warren County	71.3%	71.6%	77.2%
EXPENDITURES			
	FY 2024-2025 YTD	FY 2024-2025 Projected	FY 2025-2026 Request
Personnel	\$ 440,693.18	\$ 786,424	\$ 1,052,816.85
Operations	\$ 240,399.90	\$ 643,701.01	\$ 493,245.00
Capital	\$ 29,500	\$ 0	\$ 0
Total Expenses:	\$ 710,593.08	\$ 1,430,125.01	\$ 1,546,061.85

FINANCIAL INFORMATION

All Budget Requests MUST include a copy of your agency’s most recent audit and Form 990, if applicable.

If this does not apply to your agency, please type “Not Applicable” below.

Copy of most recent 990 and audit are attached.

* Includes restricted donations.

* * Draw from Samuels Library Endowment \$28,857.26

Memorandum of Agreement Submissions and Legal Time Line

- 12/02/2024: Submitted FY 2025-2026 PARTNER AGENCY FUNDING REQUEST FORM COUNTY OF WARREN, VA
- 12/10/2024: Warren County Board of Supervisors adopts Ordinance creating new Warren County Library Board
- 01/24/2025: Samuels Library filed a petition in Warren County Circuit Court against the Warren County Board of Supervisors seeking a temporary injunction re: the creation of the new ordinance and the Warren County Library Board
- 01/28/2025: Emergency hearing held in Warren County Circuit Court – Judge ruled harm to the library was not imminent, postponed hearing to May 2, 2025
- 02/05/2025: Samuels Library attorney filed non-suit on original petition and refiles petition for injunction
- 03/04/2025: Warren County Board of Supervisors vote not to renew MOA with Samuel Library
- 03/13/2025: Warren County Board of Supervisors receive an “unsolicited bid” for library services from Library Systems and Services (LS&S)
- 03/31/2025: Samuels Library submits a new MOA lowering the request for County funding to the current level of \$1,024,000
- 04/04/2025: Warren County releases an RFP for Library Services
- 04/09/2025: After much discussion, it was determined that it would be in the overall best interest of the Library to withdraw the lawsuit. The suit had initially been filed to slow down the break neck, and sloppy manner in which the Board of Supervisors were proceeding- but at this point it was a ‘runaway’ train, and withdrawal would save the Library money which would be helpful if and when a major legal battle ensued.
- 04/29/2025: The Warren County Board of Supervisors issued an RFP for Library Services
- 04/29/2025: The Warren County Board of Supervisors approved the Warren County Library Board request to enter into contract negotiations with LS&S to provide Library Services for Warren County.
- 04/30/2025: Samuels Library receives notification from their attorney that the Petition for Injunction has been removed from the May 2, 2025 docket

Samuels Library vs. LS&S – Dollars and Sense FY2026

Samuels Library		LS&S	
County Funding	\$1,024,000.00	County Funding	\$1,024,000.00
State Aid – Collection Development	\$ 121,783.75*	Collection Development	\$ 125,000.00
Remainder of State Aid Funds	\$ 126,781.25	Bookmobile or Other Needs	\$ 150,000.00
Funds from Samuels Library Donations	\$ 245,761.85		
Totals:	\$1,518,326.85		\$1,299,000.00

*FY2025 State Aid Actuals

FUNDRAISING

01

February
Love Your Library Month
Day of Giving



approx. \$21,437

02

Silver Tea
March 23, 2025
approx. \$56,380



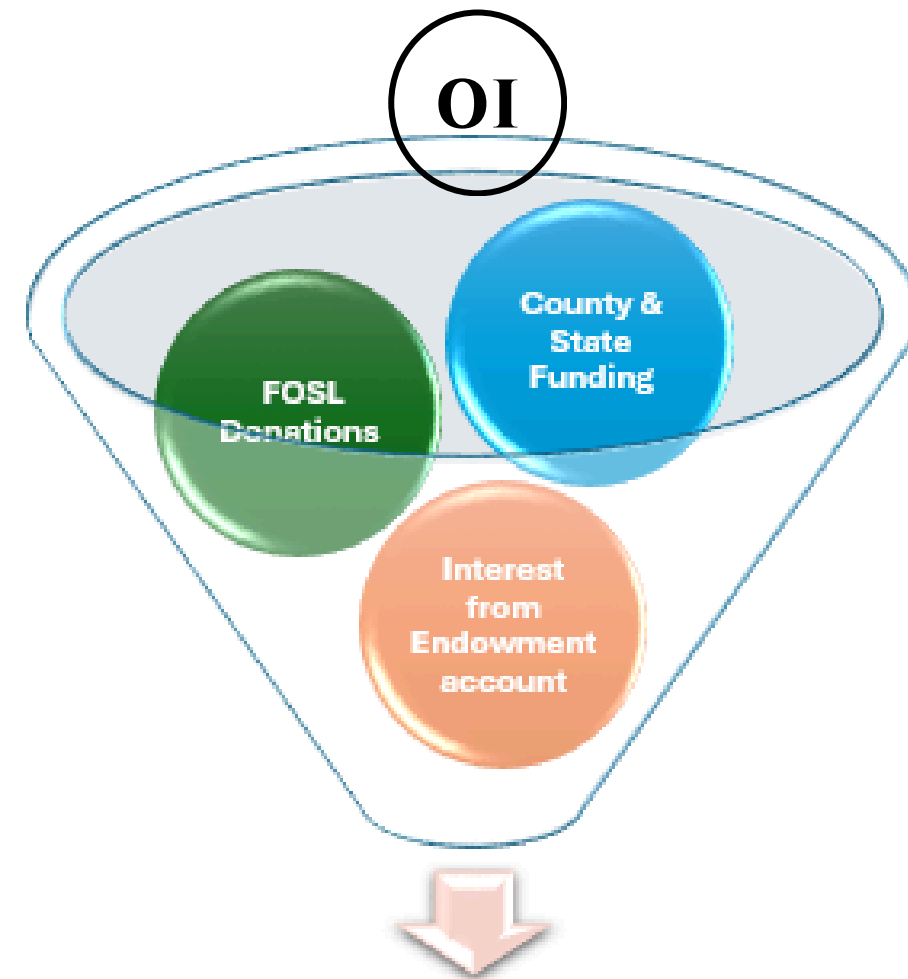
03

Taste for Books
Movie Magic
April 26, 2025



New – Donor Emergency Fund

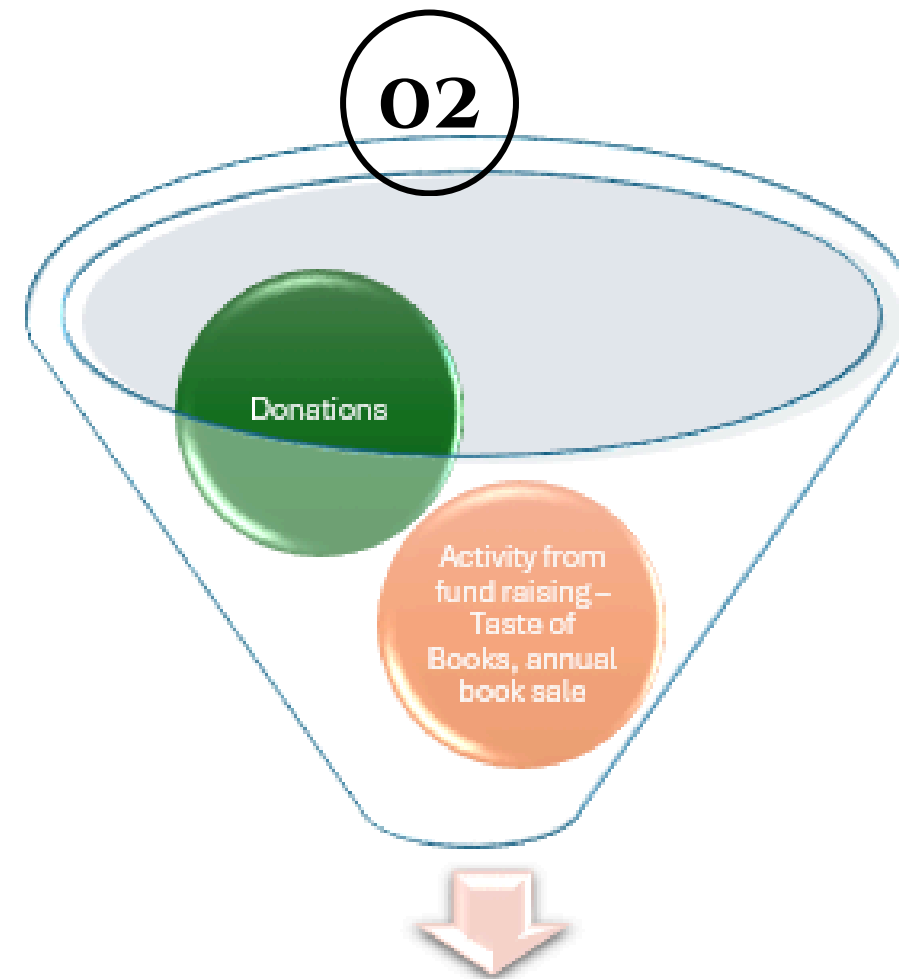
ACCOUNTS



Operating Account

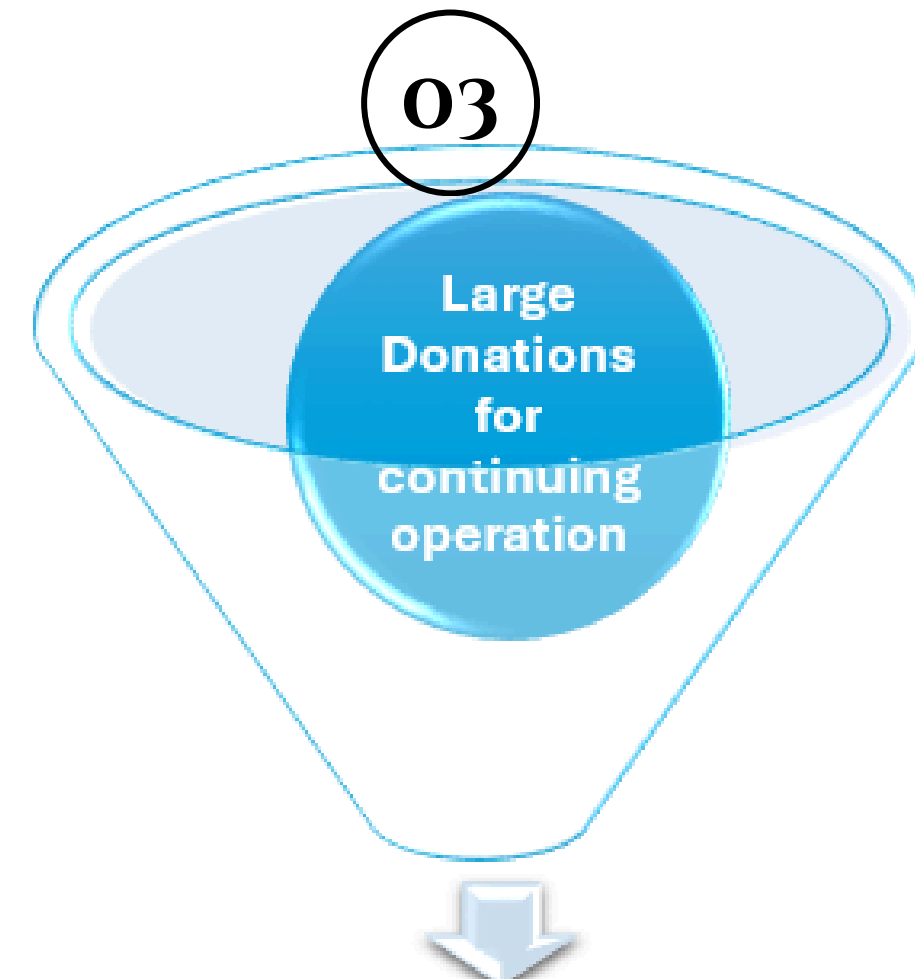
This account is used for operating expenses – Salaries, Utilities, purchase of books, maintenance, etc.

Activity in this account is reflected in the monthly Budget vs. Actual report presented every board meeting .



Reserve Account

for contingency/emergency or other unfunded expenses



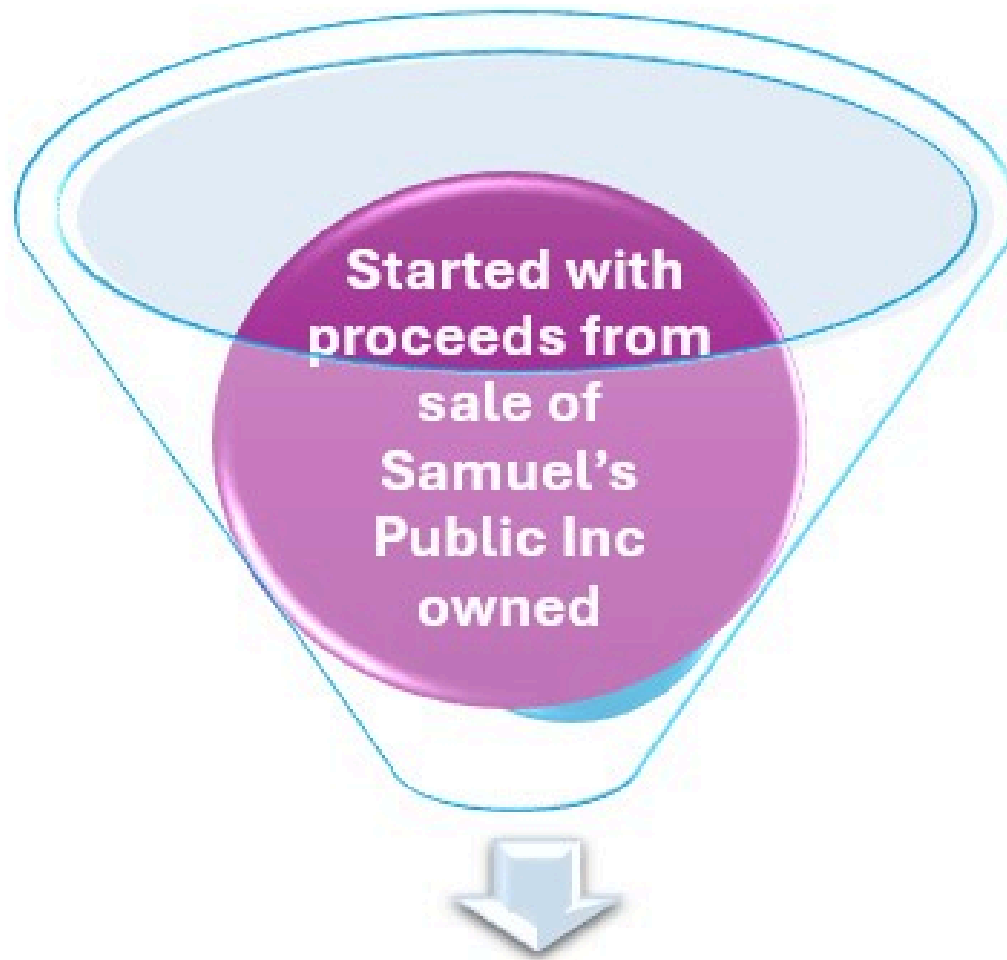
Donor Emergency Fund Account

Invested in tiered CDs – Very low Risk

Easy access – available in 24 hrs

Expected Earnings – 4%

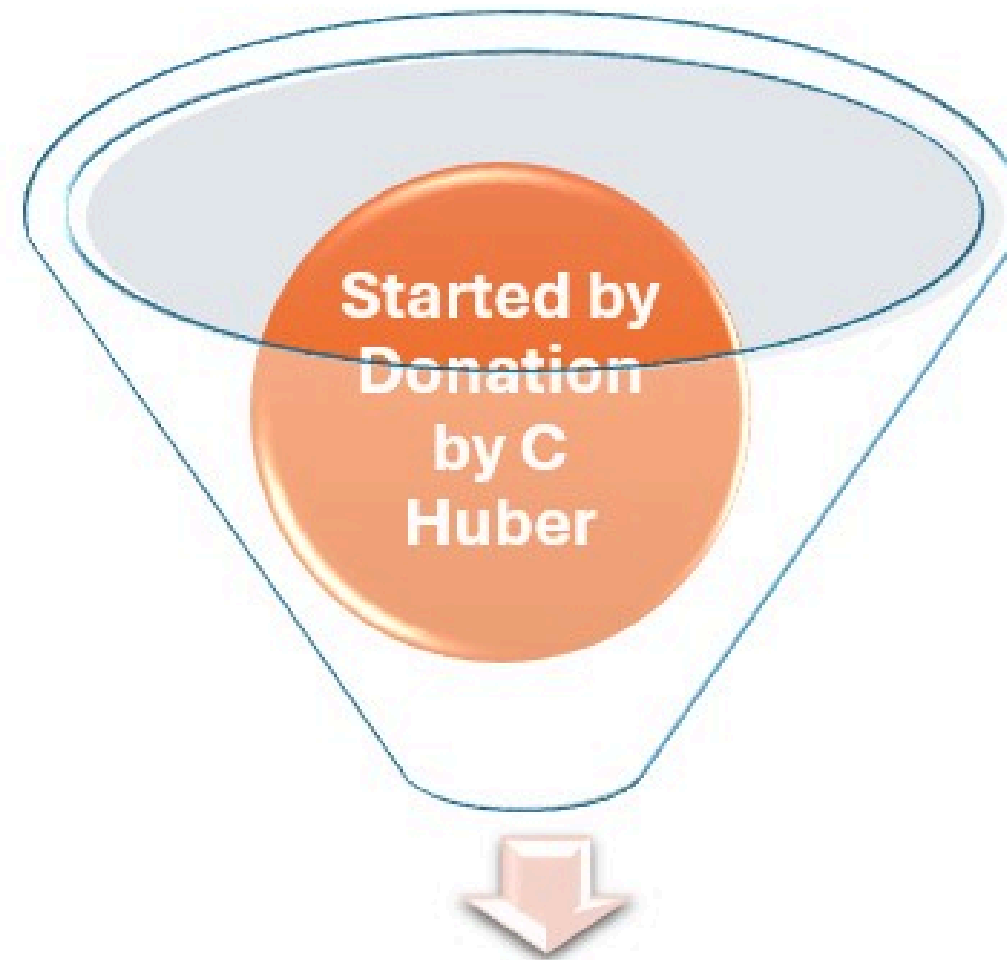
To be used to carry us through until a resolution can be made with county



Endowment Account

Interest from this account is used to subsidize expenses not covered by State and County funding

Principle in this account is for the longterm survival of Samuel's Public Inc.



C Huber Endowment Account

Interest from this account is used to subsidize expenses not covered by State and County funding



Melon Grant Fund

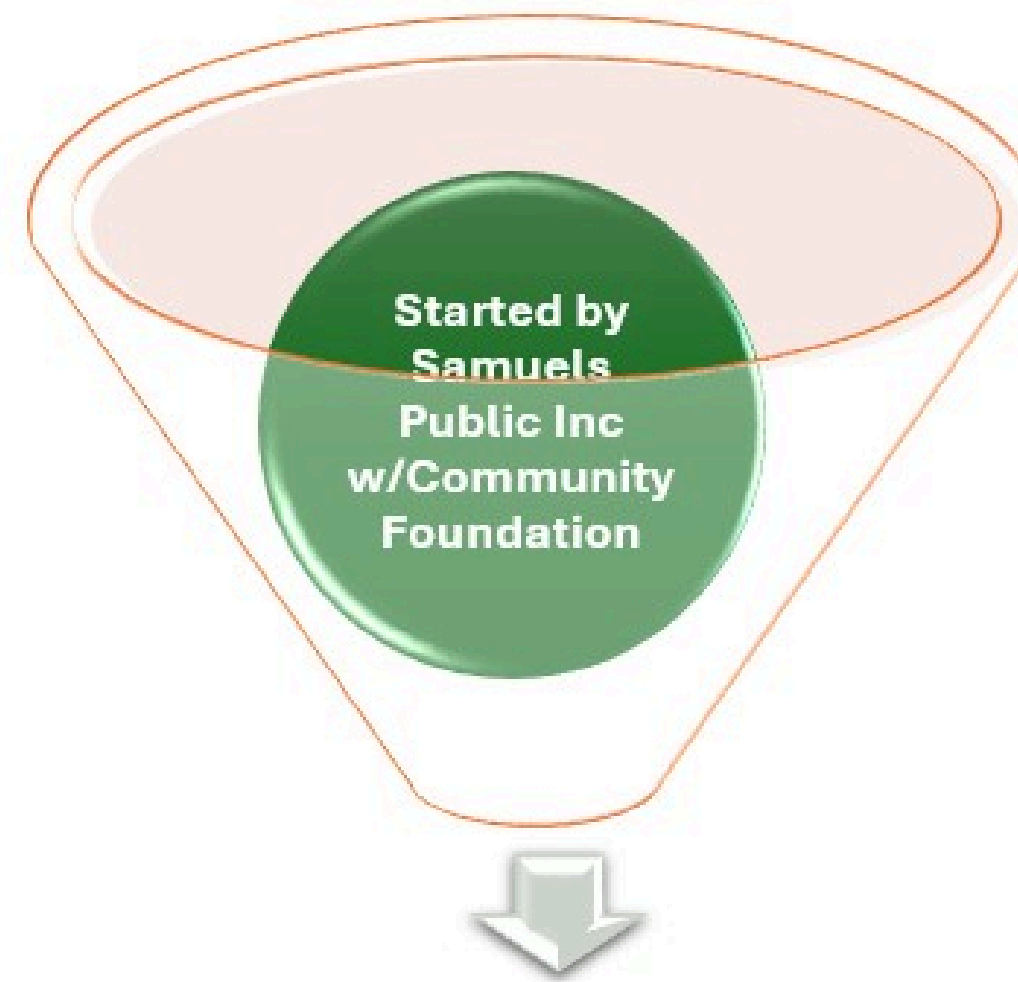
Used to create Maker Space, Studio, and continue record preservation.

Invested in CD and savings account

All interest stays within fund

\$ cannot be used outside of parameters of grant

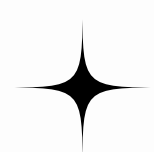
Community Foundation Accounts



Endowment

Savings

Through the years we have received numerous gifts and grants from others who participate in the Community Foundation – all through the unrestricted account. At any time we can pull interest from either account.



COMMUNITY



Friends of Samuels Library
fosi



*Service &
Volunteerism*



Community
CONNECTIONS



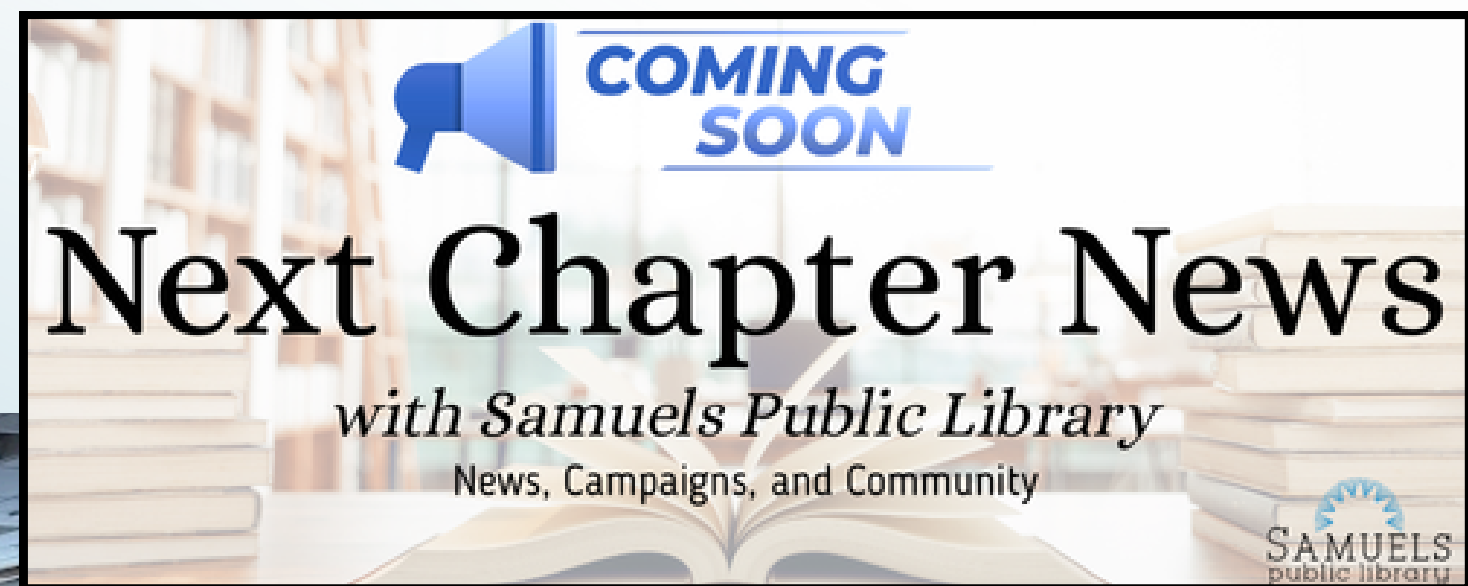


QUESTIONS

Let's dive right in.



THANK YOU!



Testimonial Form

