



**Bi-Monthly Meeting Agenda  
Samuels Library Board of Trustees  
September 8, 2025**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from July 14, 2025 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
  - a. Endowment Account Overview – Scott Ball, Truist
7. Strategic Planning Committee
8. Development Committee Report
9. Committee on Trustees Report
10. Policies and By-Laws Committee Report
11. FOSL Report
12. County Update
13. Old Business
14. New Business
15. Adjourn – Next Meeting Date November 10, 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 14, 2025  
5:30 p.m.

In attendance: Melody Hotek, President; Michael Whitlow, Vice President; Michelle Leasure, Treasurer; Madeline Hickman, Secretary; Joan Richardson, Celeste Brooks, Scott Jenkins, Kate Trosch, Sydney Patton, FOSL President; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Guests: Three guests.

Absent: Lewis Moten, At-Large; Lisa Cobb, Ed Richards, Lori Girard, Kim Emerson, Cheryl Cullers, County Representative

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

The minutes of the Annual Meeting of July 8, 2024 were presented. Ms. Leasure moved to approve the minutes as presented, and Ms. Brooks seconded. Ms. Trosch and Mr. Jenkins abstained; the vote passed.

Ms. Brooks presented the report from the Committee on Trustees. Ms. Brooks reports that the Committee recommends renewing Ms. Leasure for a second term, and Ms. Cobb for a third term, both terms ending July 2028. Ms. Leasure motioned for the renewal of their prospective terms. Ms. Hickman seconded the motion, and the vote passed unanimously.

With the departure of Maj. Gen. Hobgood and Mr. Pond, during the year, there are two openings on the board. The Committee proposes inviting Ms. Karin Battle and Mr. Gene Kilby to serve on the Board of Trustees for Samuels Public Library from 2025 to 2028. The motion was made from the Committee, Mr. Whitlow seconded the motion, and the vote passed unanimously.


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

Melody Hotek, President  
Scott Jenkins, Vice President  
Michelle Leasure, Treasurer  
Madeline Hickman, Secretary  
Lewis Moten, Member-at-Large

The motion was made from the Committee, seconded by Ms. Hickman, and passed unanimously.

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

Respectfully submitted,

  
Madeline Hickman, Secretary

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

July 14, 2025  
5:30 pm.

**In attendance:**

Melody Hotek, President; Scott Jenkins, Vice President; Michelle Leasure, Treasurer; Madeline Hickman, Secretary; Sydney Patton, FOSL President; Michael Whitlow, Joan Richardson, Celeste Brooks, Kate Trosch, Karin Battle, Gene Kilby, Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Absent: Lewis Moten, At-Large; Lisa Cobb, Lori Girard, Ed Richards, Kim Emerson, Cheryl Cullers, County Representative.

Guests: One citizen.

With a quorum present, Ms. Hotek called the meeting to order at 5:40 pm. Ms. Hotek invited Ms. Battle and Mr. Kilby to join the table.

The Bi-Monthly May 12, 2025 minutes were presented. Ms. Richardson moved to approve the minutes as presented. Mr. Whitlow seconded. The vote passed.

Ms. Hotek presented the Special Meeting minutes of June 23, 2025. Ms. Leasure moved to approve the minutes as presented. Ms. Brooks seconded. Abstained: Due to absence, Ms. Trosch. The vote passed.

**Citizen's Time:**

One citizen was present. Ms. Minter of Front Royal, Va., thanked everyone for the fantastic job they are doing.

**President's Time:**

Ms. Hotek read a prepared statement to attendees. See Appendix A: President's Time.

**Library Director's Report:**

Ms. Rooney presented the Library Director's report for May and June 2025.

**Finance Committee:**

Ms. Leasure stated that the Finance Committee met on June 11, 2025.

The Warren County Board of Supervisors budget no longer lists Samuels Public Library. The name of the Warren County Library Board has replaced the Samuels Public Library name within the budget. Historically, the Samuels Public Library no longer exists as an entity that receives funding. The Samuels Public Library's name has also been removed from the Comprehensive Plan.

The Finance Committee has agreed to meet monthly to review expenses. The committee meets on the second Wednesday of every month, and anyone is welcome to attend.

Ms. Grady received notification of the State Aid award with the first quarterly distribution set for July.

Due to an online magazine article in “Lit Hub”, since July 8, 2025, the library has received \$10,593.00 in donations.

Ms. Leasure reported the following account balances:

- Operating Account = \$ 70,703.00
- Reserve Account = \$ 38,339.00
- Mellon Account = \$ 99,743.00
- Mellon C.D. = \$ 143,429.00
- Endowment Fund = \$ 1,064,00.00 (Each year, 3% may be used to supplement the budget)
- Huber Endowment Fund = \$ 65,000.00
- Donor Emergency Fund = \$ 603,475.00 (Calculating a conservative budget and 4% interest rate, factoring no new money, these funds will last until January 2026.)
- Community Foundation Northern Shenandoah Valley Funds:
  - \$7,203.00
  - \$7,077.00

The updated FY2026 Budget of \$1,532,380.00, which assumes no funding from Warren County, was presented. Discussion ensued. Ms. Leasure made a motion to approve the FY2026 budget of \$1,532,380.00. Mr. Jenkins seconded. Ms. Hotek called for a roll call vote to accept the FY2026 Budget as presented:

Voting yes:

Ms. Hotek, Mr. Jenkins, Ms. Brooks, Ms. Hickman, Ms. Leasure, Ms. Battle, Ms. Richardson, Mr. Whitlow, Ms. Trosch, Mr. Kilby.

Voting no:

No one

Absent:

Ms. Cobb, Ms. Emerson, Ms. Girard, Mr. Moten, Mr. Richards, and Ms. Cullers.  
The vote passed.

Ms. Grady has received \$3,300.00 from the E-Rate program. The next project is the wi-fi upgrade. E-rate will cover \$7,000.00 of the \$9,000.00 expense.

**Development Committee:**

Mr. Whitlow reported that the committee met on June 18, 2025. Ms. Sarah Miller and Mr. Josh Sims attended the meeting. Ms. Hayes has launched a Substack - *Next Chapter News*. The purpose of this new Substack is to provide direct news and updates from the library. Mr. Jenkins and Ms. Hayes have successfully created a Business Sponsorship Packet. The Development Plan was presented to the Development Committee and will be recommended for acceptance. Mr. Whitlow thanked FOSL President Mx. Patton for collaborating on the Christmas in July event. Mx. Patton increased the number of vendors from sixteen to forty. Proceeds from the event are being donated to FOSL. Mr. Whitlow made a motion to accept the Development Plan as presented, out of committee. Ms. Trosch seconded. The vote passed unanimously.

### **Strategic Planning Committee:**

Ms. Richardson reported the committee did not meet in June 2025. Ms. Richardson made a motion to accept the Strategic Plan as presented, out of committee. Ms. Leasure seconded. The vote passed unanimously.

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

Ms. Rooney stated that the committee met on June 9, 2025, to continue drafting a Studio 330 Disclaimer form. The committee hopes to have the draft ready for the next Board of Trustees meeting.

### **Committee on Trustees:**

Ms. Brooks reported that the Committee did not meet in June 2025. Ms. Brooks reviewed the terms of the current Trustees and their committee assignments for FY2026. Ms. Brooks announced that the annual Board Retreat is scheduled for Saturday, September 6. The time has yet to be solidified.

### **Building Committee:**

Mr. Jenkins gave the committee report. Roof leaks and air conditioner issues persist as ongoing problems. Mr. Jenkins and Ms. Grady shared their budgetary concerns about maintenance expenses.

### **FOSL Report:**

Newly appointed FOSL President, Mx. Patton, stated the annual report was not available, but provided other glowing statistical reports:

- ❖ The bookstore's point-of-sale figures have exceeded its income from last year by this time by \$10,500.00. From \$23,000.00 to \$34,000.00 in sales.
- ❖ Last year's membership goal was 200, and it was met. This year's goal was 250. To date, membership stands at nearly 350.
- ❖ In February, a new fundraising platform called Give Butter was implemented. Allows for online memberships and auto-renewals. To date, over \$3,000.00 in memberships and donations have been received.
- ❖ The Open House raised \$1,800.00.
- ❖ The July Pop Up Pop event raised \$2,200.00 with over 100 people in attendance. The event garnered additional press with a write-up in the Royal Examiner.
- ❖ Mr. Whitlow and Ms. Sue Lawrence recruited Mx. Patton to work on the Christmas in July event. In exchange, FOSL was offered the proceeds from portions of the event. Mx. Patton said many people attended the event, knowing that the proceeds would benefit the library.
- ❖ Mr. Charles Nowlin, owner of Main Street Geek, has joined the FOSL board, and Ms. Nioka DeVincentis is Vice President.
- ❖ FOSL has identified five strategic style goals for the coming year that align with their mission to support Samuels Library.

### **County Update:**

Ms. Cullers was not present to give a report.

**Old Business:**

There was no old business to discuss.


**New Business:**

Ms. Hotek requested that board members complete the Director's evaluation form, which is included in their packets. Please complete and return to Ms. Hotek by the end of July. Ms. Hotek and Mr. Jenkins would like to schedule Ms. Rooney's review for early August.

Ms. Leasure inquired whether there were plans for another Q&A. A discussion ensued.

Ms. Hotek adjourned the meeting at 6:50 pm. The next meeting will be held on Monday, September 8, 2025, at 5:30 pm.

Respectfully submitted,

  
Madeline Hickman  
Secretary

Attachment:

Appendix A: President's Time

# Director's Report

## July & August 2025



### General Updates

- The library participated in multiple outreach events. The Director, Jessica Sayers, Amy Hayes and Eileen Grady attended Christmas in July festival down on Main Street where the Friends of Samuels Library was the recipient of the proceeds. They met over 275 people. The Director, Cheryl Harrison, Pat LoPreto and Daniel Furr attended National Night Out on Mainstreet and spoke with over 525 people. The Director and Ben Garrand also went to Community Fun Day at the Warren County High School where they spoke with 450 people.
- The Library has promoted Kaitlyn Leckliter as the new Adult Reference Manager. Kaitlyn has been with the library in the circulation department since 2020. Two of our library volunteers, Julia Peldunas and Becki Lanham, have transitioned to part-time status with the circulation department to fill Kaitlyn's hours.
- Cheryl Harrison met with the Community Works organization to discuss volunteer opportunities in the library. Community Works volunteers have begun helping with the "What the Tech" program and are slated to help with special events like SamiCon, and the Annual Appeal mailing.
- Staff are working hard getting ready for Samicon 2025 which will be all day September 20<sup>th</sup>. The circulation staff is also preparing for Library Card Sign-Up month and SamiCon.

### Facility

- Building maintenance employee Mitchell has been working with a community service volunteer to scrape and paint all the curbs in our parking lot.

### Usage & Services

- August stats were unavailable at the time of this report.
- Total circulation was down 1% over FY25.
- Traffic count was up 11% from FY25.
- Total patrons stayed around the same but with a 5% increase in patrons added.
- Programming Attendance is way up at 23% from FY25. And total programs offered is up 174%
- Volunteer hours are up 46% from FY25.
- Database is up 3% from FY25.

### Programming Highlights

- Summer reading had a wonderful turnout throughout the Summer. It ran from May 31<sup>st</sup> to August 2<sup>nd</sup>. We had 727 children/teens, 194 adults, 31,282 children/teen books read, and 409,649 minutes read. Big thank you to the Elks Club for sponsoring the children's summer reading.
- There was a vast range of summer programs for children and teens. We had a "Bluey party" (Very popular kids show). We had 61 people attend an assortment of games, snack and story. We partnered with ARC to present a special needs program called Advocacy through Art". Members of the special needs community came together for a story and an artistic collage using flowers and leaves. Donahoe's florist provided all of the flowers. 22 people attended. Our new partnership with the Shenandoah River State Park brought families to the park to learn about the history of Gundalow rafts, listen to a story and create their own rafts. 27 people attended
- The Wildlife center of Virginia came in to show children living creatures that had been rescued. 153 children and parents attended. Pat's two homeschool hub programs brought in a total of almost 60 people. Children get to practice teamwork while creating "Elephant toothpaste" and water balloons to learn about density.
- To go with this year's summer reading theme of "Color our World" We had a very popular Art Trivia Program for adult summer reading that had about 24 participants. A Fairy Lantern craft program in the Studio and a Christmas in July Ornament Craft. We also had
- We Also had local ATF explosives detection dog training presentation with about 45 attendees



- We have a wonderful new partnership with Seniors First - The Shenandoah Area Agency on Aging - to offer workshops on different resources. In July we had a Medicare Workshop.
- Studio is still going strong with about 55 appointments in July and August and about 58 walk-ins.
- The Step it Up line dancing program has also been a huge hit for adults with around 20 people per session.



Figure 1- Water Balloon Density Program



Figure 2 – National Night Out



Figure 3- ATF Dog Training Demonstration



Figure 4- Bluey Party



# SAMUELS PUBLIC LIBRARY COMMUNITY REPORT

JULY 2024  
THROUGH  
JUNE 2025

"We truly feel our community's support. In the midst of our funding challenge, your visits, checkouts, and kind words make a difference." --Erin Rooney, Library Director

Samuels Library is proud to continuously adapt to the needs of our community. Your library is always working to grow and improve. We welcome your input and participation. If you aren't already a card-carrying member of the library, get your free card today!

WELCOME

132,715

Visitors



2,014  
New Patrons

Total Patrons

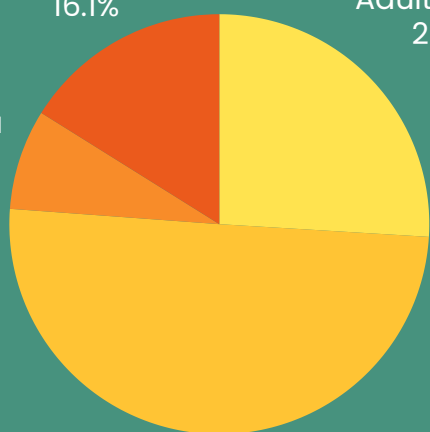
15,983



Digital  
16.1%

Adult Books  
26%

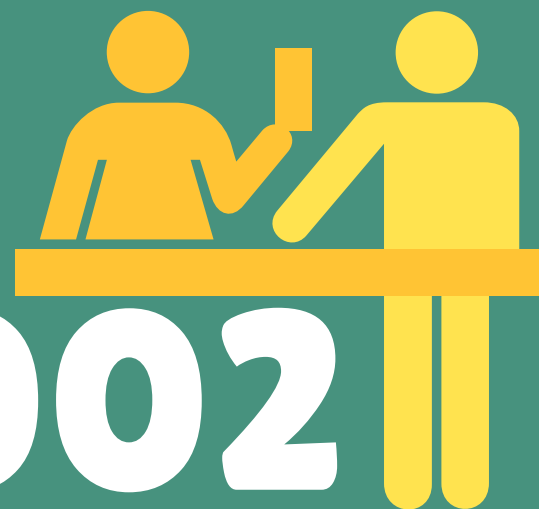
Media  
7.7%



Youth Books  
50.2%

Total  
Checkouts  
(Physical & Digital)

400,002

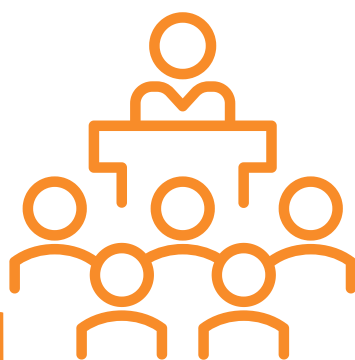


925

Programs With

20,894

Attendees



46,645

Questions Answered

25,984

Computer and  
WiFi Sessions



563

Documents Notarized

12,139

Volunteer Hours



WWW.SAMUELSLIBRARY.NET  
330 E CRISER RD | FRONT ROYAL, VA 22630

SAMUELS  
public library



**Minutes  
Finance Committee Meeting  
August 13,2025**

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In attendance at the meeting were Michelle Leasure, Treasurer; Melody Hotek, President; Scott Jenkins, Vice President; Kate Trosch; Karin Battle; Erin Rooney, Library Director; and Eileen Grady.

Ms. Leasure called the meeting to order. Ms. Hotek advised the committee that \$37,000 in donations had been received during the month of July.

The committee then reviewed the Budget vs. Actual variances for July FY2026. Ms. Grady explained that in some instances the expenses for June FY2025 were received and paid in July FY2026. During the audit, these items will be moved to FY2025 expenses using journal entries.

The committee then took up the issue of building maintenance costs. It was noted that for July the building repair and maintenance line item is over budget, Ms. Grady further advised that we have received a quote from Carrier to repair the Circuitry problems currently being experienced. The quote is for \$8,900+. Base on the ongoing HVAC issues, Mr. Jenkins had requested information on the life of the current system and cost involved for a full system replacement. Ms. Grady provided the group with an email from Carrier indicating an expected 3 to 5 more years of life from the current HVAC, they will put together a technical team to make a recommendation and quote for a full replacement.

Ms. Trosch asked when the audit report would be issued, and who would receive it. Ms. Grady advised that the audit report is normally provided to the County and the State. Discussion ensued.

Ms. Grady then requested permission to move \$125,000 from the Truist Donor Emergency Fund to the Operating account for the next month. She further advised that it is her intention to make transfer requests each month at the Finance Committee Meeting. The Finance Committee unanimously approved the requested transfer request.

Mr. Jenkins indicated that he believed we should be watching for any budgetary savings that might be able to be moved to cover expense overages in the budget. Ms. Grady indicated that we received an unexpected decrease in medical costs that should result in a savings this year of at least \$10,000.

The committee then discussed potential fundraising opportunities. Ms. Battle volunteered to assist with any grant applications and writing needs. Ms. Grady will connect Ms. Battle with the Library Development coordinator, Amy Hayes.

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

Respectfully Submitted,

Eileen Grady

## Budget vs. Actual

July August 2025

		Jul 25	Budget	Aug 25	Budget	Jul '25 - Jun 26	Budget	% of Budget			
Income											
	4000 · Investment Account Funding	32,483.65	0.00	0.00	30,000.00	32,483.65	30,000.00	108.3%	3% of endowment account value		
	1061 · Donor Emergency Fund Transfer	60,000.00	0.00	125,000.00	0.00	185,000.00	0.00				
	4050 · State Aid	61,642.25	61,642.25	0.00	0.00	61,642.25	246,569.00	25.0%	quarterly disbursements		
	4060 · Other Grants/Reimbursements	3,360.00	0.00	0.00	3,354.00	3,360.00	8,194.00	41.0%	E-Rate for internet services		
	4110 · Copier Income	1,179.44	900.00	1,112.42	900.00	2,291.86	11,750.00	19.5%			
	4120 · Interest Income	114.60	225.00	0.00	400.00	114.60	4,000.00	2.9%	no August postings		
	4140 · Donations	611.64	400.00	1,257.38	500.00	1,869.02	6,000.00	31.2%			
	4146 · FOSL Donations	0.00	0.00	0.00	10,000.00	0.00	25,000.00	0.0%	several asks being made 9/2025		
	4147 · Adult Dept Donations	0.00	0.00	1,200.00	500.00	1,200.00	1,000.00	120.0%	\$1K donation for Samicon		
	4149 · Community Outreach Income	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.0%			
	4159 · Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.0%			
	4160 · Children's Programs Donations	0.00	0.00	0.00	0.00	0.00	6,000.00	0.0%			
	4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	2,500.00	0.0%			
	4171 · Book Sales - Amazon	0.00	50.00	0.00	65.00	0.00	600.00	0.0%			
	4175 · Retail Income	62.00	50.00	49.00	50.00	111.00	750.00	14.8%			
	4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%			
	4210 · Fines Income	845.98	750.00	754.54	750.00	1,600.52	9,000.00	17.8%			
	4215 · FAX Service	30.75	25.00	42.25	50.00	73.00	500.00	14.6%			
	4220 · Replacement Costs	592.53	800.00	440.57	700.00	1,033.10	8,000.00	12.9%			
	4230 · Nonresident Fees	35.00	40.00	10.00	10.00	45.00	175.00	25.7%			
	4250 · Interlibrary Loan Chgs	0.00	10.00	0.00	0.00	0.00	100.00	0.0%			
	4400 · Meeting Room Income	0.00	20.00	80.00	50.00	80.00	500.00	16.0%			
	4700 · Misc Income	-58.12	10.00	-67.91	0.00	-126.03	100.00	-126.0%			
Total Income		160,899.72	64,922.25	129,878.25	51,329.00	290,777.97	368,738.00	78.9%			

## Budget vs. Actual

July August 2025

	Jul 25	Budget	Aug 25	Budget	Jul '25 - Jun 26	Budget	% of Budget			
Expense										
6000 · Salaries	71,978.10	70,000.00	72,866.98	70,000.00	144,845.08	840,000.00	17.2%	State Aid \$43,731.53		
6040 · Retirement Funding/Current	3,215.70	2,900.00	3,152.78	2,900.00	6,368.48	35,000.00	18.2%			
6050 · FICA SS/Med Payroll Tax Expense	5,506.32	5,355.00	5,574.34	5,355.00	11,080.66	64,260.00	17.2%			
6060 · Unemployment Tax Expense	5.86	50.00	6.06	50.00	11.92	600.00	2.0%			
6080 · Hospitalization Expense	11,034.92	12,000.00	9,732.67	12,000.00	20,767.59	144,000.00	14.4%			
6090 · Travel/Administrative Costs	215.05	150.00	0.00	500.00	215.05	7,500.00	2.9%			
6091 · Development Travel/Admin Exp	32.88	300.00	0.00	100.00	32.88	4,000.00	0.8%			
6200 · Books/Materials	8,828.13	6,500.00	5,522.54	7,500.00	14,350.67	95,000.00	15.1%	State Aid \$14,350.67		
6235 · Databases	2,000.00	2,000.00	0.00	0.00	2,000.00	13,500.00	14.8%	State Aide \$2,000.00		
6250 · Subscriptions	620.72	500.00	0.00	400.00	620.72	7,200.00	8.6%	State Aid \$620.72		
6280 · Library Supplies	371.40	200.00	0.00	750.00	371.40	10,000.00	3.7%	State Aid \$ 371.40		
6300 · Internet Access Charges	406.00	400.00	400.00	800.00	806.00	5,200.00	15.5%			
6410 · Special Projects	0.00	0.00	0.00	0.00	0.00	4,500.00	0.0%			
6411 · Community Outreach	510.54	650.00	370.40	400.00	880.94	4,000.00	22.0%	several summer offsite programs		
6420 · Childrens/Special Programs	2,093.12	100.00	300.00	100.00	2,393.12	6,000.00	39.9%	summer programming paid for by Elk's FY2025		
6430 · Adult Programs	223.67	0.00	0.00	500.00	223.67	2,000.00	11.2%			
6610 · Contractual Services	60.00	3,560.00	60.00	60.00	120.00	17,500.00	0.7%			
6620 · Maint. Supplies/Small Equip.	792.22	800.00	780.84	800.00	1,573.06	9,500.00	16.6%			
6630 · Building Maintenance-repair/rep	4,153.79	2,925.00	1,390.00	3,000.00	5,543.79	51,400.00	10.8%	lawn care, roof repair, hvac repair		
6632 · Lease Expense	0.00	1.00	0.00	0.00	0.00	1.00	0.0%			
6641 · Story Walk	0.00	150.00	0.00	150.00	0.00	2,500.00	0.0%			
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	6,300.00	0.0%			
6720 · Utilities	10,452.74	6,000.00	0.00	6,000.00	10,452.74	75,000.00	13.9%			
6810 · Postage	889.54	11.00	0.00	761.00	889.54	2,500.00	35.6%	large stamp order made before price increase		
6820 · Telephone	0.00	230.00	228.69	230.00	228.69	2,750.00	8.3%			
6830 · Office Expenses/Supplies	458.84	350.00	109.09	500.00	567.93	6,000.00	9.5%	State Aide \$567.93		
6840 · PR & Advertising	22.98	100.00	0.00	50.00	22.98	1,500.00	1.5%			
6850 · Copier Expense	1,381.97	1,000.00	962.83	1,000.00	2,344.80	12,000.00	19.5%			
6860 · Audit Expense	0.00	0.00	0.00	0.00	0.00	16,000.00	0.0%			
6900 · Computer Equipment	6,987.08	7,500.00	0.00	0.00	6,987.08	23,500.00	29.7%	wifi upgrade-applying for erate reimbursement		

## Budget vs. Actual

July August 2025

	Jul 25	Budget	Aug 25	Budget	Jul '25 - Jun 26	Budget	% of Budget			
6905 · Computer Maintenance & Supplies	1,779.14	1,750.00	18.96	600.00	1,798.10	11,000.00	16.3%			
6906 · Hot Spots	0.00	0.00	0.00	0.00	0.00	2,350.00	0.0%			
6955 · Library Automation System	21,507.52	22,000.00	750.00	0.00	22,257.52	22,000.00	101.2%	complete for year		
6962 · RFID	4,283.00	2,500.00	0.00	0.00	4,283.00	4,300.00	99.6%			
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,400.00	0.0%	single annual payment		
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	400.00	0.0%	single annual payment		
6966 · Firewall Hardware/Software	225.00	4,800.00	0.00	1,500.00	225.00	9,820.00	2.3%			
6969 · Reading Program Software	0.00	0.00	0.00	0.00	0.00	1,500.00	0.0%	single annual payment		
6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.0%	single annual payment		
6972 · Cloud Storage	90.62	100.00	0.00	100.00	90.62	1,200.00	7.6%			
6973 · Mobile App	0.00	0.00	0.00	0.00	0.00	2,200.00	0.0%	single annual payment		
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%	single annual payment		
<b>Total Expense</b>	160,126.85	154,882.00	102,226.18	116,106.00	262,353.03	1,532,381.00	17.1%			



Samuels Public Library  
Strategic Planning Committee Meeting  
August 11, 2025  
Start Time: 5:30 p.m. End Time: 6:30 p.m.

Present: Joan Richardson, Chair; Erin Rooney, Library Director; Michelle Leasure, Trustee; Ed Richards, Trustee; Lewis Moten, Trustee; and Val Minter, FOSL Board representative.

The Strategic Planning Committee (SPC) members reviewed the following sections of the current Samuels Public Library Strategic Plan. Any changes approved by the SPC will be presented to Samuels Board of Trustees at the end of this fiscal year for the consideration of the full board and approval of a final plan.

1. Mission, Vision, and Values sections – The committee did not recommend any changes to these sections of the Plan.
2. Governance: Celeste Brooks, Chair of the Library Board on Trustees Committee, suggested via email that the strategic planning committee change Objective B of the Governance section to give the responsibility of developing an annual continuing education format in consultation with the Library of Virginia for the Board of Trustees to the Committee on Trustees. Currently it is the responsibility of the President of the Board of Trustees and the Library Director.
  - It was noted in the SPC meeting that the President of the board of Trustees and the Library Director are members of the Committee on Trustees; adding the other Committee on Trustees members will allow for more eyes on the final product.
3. Financial Resources section of the plan:
  - It was suggested by a member of the SPC that Objective B should include acknowledgement of the extent of funding through the state and via grants. Objective B should specify that either the Library Director or the President of the Board of Trustees will provide updates (possibly bimonthly) as agreed upon to community leaders, funding sources, and stakeholders.
4. Facility Section of the strategic plan: No changes were recommended by the SPC members.
5. Public Relations Section of the strategic plan: No changes were recommended by the SPC members.

The strategic planning committee will meet again on October 13, 2025, at 5:30p.m. in the Baxter Bowling Room at Samuels Library to continue the work of updating the strategic plan. All input from other Board members is welcome.

Minutes submitted by Joan Richardson



## **Bi-Monthly Development Committee Meeting Agenda**

August 20, 2025

1. Call Meeting to Order and Record Attendance [Melody]
2. Approve Meeting Minutes/Recap of Last Meeting
3. FOSL Report [Sydney Patton]
4. Fundraising Report & Updates [Amy]
5. Upcoming
  - a. SamiCon - September 20
  - b. Annual Appeal - November
6. Business Sponsorship Updates



## **Development Committee Meeting Minutes August 20, 2025**

The Development Committee met on August 20, 2025 at Samuels Public Library. In attendance were Melody Hotek, Madeline Hickman, Lisa Cobb, Scott Jenkins, Sydney Patton, Erin Rooney, Eileen Grady, and Amy Hayes.

Ms. Hotek called the meeting to order.

Ms. Hotek began discussions by appointing Mr. Scott Jenkins as the Chair of the Development Committee following the resignation of the former chair, Mr. Michael Whitlow.

Ms. Hotek informed the Development Committee that Samuels Library is concluding its contract with Emergence on October 15, 2025. Additionally, Samuels Library is concluding its contract with the fundraising team on September 15, 2025.

Ms. Hotek continued the discussion by noting that a fundraising training will take place on Saturday, September 6, 2025 for the Board of Trustees annual retreat.

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

### **FOSL Report**

- FOSL President Sydney Patton gave an overview of current FOSL plans and actions.
  - FOSL completed their annual update report and newsletter
  - FOSL has completed their annual update report and newsletter
  - FOSL is preparing for their book sale beginning on September 26, 2025 with a goal of \$10,000
  - FOSL had over 350 FOSL members in FY2025 – an all time record. Additionally, FOSL had a record-breaking fundraising year of raising over \$60,000

### **Grant & Fundraising Updates**

- Ms. Hayes provided an overview of grant and fundraising plans and actions.
  - Ms. Hayes began a discussion of grants that Samuels Library has received since the last meeting, including:
    - FLIGHT PATH – programming support to educate the public about migratory birds and local wildlife safety, which will be hosted in Spring 2026.

- Ms. Hayes discussed other grant and funding opportunities that have been submitted or are upcoming.
- The discussion continued with an overview of funds raised over the course of FY2025. The Development Plan was referenced to discuss expectations and goals for fundraising in FY2026.

## **Upcoming Events**

- Ms. Hayes announced that SamiCon 2025 is set for September 20 and over 15 vendors will be attending.
- Ms. Hayes informed the Development Committee that the Annual Appeal is coming up and a draft of the mailer will be presented at the next Development Committee meeting to be reviewed for edits/approval and mailed out in early November.

## **Business Sponsorships**

The Development Committee discussed its recent launch of its business sponsorship program to partner with local businesses to provide support for the library through contributions and programming.

There being no further business, the meeting was adjourned.

**The next scheduled Development meeting is set for Wednesday, October 15, 2025 from 5:00 p.m. - 6:00 p.m.**

## ***Committee on Trustees***

August 26, 2025

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

The Committee discussed the upcoming Board Retreat on September 6th. There is an ethics agreement in the Virginia Public Library Trustee Handbook, and C. Brooks suggested all members of the Board of Trustees sign it. Although we added a Code of Conduct to the application, only a few of the board members have applied using that form, so most have not signed any sort of code of conduct. The group agreed.

The Trustee survey will be completed at the Retreat as well. G. Kilby suggested sending it out ahead of time for review. The Committee agreed this was a good idea.

With the resignation of Michael Whitlow, Scott Jenkins will chair the Development Committee. Melody will reach out to Karin Battle to ask that she move from By-Laws to Development to provide support on that committee.

We will have at least three positions open in July 2026. The group agreed that we need an additional lawyer on the board, as well as a marketing/communications person, due to the fact that with the loss of M. Whitlow, C. Brooks, and M. Hickman, all marketing/communications experience will be gone. It was also noted that we have only one representative from South River, and therefore we should also focus on adding a Board member from that area. We will reach out to Cheryl Cullers and Kristen Pence for recommendations.





**Policy& Bylaws Committee**

**August 25, 2025**

**5:30pm**

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

Absent: Ed Richards, Karin Battle

Erin presented the committee with revisions to the Release Forms for Studio 330 participation for both Adults and Minors. Edits to the documents and discussion about the forms continued. The forms need more edits and Erin will take the suggestions and come back with revisions at the next meeting.

Next up were small changes to the Meeting Room Policy. With increased demand for the Individual Study Rooms, some limitations are needed to provide access for all. The Committee is recommending the changes to this policy, as highlighted, for the approval of the Board.

Kim Emerson, Chair



## Meeting Room Policy

The primary function of Library meeting rooms is to provide space for Library-sponsored events as well as educational, civic and community-oriented activities. Library meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting room use. Use of a Library meeting room does not signify Library endorsement of any individual or group.

### Room Information and Rates

*Rooms are free to use for non-profit organizations, groups, and individuals for the purpose of cultural, educational, or civic purposes. For-profit groups will be charged an hourly rate for room usage.*

Room	Rate Per Hour	Capacity
Individual Study Room (2)	\$0	1 person
Baxter-Bowling Conference Room	\$10	2 – 8 people
Lou Benson & Naomi Salus Conference Room	\$10	2 – 8 people
White Meeting Room	\$50	34 – 150 people
White Meeting Room A	\$30	9 – 75 people
White Meeting Room B	\$20	9 – 35 people

### Reservations

*Library activities and events take precedence over all reservations.*

Meeting rooms are only available during Library hours. All individuals and groups must vacate the room 15 minutes prior to closing time.

The person making the reservation must be at least 18 years of age.

Reservations may be made up to 60 days in advance. **Reservations are not final until room rates have been paid.** If payment is not received within 3 business days of reservation, the reservation may be canceled.

Individuals and groups are limited to one reservation per day and three reservations per week, additionally, conference rooms are limited to 3-hour reservations.

Individual study rooms are available to be booked for 2, 2-hour sessions per day not to exceed 3 times per week for a total of 12 hours per week. Patrons interested in using the individual study rooms must check-in at the Reference Desk.

Walk-in reservations will be accepted on a first-come, first-served basis depending on room availability.

If a group or individual does not arrive within 15 minutes of their scheduled time, their reservation will be cancelled and counted as a “no-show.” Groups or individuals with more than two “no-shows” in a calendar year will not be permitted further reservations for one year.

**Cancellations**

Reservations may be cancelled up to 24 hours prior to room use. Full refunds will be issued for cancellations with a 72 hour notice. A partial refund will be issued for cancellations with a 24 hour notice. Refunds will not be issued for cancellations with less than 24 hour notice.

The Library reserves the right to cancel or reschedule a reservation if circumstances warrant.

**Emergency Closures**

Should the Library close due to an emergency, every effort will be made to notify those with room reservations.

When adverse weather is forecast, those with reservations should monitor the Library's website ([www.samuelslibrary.net](http://www.samuelslibrary.net)) or social media for unscheduled closings.

Full refunds will be issued for reservations cancelled due to unexpected closures.

**Regulations**

Rooms may not be used for purely social activities such as parties or entertainment.

Rooms may not be used for fundraising or commercial purposes, except for Library or Friends of Samuels Library activities.

No donations, solicitations, participation fees, or admission fees may be associated with any Library meeting room use except for Library or Friends of Samuels Library activities.

All meeting participants must follow Library Rules of Conduct. Failure to follow the Library Rules of Conduct may result in a loss of meeting room and/or Library privileges. The person who creates the reservation is responsible for ensuring participants follow the Library Rules of Conduct.

Meetings involving youth under the age of 18 must have adequate adult supervision.

Refreshments may be served in public meeting rooms and conference rooms with advance approval. Refreshments are prohibited in the Traister Computer Lab.

Library staff may enter meeting rooms at any time to ensure compliance with the Meeting Room Use Policy.

**Equipment, Set-Up, and Take Down**

Groups and individuals must check-in at the Circulation Desk upon arrival and check-out upon departure.

A projector is available for public use in White Meeting Room A and White Meeting Room B. Groups and individuals must provide their own laptop and/or other technical equipment. Library cardholders in good standing may check out a laptop if one is available.

Groups and individuals are responsible for setting up and taking down rooms and should include time for set-up and take down into their reservation.

Rooms must be left in the same condition they are found. Groups and individuals who do not return rooms to their original condition may lose meeting room privileges. Groups and individuals will reimburse the Library for any cost associated with loss, damage, or extra cleaning.

**Meeting Publicity**

Groups and individuals are responsible for publicizing their own meetings.

Publicity may not imply the Library's endorsement of the event, use the Library's logo, nor list the Library's contact information (email or phone number). The Library's address may only be used to indicate meeting location and may not be used as an individual's or organization's address.