



**Bi-Monthly Meeting Agenda**  
**Samuels Library Board of Trustees**  
**January 12, 2026**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from November 10, 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. Transfer from Truist to DA Davidson
  - b. February county budget meetings
7. Development Committee Report
8. Building Committee
9. FOSL Report
10. County Update
11. Old Business
12. New Business
13. Adjourn – Next Meeting Date March 9, 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  
November 10, 2025  
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; Lisa Cobb; Lori Girard; Ed Richards; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Guest(s): Olivia Hutton, CPA, Principle and Danielle Kerns, Manager with Yount, Hyde & Barbour, P.C. and Scott Ball, D.A. Davidson & Co.

Absent: Cheryl Cullers, County Representative

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

The Bi-Monthly September 8, 2025 meeting minutes were presented. Ms. Brooks moved to approve the minutes as presented. Ms. Leasure seconded. Mr. Richards and Ms. Trosch abstained. The vote passed.

**Citizen's Time:**

No citizens were present.

**President's Time:**

Ms. Hotek congratulated the candidates from the recent November local election, and noted that she looks forward to going back to a public-private partnership with the County in the coming year. Ms. Hotek also recognized Ms. Brooks for winning the 2025 Unplugged Village Award/Community Effort alongside the Warren Coalition for the Global Day of Unplugging.

**Library Director's Report:**

Ms. Rooney presented the Library Director's Report for September and October 2025. Ms. Rooney noted that the Library's booth at the Festival of Leaves was a success and staff talked to 800 people about library services and programs. Genevieve Elise is a new hire in the Children's

Department. Ms. Rooney reported on facility issues, noting a consistent problem with one of the roof leaks in the Adult Department and continued monitoring of HVAC issues.

**Finance Committee:**

Ms. Olivia Hutton, CPA, Principle and Danielle Kerns, Manager of Yount, Hyde & Barbour presented the annual audit of the financial statements of Samuels Library, Inc. and the 2024 990 Form. Discussion ensued. Ms. Hutton noted in the financial statements that the County discontinued support in Fiscal Year 2026.

Ms. Leasure reported that the Finance Committee meets on a monthly basis as they move through defunding from the County. Ms. Leasure noted that no withdrawal was made from the Donor Emergency Fund in September; a withdrawal of \$75,000 was made from the Donor Emergency Fund to the Operating fund in October to cover October expenses. Ms. Leasure stated that a withdrawal will not be needed for November, and may not be needed for the rest of the 2025 calendar year.

Ms. Leasure reported that Mr. Scott Ball, formerly with Truist, has transferred to D.A. Davidson. Ms. Leasure stated that, in order to ensure a safe and smooth transition of accounts from Truist to D.A. Davidson, a transfer of \$150,000 was made from the Donor Emergency Fund into the Operating account.

Ms. Leasure reported the following account balances:

|                      |               |
|----------------------|---------------|
| Operating Account    | = \$ 259,694  |
| Reserve Account      | = \$ 47,521   |
| Endowment            | = \$1,071,371 |
| Huber Endowment Fund | = \$ 68,750   |
| Donor Emergency Fund | = \$ 271,691  |

Ms. Hotek stated that it's the recommendation of the Finance Committee that Samuels Library move its current accounts with Truist to D.A. Davidson to continue working with Mr. Ball. Ms. Cobb seconded. The vote passed unanimously.

Ms. Leasure stated that the budget will be due to the County soon, noting December 1 as a ready-by date. Ms. Rooney and Ms. Grady are working to prepare the budget to submit a request to Warren County. Ms. Leasure suggested a motion for the Finance Committee to have the authorization to finalize the 2027 budget to be submitted to the County. A discussion ensued. Mr. Moten motioned to authorize the Finance Committee to prepare and send the Fiscal Year 2027 budget to the County of Warren for consideration of County financial support. Ms. Emerson

moved to amend the motion to state that the Board approves delegating the submission of a budget request to the County of Warren to the Finance Committee. Ms. Girard seconded. The vote passed unanimously.

Ms. Hotek stated that Ms. Rooney had suggested asking the Board about giving staff Friday, December 26, 2025 off, and Ms. Hotek suggested to also give staff Saturday, December 27, 2025 off as well – noting that it would be a paid holiday of two consecutive days in addition to the regular holiday closure of Christmas Eve, December 24, 2025 and Christmas Day, December 25, 2025. Ms. Hotek motioned to give staff two additional paid holidays for the dates of December 26 and December 27, 2025 in appreciation for their hard work. Ms. Richardson seconded. The vote passed unanimously.

**Strategic Planning Committee:**

Ms. Richardson stated that the Strategic Planning Committee met on October 13, 2025. Ms. Richardson noted that the first review of the current Strategic Plan is finished, with the plan to update it and make any changes in the coming months. The Strategic Planning Committee will not meet in December 2025. The Committee will meet in February and present a draft of the Strategic Plan in March, giving Board members the opportunity to provide feedback prior to the May 2026 Bi-Monthly Meeting.

**Development Committee:**

Mr. Jenkins stated that the Development Committee met in October. The Development Committee reviewed and approved the Annual Appeal mailer. On November 12, 2025, Ms. Hayes and volunteers will prepare the mailers to mail out by the end of the week. Ms. Grady added that Samuels Library will receive up to \$25,000 in matching funds for the Annual Appeal thanks to a generous donor.

Mr. Jenkins discussed additional upcoming fundraising initiatives, including a Scottish music and dance event the library will host in late winter/early spring 2026. Love Your Library Month is in February. The Library will host its annual Holiday Open House on December 13, 2025.

Ms. Hotek noted that A Taste for Books will be on Saturday, April 25, 2025.

Ms. Hayes noted a correction in the Development Committee's next meeting date in the Committee meeting minutes for October 18, 2025. The correct date for the next Development Committee meeting is Wednesday, December 17, 2025.

**Committee on Trustees:**

Ms. Brooks stated that the Committee on Trustees discussed the Board Survey results at their last meeting. The results showed that Board members would like to see more Board development opportunities. The Committee on Trustees will begin sending out articles and webinars related to Board development. There will be no Committee on Trustees meeting in December. The next Committee meeting will be on February 24, 2025. Ms. Brooks requested that any current Board members who don't plan to return the coming fiscal year, to let Ms. Books know.

#### **Policy & By-laws Committee**

Ms. Emerson stated the Policy & By-Laws Committee has been working on the Studio 330 Release Form for adults who use Studio 330 and parents whose minor children use Studio 330. To sign the release is an agreement to abide by the rules of Studio 330. Individuals must sign a new release each calendar year. The Policy & By-Laws Committee moved to adopt the Studio 330 Release Form. Ms. Battle seconded. The vote passed unanimously.

Mr. Kilby left the meeting at 7:04 p.m. and was not present for the vote on the Studio 330 Release Form.

#### **Building Committee:**

Mr. Jenkins reported that there was no Building Committee meeting in October for the County. According to the County calendar, the next Building Committee meeting will be on November 13, 2025. Mr. Jenkins confirmed that the Library is still having an HVAC issue, and roofing problems continue. Mr. Jenkins suggested looking ahead to next year for landscaping. A discussion ensued. Mr. Jenkins noted that, according to the lease, the County is responsible for clearing snow off the entryway, parking lot, and sidewalks.

#### **FOSL Report:**

Ms. Rooney noted that FOSL had a successful Annual Book Sale – achieving their goal of \$10,000. Ms. Rooney added that FOSL helped fund and run a program hosted in coordination with the Library's Adult Reference Department and the programming team at the Blue Ball Inn. FOSL also provided funding for the Paranormal Kits available for checkout, which are circulating very well. Ms. Rooney made a request to FOSL for funding recently, which was approved.

#### **Old Business:**

There was no old business.

**New Business:**

There was no new business.

**County Update:**

Ms. Cullers was not present to give a report.

With there being no further business, Ms. Hotek adjourned the meeting at 7:11 p.m.

Respectfully submitted,



Madeline Hickman

Secretary

# Director's Report

## November & December 2025



### General Updates

- Volunteer applications have increased, adding much-needed help to Epilogue and the Library roster.
- The Circulation team joined forces with the other departments to prepare and execute a fabulous “appreciation” event for our volunteers and donors. In preparing for the event, Danielle Furr did an outstanding job organizing behind the scenes to improve the pre- and post-event workflow. Staff, along with Warren Community Works volunteers, did a phenomenal job throughout the night, concluding with the best post-event clean-up to date.
- The Holiday Open House was another big success! Thank you to FOSL for the barista-style hot chocolate bar. We heard lots of “yummy” compliments. Both the Trick Dog Show and Storytime with Santa attracted 100+ attendees. Additionally, the children’s and adult craft programs, as well as the family photo station, were well attended.
- Participated in Camping for Hunger campaign with the radio station. The library has participated in the last couple of years and is a drop-off location. We had our biggest haul yet.
- Kaitlyn Leckliter attended a Community Resource Event being held at the Community Center.

### Facility

- Ongoing HVAC issues - Carrier diagnosed and repaired an electrical problem and in the process another problem was found with the circuit. Parts have been ordered.
- Russell’s Roofing Co. from Winchester, VA, repaired the persistent roof leak in the adult biography section of the library.
- Shallow Creek Electrical Services repaired the children’s garden light issue, which turned out to be a faulty photocell that activated all the garden lights.
- One of our amazing volunteers repaired the lights that illuminate the library sign in front of the building.

### Usage & Services

- December stats were unavailable at the time of this report.
- Total circulation is down 2% over FY25 in Nov. We are still experiencing shipment delays due to our vendor B&T closing and switching to INGRAM.
- Traffic count was a little down in Nov 2% but still up 3% overall from FY25.
- Total patron count is up 1% over FY25
- Programming Attendance was up 13% FY25 in Nov.
- Database use is still up by 8% for FY25 in Nov.
- In December, the library started a reorganization project for the adult DVDs. This is a collaboration effort between the Adult and the Circulation Department. DVDs will know have two separate sections, TV series and Movies. Several wonderful Volunteers have taken on the challenge of helping organize the collection and process additions to spine labels etc.
- Tina Claflin has overseen and partaken in an initial inventory of the Library’s Avtex collection, to next begin processing and determining what items will need to be sent out and digitized. We have a dedicated volunteer who has been helping with the process so far.

### Programming Highlights

- The children’s department started up a regular chess program with an average of 13 kids and teens. November also saw two master gardener programs and a partnered program at Shenandoah River State Park to learn about Native American tools and spear throwing. All together the programs had about 75 attendees.

- 24 children and adults came to Melissa Ichiuji's art studio to celebrate the exhibit "Woman Artists of the DMV". I presented two multisensory story times that included famous female artists and famous female scientists. Afterwards we did an art walk.
- Our 47<sup>th</sup> Holiday Writing Contest was another success. 295 children entered either their writing or artwork for the contest. The work was typed up and professionally published into keepsake books that families of the winners received.
- For adults, The studio saw 33 bookings and 33 walk-ins throughout November and December. Programs included a card making craft, the second trivia program (themed winter holidays) for the year with 26 attendees and a paint night.



Figure 1- appreciation event



Figure 2 – Holiday Open House



Figure 3- Camping for Hunger



Figure 4- Holiday Writing Contest Reception



## Finance Committee Meeting Minutes

**December 10, 2025**

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In attendance: Scott Jenkins, Kate Trosch, Michelle Leasure, Melody Hotek, Karin Battle, Erin Rooney and Eileen Grady.

Ms. Leasure called the meeting to order.

Ms. Grady reviewed the Operating Fund, Reserve Fund and Donor Emergency Fund balances with the committee:

- Operating Fund: \$163,264.91
- Reserve Fund: \$ 94,272.10
- Donor Emergency Fund: \$190,000.00

After discussion, the committee agreed to transfer \$60,000.00 from the Reserve Account to the Donor Emergency Fund. These funds should not be needed for operations in the short terms – and will realize a higher return on investment through the Donor Emergency Fund.

Discussion then took place concerning the funds needed to make it through FY2026. Ms. Grady advised that the Annual Appeal had reached its match goal. Mr. Jenkins asked what the total goal expectation was for this fundraiser – after discussion, all agreed that \$65,000 was more than realistic. The Library will begin fundraising in February for 'Love Your Library' month, March will see a fundraising event centered around a Scottish Callie, April is the Annual Fundraiser – Taste for Books, and May will bring back the Silver Tea. Additionally, we will receive 2 more quarters of State Aid. All agreed that if we continue our efforts we should be able to make it through the year without having to tap into the Endowment Fund.

Ms. Rooney then led a discussion concerning the FY2027 Budget submission. She indicated that the Library will present its budget to the Board of Supervisors sometime in February. Discussion then took place concerning what facts needed to be prepared to address any questions concerning how the Library will bridge the gap between actual County funding, and what is being requested.

Ms. Grady then presented a document to the Committee outlining her recommendation to move from our current external IT provider to a new provider. The group agreed with the logic for the move, and believed that the cost was quite reasonable, and consequently endorsed the recommendation.

Ms. Trosch then led a discussion about the need to isolate fundraising expenses and staff time from the reported actuals to the County. Ms. Grady indicated that the 990 includes percentages related to these expenses, and that these numbers could be computed and removed from the County funding totals. All agreed that we should continue to look at this matter.

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

Respectfully submitted,

Eileen Grady



## Finance Committee Meeting

January 7, 2026

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

Ms. Leasure called the meeting to order. Ms. Grady advised that the website 'thermometer' had been increased to \$942,197.

Ms. Rooney advised the Committee that the FY2027 County Budget work session will take place sometime in February. Once she has a definitive date and time, she will advise everyone. She also reported that all necessary documents have been signed for DA Davidson, which will allow easy transfer of funds as needed.

Ms. Leasure then led a discussion concerning the Library's current financial situation. Mr. Jenkins indicated that we have enough to survive until mid-April and are continuing to fundraise. Ms. Grady advised that no transfer of funds will be needed until March, at the earliest.

There being no further matters to come before the Committee, Ms. Leasure adjourned the meeting.

Respectfully submitted.

Eileen Grady

# Samuels Library, Inc.

## Budget vs. Actual

July 2025 thru December 2025

50%

(Targeted % of Budget for 6 months  
July thru December 2025)

|                                      | Oct 25            | Nov 25           | Dec 25           | Jul '25 - Jun 26  | Budget              | % of Budget  |  |  |  |  |
|--------------------------------------|-------------------|------------------|------------------|-------------------|---------------------|--------------|--|--|--|--|
| <b>Income</b>                        |                   |                  |                  |                   |                     |              |  |  |  |  |
| 4000 · Investment Account Funding    | 0.00              | 0.00             | 0.00             | 32,483.65         | 30,000.00           | 108.3%       |  |  |  |  |
| 1061 · Donor Emergency Fund Transfer | 150,000.00        | 0.00             | 0.00             | 410,000.00        | 1,163,642.00        | 35.2%        |  |  |  |  |
| 1056 · Reserve Account Fund Transfer | 50,000.00         | 0.00             | 60,000.00        | 160,000.00        | 0.00                | 100.0%       |  |  |  |  |
| 4020 · County Appropriation          | 0.00              | 0.00             | 0.00             | 0.00              | 0.00                | 0.0%         |  |  |  |  |
| 4050 · State Aid                     | 61,642.25         | 0.00             | 0.00             | 123,284.50        | 246,569.00          | 50.0%        | quarterly disbursements                  |  |  |  |
| 4060 · Other Grants/Reimbursements   | 500.00            | 5,656.00         | 0.00             | 9,516.00          | 8,195.00            | 116.1%       | complete                                 |  |  |  |
| 4110 · Copier Income                 | 1,056.39          | 956.95           | 894.38           | 6,513.04          | 11,750.00           | 55.4%        |  |  |  |  |
| 4120 · Interest Income               | 127.91            | 206.31           | 230.05           | 933.91            | 4,000.00            | 23.3%        |  |  |  |  |
| 4140 · Donations                     | 1,560.11          | 750.05           | 938.73           | 8,662.33          | 6,000.00            | 144.4%       | many memorial gifts & donation box gifts |  |  |  |
| 4146 · FOSL Donations                | 0.00              | 5,025.00         | 0.00             | 12,876.83         | 25,000.00           | 51.5%        |  |  |  |  |
| 4147 · Adult Dept Donations          | 0.00              | 0.00             | 0.00             | 1,280.00          | 1,000.00            | 128.0%       | primarily SamiCon income                 |  |  |  |
| 4149 · Community Outreach Income     | 894.44            | 0.00             | 0.00             | 894.44            | 4,000.00            | 22.4%        |  |  |  |  |
| 4159 · Thompson Charitable Trust     | 0.00              | 0.00             | 0.00             | 0.00              | 0.00                | 0.0%         |  |  |  |  |
| 4160 · Children's Program Donations  | 4,500.00          | 10,000.00        | 4,000.00         | 18,500.00         | 6,600.00            | 280.3%       | numerous grants received                 |  |  |  |
| 4163 · StoryWalk                     | 0.00              | 0.00             | 250.00           | 250.00            | 2,500.00            | 10.0%        |  |  |  |  |
| 4175 · Retail Income                 | 74.25             | 40.50            | 78.00            | 381.00            | 750.00              | 50.8%        |  |  |  |  |
| 4190 · Development - from Reserve    | 0.00              | 0.00             | 0.00             | 0.00              | 4,000.00            | 0.0%         |  |  |  |  |
| 4210 · Fines Income                  | 647.25            | 544.07           | 695.30           | 4,368.60          | 9,000.00            | 48.5%        |  |  |  |  |
| 4215 · FAX Service                   | 5.25              | 12.25            | 42.00            | 170.25            | 500.00              | 34.1%        |  |  |  |  |
| 4220 · Replacement Costs             | 649.01            | 361.87           | 398.59           | 3,004.21          | 8,000.00            | 37.6%        |  |  |  |  |
| 4230 · Nonresident Fees              | 25.00             | 0.00             | 0.00             | 90.00             | 175.00              | 51.4%        |  |  |  |  |
| 4250 · Interlibrary Loan Chgs        | 5.00              | 0.00             | 10.00            | 15.00             | 100.00              | 15.0%        |  |  |  |  |
| 4400 · Meeting Room Income           | 0.00              | 10.00            | 45.00            | 185.00            | 500.00              | 37.0%        |  |  |  |  |
| 4700 · Misc Income                   | 81.51             | 51.36            | -97.18           | -107.33           | 100.00              | -107.3%      |  |  |  |  |
| <b>Total Income</b>                  | <b>271,768.37</b> | <b>23,614.36</b> | <b>67,484.87</b> | <b>793,301.43</b> | <b>1,532,381.00</b> | <b>51.8%</b> |  |  |  |  |
|                                      |                   |                  |                  |                   |                     |              |  |  |  |  |
|                                      |                   |                  |                  |                   |                     |              |  |  |  |  |
|                                      |                   |                  |                  |                   |                     |              |  |  |  |  |
|                                      |                   |                  |                  |                   |                     |              |  |  |  |  |

Samuels Library, Inc.

Budget vs. Actual

July 2025 thru December 2025

50%

(Targeted % of Budget for 6 months  
July thru December 2025)

|  | Oct 25    | Nov 25    | Dec 25    | Jul '25 - Jun 26 | Budget     | % of Budget |  |  |  |  |
|--|-----------|-----------|-----------|------------------|------------|-------------|--|--|--|--|
| <b>Expense</b>                         |           |           |           |                  |            |             |  |  |  |  |
| 6000 · Salaries                        | 67,749.40 | 66,212.59 | 67,368.95 | 407,220.05       | 840,000.00 | 48.5%       |  |  |  |  |
| 6040 · Retirement Funding/Current      | 3,525.94  | 2,979.22  | 3,959.31  | 19,907.16        | 35,000.00  | 56.9%       |  |  |  |  |
| 6050 · FICA SS/Med Payroll Tax Expense | 5,447.57  | 5,284.66  | 5,373.09  | 32,553.61        | 64,260.00  | 50.7%       |  |  |  |  |
| 6060 · Unemployment Tax Expense        | 5.13      | 5.26      | 3.44      | 31.13            | 600.00     | 5.2%        |  |  |  |  |
| 6080 · Hospitalization Expense         | 9,985.94  | 9,985.94  | 9,985.94  | 60,711.35        | 144,000.00 | 42.2%       |  |  |  |  |
| 6090 · Travel/Administrative Costs     | 3,632.85  | 205.00    | 55.00     | 6,493.21         | 7,500.00   | 86.6%       | VLA exp and membership costs - \$500 rec'd from FOSL to assist   |  |  |  |
| 6091 · Development Travel/Admin Exp    | 0.00      | 1,032.75  | 2,595.00  | 4,146.63         | 4,000.00   | 103.7%      | donor wall additions and adj. \$2,600                            |  |  |  |
| 6200 · Books/Materials                 | 10,724.82 | 4,929.12  | 3,573.15  | 42,038.54        | 95,000.00  | 44.3%       |  |  |  |  |
| 6235 · Databases                       | 0.00      | 0.00      | 0.00      | 2,000.00         | 13,500.00  | 14.8%       |  |  |  |  |
| 6250 · Subscriptions                   | 932.27    | 0.00      | 0.00      | 1,732.48         | 7,200.00   | 24.1%       |  |  |  |  |
| 6280 · Library Supplies                | 205.70    | 244.79    | 0.00      | 1,294.10         | 10,000.00  | 12.9%       |  |  |  |  |
| 6300 · Internet Access Charges         | 406.00    | 400.00    | 406.00    | 2,418.00         | 5,200.00   | 46.5%       |  |  |  |  |
| 6410 · Special Projects                | 1,924.00  | 1,718.12  | 0.00      | 3,642.12         | 4,500.00   | 80.9%       | SamiCon, Christmas Open House, Public Forums, etc.               |  |  |  |
| 6411 · Community Outreach              | 389.86    | 222.86    | 100.00    | 5,708.71         | 4,000.00   | 142.7%      |  |  |  |  |
| 6420 · Childrens/Special Programs      | 82.30     | 3,477.35  | 0.00      | 5,974.28         | 6,000.00   | 99.6%       |  |  |  |  |
| 6430 · Adult Programs                  | 0.00      | 252.48    | 624.11    | 1,100.26         | 2,000.00   | 55.0%       |  |  |  |  |
| 6440 · ILL Charge                      | 0.00      | 0.00      | 0.00      | 0.00             | 0.00       | 0.0%        |  |  |  |  |
| 6610 · Contractual Services            | 60.00     | 60.00     | 3,551.44  | 7,407.54         | 17,500.00  | 42.3%       |  |  |  |  |
| 6620 · Maint. Supplies/Small Equip.    | 800.66    | 628.59    | 650.87    | 5,084.49         | 9,500.00   | 53.5%       |  |  |  |  |
| 6630 · Building Maintenance-repair/rep | 570.00    | 1,459.48  | 352.50    | 8,599.39         | 51,400.00  | 16.7%       |  |  |  |  |
| 6632 · Lease Expense                   | 0.00      | 0.00      | 0.00      | 0.00             | 1.00       | 0.0%        |  |  |  |  |
| 6641 · Story Walk                      | 1,506.72  | 0.00      | 0.00      | 1,506.72         | 2,500.00   | 60.3%       |  |  |  |  |
| 6710 · Insurance                       | 0.00      | 0.00      | 0.00      | 0.00             | 6,300.00   | 0.0%        |  |  |  |  |
| 6720 · Utilities                       | 4,525.70  | 4,650.76  | 0.00      | 29,176.15        | 75,000.00  | 38.9%       |  |  |  |  |
| 6810 · Postage                         | 996.54    | 22.05     | 0.00      | 1,930.11         | 2,500.00   | 77.2%       | postage for annual appeal & large purchase before price increase |  |  |  |
| 6820 · Telephone                       | 220.88    | 0.00      | 211.24    | 1,110.07         | 2,750.00   | 40.4%       |  |  |  |  |
| 6830 · Office Expenses/Supplies        | 388.56    | 85.89     | 283.09    | 1,631.94         | 6,000.00   | 27.2%       |  |  |  |  |

Samuels Library, Inc.

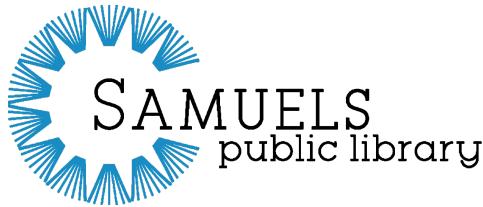
Budget vs. Actual

July 2025 thru December 2025

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(Targeted % of Budget for 6 months  
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|  | Oct 25            | Nov 25            | Dec 25           | Jul '25 - Jun 26  | Budget              | % of Budget  |          |  |  |  |  |
|--|-------------------|-------------------|------------------|-------------------|---------------------|--------------|----------|--|--|--|--|
| 6840 · PR & Advertising                                    | 383.09            | 6.62              | 0.00             | 562.47            | 1,500.00            | 37.5%        |          |  |  |  |  |
| 6850 · Copier Expense                                      | 985.56            | 971.13            | 265.40           | 6,505.46          | 12,000.00           | 54.2%        |          |  |  |  |  |
| 6860 · Audit Expense                                       | 0.00              | 4,223.00          | 0.00             | 16,223.00         | 16,000.00           | 101.4%       | complete |  |  |  |  |
| 6900 · Computer Equipment                                  | 787.55            | 0.00              | 0.00             | 7,829.62          | 23,500.00           | 33.3%        |          |  |  |  |  |
| 6905 · Computer Maintenance & Supplies                     | 286.58            | 444.95            | 0.00             | 4,270.22          | 11,000.00           | 38.8%        |          |  |  |  |  |
| 6906 · Hot Spots   | 0.00              | 1,428.00          | 0.00             | 1,428.00          | 2,350.00            | 60.8%        |          |  |  |  |  |
| 6955 · Library Automation System                           | 0.00              | 0.00              | 0.00             | 22,257.52         | 22,000.00           | 101.2%       | complete |  |  |  |  |
| 6962 · RFID  | 0.00              | 366.67            | 0.00             | 4,649.67          | 4,300.00            | 108.1%       | complete |  |  |  |  |
| 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            | 338.05            | 145.00           | 2,300.55          | 9,820.00            | 23.4%        |          |  |  |  |  |
| 6969 · Reading Program Software                            | 648.24            | 500.00            | 0.00             | 1,148.24          | 1,500.00            | 76.5%        | complete |  |  |  |  |
| 6970 · Web Calendar  | 0.00              | 0.00              | 0.00             | 0.00              | 2,000.00            | 0.0%         |          |  |  |  |  |
| 6972 · Cloud Storage                                       | 92.36             | 98.41             | 0.00             | 466.56            | 1,200.00            | 38.9%        |          |  |  |  |  |
| 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%         |          |  |  |  |  |
| <b>Total Expense</b>                                       | <b>117,409.22</b> | <b>112,233.74</b> | <b>99,503.53</b> | <b>721,059.35</b> | <b>1,532,381.00</b> | <b>47.1%</b> |          |  |  |  |  |
| <b>All Mellon Grant Expenses Excluded from this Report</b> |                   |                   |                  |                   |                     |              |          |  |  |  |  |



## **Development Committee Meeting Minutes**

### **December 17, 2025**

The Development Committee met on December 17, 2025 at Samuels Public Library. In attendance were Melody Hotek, Madeline Hickman, Lisa Cobb, Scott Jenkins, Sydney Patton, Lewis Moten, Erin Rooney, Eileen Grady, and Amy Hayes. Karin Battle was absent.

Mr. Jenkins called the meeting to order at 5:14 PM.

The October 9, 2025 Development Committee meeting minutes were presented for approval. Ms. Cobb motioned to approve the meeting minutes. Ms. Hotek seconded. The motion passed unanimously.

#### **FOSL Report:**

Sydney presented the FOSL report to the Committee. FOSL hosted a hot cocoa bar and bake sale during the Holiday Open House, which received very positive feedback, particularly for the hot cocoa bar. Bookstore sales for October and November 2025 exceeded sales from the same period the previous year. The Committee discussed the possibility of FOSL serving as a sponsor for A Taste for Books and for the Puzzle Competition fundraiser.

#### **Development / Fundraising Updates:**

Ms. Grady reported that the Emergency Fund thermometer on the Library's website homepage has been updated to reflect a total of \$869,799. Ms. Hayes reported that the Annual Appeal has been extremely successful; the matching gift goal has been met, and donations continue to be received.

The Puzzle Competition fundraiser is scheduled for Saturday, January 31, from 2:00 PM - 4:00 PM. Ms. Hayes presented the Puzzle Competition flyer to the Committee for approval. The Committee approved the flyer with the addition of information about the Used Puzzle Exchange.

#### **Business Sponsorship Package:**

A revised version of the Business Sponsorship Package was presented to the Committee. Structural changes were made to include tiered sponsorship opportunities to better clarify sponsorship benefits. The Business Sponsorship form was also updated for clarity. The Committee approved the revised Business Sponsorship Package as presented.

#### **Upcoming Events:**

Mr. Jenkins noted that Love Your Library Month will take place in February.

The Library will host a Scottish Ceilidh fundraising event, scheduled for Friday, March 6, 2026, with a band confirmed. Tickets will be \$50 each, and the event will run from 6:00 PM to 8:30 PM. Food and beverages will be served. Tickets will be available via will call or a regular ticket list, similar to A Taste for Books, with sales beginning in mid-January.

Samuels Library will host its second annual Silver Tea in May 2026. A discussion ensued to identify a good date. The Development Committee agreed that the Silver Tea will take place on Sunday, May 17, 2026, with exact times to be determined. Mr. Jenkins noted that Mountain Home Bed & Breakfast is willing to serve as the event sponsor again.

There being no further business, the meeting was adjourned at 6:28 PM.

**The next scheduled Development Committee meeting is set for Wednesday, February 18, 2026 at 5:00 PM in White Meeting Room B.**