



**Bi-Monthly Meeting Agenda  
Samuels Library Board of Trustees  
May 11<sup>th</sup>, 2026**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from March 9<sup>th</sup>, 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
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.1.
    - i. For the purpose of employee compensation
14. Old Business
15. New Business
16. Adjourn – Next Meeting Date July 13<sup>th</sup>, 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  
March 9, 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; Lisa Cobb; Kim Emerson; Kate Trosch; Lori Girard; Ed Richards; Nioka Devincentis, FOSL President; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Absent: Gene Kilby and Eileen Grady, Director of Operations.

Nioka Devincentis left the meeting before the closed session began.

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

The Bi-Monthly meeting minutes for January 12, 2026, were presented. Ms. Brooks moved to approve the minutes as presented. Ms. Girard seconded. Ms. Cobb abstained. The vote passed.

**Citizen's Time:**

No citizens were present.

**President's Time:**

Ms. Hotek gave high praise to everyone on the successful Scottish Ceilidh and thanked Mountain Home Bed & Breakfast, TransForm Development, and FOSL for sponsoring the event. Ms. Hotek also thanked Ms. Grady for once again providing excellent food. Ms. Hotek requested a motion to adjust the agenda, removing item 13. b and c. Ms. Leasure moved to strike agenda item 13. b & c. Mr. Moten seconded. The vote passed unanimously.

**Library Director's Report:**

Ms. Rooney presented the Library Director's Report for January and February 2026. On February 24, 2026, Ms. Rooney and support members attended the Warren County Board of Supervisors budget hearing.

**Finance Committee:**

Ms. Leasure reported that the Finance Committee met on February 5 and February 11, 2026, in preparation for submitting the budget request. The MOA was also discussed during these meetings and is currently under review with the library's attorney. Ms. Leasure reported that the budget presentation to

the Board of Supervisors on February 24, 2026, went well. Ms. Leasure stated that the Finance Committee will continue to meet monthly and has agreed to meet the first week of every month. As of now, the library will begin the FY2027 budget cycle on July 1, 2026, with no reserve funds. Ms. Leasure stressed that we still need to continue fundraising. The account balances are as follows:

Operating Account	= \$	97,146
Reserve Account	= \$	129,620
Endowment	= \$	1,117,072
Donor Emergency Fund	= \$	262,005
Huber Endowment Fund	= \$	70,269
Community Foundation Funds:		
	\$	8,159
	\$	8,202

The Operating Account does include the recently reallocated \$100,000 from Warren County.

**Development Committee:**

Mr. Jenkins reported that the Ceilidh was very successful, with proceeds estimated at \$9,000.00. Though the event was highly praised, the board will need to evaluate where a Ceilidh would best fit in the schedule of fundraising events. A Taste for Books tickets are now on sale at the new price of \$75.00 per ticket or 5 tickets for \$300.00. Those who attended the Ceilidh had the opportunity for one night only to purchase tickets at the former price. Mr. Jenkins encouraged members to network and encourage those in the community to participate as Table Hosts. Ms. Hayes and Ms. Hotek summarized the current silent auction items for the event. The Silver Tea is scheduled for May 17, 2026. Mr. Jenkins stated that donations continue to arrive.

**Strategic Planning Committee:**

Ms. Richardson said the committee completed the final draft of the strategic plan for FY2027 at the February 9, 2026, meeting. Ms. Richardson would appreciate feedback by the end of April to allow for a final presentation of the strategic plan at the May 11, 2026, Board of Trustees meeting. Ms. Richardson is seeking someone on the board with survey experience to assist in preparing a Community Survey for FY2027. Ms. Battle volunteered to assist.

**Committee on Trustees:**

Ms. Brooks stated that applications to the Board of Trustees are open and will be accepted until March 23, 2026. The committee is seeking applicants from the South River District or individuals with backgrounds in marketing, fundraising, or legal experience. There are three available positions. The application may be completed online, or hard copies are available from the library.

**Building Committee:**

Mr. Jenkins said we are still waiting for the full HVAC replacement proposal from Carrier. Once the proposal is received, the Board of Trustees can move forward with presenting the quote to the Board of

Supervisors for continued discussion of capital improvement. Mr. Jenkins stated that before signing a new lawn maintenance contract with last year's vendor, we would like to evaluate what services may be available with Warren County. Mr. Mike Berry, Public Works Director, will visit the library on Wednesday, March 11, at 2:00 p.m. for a site visit.

### **FOSL Report:**

Ms. Hotek introduced Ms. Nioka Devincentis, the new FOSL President. Ms. Devincentis introduced herself and shared the updated FOSL officers:

Vice President – Ms. Chantal Gamble

Treasurer – Ms. Jean Verasammy

Treasurer as of July 1, 2026 – Kathy Hulley

Secretary – currently unoccupied

Ms. Devincentis said they are looking for additional board members. She then reviewed current and upcoming programs. Ms. Devincentis reported that recent funding requests made to FOSL were approved.

### **Warren County Update:**

Ms. Cullers stated that she thought our budget presentation on February 24, 2026, went well. She also reported that the Board of Supervisors has met to discuss and negotiate its budget priorities. Ms. Cullers expressed her appreciation for the library's presence on the Tourism Committee, noting that the Committee is growing and that increased participation is welcome. Ms. Cullers announced that she and Ms. Kristen Pence are holding a South River District community meeting on Sunday, March 15, from 2:00 to 4:00 p.m. at Skyline High School. Ms. Cullers has invited community organizations to attend the meeting, which is open to the public.

### **Closed Session:**

Ms. Hotek called for a motion to move into closed session. Ms. Richardson moved the Board of Trustees to go into a closed session in accordance with the Code of Virginia, Section 2.2-3711(A)(6) for the purpose of discussing contract negotiations and public funding, where discussion in an open session would adversely affect the bargaining position or negotiating strategy. Mr. Jenkins seconded. The vote passed.

Ms. Girard move that the Board certifies to the best of each member's knowledge that only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(6) of the Code of Virginia and only such public business matters were identified in the motions by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mr. Moten seconded. The vote passed.

Mr. Jenkins moved to authorize the Executive Committee to commence discussions with the County regarding the Funding Agreement (Memorandum of Agreement (MOA)), and that we authorize the draft to be submitted to the County as soon as possible, and for the Executive Committee to take the lead on

discussions with the County. The Agreement will be accompanied by a cover letter explaining the relationship between the Lease Agreement and the Funding Agreement. Ms. Cobb seconded. The vote passed unanimously.

With there being no further business, Ms. Hotek adjourned the meeting at 7:36 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Madeline Hickman". The signature is written in a cursive style with a prominent initial "M".

Madeline Hickman

Secretary

# Director's Report

## March & April 2025



### General Updates

- Two fundraisers in March & April. The Scottish Céilidh was a massive success. Staff did a tremendous job with decorations and catering as well as working on the event. Same is said for a very successful Taste for Books event in April. The library looked phenomenal and good time was had by attendees.
- Members of multiple departments attended the outreach event Lanterns for Liberty at the Warren Heritage Society to support the Warren County 250th events in celebration of our Nation in April. We supplied a paper lantern craft, calligraphy practice with quill and ink, and historical games people would have played 250 years ago. We also kicked off a yearlong reading challenge for all ages spanning from April 2026-2027 for patrons to participate in to log their reading and participate in activities and local events. We engaged with approximately 220 community members. We have almost 100 people registered.
- The Director had a table for the library at the South River District community meeting in March to promote the library.
- Development Coordinator, Amy Hayes received the Staff Member of the Year award from the Virginia Public Library Directors Association. The Library Also received awards for Impactful Marketing / Public Relations Effort for the creation of Next Chapter News & Outstanding Program / Event / Class for All Ages (Families) for Samicon.

### Facility

- Sargeant Walton with RSW Regional Jail and crew completed the first mow of the season. Sargeant Walton was great to work with, and the crew did a nice job on the lawn.
- A volunteer who owns a property management business approached us regarding the poor condition of our vinyl floors. He owns the equipment needed to maintain vinyl floors. He offered to scrub and wax our floors for a tremendous discount. Along with staff member Mitchell Knight, the volunteer completed the project.

### Usage & Services

- April stats were unavailable at the time of this report.
- Total circulation was up 4% in Feb and right on par with FY25 for Mar.
- Traffic count was a little down for Mar but up 3% overall from FY25.
- Total patron count is up 3% over FY25
- Programming Attendance is still up 24% over FY25.
- Database use is up by 9% over FY25.
- Volunteer Hours are up over 18% over FY25

### Programming Highlights

- Adult Programs: March and April included a mix of educational, workforce, and creative offerings. The second annual craft swap on March 7th drew 52 attendees, and a job fair held in April in partnership with Virginia Works brought in 33 participants. Technology support remained steady through "What the Tech," which served 36 attendees across both months. Additional programming included book clubs, a Master Gardeners presentation, a resume workshop, and a Community Resource Fair. Studio use continued to be consistent through open hours, individual bookings, and specialty programs tied to outreach events. Ongoing clubs, including embroidery, fiber arts, and genealogy, maintained regular participation and engagement throughout the period.
- Youth & Teen Programs: In March, 140 children attended the Scottish Céilidh on March 6th, featuring traditional music and dance. Additional programs included a 250th anniversary paper quilt project for ages 6–11, a partnership with Shenandoah River State Park focused on Leave No Trace principles, garden cleanup, and a

recycled craft, and a forest-themed lantern art program. In April, a Civil War cooking program for teens and a StoryWalk® at Eastham Park in partnership with the Anti-Litter Council were held on April 4th, with the StoryWalk® drawing 50 participants. Additional programs included participation in the “2.50 Million Acts of Science” initiative with hands-on STEM activities, and the “Batty Bunch” program in partnership with Shenandoah River State Park focused on bat ecology, including a game and craft activity.



Figure 1 - Taste for Books



Figure 2 - Lanterns to Liberty



Figure 3 - Amy Hayes



Figure 4 - Kids Scottish Céilidh

# **Samuels Public Library**

## **Board of Trustees upcoming dates**

**Finance Committee:** Wednesday, June 3<sup>rd</sup> @ 5:30 PM

**Strategic Planning Committee:**

**Development Committee:** Wednesday, April 17<sup>th</sup> @5:00 PM

**Committee on Trustees:**



Finance Committee Meeting  
March 4, 2026

---

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

Ms. Leasure called the meeting to order and led a discussion concerning income vs. projected expenses. Assuming an average expense total of \$125,000 per month, and continued successful fundraising, it is possible the Library could end the fiscal year with \$100,000 in the bank.

Ms. Rooney and Ms. Grady exited the meeting to allow the Committee to discuss personnel issues.

Ms. Rooney and Ms. Grady were asked to rejoin the meeting – no further decisions were discussed or made.

Mr. Jenkins led a discussion concerning potential sponsorship opportunities:

- StoryWalk
- Copier
- Hot Spots

Ms. Leasure questioned whether or not any money needed to be moved from the Donor Emergency Fund. Ms. Grady indicated that no transfer would be necessary in March.

Ms. Hotek advised the Committee that the Library will host a Coffee Hour on March 21 to answer any questions from the public and to let the public know what is on the horizon for the Library.

Mr. Jenkins made a motion to accept the February 11, 2026 minutes as presented, Ms. Battle seconded, passed unanimously.

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

Respectfully submitted,

Eileen Grady



**Samuels Library, Inc.**  
**Budget vs. Actuals**  
**thru**  
**April 2026**

83.33%  
(Targeted % of Budget for 10 months)

	TOTAL								
	Feb 26	Mar 26	Apr 26	Jul '25 - Jun 26	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	0.00	0.00	0.00	350,000.00	1,163,642.00	30.1%			
4005 · Reserve Fund Transfer to Bal	0.00	60,000.00	75,000.00	335,000.00	0.00				
4020 · County Appropriation	100,000.00	0.00	0.00	100,000.00	0.00				
4050 · State Aid	0.00	0.00	62,489.01	247,415.76	246,569.00	100.3%	complete		
4060 · Other Grants/Reimbursements	0.00	0.00	0.00	9,516.00	8,195.00	116.1%	e-rate complete		
4110 · Copier Income	1,117.68	1,486.16	855.02	11,132.76	11,750.00	94.7%			
4120 · Interest Income	148.89	197.41	65.12	1,571.46	4,000.00	39.3%			
4140 · Donations	136.11	681.41	407.55	10,217.57	6,000.00	170.3%	many memorial gifts & donation box gifts		
4146 · FOSL Donations	0.00	6,400.00	0.00	19,276.83	25,000.00	77.1%	FOSL donated \$5,500 to sponsor Taste for Books and Silver Tea		
4147 · Adult Dept Donations	0.00	0.00	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	22.4%	\$2K for this line from FOSL		
4159 · Thompson Charitable Trust	0.00	0.00	0.00	0.00	0.00	0.0%			
4160 · Children's Programs Donations	0.00	200.00	717.00	19,417.00	6,000.00	323.6%	numerous grants received		
4163 · StoryWalk	0.00	0.00	0.00	250.00	2,500.00	10.0%			
4171 · Book Sales - Amazon	0.00	0.00	0.00	0.00	600.00	0.0%			
4175 · Retail Income	34.00	49.50	26.50	525.50	750.00	70.1%			
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	4,000.00	0.0%			
4210 · Fines Income	952.58	834.10	541.25	7,494.53	9,000.00	83.3%			
4215 · FAX Service	8.50	53.79	20.00	288.79	500.00	57.8%			
4220 · Replacement Costs	694.10	1,172.24	538.18	6,133.19	8,000.00	76.7%			
4230 · Nonresident Fees	0.00	0.00	25.00	150.00	175.00	85.7%			
4250 · Interlibrary Loan Chgs	0.00	10.00	5.00	30.00	100.00	30.0%			
4400 · Meeting Room Income	40.00	20.00	10.00	305.00	500.00	61.0%			
4700 · Misc Income	-61.52	-0.35	94.17	-63.70	100.00	-63.7%			
<b>Total Income</b>	<b>103,070.34</b>	<b>71,104.26</b>	<b>140,793.80</b>	<b>1,155,840.78</b>	<b>1,532,381.00</b>	<b>75.4%</b>			

**Samuels Library, Inc.**  
**Budget vs. Actuals**  
**thru**  
**April 2026**

83.33%  
(Targeted % of Budget for 10 months)

		TOTAL								
		Feb 26	Mar 26	Apr 26	Jul '25 - Jun 26	Budget				
<b>Expense</b>										
6000	Salaries	68,619.99	67,963.08	68,991.59	680,159.79	840,000.00	81.0%			
6040	Retirement Funding/Current	3,080.99	3,137.69	3,132.75	32,734.93	35,000.00	93.5%			
6050	FICA SS/Med Payroll Tax Expense	5,153.42	5,199.18	5,279.38	53,937.63	64,260.00	83.9%			
6060	Unemployment Tax Expense	49.81	26.26	11.67	190.48	600.00	31.7%			
6080	Hospitalization Expense	9,985.94	9,985.94	9,985.94	100,655.11	144,000.00	69.9%			
6090	Travel/Administrative Costs	268.99	300.54	0.00	6,612.51	7,500.00	88.2%			
6091	Development Travel/Admin Exp	323.40	0.00	0.00	4,470.03	4,000.00	111.8%			
6200	Books/Materials	5,172.23	11,601.47	8,114.54	84,449.25	95,000.00	88.9%			
6235	Databases	130.00	0.00	0.00	12,782.29	13,500.00	94.7%			
6250	Subscriptions	0.00	0.00	0.00	1,974.28	7,200.00	27.4%	Timing		
6280	Library Supplies	1,810.27	454.86	1,947.96	6,932.28	10,000.00	69.3%			
6300	Internet Access Charges	400.00	400.00	975.76	4,993.76	5,200.00	96.0%			
6410	Special Projects	0.00	0.00	0.00	6,030.41	4,500.00	134.0%	FOSL gave \$3K to this line and State Aid covers \$2K		
6411	Community Outreach	0.00	1,353.42	0.00	7,062.13	4,000.00	176.6%	SamiCon, Christmas Open House, Public Forums, etc.		
6420	Childrens/Special Programs	524.03	280.53	0.00	7,746.62	6,000.00	129.1%			
6430	Adult Programs	415.36	83.81	0.00	2,065.67	2,000.00	103.3%			
6610	Contractual Services	60.00	3,551.44	60.00	11,978.98	17,500.00	68.5%			
6620	Maint. Supplies/Small Equip.	702.89	834.04	508.67	8,312.61	9,500.00	87.5%			
6630	Building Maintenance-repair/rep	651.62	2,982.66	3,519.86	18,205.53	51,400.00	35.4%			
6632	Lease Expense	0.00	0.00	0.00	0.00	1.00	0.0%			
6641	Story Walk	0.00	0.00	0.00	2,515.78	2,500.00	100.6%			
6710	Insurance	0.00	6,565.00	0.00	6,565.00	6,300.00	104.2%	complete		
6720	Utilities	7,940.63	5,598.47	6,425.54	62,883.76	75,000.00	83.8%			
6810	Postage	10.99	10.99	0.00	1,974.07	2,500.00	79.0%			
6820	Telephone	253.56	0.00	513.39	2,297.17	2,750.00	83.5%			
6830	Office Expenses/Supplies	282.55	371.09	540.55	3,580.70	6,000.00	59.7%			

**Samuels Library, Inc.**  
**Budget vs. Actuals**  
**thru**  
**April 2026**

83.33%  
(Targeted % of Budget for 10 months)

	TOTAL								
	Feb 26	Mar 26	Apr 26	Jul '25 - Jun 26	Budget				
6840 · PR & Advertising	232.27	216.39	0.00	1,447.13	1,500.00	96.5%			
6850 · Copier Expense	971.11	1,353.53	1,503.32	12,280.24	12,000.00	102.3%			
6860 · Audit Expense	0.00	0.00	0.00	16,223.00	16,000.00	101.4%	complete		
6900 · Computer Equipment	6,392.49	2,402.00	0.00	16,624.11	23,500.00	70.7%			
6905 · Computer Maintenance & Supplies	173.98	2,334.96	0.00	7,872.28	11,000.00	71.6%			
6906 · Hot Spots	0.00	0.00	0.00	1,492.80	2,350.00	63.5%			
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%	complete		
6963 · SAMS	0.00	0.00	3,214.75	3,214.75	3,400.00	94.6%	complete		
6964 · SenSource	0.00	0.00	420.00	420.00	400.00	105.0%	complete		
6966 · Firewall Hardware/Software	495.00	350.00	150.00	4,827.50	9,820.00	49.2%			
6969 · Reading Program Software	0.00	0.00	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	100.61	92.76	0.00	861.25	1,200.00	71.8%			
6973 · Mobile App	0.00	0.00	0.00	2,200.35	2,200.00	100.0%	complete		
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	3,000.00	0.0%			
<b>Total Expense</b>	<b>114,202.13</b>	<b>127,450.11</b>	<b>115,295.67</b>	<b>1,226,629.61</b>	<b>1,532,381.00</b>	<b>80.0%</b>			
<b>No Mellon Income or Expenses are Included in this Report</b>									



## **Development Committee Meeting Minutes April 15, 2026**

The Development Committee met on April 15, 2026 at Samuels Public Library. In attendance were Kathy Hulley, Melody Hotek, Madeline Hickman, Scott Jenkins, Lisa Cobb, Karin Battle, Eileen Grady, Erin Rooney, and Amy Hayes.

Mr. Jenkins called the meeting to order at 5:04 PM.

The February 18, 2026 meeting minutes were presented for approval. Ms. Battle motioned to accept the meeting minutes as presented. Ms. Cobb seconded. The motion passed.

### **FOSL Report**

Ms. Hulley reported on FOSL activities. Highlights included: FOSL sold all their blind dates with a book in the book store as part of a fundraising initiative; FOSL has several events coming up including origami cranes and dragons, a hiking program and a Halloween program.

FOSL has obtained Little Green Light following an overview provided by Ms. Hayes at a FOSL social meeting held on February 19, 2026.

### **Recap of Finance Committee Meeting**

Before proceeding with the agenda items, Mr. Jenkins suggested providing an overview of the Finance Committee meeting held the week prior. Mr. Jenkins began a discussion about Samuels Library's current funding status for Fiscal Year 2026.

Mr. Jenkins noted that fundraising is still critical as the Library will have to continue to bridge the gap of funding needed in the beginning of Fiscal Year 2027.

### **Fundraising Updates**

Ms. Hickman congratulated Ms. Hayes on her receipt of the Staff Member of the Year Award from the Virginia Public Library Directors Association. Ms. Hotek added that the Library also received two additional awards, one for the Library's e-newsletter and blog *Next Chapter News* and another for the Library's annual *SamiCon* event.

Ms. Hayes provided an overview of grant activities, including grants submitted and upcoming grant opportunities for programs such as the Children's Winter Reading Club and Holiday Writing Contest and new laptops for circulation.

Ms. Hayes reported that the Love Your Library Month (LYLM) fundraising campaign was a huge success, with the Library raising approximately \$27,000. Mr. Jenkins inquired about how the LYLM campaign compared to previous years. Ms. Hayes noted that this year's was the biggest LYLM fundraiser yet.

Ms. Hayes reported that staff are preparing for *A Taste for Books* and noted the cash sponsors supporting the event, which include the Board of Trustees, FOSL, Edward Jones, Mountain Laurel Montessori School, First Bank, Front Royal Dental Care, Rotary Club of Warren County, Trex, JustTech, Schenck Foods, Blue Ridge Wildlife Center. Melting Pot Pizza and the Apple House will support food offerings as food sponsors. Ms. Hayes stated that there are also 14 in-kind sponsors, over 40 silent auction items, and approximately 145 tickets sold so far.

### **Silver Tea**

Ms. Hotek began discussion about the Silver Tea, noting that the date was updated to Sunday, June 14, 2026 due to several upcoming events in April and May.

Ms. Hotek stated that the Library will be doing a "Race to the Finish" theme that will kickoff at the Silver Tea. Ms. Hotek is working on finding a speaker for the event. Ms. Grady added that the "Race to the Finish" will be a two-week horse race-themed raffle. The raffle will include three boxes to hold raffle tickets for three different horses, with raffle prizes associated with each horse. The drawing will be on June 30, 2026.

There being no further business, the meeting was adjourned at 5:56 PM.

**The next scheduled Development meeting is set for Wednesday, May 13, 2026 from 5:00 p.m. - 6:00 p.m.**

[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](mailto: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](http://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 Public Library Committee on Trustees Notes**

April 28, 2026

Present: Joan Richardson, Madeline Hickman, Erin Rooney, Gene Kilby, Lori Girard, Celeste Brooks.

The committee reviewed the two applications received and discussed the interviews with both candidates. The committee unanimously agreed to put both candidate forward to the full board for review at the May 11th board meeting.

There was an issue with the applications and being able to view responses in their entirety. Erin will look into whether Adobe Acrobat Pro will rectify the issue. If not, the committee agreed to a verbal presentation of each candidate.

The slate of officers was discussed, with some modifications made due to the response of those already spoken to. Celeste will reach out to the remaining two prior to the May 12th Board meeting.

A June meeting will be scheduled only if needed.