



**Annual Meeting Agenda
Samuels Library Board of Trustees
July 13, 2026**

1. Call to Order, Determination of Quorum
2. Review of Minutes of the Annual Meeting July 2025
3. Committee on Trustees
 - a. FY 2027 Slate of Officers
 - b. Proposed new Trustees

Adjourn Annual Meeting.

**Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
July 13, 2026**

1. Call to Order, Determination of Quorum
2. Approval of Minutes from May 11, 2026 Board of Trustees Meeting
3. Citizens' Time (residents of Warren County, 5-person limit, 3 minutes for each speaker)
4. President's Time
5. Library Director's Report
6. Committee on Trustees Report
7. Finance Committee Report
 - a. FY 2026 Budget vs. Actual Report
 - b. FY 2027 Adjustment to Budget
8. Development Committee Report
9. Strategic Planning Committee Report
10. Building and Maintenance Committee
11. FOSL Report
12. County Update
13. Old Business
14. New Business

Adjourn – Next Meeting Date September 14, 2026

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
May 11, 2026
5:30 p.m.

In attendance:

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

Absent: Lisa Cobb, Kim Emerson, and Amy Hayes, Development Administrator.

With a quorum present, Ms. Hotek called the meeting to order at 5:38 p.m.

The Bi-Monthly meeting minutes for March 9, 2026, were presented. Ms. Brooks moved to approve the minutes as presented. Ms. Leasure seconded. The vote passed.

Citizen's Time:

No citizens were present.

President's Time:

Ms. Hotek acknowledged that it has been a very eventful and successful year.

Library Director's Report:

Ms. Rooney presented the Library Director's Report for March and April 2026, highlighting the completed and upcoming fundraising and outreach events. Ms. Rooney reported that this year's "A Taste for Books" once again outperformed all previous years. Ms. Rooney is a member of the Warren County VA250 Celebration Committee and, with support from Library staff, participates in many of the special events scheduled throughout the year. Ms. Rooney encouraged everyone to sign up for the library's special America 250th Reading Bingo Challenge.

Finance Committee:

Ms. Leasure reported that the Finance Committee continues to meet on the first Wednesday of each month. At the May 6, 2026, meeting, the Committee authorized the move of \$150,000.00 from the Donor Emergency Fund to the Operating Fund. Upcoming fundraising events include The Silver Tea and The Race to the Finish. The Committee will discuss updating the website banner at the next meeting on June 3, 2026.

Ms. Leasure reported the account balances are as follows:

Endowment = \$1,145,000.00

Donor Emergency Fund = \$113,000.00

Operating Account = \$176,000.00 (This includes the Donor Emergency \$150,000.00 transfer)

Mellon Account = \$132,296.00

Mellon C.D. = \$78,492.00

Huber Fund = \$72,473.00

Community Foundation Fund = \$8,017.00

Community Foundation Endowment Fund = \$8,023.00 (Only \$288.00 is expendable)

Discussion ensued regarding the funding needed to bridge the gap from July 1, 2026, until the first proposed Warren County funds for FY27 are received.

Ms. Leasure reminded the board that the FY2027 budget includes the allowed 3% disbursement from the Endowment Fund. Reiterating, the budget hurdle will be getting through the first part of FY2027 until we receive the first Warren County and State Aid checks.

Ms. Leasure announced the Finance Committee will meet on Wednesday, June 3, 2026, at 5:00 p.m.

Development Committee:

Mr. Jenkins addressed concerns about funding shortfalls by reviewing the Development Committee's plans and fundraising strategy. Mr. Jenkins reported that A Taste for Books raised a new total of \$40,000.00. There was no negative feedback on the increased ticket price, and the silent auction raised record totals. Mr. Jenkins discussed the upcoming Silver Tea and its role as a networking event and kickoff for the Race to the Finish fundraiser. Mr. Jenkins shared that an anonymous donor has reached out to discuss providing financial assistance.

Mr. Jenkins invited everyone to the next Development Committee meeting on Wednesday, June 17, 2026, at 5:00 p.m.

Ms. Hotek added information regarding the Silver Tea, including a Derby Hat contest, a trivia game, and possibly a guest speaker.

Strategic Planning Committee:

Ms. Richardson invited questions and comments regarding the final version of the updated Strategic Plan included in the board packet. Ms. Hotek asked if the Plan was ready to go to a vote. Ms. Battle suggested waiting to vote on the updated draft, as she has submitted feedback that is not reflected in the enclosed packet. Ms. Hotek suggested that Ms. Rooney make the final edits and formalize the document so that it is ready for the committee to review in June and for presentation to the Board of Trustees for a vote at the July 13, 2026, meeting.

Committee on Trustees:

Ms. Brooks confirmed that Trustees has resumes and applications for two candidates. Ms. Brooks stated that the Committee on Trustees is comfortable recommending the two applicants. Discussion ensued regarding the distribution of Trustees from all the magisterial districts. Ms. Brooks confirmed there is a need to add a Trustee from the South River district. Ms. Brooks indicated that both prospective candidates have leadership experience and are comfortable serving on the Executive Committee. If a third candidate is presented, Ms. Brooks will hold another Committee meeting in June. Ms. Brooks presented the following FY2027 proposed slate of officers:

President – Mr. Scott Jenkins
Vice President – Ms. Kate Trosch
Treasurer – Ms. Michelle Leasure
Secretary – Ms. Karin Battle
Member-at-large – Ms. Melody Hotek

Building Committee:

Mr. Jenkins reported that the RSW Regional Jail mowing detail is working very well. Carrier has completed several HVAC repairs, but there are concerns about the system's end of life. Ms. Grady said Carrier has projected that there are three to five years remaining on the HVAC system. Carrier is proposing a quote for segmented systems, which provide fail-safe operation and are more energy efficient. Mr. Mike Berry is leading a county roof assessment project, which includes the library's roof.

FOSL Report:

Ms. Devincentis reported that FOSL has 359 active members, 89 of whom are on automatic renewal. Ms. Molly Gentry is the new Board Secretary. Ms. Devincentis said FOSL is hosting a Hiking Series hosted by the Appalachian Trail and volunteers. The Annual Booksale is scheduled from November 12 through November 16, 2026. Volunteers are needed and welcome beginning on November 10, 2026. Ms. Devincentis is working on a volunteer email list. Ms. Grady and Ms. Hotek extended their appreciation to FOSL for their part in helping the library make it through the year.

Warren County Update:

Ms. Cullers announced that the FY2027 Budget is complete and that it has passed the vote. Ms. Cullers voiced her appreciation for the library's participation in the Tourism Committee. Ms. Cullers is pleased that the RSW Regional Jail mowing project is going well. Still, she cautioned that the project hinges on an appropriate workforce and is not always guaranteed to have inmates available to mow. Ms. Cullers has arranged for Dr. Martin to meet with Library personnel to discuss an MOA on Thursday, May 14, time to be determined.

Closed Session:

Ms. Hotek called for a motion to move into closed session. Ms. Richardson moved the Board of Trustees to go into Executive session in accordance with the Code of Virginia, Section 2.2-3711(A)(1) for the purpose of discussions regarding employee compensation. 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)(1) 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.

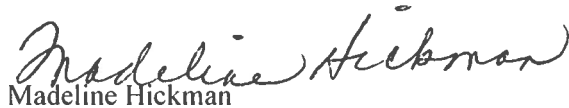
Mr. Jenkins moved that the Board direct the Finance Committee to execute a potential restricted donation, if and when it arrives, in concert with the Library Director and the Director of Operations regarding employee compensation. Mr. Kilby seconded. The vote passed.

Old Business:

Ms. Brooks advised attendees that the next Committee on Trustees meeting will be held at 5:30 p.m. on June 23, 2026.

The next Board of Trustees meeting will be held at 5:30 p.m. on July 13, 2026. With there being no further business, Ms. Hotek adjourned the meeting at 6:54 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Madeline Hickman".

Madeline Hickman

Secretary

Director's Report

May & June 2026



General Updates

- Staff from multiple departments participated in Free Comic Book Day at Main Street Geek, supporting a national literacy initiative that encourages reading through comics and community engagement.
- The Library sponsored and participated in the Freedom Flows Festival at Eastham Park, offering paper lantern crafts, colonial-era calligraphy, and historical games as part of Warren County's America 250 commemorations.
- The Library hosted its annual Silver Tea, an invitation-only event for donors, volunteers, and supporters that also served as the kickoff for the Race to the Finish fundraising campaign.
- Library staff participated in local Juneteenth celebrations, promoting library services while supporting the commemoration of this important chapter in American history.
- As part of Warren County's VA250 initiatives, the Library Director volunteered with the VA250 Mobile Museum and promoted Library programs connected to the nation's 250th anniversary.
- In June the Library had a manager's retreat that focuses on organizational goals and procedures going forward into the next fiscal year.

Facility

- Library management met with the county's project manager and is working to get an official quote from Carrier on a new HVAC system.
- There have been several new roof leaks that have popped up. The Roofing company has come out to address the issue.
- Mitchell Knight will be making several repairs on the premises related to the water shutoff for one of the outside waters spickets and to the PVC water setup in the Children's Garden that connects the building water to the irrigation system.

Usage & Services

- June stats were unavailable at the time of this report.
- Total circulation was up 1% in May over FY25
- Traffic count is showing an 8% decrease however we are still on par with overall over FY25. There have also been some sensor issues with the door count.
- Total patron count is up 3% over FY25
- Programming Attendance is still up 19% over FY25.
- Database use is up by 14% over FY25.
- Volunteer Hours are up over 11% over FY25

Programming Highlights

- Adult Programs: May and June featured a variety of author talks, educational presentations, wellness programs, and community partnerships. Highlights included author presentations by Steven Wright, discussing *The Weight I Carried: Hiking Through Grief and Healing on the Appalachian Trail*, and Derick Lugo, whose discussion of *An Unlikely Thru-Hiker* and *A Fabulous Thru-Hike* drew 52 participants. Outdoor recreation programming remained popular with a "How to Hike" workshop and travel-themed programming, including a virtual exploration of Greece led by local historian Tim French. The library continued its partnership with the Warren Heritage Society through the Third Thursday series, offering programs on preserving family memories and using trees to uncover local history. Additional offerings included the return of the popular Step It Up: Line Dancing program, a Sound Healing workshop, and a community movie night featuring the sing-along version of *Hamilton* at the Claude A. Stokes, Jr. Community Swimming Pool in partnership with Parks and Recreation and the Warren Heritage Society.

as part of local America 250 celebrations. We have also had over 150 registered for our America's 250th Reading Challenge.

- Youth & Teen Programs: May and June focused on literacy, science, history, and summer learning. May featured the popular Dig into Reading Magic Show, which drew 59 participants and helped build excitement for the upcoming Summer Reading Program. June marked the kickoff of this year's Summer Reading Program, *Unearth a Story*, with a variety of educational and interactive programs. Highlights included Colonial Games as part of local America 250 celebrations, STEM-focused activities such as *What's in My Lunchbox?*, *Digging Up Dinosaurs*, and *Magnetic Slime*, and the continued success of Homeschool Hub programming. Additional offerings included *Paws to Read*, a StoryWalk®, and the highly attended *Santa in the Summer Story Time*, which welcomed 91 participants. These programs provided opportunities for children and families to engage with literacy, science, history, and hands-on learning throughout the start of the summer season.



Figure 1 – Silver Tea



Figure 2 – Santa in Summer Storytime



Figure 3 – 250th Reading Challenge



Figure 4 - Juneteenth

Samuels Public Library

Board of Trustees upcoming dates

Finance Committee: Wednesday, August 12th @ 5:00 PM

Strategic Planning Committee: TBA

Development Committee: Wednesday, August 19th @5:00 PM

Committee on Trustees: TBA

Policy and Bylaws Committee: TBA

Committee on Trustees Meeting

June 23, 2026

The Committee reviewed committee assignments and made the following assignments for 2026-27:

Executive Committee

Scott Jenkins, President

Kate Trosch, Vice President

Karin Battle, Secretary

Michelle Leasure, Treasurer

Melody Hotek, Member-at-Large

Cheryl Cullers, Warren County Representative

Finance Committee

Michelle Leasure, Chair

Karin Battle

Scott Jenkins

Kate Trosch

Committee on Trustees

Lori Girard, Chair

Lisa Cobb

Gene Kilby

Joan Richardson

Development Committee

Melody Hotek, Chair

Lisa Cobb

Scott Jenkins

Ken Thurman

Strategic Planning Committee

Joan Richardson, Co-Chair

Bill Grewe, Co-Chair

Michelle Leasure

Lewis Moten

Representative to County Building Committee

Gene Kilby

Ex-Officio Members

Scott Jenkins to all committees as Board President

Erin Roon to all committees as Library Director, non-voting

Eileen Grady to Finance

Amy Hayes to Development

We have three Board openings and two new members coming in at the annual July meeting. The group acknowledged that we still need additional legal representation on the Board, as well as a South River person.



Finance Committee Meeting
June 3, 2026

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

Ms. Leasure called the meeting to order. Ms. Grady advised that Ms. Sayers and Ms. Hayes were present to participate in a discussion concerning the relationship of the Donor Emergency Fund to the website and paypal. With funding having been reinstated with the County, the Donor Emergency Fund becomes defunct on July 1, 2026 and any remaining balance in the account would be transferred to the Endowment Fund. All agreed that the best way forward was to transfer all monies from the Donor Emergency Fund to the Reserve Account to cover any budget shortfalls that might occur in July FY2027. This transfer must take place before the beginning of the new fiscal year.

For the website, it was agreed that the 'Thank You' notification would be deleted – along with the thermometer. It was also agreed that the section entitled "Learn More About Our Donor Emergency Fund" would be deleted and replaced with an update on FY2027 funding and needs – to include something about the "Race to the Finish".

For Paypal it was agreed that any "buttons" referencing the Donor Emergency Fund should be deleted. Ms. Hayes will send an email to all DEF recurring payment donors advising them of the change in fund status, while also explaining the continued need.

With this segment of the agenda completed, Ms. Sayers and Ms. Hayes left the meeting.

Discussion then turned back to budgetary issues. With the DEF Sitting at a bit over \$150,000, all agreed we should not pull 3% from the Endowment Fund on July 1, 2026. The Committee will continue to revisit this issue monthly.

Ms. Rooney and Ms. Grady then led a discussion concerning health insurance. There are currently restrictions in place for the Local Choice State provider that preclude our ability to reenter the plan under the County umbrella. Staff is comparing options and quotes, but know that the cost will go up at least 15 to 20%.

Discussion then ensued concerning reinstatement of staff hours lost in FY2026. The discussion resulted in staff being given the latitude to add where they see the greatest need, provided all additions/changes stay within budget. Staff advised that this can and will be accomplished through adjustment to line items in the FY2027 budget. Ms. Grady will provided an adjusted budget for the Annual Meeting on July 13th.



The next Finance Committee Meeting is scheduled to be held on July 8th at 5pm.

There being no further business to come before the Committee, Ms. Leasure called for adjournment.

Respectfully submitted,

Eileen Grady



Finance Committee Meeting
July 8, 2026

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

Ms. Leasure called the meeting to order. The Committee then reviewed all account balances. Ms. Grady advised that the County request for 1st quarter funds had been hand delivered on July 1, and that Ms. Rooney had received notice that the first quarter for State Aid would be received on July 19th. Ms. Grady advised that she believes that the existing funds in the Operating and Reserve Account should see us through until one or both of the above referenced disbursements are received.

Discussion then took place concerning the Budget vs. Actual report. Mr. Jenkins questioned why the copier expenses exceed copier income. Staff advised that copier expenses include monthly rental payments for the large staff copier as well as the public copier. They also advised that we periodically review what is charged for copies, but the last review did not support increasing cost to the public, and that this should be viewed as a public service. Staff will once again look into what other like operations are charging for this service. A question was raised concerning the Thompspon Trust. Ms. Grady explained the genesis of this gift, and further indicated that it is intended to enhance library operations each year. Another question arose concerning the 'shortfall' of FOSL donations. Staff explained that two additional donations were made totaling \$5,500 – but that these donations were recorded in the Reserve Account for Taste for Books sponsor and Silver Tea sponsor.

The Committee then moved on to discussion of the FY2027 Revised Budget. The largest change to the budget was adjusting the requested County funding to the actual County funding.

Revisions were also needed to reflect the increased cost of Health Insurance and some personnel modifications. Staff looked for expense savings to handle the changes, but with a \$30,000 increase in Health Insurance it was still necessary to add to the "Library Funds" line.

Mr. Jenkins questioned where Business Sponsors appear in the budget. Ms Grady advised that currently those funds are placed in the Reserve Account, but this matter along with other recurring donations should be discussed when moving forward with the FY2028 Budget preparation.

The Committee agreed that this revised FY2027 Budget should be submitted to the Board for approval.



Ms. Rooney then advised the Committee that Virginia was instituting a new Family Medical Leave program that would take effect in 4th quarter FY2028. There will be potential cost involved for the Library – so this item should also stay in our sights when working on the FY2028 Budget.

Ms. Grady indicated that she and Ms. Rooney had a meeting with a potential new 401K provider. Both indicated that the online interface was more intuitive, and that the product appeared to offer time savings for staff, and small dollar savings in yearly fees. All agreed that they would be willing to view the presentation – a potential date of 8/29/2026 was set. Ms. Rooney will arrange the visit and let the presenter know that he will have 20 minutes followed by 10 to 15 minutes for Q&A.

The Committee then discussed the Personnel Policy changes that Ms. Battle had sent out. It was agreed that this document should be routed through the Policy Review Committee first. Ms. Battle asked what other benefits might we be able to offer staff and incorporate into the policy. Much discussion ensued and it was agreed that staff will be offered the opportunity to weigh in on this subject.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
July 2025 through June 2026
(with Monthly detail for April, May, June)

100%
(Targeted % of Budget for 12 months)
Not Final

							TOTAL				
	Apr 26	Budget	May 26	Budget	Jun 26	Budget	Jul '25 - Jun 26	Budget	% of Budget		
Income											
4000 · Investment Account Funding	0.00		0.00		0.00		32,483.65	30,000.00	108.3%		
1061 · Donor Emergency Fund Transfer	0.00	0.00	150,000.00	0.00	113,894.93	0.00	673,894.93	1,163,642.00	57.9%		
4005 · Reserve Fund Transfer	75,000.00	0.00	111,000.00	0.00	75,000.00	0.00	521,000.00	0.00	100.0%		
4020 · County Appropriation	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	100.0%	complete	
4050 · State Aid	62,489.01	61,642.25	0.00	0.00	0.00	0.00	247,415.76	246,569.00	100.3%	complete	
4060 · Other Grants/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	9,516.00	8,195.00	116.1%	e-rate complete	
4110 · Copier Income	855.02	1,400.00	876.10	1,200.00	1,115.75	900.00	13,124.61	11,750.00	111.7%		
4120 · Interest Income	83.89	450.00	153.19	375.00	121.08	250.00	1,864.50	4,000.00	46.6%		
4140 · Donations	407.55	500.00	614.60	400.00	72.25	400.00	10,904.42	6,000.00	181.7%	many memorial gifts & donation box gifts	
4146 · FOSL Donations	0.00	0.00	700.00	0.00	0.00	0.00	19,976.83	25,000.00	79.9%	FOSL donated \$5,500 to sponsor Taste for Books and Silver	
4147 · Adult Dept Donations	0.00	0.00	2,000.00	0.00	0.00	500.00	5,802.00	1,000.00	580.2%	primarily SamiCon income	
4149 · Community Outreach Income	0.00	0.00	0.00	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	7,360.05	0.00	0.00	0.00	7,360.05	0.00	100.0%		
4160 · Children's Programs Donations	717.00	0.00	0.00	0.00	0.00	0.00	19,417.00	6,000.00	323.6%	numerous grants received	
4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	0.00	250.00	2,500.00	10.0%		
4171 · Book Sales - Amazon	0.00	50.00	0.00	65.00	0.00	25.00	0.00	600.00	0.0%		
4175 · Retail Income	26.50	75.00	62.75	50.00	67.00	50.00	655.25	750.00	87.4%		
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.0%		
4210 · Fines Income	541.25	750.00	745.90	750.00	804.82	750.00	9,045.25	9,000.00	100.5%		
4215 · FAX Service	20.00	50.00	15.25	50.00	15.39	50.00	319.43	500.00	63.9%		
4220 · Replacement Costs	538.18	700.00	524.44	800.00	931.83	500.00	7,589.46	8,000.00	94.9%		
4230 · Nonresident Fees	25.00	10.00	45.00	10.00	55.00	20.00	250.00	175.00	142.9%		
4250 · Interlibrary Loan Chgs	5.00	10.00	5.00	10.00	5.00	10.00	40.00	100.00	40.0%		
4700 · Misc Income	94.17	10.00	-203.49	10.00	-32.11	0.00	-299.30	100.00	-299.3%		
Total Income	140,802.57	65,647.25	273,898.79	3,720.00	192,050.94	3,455.00	1,681,504.28	1,531,881.00	109.8%		

Samuels Library, Inc.
Budget vs. Actual
July 2025 through June 2026
(with Monthly detail for April, May, June)

100%
(Targeted % of Budget for 12 months)
Not Final

							TOTAL				
	Apr 26	Budget	May 26	Budget	Jun 26	Budget	Jul '25 - Jun 26	Budget	% of Budget		
Expense											
6000 · Salaries	68,991.59	70,000.00	67,647.42	70,000.00	169,149.61	70,000.00	916,950.82	840,000.00	109.2%	includes \$100K in bonuses from anonymous donor	
6040 · Retirement Funding/Current	3,115.45	2,925.00	3,060.39	2,925.00	3,250.30	2,925.00	38,849.98	35,000.00	111.0%		
6050 · FICA SS/Med Payroll Tax Expense	5,529.38	5,355.00	5,354.67	5,355.00	13,095.67	5,355.00	70,244.05	64,260.00	109.3%		
6060 · Unemployment Tax Expense	11.67	50.00	7.92	50.00	12.61	50.00	211.01	600.00	35.2%		
6080 · Hospitalization Expense	9,985.94	12,000.00	9,985.94	12,000.00	12,428.22	12,000.00	123,069.27	144,000.00	85.5%		
6090 · Travel/Administrative Costs	258.05	2,000.00	198.39	300.00	54.09	300.00	7,123.04	7,500.00	95.0%		
6091 · Development Travel/Admin Exp	0.00	300.00	0.00	200.00	145.00	300.00	4,615.03	4,000.00	115.4%		
6200 · Books/Materials	9,240.09	9,000.00	8,021.27	8,000.00	11,379.09	8,000.00	104,975.16	95,000.00	110.5%		
6235 · Databases	0.00	900.00	5,778.29	0.00	0.00	5,450.00	12,782.29	13,500.00	94.7%		
6250 · Subscriptions	0.00	25.00	110.99	1,200.00	2,748.98	2,000.00	4,834.25	7,200.00	67.1%	to be reviewed for FY2027	
6280 · Library Supplies	2,197.25	1,000.00	1,047.00	950.00	2,759.97	150.00	11,090.04	10,000.00	110.9%		
6300 · Internet Access Charges	975.76	400.00	400.00	400.00	400.00	400.00	5,393.76	5,200.00	103.7%		
6410 · Special Projects	0.00	0.00	0.00	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	202.79	450.00	855.88	400.00	47.97	300.00	8,168.77	4,000.00	204.2%	SamiCon, Christmas Open House, Public Forums, etc.	
6420 · Childrens/Special Programs	174.39	100.00	4,304.14	1,240.00	3,127.54	1,000.00	15,352.69	6,000.00	255.9%		
6430 · Adult Programs	30.38	0.00	917.28	500.00	16.65	500.00	3,029.98	2,000.00	151.5%		
6610 · Contractual Services	60.00	3,500.00	900.00	860.00	3,551.44	2,160.00	15,590.42	17,500.00	89.1%		
6620 · Maint. Supplies/Small Equip.	710.42	900.00	1,118.64	800.00	704.00	850.00	10,355.61	9,500.00	109.0%		
6630 · Building Maintenance-repair/rep	3,519.86	5,600.00	9,568.20	3,000.00	63.76	3,000.00	29,174.49	51,400.00	56.8%		
6632 · Lease Expense	0.00	0.00	0.00	0.00	1.00	0.00	1.00	1.00	100.0%		
6640 · Furniture	263.20		0.00		0.00		263.20	0.00	0.0%		
6641 · Story Walk	0.00	400.00	30.00	150.00	0.00	150.00	2,545.78	2,500.00	101.8%	balance of grant from Rotary recd 5/25 -spent FY26	
6710 · Insurance	0.00	0.00	0.00	0.00	59.00	0.00	6,624.00	6,300.00	105.1%		
6720 · Utilities	6,425.54	6,000.00	0.00	5,000.00	11,357.36	7,500.00	74,241.12	75,000.00	99.0%		
6810 · Postage	10.99	11.00	185.34	11.00	0.00	379.00	2,170.40	2,500.00	86.8%		
6820 · Telephone	513.39	230.00	246.85	230.00	251.29	230.00	2,795.31	2,750.00	101.6%		
6830 · Office Expenses/Supplies	676.45	800.00	552.47	1,000.00	503.08	400.00	4,765.09	6,000.00	79.4%		

Samuels Library, Inc.
Budget vs. Actual
July 2025 through June 2026
(with Monthly detail for April, May, June)

100%
(Targeted % of Budget for 12 months)
Not Final

							TOTAL				
	Apr 26	Budget	May 26	Budget	Jun 26	Budget	Jul '25 - Jun 26	Budget	% of Budget		
6840 · PR & Advertising	98.61	100.00	37.03	100.00	0.00	125.00	1,582.77	1,500.00	105.5%		
6850 · Copier Expense	1,503.32	1,000.00	1,065.95	1,000.00	1,198.55	1,000.00	14,279.34	12,000.00	119.0%		
6860 · Audit Expense	0.00		0.00		0.00		16,223.00	16,000.00	101.4%		
6900 · Computer Equipment	20.00	0.00	4,953.18	0.00	0.00	0.00	21,597.29	23,500.00	91.9%		
6905 · Computer Maintenance & Supplies	372.19	500.00	2,185.51	1,250.00	0.00	250.00	10,429.98	11,000.00	94.8%		
6906 · Hot Spots	0.00	0.00	600.00	750.00	0.00	0.00	2,092.80	2,350.00	89.1%		
6955 · Library Automation System	0.00	0.00	0.00	0.00	0.00	0.00	22,257.52	22,000.00	101.2%		
6962 · RFID	0.00	0.00	0.00	1,800.00	0.00	0.00	4,649.67	4,300.00	108.1%		
6963 · SAMS	3,214.75	0.00	0.00	0.00	0.00	0.00	3,214.75	3,400.00	94.6%		
6964 · SenSource	420.00	400.00	0.00	0.00	0.00	0.00	420.00	400.00	105.0%		
6966 · Firewall Hardware/Software	150.00	1,500.00	3,040.50	500.00	5,749.34	0.00	13,617.34	9,820.00	138.7%	migration to Hper-V, will save in the long run	
6969 · Reading Program Software	0.00	0.00	0.00	0.00	0.00	0.00	1,148.24	1,500.00	76.5%		
6970 · Web Calendar	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.0%		
6972 · Cloud Storage	104.48	100.00	88.29	100.00	0.00	100.00	1,054.02	1,200.00	87.8%		
6973 · Mobile App	0.00	0.00	0.00	0.00	0.00	0.00	2,200.35	2,200.00	100.0%		
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0%		
Total Expense	118,775.94	125,546.00	132,261.54	123,071.00	242,054.52	126,874.00	1,627,115.52	1,532,381.00	106.2%		
No Mellon Expenses included in this report.											

Proposed Budget FY2027

Revised

Income:				
	Actuals	Actuals	Budget	Budget
	FY2024	FY2025	FY2026	FY2027
Local, State and Federal Funding	\$ 1,276,586.71	\$ 1,277,565.00	\$ 254,764.00	\$ 1,288,186.00
Library Funds	\$ 101,518.67	\$ 178,257.36	\$ 1,254,016.00	\$ 254,449.00
Donated Funds	\$ 66,812.99	\$ 32,500.00	\$ 40,500.00	\$ 38,500.00
Miscellaneous Income	\$ 36,117.08	\$ 37,750.00	\$ 34,475.00	\$ 34,595.00
Income Total	\$ 1,481,035.45	\$ 1,526,072.36	\$ 1,583,755.00	\$ 1,615,730.00
Expenditures:				
	Actuals	Actuals	Budget	Budget
	FY2024	FY2025	FY2026	FY2027
Salaries/Payroll Items	\$ 941,339.43	\$ 1,046,571.90	\$ 1,096,860.00	\$ 1,160,440.00
Books/Related Items	\$ 173,450.24	\$ 152,700.00	\$ 148,200.00	\$ 146,900.00
Buildings/Ground/ Maintenance Related	\$ 24,548.48	\$ 87,533.83	-	-
County Building Maintenance			\$ 76,450.00	\$ 62,450.00
Other Operational Expenses	\$ 139,216.30	\$ 103,755.78	\$ 135,700.00	\$ 95,700.00
Office Expenses	\$ 46,472.60	\$ 44,638.31	\$ 40,750.00	\$ 39,300.00
Library Technology	\$ 39,645.13	\$ 40,073.05	\$ 35,295.00	\$ 34,920.00
Technology Replacements for FY2026	\$ 24,281.05	\$ 18,739.92	\$ 28,000.00	\$ 53,520.00
Automated Systems	\$ 43,015.04	\$ 900.00	\$ 22,500.00	\$ 22,500.00
Total Expenditures	\$ 1,431,968.27	\$ 1,494,912.79	\$ 1,583,755.00	\$ 1,615,730.00

Proposed Budget FY2027

Revised

Income					
	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Warren County	\$ 1,024,000.00	\$ 1,024,000.00	\$ -	\$ 1,024,000.00	
State Aid	\$ 231,561.22	\$ 248,565.00	\$ 246,569.00	\$ 257,886.00	5%
Federal Funds (E-Rate, ARPA)	\$ 21,025.49	\$ 3,360.00	\$ 8,195.00	\$ 6,300.00	-23%
Local, State and Federal Funding	\$ 1,276,586.71	\$ 1,275,925.00	\$ 254,764.00	\$ 1,288,186.00	406%
Donation Income	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Friends of Samuels Library	\$ 40,500.00	\$ 33,270.69	\$ 25,000.00	\$ 25,000.00	0%
Children's Program Donations	\$ 9,140.00	\$ 11,500.00	\$ 6,000.00	\$ 6,000.00	0%
Story Walk	\$ 500.00	\$ 3,250.00	\$ 2,500.00	\$ 500.00	-80%
Adult Program Donations	\$ 2,500.00	\$ 645.53	\$ 1,000.00	\$ 1,000.00	0%
Misc. Donations	\$ 14,172.99	\$ 31,856.45	\$ 6,000.00	\$ 6,000.00	0%
Donated Funds Total	\$ 66,812.99	\$ 80,522.67	\$ 40,500.00	\$ 38,500.00	-5%
Miscellaneous Income	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Fines	\$ 8,651.37	\$ 8,829.00	\$ 9,000.00	\$ 9,000.00	0%
Copier	\$ 11,899.15	\$ 12,708.53	\$ 11,750.00	\$ 12,000.00	2%
Amazon Book Sales	\$ 1,041.92	\$ 632.07	\$ 600.00	\$ -	-100%
Replacement Costs	\$ 7,084.87	\$ 8,808.83	\$ 8,000.00	\$ 8,000.00	0%
Retail Income	\$ 969.45	\$ 952.94	\$ 750.00	\$ 750.00	0%
Interest	\$ 4,566.46	\$ 4,470.84	\$ 3,000.00	\$ 4,200.00	40%

Proposed Budget FY2027

Revised

Meeting Room Income	\$ 960.00	\$ 386.00	\$ 500.00	\$ 500.00	0%
FAX Service	\$ 557.78	\$ 390.20	\$ 500.00	\$ 500.00	0%
Non Resident Fees	\$ 165.00	\$ 200.00	\$ 175.00	\$ 175.00	0%
Inter Library Loans	\$ 165.00	\$ 65.00	\$ 100.00	\$ 175.00	75%
Miscellaneous	\$ 56.90	\$ 29.29	\$ 100.00	\$ 100.00	0%
Miscellaneous Income Total	\$ 36,117.90	\$ 37,472.70	\$ 34,475.00	\$ 34,595.00	0%
Library Funds	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Reserve Fund Transfer	\$ 75,000.00	\$ 149,400.10	\$ 8,000.00	\$ 8,000.00	0%
\$4,000 for Development & \$4,000 for Community Outreach					
Endowment Account 3%	\$ 26,518.67	\$ 28,857.26	\$ 30,000.00	\$ 30,000.00	0%
Library Funds to Balance			\$ 1,216,016.00	\$ 216,449.00	-82%
Library Funds Total	\$ 101,518.67	\$ 178,257.36	\$ 1,254,016.00	\$ 254,449.00	-80%

Proposed Budget FY2027

Revised

Salaries & Payroll	Actuals	Actuals	Budget	Budget	Percent	
	FY2024	FY2025	FY2026	FY2027	Change	
Employee Salaries	\$ 737,956.17	\$ 799,946.93	\$ 840,000.00	\$ 869,000.00	3%	
Social Security	\$ 56,453.66	\$ 61,195.94	\$ 64,260.00	\$ 66,190.00	3%	
Unemployment Ins.	\$ 865.27	\$ 319.44	\$ 600.00	\$ 250.00	-58%	
Medical/Dental Ins.	\$ 104,117.45	\$ 136,630.44	\$ 144,000.00	\$ 175,000.00	22%	*
Travel/Memberships	\$ 5,201.34	\$ 9,594.86	\$ 7,000.00	\$ 7,000.00	0%	
Development Expenses	\$ 4,517.53	\$ 2,838.02	\$ 4,000.00	\$ 4,000.00	0%	
Retirement Funding	\$ 32,228.01	\$ 36,046.27	\$ 37,000.00	\$ 39,000.00	5%	
Total Salaries	\$ 941,339.43	\$ 1,046,571.90	\$ 1,096,860.00	\$ 1,160,440.00	6%	
Books & Related	Budget	Budget	Budget	Budget	Percent	
	Actuals	Actuals	FY2026	FY2027	Change	
Books/Materials	\$ 110,496.28	\$ 104,322.90	\$ 95,000.00	\$ 95,000.00	0%	
Internet Charges	\$ 5,160.09	\$ 5,112.09	\$ 6,000.00	\$ 5,200.00	-13%	
Databases	\$ 16,659.78	\$ 13,901.89	\$ 13,500.00	\$ 13,500.00	0%	
Newspapers/Magazines	\$ 4,995.92	\$ 12,259.16	\$ 7,200.00	\$ 7,200.00	0%	
Library Srvcs/Supplies	\$ 10,566.75	\$ 7,231.02	\$ 10,000.00	\$ 9,500.00	-5%	
Special Projects	\$ 11,249.52	\$ 7,452.25	\$ 4,500.00	\$ 4,500.00	0%	
Community Outreach	\$ 5,060.78	\$ 5,202.01	\$ 4,000.00	\$ 4,000.00	0%	
Children's Programs	\$ 6,911.29	\$ 9,552.64	\$ 6,000.00	\$ 6,000.00	0%	
Adult Programs	\$ 2,349.83	\$ 2,586.53	\$ 2,000.00	\$ 2,000.00	0%	
Story Walk			\$ 2,500.00	\$		
Total Books	\$ 173,450.24	\$ 167,620.49	\$ 148,200.00	\$ 146,900.00	-1%	
*rate increase plus addition of two employees to the medical benefits package						

Proposed Budget FY2027

Revised

County Building Maintenance					
	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Contractual Services	\$ 13,837.38	\$ 15,131.12	\$ 14,600.00	\$ 15,500.00	6%
Building Maintenance					
Grounds		\$ 1,140.00	\$ 10,400.00	\$ 3,400.00	-67%
Electrical	\$ 1,140.00	\$ 2,455.00	\$ 15,000.00	\$ 12,000.00	-20%
Roof		\$ 2,200.00	\$ 7,500.00	\$ 7,500.00	0%
Door Repairs		\$ 2,334.20	\$ 3,500.00	\$ 3,500.00	0%
Plumbing			\$ 6,000.00	\$ 5,000.00	-17%
Fire Suppression Inspection		\$ 2,050.00	\$ 3,450.00	\$ 2,050.00	-41%
Fire Extinguisher Inspection			\$ 1,000.00		
Misc Maintenance	\$ 2,769.10	\$ 10,200.00	\$ 2,500.00	\$	
HVAC Maintenance	\$ 6,802.00	\$ 15,902.46	\$ 12,500.00	\$ 13,500.00	8%
New Flooring		\$ 14,750.00			
Bathroom Reno & Painting		\$ 21,371.05			
County Building Maintenance	\$ 24,548.48	\$ 87,533.83	\$ 76,450.00	\$ 62,450.00	-18%
Other Operational Exp					
	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Insurance	\$ 6,216.77	\$ 6,049.19	\$ 6,200.00	\$ 6,200.00	0%
Utilities	\$ 84,247.91	\$ 61,717.73	\$ 80,000.00	\$ 80,000.00	0%
Custodial Services	\$ 39,862.50	\$ 25,375.00	\$ 40,000.00	\$ -	-100%
Supplies/Maint.	\$ 8,889.12	\$ 10,613.86	\$ 9,500.00	\$ 9,500.00	0%
Total Other Op Exp	\$ 139,216.30	\$ 103,755.78	\$ 135,700.00	\$ 95,700.00	-29%
Office Expense Items					
	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Postage	\$ 1,248.62	\$ 2,397.70	\$ 2,500.00	\$ 2,250.00	-10%
Telephone	\$ 2,813.40	\$ 2,777.61	\$ 3,000.00	\$ 2,800.00	-7%

Proposed Budget FY2027

Revised

Office Supplies	\$ 6,199.94	\$ 5,841.81	\$ 6,000.00	\$ 5,000.00	-17%
PR & Advertising	\$ 8,930.66	\$ 2,591.88	\$ 1,500.00	\$ 1,500.00	0%
Copier Expense	\$ 14,747.98	\$ 15,473.31	\$ 11,750.00	\$ 11,750.00	0%
Audit	\$ 12,532.00	\$ 15,556.00	\$ 16,000.00	\$ 16,000.00	0%
Total Office Expense	\$ 46,472.60	\$ 44,638.31	\$ 40,750.00	\$ 39,300.00	-4%

Proposed Budget FY2027

Revised

Library Technology Maintenance Costs					
	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Staff Computers	\$ 2,000.00	\$ 6,944.59	\$ 3,000.00	\$ 5,000.00	67%
Public Computers	\$ 4,821.32	\$ 8,800.72	\$ 6,000.00	\$ 2,500.00	-58%
Computer Lab	\$ -	\$ 273.64	Mellon Grant	Mellon Grant	
RFID	\$ 8,941.08	\$ 2,534.00	\$ 4,300.00	\$ 5,000.00	16%
(collection security/self check out)					
SAMS	\$ 3,214.75	\$ 3,214.75	\$ 3,400.00	\$ 3,500.00	3%
(public internet control/schedule software)					
Sensource	\$ 393.00	\$ 393.00	\$ 400.00	\$ 400.00	0%
Digital People Counter					
Web Calendar	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0%
Reading Program Software	\$ 995.00	\$ 1,069.75	\$ 1,495.00	\$ 1,495.00	0%
Capira Mobile	\$ 2,024.61	\$ 2,110.65	\$ 2,200.00	\$ 2,200.00	0%
(new mobile app for accessing the library)					
Talking Tech	\$ 2,901.00	\$ -	\$ -	\$ -	0%
(patron notification service)					
T-Mobile Hot Spots	\$ 5,324.65	\$ 1,365.74	\$ 2,500.00	\$ 2,500.00	0%
Firewall Contract	\$ 3,120.00	\$ 7,504.96	\$ 6,000.00	\$ 6,000.00	0%
Server Partitioned Back-Up	\$ 2,370.00	\$ 2,896.76	\$ 2,800.00	\$ 4,025.00	44%
Cloud Storage	\$ 1,539.72	\$ 964.49	\$ 1,200.00	\$ 300.00	-75%
Total Lib Tech	\$ 39,645.13	\$ 40,073.05	\$ 35,295.00	\$ 34,920.00	-1%
Technology Replacements	Actuals	Actuals	Budget	Budget	
	FY2024	FY2025	FY2026	FY2027	
	\$ 24,281.05	\$ 18,739.92	\$ 28,000.00	\$ 53,520.00	91%
Automated Systems					

Proposed Budget FY2027

Revised

	Actuals	Actuals	Budget	Budget	Percent
	FY2024	FY2025	FY2026	FY2027	Change
Library Automation	\$43,015.04	\$900.00	\$22,500.00	\$22,500.00	0%
Maintenance Fees					
Total Automated	\$ 43,015.04	\$ 900.00	\$ 22,500.00	\$ 22,500.00	0%



**Development Committee Meeting Minutes
Wednesday, June 17, 2026**

The Development Committee met on June 17, 2026 at Samuels Public Library.

In attendance were Scott Jenkins, Melody Hotek, Madeline Hickman, Lisa Cobb, Karin Battle, Kathy Hulley, Eileen Grady, and Amy Hayes. Erin Rooney was absent.

Mr. Jenkins called the meeting to order at 5:05 PM.

The April 15, 2026 meeting minutes were presented for approval. Ms. Cobb motioned to accept the meeting minutes as presented. Ms. Hickman seconded. The motion passed.

FOSL Report

Ms. Hulley provided an update on Friends of Samuels Library activities, including upcoming programs and outreach events.

Fundraising Activities

Ms. Hayes reported that A Taste for Books was a successful fundraiser. The event generated over \$40,000 – a record-breaking year for the fundraiser. The Committee discussed the event's positive outcomes and strong community support.

The committee discussed the June 14, 2026 Silver Tea event, which served as the kickoff for the Library's Race to the Finish fundraising raffle. The event provided an opportunity to thank supporters while introducing the fundraising initiative.

A discussion about the volume of outreach and fundraising events the Library hosted and participated in for FY 2026 ensued.

Race to the Finish

Ms. Hayes reported that ticket sales for the Race to the Finish campaign were going well. Prizes were donated, which included tickets to the Foxfield Fall Races, a Field & Main Gift Certificate, Guest Passes to the Museum of the Shenandoah Valley, One Round of Golf at Prince William Golf Course, and a Donahoe's Whimsical Flowers Gift Basket. The tickets are priced at \$2 each or 6 tickets for \$10. The winners of the raffle will be drawn on July 1 during the Library's Open House.

Electronics Recycling Fundraiser

Ms. Hayes discussed the ongoing Electronics Recycling Fundraiser. Community members can drop off electronics to be recycled at the library from June 15 – July 18. The fundraiser is hosted in partnership with Connect Computer Recycling (CCR), an organization that works with nonprofits to host electronics recycling fundraisers.

The proceeds CCR receives from recycling the electronics will be donated back to Samuels Library.

Next Chapter News

Ms. Hayes began a discussion about the Library's *Next Chapter News* Substack blog and its future direction. The Committee agreed that transforming *Next Chapter News* into a general library blog to reach a broader audience would be beneficial.

FY2026 Development Plan

Mr. Jenkins asked the Committee to review the FY2026 Development Plan to be ready to discuss any updates needed for the new fiscal year.

Ms. Cobb is going to help lead the discussion of the Development Plan in August.

The next Development Committee meeting will be on
Wednesday, August 19, 2026 at 5:00 PM.

With there being no further business, the meeting was adjourned.

Samuels Public Library
Strategic Planning Committee Meeting
June 9, 2026
Start Time: 5:35 p.m. End Time: 6:15 p.m.

Present: Joan Richardson, Chairperson; Erin Rooney, Library Director; Melody Hotek, President of the Board of Trustees; Members of the committee: Michelle Leasure, Trustee; Lewis Moten., Trustee.

Absent: Ed Richards, Trustee

Committee members reviewed the current strategic plan for Samuels Public Library including suggested changes proposed by committee members along with recent suggestions from Karin Battle, a Trustee. The committee approved the plan including the changes and voted to send the draft of the updated plan to the next Board of Trustees' meeting in July 2026 for Board approval.

Minutes submitted by Joan Richardson

FY 2025 - FY 2030

STRATEGIC PLAN



Updated annually by:
Samuels Public Library
Strategic Planning Committee

Approved by:
The Board of Trustees
2018, 2021, 2022, 2023, 2024, 2025



Samuels Public Library

Samuels Public Library's (Library) Strategic Plan is a road map for the Library's staff, management, and Board of Trustees (Board) as we strive to honor and enrich the deep and textured heritage of our community and its Library. As community needs evolve, the Library's capacity and ability to service those needs must also evolve; therefore, the plan will be reviewed and updated annually. This is only the beginning of what is possible. We look forward to working with the residents of Warren County.

Questions, comments, or suggestions about the Library or this plan, should be forwarded to:

Library Director, Erin Rooney
540-635-3153 | erooney@samuelslibrary.net



**330 E. CRISER RD
FRONT ROYAL
WARREN COUNTY
VIRGINIA
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 Library, Inc**

Date

**Signature of Library Director
Samuels Library, Inc**

Date



OUR MISSION

Samuels Public Library brings people, information, and ideas together to enrich lives and build community.

OUR VISION

Samuels Public Library (Library) is committed to providing the Warren County community with outstanding public library services that meet the needs of a broad range of customers. 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, 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 users to read, seek information, and speak freely as guaranteed by the First Amendment while keeping user 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, we strive to provide dynamic educational opportunities to all.

GOVERNANCE

GOAL: Samuels Public Library will be administered and governed by an informed, active and responsible Board of Trustees. 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 supports its Mission, Vision, Values, and goals; are knowledgeable about the community; and are 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 and to ensure that the committees' end products comport 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 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.

Objective F: The Board will conduct an annual performance evaluation of the Library Director.



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 and key community leaders and other funding sources as 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 Library Director or the Board President will provide updates as agreed upon to community leaders and stakeholders regarding library activities, sources of funding, and the use of said funding.
- 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 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.

FINANCIAL RESOURCES

GOAL: Samuels Public Library will seek a funding level that will allow implementation of the Library's goals and objectives.



Objective C: Each year at Staff Development Day Library employees will be encouraged to examine operations and offer suggestions for improvement to supervisors to insure 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 users 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 the 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.
- Since the Library facility is County-owned, Library staff will coordinate with the County's Building Maintenance Committee regarding building maintenance issues and repairs.

Objective E: The Board, along with the Library Director, will work closely with appropriate County personnel to include the Library facility in planning and funding capital improvements.



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 in order 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 persons with the qualifications and skills necessary to implement the duties and responsibilities of the job and/or be appropriately trained to do so.

- The Library will be a desired work place as evidenced by its employee retention rate. The Library will recruit high-quality candidates. 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 insure that the Library is able to attract and retain highly qualified staff.

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

- New 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 book store 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. Every effort will be made to 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: As specified in the Library's Collection Development Policy, Samuels Library will observe ALA's Library Bill of Rights and ALA's Freedom to Read statement. A copy of the Collection Development Policy can be found on the Library's website: www.samuelslibrary.net.

Objective C: The Library will seek funds from varied sources to grow and update collections throughout the Library.

Objective D: The Library will research and obtain collections outside of standard offerings; i.e. board games and State Park passes.



REFERENCE

GOAL: Citizens of Warren County will receive accessible, quality reference service supported by adequate and appropriate personnel, materials, and technologies.

Objective A: Reference assistance and bibliographic instruction will be available to all age groups. Both the Adult Reference Desk and the Youth Services Reference Desk will be staffed at all times.

Objective B: The Library will provide quality service by offering accurate information in response to user 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: Citizens of Warren County will have access to enriched, supplemented, and strengthened services through interagency cooperation and resource sharing.

Objective A: The Library will work and partner with schools, community organizations, and businesses to improve ways to share resources and access to quality service.



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 ADD and or those residents unable to come into the Library.

Objective B: The Library will 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 in an effort to foster life long learning.

Objective B: The Library will prioritize programs which introduce preschool and school age children to literature and that 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.

