

Williamsburg Regional Library Library Director's Report – April 2025

Building Project Updates:

Williamsburg Library: On April 10, City Council authorized the City Manager to enter into an interim agreement with Hourigan Construction to design and construct a new downtown Williamsburg Library. This agreement enables Hourigan to work with City and WRL staff, the WRL Board of Trustees, and the public to develop a final design for the project. The interim agreement is divided into two phases: Phase 1 is for public input, and Phase 2 is for design. The City agrees to pay Hourigan approximately \$27,000 for the first phase and, if City Council decides to move the project forward, approximately \$1.1 million for the second phase. The agreement does not obligate the City Council to proceed with the construction with this contractor.

James City County Government Center Library: On April 10, staff members from WRL and representatives from James City County, Henderson, Guernsey Tingle, and Clark Nexsen met to discuss concepts and programming for the new JCC library. The meeting included tours of staff and public areas of both library buildings and discussion about space layout of the new library.

James City County Library Playground: On March 25, the JCC Board of Supervisors authorized the contract award for the construction of the playground to GC Commercial. The purchase order for playground elements was issued on April 14.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- March 27 – 28: Virginia Public Library Directors Association Spring meeting (Harrisonburg, VA)
- April 3: WRL Volunteer Breakfast
- April 8: Library Week staff luncheon sponsored by the Board of Trustees
- April 9: Kiwanis Club of Williamsburg meeting
- April 10: Government Center Library design meeting and building tours
- April 15: Rockefeller Library Open House
- April 17: New Library Technology discussion with directors from Virginia Beach, Newport News, and Suffolk Public Libraries
- April 21: Field trip to Midlothian Library and The Forge (Makerspace) at the Science Museum of Virginia
- April 22: AARP Appreciation Breakfast
- April 23: WRL Board of Trustees meeting

Jurisdictional Meetings:

- April 4: Meet with City Manager Andrew Trivette
- April 7: City Council Work Session

- April 10: JCC Executive Leadership Team meeting
- April 10: City Council Meeting
- April 17: Meeting with JCC County Administrator Scott Stevens
- April 18: JCC Staff Service Awards

Upcoming Engagements & Meetings:

- April 24: City of Williamsburg leadership team meeting
- April 28: FWRLF Executive Committee meeting
- April 28: Kiwanis Club of Williamsburg Golf Tournament
- April 30: Work with Your Community to Collect, Preserve, and Share Local History (Library of Virginia webinar)
- May 2: Tidewater Area Library Directors meeting
- May 5: City Council Work Session
- May 8: City Council Meeting
- May 13: JCC Board of Supervisors Meeting
- May 15: JCC Executive Leadership Team meeting
- May 17: Best Friends (donor) Reception
- May 21: Virginia Library Directors virtual meeting
- May 22: FWRLF Governance Committee meeting
- May 23: FWRLF Finance Committee meeting
- May 27: FWRLF Board meeting

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting March 26, 2025

Stryker Center, Meeting Room 128

Attending: Nina Simone, Feather Foster, Grace Boone, Gene Bruss, Christopher Gareis, Theresa Owens, John Parman, Sam Sadler, Toni Sturdivant, Nicole Trifone, and Andrew Trivette.

Library Director Sandy Towers; library staff members Carrie Binsfeld, Benjamin Goldberg, Lisa Hilleary, Mark Lutner, Desiree Parker, Melissa Simpson, Ben Strohm, and Katherine Wilkins.

Absent: Randy Casey-Rutland, FWRLF President

Call to Order: Chair Simone called the meeting to order at 3:01 p.m.

Public Comment: None.

Mission Moment: Mr. Gareis expressed his appreciation in listening to an author talk as it provides insight into the cadence and voice of the writer, thus strengthening the connection to the material. Ms. Simone echoed this notion and elaborated on the power of collective narrative in bringing a community together. Ms. Sturdivant expressed her appreciation for bringing programs and services in the Grove Community.

Consent Agenda: Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The February 28, 2025 consent agenda was approved as written.

Chair's Report:

A. Committee Updates:

1. **Library Director Evaluation Committee:** Ms. Sturdivant shared she and Ms. Simone have met, and an outline will be presented for consideration at the April Board meeting.
2. **Nominating Committee:** Ms. Trifone reported the committee will meet following the Board meeting.
3. **Library Building Liaison Committee:** Ms. Simone shared the Committee, consisting of Mr. Gareis, Mr. Casey-Rutland, Mr. Westfall, Ms. Towers, Ms. Binsfeld and Ms. Simone, was formed to provide a unified voice to best represent the library's needs. Mr. Gareis serves as the Committee Chair and acts as the library liaison within the larger Library Building Evaluation Committee.

Mr. Gareis acknowledged since 2007 various space needs studies have concluded the need to replace the Williamsburg Library and add a third library to the regional system. The City of Williamsburg included funding in the FY 2024 Capital Improvements Plan for the initial design phase of a new Williamsburg Library building. Over the past year, the Library Evaluation Committee has reviewed proposals for the Williamsburg Library. At their March 12, 2025 meeting, the City of Williamsburg City Council authorized the City Manager and City Attorney to negotiate an Interim Agreement with Hourigan Construction for the design of the Williamsburg Library for consideration by City Council. Once the Interim Agreement is signed Hourigan will lead a public process to solicit input on key design questions. The

evaluation committee will work with the vendor on the design questions and the format to solicit public input. The design work completed under the interim agreement will result in a final price for construction for further consideration by the City Council. The goals for these meetings will be to build awareness, excitement, and public support for the library as well as receiving genuine input and feedback from the community.

Library Director's Report:

A. New JCC Library Building Update: Ms. Towers reported at their March 25, 2025 meeting, the James City County Board of Supervisors approved a change order to the Second Interim Agreement for the proposed consolidated Government Center at 5231 Longhill Road. The change order provides for the programming and schematic design for a public library as an addition to the current proposed Government Center. The resolution authorizes Henderson/Gilbane, a joint venture (HGJV) to conduct the programming and schematic design.

Ms. Towers directed the Board to the draft Support of System Expansion FAQ. This document is intended to answer questions the public may have about the two proposed library building projects.

B. JCCCL Playground Update: Ms. Towers reported that on March 25, 2025, the JCC Board of Supervisors awarded the contract for the construction of JCCCL Natural Playground to GC Commercial, Inc.

C. FY26 Proposed Budget Update: Ms. Towers shared James City County will share the finalized compensation plan later this spring.

D. Action Item: Fund Balance Appropriation – Network & Data Center Updates: Ms. Towers introduced Mark Lutner, Director of IT Services, who discussed the need for updates to the Network and Data Center.

Mr. Bruss moved to approve the proposed Fund Balance Appropriation – Network & Data Center Updates for \$325,000. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.

E. Action Item: Policy Review – Solicitation & Petitioning: Ms. Towers presented the amendments suggested after consultation with the Board and jurisdiction attorneys to the Solicitation & Petitioning Policy.

Mr. Parman moved to approve the proposed changes to the Solicitation & Petitioning Policy. Mr. Sadler seconded the motion; the motion was approved by a unanimous vote.

F. Reminders to the Board

1. Volunteer Appreciation Breakfast: The Volunteer Appreciation Breakfast will be held on Thursday, April 3, 2025, at 10:00 a.m. at the Stryker Center, Room 127.
2. National Library Week: National Library Week is the second week in April, beginning April 6.
3. National Library Workers Day Staff Luncheon: Board members are invited to attend the staff luncheon which is held in the staff lounges in each library. This Board-sponsored event will be on Tuesday, April 8, 2025, from 12 noon to 2:00 p.m.

MINUTES APPROVED 4/23/2025

Ms. Towers reported James City County Parks and Recreation offered the WRL Outreach team use of the Abram Frink Jr. Community Center in Grove on Mondays. Eletha Davis, Outreach Services Director, plans to focus on programming for seniors and early literacy.

Ms. Towers shared the technology updates of LibCal migration for Gab Bag and Explore Virginia reservations is live and going well. Room reservations via LibCal is anticipated to go live in April. The library's website will launch its transition to the new platform, Civic Plus, in August. The launch of the new Integrated Library System (ILS), Koha/Aspen, is anticipated to go live in October. The vendor requires a three-day system downtime for the transition preventing the use of the internet computers and catalog, including access in Libby. Thus, the library is anticipated to be closed Friday, October 10 through Sunday, October 12 for this transition. The new ILS system is anticipated to go live Monday, October 13.

Friends of WRL Foundation Updates: Ms. Foster attended the March 26, 2025 FWRLF Board meeting. Ms. Foster shared Saturday, May 17, 2025 at 2:00 p.m. the Best Friends Reception will be held at the Stryker Center. The Friends approved six Margin of Excellence grants at their board meeting. Cris Wineinger presented on how to begin building a rapport with potential donors and asking for donations.

City of Williamsburg Update: Mr. Trivette reported the City's budget will be released Monday, March 31, 2025.

James City County Update: Ms. Boone reported the JCC budget will be released March 28, 2025.

York County Update: Ms. Owens reported York County has released its budget which includes a tax increase. York County plans to adopt its budget May 6, 2025.

Other Business: None.

Adjournment: Ms. Simone moved to adjourn at 4:02 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

Board of Trustees of the Williamsburg Regional Library
Minutes of the Nominating Committee Meeting March 26, 2025
Stryker Center, Conference Room 113

Attending: Nicole Trifone, Grace Boone, and Gene Bruss

Call to Order: Committee Chair Trifone called the meeting to order at 4:10 p.m.

Public Comment: None.

Chair's Report: The committee discussed possible candidates to nominate to the Executive Board.

Adjournment: Ms. Trifone moved to adjourn at 4:15 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nicole Trifone, Nominating Committee Chair

April 11, 2025

To: WRL Board of Trustees
From: Carrie L. Binsfeld, Assistant Library Director
Subject: **March Financial Statement Analysis**

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Computer Replacement	\$45,000	\$59,407	132.0%	Windows 11 PC Upgrades Year-end budget transfer will be needed.
Computer Software & Supplies	\$75,000	\$77,164	102.9%	Microsoft Licensing Increase no longer receiving school discounts. Year-end budget transfer will be needed.
Library Board Expenses	\$7,500	\$8,133	108.4%	Reception for former Library Director and Staff Day recognition events

Percentage of year passed 75.0%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending March 31, 2025

EXPENDITURES	Amended Budget	FY 2025 Actual	Encumber	FY 2025 Total	% Spent & Encumbered
Compensation					
Salaries	4,183,290	2,817,659		2,817,659	67.4%
Wages	895,649	624,941		624,941	69.8%
FICA	388,539	254,162		254,162	65.4%
Virginia Retirement Systems	616,147	411,616		411,616	66.8%
Health Insurance	740,940	478,970		478,970	64.6%
Workers Comp Insurance & Unemploy	15,022	15,022		15,022	100.0%
VRS Group Life Insurance	57,724	32,841		32,841	56.9%
Fringe Benefits	14,387	9,223		9,223	64.1%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,832,759	1,201,833	0	1,201,833	65.6%
Subtotal	6,911,698	4,644,434	0	4,644,434	67.2%
Collection Materials					
Collection Materials	660,000	488,338	47,483	535,821	81.2%
Subtotal	660,000	488,338	47,483	535,821	81.2%
Operations					
Advertising	10,000	4,141		4,141	41.4%
Bank Fees	9,500	6,007		6,007	63.2%
Bindery	0	0		0	N/A
Building Maintenance	55,000	26,944	1,095	28,039	51.0%
Communications	40,000	23,143		23,143	57.9%
Computer Replacement	45,000	6,990	52,418	59,407	132.0%
Computer Software & Supplies	75,000	75,609	1,555	77,164	102.9%
Contractual Services	180,000	163,327		163,327	90.7%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,371	28,371		28,371	100.0%
Fund Balance Appropriations	615,480	241,635	178,357	419,992	68.2%
Human Resource Services	95,963	55,977		55,977	58.3%
Insurance	42,000	41,168		41,168	98.0%
Leases	40,000	33,715		33,715	84.3%
Legal/ Recovery Services	7,500	1,872		1,872	25.0%
Library Board Expenses	7,500	8,133		8,133	108.4%
Library Catalog & Website Services	170,000	154,797		154,797	91.1%
Library Programs	25,000	15,420		15,420	61.7%
Local Mileage	4,000	1,787		1,787	44.7%
Maintenance Supplies	18,000	13,119		13,119	72.9%
Memberships	9,000	8,219		8,219	91.3%
Miscellaneous	2,000	616		616	30.8%
Postage	17,000	10,768		10,768	63.3%
Printing	5,000	2,415		2,415	48.3%
Professional Services	16,000	14,400		14,400	90.0%
Software Maintenance	15,000	9,445		9,445	63.0%
Supplies	70,000	41,695	1,558	43,253	61.8%
Travel & Training	25,000	5,089		5,089	20.4%
User Refunds	0	174		174	N/A
Utilities	230,000	165,431		165,431	71.9%
Vehicle Services	20,000	10,632		10,632	53.2%
Subtotal	1,878,314	1,171,038	234,982	1,406,020	74.9%
TOTAL	9,450,012	6,303,809	282,466	6,586,275	69.7%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending March 31, 2025

REVENUE	Amended Budget	FY 2025 Received	Total Received	% Received
City of Williamsburg	1,085,316	813,987	813,987	75.0%
James City County	6,223,211	4,667,407	4,667,407	75.0%
York County	826,845	620,134	620,134	75.0%
State Aid	510,015	382,511	382,511	75.0%
Fund Balance	56,145	0	0	N/A
Lost Books	10,000	5,382	5,382	53.8%
Interest	45,000	63,771	63,771	141.7%
Copy Machines	35,000	27,906	27,906	79.7%
Other Library Revenue	10,000	10,417	10,417	104.2%
Meeting Room Use	33,000	21,742	21,742	65.9%
TOTAL	8,834,532	6,613,257	6,613,257	74.9%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	63,263	37,122		37,122
Friends of WRL Foundation	150,102	84,262	2,000	86,262
Library Grants	3,400	14,557		14,557
Program Services	4,944	3,483		3,483
Subtotal	221,709	139,424	2,000	141,424

Percentage of year past	75.00%
Payroll % of year past	75.00%

Board of Trustees of the Williamsburg Regional Library

April 23, 2025

James City County Library, Kitzinger Community Room

Agenda Item Summary

Item: 7D. – Action Item: Proposed FY 2026 WRL Holiday Schedule

PROPOSED
WRL HOLIDAY CLOSING SCHEDULE
July 1, 2025 – June 30, 2026

July 4, 2025	CLOSED. July 4 is a paid holiday (Independence Day)
Aug 31 - Sept 1, 2025	CLOSED. September 1 is a paid holiday (Labor Day)
Oct 10-12, 2025	CLOSED. Staff Recognition Event (Oct 10) New Catalog System Implementation (Oct 10-12)
Nov 11, 2025	CLOSED. November 11 is a paid holiday (Veterans Day)
Nov 26, 2025	OPEN 9-5. Day before Thanksgiving
Nov 27-28, 2025	CLOSED. Both are paid holidays (Thanksgiving Day and day after Thanksgiving)
Dec 24-25, 2025	CLOSED. December 24 and 25 are paid holidays (Christmas Eve and Christmas Day)
Dec 31, 2025	OPEN 9-5. New Year's Eve not a paid holiday
Jan 1, 2026	CLOSED. January 1 is a paid holiday (New Year's Day)
Jan 19, 2026	CLOSED. January 19 is a paid holiday (Dr. Martin Luther King, Jr. Day)
Feb 16, 2026	CLOSED. February 16 is a paid holiday (Presidents' Day)
April 5, 2026	CLOSED. Not a paid holiday (Easter Sunday)
May 24-25, 2026	CLOSED. May 25 is a paid holiday (Memorial Day)
June 19, 2026	CLOSED. June 19 is a paid holiday (Juneteenth)

Adopted by the WRL Board of Trustees on April 23, 2025

Williamsburg Regional Library March 2025 Snapshot

Library Visits

Williamsburg Library	29,055
James City County Library	15,573
Stryker Center	573
Total Visits	45,201

Williamsburg Library Circulation

Jurisdiction	WL Circulation	Percent of Total
City of Williamsburg	6,930	16%
James City County	28,206	67%
York County	6,758	16%
Other	406	1%
Total	42,300	

James City County Library Circulation

Jurisdiction	JCCL Circulation	Percent of Total
City of Williamsburg	1,192	4%
James City County	22,944	83%
York County	3,438	12%
Other	216	1%
Total	27,790	

Total Physical Circulation by Jurisdiction

Jurisdiction	Total Circulation	Percent of Total
City of Williamsburg	8,557	12%
James City County	53,011	73%
York County	10,301	14%
Other	624	1%
Total	72,493	

Digital Circulation

Jurisdiction	Digital Circulation	Percent of Total
City of Williamsburg	3,878	13%
James City County	21,083	72%
York County	4,061	14%
Other	400	1%
Total	29,422	

Williamsburg Regional Library Statistical Report — FY 2025 ~ March 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	6,930	28,206	6,758	313	42,207	377,848	11.5%
James City County Library	1,192	22,944	3,438	216	27,790	258,424	14.1%
Bookmobile*	252	841	80	46	1,219	11,044	21.9%
Adult - MLS*	183	1,020	25	49	1,277	12,329	15.4%
Digital Collection	3,878	21,083	4,061	400	29,422	247,901	10.5%
Monthly Total	12,435	74,094	14,362	1,024	101,915	907,546	12.1%
Percent of Monthly Total	12.20%	72.70%	14.09%	1.00%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	24,032	16,801	1,538	42,371	379,253	11.5%
James City County Library	13,207	13,882	887	27,976	259,673	14.3%
Bookmobile*	101	1,065	56	1,222	11,063	21.5%
Adult - MLS*	1,259	16	2	1,277	12,210	14.3%
Monthly Total	38,599	31,764	2,483	72,846	662,199	12.8%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	34,812	7,370	42,182	377,807	11.5%
James City County Library	21,300	6,494	27,794	258,294	14.1%
Bookmobile*	1,129	91	1,220	11,042	21.5%
Adult - MLS*	967	310	1,277	12,206	14.4%
Digital Collection	N/A	31,592	31,592	266,722	11.0%
Monthly Total	58,208	45,857	104,065	926,071	12.2%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	108,887	13,935	122,822	0.4%
James City County Library	73,743	13,148	86,891	-1.4%
Bookmobile*	4,207	938	5,145	-5.1%
Adult - MLS*	1,328	1,676	3,004	0.6%
Digital Collection***	0	43,526	43,526	5.4%
Total	188,165	73,223	261,388	0.5%

*** Digital Collection includes e-books and audio-books

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	10,019	90,306	-0.9%
James City County Library	6,605	59,357	-0.6%
Bookmobile*	74	934	-27.9%
Adult - MLS*	758	7,399	13.6%
Total	17,456	157,996	-0.4%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	7,784	-8.3%
James City County	36,462	-8.9%
York County	7,262	0.2%
Other ^	292	-17.0%
Total	51,800	-7.7%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ March 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	3,472	943	4,415	37,127	-7.4%
James City County Library	1,632	766	2,398	20,351	-11.5%
Stryker Center	42	0	42	1,524	-46.6%
Bookmobile	689	817	1,506	16,830	105.5%
Adult - MLS	760	N/A	760	7,853	-0.4%
Via Electronic	293	0	293	2,953	-37.1%
Monthly Total	6,888	2,526	9,414	86,638	-0.1%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	2,702	29,151	-2.2%	13,501	114,979	-7.5%
James City County Library	3,059	31,538	-0.5%	12,158	102,986	-18.9%
Bookmobile	439	4,181	17.7%	391	3,335	3.6%
Abram Frink	N/A	N/A	N/A	1,180	8,506	-18.3%
Total	6,200	64,869	-0.3%	27,230	229,806	-13.2%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	3,354	814	4,168	26,208	-10.7%
James City County Library	1,145	768	1,913	15,448	-10.5%
Stryker Center	162	96	258	4,269	35.8%
Bookmobile	27	2,768	2,795	25,622	28.9%
Adult MLS	257	0	257	3,255	31.7%
Outreach	0	903	903	4,443	-4.4%
Virtual Programming	188	0	188	1,447	3.4%
Monthly Total	5,133	5,349	10,482	80,692	3.2%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	851	7,759	10.2%
James City County Library	493	4,645	42.1%
Stryker Center	183	1,470	54.1%
Total	1,527	13,874	23.1%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	29,055	239,177	-3.7%
James City County Library	15,573	131,896	-9.0%
Stryker Center	573	6,964	-9.3%
Total	45,201	378,037	-5.7%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	31,903	300,290	-8.7%
Mobile App	13,392	108,799	36.4%
Total	45,295	409,089	0.1%