

Williamsburg Regional Library Library Director's Report – June 2025

Building Project Updates:

Williamsburg Library: 862 people responded to the survey about the proposed new Williamsburg Library building. The Hourigan Tymoff + Moss Architects team will share the results of the surveys with the Library Building Evaluation Team on June 27.

James City County Government Center Library: At their June 10 meeting, the James City County Board of Supervisors approved the Special Use Permit for the government office building and public library on Longhill Road. Members of the WRL leadership team continue to meet twice a month with the design team for the proposed Government Center Library. Public Information sessions are scheduled for July 7 and 9 at the James City County Recreation Center.

James City County Library Playground: Preparation for construction is progressing. We expect to have our first construction meeting with GC Commercial in late June or July.

James City County Library Staff Area Renovation: Carrie Binsfeld and I met with the architectural team at Guernsey Tingle to discuss staff area renovations at JCCL.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- May 28: WRL Board of Trustees meeting
- June 6: Tidewater Area Library Directors meeting
- June 18: Williamsburg Kiwanis meeting

Jurisdictional Meetings:

- May 29: JCC Executive Leadership Team meeting
- May 30: Meeting with York County Administrator Mark Bellamy and Assistant County Administrator Susan Goodwin
- June 3: Meeting with Guernsey Tingle regarding JCCL Staff Area Renovations
- June 4: JCC Government Center Library meeting
- June 5: Williamsburg Library project survey meeting
- June 9: City Council Work Session
- June 10: JCC Board of Supervisors meeting
- June 11: Meeting with Williamsburg City Manager Andrew Trivette
- June 11: Meeting with JCC Administrator Scott Stevens
- June 12: JCC Executive Leadership Team meeting
- June 12: Williamsburg City Council meeting
- June 13: JCC My Place Playground Ribbon Cutting
- June 17: Greater Williamsburg Sports and Events Center Tour

- June 18: JCC Government Center Library meeting

Upcoming Engagements & Meetings:

- June 21: WRL Outreach Event – Healthy Cooking
- June 24: Kiwanis Club of Toano presentation
- June 24: JCC Board of Supervisors business meeting
- June 25: Meeting with York County Administrator Mark Bellamy and Assistant County Administrator Susan Goodwin
- June 26: City of Williamsburg leadership team meeting
- June 26: JCC Executive Leadership Team meeting
- June 30: FWRLF Executive Committee meeting
- June 30: Town Hall meeting with Barbara Null and Mike Hipple
- July 2: JCC Government Center Library meeting
- July 7: JCC Government Center Library Public Information session
- July 7: Williamsburg City Council meeting
- July 8: JCC Board of Supervisors meeting
- July 9: Library of Virginia Author Presentation – Alan Pell Crawford
- July 9: JCC Government Center Library Public Information session
- July 10: JCC Executive Leadership Team meeting
- July 10: Williamsburg City Council meeting
- July 16: JCC Government Center Library meeting
- July 17: FWRLF Governance Committee meeting
- July 21: FWRLF Finance Committee meeting
- July 22: FWRLF Board meeting
- July 22: JCC Board of Trustees business meeting
- July 24: JCC Executive Leadership Team meeting
- July 30: JCC Government Center Library meeting
- July 31: City of Williamsburg leadership team meeting
- Aug 11: Williamsburg City Council work session
- Aug 14: JCC Executive Leadership Team meeting
- Aug 14: Williamsburg City Council meeting
- Aug 27: Philanthropic Educational Organization (PEO) presentation
- Aug 27: WRL Board of Trustees meeting

Board of Trustees of the Williamsburg Regional Library

**Minutes of Board Meeting on May 28, 2025
Stryker Center, Meeting Room 128**

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

Friends of WRL Foundation (FWRLF) President Randy Casey-Rutland and Library Director Sandy Towers; library staff members Carrie Binsfeld, Benjamin Goldberg, Lisa Hilleary, Desiree Parker, Ben Strohm, and Katherine Wilkins.

Absent: Feather Foster and Andrew Trivette

Call to Order: Chair Simone called the meeting to order at 3:00 p.m.

Public Comment: None.

Mission Moment: Ms. Simone attended the KidLit Festival in May, commenting on various fun activities highlighting her daughters' excitement at having their caricatures drawn. Mr. Casey-Rutland attended the two May community feedback sessions hosted by the City of Williamsburg. He commented on how well-attended each session was and the willingness of the participants to engage. Mr. Sadler agreed with Mr. Casey-Rutland and added it was a good way to introduce the community to possibilities for the Williamsburg Library building and to answer questions about the library. Mr. Sadler underlined the need to communicate to the broader community how long the library building projects have been in the City's and James City County's Capital Improvement Plans (CIP). Mr. Gareis shared he was pleased with the cross-section of the community that attended. Mr. Gareis reported hundreds of survey responses have been received.

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

Chair's Report:

A. June Board Meeting Date: Ms. Simone asked the Board if the June Board meeting date could be rescheduled to Wednesday, June 18. Following discussion, the date of the next meeting will be Wednesday, June 18, 2025, 3:00 p.m. at the Stryker Center, Room 128.

B. Action Item: Slate of Officers: On behalf of the Nominating Committee, Ms. Trifone presented the following Slate of Officers for consideration:

- Nina Simone, Chair
- Toni Sturdivant, Vice Chair
- Feather Foster, Secretary

On behalf of the Committee, Ms. Trifone moved to approve the proposed Slate of Officers. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

C. Committee Updates:

1. Library Director Evaluation Committee: Ms. Sturdivant reported the committee will update the Board during today's closed session.

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2. Library Building Liaison Committee: Mr. Gareis shared Hourigan Construction held two community input sessions on May 15 and May 20 on the Williamsburg Library building project. The format included an Introductory video and 5 stations for discussion of Placement of the building on the city block, Parking, Exterior Architectural Design, and Library Programming. Surveys were available at the input sessions and on the WRL website. Survey responses were accepted May 15-30.

Library Director's Report:

- A. JCC Government Center (GC) Library Update:** Ms. Towers shared the timelines of the James City County (JCC) GC project and the addition of a branch library into the project. James City County (JCC) has requested a similar format for offering community information sessions regarding the potential JCC GC library building project and library staff are beginning to plan for the sessions. The localities are at different points in the CIP process and it is possible the JCC GC library could be built before the Williamsburg Library building project is completed. This could benefit library users during the Williamsburg Library construction phase as it provides a venue to offer additional services.

Ms. Towers shared a presentation about the Williamsburg Regional Library she gave to the JCC Board of Supervisors at their May 27, 2025 meeting. Ms. Towers referred to the previously shared Support for WRL Building Projects document for the vision of each library having a unique identity in the community. The proposed new Williamsburg Library is envisioned as a cultural hub, featuring a theatre that hosts a rich variety of community-focused cultural programming. The planned library at the JCC GC will offer a range a creative spaces, both high-tech and low-tech, where users of all ages can engage in collections, programs, and services such as 3D printing, robotics, podcasting, and textile arts. The JCCL will remain the family-centered hub of the system, anchored by its popular Kiwanis Kids Idea Studio and natural playground that invite learning through play.

The Board discussed how they can advocate for the importance of maintaining a regional library system and promote the construction of two libraries.

Ms. Towers announced the dates for the two community information sessions for the JCC GC library. The first is scheduled Monday, July 7 from 2:30-5:00 p.m. and the second is Wednesday, July 9 from 4:30-7:00 p.m. at the JCC Recreation Center. The information sessions will follow a similar format as the May sessions, with information topics at various stations and a survey.

- B. System Technology Projects Update:** Ms. Towers shared updates on the projects. Network replacement and JCCL structured cabling projects are scheduled to begin in September. The data center equipment replacement is scheduled to ship at the start of June with installation in July. The migration of the website to Civic Plus is underway; the new homepage design has been approved with an expected go-live date in August. The Integrated Library System (ILS) project is continuing with public and internal catalog migration ongoing. Various staff committees will meet weekly through the summer to facilitate the ILS migration. Library users will be informed of the migration beginning in August and October 13 is the planned go-live date. Migration of the meeting room bookings and the events calendar was successfully transferred to LibCal with minimal public disruption.
- C. Action Item: Revised Proposed Budget – FY 2026:** Ms. Towers presented the Revised Proposed Budget – FY 2026. The budget maintains the previous contribution amounts requested from the jurisdictions. No new positions or reclassifications were

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requested and vacancy savings budget was increased, minimizing the overall increase to the compensation budget. Final State Aid revenue was decreased and will be offset by the use of Fund Balance.

Mr. Parman moved to approve the Revised Proposed Budget – FY 2026. Ms. Boone seconded the motion; the motion was approved by a unanimous vote.

- D. Action Item: Resolution to Participate in JCC RHRA Benefit:** Ms. Towers presented the Resolution to authorize participation and use of carryover funds for a new JCC benefit, the Retirement Health Reimbursement Account (RHRA). JCC approved the benefit as part of the FY 2026 Budget and by contract WRL staff follow the JCC Personnel Policies and Procedures Manual. The Board discussed funding the account and participation in the benefit.

Ms. Boone moved to approve the Resolution to authorize participation and funding for the JCC RHRA Benefit. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.

- E. Action Item: Policy Review – Photography/Filming:** Ms. Towers presented the proposed changes to the Photography/Filming policy.

Mr. Sadler moved to approve the proposed amended Policy – Photography/Filming. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

- F. Action Item: Proposed Policy – Public Participation at Library Board Meetings:** Ms. Towers presented the proposed policy Public Participation at Library Board Meetings. The Board requested consultation with the attorneys regarding the item stating only eligible library card holders may comment.

Mr. Sadler moved to adopt the Proposed Policy – Public Participation at Library Board Meetings pending clarification from the attorney regarding eligibility to speak based on commenter's library card eligibility. Mr. Parman seconded the motion; the motion was approved by a unanimous vote.

Other Updates:

Ms. Towers shared JCC has issued a Notice to Proceed for the JCC Natural Playground to GC Commercial, Inc. The project can begin construction on September 2, 2025.

Ms. Towers presented at the Friends of WRL Best Friends donor reception on May 17, 2025 at Stryker Center. Marianne Martin from Colonial Williamsburg's Rockefeller Library presented on Albert Durant the first licensed African American photographer operating a business in Williamsburg. On June 19, 2025 there will be an open house in Stryker Center asking the community to view the photograph albums and help identify individuals in the photos.

Ms. Towers shared Stitched Stories of Strength will be on exhibit in the WRL Gallery at Stryker Center from June 23 to August 6, 2025. This exhibit is presented in partnership with Colonial Williamsburg Foundation and the Juneteenth Community Consortium.

Ms. Towers shared a new program, Mondays @ Frink. The Outreach team offers a family literacy programs and the Café, two new programs at the Abram Frink Jr. Community Center on Mondays. This Outreach effort is made possible through the support of Sandy and Steve Menaquale.

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Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the Friends of WRL met on May 27, 2025. Three Margin of Excellence grants totaling \$23,000 were awarded for the Dewey Decibel Concert Series, Story Trail Permanent Signage, and Comic-Con event.

City of Williamsburg Update: None.

James City County Update: Ms. Boone reported the JCC FY 2026 Budget has passed.

York County Update: Ms. Owens reported the York County FY 2026 Budget has passed. The York County Board of Supervisors reappointed Ms. Owens for four-year term on the Library Board of Trustees.

Other Business: None.

Closed Session: Ms. Simone moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter. Mr. Bruss seconded the motion. The motion was approved by all. The board began the discussion at 4:51 p.m. and concluded at 5:03 p.m. Ms. Simone moved the board end the closed session. Ms. Trifone seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Sturdivant moved Certification of the Closed Meeting as follows and Ms. Trifone seconded:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3707 (D) of the Code of Virginia require a certification by this board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees. The motion was approved with a unanimous vote.

Ms. Sturdivant reported the board discussed only items pertinent to the evaluation of the library director.

Adjournment: Ms. Simone moved to adjourn at 5:05 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

June 11, 2025

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

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Computer Replacement	\$45,000	\$59,626	132.5%	Windows 11 PC Upgrades Year-end budget transfer will be needed.
Computer Software & Supplies	\$75,000	\$78,135	104.2%	Microsoft Licensing Increase no longer receiving school discounts. Year-end budget transfer will be needed.
Library Equipment	\$1,000	\$2,567	256.7%	Replacement Refrigerator
Library Board Expenses	\$7,500	\$10,255	136.7%	Reception for former Library Director and Staff Day recognition events

Percentage of year passed 92%

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

EXPENDITURES	Amended	FY 2025		FY 2025	% Spent &
Compensation	Budget	Actual	Encumber	Total	Encumbered
Salaries	4,183,290	3,449,447		3,449,447	82.5%
Wages	895,649	744,654		744,654	83.1%
FICA	388,539	309,680		309,680	79.7%
Virginia Retirement Systems	616,147	505,287		505,287	82.0%
Health Insurance	740,940	586,929		586,929	79.2%
Workers Comp Insurance & Unemploy	15,022	15,022		15,022	100.0%
VRS Group Life Insurance	57,724	40,320		40,320	69.8%
Fringe Benefits	14,387	11,348		11,348	78.9%
Tuition Assistance	0			0	N/A
Benefits Total	1,832,759	1,468,586	0	1,468,586	80.1%
Subtotal	6,911,698	5,662,687	0	5,662,687	81.9%
Collection Materials					
Collection Materials	660,000	581,188	41,721	622,909	94.4%
Subtotal	660,000	581,188	41,721	622,909	94.4%
Operations					
Advertising	10,000	6,749		6,749	67.5%
Bank Fees	9,500	7,667		7,667	80.7%
Bindery	0	0		0	N/A
Building Maintenance	55,000	30,525		30,525	55.5%
Communications	40,000	28,441		28,441	71.1%
Computer Replacement	45,000	59,626		59,626	132.5%
Computer Software & Supplies	75,000	78,135		78,135	104.2%
Contractual Services	180,000	174,409		174,409	96.9%
Equipment - General	1,000	2,567		2,567	256.7%
Financial Services	28,371	28,371		28,371	100.0%
Fund Balance Appropriations	615,480	243,635	178,357	421,992	68.6%
Human Resource Services	95,963	71,970		71,970	75.0%
Insurance	42,000	41,168		41,168	98.0%
Leases	40,000	35,199		35,199	88.0%
Legal/ Recovery Services	7,500	2,344		2,344	31.3%
Library Board Expenses	7,500	10,255		10,255	136.7%
Library Catalog & Website Services	170,000	156,759		156,759	92.2%
Library Programs	25,000	18,887		18,887	75.5%
Local Mileage	4,000	2,537		2,537	63.4%
Maintenance Supplies	18,000	15,930	2,150	18,080	100.4%
Memberships	9,000	8,268		8,268	91.9%
Miscellaneous	2,000	901		901	45.1%
Postage	17,000	13,212		13,212	77.7%
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	49,810	62	49,873	71.2%
Travel & Training	25,000	5,352		5,352	21.4%
User Refunds	0	174		174	N/A
Utilities	230,000	203,666		203,666	88.6%
Vehicle Services	20,000	14,729		14,729	73.6%
Subtotal	1,878,314	1,337,545	180,569	1,518,114	80.8%
TOTAL	9,450,012	7,581,421	222,290	7,803,711	82.6%

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

REVENUE	Amended Budget	FY 2025 Received	Total Received	% Received
City of Williamsburg	1,085,316	994,873	994,873	91.7%
James City County	6,223,211	5,704,609	5,704,609	91.7%
York County	826,845	757,941	757,941	91.7%
State Aid	510,015	510,015	510,015	100.0%
Fund Balance	56,145	0	0	N/A
Lost Books	10,000	8,995	8,995	90.0%
Interest	45,000	81,881	81,881	182.0%
Copy Machines	35,000	34,788	34,788	99.4%
Other Library Revenue	10,000	10,866	10,866	108.7%
Meeting Room Use	33,000	25,764	25,764	78.1%
TOTAL	8,834,532	8,129,732	8,129,732	92.0%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	67,063	51,652	13,639	65,291
Friends of WRL Foundation	178,588	110,800	20,467	131,267
Library Grants	500	14,628		14,628
Program Services	6,817	5,843		5,843
Subtotal	252,967	182,923	34,106	217,029

Percentage of year past	92.00%
Payroll % of year past	92.00%

Board of Trustees of the Williamsburg Regional Library

June 18, 2025

Agenda Item Summary

Item: 7C. – Action Item: Proposed Policy – Public Participation at Library Board Meetings

Please refer to attached proposed policy.

Approved by the WRL Board of Trustees on June 18, 2025.

PUBLIC PARTICIPATION AT LIBRARY BOARD MEETINGS

Meetings of the Williamsburg Regional Library Board of Trustees are open to the public. The Board welcomes citizen participation and includes an agenda item for Public Comment at its regular meetings. Public Comment shall be governed by the following provisions:

1. Speakers must complete and submit a Speaker Card stating their name, address, the name of the group/organization they represent, and the subject of their comment. Each speaker must begin their comment by sharing this information.
2. Speakers during Public Comment shall limit their remarks to three minutes.
3. Each speaker shall comment only once during a meeting.
4. Speakers shall refrain from obscenity, vulgarity, and profanely cursing or swearing.
5. Every petition, communication, or address to the Board shall be in respectful language and is encouraged to be submitted in writing.
6. Public comments should be for the purpose of allowing members of the public to present any Library business-related matter, which, in their opinion, deserves the attention of the Board. The public comment period shall not serve as a forum for debate with Library staff or the Board.
7. Citizens shall refrain from using words or statements, which, from their usual construction and common acceptance, are construed as insults or personal attacks which may have a tendency to cause an act of violence or a breach of the peace.
8. The Public Comment period will be limited to 30 minutes. At the approval of the Board, the Public Comment period may be extended or resumed following the completion of all other agenda items.
9. Members of the public audience shall refrain from applause and other forms of approval or disapproval, as a courtesy to each speaker.
10. In accordance with the Solicitation & Petitioning Policy, picketing, conducting surveys, distributing pamphlets, leafleting, petition circulation, carrying or erecting signs or banners, and similar expressive activities are prohibited inside library facilities.
11. The Board will not respond to speakers during Public Comment. However, the Board may direct staff to follow up with or provide additional information to the Board.

The Library Board Chair is responsible for monitoring time and ensuring the orderly conduct of the meeting. The Library Board Chair may take steps to maintain order in circumstances that generally disrupt the Board's business, such as behavior by the speaker or crowd that becomes unruly, derogatory, or personally abusive to specific individuals.

Approved by the WRL Board of Trustees on June 18, 2025.