

Williamsburg Regional Library Interim Director's Report – April 2024

James City County Library Building Project Updates:

- Restroom Renovation: The men's and women's restrooms are in the final stages of construction. The project is scheduled to be completed in May.
- Recording Studio: The sound recording equipment and security camera are being installed. Program Services staff are receiving training on using the equipment. The Recording Studio is supported by the Friends of WRL Foundation (FWRLF).
- Natural Playground: The plan is in final review with James City County. The architect reports that the project is still on track to issue the request for proposals in June, with construction beginning in the fall. The playground is supported by the FWRLF.

April Highlights

Eclipse Event: Over 1000 people attended the Eclipse Bring Your Own Picnic event on City Square on April 8. Over 800 pairs of viewing glasses were distributed, and people of all ages enjoyed popcorn and music from Joe's Day Off. The weather was perfect, and the atmosphere was energetic and friendly. Used eclipse glasses are being collected at both libraries through April 30. The glasses will be sent to South America so that children can safely view the annular solar eclipse in October.

Spring Festival: 150 people attended this educational event on Sunday, April 14 at the Stryker Center. Participants connected with local organizations to learn about gardening, the importance of pollinators, and judge the "Edible Book Contest."

Better Living Health and Nutrition Series: The first series of five classes using the mobile teaching kitchen is continuing in April at the Abram Frink Jr. Community Center. Library staff members Scott Rutland and Sandy Towers have presented cooking lessons, along with a nutritionist from Sentara, and a chef from Colonial Williamsburg. Participants learned about making heart healthy foods, eating a plant-based diet, and more. The mobile teaching kitchen and programming is funded by a grant from Sentara and the FWRLF.

Soaring High at the Williamsburg Jamestown Airport: The Outreach Team presented a six-day Spring Break camp of family STEAM (Science, Technology, Engineering, Arts, and Math) activities at the airport. Over 500 people participated in events such as Create-a-pult (creating popsicle stick catapults) and Tank Away (learning about the ocean and planes that can land on water.)

Survival Fest: Fans of the I Survived book series enjoyed testing their own mettle against disasters such as a volcanic eruption, molasses flood, and escaping a smoke-filled room. Survival Fest was made possible by support of the FWRLF.

Youth Poetry Contest: 14 middle school and 16 high school entries were received for the Youth Poetry Contest. Poets will read their poems and receive prizes in the theatre on April 28 at 2 p.m. The Poetry Contest cash prizes are provided by the FWRLF.

Library Workers Appreciation Day Luncheon: On April 9, a lovely luncheon was provided by the Board of Trustees to show appreciation for the work that library employees do. Thank you for providing this lunch for library staff.

All Staff Meetings: Prior to the all-staff meetings in April, I asked staff members to fill out an anonymous survey answering this prompt: There are many places to be employed. Why do you choose WRL? Why do you do this work? I shared their responses at the staff meeting. Some samples:

- The library provides so many different kinds of services to so many people. The cumulative total is a living affirmation of what is lovely, bright, and meaningful in our community. Libraries and library workers represent individual and communal purpose in a chaotic world.
- I've always felt warm and welcomed at libraries. I am so lucky to work in this special environment. To give others some of the joy I have always felt in a library.
- Because we matter to our patrons. Last week, I had an elderly gentleman (one of our regulars) tell me he was having a hard time because he lives alone. He wanted to find something to get involved in to be able to meet people. I told him we enjoyed seeing him when he stops by the library. I also gave him information about our book clubs and different programs we offer. After that, I chatted with him about where he was from and his story. For some of our patrons, we are the only social activity they get. It is so important for them to feel like they are seen and heard.
- Every time two people meet, there is a chance for something magical and extraordinary to happen! Working in an environment where there are so many homeless individuals provides an opportunity to validate them as people and have them "feel they are seen." Any interaction creates a chance to extend grace with a smile, assistance, a kind word, and encouragement. I don't need any special skills to do this. Just a willingness to make eye contact, smile, and greet. Best job I've ever had.

Did you know? WRL provides free faxing at both library buildings, and free notary services at both buildings and on the bookmobile.

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting March 27, 2024

Stryker Center, Meeting Room 128

Attending: Nina Simone, Felicia Highland, Grace Boone, Gene Bruss, Feather Foster, Natalie Miller-Moore, Theresa Owens, Toni Sturdivant, Nicole Trifone, and Andrew Trivette.

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

Absent: Christopher Gareis

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

Public Comment: None.

Mission Moment: Ms. Simone attended the Battle of the Books. Kudos to Mr. Strohm and the Youth Services team for instilling the event with fun and friendly competition.

Consent Calendar: Ms. Simone asked for any additions, corrections, or deletions to the minutes. Ms. Owens requested amending the York County update to read, "A CIP presented in February included a placeholder for capital contributions for the Williamsburg Library building funds in the of \$500,000 starting in FY 2027 through FY 2030 budget."

Ms. Trifone moved to approve the consent calendar as amended. Mr. Bruss seconded the motion. The February 28, 2024 consent calendar was approved with the amendment.

Chair's Report:

Committee Updates:

- Building Liaison Committee: On behalf of Mr. Gareis, Ms. Simone reported the Request for Proposals (RFP) for the new Williamsburg Library has been reviewed and will be released by the City of Williamsburg in the upcoming weeks.
- Director Search Committee: Ms. Simone reported the committee is in the process of conducting virtual interviews.

Interim Library Director's Report:

Ms. Towers announced at the spring meeting of the Virginia Public Library Director's Association (VPLDA), WRL received two awards: the inaugural Virginia Public Library Gold Standard of Excellence and Outstanding Service Innovation Award. The Outstanding Service Innovation celebrates WRL's dedication to improving accessibility and inclusivity for neuro-diverse users. Ms. Towers acknowledged these awards would not be possible without the dedication of WRL staff and the support of the board, the Friends, and the jurisdictions.

Ms. Binsfeld reported James City County will release the results and budget for compensation study soon. Once available, a Finance Committee meeting will be scheduled to review the FY25 Proposed Budget.

Ms. Towers shared the progress on building projects at the James City County Library (JCCL). The family restroom is now open. Renovation work is underway on the men's and women's restrooms. In addition to the family restroom, portable restrooms are available on

MINUTES APPROVED 04/24/2024

site. The Recording Studio acoustical treatment is completed. Recording equipment will be installed and staff training will begin in April. The Recording Studio is anticipated to launch in May. The JCCL natural landscape playground is in the final review stage with James City County. Request for Proposals (RFPs) for the project will be released in early June. Construction is anticipated for fall 2024.

Ms. Towers shared various program and project updates. Ms. Towers completed the University of Virginia Weldon Cooper Center for Public Service Leading, Educating, and Developing Program seven-day course. The One Book One Community (OBOC) Author event with Bruce Holsinger was successful. The third annual Williamsburg Area Youth Art Show is currently on exhibit at the WRL Galleries at Stryker Center. OBOC programming and the Youth Art Show were made possible with support from the Friends of WRL Foundation.

The first mobile teaching kitchen program, Better Living: Health and Nutrition Education, will take place Saturday, March 30, 2024. The program consists of a series of five classes promoting healthy cooking. This program was made possible with funding from the Friends of WRL Foundation and a Sentara Health grant.

A selection of museum passes has been added to the collection under the title Explore Virginia. Passes will be able to be booked in advance.

The James City County budget will be released March 29, 2024. Public input sessions will be offered in early April. The library has copies of the City of Williamsburg's "Research & Feasibility Study on the creation of a City of Williamsburg Independent School Division" at Adult reference desks in the library buildings and the bookmobile.

National Library Week is the second week in April, beginning April 8. A staff luncheon sponsored by the board will be offered on Tuesday, April 9 from 12 noon to 2 pm in each library's staff lounge in honor of National Library Workers Appreciation Day. The WRL Volunteer Appreciation Breakfast is scheduled for Friday, April 12 at 10 a.m. in the Stryker Center Meeting Room 127.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the FWRLF board met on March 26, 2024. Mr. Casey-Rutland offered an overview about the Friends and their support of the library system. Currently, the Friends are working with Kiwanis clubs raising money for the JCCL natural landscape playground. The Friends are also preparing for larger funding opportunities for new library facilities. At the March board meeting, six Margin of Excellence grants totaling \$42,880 were approved supporting WRL programs.

City of Williamsburg Update: Mr. Trivette reported the RFP will be released soon for the Williamsburg Library building project.

James City County Update: Ms. Boone reported the James City County budget community input sessions are scheduled for early April.

York County Update: Ms. Owens reported York County Board of Supervisors presented the budget presented last week. York County Public Library also received a Gold Standard of Excellence Award as well as Outstanding Membership Award and Outstanding Adult Programs Award at the Virginia Public Library Director's Association (VPLDA) spring meeting.

Other Business: None.

MINUTES APPROVED 04/24/2024

Adjournment: Ms. Highland moved to adjourn at 3:35 p.m. Ms. Miller-Moore seconded. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

MINUTES APPROVED 04/24/2024

Board of Trustees of the Williamsburg Regional Library
Minutes of Director Search Committee Meeting April 15, 2024
Stryker Center, Conference Room 113

Attending: Nina Simone (Committee Chair), Toni Sturdivant, Natalie Miller-Moore and Nicole Trifone

Call to Order: Committee Chair Simone called the meeting to order at 9:00 a.m.

Public Comment: None.

Discussion: The committee discussed the in-person interview process.

Other Business: None.

Adjournment: Ms. Simone moved to adjourn at 10:02 a.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Committee Chair

April 8, 2024

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>
Contractual Services	\$160,000	\$159,331	99.6%	Paid annual HVAC contract and monthly Custodial Services
Library Catalog & Website Services	\$165,000	\$159,032	96.4%	Annual Sirsi Catalog contract paid
Maintenance Supplies	\$15,000	\$15,288	101.9%	Expenses higher than budgeted Year End required
Memberships	\$8,000	\$8,067	100.8%	Annual Memberships Paid

Percentage of year passed 75.0%

The Williamsburg Regional Library
 FY 2024 - Monthly Financial Statement
 For the period ending March 31, 2024

EXPENDITURES	Final	FY 2024		FY 2024	% Spent &
Compensation	Budget	Actual	Encumber	Total	Encumbered
Salaries	3,808,160	2,717,853		2,717,853	71.4%
Wages	904,679	589,557		589,557	65.2%
FICA	358,784	243,518		243,518	67.9%
Virginia Retirement Systems	509,146	358,725		358,725	70.5%
Health Insurance	720,840	499,262		499,262	69.3%
Workers Comp Insurance & Unemploy	14,047	13,339		13,339	95.0%
VRS Group Life Insurance	48,854	35,987		35,987	73.7%
Fringe Benefits	13,010	8,720		8,720	67.0%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,664,681	1,159,550	0	1,159,550	69.7%
Subtotal	6,377,520	4,466,961	0	4,466,961	70.0%
Collection Materials					
Collection Materials	674,014	502,109	40,182	542,291	80.5%
Subtotal	674,014	502,109	40,182	542,291	80.5%
Operations					
Advertising	15,000	3,888		3,888	25.9%
Bank Fees	10,000	6,316		6,316	63.2%
Bindery	0	0		0	N/A
Building Maintenance	50,000	36,250	1,496	37,746	75.5%
Communications	40,000	25,603		25,603	64.0%
Computer Replacement	45,000	9,098	2,015	11,113	24.7%
Computer Software & Supplies	75,000	62,507	695	63,202	84.3%
Contractual Services	160,000	159,331		159,331	99.6%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,018	0		0	0.0%
Fund Balance Appropriations	164,343	58,512		58,512	35.6%
Human Resource Services	89,373	44,685		44,685	50.0%
Insurance	40,000	37,359		37,359	93.4%
Leases	45,000	30,079		30,079	66.8%
Legal/ Recovery Services	6,000	3,789		3,789	63.1%
Library Board Expenses	7,000	4,016		4,016	57.4%
Library Catalog & Website Services	165,000	156,792	2,240	159,032	96.4%
Library Programs	25,000	14,538		14,538	58.2%
Local Mileage	3,000	1,537		1,537	51.2%
Maintenance Supplies	15,000	15,288		15,288	101.9%
Memberships	8,000	8,067		8,067	100.8%
Miscellaneous	1,500	749		749	50.0%
Postage	15,000	11,568		11,568	77.1%
Printing	10,000	2,253		2,253	22.5%
Professional Services	15,500	14,000		14,000	90.3%
Software Maintenance	15,000	8,040		8,040	53.6%
Supplies	80,000	39,632		39,632	49.5%
Travel & Training	30,000	18,801		18,801	62.7%
User Refunds	0	74		74	N/A
Utilities	220,000	155,824		155,824	70.8%
Vehicle Services	23,000	8,660		8,660	37.7%
Subtotal	1,401,734	937,256	6,446	943,702	67.3%
TOTAL	8,453,268	5,906,325	46,628	5,952,953	70.4%

The Williamsburg Regional Library
 FY 2024 - Monthly Financial Statement
 For the period ending March 31, 2024

REVENUE	FY 2024 Budget	FY 2024 Received	Total Received	% Received
City of Williamsburg	1,011,574	758,680	758,680	75.0%
James City County	5,917,016	4,437,762	4,437,762	75.0%
York County	807,665	605,749	605,749	75.0%
State Aid	474,670	350,155	350,155	73.8%
Lost Books	8,000	7,936	7,936	99.2%
Interest	10,000	54,871	54,871	548.7%
Copy Machines	20,000	30,747	30,747	153.7%
Other Library Revenue	10,000	6,839	6,839	68.4%
Meeting Room Use	30,000	25,946	25,946	86.5%
TOTAL	8,288,925	6,278,685	6,278,685	75.7%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	54,526	44,016		44,016
Friends of WRL Foundation	170,708	133,517		133,517
Library Grants	44,500	9,268		9,268
Program Services	6,198	2,893		2,893
Subtotal	275,932	189,693	0	189,693

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

Board of Trustees of the Williamsburg Regional Library

April 24, 2024

Agenda Item Summary

Item: 6.A – Action Item: Memorandum of Understanding between Friends of Williamsburg Regional Library Foundation and WRL Board of Trustees

Consideration of revisions to the Memorandum of Understanding between the Friends of the Williamsburg Regional Library Foundation and the WRL Board of Trustees.

The motion to accept the revisions carried.

Approved by the WRL Board of Trustees, April 24, 2024

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made and entered into this day 15th day of February 2018 by and between the Williamsburg Regional Library (“the Library”) and the **FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY FOUNDATION** (“the Foundation”), The Library and the Foundation are entering into this Memorandum of Understanding to describe the manner in which the parties will collaborate and provide assistance to one another for the benefit of the Williamsburg Regional Library (the “Library”).

RECITALS

- A. The Library is an independent regional agency established under the Virginia Code § 42.1-37, as amended, as a joint venture by James City County, the City of Williamsburg, and York County. The Library is governed by a board, whose members are appointed by the three jurisdictions according to the contract among them. The Library’s mission is ~~“to inform, enrich, and strengthen our community.”~~ **“inspiring and nurturing a vibrant community through exceptional library services.”** The City of Williamsburg, James City County, and York County value our work and fund the Library as a basic service for their residents.”
- B. The Foundation was formed: (1) to create public interest in and greater use of the Library; (2) to develop, administer, and allocate funds to provide the extra margin of excellence for the Library by enhancing existing public support for the Library; and (3) to sponsor cultural and related programs tied to the mission of the Foundation.
- C. The Foundation operates as a tax-exempt non-profit corporation under Section 501(c)(3) of the United States Internal Revenue Code and the Nonstock Corporation Act of the Commonwealth of Virginia, Virginia Code § 13.1-801, *et seq.*
- D. The Library has provided and, subject to adequate staffing and funding, will continue to provide assistance to the Foundation to facilitate the Foundation’s operation, endowment growth, and the fulfillment of its stated mission.

TERMS

NOW, THEREFORE, the Library and the Foundation agree as follows, to the extent practical and feasible:

1. Library Responsibilities. The Library agrees to provide the following assistance to the Foundation:

- A. Assistance in Administrative Services and Maintenance of Financial Records. The Library will manage the Foundation's cash management, accounting, and financial reporting. The Foundation retains the right to determine the banking and investment institutions used in support of its activities. The Library, subject to alteration by mutual consent, will provide professional services as follows:
- i. Daily accounting for revenues and donations;
 - ii. Monthly accounting of grants and other expenditures;
 - iii. Monthly billing and revenue bank transfers between accounts;
 - iv. Monthly treasurer reports and bank reconciliations;
 - v. Annual insurance review and payment processing;
 - vi. Annual audit preparation and review of audited financial statements and IRS Form 990;
 - vii. Support of annual ongoing book sale activities, including cashiering proceeds summary, **credit card processing**, **membership donation** entry, etc.;
 - viii. Provision of purchasing and payment processing for supplies and grant related expenditures; and
 - ix. Mail services, such as postage metering, printing, and folding.
- B. Support in Fundraising, Research, and Recordkeeping. The Library, subject to alteration by mutual consent, will provide a development officer to support fundraising activities as follows:
- i. Host and maintain Foundation membership database, online giving portal, and webpage;
 - ii. Host and maintain Foundation donor database (gift entry, thank you notes, donor recognition, annual appeal, all gift reporting, and donor stewardship);
 - iii. Update Foundation organization profile in appropriate locations;
 - iv. Assist in the organization of volunteer and Foundation special events;
 - v. Assist the officers of the Foundation in preparing agenda, revising minutes, communicating with the Foundation board, consulting with officers, advising on governing documents, and attending committee and Foundation board meetings as assigned;
 - vi. Assist as point of contact for Foundation business; and
 - vii. Research grant and donor opportunities and assist in grant preparation.
- C. Publicity and Marketing
- i. The Library will provide staff to collaborate on and assist with marketing and publicity for Foundation events and fundraising efforts.
 - ii. The Library will provide space on the Library website (www.wrl.org) for content provided by the Foundation or link to the Foundation's website from the Library's homepage.

2. Foundation Responsibilities. The Foundation will provide the following assistance to the Library:
 - A. Charges to the Foundation. The Foundation will be responsible for direct operating expenses relating to all its activities, including but not limited to the costs of postage (metered by the Library), large copy jobs, and consumable office supplies. The Foundation will pay a discounted annual fee to the Library of at least \$4,000.00 per year for financial and administrative services, some of which are enumerated above (see 1.A and 1.B). The fee amount will be reviewed annually and the parties will mutually determine whether additional fees should be paid in excess of the minimum base amount of \$4,000.00 per year.
 - B. Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit and maintain sufficient board members to conduct its activities, to chair and fill its committee structure, and to fulfill the organization's mission to provide funds for the Library to achieve an extra margin of excellence.
 - C. Ongoing Activities. The Foundation will conduct, supervise, and support all book sale operations and volunteer activities sponsored by the Foundation. The Foundation will continue, to the best of its ability, to maintain the current levels of annual financial support to the Library funded by earned income from investments, book sales, and fundraising activities to be awarded to the Library through the grant process.
 - D. Advocacy and Support. The Foundation will support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Board of Trustees of the Williamsburg Regional Library. Foundation members will be informed advocates for public libraries.
 - E. Compliance with Legal and Regulatory Requirements. The Foundation will engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.
3. Process for Collaboration. The Library and the Foundation will work to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community.

- A. The Library and the Foundation will engage in an ongoing dialogue to facilitate communication and collaboration on strategic priorities, funding needs, fundraising, and financial reporting.
- B. The Foundation will continue to have representation in the Library's strategic planning process.
- C. The chair of the Library board of trustees and the library director will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The library director will serve as the liaison to the executive committee and may assign a library liaison to serve on each of the Foundation's committees, including governance, finance, ~~membership~~ **friends**, marketing, ~~book sales~~ **book & media sales**, and ~~major donor~~ **major gifts**.
- D. The library director will provide periodic presentations and information sessions to the Foundation board or ~~general membership~~ **donors**.
- E. The president of the Foundation board will serve as a non-voting ex-officio member of the library board of trustees and may attend meetings, and provide updates.
- F. The library director and the Foundation will reach mutual agreement about the sustainability of programs or projects before the Foundation begins fundraising for specific programs or projects.
 - i. The Foundation recognizes that, given the Library's ongoing unpredictable budget environment, the Library cannot make commitments for future funding; however, the library director will make every effort to ensure that a Foundation-funded program or project will continue as planned, assess all projects and services annually, and provide feedback to the Foundation regarding ongoing funding requests.
 - ii. It is understood that, should a project or program funded by the Foundation fails to achieve the results established by mutual consent with the Library at the time of funding, the Foundation reserves the right, after consultation with the library director, to remove the funding for the program or project.
 - iii. Additionally, if a program or project funded by the Foundation fails to achieve the results established by mutual consent with the Board, the library director reserves the right to cancel the program or project, after consultation with the Foundation.

4. Fundraising.

- A. The Library recognizes the Foundation as its sole, private fundraising organization to provide funding to the Library to supplement governmental support. The Foundation funds enhance, but do not supplant, public funding.
- B. The Foundation will be the legal recipient for all charitable donations, bequests, and significant in-kind gifts to the Library. The Foundation's unrestricted assets raised for the Library are held for the benefit of the Library, and shall be used by the Foundation at the discretion of the Foundation board to support the mission of the Library through support of library collections, programs, facilities, services, technology, staff development, and advocacy. Unrestricted assets will also be used to provide support for the Foundation's fundraising activities and development on behalf of the Library.
- C. The Foundation's restricted gifts raised for the Library are held for the benefit of the Library, and shall be disbursed at the discretion of the Foundation board, consistent with the donor's wishes. Restricted gifts, with conditions that obligate the Library, will not be accepted by the Foundation without the library director's consent. The Library and the Foundation maintain the right to refuse funds if the funds are designated for purposes that are inconsistent with the Library's and the Foundation's mission and priorities.
- D. The Library will notify and deposit with the Foundation any donations made directly to the Library so that the Foundation can ensure the donation is recorded in its database and the proper acknowledgement is sent to the donor.
- E. The Library will not commit the Foundation to fundraising activities or financial commitment without the express consent of the Foundation board of directors.
- F. Funding requests will be presented by the library director to the Foundation. The Foundation will process the requests, following the Foundation's procedures.
- G. All naming opportunities associated with gifts to the Foundation must be approved in advance by the library director.

5. Library Grant-seeking and Fundraising Authority. Noting the Foundation's role as the Library's sole, private fundraising organization, the Board of Trustees of the Williamsburg Regional Library retains full legal authority as the governing body of the Library to pursue, on occasion, its own fundraising opportunities, fundraising partnerships, grants, and gifts that benefit the Library's mission, priorities, and goals, in addition to those priorities and gifts that

are met by Foundation funding. However, in pursuing such funding, the library director will consult with the Foundation, initially and periodically, in order to ensure a unified approach.

6. Library Financial Practices. Any funds the Library accepts from the Foundation will be tracked separately from public funds. The Foundation recognizes that per the contract for library services, the Library is bound by the City of Williamsburg (Library's fiscal agent) financial and budget policies and procedures. The City of Williamsburg's financial budget policies and procedures are based on government budgeting best practices set forth by the accepted accounting standards (GAAP), General Accounting Standards Board, the Government Financial Officers Association, and Virginia budget law.
7. Foundation Financial Practices. The Library recognizes the Foundation is bound by the laws of the Commonwealth of Virginia and federal laws governing tax-exempt organizations, Foundation board policies, and by its representations to its donors.
8. Foundation Fund Management. The Foundation will manage the proceeds of the Foundation according to its bylaws, gift acceptance policy, and spending and investment policies, in order to ensure that all funds not needed for expenses and funding requests are used to support the Library. The parties agree that the Foundation will continue to contract with an investment services provider for investment and reporting services relating to all such funds. The Foundation will develop an investment policy statement governing its diversified asset allocations, spending rate and other prudent policies.
9. Disbursements to the Library. The Foundation has raised, and shall continue to raise, funds for providing an extra margin of excellence for the Library.
 - A. Endowment (including Perpetual Book Funds). The Foundation board will establish an annual or semi-annual disbursement to the Library for library collections, programs, facilities, services, technology, staff development, and advocacy, ~~equal to a percentage of the Foundation's assets as determined by the Foundation~~ **per the spending policies and procedures** with input from the library director consistent with the Foundation's investment policy statement and, in the case of Perpetual Book Funds and permanently restricted funds, the donors' wishes.
 - B. Earned Revenue. Unrestricted income will be used first to pay the Foundation's expenses and then gifted to the Library according to the Foundation's policies and procedures.
 - C. Special Project Campaigns. The Foundation, through the proceeds of supplemental fundraising campaigns, may provide support to the library for special projects.

10. Confidentiality. The Library, a public entity, is subject to public records and public meetings laws, among other federal, state, and local laws. The Foundation, as a private entity, is not bound by such legal and regulatory requirements are committed to donor confidentiality and the privacy of Foundation business. Accordingly, in undertaking their mutual obligations as stated herein, both entities will protect that confidentiality to the fullest extent allowed by law. The Foundation will implement procedures to safeguard the confidentiality of its operations and the privacy of its donors.

11. Miscellaneous Provisions.
 - A. Annual Review and Amendment of Agreement. The Library and Foundation agree that the MOU shall begin February 2018 and shall continue thereafter for successive three (3) year periods. This MOU may be amended in writing by mutual consent of both parties.
 - B. Termination of Agreement. This MOU may be terminated by either party with twelve months prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the Library's mission and the Foundation's mission.
 - C. Dissolution Clause. The Foundation assures that funds designated to the Library will be available to the Library should the Foundation dissolve or change its mission. The Foundation's organizing documents shall continue to include provisions mandating that in the event of its dissolution or winding up of its affairs, the Foundation's board of directors, after paying or making provision to pay all of the debts or obligations of the Foundation, shall ensure all assets are transferred to the Library.
 - D. Governing Law. The MOU shall be governed by the laws of the Commonwealth of Virginia.

[signatures on following page]

IN WITNESS WHEREOF, the parties have hereunto set their hands:

BOARD OF TRUSTEES OF THE WILLIAMSBURG REGIONAL LIBRARY

By: _____

Name: _____

Title: Chair of Board of Trustees

Date

FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY FOUNDATION

By: _____

Name: _____

Title: President of Board of Directors

Date

Board of Trustees of the Williamsburg Regional Library

April 24, 2024

Agenda Item Summary

Item: 7.B – Action Item: Policy Review – Safe Child Policy

SAFE CHILD

Williamsburg Regional Library does not assume responsibility or liability for the safety, care, or supervision of children. Parents, legal guardians, or caregivers are responsible for their children's behavior and welfare.

Supervision by a parent, legal guardian, or caregiver is strongly recommended for all children while in library facilities ~~or attending programs~~. Children age 811 and under must be supervised/accompanied by a parent, legal guardian, or caregiver.

The police department will be contacted when any child aged 17 or under is left unattended one-half hour after the official close of any library location or program.

[Approved by WRL Board of Trustees May 11, 1994. Approved as amended by WRL Board of Trustees September 25, 2002. Approved as amended by WRL Board of Trustees January 28, 2004. Approved as amended by WRL Board of Trustees February 28, 2007. Approved as amended October 27, 2010. Approved as amended January 28, 2015. Reaffirmed as of December 6, 2017. Approved as amended January 27, 2021.]

The motion carried.

Approved by the WRL Board of Trustees, April 24, 2024.

Board of Trustees of the Williamsburg Regional Library

April 24, 2024

Agenda Item Summary

Item: 7.C – Action Item: Policy Review Holiday Closing

HOLIDAY CLOSING

The Williamsburg Regional Library observes the holiday closings designated by James City County, ~~except for Veterans' Day and Presidents' Day. On these two holidays, library locations are open for normal operating hours.~~ If a holiday closing falls on a Monday, WRL locations may close on the Sunday preceding the holiday as well.

All WRL locations are closed on Easter, but it is not a paid holiday. All WRL locations close at 5:00 p.m. on the day before Thanksgiving and on New Year's Eve.

[Approved by WRL Board of Trustees June 26, 2002. Reaffirmed by WRL Board of Trustees January 28, 2004. Approved as amended by WRL Board of Trustees October 24, 2007. Approved as amended by WRL Board of Trustees March 25, 2009. Approved as amended September 22, 2010. Approved as amended March 27, 2013. Approved as amended September 23, 2015. Reaffirmed by WRL Board of Trustees April 25, 2018. Reaffirmed by WRL Board of Trustees May 26, 2021.]

The motion carried.

Approved by the WRL Board of Trustees, April 24, 2024.

Board of Trustees of the Williamsburg Regional Library

April 24, 2024

Agenda Item Summary

Item: 7.D – Action Item: FY 2025 Proposed Holiday Closing Schedule

PROPOSED WRL HOLIDAY CLOSING SCHEDULE

July 1, 2024 – June 30, 2025

July 4, 2024	CLOSED July 4 is a paid holiday (Independence Day)
Sept 1-2, 2024	CLOSED September 2 is a paid holiday (Labor Day)
Oct 11, 2024	CLOSED Staff Recognition Event (Tentative)
Nov 11, 2024	CLOSED November 11 is a paid holiday (Veterans Day)
Nov 27, 2024	OPEN 9-5 Day before Thanksgiving
Nov 28-29, 2024	CLOSED Both are paid holidays (Thanksgiving Day and Day after Thanksgiving)
Dec 24-25, 2024	CLOSED December 24 and 25 are paid holidays (Christmas Eve and Christmas Day)
Dec 31, 2024	OPEN 9-5 New Year's Eve not a paid holiday
Jan 1, 2025	CLOSED January 1 is a paid holiday (New Year's Day)
Jan 20, 2025	CLOSED January 20 is a paid holiday (Dr. Martin Luther King, Jr. Day)
Feb 17, 2025	CLOSED February 17 is a paid holiday (Presidents' Day)
April 20, 2025	CLOSED Not a paid holiday (Easter Sunday)
May 25-26, 2025	CLOSED May 26 is a paid holiday (Memorial Day)
June 19, 2025	CLOSED June 19 is a paid holiday (Juneteenth)

The motion carried.

Approved by the WRL Board of Trustees, April 24, 2024.

Williamsburg Regional Library Statistical Report — FY 2024 ~ March 2024

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY23
Williamsburg Library	6,427	23,965	5,742	256	36,390	339,014	-6.5%
James City County Library	1,003	20,576	3,048	119	24,746	226,411	-4.0%
Bookmobile*	137	750	104	51	1,042	9,057	-18.0%
Adult - MLS*	138	1,204	43	30	1,415	10,682	-11.4%
Digital Collection	3,781	18,941	3,417	413	26,552	224,333	18.0%
Monthly Total	11,486	65,436	12,354	869	90,145	809,497	-0.3%
Percent of Monthly Total	12.74%	72.59%	13.70%	0.96%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY23
Williamsburg Library	21,086	14,118	1,275	36,479	340,040	-6.5%
James City County Library	11,306	12,680	877	24,863	227,246	-4.3%
Bookmobile*	109	925	8	1,042	9,108	-17.9%
Adult - MLS*	1,385	27	2	1,414	10,678	-11.3%
Monthly Total	33,886	27,750	2,162	63,798	587,072	-6.0%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY23
Williamsburg Library	30,003	6,383	36,386	338,790	-6.6%
James City County Library	19,655	5,047	24,702	226,307	-4.0%
Bookmobile*	894	148	1,042	9,090	-17.7%
Adult - MLS*	993	421	1,414	10,669	-11.0%
Digital Collection	N/A	28,482	28,482	240,194	21.7%
Monthly Total	51,545	40,481	92,026	825,050	0.8%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY23
Williamsburg Library	108,426	13,947	122,373	-1.2%
James City County Library	75,051	13,044	88,095	-2.5%
Bookmobile*	4,372	1,049	5,421	-1.7%
Adult - MLS*	1,304	1,682	2,986	-1.3%
Digital Collection***	0	41,305	41,305	9.1%
Total	189,153	71,027	260,180	-0.2%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY23
Williamsburg Library	9,687	91,133	-4.9%
James City County Library	6,505	59,688	-7.5%
Bookmobile*	135	1,295	11.3%
Adult - MLS*	848	6,516	-2.8%
Total	17,175	158,632	-5.7%

<u>USER CARDS</u>	Number	%Change FY23
Williamsburg	8,492	0.0%
James City County	40,009	-0.4%
York County	7,251	2.6%
Other ^	352	28.5%
Total	56,104	0.2%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2024 ~ March 2024

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY23
Williamsburg Library	3,665	918	4,583	40,096	13.1%
James City County Library	1,752	826	2,578	22,993	17.3%
Stryker Center	347	0	347	2,856	31.5%
Bookmobile	598	501	1,099	8,188	27.4%
Adult - MLS	767	N/A	767	7,888	-14.1%
Via Electronic	486	0	486	4,697	-17.1%
Monthly Total	7,615	2,245	9,860	86,718	10.5%

<u>PC & WI-FI USE</u>	PC Use	YTD	%Change FY23	Wi-Fi Use	YTD	%Change FY23
Williamsburg Library	3,286	29,817	14.7%	13,887	124,331	10.4%
James City County Library	4,248	31,704	24.4%	13,394	126,943	11.4%
Bookmobile	398	3,551	7.3%	491	3,219	28.0%
Abram Frink	N/A	N/A	N/A	1,320	10,405	23.3%
Total	7,932	65,072	18.8%	29,092	264,898	11.5%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY23
Williamsburg Library	2,909	1,992	4,901	36,071	16.0%
James City County Library	807	1,439	2,246	21,652	21.2%
Stryker Center	288	339	627	5,792	-1.2%
Bookmobile	53	2,159	2,212	19,883	52.4%
Adult MLS	365	0	365	2,471	3.4%
Outreach	51	3,547	3,598	24,450	75.7%
Virtual Programming	222	0	222	1,219	71.0%
Monthly Total	4,695	9,476	14,171	111,538	31.4%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY23
Williamsburg Library	982	7,044	10.7%
James City County Library	205	3,269	46.4%
Stryker Center	219	954	7.9%
Total	1,406	11,267	18.8%

<u>VISITS</u>	Monthly	YTD	%Change FY23
Williamsburg Library	30,181	248,304	4.1%
James City County Library	18,301	144,953	12.0%
Stryker Center	1,404	7,675	15.0%
Total	49,886	400,932	7.0%

<u>MEDIA</u>	Monthly	YTD	%Change FY23
Website Visits	38,493	329,055	3.1%
Mobile App	8,961	79,784	-28.5%
Total	47,454	408,839	-5.1%