

## Williamsburg Regional Library Interim Director's Report – June 2024

### Building Project Updates:

- Recording Studio: The Recording Studio at the James City County Library opened to the public on June 17. It is available by appointment for audio recording and mixing. The Recording Studio is supported by the Friends of WRL Foundation (FWRLF).
- Natural Playground: The bid documents are in final review, and the Request for Proposals will be posted soon. The playground is supported by the FWRLF.
- New Williamsburg Library: WHRO article <https://bit.ly/4clbJBP> Scan this code to read the article:



### Other Updates:

Braver Angels: Melissa Simpson and I attended an interest meeting for Braver Angels, held in the Schell Room at the Williamsburg Library on June 12. Braver Angels is a nonprofit organization focused on reducing political polarization. Founded in 2016, its mission is to foster dialogue and understanding between individuals with differing political views through workshops, discussions, and skills training. The organization aims to promote civil discourse, build understanding, and strengthen civic trust. Braver Angels has a wide-reaching presence with numerous members and local alliances across the country, working towards depolarizing American politics and promoting a more cohesive society.

The interest meeting was organized by Jodi Fidler, who is a Friends of WRL Foundation donor. She is hoping to start a local chapter of Braver Angels.

Hurricane Readiness: With the prediction of an active hurricane season, WRL is preparing for potential weather events. James City County Emergency Management has organized a two-part hurricane tabletop exercise. The first meeting on July 10 is focused on preparing for a hurricane; the second exercise (in August or September) will focus on recovery from a hurricane. I will be participating in both exercises. Additionally, the LEAD team is reviewing WRL's emergency closing procedures.

African American Heritage Trail: I attended the City of Williamsburg's June 4 kick-off event for the African American Heritage Trail project. This initiative is designed to highlight and commemorate the significant contributions and history of African Americans in the area. This project involves the creation of a trail that features various historical sites and landmarks connected to African American history, culture, and experiences in Williamsburg. The proposed trail includes a segment that is adjacent to the Williamsburg Library.

Virginia Library Association (VLA) Annual Awards: WRL would like to submit applications for three VLA Awards

- **Honorary Life Membership: Betsy Fowler**  
This award bestows the recipient with an honorary VLA life membership and recognizes a librarian who has made a significant contribution to librarianship in Virginia.
- **Librarian of Color Forum Award: Eletha Davis**  
This award honors librarians who exhibit excellence in service to libraries and communities of color and who provide outreach and programming which encourage engagement or remove barriers to library information and services.
- **Public Library Innovator Award: Outreach Services, Better Health Through Culinary Literacy program (Mobile Teaching Kitchen)**  
This award recognizes library project teams who have made an outstanding contribution to advance the mission of a public library in Virginia through an innovative project, program, or service. (*The Better Health Through Culinary Literacy program was funded by a Sentara grant and support from the Friends of WRL.*)

***Did you know?*** WRL's Outreach Services Division visits 15 Adult Care communities and 24 Child Care centers monthly, and 15 neighborhood stops weekly. They also provide monthly service to the Jail and Juvenile Detention facilities.

**Board of Trustees of the Williamsburg Regional Library**

**Minutes of Board Meeting May 22, 2024**

**James City County Library, Kitzinger Community Room**

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**Attending:** Felicia Highland, Grace Boone, Gene Bruss, Christopher Gareis, 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, Lisa Hilleary, Desiree Parker, Alicia Phinney, Ben Strohm and Katherine Wilkins.

**Absent:** Nina Simone and Feather Foster

**Call to Order:** Vice-Chair Highland called the meeting to order at 3:03 p.m.

**Public Comment:** None.

**Mission Moment:** Ms. Highland has been thankful that her teenage son has a safe place at the library to study and spend time outside of school.

**Consent Agenda:** Ms. Highland asked for any items to be pulled off the consent agenda for discussion. The consent agenda was accepted as presented.

**Vice-Chair's Report:** Ms. Highland had nothing to report and asked Mr. Trivette and Mr. Gareis to provide any updates on the Williamsburg Library building replacement project.

**Building Liaison Committee Update:** Mr. Gareis reported the City of Williamsburg Request for Proposals (RPF) for the construction of a new Williamsburg Library has been released and the deadline for receiving proposals is June 27, 2024.

**Interim Library Director's Report:** Ms. Towers asked Ms. Binsfeld to share the budget update.

**A. FY 2025 Proposed Budget Update**

Ms. Binsfeld reported all the localities have approved the library's budget requests. The FY 2025 Proposed Budget approved at the January 22, 2024 board meeting included funds for a 5% salary increase. She advised the board to anticipate a revised FY25 Budget being presented at the June 20, 2024 meeting to consider updates to incorporate the results of the James City County Compensation Plan Study and updates to State Aid.

- i. Action Item: Resolution for July Salary Increase:** Ms. Binsfeld presented a resolution needed to authorize James City County Human Resources to include eligible library staff in the 5% salary increase effective July 1, 2024. Ms. Miller-Moore moved to approve the proposed Resolution for a 5% salary increase for eligible staff effective July 1, 2024. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

**B. Library Projects Update:** Ms. Towers reported the JCCL public restrooms renovation is complete. She noted a special Thank you to James City County for staff assisting with this project. The Recording Studio at JCCL will be opening soon. Equipment is being installed and staff are being trained. The Friends of Williamsburg Regional Library Foundation (FWRLF) has provided funding for this project. The construction documents for the JCCL Natural Landscape Playground are in the final review stage with James City

County. The Request for Proposals (RFP) is anticipated to be released this summer for an autumn construction. She noted a special Thank you to FWRLF and local Kiwanis Clubs for their support of this project.

**C. LVA Resolution Honoring the Commonwealth's Tidewater Area Public Libraries**

Ms. Towers shared the Library of Virginia's Commending Resolution honoring the 13 Tidewater Area Public Libraries, including Williamsburg Regional Library, for excellent service to the community in reference to the museum pass program.

**D. Auto-Renewal of Materials**

Ms. Towers shared an Information Technology update from IT Director, Mark Lutner. The division has been focused on increased security and access control implementation. Recently, staff replaced anti-malware/ransomware protection and added layered security approaches to the WRL website. Additionally, the division successfully updated the library catalog. A new autorenewal feature is available with the recent update which will automatically renew eligible items. Ms. Towers also shared that users will now have the option to have their user reading history turned on enabling them to see what they have checked out. With the support of the board, the autorenewal and user reading history updates will be implemented July 1, 2024.

Finally, Ms. Towers shared the library is preparing for summer reading activities, one of the busiest events in the year. Ms. Towers invited the board to attend an author talk by Jennifer Ackerman in the Williamsburg Library Theatre on June 1 at 2:30 p.m.

**Friends of WRL Foundation Updates:** Mr. Casey-Rutland announced the FWRLF met on May 21, 2024. At that meeting, the Friends discussed their advocacy role focusing on fundraising to support library activities. Mr. Casey-Rutland reported donations and book nook sales totaled \$217,450 between January and April. These funds support programs such as funding Margin of Excellence (MOE) awards. The Friends awarded a total of \$11,500 in MOE awards to support the Dewey Decibel Concert Series and Comic-Con programs. The Friends remain committed to support the 2023 Virginia Library of the Year.

**City of Williamsburg Update:** Mr. Trivette reported the Request for Proposals for the construction of a new Williamsburg Library has generated lots of interest.

**James City County Update:** Ms. Boone reported the James City County Board of Supervisors approved the FY 2025 budget.

**York County Update:** Ms. Owens reported the York County Board of Supervisor approved the FY 2025 budget. The new building for the York County Law Enforcement Center opened this week.

**Other Business:** None.

**Closed Session:** Ms. Miller-Moore moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter to discuss appointment of a new WRL library director. Ms. Boone seconded the motion. The motion was approved by all. The board began the discussion at 3:31 p.m. and concluded at 4:03 p.m. Ms. Highland moved the board end the closed session. Mr. Trivette seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Miller-Moore moved Certification of the Closed Meeting as follows and Ms. Highland seconded:

MINUTES APPROVED 6/20/2024

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. Miller-Moore reported the board discussed only items pertinent to a personnel issue for the library director search.

Ms. Miller-Moore moved to approve offering the Library Director position to a candidate. Ms. Owens seconded the motion. A roll call vote was taken.

VOTES	AYE	NAY	ABSTAIN	ABSENT
SIMONE				X
HIGHLAND	X			
FOSTER				X
BOONE	X			
BRUSS	X			
GAREIS	X			
MILLER-MOORE	X			
OWENS	X			
STURDIVANT	X			
TRIFONE	X			
TRIVETTE	X			

The motion was approved by a unanimous vote.

**Adjournment:** Ms. Miller-Moore moved to adjourn at 4:05 p.m. All agreed.

Respectfully submitted,

Approved by,

\_\_\_\_\_  
Katherine Wilkins

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Felicia Highland, Vice Chair

**Board of Trustees of the Williamsburg Regional Library**

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**Minutes of Board Special Meeting May 31, 2024  
Stryker Center, Conference Room 113**

**Attending:** Nina Simone, Feather Foster, Gene Bruss, Natalie Miller-Moore, Theresa Owens, Toni Sturdivant and Nicole Trifone

**Absent:** Felicia Highland, Grace Boone, Christopher Gareis and Andrew Trivette

**Call to Order:** Chair Simone called the meeting to order at 9:30 a.m.

**Public Comment:** None.

**Closed Session:** Ms. Foster moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter to discuss the appointment of the Library Director. Mr. Bruss seconded the motion. The motion was approved by all. The board began the discussion at 9:37 a.m. and concluded at 10:47 a.m. Ms. Miller-Moore moved the board end the closed session. Ms. Simone seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Trifone moved Certification of the Closed Meeting as follows and Ms. Simone 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. Foster reported the board discussed only items pertinent to a personnel issue of appointing a library director.

Ms. Trifone moved to appoint Sandra Towers as Williamsburg Regional Library Director. Ms. Owens seconded the motion. A roll call vote was taken.

MINUTES APPROVED 6/20/2024

VOTES	AYE	NAY	ABSTAIN	ABSENT
SIMONE	X			
HIGHLAND				X
FOSTER	X			
BOONE				X
BRUSS	X			
GAREIS				X
MILLER-MOORE	X			
OWENS	X			
STURDIVANT	X			
TRIFONE	X			
TRIVETTE				X

The motion passed unanimously.

**Adjournment:** The meeting concluded by mutual consent at 11:00 a.m.

Respectfully submitted,

Approved by,

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Katherine Wilkins

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Nina Simone, Chair

June 6, 2024

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>
Contractual Services	\$160,000	\$170,639	106.6%	Paid annual HVAC contract and monthly Custodial Services
Library Catalog & Website Services	\$165,000	\$160,714	97.4%	Annual Sirsi Catalog contract paid
Maintenance Supplies	\$15,000	\$19,013	126.7%	Expenses higher than budgeted – Reclass building Maintenance expenses
Memberships	\$8,000	\$8,004	100.1%	Annual Memberships Paid

Percentage of year passed 91.67%

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

EXPENDITURES	Final	FY 2024		FY 2024	% Spent &
<b>Compensation</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumber</b>	<b>Total</b>	<b>Encumbered</b>
Salaries	3,808,160	3,287,446		3,287,446	86.3%
Wages	904,679	698,919		698,919	77.3%
FICA	358,784	293,304		293,304	81.7%
Virginia Retirement Systems	509,146	435,784		435,784	85.6%
Health Insurance	720,840	611,293		611,293	84.8%
Workers Comp Insurance & Unemploy	14,047	13,339		13,339	95.0%
VRS Group Life Insurance	48,854	43,717		43,717	89.5%
Fringe Benefits	13,010	10,724		10,724	82.4%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,664,681	1,408,161	0	1,408,161	84.6%
Subtotal	6,377,520	5,394,526	0	5,394,526	84.6%
<b>Collection Materials</b>					
Collection Materials	674,014	573,290	39,720	613,010	90.9%
Subtotal	674,014	573,290	39,720	613,010	90.9%
<b>Operations</b>					
Advertising	15,000	6,643		6,643	44.3%
Bank Fees	10,000	7,656		7,656	76.6%
Bindery	0	0		0	N/A
Building Maintenance	50,000	40,853	770	41,623	83.2%
Communications	40,000	31,631		31,631	79.1%
Computer Replacement	45,000	11,913		11,913	26.5%
Computer Software & Supplies	75,000	70,254	1,459	71,713	95.6%
Contractual Services	160,000	170,639		170,639	106.6%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,018	28,018		28,018	100.0%
Fund Balance Appropriations	164,343	57,903		57,903	35.2%
Human Resource Services	89,373	59,580		59,580	66.7%
Insurance	40,000	37,359		37,359	93.4%
Leases	45,000	31,559		31,559	70.1%
Legal/ Recovery Services	6,000	4,770		4,770	79.5%
Library Board Expenses	7,000	5,821		5,821	83.2%
Library Catalog & Website Services	165,000	160,714		160,714	97.4%
Library Programs	25,000	16,583		16,583	66.3%
Local Mileage	3,000	1,973		1,973	65.8%
Maintenance Supplies	15,000	18,766	248	19,013	126.8%
Memberships	8,000	8,004		8,004	100.1%
Miscellaneous	1,500	957		957	63.8%
Postage	15,000	14,408		14,408	96.1%
Printing	10,000	2,340		2,340	23.4%
Professional Services	15,500	14,000		14,000	90.3%
Software Maintenance	15,000	10,064		10,064	67.1%
Supplies	80,000	48,362	92	48,455	60.6%
Travel & Training	30,000	21,772		21,772	72.6%
User Refunds	0	82		82	N/A
Utilities	220,000	199,051		199,051	90.5%
Vehicle Services	23,000	12,159		12,159	52.9%
Subtotal	1,401,734	1,093,835	2,569	1,096,404	78.2%
<b>TOTAL</b>	<b>8,453,268</b>	<b>7,061,651</b>	<b>42,289</b>	<b>7,103,940</b>	<b>84.0%</b>

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

<b>REVENUE</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Received</b>	<b>Total Received</b>	<b>% Received</b>
City of Williamsburg	1,011,574	927,276	927,276	91.7%
James City County	5,917,016	5,423,931	5,423,931	91.7%
York County	807,665	740,360	740,360	91.7%
State Aid	474,670	474,794	474,794	100.0%
Lost Books	8,000	8,863	8,863	110.8%
Interest	10,000	67,488	67,488	674.9%
Copy Machines	20,000	37,042	37,042	185.2%
Other Library Revenue	10,000	7,424	7,424	74.2%
Meeting Room Use	30,000	29,799	29,799	99.3%
<b>TOTAL</b>	<b>8,288,925</b>	<b>7,716,977</b>	<b>7,716,977</b>	<b>93.1%</b>

**NON-BUDGETED OPERATING REPORT**

<b>Program</b>	<b>Revenue</b>	<b>Spent</b>	<b>Encumber</b>	<b>Total Spent &amp; Encumber</b>
Gifts & Memorials	54,886	59,375	29,960	89,335
Friends of WRL Foundation	187,983	167,290	1,445	168,734
Library Grants	45,000	14,284		14,284
Program Services	6,483	5,094		5,094
Subtotal	294,352	246,043	31,405	277,447

Percentage of year past	91.67%
Payroll % of year past	91.67%

# Resolution for Natalie Miller-Moore

Williamsburg Regional Library Board of Trustees  
February 12, 2015 – June 30, 2024

WHEREAS, Natalie Miller-Moore has faithfully served the Williamsburg Regional Library as a member of the Board of Trustees for nine years with enthusiasm, integrity, and fairness;

WHEREAS, Natalie has served the board with diligence as chair for four years, and has been a loyal and active member serving on the Advocacy, Evaluation, Executive, Finance, Legal Service, Library Director Search, Nominating, Personnel, Strategic Planning, and Training and Onboarding Committees, demonstrating an immeasurable commitment to the welfare of the library, its staff, and the community it serves;

WHEREAS, Natalie has been a stalwart advocate for the Williamsburg Regional Library working with local government officials, library staff, and the general public to advance the library's eminence and distinction within the community as demonstrated by the library placing second in the 2018 Engaging Local Government Leaders (ELGL) Leslie B. Knope Best Library in the US contest during her tenure as Chair of the Board of Trustees;

WHEREAS, Natalie, a champion for greater access to library resources, ensured access to library services with the procurement of a new bookmobile and supporting the operational functions of the library, the welfare of its staff and the overarching community during the unprecedented and rapidly-changing COVID-19 pandemic; and

WHEREAS, Natalie's attentiveness, eye for detail, and insight has proved invaluable in developing strategic plans and shaping the future of the library; now therefore be it

RESOLVED, we, her friends and colleagues on the Board of Trustees of the Williamsburg Regional Library, wish to express our sincere thanks, appreciation, and great affection to Natalie Miller-Moore for her outstanding leadership and dedicated service to the Williamsburg Regional Library. We salute and honor Natalie Miller-Moore for her immeasurable contribution and wish her continued success and happiness in her current and future endeavors.

BE IT FURTHER RESOLVED, that this recognition is recorded in the minutes of the library board and that copies be sent to each member of the governing bodies.

Adopted this 20th day of June 2024.

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Nina Simone, Chair

Williamsburg Regional Library Board of Trustees

# Resolution for Felicia Highland

Williamsburg Regional Library Board of Trustees  
July 1, 2020 – June 30, 2024

WHEREAS, Felicia Highland has faithfully served the Williamsburg Regional Library as a member of the Board of Trustees for four years with excellence, constancy, and diligence;

WHEREAS, Felicia has served as Board secretary and vice chair and has been a loyal and active member on the Advocacy, Evaluation, Executive, and Nominating Committees, demonstrating considerable commitment to the welfare of the library, its staff, and the community it serves;

WHEREAS, Felicia has been an enthusiastic community advocate supporting Williamsburg Regional Library programs such as Cena con Cuentos, One Book One Community, and Saturdays @ Frink contributing in part to the Virginia Library Association's recognition of the Williamsburg Regional Library as the 2023 Virginia Library of the Year;

WHEREAS, Felicia has championed the library as a safe place for youth supporting the creation of the Teen Room, Recording Studio, and Natural Landscape Playground at the James City County Library;

WHEREAS, Felicia's thoughtful and insightful contributions assisted the Board in launching a national search and selection of a Library Director; and

WHEREAS, Felicia's critical editorial eye and attention to detail provided clarity and vision in Library policy review and strategic planning; now, therefore, be it

RESOLVED, we, her friends and colleagues on the Board of Trustees of the Williamsburg Regional Library, wish to express our sincere thanks, appreciation, and great affection to Felicia Highland for her outstanding leadership and dedicated service to the Williamsburg Regional Library. We salute and honor Felicia Highland for her immeasurable contribution and wish her continued success and happiness in her current and future endeavors.

BE IT FURTHER RESOLVED, that this recognition is recorded in the minutes of the library board and that copies be sent to each member of the governing bodies.

Adopted this 20th day of June 2024.

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Nina Simone, Chair

Williamsburg Regional Library Board of Trustees

**Board of Trustees of the Williamsburg Regional Library**

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**June 20, 2024**

**Stryker Center, Meeting Room 127**

**Agenda Item Summary**

**Item: – Action Item: Fund Balance Appropriation**

**Project Title:** Data Center Licensing and Support FY 2025

**Amount:** \$45,000

**Project Summary:** To ensure continued operation and support of the library data center technologies, WRL is requesting \$45,000 for FY 2025. This funding will cover costs associated with server, switching, and software renewals as well as hardware warranty support. As stated in the Library Data Center upgrades project (2018), these recurring costs begin in year three and continue for the service life of the equipment.

The motion to approve the Fund Balance Appropriation carried.

Approved by the WRL Board of Trustees, June 20, 2024

Williamsburg Regional Library  
Reserve Funds Schedule  
As of May 31, 2024

**Reserve Funds**

**Beginning FY 2024 Reserve Funds**

		\$ 2,532,871	
Less: NonSpendable Funds (Prepays)	\$ (4,212)		
Less: Committed (Prgms & Collection Donations)	\$ (197,255)	\$ (201,467)	
<b>FY 2024 Reserve Funds</b>		<b>\$ 2,331,404</b>	
<b>Assigned To:</b>			
Less: Board Designated - Reserve	\$ (500,000)		
Less: Board Designated - State Aid Reserve	\$ (300,000)		
Less: Board Designated - Catalog Upgrade	\$ (75,000)	\$ (875,000)	
<b>Total Available Reserve Funds</b>		<b>\$ 1,456,404</b>	
Actual Expenditures to date	\$ (58,075)		
Encumbered Projects to date (see below)	\$ -		
Pending Projects (see below)	\$ (104,524)		
Assigned Fund Balance Projects Planned (see below)	\$ (500,000)	\$ (662,599)	
<b>Total Unassigned Fund Balance Amount</b>		<b>\$ 793,805</b>	9.58% of FY24 Op Bu

**As of May 31, 2024**

**Appropriation Expenditure Summary**

	<b>Appropriation</b>	<b>Total Spent</b>	<b>Balance</b>	<b>FY24 Actual</b>	<b>FY23 Actual</b>
* JCCL YS Idea Studio Renovation	\$ 150,000	\$ 144,588	\$ 5,412	\$ 4,900	\$ -
* RFID Project - 3 Year License	\$ 175,000	\$ 124,595	\$ 50,405	\$ -	\$ -
* Maker Space (Furniture & Equipment)	\$ 25,000	\$ 25,173	\$ 0	\$ 4,398	\$ 3,016
* Network Projects	\$ 99,929	\$ 89,449	\$ 10,480	\$ 47,481	\$ 41,968
* SAM Phase II	\$ 30,338	\$ 15,815	\$ 14,523	\$ -	\$ 15,815
* Director Search - 2024	\$ 25,000	\$ 1,296	\$ 23,704	\$ 1,296	
<b>Total</b>	<b>\$ 505,267</b>	<b>\$ 400,916</b>	<b>\$ 104,524</b>	<b>\$ 58,075</b>	<b>\$ 60,799</b>

**Fund Balance Projects - Planned**

Data Center Replacement (FY25/26)	\$ 500,000
<b>Total Planned</b>	<b>\$ 500,000</b>

Williamsburg Regional Library Statistical Report — FY 2024 ~ May 2024

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY23
Williamsburg Library	6,011	23,612	5,256	161	35,040	410,131	-5.8%
James City County Library	1,052	18,416	2,806	144	22,418	271,576	-4.8%
Bookmobile*	84	654	53	54	845	11,009	-16.6%
Adult - MLS*	175	948	43	48	1,214	13,252	-8.2%
Digital Collection	3,614	18,934	3,276	439	26,263	275,771	17.3%
<b>Monthly Total</b>	<b>10,936</b>	<b>62,564</b>	<b>11,434</b>	<b>846</b>	<b>85,780</b>	<b>981,739</b>	<b>-0.2%</b>
<b>Percent of Monthly Total</b>	<b>12.75%</b>	<b>72.94%</b>	<b>13.33%</b>	<b>0.99%</b>			

\* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY23
Williamsburg Library	21,259	12,537	1,362	35,158	411,371	-5.8%
James City County Library	10,600	11,167	740	22,507	272,541	-5.1%
Bookmobile*	146	688	10	844	11,064	-16.6%
Adult - MLS*	1,193	19	1	1,213	13,246	-8.0%
<b>Monthly Total</b>	<b>33,198</b>	<b>24,411</b>	<b>2,113</b>	<b>59,722</b>	<b>708,222</b>	<b>-5.8%</b>

\*\* Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY23
Williamsburg Library	28,495	6,543	35,038	409,904	-5.8%
James City County Library	17,912	4,476	22,388	271,434	-4.9%
Bookmobile*	700	145	845	11,042	-16.4%
Adult - MLS*	839	374	1,213	13,238	-7.8%
Digital Collection	N/A	27,978	27,978	295,001	20.3%
<b>Monthly Total</b>	<b>47,946</b>	<b>39,516</b>	<b>87,462</b>	<b>1,000,619</b>	<b>0.7%</b>

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY23
Williamsburg Library	108,891	13,936	122,827	-0.6%
James City County Library	75,287	13,031	88,318	-0.9%
Bookmobile*	4,344	1,040	5,384	-1.9%
Adult - MLS*	1,325	1,684	3,009	-1.5%
Digital Collection***	0	41,491	41,491	7.7%
<b>Total</b>	<b>189,847</b>	<b>71,182</b>	<b>261,029</b>	<b>0.5%</b>

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY23
Williamsburg Library	9,839	110,551	-4.3%
James City County Library	6,334	72,212	-7.3%
Bookmobile*	112	1,528	10.4%
Adult - MLS*	813	8,143	2.4%
<b>Total</b>	<b>17,098</b>	<b>192,434</b>	<b>-5.1%</b>

<u>USER CARDS</u>	Number	%Change FY23
Williamsburg	7,621	-11.3%
James City County	38,111	-5.8%
York County	6,986	-2.6%
Other ^	310	12.3%
<b>Total</b>	<b>53,028</b>	<b>-6.1%</b>

^ Non residents with special recognition cards

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<b><u>USER QUESTIONS</u></b>	<b>Adult</b>	<b>Youth</b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY23</b>
Williamsburg Library	2,716	824	3,540	48,894	9.9%
James City County Library	1,241	647	1,888	27,711	10.4%
Stryker Center	359	0	359	3,539	59.9%
Bookmobile	801	759	1,560	11,418	41.6%
Adult - MLS	855	N/A	855	9,611	-13.5%
Via Electronic	448	0	448	5,699	-14.4%
<b>Monthly Total</b>	<b>6,420</b>	<b>2,230</b>	<b>8,650</b>	<b>106,872</b>	<b>9.4%</b>

<b><u>PC &amp; Wi-Fi USE</u></b>	<b>PC Use</b>	<b>YTD</b>	<b>%Change FY23</b>	<b>Wi-Fi Use</b>	<b>YTD</b>	<b>%Change FY23</b>
Williamsburg Library	3,423	36,653	15.9%	12,656	151,035	8.3%
James City County Library	2,970	38,049	17.1%	12,160	151,850	9.0%
Bookmobile	428	4,398	11.1%	381	3,981	34.8%
Abram Frink	N/A	N/A	N/A	1,210	12,642	15.3%
<b>Total</b>	<b>6,821</b>	<b>79,100</b>	<b>16.2%</b>	<b>26,407</b>	<b>319,508</b>	<b>9.1%</b>

<b><u>PROGRAM ATTENDANCE</u></b>	<b>Adult</b>	<b>Youth</b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY23</b>
Williamsburg Library	1,723	1,696	3,419	44,643	20.9%
James City County Library	108	1,633	1,741	25,366	24.0%
Stryker Center	278	98	376	6,917	6.6%
Bookmobile	58	1,926	1,984	25,021	57.8%
Adult MLS	312	0	312	3,095	0.8%
Outreach	39	2,491	2,530	31,295	69.0%
Virtual Programming	111	0	111	1,482	107.9%
<b>Monthly Total</b>	<b>2,629</b>	<b>7,844</b>	<b>10,473</b>	<b>137,819</b>	<b>35.1%</b>

<b><u>MEETING ROOM USE</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY23</b>
Williamsburg Library	830	9,087	5.0%
James City County Library	295	3,941	37.4%
Stryker Center	174	1,262	11.0%
<b>Total</b>	<b>1,299</b>	<b>14,290</b>	<b>12.9%</b>

<b><u>VISITS</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY23</b>
Williamsburg Library	27,449	307,345	5.3%
James City County Library	15,233	177,665	12.4%
Stryker Center	560	9,165	7.0%
<b>Total</b>	<b>43,242</b>	<b>494,175</b>	<b>7.8%</b>

<b><u>MEDIA</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY23</b>
Website Visits	38,038	403,762	5.9%
Mobile App	10,133	99,034	-27.7%
<b>Total</b>	<b>48,171</b>	<b>502,796</b>	<b>-3.0%</b>