

**Williamsburg Regional Library
Library Director's Report – September 2024**

James City County Library Building Project Updates:

Adult Area Renovation: Guernsey Tingle Architects are in the process of creating a design proposal for review. The project, which is funded by James City County CIP funds, will include carpet, paint, LED lighting, electrical improvements, and furnishings.

Natural Playground at JCCL: Fundraising event on September 27, 6 pm at the James City County Library. The playground is supported by the FWRLF.

September Highlights

Public Engagements:

- September 6: Tidewater Area Library Directors Association meeting (Virginia Beach)
- September 7: Neighborhood Council of Williamsburg meeting
- September 10: Kiwanis Club of Williamsburg meeting
- September 14: Kiwanis Shrimp Feast (WRL had 6 volunteers help at the event)
- September 17: Torch Club of Williamsburg meeting
- September 18: Kiwanis Club of Williamsburg meeting – check distribution
- September 21: Braver Angels meeting

Jurisdictional Meetings:

- August 29: City of Williamsburg Management Team meeting
- September 11: James City County Executive Leadership Team meeting
- September 16: Meeting with York County Administrative Team (Mark Bellamy, Brian Fuller, Susan Goodwin, Theresa Owens), Supervisor Doug Holroyd, York County Public Library director Kevin Smith, Randy Casey-Rutland, Sam Sadler, and Carrie Binsfeld to discuss strategies for building an active Friends Foundation for York County Public Library
- September 16: Scott Stevens update meeting

Upcoming Engagements:

- September 26-27: Virginia Library Directors Annual Meeting at the Library of Virginia
- October 2: Regional Emergency Operations Hurricane Tabletop Exercise, part 2
- October 3: Meet with Williamsburg Library Evaluation Committee – MBP will be presenting their review findings and recommendations
- October 4: Host the meeting of the Tidewater Area Library Directors at Stryker Center
- October 17 – 18: Attend Virginia Library Association Annual Conference (Norfolk)

Board of Trustees of the Williamsburg Regional Library

**Minutes of Board Meeting August 28, 2024
Stryker Center, Meeting Room 128**

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

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

Absent: Gene Bruss and Theresa Owens

Call to Order: Chair Simone called the meeting to order at 3:02 p.m.

Public Comment: None.

Mission Moment: Ms. Simone reflected on the convenience of working from the library when she experienced a power outage. Mr. Casey-Rutland praised library staff on the enjoyable event honoring Betsy Fowler.

Consent Calendar: Ms. Simone asked for any additions, corrections, or deletions to the minutes. The August 28, 2023 consent calendar was approved as written.

Chair's Report:

Ms. Simone introduced two new board members. Mr. John Parman, a James City County appointee, is a professor of economics at William & Mary. Mr. Sam Sadler, a City of Williamsburg appointee, is the former president of the Friends of WRL Foundation.

A. Library Building Liaison Committee Update: The City of Williamsburg has created a Library Proposal Evaluation Committee. Ms. Simone and Mr. Gareis, representing the library Board, Ms. Towers and Ms. Binsfeld, representing library staff, and Mr. Casey-Rutland and Mr. Westfall, representing the Friends of WRL will join members from the Williamsburg City Council and City staff on the Evaluation Committee. The City received 3 RFP responses from architectural firms. The committee will review the proposals and present their recommendations to the City Council.

B. Appoint Nominating Committee for Vice Chair vacancy: Mr. Bruss and Ms. Trifone will join Ms. Simone on the Nominating Committee for the Vice Chair vacancy.

Library Director's Report:

Ms. Towers reported she and Ms. Binsfeld met with representatives from Guernsey Tingle Architects and James City County General Services staff to discuss the scope of the renovations of the Adult Area at James City County Library (JCCL). The project, which is funded by James City County CIP funds, will include carpet, paint, LED lighting, data and electrical improvements, and furnishings.

Ms. Towers stated the Natural Playground at JCCL is in final review with James City County. Ms. Towers extended invitations to board members to attend a fundraising event for the Natural Playground on September 27 at 6:00 p.m. at JCCL.

MINUTES APPROVED 9/25/2024

Ms. Towers shared in her meeting with Mr. Doug Holroyd, York County District 1 Supervisor, that he expressed interest in building a stronger, more active Friends group for the Yorktown Public Library. Ms. Towers will join representatives from York County and the Friends of WRL to discuss nurturing a more vibrant Friends group for York County Public Library.

Ms. Towers attended the 1000 Books Before Kindergarten graduation and shared her joy at experiencing the excitement of 42 preschool families. Combined they read 45,000 books.

Ms. Towers provided the Board with a snapshot of the July 2024 statistics including the number of visits to each library and totals for library circulation.

- A. Action Item: FY 2025 Revised Budget:** Ms. Towers presented the FY 2025 Revised Budget. The budget has been updated to fund the implementation of the Compensation and Classification study conducted by James City County Human Resources in 2024. The study resulted in additional compensation costs. To offset this amount, the library eliminated funding for two full-time professional positions and reduced on-call staff hours. Additionally, decreases in several operations accounts have been revised from the previously approved budget to support implementation of the study.

Ms. Simone applauded Ms. Binsfeld and Ms. Towers for their work on the budget. Ms. Simone also applauded library staff for absorbing the changes.

Mr. Gareis moved to approve the FY 2025 Revised Budget. Ms. Trifone seconded the motion; the motion was approved by a unanimous vote.

- B. Action Item: Authorization of Funding Resolution:** Ms. Towers presented the Authorization for Funding the Compensation Plan for FY 2025. The study was intended to improve employee recruitment and retention by making salary ranges competitive with other jurisdictions, to ensure positions were in the correct salary range, and to move employees to the midpoint based on relevant experience. The implementation of the study will be effective October 1, 2024.

Mr. Sadler moved to approve the Authorization of Funding Resolution. Ms. Boone seconded the motion; the motion was approved by a unanimous vote.

- C. Action Item: Proposed 2025 Board of Trustees Meeting Dates:** Ms. Towers presented the proposed calendar of 2025 Board of Trustees meeting dates.

Mr. Parman moved to approve the Proposed 2025 Board of Trustees Meeting Dates. Ms. Sturdivant seconded the motion; the motion was approved by a unanimous vote.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the Friends will meet on September 24, 2024. Fundraising for the Landscape Playground continued over the summer. There will be a fundraising event September 27 at 6 pm at JCCL. The Friends also advocate for and energize community engagement for the library. Mr. Casey-Rutland expressed his appreciation for the inclusion of two Friends board members on the Library Proposal Evaluation Committee.

City of Williamsburg Update: The Williamsburg City Council elected to install an Evaluation Committee representing the stakeholders for the Williamsburg Library Building. The Committee will present its recommendation along with public input to the city council.

MINUTES APPROVED 9/25/2024

James City County Update: Ms. Boone reported James City County General Services staff have been visiting area facilities to view office arrangements and materials used in construction in anticipation of construction of their new building.

York County Update: None.

Other Business: None.

Adjournment: Ms. Simone moved to adjourn at 3:53 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

Board of Trustees of the Williamsburg Regional Library

September 25, 2024

Agenda Item Summary

Item: – Action Item: Fund Balance Appropriation

Project Title: Outreach Services -Cargo Van Replacement

Amount: \$85,000

Project Summary: WRL Outreach Services cargo van provides program equipment transportation support daily for programs in the community. The current cargo van is 17 years old and well beyond the end of useful life. A replacement van is needed to continue to provide ongoing support to daily programs. The new cargo van will be purchased via state contract and include a AWD, a high capacity and be fitted with a lift gate.

Previous Relevant Action: None

Adopted by the WRL Board of Trustees on September 25, 2024.

Williamsburg Regional Library Statistical Report — FY 2025 ~ August 2024

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	7,346	29,050	6,350	296	43,042	90,561	8.2%
James City County Library	1,442	24,378	3,839	297	29,956	62,104	14.7%
Bookmobile*	221	767	41	2	1,031	2,966	-1.9%
Adult - MLS*	142	865	27	20	1,054	2,126	25.8%
Digital Collection	3,764	18,002	3,059	374	25,199	50,835	9.2%
Monthly Total	12,915	73,062	13,316	989	100,282	208,592	10.4%
Percent of Monthly Total	12.88%	72.86%	13.28%	0.99%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	24,058	17,332	1,792	43,182	90,904	8.1%
James City County Library	13,503	15,382	1,189	30,074	62,336	14.6%
Bookmobile*	210	772	50	1,032	2,968	-1.7%
Adult - MLS*	1,041	14	0	1,055	2,127	24.2%
Monthly Total	38,812	33,500	3,031	75,343	158,335	10.7%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	35,835	7,177	43,012	90,520	8.1%
James City County Library	23,836	6,119	29,955	62,099	14.6%
Bookmobile*	838	193	1,031	2,966	-1.9%
Adult - MLS*	781	273	1,054	2,126	24.4%
Digital Collection	N/A	27,013	27,013	54,312	9.1%
Monthly Total	61,290	40,775	102,065	212,023	10.3%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	110,172	13,840	124,012	-0.6%
James City County Library	75,140	13,134	88,274	0.4%
Bookmobile*	4,255	1,167	5,422	-1.5%
Adult - MLS*	1,365	1,724	3,089	-2.6%
Digital Collection***	0	39,226	39,226	7.5%
Total	190,932	69,091	260,023	0.9%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	10,747	21,972	-0.1%
James City County Library	7,225	14,761	0.2%
Bookmobile*	183	367	-28.9%
Adult - MLS*	709	1,400	29.4%
Total	18,864	38,500	0.9%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	8,776	-15.7%
James City County	41,364	-9.4%
York County	7,447	-3.4%
Other ^	308	-5.2%
Total	57,895	-9.6%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ August 2024

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	3,684	1,341	5,025	10,376	-10.7%
James City County Library	1,841	1,153	2,994	6,273	-6.5%
Stryker Center	333	0	333	669	-2.4%
Bookmobile	377	439	816	2,151	86.3%
Adult - MLS	837	N/A	837	1,661	5.5%
Via Electronic	542	4	546	1,074	-30.8%
Monthly Total	7,614	2,937	10,551	22,204	0.4%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	4,235	8,261	-6.2%	14,195	28,056	-11.2%
James City County Library	4,441	8,590	13.8%	16,351	32,896	-23.8%
Bookmobile	471	984	-0.3%	213	384	129.2%
Abram Frink	N/A	N/A	N/A	827	1,457	-29.5%
Total	9,147	17,835	3.7%	31,586	62,793	-17.4%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	1,476	2,683	4,159	10,231	-7.4%
James City County Library	167	4,393	4,560	9,283	-26.9%
Stryker Center	206	244	450	2,390	-37.4%
Bookmobile	86	1,384	1,470	3,671	72.4%
Adult MLS	417	0	417	676	8.0%
Outreach	270	1,472	1,742	2,326	327.7%
Virtual Programming	41	0	41	94	171.3%
Monthly Total	2,663	10,176	12,839	28,671	22.2%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	592	935	38.8%
James City County Library	238	570	26.3%
Stryker Center	15	15	646.7%
Total	845	1,520	40.1%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	29,096	61,141	-5.1%
James City County Library	18,899	39,336	-0.5%
Stryker Center	520	1,564	9.3%
Total	48,515	102,041	-3.1%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	35,800	71,913	-0.4%
Mobile App	16,081	31,724	-19.8%
Total	51,881	103,637	-6.4%