

Williamsburg Regional Library Library Director's Report – January 2025

Operational Updates:

New Collections

Video Games: In December, the Friends of Williamsburg Regional Library Foundation (FWRLF) awarded a Margin of Excellence grant to support the addition of video games to the Learning to Go collection. This new collection includes 39 games for the Nintendo Switch and PlayStation 5. All titles are rated either E for everyone or E10+. Video games encourage and develop critical thinking and problem-solving skills in a fun and interactive way, which supports the goals of the Learning to Go collection.

Battle of the Books Kindles: Four Kindle Paperwhite Kids were added to the WRL e-reader collections. These e-readers have the Battle of the Book titles for this year and will be updated yearly with the new Battle Book titles.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- December 2: FWRLF Finance Committee meeting
- December 3: FWRLF Board meeting
- December 4: Presentation to Kiwanis of Colonial Capital
- December 4: WRL Board of Trustees meeting
- December 6: Tidewater Area Library Directors Meeting at Poquoson Library
- December 10: Library Management Team Tour of the Bray School
- December 17: Library of Virginia Library Directors AI Exploration Group meeting
- December 19: FWRLF Executive Committee meeting to update on Playground Project
- December 23: FWRLF Finance Committee meeting
- January 4: Memorial Service for Abram Frink Jr.
- January 7 & 8: WRL All-Staff meetings
- January 10: FWRLF Board Orientation for Randy Myers
- January 13: FWRLF Executive Committee meeting
- January 17: FWRLF Finance Committee meeting
- January 21: FWRLF Board meeting
- January 21: Virginia Library Directors virtual meeting

Jurisdictional Meetings:

- December 5: Virtual Chat with the County Administrator (JCC Staff meeting)
- December 11: Emerging Leaders Academy (JCC) Graduation
- December 12: JCC Executive Leadership Team meeting
- December 12: Williamsburg Building Evaluation Committee meeting
- December 12: Williamsburg State of the City event
- December 16: Mark Bellamy and Brian Fuller (YC) meeting to discuss budget, digital circulation, and services

- January 9: City Council of Williamsburg Swearing In ceremony
- January 10: City of Williamsburg Budget Meeting
- January 16: JCC Executive Leadership Team meeting

Upcoming Engagements & Meetings:

- January 29: Williamsburg Library Building Evaluation Committee meeting
- January 30: City of Williamsburg Leadership Team meeting
- February 4: Virginia Library Directors AI Exploration Group meeting
- February 13: JCC Executive Leadership Team meeting
- February 21: HART Storytime Guest Reader
- February 24: FWRLF Executive Committee meeting

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting December 04, 2024

Stryker Center, Meeting Room 128

Attending: Nina Simone, Toni Sturdivant, Feather Foster, Gene Bruss, John Parman, Sam Sadler, Nicole Trifone, and Andrew Trivette

Friends of WRL Foundation (FWRLF) President Randy Casey-Rutland; Aaron Hawkins of Robinson, Farmer, Cox Associates; Scott Stevens, County Administrator, James City County (JCC); Brad Rinehimer, Assistant County Administrator, JCC; and Susan Goodwin, Assistant County Administrator, York County

Library Director Sandy Towers; library staff members Carrie Binsfeld, Tabor Chapman, Lisa Hilleary, Mark Lutner, Desiree Parker, Alicia Phinney, Ben Strohm, and Katherine Wilkins

Absent: Grace Boone, Chris Gareis, and Theresa Owens

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

Ms. Towers introduced and welcomed Mr. Stevens, Mr. Rinehimer, and Ms. Goodwin.

Public Comment: None.

Mission Moment: Ms. Simone observed a variety of people waiting for the library doors to open on a Wednesday morning, and reflected on how the library is an important touchstone within the community. Ms. Sturdivant complimented the outstanding customer service Ms. Chapman provided.

Consent Agenda: Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The December 4, 2024 consent agenda was approved as written.

Report from the Auditors – Aaron Hawkins of Robinson, Farmer, Cox Associates

Action Item: Annual Financial Report Fiscal Year ending June 30, 2024

Mr. Hawkins reviewed the audit process as it pertains to the Williamsburg Regional Library (WRL) and the annual financial report. Thanks to Ms. Binsfeld's preparation, the library's report received an opinion of Unmodified, the highest opinion. Ms. Binsfeld reviewed the Fund Balance report. Mr. Sadler moved to approve the Annual Financial Report June 30, 2024. Mr. Bruss seconded. The motion was approved by a unanimous vote.

Report from County Administrator, James City County – Scott Stevens

Chair's Report:

A. Committee Updates:

The Library Building Liaison Committee will meet mid-December with the Library Building Evaluation Committee to review the design-build proposals.

Library Director's Report:

A. Action Item: Fund Balance Appropriation – Systems Technology Updates:

Ms. Towers presented the Fund Balance Appropriation request for Systems Technology Updates. This includes the following four upgrades for a total of \$150,000:

- Migration to a catalog system providing a higher level of service to users
- Microsoft licensing as public libraries no longer receive educational discounts
- Website management migration to Civic Plus meeting new standards of compliance
- Migration to a reservation system for Gab Bags, Museum Passes and Room Reservations

Mr. Parman moved to approve the proposed Fund Balance Appropriation Request– Systems Technology Updates. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

B. Action Item: Strategic Plan Update:

Ms. Towers presented extending the strategic plan through December 2025 to provide time for contract negotiations and library building projects. The executive summary and names of board members and staff have been updated.

Ms. Foster moved to approve the proposed Strategic Plan, 2023-2025. Mr. Sadler seconded the motion; the motion was approved by a unanimous vote.

C. FY 2026 Proposed Budget Update

Ms. Towers presented the proposed budget to the board. The budget has an overall increase of 1.83% which is below the 5% cap of the jurisdictions. Ms. Towers noted key considerations include maintaining jurisdictional costs and maximizing staff efficiencies. The budget will be presented for adoption at the January 22, 2025 board meeting. Ms. Binsfeld added the Finance committee reviewed the budget in November.

D. Capital Improvements Projects

Ms. Towers reported four Capital Improvements Projects were submitted to James City County for consideration. They included the following:

- Improvements to the JCCL Adult areas
- Upgrade to JCCL staff areas
- New JCCL library building
- New Grove area library

Ms. Towers highlighted programs of note in the December *Beyond the Shelves* Program Guide. Ms. Towers reported the first meeting of the Senior Advisory Team occurred in November. The Senior Advisory Team is open to all adults age 55+ to discuss library programming and services for seniors. This program is designed to help build a community and combat loneliness and isolation. The library has signed a contract with AARP to access the Senior Planet Curriculum.

Ms. Towers reported the library received a Dementia Friendly designation by the Dementia Friends of Virginia due to training at the annual Staff-In-Service Day in October. Both the James City County Board of Supervisors and the City of Williamsburg City Council issued anti-bullying proclamations commending the combined efforts of WRL and Historic Area Religions Together (HART) projects including the Stand Up for Yourself and Others! Project.

MINUTES APPROVED 1/28/2025

Ruth Larson, chair of the James City County Board of Supervisors, led a story time featuring one of the books from the Stand Up for Yourself collection.

Ms. Towers reported Jerry Pallotta, author of the popular *Who Would Win* series, presented at all nine Williamsburg-James City County elementary schools in November. This annual program, funded by the Friends, brings an author to the local schools. This year over 2800 children participated and the feedback from teachers and parents has been extremely positive.

Ms. Towers announced the 2025 One Book One Community selection is the novel *Where I Can't Follow* by Ashley Blooms. The story explores topics of addiction and mental health. The author will visit and discuss her novel in March 2025. This annual program is funded by the Friends.

Ms. Towers provided updates on building projects. The Library Building Liaison Committee met in September. Ms. Towers and Ms. Binsfeld met with four contractors at a pre-bid construction meeting for the JCLL Natural Playground. Bids are due December 12, 2024.

Ms. Towers welcomed Tabor Chapman as the WRL Circulation Services Director.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the FWRLF met on December 3, 2024. Mr. Casey-Rutland noted the Friends are working to promote and fund the JCLL Natural Playground.

City of Williamsburg Update: Mr. Trivette reported the Library Evaluation Committee will meet in mid-December. The budget will be presented to the City Council in early December.

James City County Update: None

York County Update: None

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 to discuss the six-month evaluation of the Library Director. Ms. Foster seconded the motion. The motion was approved by all. The board began the discussion at 4:21 p.m. and concluded at 4:23 p.m. Mr. Bruss moved the board end the closed session. Mr. Sadler seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Foster moved Certification of the Closed Meeting as follows and Mr. Sadler 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,

MINUTES APPROVED 1/28/2025

(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 the six-month evaluation of the Library Director.

Adjournment: Ms. Simone moved to adjourn at 4:25 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

Board of Trustees of the Williamsburg Regional Library
Minutes of Executive Committee Meeting December 2, 2024
Stryker Center, Conference Room 113

Attending: Nina Simone, Toni Sturdivant, and Feather Foster

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

Public Comment: None.

Chair's Report:

The committee discussed the 6 month evaluation of the Library Director.

Adjournment: Ms. Simone moved to adjourn at 10:15 a.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

Board of Trustees of the Williamsburg Regional Library

**Minutes of Executive Committee Meeting January 13, 2025
Stryker Center, Conference Room 113**

Attending: Nina Simone, Toni Sturdivant, and Feather Foster

Call to Order: Chair Simone called the meeting to order at 9:32 a.m.

Public Comment: None.

Chair's Report:

The committee discussed a 6 month evaluation of the Library Director.

Adjournment: Ms. Simone moved to adjourn at 10:12 a.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

January 9, 2025

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

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Library Board Expenses	\$7,500	\$8,036	107.1%	Reception for Former Library Director and Staff Day recognition events
Library Catalog & Website Services	\$170,000	\$147,245	86.6%	Annual Sirsi contract paid

Percentage of year passed 50.0%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending December 31, 2024

EXPENDITURES	Amended Budget	FY 2025 Actual	Encumber	FY 2025 Total	% Spent & Encumbered
Compensation					
Salaries	4,183,290	1,874,524		1,874,524	44.8%
Wages	895,649	423,856		423,856	47.3%
FICA	388,539	169,622		169,622	43.7%
Virginia Retirement Systems	616,147	271,260		271,260	44.0%
Health Insurance	740,940	319,264		319,264	43.1%
Workers Comp Insurance & Unemploy	15,022	7,511		7,511	50.0%
VRS Group Life Insurance	57,724	21,670		21,670	37.5%
Fringe Benefits	14,387	5,968		5,968	41.5%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,832,759	795,295	0	795,295	43.4%
Subtotal	6,911,698	3,093,675	0	3,093,675	44.8%
Collection Materials					
Collection Materials	660,000	334,527	48,491	383,017	58.0%
Subtotal	660,000	334,527	48,491	383,017	58.0%
Operations					
Advertising	10,000	3,015		3,015	30.2%
Bank Fees	9,500	4,126		4,126	43.4%
Bindery	0	0		0	N/A
Building Maintenance	55,000	17,322	4,561	21,883	39.8%
Communications	40,000	14,274		14,274	35.7%
Computer Replacement	45,000	2,610		2,610	5.8%
Computer Software & Supplies	75,000	41,678	20,022	61,700	82.3%
Contractual Services	180,000	147,961		147,961	82.2%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,371			0	0.0%
Fund Balance Appropriations	360,820	119,271	76,132	195,403	54.2%
Human Resource Services	95,963	39,983		39,983	41.7%
Insurance	42,000	27,243		27,243	64.9%
Leases	40,000	32,122		32,122	80.3%
Legal/ Recovery Services	7,500	877		877	11.7%
Library Board Expenses	7,500	8,036		8,036	107.1%
Library Catalog & Website Services	170,000	147,245		147,245	86.6%
Library Programs	25,000	10,559		10,559	42.2%
Local Mileage	4,000	1,092		1,092	27.3%
Maintenance Supplies	18,000	9,380		9,380	52.1%
Memberships	9,000	6,878		6,878	76.4%
Miscellaneous	2,000	530		530	26.5%
Postage	17,000	6,950		6,950	40.9%
Printing	5,000	1,201	177	1,378	27.6%
Professional Services	16,000	14,400		14,400	90.0%
Software Maintenance	15,000	7,449		7,449	49.7%
Supplies	70,000	26,301	328	26,629	38.0%
Travel & Training	25,000	4,052		4,052	16.2%
User Refunds	0	107		107	N/A
Utilities	230,000	108,787		108,787	47.3%
Vehicle Services	20,000	8,062		8,062	40.3%
Subtotal	1,623,654	811,510	101,220	912,730	56.2%
TOTAL	9,195,352	4,239,711	149,711	4,389,423	47.7%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending December 31, 2024

REVENUE	Amended Budget	FY 2025 Received	Total Received	% Received
City of Williamsburg	1,085,316	542,658	542,658	50.0%
James City County	6,223,211	3,111,605	3,111,605	50.0%
York County	826,845	413,423	413,423	50.0%
State Aid	510,015	255,008	255,008	50.0%
Fund Balance	56,145	0	0	N/A
Lost Books	10,000	3,682	3,682	36.8%
Interest	45,000	37,027	37,027	82.3%
Copy Machines	35,000	17,963	17,963	51.3%
Other Library Revenue	10,000	8,236	8,236	82.4%
Meeting Room Use	33,000	17,826	17,826	54.0%
TOTAL	8,834,532	4,407,426	4,407,426	49.9%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	48,670	25,464		25,464
Friends of WRL Foundation	95,020	52,126	8,740	60,866
Library Grants		14,329		14,329
Program Services	3,641	1,035	2,000	3,035
Subtotal	147,332	92,953	10,740	103,693

Percentage of year past	50.00%
Payroll % of year past	50.00%

Board of Trustees of the Williamsburg Regional Library

January 22, 2025

Agenda Item Summary

Item: 7.A Action Item: Approval - FY 2026 Proposed Budget

The Williamsburg Regional Library FY 2026 Proposed Budget is attached and presented for Board approval.

The overall objective was to maintain fiscal responsibility and operational efficiency. The proposed budget, reflecting a modest 1.83% increase from the previous year, demonstrates a prudent and deliberate approach to financial management. This increase remains well below the 5% cap established by contract, highlighting the library's commitment to fiscal discipline.

Key considerations:

- **Maintaining Jurisdictional Costs**
The library has prioritized maintaining jurisdictional costs, ensuring alignment with financial expectations and constraints of supporting jurisdictions.
- **Maximizing Staffing Efficiencies**
The library does not anticipate position or reclassification requests this year, reflecting a focus on maintaining current staffing levels and avoiding long-term cost escalations.
- **Strategic Compensation Adjustments**
 - A reduction of \$175,000 in the overall compensation budget for Position Vacancy Savings reflects thoughtful planning around staffing needs.
 - The continued un-funding of two positions from FY 2025 further highlights the library's ability to optimize staffing without compromising core services.
 - An estimated 4% increase in compensation and benefits accounts for cost-of-living adjustments and benefits.

This budget represents a balanced strategy to address rising operational costs while adhering to fiscal limits and sustaining quality services. It reflects the library's dedication to cost containment without compromising its mission to serve the community effectively.

The following summary of operations budgets increases/decreases are proposed to support new costs or initiatives.

- The Collection Materials budget is increased 4.55%, or \$30,000 to fund the increasing costs of digital formats and databases.
- The Bank/credit card Fees budget is increased \$500 to account for increased use of electronic payment processors.
- The Computer Replacement budget was decreased \$5,000 to support current replacement schedules and the Computer Software & Supplies budget was increased \$5,000 to support current purchases.
- The Contractual Services budget is increased \$10,000 to fund increases in contracts such as custodial services and HVAC.
- The Leases budget is decreased \$2,000 due to current agreements and usage.

- The Board and Recognition Expenses is increased \$500 to cover the increased costs in the staff recognition events.
- The Catalog & Website services budget is increased \$10,000 to fund increases in contracts and implementing additional services.
- The Local Mileage budget is decreased \$1,000 to reflect savings in travel costs.
- The Printing budget is decreased \$1,000 to reflect the savings in costs.

Local jurisdiction funding calculations were based on the contract for library services. York County's contribution percentage increased from 10.16% to 10.68% as a result of increased circulation usage. James City County and the City of Williamsburg split the remaining portion of funding based on their jurisdiction's circulation percentages 85.67% and 15.33%, respectively.

The library follows the James City County Payroll and Personnel policies by contract. The compensation section of the budget will be revised when guidance is received from James City County Financial & Management Services. The FY 2026 WRL Proposed Budget will be updated and presented to the Library Board of Trustees for final adoption in spring 2025.

Adopted by the WRL Board of Trustees on January 28, 2025.

Williamsburg Regional Library
Proposed Budget - December 4, 2024
Fiscal Year 2026

	FY 2024 Final Budget	FY 2024 Final YTD	FY 2025 Approved Budget	FY 2026 Proposed Budget	\$\$ Change from FY25 Budget	% Change from FY25 Budget
Compensation						
Salaries & Wages	4,712,839	4,331,075	5,078,939	5,282,097	203,158	4.00%
FICA	358,784	318,596	388,539	404,081	15,542	4.00%
Virginia Retirement System	509,146	474,320	616,147	640,793	24,646	4.00%
Health Insurance	720,840	667,538	740,940	770,578	29,638	4.00%
Retire Medical/Def Comp Match	13,010	11,357	14,387	14,962	575	4.00%
Unemp/Life/Workers Comp	62,901	60,551	72,746	75,656	2,910	4.00%
COMPENSATION SUBTOTAL	6,377,520	5,863,437	6,911,698	7,188,166	276,468	4.00%
Position Vacancy Savings	0	0	0	(175,000)	(175,000)	N/A
COMPENSATION TOTAL	6,377,520	5,863,437	6,911,698	7,013,166	101,468	1.47%
Collections						
Collections	674,014	660,694	660,000	690,000	30,000	4.55%
COLLECTIONS SUBTOTAL	674,014	660,694	660,000	690,000	30,000	4.55%
Operations						
Advertising	7,700	7,108	10,000	10,000	0	0.00%
Bank/Credit Card Fees	10,000	8,312	9,500	10,000	500	5.26%
Building Maintenance	50,000	44,180	55,000	55,000	0	0.00%
Communications	35,000	34,569	40,000	40,000	0	0.00%
Computer Replacement	45,000	13,920	45,000	40,000	(5,000)	-11.11%
Computer Software & Supplies	75,000	73,487	75,000	80,000	5,000	6.67%
Contractual Services	180,000	178,698	180,000	190,000	10,000	5.56%
Equipment	1,000	0	1,000	1,000	0	0.00%
Financial Services (City)	28,018	28,018	28,371	28,843	472	1.66%
Fund Balance Projects	164,343	60,080	0	0	0	N/A
Human Resources (JCC)	89,373	89,370	95,963	103,675	7,712	8.04%
Insurance	40,000	37,359	42,000	42,000	0	0.00%
Leases	45,000	32,184	40,000	38,000	(2,000)	-5.00%
Legal/Recovery Services	6,000	5,322	7,500	7,500	0	0.00%
Board & Recognition Expenses	7,250	7,170	7,500	8,000	500	6.67%
Catalog & Website Services	165,000	158,994	170,000	185,000	10,000	5.88%
Library Programs	25,000	18,445	25,000	25,000	0	0.00%
Local Mileage	3,000	2,369	4,000	3,000	(1,000)	-25.00%
Maintenance Supplies	17,500	17,371	18,000	18,000	0	0.00%
Memberships	8,050	8,004	9,000	9,000	0	0.00%
Miscellaneous	1,500	1,316	2,000	2,000	0	0.00%
Postage	16,000	15,774	17,000	17,000	0	0.00%
Printing	3,500	2,780	5,000	4,000	(1,000)	-20.00%
Professional Services	15,500	14,000	16,000	16,000	0	0.00%
Software Maintenance	15,000	10,064	15,000	15,000	0	0.00%
Supplies	80,000	58,975	70,000	70,000	0	0.00%
Travel & Training	30,000	21,772	25,000	25,000	0	0.00%
User Refunds	0	98	0	0	0	0.00%
Utilities	220,000	214,744	230,000	230,000	0	0.00%
Vehicle Services	18,000	17,509	20,000	20,000	0	0.00%
OPERATIONS SUBTOTAL	1,401,734	1,181,994	1,262,834	1,293,018	30,184	2.39%
TOTAL	8,453,268	7,706,125	8,834,532	8,996,184	161,652	1.83%

**Williamsburg Regional Library
Proposed Budget - December 4, 2024
Fiscal Year 2026**

	FY 2024 Final Budget	FY 2024 Final YTD	FY 2025 Approved Budget	FY 2026 Proposed Budget	\$\$ Change from FY25 Budget	% Change from FY25 Budget
Government						
City of Williamsburg	1,011,574	1,011,574	1,085,316	1,141,588	56,272	5.18%
James City County	5,917,016	5,917,016	6,223,211	6,305,171	81,960	1.32%
York County	807,665	807,665	826,845	890,410	63,565	7.69%
State Aid	474,670	474,794	510,015	510,015	0	0.00%
Fund Balance	0	0	56,145	0	(56,145)	100.00%
GOVERNMENT SUBTOTAL	8,210,925	8,211,049	8,701,532	8,847,184	145,652	1.67%
Generated						
Lost Books	8,000	11,232	10,000	11,000	1,000	10.00%
Interest	10,000	73,618	45,000	55,000	10,000	22.22%
Copy Machines	20,000	40,094	35,000	40,000	5,000	14.29%
Other Library Revenue	10,000	7,774	10,000	10,000	0	0.00%
Meeting Room Use	30,000	34,192	33,000	33,000	0	0.00%
GENERATED SUBTOTAL	78,000	166,910	133,000	149,000	16,000	12.03%
TOTAL	8,288,925	8,377,959	8,834,532	8,996,184	161,652	1.83%

Williamsburg Regional Library
 Funding Formula Calculation
 For FY 2026

FY 2026 Proposed Budget	\$	8,996,184	
Minus: State Aid	\$	(510,015)	
Minus: Generated Revenue + Fund Balance	\$	(149,000)	
FY 2026 Tri-Jursidiction Funding Amount	\$		8,337,169
York County Funding (Reduced to 80%)	\$		890,410
City & JCC Funded	\$		7,446,759

BUDGET FOR FY 2026	FY 2024 Circ %	FY 2025 Adopted Budget (LEVEL)	FY 2026 Planning Split based on Funding %	Difference	% Change from FY25
York County	10.68%	\$ 826,845	\$ 890,410	\$ 63,565	7.69%
City of Williamsburg	15.33%	\$ 1,085,316	\$ 1,141,588	\$ 56,272	5.18%
James City County	84.67%	\$ 6,223,211	\$ 6,305,171	\$ 81,960	1.32%
Total		\$ 8,135,372	\$ 8,337,169	\$ 201,797	

**Williamsburg Regional Library
For Budget Fiscal Year Ending June 30, 2026
Local Funding by Circulation**

FY 2024	City of W	James City	Subtotal	York	Subtotal	Other	Total
Physical Circulation	97,244	564,358	661,602	105,242	766,844	6,141	772,985
Digital Circulation	44,082	216,206	260,288	36,788	297,076	5,164	302,240
FY 2024 Total Circulation	141,326	780,564	921,890	142,030	1,063,920	11,305	1,075,225
Local Funds Percentages	13.28%	73.37%		13.35%			
York Reduced 80% for Local Funds				10.68%			
City/JCC Split Circulation	141,326	780,564	921,890				
City/JCC Split Local Funds	15.33%	84.67%	100.00%				

FY 2023	City of W	James City	Subtotal	York	Subtotal	Other	Total
Physical Circulation	101,010	608,176	709,186	106,135	815,321	7,988	823,309
Digital Circulation	37,492	186,144	223,636	29,528	253,164	5,017	258,181
FY 2023 Total Circulation	138,502	794,320	932,822	135,663	1,068,485	13,005	1,081,490
Local Funds Percentages	12.96%	74.34%		12.70%			
York Reduced 80% for Local Funds				10.16%			
City/JCC Split Circulation	138,502	794,320	932,822				
City/JCC Split Local Funds	14.85%	85.15%	100.00%				

FY 2022	City of W	James City	Subtotal	York	Subtotal	Other	Total
Physical Circulation	101,837	607,905	709,742	103,708	813,450	6,290	819,740
Digital Circulation	41,187	228,707	269,894	43,354	313,248	3,027	316,275
FY 2022 Total Circulation	143,024	836,612	979,636	147,062	1,126,698	9,317	1,136,015
Local Funds Percentages	12.69%	74.25%		13.05%			
York Reduced 80% for Local Funds				10.44%			
City/JCC Split Circulation	143,024	836,612	979,636				
City/JCC Split Local Funds	14.60%	85.40%	100.00%				

**Williamsburg Regional Library
For Fiscal Year Ending June 30, 2026
City/County Fees Calculation**

	Percent not to exceed	FY 2025 Budget	FY 2025 Fee
City of Williamsburg - Financial Services	1.5%	\$ 1,922,834	\$ 28,843
James City County - Human Resources	1.5%	\$ 6,911,698	\$ 103,675
		<hr/>	<hr/>
		\$ 8,834,532	

**Williamsburg Regional Library
For Fiscal Year Ending June 30, 2026
Estimated Non-Budgetary Income ****

	FY 2025	FY 2026		
	Estimate	Estimate	\$\$Change	% Change
Gifts & Memorials	40,000	55,000	15,000	37.50%
Friends & Foundation	200,000	200,000	0	0.00%
Library Grants	10,000	10,000	0	0.00%
Program Services	20,000	20,000	0	0.00%
TOTAL	270,000	285,000	15,000	0.00%

**** Over 90% of all gifts are designated for a specific collection or program. Expenditures relating to gift income are recorded separately and not included in the Proposed Budget.**

Williamsburg Regional Library December 2024 Snapshot

Library Visits

Williamsburg Library	25,291
James City County Library	13,243
Stryker Center	375
Total Visits	38,909

Williamsburg Library Circulation

Jurisdiction	WL Circulation	Percent of Total
City of Williamsburg	6,328	17%
James City County	25,227	66%
York County	5,986	16%
Other	406	1%
Total	37,947	

James City County Library Circulation

Jurisdiction	JCCL Circulation	Percent of Total
City of Williamsburg	851	3%
James City County	20,905	83%
York County	3,300	13%
Other	212	1%
Total	25,268	

Total Physical Circulation by Jurisdiction

Jurisdiction	Total Circulation	Percent of Total
City of Williamsburg	7,433	11%
James City County	48,285	73%
York County	9,435	14%
Other	648	1%
Total	65,801	

Digital Circulation

Jurisdiction	Digital Circulation	Percent of Total
City of Williamsburg	3,875	14%
James City County	19,236	71%
York County	3,639	13%
Other	363	1%
Total	27,113	

Williamsburg Regional Library Statistical Report — FY 2025 ~ December 2024

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	6,328	25,227	5,986	344	37,885	255,832	11.5%
James City County Library	851	20,905	3,300	212	25,268	177,647	15.3%
Bookmobile*	102	1,005	101	29	1,237	7,648	23.1%
Adult - MLS*	152	1,148	48	63	1,411	8,363	22.1%
Digital Collection	3,875	19,236	3,639	363	27,113	160,972	10.7%
Monthly Total	11,308	67,521	13,074	1,011	92,914	610,462	12.6%
Percent of Monthly Total	12.17%	72.67%	14.07%	1.09%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	22,940	13,798	1,252	37,990	256,642	11.5%
James City County Library	12,250	12,414	776	25,440	178,346	15.3%
Bookmobile*	124	1,096	20	1,240	7,664	22.5%
Adult - MLS*	1,414	19	1	1,434	8,354	22.1%
Monthly Total	36,728	27,327	2,049	66,104	451,006	13.3%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	30,352	7,513	37,865	255,673	11.5%
James City County Library	19,731	5,588	25,319	177,520	15.2%
Bookmobile*	1,092	145	1,237	7,645	22.6%
Adult - MLS*	989	447	1,436	8,349	21.9%
Digital Collection	N/A	29,029	29,029	173,287	11.4%
Monthly Total	52,164	42,722	94,886	622,474	12.7%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	108,841	13,914	122,755	-0.6%
James City County Library	73,813	13,161	86,974	-1.8%
Bookmobile*	4,232	955	5,187	-6.7%
Adult - MLS*	1,318	1,679	2,997	-0.2%
Digital Collection***	0	43,169	43,169	7.1%
Total	188,204	72,878	261,082	0.1%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	8,948	59,931	-0.7%
James City County Library	5,710	39,385	-0.4%
Bookmobile*	94	712	-22.3%
Adult - MLS*	782	5,136	24.1%
Total	15,534	105,164	0.2%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	7,761	-10.7%
James City County	36,821	-9.6%
York County	7,269	-1.0%
Other ^	294	-10.1%
Total	52,145	-8.7%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ December 2024

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	2,841	728	3,569	24,183	-8.4%
James City County Library	1,215	708	1,923	13,146	-14.2%
Stryker Center	93	0	93	1,350	-25.6%
Bookmobile	797	1,034	1,831	12,726	133.8%
Adult - MLS	908	N/A	908	5,550	3.6%
Via Electronic	298	0	298	1,966	-35.1%
Monthly Total	6,152	2,470	8,622	58,921	2.7%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	2,873	20,774	5.3%	12,846	79,219	-7.6%
James City County Library	3,025	22,172	8.8%	10,691	69,175	-20.8%
Bookmobile	439	3,154	29.7%	291	2,649	51.9%
Abram Frink	N/A	N/A	N/A	913	5,615	-14.4%
Total	6,337	46,099	8.3%	24,741	156,658	-13.6%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	1,553	621	2,174	16,108	-13.7%
James City County Library	73	2,247	2,320	11,196	-14.6%
Stryker Center	146	201	347	3,335	75.2%
Bookmobile	57	1,549	1,606	15,272	47.0%
Adult MLS	287	0	287	2,285	50.9%
Outreach	49	0	49	3,032	-8.9%
Virtual Programming	144	0	144	855	-3.6%
Monthly Total	2,309	4,618	6,927	52,083	4.6%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	1,222	5,522	20.9%
James City County Library	440	3,191	42.8%
Stryker Center	99	718	44.5%
Total	1,761	9,431	29.2%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	25,291	161,529	-0.4%
James City County Library	13,243	89,638	-4.5%
Stryker Center	375	4,884	17.5%
Total	38,909	256,051	-1.6%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	29,772	197,076	-3.4%
Mobile App	10,669	68,922	-2.7%
Total	40,441	265,998	-3.2%