

**Williamsburg Regional Library**  
**Library Director's Report – February 2025**

**Operational Updates:**

New Collections: "Decodables" were added to the building and Bookmobile collections. These books support WJCC School's initiative for Phonics-based reading instruction.

New Services: The Adult Services division received training on the AARP Senior Planet curriculum to provide targeted services and programming beginning in May.

New Technology: New scheduling software LibCal will go live on March 3 for Museum Pass and GabBag reservations.

**Engagements & Meeting Highlights**

Public Engagements & Meetings:

- February 8: Albert Durant Photo Exhibition at the Kimball Theater, presented by Williamsburg History and Rockefeller Library
- February 14: Training for Voices for Libraries U.S. Congress Legislative Action Day
- February 21: Historic Area Religions Together Storytime Guest Reader
- February 25: Webinar – Moving a Library? Tips, Tricks, and Lessons Learned, Idaho Commission for Libraries

Jurisdictional Meetings:

- January 23: James City County Library Natural Playground Pre-Bid Construction Meeting
- January 28: Meeting with Chief Dunn and Lieutenant Ericsson, Williamsburg Police Department to discuss parking enforcement in the Williamsburg Library parking lot
- January 29: Williamsburg Library Building Evaluation Committee meeting
- January 30: City of Williamsburg Leadership Team meeting
- February 4: Updates with Scott Stevens, James City County (JCC) Administrator
- February 4: Updates with Brian Fuller, York County Assistant County Administrator
- February 7: Present Capital Improvement Project Requests at the JCC Board of Supervisors Retreat
- February 12: JCC Black History Month Program
- February 13: JCC Large Staff meeting
- February 19: Williamsburg Library Building Evaluation Subcommittee meeting
- February 24: Friends of WRL Foundation Executive Committee meeting

Upcoming Engagements & Meetings:

- February 27: JCC Executive Leadership Team meeting
- February 27: WRL Youth Art Show Reception
- February 27: JCC Supervisor Jim Icenhour Town Hall meeting
- February 28: YC discussion – Mark Bellamy, YC Administrator; Brian Fuller, Carrie Binsfeld
- March 4: Williamsburg Library Building Evaluation Committee meeting

- March 5-6: Participate in Voices for Libraries U.S. Congress Legislative Action Day (Washington, DC)
- March 13: JCC Executive Leadership Team meeting
- March 18: Kiwanis meeting with presentation in the Kiwanis Kids Idea Studio (JCCL)
- March 20: FWRLF Governance meeting
- March 27 – 28: Virginia Public Library Directors Association Spring meeting (Harrisonburg, VA)

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

**Minutes of Board Meeting January 28, 2025; Rescheduled from January 22, 2025  
Stryker Center, Meeting Room 128**

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**Attending:** Nina Simone, Feather Foster, Chris Gareis, John Parman, Sam Sadler, Toni Sturdivant, and Nicole Trifone

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

**Absent:** Grace Boone, Gene Bruss, Theresa Owens and Andrew Trivette

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

**Public Comment:** None.

**Mission Moment:** Mr. Gareis expressed his excitement about the One Book One Community selection. Ms. Simone reported her daughter was thrilled the library has added the *Half-Baked Harvest Quick & Cozy Cookbook* to its collections.

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

**Chair's Report:** Ms. Simone informed the board the Williamsburg Library Evaluation Committee is meeting January 29, 2025. Ms. Simone announced she will be appointing members to the Evaluation and Nomination Committees next month and welcomes interested members to contact her.

**Library Director's Report:** Ms. Towers reported James City County updated the bid requirements for the James City County Library Landscape Playground. A reissued bid has been posted with final bids due February 25. Ms. Towers shared the Williamsburg Library Evaluation Committee will meet in late January.

Ms. Towers shared the progress of the System Technology Updates which are funded by a recent Fund Balance Appropriation.

- The ILS (Integrated Library System Koha), Discovery Layer (Aspen) and Notifications (Patron Point): The implementation team is meeting regularly with the vendors to develop a transition plan. Patron Point is scheduled to go live in August. Koha and Aspen are scheduled to go live in October.
- Website (Civic Plus): The implementation team is working with the vendor to design and build the new website which will comply with ADA standards changes effective in 2026.
- Scheduling Software (LibCal): The implementation team is working with the vendor to transition meeting room reservations and circulation modules for Gab Bags and Museum Passes to Lib Cal. This new software will go live in Spring 2025.

Ms. Towers shared the Strategic Plan Priorities 2023 - 2025 Implementation Plan January 2025 Check In document. She highlighted various programs and collections that meet the Strategic Plan objectives. Ms. Towers shared a presentation of the Friends of WRL Foundation Margin of Excellence Awards: 2024 Highlights. Twenty-one programs and additions to the library collections were funded by the Friends.

MINUTES APPROVED 2/26/2025

Ms. Towers mentioned the Adult Winter Reading Program runs January through February. The prize for logging 4 books is a WRL ice scraper. Diversify It! is a yearlong challenge encouraging users to engage with voices that are frequently underrepresented. Ms. Towers announced the One Book One Community selection is *Where I Can't Follow* by Ashley Blooms. The author talk will be March 27, 2025 at the Williamsburg Library Theatre.

Ms. Towers introduced Mr. Strohm who demonstrated a 3D printed violin he assembled for the Williamsburg Youth Orchestra. In 2024 Mr. Strohm printed and assembled 40 violins for a local elementary school. The program is funded through a private donation. The Williamsburg Youth Orchestra plans to continue this collaboration with another area school. WRL is hosting its first Staff Art Show at the WRL Galleries at Library Theatre from February 1-27, 2025.

**Action Item:** Ms. Binsfeld presented the FY 2026 Proposed Budget. The budget has been distributed to the localities. Once the library receives the James City County personnel compensation plan estimates in the spring, the budget may be revised.

Mr. Sadler moved to approve the proposed FY 2026 Budget. Mr. Parman seconded the motion; the motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Casey-Rutland announced the FWRLF met on January 21, 2025. Mr. Casey-Rutland reported the Friends received a letter of intent for a contribution from a donor to support children's programs and the new library. Mr. Casey-Rutland extended an invitation to the Board to attend a Friends Board meeting.

**City of Williamsburg Update:** None.

**James City County Update:** None.

**York County Update:** None.

**Other Business:** Mr. Sadler commented the community is excited about a new library building but parking remains an issue. The number of spaces as well as the accessibility are concerns. Additionally, Mr. Sadler highlighted the importance of providing the community with updates and opportunities to have a voice in the project.

**Closed Session:** Ms. Simone moved the board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia to discuss a personnel matter pertaining to the Library Director. Mr. Sadler seconded the motion. The motion was approved by all. The board began the discussion at 4:05 p.m. and concluded at 4:10 p.m. Ms. Simone moved the board end the closed session. Mr. Gareis seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the closed meeting, Ms. Simone moved Certification of the Closed Meeting as follows:

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

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Whereas, Section 2.2-3707 (D) of the Code of Virginia requires 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. Simone reported the board discussed only items pertinent to a personnel issue of the library director.

On behalf of the Executive Committee, Ms. Simone moved to approve a Resolution for a Library Director compensation adjustment. Ms. Trifone seconded the motion; the motion was approved by a roll call vote.

|                   | Aye | Nay | Abstain | Absent |                 | Aye | Nay | Abstain | Absent |
|-------------------|-----|-----|---------|--------|-----------------|-----|-----|---------|--------|
| <b>Simone</b>     | X   |     |         |        | <b>Owen</b>     |     |     |         | X      |
| <b>Sturdivant</b> | X   |     |         |        | <b>Parman</b>   | X   |     |         |        |
| <b>Foster</b>     | X   |     |         |        | <b>Sadler</b>   | X   |     |         |        |
| <b>Boone</b>      |     |     |         | X      | <b>Trifone</b>  | X   |     |         |        |
| <b>Bruss</b>      |     |     |         | X      | <b>Trivette</b> |     |     |         | X      |
| <b>Gareis</b>     | X   |     |         |        |                 |     |     |         |        |

A resolution will be written and sent to James City County Human Resources department.

**Adjournment:** Ms. Simone moved to adjourn at 4:20 p.m. All agreed.

Respectfully submitted,

Approved by,

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

\_\_\_\_\_  
Nina Simone, Chair

**February 12, 2025**

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

| <b><u>Account Name</u></b>         | <b><u>Budget</u></b> | <b><u>Spent Encumbered</u></b> |        | <b><u>Explanation</u></b>   |
|------------------------------------|----------------------|--------------------------------|--------|---|
| Computer Software & Supplies       | \$75,000             | \$74,155                       | 98.9%  | Microsoft Licensing Increase no longer receiving school discounts. Year-end budget transfer will be needed. |
| 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            | \$152,002                      | 89.4%  | Annual Sirsi contract paid  |

Percentage of year passed 58.3%

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

| EXPENDITURES                       | Amended Budget   | FY 2025 Actual   | Encumber       | FY 2025 Total    | % Spent & Encumbered |
|------------------------------------|------------------|------------------|----------------|------------------|----------------------|
| <b>Compensation</b>                |                  |                  |                |                  |                      |
| Salaries                           | 4,183,290        | 2,186,214        |                | 2,186,214        | 52.3%                |
| Wages                              | 895,649          | 486,906          |                | 486,906          | 54.4%                |
| FICA                               | 388,539          | 197,310          |                | 197,310          | 50.8%                |
| Virginia Retirement Systems        | 616,147          | 317,644          |                | 317,644          | 51.6%                |
| Health Insurance                   | 740,940          | 371,744          |                | 371,744          | 50.2%                |
| Workers Comp Insurance & Unemploy  | 15,022           | 11,267           |                | 11,267           | 75.0%                |
| VRS Group Life Insurance           | 57,724           | 25,361           |                | 25,361           | 43.9%                |
| Fringe Benefits                    | 14,387           | 7,037            |                | 7,037            | 48.9%                |
| Tuition Assistance                 | 0                | 0                |                | 0                | N/A                  |
| Benefits Total                     | 1,832,759        | 930,364          | 0              | 930,364          | 50.8%                |
| Subtotal                           | 6,911,698        | 3,603,484        | 0              | 3,603,484        | 52.1%                |
| <b>Collection Materials</b>        |                  |                  |                |                  |                      |
| Collection Materials               | 660,000          | 379,108          | 53,965         | 433,073          | 65.6%                |
| Subtotal                           | 660,000          | 379,108          | 53,965         | 433,073          | 65.6%                |
| <b>Operations</b>                  |                  |                  |                |                  |                      |
| Advertising                        | 10,000           | 3,223            |                | 3,223            | 32.2%                |
| Bank Fees                          | 9,500            | 4,776            |                | 4,776            | 50.3%                |
| Bindery                            | 0                | 0                |                | 0                | N/A                  |
| Building Maintenance               | 55,000           | 18,278           | 4,561          | 22,839           | 41.5%                |
| Communications                     | 40,000           | 18,282           |                | 18,282           | 45.7%                |
| Computer Replacement               | 45,000           | 3,627            |                | 3,627            | 8.1%                 |
| Computer Software & Supplies       | 75,000           | 74,155           |                | 74,155           | 98.9%                |
| Contractual Services               | 180,000          | 152,597          |                | 152,597          | 84.8%                |
| Equipment - General                | 1,000            | 0                |                | 0                | 0.0%                 |
| Financial Services                 | 28,371           | 1,133            |                | 1,133            | 4.0%                 |
| Fund Balance Appropriations        | 360,820          | 119,271          | 119,712        | 238,983          | 66.2%                |
| Human Resource Services            | 95,963           | 47,980           |                | 47,980           | 50.0%                |
| Insurance                          | 42,000           | 34,205           |                | 34,205           | 81.4%                |
| Leases                             | 40,000           | 32,992           |                | 32,992           | 82.5%                |
| Legal/ Recovery Services           | 7,500            | 0                |                | 0                | 0.0%                 |
| Library Board Expenses             | 7,500            | 8,036            |                | 8,036            | 107.1%               |
| Library Catalog & Website Services | 170,000          | 152,002          |                | 152,002          | 89.4%                |
| Library Programs                   | 25,000           | 12,466           |                | 12,466           | 49.9%                |
| Local Mileage                      | 4,000            | 1,270            |                | 1,270            | 31.8%                |
| Maintenance Supplies               | 18,000           | 10,302           |                | 10,302           | 57.2%                |
| Memberships                        | 9,000            | 7,009            |                | 7,009            | 77.9%                |
| Miscellaneous                      | 2,000            | 616              |                | 616              | 30.8%                |
| Postage                            | 17,000           | 8,338            |                | 8,338            | 49.0%                |
| Printing                           | 5,000            | 1,965            | 177            | 2,141            | 42.8%                |
| Professional Services              | 16,000           | 14,400           |                | 14,400           | 90.0%                |
| Software Maintenance               | 15,000           | 9,445            |                | 9,445            | 63.0%                |
| Supplies                           | 70,000           | 31,038           | 4,195          | 35,233           | 50.3%                |
| Travel & Training                  | 25,000           | 4,271            |                | 4,271            | 17.1%                |
| User Refunds                       | 0                | 174              |                | 174              | N/A                  |
| Utilities                          | 230,000          | 131,608          |                | 131,608          | 57.2%                |
| Vehicle Services                   | 20,000           | 10,047           |                | 10,047           | 50.2%                |
| Subtotal                           | 1,623,654        | 913,505          | 128,645        | 1,042,150        | 64.2%                |
| <b>TOTAL</b>                       | <b>9,195,352</b> | <b>4,896,097</b> | <b>182,610</b> | <b>5,078,707</b> | <b>55.2%</b>         |

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

| <b>REVENUE</b>        | <b>Amended Budget</b> | <b>FY 2025 Received</b> | <b>Total Received</b> | <b>% Received</b> |
|-----------------------|-----------------------|-------------------------|-----------------------|-------------------|
| City of Williamsburg  | 1,085,316             | 633,101                 | 633,101               | 58.3%             |
| James City County     | 6,223,211             | 3,630,206               | 3,630,206             | 58.3%             |
| York County           | 826,845               | 482,326                 | 482,326               | 58.3%             |
| State Aid             | 510,015               | 382,511                 | 382,511               | 75.0%             |
| Fund Balance          | 56,145                | 0                       | 0                     | N/A               |
| Lost Books            | 10,000                | 4,186                   | 4,186                 | 41.9%             |
| Interest              | 45,000                | 46,257                  | 46,257                | 102.8%            |
| Copy Machines         | 35,000                | 20,902                  | 20,902                | 59.7%             |
| Other Library Revenue | 10,000                | 8,505                   | 8,505                 | 85.0%             |
| Meeting Room Use      | 33,000                | 18,797                  | 18,797                | 57.0%             |
| <b>TOTAL</b>          | <b>8,834,532</b>      | <b>5,226,791</b>        | <b>5,226,791</b>      | <b>59.2%</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         | 49,470         | 27,540       |                 | 27,540                            |
| Friends of WRL Foundation | 98,961         | 62,052       | 11,750          | 73,802                            |
| Library Grants            | 4,500          | 14,329       |                 | 14,329                            |
| Program Services          | 3,651          | 1,063        |                 | 1,063                             |
| Subtotal                  | 156,582        | 104,983      | 11,750          | 116,733                           |

|                         |        |
|-------------------------|--------|
| Percentage of year past | 58.33% |
| Payroll % of year past  | 58.33% |

## Williamsburg Regional Library January 2025 Snapshot

### Library Visits

|                           |               |
|---------------------------|---------------|
| Williamsburg Library      | 22,896        |
| James City County Library | 13,743        |
| Stryker Center            | 610           |
| <b>Total Visits</b>       | <b>37,249</b> |

### Williamsburg Library Circulation

| Jurisdiction         | WL Circulation | Percent of Total |
|----------------------|----------------|------------------|
| City of Williamsburg | 6,891          | 17%              |
| James City County    | 27,941         | 67%              |
| York County          | 6,511          | 16%              |
| Other                | 406            | 1%               |
| <b>Total</b>         | <b>41,749</b>  |                  |

### James City County Library Circulation

| Jurisdiction         | JCCL Circulation | Percent of Total |
|----------------------|------------------|------------------|
| City of Williamsburg | 1,143            | 4%               |
| James City County    | 23,210           | 84%              |
| York County          | 3,255            | 12%              |
| Other                | 160              | 1%               |
| <b>Total</b>         | <b>27,768</b>    |                  |

### Total Physical Circulation by Jurisdiction

| Jurisdiction         | Total Circulation | Percent of Total |
|----------------------|-------------------|------------------|
| City of Williamsburg | 8,375             | 12%              |
| James City County    | 53,003            | 74%              |
| York County          | 9,858             | 14%              |
| Other                | 532               | 1%               |
| <b>Total</b>         | <b>71,768</b>     |                  |

### Digital Circulation

| Jurisdiction         | Digital Circulation | Percent of Total |
|----------------------|---------------------|------------------|
| City of Williamsburg | 4,044               | 14%              |
| James City County    | 21,072              | 71%              |
| York County          | 4,124               | 14%              |
| Other                | 596                 | 2%               |
| <b>Total</b>         | <b>29,836</b>       |                  |

Williamsburg Regional Library Statistical Report — FY 2025 ~ January 2025

| <u>CIRCULATION by Locality</u>  | WMSB          | JCC           | YORK          | OTHER        | Monthly        | YTD            | %Change<br>FY24 |
|---------------------------------|---------------|---------------|---------------|--------------|----------------|----------------|-----------------|
| Williamsburg Library            | 6,891         | 27,941        | 6,511         | 291          | 41,634         | 297,466        | 11.2%           |
| James City County Library       | 1,143         | 23,210        | 3,255         | 160          | 27,768         | 205,415        | 14.8%           |
| Bookmobile*                     | 142           | 889           | 69            | 41           | 1,141          | 8,789          | 24.3%           |
| Adult - MLS*                    | 199           | 963           | 23            | 40           | 1,225          | 9,588          | 17.8%           |
| Digital Collection              | 4,044         | 21,072        | 4,124         | 596          | 29,836         | 190,808        | 10.3%           |
| <b>Monthly Total</b>            | <b>12,419</b> | <b>74,075</b> | <b>13,982</b> | <b>1,128</b> | <b>101,604</b> | <b>712,066</b> | <b>12.2%</b>    |
| <b>Percent of Monthly Total</b> | <b>12.22%</b> | <b>72.91%</b> | <b>13.76%</b> | <b>1.11%</b> |                |                |                 |

\* Previously combined

| <u>CIRCULATION by Audience**</u> | Adult         | Youth         | Young Adult  | Monthly       | YTD            | %Change<br>FY24 |
|----------------------------------|---------------|---------------|--------------|---------------|----------------|-----------------|
| Williamsburg Library             | 24,570        | 15,730        | 1,450        | 41,750        | 298,392        | 11.2%           |
| James City County Library        | 13,230        | 13,870        | 846          | 27,946        | 206,292        | 14.9%           |
| Bookmobile*                      | 135           | 957           | 49           | 1,141         | 8,805          | 23.8%           |
| Adult - MLS*                     | 1,210         | 14            | 0            | 1,224         | 9,578          | 17.7%           |
| <b>Monthly Total</b>             | <b>39,145</b> | <b>30,571</b> | <b>2,345</b> | <b>72,061</b> | <b>523,067</b> | <b>12.9%</b>    |

\*\* Does not include Digital Circulation

| <u>CIRCULATION by Type</u> | Print         | Non-Print     | Monthly        | YTD            | %Change<br>FY24 |
|----------------------------|---------------|---------------|----------------|----------------|-----------------|
| Williamsburg Library       | 33,899        | 7,726         | 41,625         | 297,298        | 11.3%           |
| James City County Library  | 21,562        | 6,199         | 27,761         | 205,281        | 14.7%           |
| Bookmobile*                | 990           | 151           | 1,141          | 8,786          | 23.9%           |
| Adult - MLS*               | 851           | 372           | 1,223          | 9,572          | 17.8%           |
| Digital Collection         | N/A           | 32,415        | 32,415         | 205,702        | 11.1%           |
| <b>Monthly Total</b>       | <b>57,302</b> | <b>46,863</b> | <b>104,165</b> | <b>726,639</b> | <b>12.4%</b>    |

| <u>COLLECTION</u>         | Print          | Non-Print     | Total          | %Change<br>FY24 |
|---------------------------|----------------|---------------|----------------|-----------------|
| Williamsburg Library      | 108,829        | 13,937        | 122,766        | -0.2%           |
| James City County Library | 74,001         | 13,142        | 87,143         | -1.6%           |
| Bookmobile*               | 4,206          | 941           | 5,147          | -7.5%           |
| Adult - MLS*              | 1,320          | 1,680         | 3,000          | 0.2%            |
| Digital Collection***     | 0              | 43,194        | 43,194         | 6.2%            |
| <b>Total</b>              | <b>188,356</b> | <b>72,894</b> | <b>261,250</b> | <b>0.2%</b>     |

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

| <u>HOLDS FILLED</u>       | Monthly       | YTD            | %Change<br>FY24 |
|---------------------------|---------------|----------------|-----------------|
| Williamsburg Library      | 10,879        | 70,810         | -1.0%           |
| James City County Library | 7,024         | 46,409         | -1.1%           |
| Bookmobile*               | 87            | 799            | -22.2%          |
| Adult - MLS*              | 769           | 5,905          | 19.8%           |
| <b>Total</b>              | <b>18,759</b> | <b>123,923</b> | <b>-0.4%</b>    |

| <u>USER CARDS</u> | Number        | %Change<br>FY24 |
|-------------------|---------------|-----------------|
| Williamsburg      | 7,781         | -9.8%           |
| James City County | 36,641        | -9.6%           |
| York County       | 7,272         | -0.8%           |
| Other ^           | 292           | -11.5%          |
| <b>Total</b>      | <b>51,986</b> | <b>-8.5%</b>    |

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ January 2025

| <b><u>USER QUESTIONS</u></b> | <b>Adult</b> | <b>Youth</b> | <b>Monthly</b> | <b>YTD</b>    | <b>%Change<br/>FY24</b> |
|------------------------------|--------------|--------------|----------------|---------------|-------------------------|
| Williamsburg Library         | 3,470        | 965          | 4,435          | 28,618        | -7.7%                   |
| James City County Library    | 1,513        | 893          | 2,406          | 15,552        | -13.6%                  |
| Stryker Center               | 66           | 0            | 66             | 1,416         | -33.9%                  |
| Bookmobile                   | 546          | 798          | 1,344          | 14,070        | 125.1%                  |
| Adult - MLS                  | 742          | N/A          | 742            | 6,292         | 0.4%                    |
| Via Electronic               | 358          | 0            | 358            | 2,324         | -36.9%                  |
| <b>Monthly Total</b>         | <b>6,695</b> | <b>2,656</b> | <b>9,351</b>   | <b>68,272</b> | <b>1.4%</b>             |

| <b><u>PC &amp; Wi-Fi USE</u></b> | <b>PC Use</b> | <b>YTD</b>    | <b>%Change<br/>FY24</b> | <b>Wi-Fi Use</b> | <b>YTD</b>     | <b>%Change<br/>FY24</b> |
|----------------------------------|---------------|---------------|-------------------------|------------------|----------------|-------------------------|
| Williamsburg Library             | 3,177         | 23,951        | 2.8%                    | 10,950           | 90,169         | -7.2%                   |
| James City County Library        | 3,544         | 25,716        | 7.2%                    | 11,378           | 80,553         | -20.0%                  |
| Bookmobile                       | 311           | 3,465         | 26.2%                   | 157              | 2,806          | 26.8%                   |
| Abram Frink                      | N/A           | N/A           | N/A                     | 776              | 6,391          | -18.0%                  |
| <b>Total</b>                     | <b>7,032</b>  | <b>53,131</b> | <b>6.2%</b>             | <b>23,261</b>    | <b>179,919</b> | <b>-13.5%</b>           |

| <b><u>PROGRAM ATTENDANCE</u></b> | <b>Adult</b> | <b>Youth</b> | <b>Monthly</b> | <b>YTD</b>    | <b>%Change<br/>FY24</b> |
|----------------------------------|--------------|--------------|----------------|---------------|-------------------------|
| Williamsburg Library             | 1,053        | 545          | 1,598          | 17,706        | -15.5%                  |
| James City County Library        | 300          | 772          | 1,072          | 12,268        | -13.4%                  |
| Stryker Center                   | 183          | 69           | 252            | 3,587         | 59.2%                   |
| Bookmobile                       | 201          | 1,177        | 1,378          | 16,650        | 35.4%                   |
| Adult MLS                        | 390          | 0            | 390            | 2,675         | 49.3%                   |
| Outreach                         | 0            | 249          | 249            | 3,281         | -6.5%                   |
| Virtual Programming              | 171          | 0            | 171            | 1,026         | -3.2%                   |
| <b>Monthly Total</b>             | <b>2,298</b> | <b>2,812</b> | <b>5,110</b>   | <b>57,193</b> | <b>2.1%</b>             |

| <b><u>MEETING ROOM USE</u></b> | <b>Monthly</b> | <b>YTD</b>    | <b>%Change<br/>FY24</b> |
|--------------------------------|----------------|---------------|-------------------------|
| Williamsburg Library           | 755            | 6,277         | 22.7%                   |
| James City County Library      | 545            | 3,736         | 39.4%                   |
| Stryker Center                 | 303            | 1,021         | 89.4%                   |
| <b>Total</b>                   | <b>1,603</b>   | <b>11,034</b> | <b>32.4%</b>            |

| <b><u>VISITS</u></b>      | <b>Monthly</b> | <b>YTD</b>     | <b>%Change<br/>FY24</b> |
|---------------------------|----------------|----------------|-------------------------|
| Williamsburg Library      | 22,896         | 184,425        | -2.4%                   |
| James City County Library | 13,743         | 103,381        | -6.1%                   |
| Stryker Center            | 610            | 5,494          | 13.5%                   |
| <b>Total</b>              | <b>37,249</b>  | <b>293,300</b> | <b>-3.5%</b>            |

| <b><u>MEDIA</u></b> | <b>Monthly</b> | <b>YTD</b>     | <b>%Change<br/>FY24</b> |
|---------------------|----------------|----------------|-------------------------|
| Website Visits      | 37,398         | 234,474        | -5.9%                   |
| Mobile App          | 13,809         | 82,731         | 16.8%                   |
| <b>Total</b>        | <b>51,207</b>  | <b>317,205</b> | <b>-0.8%</b>            |