

Williamsburg Regional Library Library Director's Report – May 2025

Building Project Updates:

Williamsburg Library: Public input sessions were held on May 15 and May 20. An estimated 175 people attended, viewing the introductory video and five stations on the following topics: Programming, Site Organization, Architectural Concepts, Trends in Library Services, and Parking Options. Attendees were asked to fill out an input survey on the same topics. The survey is available on the WRL website through May 30. The Hourigan Tymoff + Moss Architects team will share results of the surveys with the Library Building Evaluation Team in early June.

James City County Government Center Library: Members of the WRL leadership team continue to meet twice a month with the design team for the proposed Government Center Library. Public Information sessions are scheduled for July 7 and 9 at the James City County Recreation Center.

James City County Library Playground: James City County issued the Notice to Proceed documentation on May 22. Construction is scheduled to begin in September.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- April 28: FWRLF Executive Committee meeting
- April 28: Kiwanis Club of Williamsburg Golf Tournament
- April 30: Work with Your Community to Collect, Preserve, and Share Local History (Library of Virginia webinar)
- May 10: Kid Lit Festival
- May 16: Tidewater Area Library Directors meeting
- May 17: Best Friends (donor) Reception
- May 21: Virginia Library Directors virtual meeting
- May 22: FWRLF Governance Committee meeting
- May 23: FWRLF Finance Committee meeting
- May 27: FWRLF Board meeting
- May 28: Williamsburg Book Nook Volunteers meeting
- May 28: WRL Board of Trustees meeting

Jurisdictional Meetings:

- April 24: City of Williamsburg leadership team meeting
- April 29: Williamsburg Library Evaluation Committee meeting
- April 30: City of Williamsburg Community Appreciation Event
- May 2: Williamsburg Library Building Project meeting with Architect
- May 5: City Council Work Session

- May 7: JCC Government Center Library meeting
- May 8: Williamsburg Library input session planning meeting
- May 8: City Council Meeting
- May 9: Williamsburg Library layout meeting with architect
- May 13: JCC Board of Supervisors meeting
- May 15: JCC Executive Leadership Team meeting
- May 15: Williamsburg Library Input Session
- May 19: Meeting with Scott Stevens
- May 20: Williamsburg Library Building Project meeting with Architect
- May 20: Williamsburg Library Input Session
- May 21: JCC Government Center Library meeting
- May 27: JCC Board of Supervisors presentation

Upcoming Engagements & Meetings:

- May 29: JCC Executive Leadership Team meeting
- June 2: FWRLF Executive Committee meeting
- June 4: JCC Government Center Library meeting
- June 5: Williamsburg Library project survey results meeting
- June 6: Tidewater Area Library Directors meeting
- June 9: City Council Work Session
- June 10: JCC Board of Supervisors meeting
- June 12: JCC Executive Leadership Team meeting
- June 12: Williamsburg City Council meeting
- June 18: JCC Government Center Library meeting
- June 24: Kiwanis Club of Toano presentation
- June 24: JCC Board of Supervisors business meeting

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting April 23, 2025

James City County Library, Kitzingers Community Room

Attending: Nina Simone, Feather Foster, Grace Boone, Gene Bruss, Theresa Owens, John Parman, Sam Sadler, and Toni Sturdivant

Friends of WRL Foundation (FWRLF) President Randy Casey-Rutland and Library Director Sandy Towers; library staff members Carrie Binsfeld, Tabor Chapman, Lisa Hilleary, Alicia Phinney, Ben Strohm, and Katherine Wilkins

Absent: Chris Gareis, Nicole Trifone, and Andrew Trivette

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

Public Comment: None.

Mission Moment: Mr. Bruss shared that he accompanied his grandson to the Early Childhood Music program and they had a great time. Many of the families stayed after the program and the kids played in the Idea Studio. Mr. Bruss and Mr. Casey-Rutland shared their amusement at watching all the families who came to Touch a Firetruck storytime.

Consent Agenda: Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The April 23, 2025 consent agenda was approved as written.

Chair's Report:

A. Committee Updates:

1. Nominating Committee: Ms. Boone reported the committee met and is presenting the slate of officers listed below. The slate of officers will be considered for approval at the May meeting.
 - Nina Simone, Chair
 - Toni Sturdivant, Vice Chair
 - Feather Foster, Secretary
2. Library Director Evaluation Committee: Ms. Sturdivant reported the committee met April 18, 2025 and will consult with the board in today's closed session.
3. Library Building Liaison Committee: Ms. Simone reported at the committee's next meeting, focus will center on priorities for the public input sessions hosted by the design-build team. The committee will prepare strategies for engaging with the community and sharing the vision of the library.

Library Director's Report:

- A. JCC Government Center Library Update:** Ms. Towers reported on April 10 staff from WRL and representatives from James City County (JCC) and Henderson, Guernsey Tingle, and Clark Nexsen met to discuss concepts and programming for the proposed new JCC library. The meeting included tours of staff and public areas of both buildings and discussion about space layout of the new library. At the JCC Board of Supervisors meeting April 22, Mr. Rinehimer updated the Board on the progress of the proposed government center and library, and the board approved funding for 30% schematic drawings of the library. If the library is included in the project, it will occur on the same

MINUTES APPROVED 5/28/2025

timeframe as the government center with ground breaking in late 2025 and completion in 2028. The Design Team met to discuss programming – how the library will be used and adjacencies to other spaces in the government building. Mr. Rinehimer approved the library conducting public input sessions in June. Ms. Towers will discuss this with the Board in May including dates, format, and content for sessions. Ms. Towers shared the Support for WRL Building Projects handout and how the building projects support the mission of library.

- B. FY26 Proposed Budget Update:** Ms. Towers reported the Library is continuing to finetune the budget due in part to decreases resulting in vacancy savings. The Library is awaiting final allocation amount from State Aid. Once received the FY26 Proposed Budget will be presented at the following Board meeting. Ms. Boone, on behalf of board, shared her appreciation to the staff in working to cover vacant positions.

- C. System Technology Projects Update:** Ms. Towers reported Mr. Lutner, WRL IT Director, is queuing the contracts and purchases that were approved in the March Board meeting. The update implementations to the network will occur once the e-rate funding is released July 1, 2025. In preparation for the catalog upgrade, five internal committees are working with the vendor to plan for implementation. The go-live date will be October 13, 2025. Phase II of LibCal installation is scheduled to go live May 1. This update will move the room reservation system onto the new platform LibCal. Phase I was implemented earlier this year when the reservation system for gab bags and Explore Virginia collections migrated to LibCal. The migration of the wrl.org website is in the design and content creation and cleanup stage with a launch date anticipated in August.

- D. Action Item: Holiday Closing Schedule:** Ms. Towers presented the Holiday Closing Schedule which includes closing for two days during the catalog migration.

Action Item: Holiday Closing Schedule: Mr. Parman moved to approve the proposed WRL Holiday Closing Schedule. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.

- E. Policy Review Discussion:** Ms. Towers presented the Board with suggested amendments to the Photography/Filming Policy. The proposed amendments are based on recommendations from the Virginia Public Library Directors Association (VPLDA) annual meeting. The amendments include the addition of video recording for security purposes.

Ms. Towers presented the Board with the draft of a new policy to consider for adoption: Public Speakers at Library Board Meetings. The proposed policy is based on recommendations from the Virginia Public Library Directors Association (VPLDA) annual meeting.

JCCL Library Playground: Ms. Towers shared the construction start date is September 2, 2025 with completion in late October/early November. This allows for Summer Reading programming to have use of the backyard and is optimal for establishing grass. The anticipated grand opening is Spring 2026.

Institute of Museum and Library Services (IMLS) funding: IMLS has lost its funding and the majority of staff have been released. WRL does not receive IMLS funding directly, but some of the resources and databases provided by the Library of Virginia are funded by IMLS. WRL

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staff are analyzing usage statistics to determine which resources/databases will have the most impact on our users and how to ameliorate concerns. Virginia library directors are working with Library of Virginia staff to explore options for consortium pricing. Ms. Towers will be meeting with Virginia library directors and Senator Tim Kaine to discuss federal funding for libraries.

Ms. Towers directed the Board to the "Public library programs and services strengthen communities" handout. This article summarizes the results of 7 year study of over 420,000 libraries and provides a summary of how core programs at public libraries have had a positive impact on the community.

Ms. Towers shared that James City County has sponsored WRL in resubmitting a request to a Congressionally Directed Spending Bill for a new bookmobile and technology STEAM mobile. An earlier request was included in the FY25 Congressionally Directed Spending Bill, but funding for the bill was not included in the federal budget.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the FWRLF will meet on May 27, 2025. Mr. Casey-Rutland highlighted the significance of the book nook, as proceeds contribute \$100,000 annually to the FWRLF funds. This is remarkable considering it is based on books donated by the community and sold at between \$0.50-\$5 per item. FWRLF is looking forward to the summer reading programming and installation of the Natural Playground which are FWRLF-sponsored events.

City of Williamsburg Update: No report.

James City County Update: Ms. Boone reported "Keep James City County Beautiful" county cleanup is this weekend. The library offers litter pick-up kits available year-round as part of the Learning To Go collection. James City County is continuing to work on the plans for building the Government Center and a new General Services building. The James City County budget will be presented to the Board of Supervisors on May 13, 2025.

York County Update: Ms. Owens reported York County will present its budget to the Board of Supervisors on May 6, 2025.

Other Business: None.

Closed Session: Ms. Sturdivant 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 library director evaluation. Mr. Parman seconded the motion. The motion was approved by all. The board began the discussion at 3:49 p.m. and concluded at 4:29 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. Simone 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;

MINUTES APPROVED 5/28/2025

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 evaluation.

Adjournment: Ms. Simone moved to adjourn at 4:31 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

Board of Trustees of the Williamsburg Regional Library

**Minutes of the Library Director Evaluation Committee Meeting
May 1, 2025 Stryker Center, Conference Room 113 at 3:00 p.m.**

Attending: Toni Sturdivant, Chair; John Parman, Sam Sadler

Call to Order: Committee Chair Sturdivant called the meeting to order at 3:05 p.m.

Public Comment: None.

Chair's Report: The committee finalized the wording of the questions on the Staff Evaluation Survey, the distribution of both the library director's survey and the Staff Evaluation Survey, and receiving feedback from the City Manager and County Administrators.

Other Business: The committee discussed the timeline and next steps.

Adjournment: Sam Sadler moved to adjourn the meeting at 3:49 p.m. John Parman seconded and the meeting adjourned.

Respectfully submitted,

Approved by,

Katherine Wilkins

Toni Sturdivant, Library Director Evaluation
Committee Chair

May 14, 2025

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

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Computer Replacement	\$45,000	\$59,407	132.0%	Windows 11 PC Upgrades Year-end budget transfer will be needed.
Computer Software & Supplies	\$75,000	\$77,533	103.4%	Microsoft Licensing Increase no longer receiving school discounts. Year-end budget transfer will be needed.
Library Board Expenses	\$7,500	\$10,085	134.5%	Reception for former Library Director and Staff Day recognition events

Percentage of year passed 83.3%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending April 30, 2025

EXPENDITURES	Amended Budget	FY 2025 Actual	Encumber	FY 2025 Total	% Spent & Encumbered
Compensation					
Salaries	4,183,290	3,133,655		3,133,655	74.9%
Wages	895,649	685,601		685,601	76.5%
FICA	388,539	281,990		281,990	72.6%
Virginia Retirement Systems	616,147	458,601		458,601	74.4%
Health Insurance	740,940	532,949		532,949	71.9%
Workers Comp Insurance & Unemploy	15,022	15,022		15,022	100.0%
VRS Group Life Insurance	57,724	36,580		36,580	63.4%
Fringe Benefits	14,387	10,293		10,293	71.5%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,832,759	1,335,436	0	1,335,436	72.9%
Subtotal	6,911,698	5,154,693	0	5,154,693	74.6%
Collection Materials					
Collection Materials	660,000	530,411	34,356	564,768	85.6%
Subtotal	660,000	530,411	34,356	564,768	85.6%
Operations					
Advertising	10,000	5,470		5,470	54.7%
Bank Fees	9,500	7,018		7,018	73.9%
Bindery	0	0		0	N/A
Building Maintenance	55,000	27,966	1,095	29,061	52.8%
Communications	40,000	25,809		25,809	64.5%
Computer Replacement	45,000	59,407		59,407	132.0%
Computer Software & Supplies	75,000	77,533		77,533	103.4%
Contractual Services	180,000	166,934		166,934	92.7%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,371	28,371		28,371	100.0%
Fund Balance Appropriations	615,480	243,635	178,357	421,992	68.6%
Human Resource Services	95,963	71,970		71,970	75.0%
Insurance	42,000	41,168		41,168	98.0%
Leases	40,000	34,794		34,794	87.0%
Legal/ Recovery Services	7,500	2,069		2,069	27.6%
Library Board Expenses	7,500	10,085		10,085	134.5%
Library Catalog & Website Services	170,000	155,745		155,745	91.6%
Library Programs	25,000	17,499		17,499	70.0%
Local Mileage	4,000	2,048		2,048	51.2%
Maintenance Supplies	18,000	15,787		15,787	87.7%
Memberships	9,000	8,268		8,268	91.9%
Miscellaneous	2,000	901		901	45.1%
Postage	17,000	13,284		13,284	78.1%
Printing	5,000	2,415		2,415	48.3%
Professional Services	16,000	14,400		14,400	90.0%
Software Maintenance	15,000	9,445		9,445	63.0%
Supplies	70,000	46,719	62	46,782	66.8%
Travel & Training	25,000	5,352		5,352	21.4%
User Refunds	0	174		174	N/A
Utilities	230,000	187,543		187,543	81.5%
Vehicle Services	20,000	14,729		14,729	73.6%
Subtotal	1,878,314	1,296,539	179,514	1,476,053	78.6%
TOTAL	9,450,012	6,981,643	213,871	7,195,514	76.1%

The Williamsburg Regional Library
 FY 2025 - Monthly Financial Statement
 For the period ending April 30, 2025

REVENUE	Amended Budget	FY 2025 Received	Total Received	% Received
City of Williamsburg	1,085,316	904,430	904,430	83.3%
James City County	6,223,211	5,186,008	5,186,008	83.3%
York County	826,845	689,038	689,038	83.3%
State Aid	510,015	510,015	510,015	100.0%
Fund Balance	56,145	0	0	N/A
Lost Books	10,000	8,155	8,155	81.6%
Interest	45,000	72,685	72,685	161.5%
Copy Machines	35,000	31,804	31,804	90.9%
Other Library Revenue	10,000	10,637	10,637	106.4%
Meeting Room Use	33,000	23,619	23,619	71.6%
TOTAL	8,834,532	7,436,390	7,436,390	84.2%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	66,713	43,448		43,448
Friends of WRL Foundation	153,899	97,619	34,106	131,725
Library Grants	0	14,557		14,557
Program Services	7,317	5,825		5,825
Subtotal	227,929	161,448	34,106	195,554

Percentage of year past	83.33%
Payroll % of year past	83.33%

Board of Trustees of the Williamsburg Regional Library

May 28, 2025

Agenda Item Summary

Item: 6B. – Action Item: Slate of Officers

The Nominating Committee presents the following slate of officers to serve 2 year terms beginning July 1, 2025 ending June 30, 2027.

- Nina Simone, Chair
- Toni Sturdivant, Vice Chair
- Feather Foster, Secretary

Adopted by the WRL Board of Trustees on May 28, 2025

Board of Trustees of the Williamsburg Regional Library

May 28, 2025

Agenda Item Summary

Item: 7.B – Action Item: Revised Proposed Budget - FY 2026

Summary: The library’s overall budget objective was to maintain fiscal responsibility and operational efficiency. The Revised FY26 Proposed Budget maintains the modest 1.83% increase from the previous version to demonstrate prudent financial management. This overall increase remains well below the 5% cap established by the contract, highlighting the library’s commitment to fiscal discipline.

Key Budget Considerations:

- **Maintaining Jurisdictional Costs:**

The revised budget maintains the previous contribution amounts requested from the jurisdictions. The Library prioritized not increasing the amounts from local governments.

- **Maximizing Staffing Efficiencies:**

The library did not request additional position or reclassification requests this year, reflecting a focus on maintaining current staffing levels and avoiding long-term cost escalations.

- **Minimizing Compensation Adjustments:**

The initial Position Vacancy Savings reduction of \$175,000 was increased by \$15,000 to \$190,000 to minimize any increase to the overall compensation budget and reflect the careful assessment of staffing levels. The continued un-funding of two FY25 positions and added un-funding of 6 additional FY 26 positions highlight the ability to optimize staffing without compromising core services.

Updated guidance on State Aid shows a decrease of \$7,466, this reduction is offset by use of Fund Balance to balance the budget. There is a correlating reduction shown of \$10,000 in the Collections budget. This modest decrease will not result in any significant changes to the purchasing of library materials.

As previously calculated, local jurisdiction funding calculations were based on the contract for library services. York County’s contribution percentage increased from 10.16% to 10.68% because of increased circulation usage. James City County and City of Williamsburg split the remaining portion of funding based on their jurisdiction’s circulation percentages 85.67% and 15.33%, respectively.

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.

Adopted by the WRL Board of Trustees on May 28, 2025

Williamsburg Regional Library
Proposed Budget - Revised May 20, 2025
Fiscal Year 2026

	FY 2025 Approved Budget	FY 2026 Initial Proposed	FY 2026 REVISED Proposed	\$\$ Change from FY25 Budget	% Change from FY25 Budget	\$\$ Change Initial FY26 Budget	% Change Initial FY26 Budget
Compensation							
Salaries & Wages	5,078,939	5,282,097	5,281,906	202,967	4.00%	(191)	0.00%
FICA	388,539	404,081	401,689	13,150	3.38%	(2,392)	-0.59%
Virginia Retirement System	616,147	640,793	654,951	38,804	6.30%	14,158	2.21%
Health Insurance	740,940	770,578	786,564	45,624	6.16%	15,986	2.07%
Retire Medical/Def Comp Match	14,387	14,962	15,626	1,239	8.61%	664	4.44%
Unemp/Life/Workers Comp	72,746	75,655	72,430	(316)	-0.43%	(3,225)	-4.26%
COMPENSATION SUBTOTAL	6,911,698	7,188,166	7,213,166	301,468	4.36%	25,000	0.35%
Position Vacancy Savings	0	(175,000)	(190,000)	(190,000)	N/A	(15,000)	8.57%
COMPENSATION TOTAL	6,911,698	7,013,166	7,023,166	111,468	1.61%	10,000	0.14%
Collections							
Collections	660,000	690,000	680,000	20,000	3.03%	(10,000)	-1.45%
COLLECTIONS SUBTOTAL	660,000	690,000	680,000	20,000	3.03%	(10,000)	-1.45%
Operations							
Advertising	10,000	10,000	10,000	0	0.00%	0	0.00%
Bank/Credit Card Fees	9,500	10,000	10,000	500	5.26%	0	0.00%
Building Maintenance	55,000	55,000	55,000	0	0.00%	0	0.00%
Communications	40,000	40,000	40,000	0	0.00%	0	0.00%
Computer Replacement	45,000	40,000	40,000	(5,000)	-11.11%	0	0.00%
Computer Software & Supplies	75,000	80,000	80,000	5,000	6.67%	0	0.00%
Contractual Services	180,000	190,000	190,000	10,000	5.56%	0	0.00%
Equipment	1,000	1,000	1,000	0	0.00%	0	0.00%
Financial Services (City)	28,371	28,843	28,843	472	1.66%	0	0.00%
Fund Balance Projects	0	0	0	0	N/A	0	N/A
Human Resources (JCC)	95,963	103,675	103,675	7,712	8.04%	0	0.00%
Insurance	42,000	42,000	42,000	0	0.00%	0	0.00%
Leases	40,000	38,000	38,000	(2,000)	-5.00%	0	0.00%
Legal/Recovery Services	7,500	7,500	7,500	0	0.00%	0	0.00%
Board & Recognition Expenses	7,500	8,000	8,000	500	6.67%	0	0.00%
Catalog & Website Services	170,000	185,000	185,000	10,000	5.88%	0	0.00%
Library Programs	25,000	25,000	25,000	0	0.00%	0	0.00%
Local Mileage	4,000	3,000	3,000	(1,000)	-25.00%	0	0.00%
Maintenance Supplies	18,000	18,000	18,000	0	0.00%	0	0.00%
Memberships	9,000	9,000	9,000	0	0.00%	0	0.00%
Miscellaneous	2,000	2,000	2,000	0	0.00%	0	0.00%
Postage	17,000	17,000	17,000	0	0.00%	0	0.00%
Printing	5,000	4,000	4,000	(1,000)	-20.00%	0	0.00%
Professional Services	16,000	16,000	16,000	0	0.00%	0	0.00%
Software Maintenance	15,000	15,000	15,000	0	0.00%	0	0.00%
Supplies	70,000	70,000	70,000	0	0.00%	0	0.00%
Travel & Training	25,000	25,000	25,000	0	0.00%	0	0.00%
User Refunds	0	0	0	0	0.00%	0	N/A
Utilities	230,000	230,000	230,000	0	0.00%	0	0.00%
Vehicle Services	20,000	20,000	20,000	0	0.00%	0	0.00%
OPERATIONS SUBTOTAL	1,262,834	1,293,018	1,293,018	30,184	2.39%	0	0.00%
TOTAL	8,834,532	8,996,184	8,996,184	161,652	1.83%	(0)	0.00%

Williamsburg Regional Library
Proposed Budget - Revised May 20, 2025
Fiscal Year 2026

	FY 2025 Approved Budget	FY 2026 Initial Proposed	FY 2026 REVISED Proposed	\$\$ Change from FY25 Budget	% Change from FY25 Budget	FY 2026 Int/Revise Diff \$	FY 2026 Int/Revise Diff %
Government							
City of Williamsburg	1,085,316	1,141,588	1,141,588	56,272	5.18%	0	0.00%
James City County	6,223,211	6,305,171	6,305,171	81,960	1.32%	0	0.00%
York County	826,845	890,410	890,410	63,565	7.69%	0	0.00%
State Aid	510,015	510,015	502,549	(7,466)	-1.46%	(7,466)	-1.46%
Fund Balance	56,145	0	7,466	(48,679)	100.00%	7,466	N/A
GOVERNMENT SUBTOTAL	8,701,532	8,847,184	8,847,184	145,652	1.67%	0	0.00%
Generated							
Lost Books	10,000	11,000	11,000	1,000	10.00%	0	0.00%
Interest	45,000	55,000	55,000	10,000	22.22%	0	0.00%
Copy Machines	35,000	40,000	40,000	5,000	14.29%	0	0.00%
Other Library Revenue	10,000	10,000	10,000	0	0.00%	0	0.00%
Meeting Room Use	33,000	33,000	33,000	0	0.00%	0	0.00%
GENERATED SUBTOTAL	133,000	149,000	149,000	16,000	12.03%	0	0.00%
TOTAL	8,834,532	8,996,184	8,996,184	161,652	1.83%	0	0.00%

RESOLUTION

AUTHORIZATION FOR
RETIREMENT HEALTH REIMBURSEMENT HEALTH ACCOUNT (RHRA)
EFFECTIVE JULY 1, 2025

WHEREAS, the James City County (County) Board of Supervisors desires to provide a Retirement Health Reimbursement Account (RHRA) that will provide reimbursement for qualified medical expenses and premiums during retirement for retired employees, spouses and poor qualified dependents;

WHEREAS, the Williamsburg Regional Library, by contract, follows the County payroll and personal policies; and

WHEREAS, the County approved the benefit as part of the FY 2026 Budget; and

WHEREAS, the estimated annual cost for the benefit is \$1000 per year per full-time employee (\$61,000), but the final cost could be less based on the number of employees who remain eligible for the benefit.

NOW, THEREFORE, BE IT RESOLVED that the Williamsburg Regional Library Board of Trustees, hereby authorizes including library staff, including the Library Director, in the Retirement Health Reimbursement Account (RHRA) benefit and authorizes use of carryover funds to fund the benefit.

Nina R Simone, Chair, WRL Board of Trustees

Adopted by the WRL Board of Trustees on May 28, 2025

Board of Trustees of the Williamsburg Regional Library

May 28, 2025

Agenda Item Summary

Item: 7E. – Action Item: Policy Review – Photography/Filming

PHOTOGRAPHY/FILMING

Video Recording or Photography for Promotion or Personal Purposes

Photography or video recording in the library is generally permitted if it is for library promotion, a student project, or strictly for personal use as long as it does not disrupt library use or operations. Photography or video recording for commercial purposes is not permitted without approval by the Director or the director's designee; such approval must be requested in writing and in advance.

Video Recording for Security Purposes

To maintain a safe environment for staff and users, library facilities and outreach vehicles are equipped with video cameras that are always recording. The library's video security system shall be used only for the protection and safety of users, staff, assets, property, and to assist law enforcement. Reasonable efforts shall be made to safeguard the privacy of users and employees. Video cameras will be positioned to record only public areas to assist with maintaining a safe and secure environment.

Images from the library video security system are stored securely for a minimum of 14 days. Recordings are not routinely monitored in real-time. Only the Library Director, the director's designee, or FOIA Officer are authorized to release any video record.

[Approved by WRL Board of Trustees April 22, 2015. Reaffirmed by the Board of Trustees March 28, 2018. Reaffirmed by WRL Board of Trustees April 28, 2021. Approved as amended by WRL Board of Trustees May 28, 2025.]

Williamsburg Regional Library April 2025 Snapshot

Library Visits

Williamsburg Library	23,925
James City County Library	14,700
Stryker Center	571
Total Visits	39,196

Williamsburg Library Circulation

Jurisdiction	WL Circulation	Percent of Total
City of Williamsburg	6,878	17%
James City County	26,157	66%
York County	6,356	16%
Other	406	1%
Total	39,797	

James City County Library Circulation

Jurisdiction	JCCL Circulation	Percent of Total
City of Williamsburg	1,274	5%
James City County	22,902	83%
York County	3,079	11%
Other	264	1%
Total	27,519	

Total Physical Circulation by Jurisdiction

Jurisdiction	Total Circulation	Percent of Total
City of Williamsburg	8,765	13%
James City County	51,031	73%
York County	9,572	14%
Other	607	1%
Total	69,975	

Digital Circulation

Jurisdiction	Digital Circulation	Percent of Total
City of Williamsburg	3,726	13%
James City County	20,121	71%
York County	3,789	13%
Other	675	2%
Total	28,311	

Williamsburg Regional Library Statistical Report — FY 2025 ~ April 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	6,878	26,157	6,356	270	39,661	417,509	11.3%
James City County Library	1,274	22,902	3,079	264	27,519	285,943	14.8%
Bookmobile*	439	1,015	104	16	1,574	12,618	24.1%
Adult - MLS*	174	957	33	57	1,221	13,550	12.6%
Digital Collection	3,726	20,121	3,789	675	28,311	276,212	10.7%
Monthly Total	12,491	71,152	13,361	1,282	98,286	1,005,832	12.3%
Percent of Monthly Total	12.71%	72.39%	13.59%	1.30%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	22,708	15,586	1,556	39,850	419,103	11.4%
James City County Library	12,528	14,162	983	27,673	287,346	14.9%
Bookmobile*	125	1,413	1,413	2,951	14,014	37.1%
Adult - MLS*	1,199	21	1	1,221	13,431	11.6%
Monthly Total	36,560	31,182	3,953	71,695	733,894	13.2%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	32,479	7,177	39,656	417,463	11.4%
James City County Library	21,436	6,087	27,523	285,817	14.8%
Bookmobile*	1,422	152	1,574	12,616	23.7%
Adult - MLS*	859	362	1,221	13,427	11.7%
Digital Collection	N/A	30,157	30,157	296,879	11.2%
Monthly Total	56,196	43,935	100,131	1,026,202	12.4%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	109,127	13,955	123,082	0.2%
James City County Library	73,633	13,047	86,680	-1.6%
Bookmobile*	4,191	861	5,052	-6.9%
Adult - MLS*	1,327	1,677	3,004	0.2%
Digital Collection***	0	43,851	43,851	6.0%
Total	188,278	73,391	261,669	0.4%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	9,058	99,364	-1.3%
James City County Library	6,376	65,733	-0.2%
Bookmobile*	77	1,011	-28.6%
Adult - MLS*	747	8,146	11.1%
Total	16,258	174,254	-0.6%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	7,823	-6.1%
James City County	36,626	-6.7%
York County	7,350	2.4%
Other ^	365	8.6%
Total	52,164	-5.3%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ April 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	3,069	960	4,029	41,156	-9.3%
James City County Library	1,368	682	2,050	22,401	-13.3%
Stryker Center	63	0	63	1,587	-50.1%
Bookmobile	701	869	1,570	18,400	86.7%
Adult - MLS	757	N/A	757	8,610	-1.7%
Via Electronic	338	0	338	3,291	-37.3%
Monthly Total	6,296	2,511	8,807	95,445	-2.8%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	2,740	31,891	-4.0%	13,943	128,922	-6.8%
James City County Library	2,679	34,217	-2.5%	12,250	115,236	-17.5%
Bookmobile	639	4,820	21.4%	441	3,776	4.9%
Abram Frink	N/A	N/A	N/A	990	9,496	-16.9%
Total	6,058	70,927	-1.9%	27,624	257,430	-12.2%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	2,488	949	3,437	29,645	-9.9%
James City County Library	590	1,046	1,636	17,084	-5.6%
Stryker Center	252	152	404	4,673	26.5%
Bookmobile	289	2,546	2,835	28,457	23.5%
Adult MLS	486	0	486	3,741	34.4%
Outreach	98	85	183	4,626	-4.0%
Virtual Programming	392	0	392	1,839	18.3%
Monthly Total	4,595	4,778	9,373	90,065	3.7%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	1,062	8,821	6.8%
James City County Library	429	5,074	39.2%
Stryker Center	53	1,523	40.0%
Total	1,544	15,418	18.7%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	23,925	263,102	-6.0%
James City County Library	14,700	146,596	-9.7%
Stryker Center	571	7,535	-12.4%
Total	39,196	417,233	-7.5%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	31,958	332,248	-9.2%
Mobile App	12,124	120,923	36.0%
Total	44,082	453,171	-0.3%