

Williamsburg Regional Library Library Director's Report – September 2025

Building Project Updates:

Williamsburg Library: At the August 11 Williamsburg City Council work session, Nina Simone and I presented a brief history of the Williamsburg Library building and an overview of the Williamsburg Library Evaluation Committee's process. Michael Schnekser of Tymoff+Moss Architects then shared the results of the public input sessions held in May.

James City County Government Center Library: Public information sessions about the library addition were held on July 7 and 9 at the James City County Recreation Center. 140 people attended. 334 surveys were completed.

James City County Library Playground: GC Commercial began construction on September 8 and is progressing on schedule. The project is expected to be completed no later than December 2. Following guidance from JCC Grounds, we plan to hold a grand opening in April to allow the new sod to establish over the winter.

James City County Library Staff Area Renovation: Guernsey Tingle is preparing an itemized cost estimate for this project.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- June 21: WRL Outreach Event – Healthy Cooking
- June 24: Kiwanis Club of Toano presentation
- June 30: FWRLF Executive Committee meeting
- June 30: Swem library tour
- July 9: Library of Virginia Author Presentation – Alan Pell Crawford
- July 17: FWRLF Governance Committee meeting
- July 21: FWRLF Finance Committee meeting
- July 22: FWRLF Board meeting
- July 23 & 25: WRL Staff input sessions for Government Center Library
- July 29: United for Libraries Virtual Conference
- July 30: Williamsburg Kiwanis meeting
- Aug 1: Tidewater Area Library Directors Association (TALDC) meeting
- Aug 12: Virginia Public Library Directors Association (VPLDA) Board meeting
- Aug 13: JCCL Playground Construction meeting
- Aug 13: Williamsburg Kiwanis meeting
- Aug 19: Rich Harwood presentation
- Aug 21: Williamsburg Kiwanis New Member presentation
- Aug 27: Philanthropic Educational Organization (PEO) presentation
- Sept 3: Williamsburg Kiwanis presentation

- Sept 5: TALDC meeting
- Sept 8: VPLDA Board meeting
- Sept 10: Williamsburg Kiwanis check presentation
- Sept 10: Rotary presentation
- Sept 13: Williamsburg Kiwanis Shrimp Feast
- Sept 17: JCCL Playground construction meeting
- Sept 18: Friends of WRL Foundation meeting
- Sept 19: Fords Colony Newcomers Club presentation
- Sept 20: Library of Virginia Literary Awards event
- Sept 22: FWRLF Finance Committee meeting
- Sept 23: FWRLF Board meeting

Jurisdictional Meetings:

- June 24: JCC Board of Supervisors business meeting
- June 25: Meeting with York County Administrator Mark Bellamy and Assistant County Administrator Susan Goodwin
- June 26: JCC Executive Leadership Team meeting
- June 27: Williamsburg Library Evaluation Committee meeting
- July 1: Meeting with JCC County Administrator Scott Stevens
- July 2: JCC Government Center Library meeting
- July 7: JCC Government Center Library Public Information session
- July 7: Williamsburg City Council work session
- July 8: JCC Emerging Leaders Academy evaluation committee meeting
- July 8: JCC Board of Supervisors meeting
- July 9: JCC Government Center Library Public Information session
- July 10: JCC Executive Leadership Team meeting
- July 10: Williamsburg City Council meeting
- July 16: Meeting with City Manager Drew Trivette
- July 17: JCC Government Center Focus Group meeting
- July 22: JCC Board of Supervisors business meeting
- July 24: JCC Executive Leadership Team meeting
- July 30: JCC Government Center Library meeting
- July 31: JCC Large Staff meeting
- Aug 5: Williamsburg Library building project meeting
- Aug 7: JCC General Services Operating and Capital Budget Requests meeting
- Aug 11: Williamsburg City Council work session (presentation)
- Aug 14: JCC Executive Leadership Team meeting
- Aug 14: Williamsburg City Council meeting
- Aug 26: JCC Government Center Community Input Session
- Aug 28: City of Williamsburg Leadership meeting
- Sept 4: JCC Berkeley District Town Hall
- Sept 9: JCC Board of Supervisors meeting

- Sept 11: Williamsburg City Council meeting
- Sept 23: JCC Board of Supervisors business meeting

Upcoming Engagements & Meetings:

- Sept 25: JCC Executive Leadership meeting
- Sept 25: City of Williamsburg Leadership meeting
- Sept 29: JCC Strategic Plan Open House
- Oct 6: Williamsburg City Council work session
- Oct 9: Williamsburg City Council meeting
- Oct 10: WRL Staff Recognition & Training Day (Library Closed)
- Oct 11 – 12: Library Closed for ILS Migration
- Oct 14: JCC Board of Supervisors meeting
- Oct 16: JCC Executive Leadership Team meeting

Board of Trustees of the Williamsburg Regional Library

Minutes of Board Meeting on June 18, 2025

Stryker Center, Meeting Room 128

Attending: Nina Simone, Feather Foster, Grace Boone, Gene Bruss, Theresa Owens, John Parman, Sam Sadler, Nicole Trifone, and Andrew Trivette

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

Virtual Attendance: The Board approved Toni Sturdivant to attend virtually.

Absent: Christopher Gareis

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

Public Comment: None.

Mission Moment: Ms. Simone praised the Youth Services Librarian, Charlotte Wood, for her thoughtful book suggestions for Ms. Simone's youngest daughter. Ms. Wood offered several suggestions after listening to and exploring Ms. Simone's daughter's interests.

Mr. Bruss praised security staff for their warm, friendly greetings and willingness to engage and answer questions. He appreciates that they take time to say something to everyone.

Consent Agenda: Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. June 18, 2025, consent agenda was approved as written.

Chair's Report:

A. Ms. Simone thanked the Board for its flexibility in moving the date of the June meeting one week forward. Ms. Simone also thanked the Board for being prepared for meetings and understanding that the Board may become more active in the upcoming years. Ms. Simone will be forming 2 committees, one to address Library names and a second to focus on contract modifications. The Board will meet on August 27, 2025.

B. Committee Updates:

1. Library Director Evaluation Committee: This committee will update the Board during the Closed Session. Ms. Simone thanked the committee members for their contributions.
2. City of Williamsburg - Library Building Liaison Committee: The Committee will meet at the end of June to review information collected from the community input sessions and online surveys. A total of 862 online surveys were submitted.

Library Director's Report:

Ms. Towers shared a letter from Mark Bellamy, County Administrator for York County, stating York County's intent to terminate the 5th Amended and Restated Contract dated September 16, 2013, unless a mutually agreed-upon modification to the Contract is reached by all parties. Ms. Towers explained the Regional Library exists by a contractual agreement between James City County (JCC) and the City of Williamsburg. York County entered the 5th Amended and Restated Contract in 2013 as a supplemental member funding the Regional Library. Ms. Towers and Mr. Casey-Rutland have been meeting with the three jurisdictional leaders and will share updates of those meetings at the August 27th Board meeting.

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- A. JCC Government Center Library Update: Ms. Towers shared JCC Board of Supervisors approved the issuance of the Special Use Permit for the Consolidated Governmental Center building and Public Library on Longhill Road. The JCC Board of Supervisors will consider final approval of the project in late 2025 once the final cost estimate is received. JCC has added the Support for WRL Building Projects document to its webpage about the Government Center and had paper copies available for distribution at its June Board meeting. Ms. Towers shared members of the WRL Leadership Team continue to meet twice a month with the design team for the library addition. Ms. Towers shared preliminary plans for the JCC Government Center Library.
- B. Community Information Sessions at JCC Recreation Center: Ms. Towers shared two details of the two Community Information Sessions for the JCC Government Center Library are planned for the following dates and times:
- Monday, July 7, 2025, from 2:30 to 5:00 p.m. JCC Rec Center, Room B
 - Wednesday, July 9, 2025, from 4:30 to 7:00 p.m. JCC Rec Center, Room C

JCC Supervisor John McGlennon complimented Ms. Eletha Davis, WRL Outreach Director, at the last JCC Board meeting. He spoke positively about the Mondays @ Frink program and complimented Ms. Davis, calling her “unbelievable” and saying she “works tirelessly for the community.”

- C. Action Item: Policy Review – Public Participation policy update: Ms. Towers contacted the JCC and City attorneys and based on their recommendations Ms. Towers recommends striking item 1 and approving the Public Participation at Library Board Meetings policy.

Mr. Sadler moved to approve the Policy – Public Participation at Library Board Meetings. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

- D. JCCL Natural Playground Update: Ms. Towers and the project manager at GC Commercial have been in contact and will hold a preconstruction meeting in late July-early August.
- E. System Technology Projects Update: Ms. Towers shared that the projects are progressing on schedule.
- F. Parking Update: WRL staff are working with Williamsburg Police Department to discuss enforcement of 1-to-2-hour parking limits in the library lot and around the library between 8 a.m. and 5 p.m.
- G. Strategic Plan Update: Ms. Towers informed the Board that the current Strategic Plan was extended through December 2025, and an updated Strategic Plan will be needed.

Other updates:

On exhibit in the WRL Gallery at Stryker Center is “Stitched Stories of Strength”. This is a quilt exhibit curated by artists from Texas. The exhibit opens June 19 and is sponsored by the Juneteenth Community Consortium. Additionally, on June 19 Colonial Williamsburg’s Rockefeller Library will have Albert Durant’s photography binders available to peruse at the Stryker Center from 1-5 p.m.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the FWRLF Board will meet on July 22, 2025. Mr. Casey-Rutland shared the Friends support a regional library system; they are not dedicated to jurisdictions. The Friends fund programs that make the

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library special – summer reading programs, concert series, museum passes and such. The Friends want to support the vision and advocate for the library collection, programs and services. The Friends provide a way for people of modest means to share their excitement of the library in the collection of the gifts and marshalling of all the funds that enable the Friends support of the library on behalf of community. A portion of the funds collected from the Kiwanis community project Men Who Cook supports the WRL Natural Playground among other projects.

City of Williamsburg Update: No updates to report.

James City County Update: Ms. Boone reported New Town Tunes concerts take place on Wednesdays throughout the summer.

York County Update: Ms. Owens reported that work at the Yorktown Welcome Center is continuing. Ken Burns will be presenting at the Yorktown Battlefield on September 20, 2025. Sounds of Summer takes place on Thursdays at the Yorktown waterfront.

Other Business: None.

Closed Session: Ms. Foster moved the board into a closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for a personnel matter to discuss the library director's evaluation. Mr. Bruss seconded the motion. The motion was approved by all. The board began the discussion at 3:55 p.m. and concluded at 4:50 p.m. Mr. Trivette moved the board to end the closed session. Ms. Owen 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 Ms. Trifone seconded:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3707 (D) of the Code of Virginia require a certification by this board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees. The motion was approved by a unanimous vote.

Ms. Foster reported that the board discussed only items pertinent to a personnel issue of the library director evaluation.

Ms. Simone moved to approve a Resolution with amendment. Ms. Trifone seconded the motion; the motion was approved by a roll call vote.

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	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Simone	X				Owen	X			
Sturdivant				X	Parman	X			
Foster	X				Sadler	X			
Boone	X				Trifone	X			
Bruss	X				Trivette				X
Gareis				X					

The resolution below will be written and sent to the James City County Human Resources department.

RESOLUTION
ANNUAL LIBRARY DIRECTOR EVALUATION AND
AUTHORIZATION OF LIBRARY DIRECTOR SALARY INCREASE

WHEREAS, on June 18, 2025, the Williamsburg Regional Library Board of Trustees evaluated the annual performance of the WRL Library Director Sandra Towers and affirmed a satisfactory performance;

WHEREAS, the Board of Trustees approved the renewal of her contract which will renew annually;

WHEREAS, the James City County ("County") Board of Supervisors has approved a 3% base pay increase for eligible employees as part of the FY 2026 budget effective July 1, 2025 and a potential 1% base pay increase effective January 1, 2026; and

WHEREAS, the Williamsburg Regional Library, by contract, follows the County's payroll and personnel plan and has approved these increases as well in the FY 2026 Approved Budget for eligible library employees; and

WHEREAS, the Williamsburg Regional Library Board of Trustees wishes to include the library director in these increases; and

WHEREAS, the Board of Trustees approved the renewal of her contract which will renew annually.

NOW, THEREFORE, BE IT RESOLVED that the Williamsburg Regional Library Board of Trustees hereby approves the library director in a 3% base pay increase, effective July 1, 2025 and the potential 1% in January. This resolution will be recorded in the minutes of the library board and a copy be sent to the James City County Human Resources Department.

Adjournment: Ms. Simone moved to adjourn at 4:55 p.m. All agreed.

Respectfully submitted,

Approved by,

 Katherine Wilkins

 Nina Simone, Chair

September 9, 2025

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

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Contractual Services	\$190,000	\$141,115	74.3%	Annual HVAC contract paid

Percentage of year passed 16.67%

The Williamsburg Regional Library
 FY 2026 - Monthly Financial Statement
 For the period ending August 31, 2025

EXPENDITURES	Amended Budget	FY 2026 Actual	Encumber	FY 2026 Total	% Spent & Encumbered
Compensation					
Salaries	4,211,730	631,379		631,379	15.0%
Wages	920,336	158,050		158,050	17.2%
FICA	390,728	58,272		58,272	14.9%
Virginia Retirement Systems	644,601	94,668		94,668	14.7%
Health Insurance	769,176	112,269		112,269	14.6%
Workers Comp Insurance & Unemploy	16,924	3,283		3,283	19.4%
VRS Group Life Insurance	54,627	7,566		7,566	13.8%
Fringe Benefits	15,044	2,178		2,178	14.5%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,891,100	278,236	0	278,236	14.7%
Subtotal	7,023,166	1,067,665	0	1,067,665	15.2%
Collection Materials					
Collection Materials	680,000	111,707	54,360	166,067	24.4%
Subtotal	680,000	111,707	54,360	166,067	24.4%
Operations					
Advertising	10,000	938		938	9.4%
Bank Fees	10,000	1,484		1,484	14.8%
Bindery	0			0	N/A
Building Maintenance	55,000	471	6,004	6,475	11.8%
Communications	40,000	5,172		5,172	12.9%
Computer Replacement	40,000	0		0	0.0%
Computer Software & Supplies	95,000	52,887	3,065	55,952	58.9%
Contractual Services	190,000	141,115		141,115	74.3%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,843	0		0	0.0%
Fund Balance Appropriations	277,483	11,500	91,460	102,960	37.1%
Human Resource Services	103,675	0		0	0.0%
Insurance	42,000	7,401		7,401	17.6%
Leases	38,000	1,512	27,281	28,793	75.8%
Legal/ Recovery Services	7,500	276		276	3.7%
Library Board Expenses	8,000			0	0.0%
Library Catalog & Website Services	185,000	142,146		142,146	76.8%
Library Programs	25,000	1,578		1,578	6.3%
Local Mileage	3,000	103		103	3.4%
Maintenance Supplies	18,000	3,451		3,451	19.2%
Memberships	9,000	1,169		1,169	13.0%
Miscellaneous	2,000			0	0.0%
Postage	17,000	4,377		4,377	25.7%
Printing	4,000	1,459		1,459	36.5%
Professional Services	16,000	0		0	0.0%
Supplies	70,000	5,783	4,310	10,093	14.4%
Travel & Training	25,000			0	0.0%
User Refunds	0	31		31	N/A
Utilities	230,000	38,069		38,069	16.6%
Vehicle Services	20,000			0	0.0%
Subtotal	1,570,501	420,922	132,120	553,041	35.2%
TOTAL	9,273,667	1,600,293	186,480	1,786,773	19.3%

The Williamsburg Regional Library
 FY 2026 - Monthly Financial Statement
 For the period ending August 31, 2025

REVENUE	Amended Budget	FY 2026 Received	Total Received	% Received
City of Williamsburg	1,141,588	190,265	190,265	16.7%
James City County	6,305,171	1,050,862	1,050,862	16.7%
York County	890,410	148,402	148,402	16.7%
State Aid	502,549	126,520	126,520	25.2%
Fund Balance	7,466	0	0	N/A
Lost Books	11,000	1,592	1,592	14.5%
Interest	55,000	18,580	18,580	33.8%
Copy Machines	40,000	7,826	7,826	19.6%
Other Library Revenue	10,000	630	630	6.3%
Meeting Room Use	33,000	6,393	6,393	19.4%
TOTAL	8,996,184	1,551,068	1,551,068	17.2%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	4,009	10,284		10,284
Friends of WRL Foundation	10,444	19,314	9,923	29,237
Library Grants		1,570	3,808	5,378
Program Services		140		140
Subtotal	14,453	31,308	13,731	45,039

Percentage of year past	16.67%
Payroll % of year past	16.67%

Resolution for Nicole Trifone

Williamsburg Regional Library Board of Trustees
October 1, 2017 – September 30, 2025

WHEREAS, Nicole Trifone has faithfully served the Williamsburg Regional Library as a member of the board of trustees for eight years with excellence, constancy, and diligence;

WHEREAS, Nicole has been a loyal and active member on the Advocacy, Evaluation, Library Director Search, Nomination, Strategic Planning, and Training and Onboard Committees and serving as Chair of the Evaluation Committee, demonstrating considerable commitment to the welfare of the library, its staff, and the community it serves;

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

WHEREAS, Nicole has been a champion for ensuring Williamsburg Regional Library is accessible and welcoming to families in the community supporting the creation of the Kiwanis Kids Idea Studio and Natural Playground;

WHEREAS, Nicole's dedication, insight, and attention to detail have greatly enhanced the nationwide search for a library director, the revision of library policies and strategic plans; now, therefore, be it

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

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

Adopted this 24th day of September 2025.

Nina Simone, Chair

Williamsburg Regional Library Board of Trustees

Board of Trustees of the Williamsburg Regional Library

September 24, 2025 | Stryker Center, Room 128

Agenda Item Summary

Item: 6B – Action Item: WRL Board of Trustees Meeting Schedule for 2026

WRL BOARD OF TRUSTEES MEETING SCHEDULE

Fourth Wednesday of the month at 3:00 p.m.

Approved: Regular Board meeting dates/locations for September 2025 – December 2025

September 24, 2025: Stryker Center – Meeting Room 128
October 22, 2025: James City County Library – Kitzinger Community Room
December 3, 2025: Stryker Center – Meeting Room 128

November/December meetings are combined due to Thanksgiving and Christmas holidays.

Proposed: Regular Board meeting dates and locations for January – December 2026

January 28, 2026: Stryker Center – Meeting Room 128
February 25, 2026: Stryker Center – Meeting Room 128
March 25, 2026: Stryker Center – Meeting Room 128
April 22, 2026: James City County Library – Kitzinger Community Room
May 27, 2026: Stryker Center – Meeting Room 128
June 24, 2026: Stryker Center – Meeting Room 128
July 22, 2026: Stryker Center – Meeting Room 128 (**OPTIONAL**)
August 26, 2026: Stryker Center – Meeting Room 128 (**OPTIONAL**)
September 23, 2026 Stryker Center – Meeting Room 128
October 28, 2026 James City County Library – Kitzinger Community Room
December 2, 2026 Stryker Center – Meeting Room 128

November/December meetings are combined due to Thanksgiving and Christmas holidays.

The VLA 2024 Annual Conference (Richmond) is scheduled for October 1-3, 2025
The ALA 2026 Annual Conference (Chicago, IL) is scheduled for June 25-29, 2026
The PLA 2026 Annual Conference (Minneapolis, MN) is scheduled for April 1-3, 2026

Approved by the WRL Board of Trustees on September 24, 2025.

Williamsburg Regional Library Statistical Report — FY 2025 ~ May 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	6,349	27,268	6,414	334	40,365	457,874	11.6%
James City County Library	1,182	22,605	3,113	172	27,072	313,015	15.3%
Bookmobile*	220	779	58	8	1,065	13,683	24.3%
Adult - MLS*	191	941	30	58	1,220	14,770	11.5%
Digital Collection	3,787	20,933	4,021	650	29,391	305,603	10.8%
Monthly Total	11,729	72,526	13,636	1,222	99,113	1,104,945	12.5%
Percent of Monthly Total	11.83%	73.18%	13.76%	1.23%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	23,373	15,747	1,433	40,553	459,656	11.7%
James City County Library	12,518	13,784	911	27,213	314,559	15.4%
Bookmobile*	127	913	25	1,065	15,079	36.3%
Adult - MLS*	1,210	10	3	1,223	14,654	10.6%
Monthly Total	37,228	30,454	2,372	70,054	803,948	13.5%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	33,120	7,263	40,383	457,846	11.7%
James City County Library	21,208	5,838	27,046	312,863	15.3%
Bookmobile*	942	123	1,065	13,681	23.9%
Adult - MLS*	911	310	1,221	14,648	10.7%
Digital Collection	N/A	31,147	31,147	328,026	11.2%
Monthly Total	56,181	44,681	100,862	1,127,064	12.6%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	109,197	13,702	122,899	0.1%
James City County Library	73,760	13,052	86,812	-1.7%
Bookmobile*	4,194	876	5,070	-5.8%
Adult - MLS*	1,328	1,679	3,007	-0.1%
Digital Collection***	0	43,925	43,925	5.9%
Total	188,479	73,234	261,713	0.3%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	9,739	109,103	-1.3%
James City County Library	6,415	72,148	-0.1%
Bookmobile*	62	1,073	-29.8%
Adult - MLS*	806	8,952	9.9%
Total	17,022	191,276	-0.6%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	7,821	2.6%
James City County	36,734	-3.6%
York County	7,398	5.9%
Other ^	292	-5.8%
Total	52,245	-1.5%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ May 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	2,617	899	3,516	44,672	-8.6%
James City County Library	1,245	690	1,935	24,336	-12.2%
Stryker Center	76	0	76	1,663	-53.0%
Bookmobile	957	898	1,855	20,255	77.4%
Adult - MLS	933	N/A	933	9,543	-0.7%
Via Electronic	319	0	319	3,610	-36.7%
Monthly Total	6,147	2,487	8,634	104,079	-2.6%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	2,958	34,849	-4.9%	13,426	142,348	-5.8%
James City County Library	3,024	37,241	-2.1%	11,373	126,609	-16.6%
Bookmobile	556	5,376	22.2%	501	4,277	7.4%
Abram Frink	N/A	N/A	N/A	1,114	10,610	-16.1%
Total	6,538	77,465	-2.1%	26,414	283,844	-11.2%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	700	1,352	2,052	31,697	-10.7%
James City County Library	152	814	966	18,050	-8.5%
Stryker Center	135	138	273	4,946	26.3%
Bookmobile	205	2,203	2,408	30,865	23.4%
Adult MLS	375	0	375	4,116	33.0%
Outreach	0	0	0	4,626	-5.3%
Virtual Programming	207	0	207	2,046	22.1%
Monthly Total	1,774	4,507	6,281	96,346	2.7%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	1,839	10,660	17.3%
James City County Library	584	5,658	43.6%
Stryker Center	148	1,671	32.4%
Total	2,571	17,989	25.9%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	23,761	286,863	-6.7%
James City County Library	14,128	160,724	-9.5%
Stryker Center	526	8,062	-12.0%
Total	38,415	455,649	-7.8%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	34,651	366,899	-9.1%
Mobile App	12,914	133,837	35.1%
Total	47,565	500,736	-0.4%

Williamsburg Regional Library May 2025 Snapshot

Library Visits	Monthly	YTD	Percent of Total
Williamsburg Library	23,761	286,863	63%
James City County Library	14,128	160,724	35%
Stryker Center	526	8,062	2%
Total Visits	38,415	455,649	

Williamsburg Library Circulation

Locality	WL Monthly	WL YTD	Percent of Total
City of Williamsburg	6,349	77,712	17%
James City County	27,268	302,296	66%
York County	6,414	74,254	16%
Other	334	3,612	1%
Total	40,365	457,874	

James City County Library Circulation

Locality	JCCL Monthly	JCCL YTD	Percent of Total
City of Williamsburg	1,182	12,521	4%
James City County	22,605	259,808	83%
York County	3,113	37,745	12%
Other	172	2,941	1%
Total	27,072	313,015	

Total Physical Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	7,942	94,360	12%
James City County	51,593	584,235	73%
York County	9,615	113,188	14%
Other	572	7,559	1%
Total	69,722	799,342	

Digital Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	3,787	41,932	13%
James City County	20,933	217,610	69%
York County	4,021	40,999	13%
Other	1,222	12,621	4%
Total	29,963	313,162	

Williamsburg Regional Library Statistical Report — FY 2025 ~ June 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY24
Williamsburg Library	6,832	29,249	6,549	318	42,948	500,822	11.8%
James City County Library	1,124	26,516	3,811	297	31,748	344,763	15.4%
Bookmobile*	243	869	44	4	1,160	14,843	24.6%
Adult - MLS*	167	1,051	27	74	1,319	16,089	10.3%
Digital Collection	3,771	20,992	3,890	452	29,105	334,708	10.7%
Monthly Total	12,137	78,677	14,321	1,145	106,280	1,211,225	12.6%
Percent of Monthly Total	11.42%	74.03%	13.47%	1.08%			

* Previously combined

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY24
Williamsburg Library	23,187	18,072	1,864	43,123	502,779	12.0%
James City County Library	12,553	18,227	1,140	31,920	346,479	15.6%
Bookmobile*	182	947	24	1,153	16,232	35.7%
Adult - MLS*	1,299	19	1	1,319	15,973	9.6%
Monthly Total	37,221	37,265	3,029	77,515	881,463	13.7%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY24
Williamsburg Library	35,730	7,081	42,811	500,657	11.9%
James City County Library	26,066	5,661	31,727	344,590	15.4%
Bookmobile*	1,000	160	1,160	14,841	24.3%
Adult - MLS*	969	350	1,319	15,967	9.6%
Digital Collection	N/A	30,824	30,824	358,850	11.0%
Monthly Total	63,765	44,076	107,841	1,234,905	12.7%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY24
Williamsburg Library	109,978	13,632	123,610	0.2%
James City County Library	74,041	13,038	87,079	-1.8%
Bookmobile*	4,197	896	5,093	-6.1%
Adult - MLS*	1,324	1,677	3,001	-0.7%
Digital Collection***	0	44,048	44,048	31.6%
Total	189,540	73,291	262,831	3.5%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY24
Williamsburg Library	9,756	118,859	-1.0%
James City County Library	7,006	79,154	0.2%
Bookmobile*	66	1,139	-29.6%
Adult - MLS*	882	9,834	9.8%
Total	17,710	208,986	-0.3%

<u>USER CARDS</u>	Number	%Change FY24
Williamsburg	7,738	1.9%
James City County	36,571	-3.8%
York County	7,417	5.6%
Other ^	292	0.0%
Total	52,018	-1.7%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ June 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	3,001	1,622	4,623	49,295	-8.0%
James City County Library	1,484	1,435	2,919	27,255	-10.8%
Stryker Center	105	0	105	1,768	-54.6%
Bookmobile	984	1,179	2,163	22,418	70.8%
Adult - MLS	828	N/A	828	10,371	-0.8%
Via Electronic	325	7	332	3,942	-34.9%
Monthly Total	6,727	4,243	10,970	115,049	-2.3%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY24	Wi-Fi Use	YTD	%Change FY24
Williamsburg Library	3,229	38,078	-4.8%	11,622	153,970	-5.3%
James City County Library	4,291	41,532	-0.8%	12,320	138,929	-15.0%
Bookmobile	601	5,977	20.1%	216	4,493	2.4%
Abram Frink	N/A	N/A	N/A	654	11,264	-15.5%
Total	8,121	85,586	-1.5%	24,812	308,656	-10.2%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY24
Williamsburg Library	892	842	1,734	33,431	-11.8%
James City County Library	123	1,048	1,171	19,221	-9.1%
Stryker Center	886	339	1,225	6,171	38.9%
Bookmobile	227	1,775	2,002	32,867	19.0%
Adult MLS	396	0	396	4,512	30.1%
Outreach	14	27	41	4,667	-5.6%
Virtual Programming	154	0	154	2,200	27.2%
Monthly Total	2,692	4,031	6,723	103,069	1.8%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY24
Williamsburg Library	1,562	12,222	22.5%
James City County Library	518	6,176	39.4%
Stryker Center	255	1,926	32.7%
Total	2,335	20,324	28.1%

<u>VISITS</u>	Monthly	YTD	%Change FY24
Williamsburg Library	22,235	309,098	-7.9%
James City County Library	17,172	177,896	-8.6%
Stryker Center	1,108	9,169	-6.1%
Total	40,515	496,163	-8.1%

<u>MEDIA</u>	Monthly	YTD	%Change FY24
Website Visits	31,626	398,525	-9.4%
Mobile App	14,477	148,314	34.5%
Total	46,103	546,839	-0.6%

Williamsburg Regional Library June 2025 Snapshot

Library Visits	Monthly	YTD	Percent of Total
Williamsburg Library	22,235	309,098	62%
James City County Library	17,172	177,896	36%
Stryker Center	1,108	9,169	2%
Total Visits	40,515	496,163	

Williamsburg Library Circulation

Locality	WL Monthly	WL YTD	Percent of Total
City of Williamsburg	6,832	84,544	17%
James City County	29,249	331,545	66%
York County	6,549	80,803	16%
Other	318	3,930	1%
Total	42,948	500,822	

James City County Library Circulation

Locality	JCCL Monthly	JCCL YTD	Percent of Total
City of Williamsburg	1,124	13,645	4%
James City County	26,516	286,324	83%
York County	3,811	41,556	12%
Other	297	3,238	1%
Total	31,748	344,763	

Total Physical Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	8,366	102,726	12%
James City County	57,685	641,920	73%
York County	10,431	123,619	14%
Other	693	8,252	1%
Total	77,175	876,517	

Digital Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	3,771	45,703	13%
James City County	20,992	238,602	70%
York County	3,890	44,889	13%
Other	1,145	13,766	4%
Total	29,798	342,960	

Williamsburg Regional Library Statistical Report — FY 2025 ~ July 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY25
Williamsburg Library	7,588	32,826	7,219	311	47,944	47,944	-4.3%
James City County Library	1,160	30,294	4,872	455	36,781	36,781	-1.4%
Outreach	718	2,383	54	84	3,239	3,239	0.2%
Digital Collection	4,125	21,814	4,026	523	30,488	30,488	8.5%
Monthly Total	13,591	87,317	16,171	1,373	118,452	118,452	-0.3%
Percent of Monthly Total	11.47%	73.72%	13.65%	1.16%	100.00%	100.00%	
Year to Date Total	13,591	87,317	16,171	1,373		118,452	
Percent of YTD Total	11.47%	73.72%	13.65%	1.16%			
Percent Change from Last Year	-3.43%	0.17%	-0.04%	2.46%	-0.26%	-0.26%	

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY25
Williamsburg Library	25,356	20,763	2,034	48,153	48,153	-4.2%
James City County Library	13,781	21,857	1,375	37,013	37,013	-1.0%
Outreach	1,408	1,777	70	3,255	3,255	1.4%
Monthly Total	40,545	44,397	3,479	88,421	88,421	-2.7%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY25
Williamsburg Library	39,811	8,103	47,914	47,914	-4.2%
James City County Library	30,723	6,042	36,765	36,765	-1.3%
Outreach	2,631	608	3,239	3,239	1.1%
Digital Collection	N/A	30,824	30,824	30,824	3.9%
Monthly Total	73,165	45,577	118,742	118,742	-1.2%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY25
Williamsburg Library	110,014	13,610	123,624	0.4%
James City County Library	74,089	13,019	87,108	-1.9%
Outreach	5,462	2,579	8,041	-4.5%
Digital Collection***	0	44,285	44,285	5.6%
Total	189,565	73,493	263,058	0.3%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY25
Williamsburg Library	10,853	10,853	1.1%
James City County Library	7,450	7,450	-0.2%
Outreach	929	929	-15.9%
Total	19,232	19,232	-0.4%

<u>USER CARDS</u>	Number	%Change FY25
Williamsburg	7,756	4.7%
James City County	36,650	-2.1%
York County	7,329	2.6%
Other ^	291	-1.0%
Total	52,026	-0.5%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ July 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY25
Williamsburg Library	3,064	1,590	4,654	4,654	-3.6%
James City County Library	1,577	1,509	3,086	3,086	1.0%
Stryker Center	67	0	67	67	-80.2%
Outreach	2,046	1,379	3,425	3,425	26.4%
Via Electronic	110	5	115	115	-71.5%
Monthly Total	6,864	4,483	11,347	11,347	0.1%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY25	Wi-Fi Use	YTD	%Change FY25
Williamsburg Library	3,517	3,517	-11.3%	12,603	12,603	2.1%
James City County Library	5,066	5,066	-6.8%	13,990	13,990	7.7%
Outreach	419	419	-12.3%	379	379	-3.1%
Abram Frink	N/A	N/A	N/A	513	513	40.5%
Total	9,002	9,002	-8.8%	27,485	27,485	5.3%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY25
Williamsburg Library	993	1,095	2,088	2,088	-40.4%
James City County Library	98	2,059	2,157	2,157	-54.0%
Stryker Center	135	469	604	604	-29.4%
Outreach	565	2,807	3,372	3,372	-6.5%
Virtual Programming	83	0	83	83	72.9%
Monthly Total	1,874	6,430	8,304	8,304	-34.7%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY25
Williamsburg Library	454	454	-42.9%
James City County Library	486	486	8.5%
Stryker Center	60	60	-31.8%
Total	1,000	1,000	-24.9%

<u>VISITS</u>	Monthly	YTD	%Change FY25
Williamsburg Library	24,088	24,088	-17.7%
James City County Library	21,430	21,430	0.9%
Stryker Center	830	830	-29.7%
Total	46,348	46,348	-10.3%

<u>MEDIA</u>	Monthly	YTD	%Change FY25
Website Visits	32,273	32,273	-13.0%
Mobile App	15,325	15,325	21.6%
Total	47,598	47,598	-4.2%

Williamsburg Regional Library July 2025 Snapshot

Library Visits	Monthly	YTD	Percent of Total
Williamsburg Library	24,088	24,088	52%
James City County Library	21,430	21,430	46%
Stryker Center	830	830	2%
Total Visits	46,348	46,348	

Williamsburg Library Circulation

Locality	WL Monthly	WL YTD	Percent of Total
City of Williamsburg	7,588	7,588	16%
James City County	32,826	32,826	68%
York County	7,219	7,219	15%
Other	311	311	1%
Total	47,944	47,944	

James City County Library Circulation

Locality	JCCL Monthly	JCCL YTD	Percent of Total
City of Williamsburg	1,160	1,160	3%
James City County	30,294	30,294	82%
York County	4,872	4,872	13%
Other	455	455	1%
Total	36,781	36,781	

Total Physical Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	9,466	9,466	11%
James City County	65,503	65,503	74%
York County	12,145	12,145	14%
Other	850	850	1%
Total	87,964	87,964	

Digital Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	4,125	4,125	13%
James City County	21,814	21,814	70%
York County	4,026	4,026	13%
Other	1,373	1,373	4%
Total	31,338	31,338	

Williamsburg Regional Library Statistical Report — FY 2025 ~ August 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY25
Williamsburg Library	7,110	29,435	6,464	304	43,313	91,257	-6.9%
James City County Library	1,132	25,256	4,445	313	31,146	67,927	-4.6%
Outreach	492	1,907	61	88	2,548	5,787	3.6%
Digital Collection	4,100	21,034	3,832	512	29,478	59,966	8.0%
Monthly Total	12,834	77,632	14,802	1,217	106,485	224,937	-2.3%
Percent of Monthly Total	12.05%	72.90%	13.90%	1.14%	100.00%	211.24%	
Year to Date Total	26,425	164,949	30,973	2,590		224,937	
Percent of YTD Total	11.75%	73.33%	13.77%	1.15%			
Percent Change from Last Year	-4.59%	-1.76%	-3.69%	1.09%	-4.55%	-2.34%	

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY25
Williamsburg Library	23,976	17,796	1,738	43,510	91,663	-6.7%
James City County Library	13,033	17,237	1,084	31,354	68,367	-4.3%
Outreach	1,522	956	66	2,544	5,799	4.3%
Monthly Total	38,531	35,989	2,888	77,408	165,829	-5.4%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY25
Williamsburg Library	35,560	7,646	43,206	91,120	-6.9%
James City County Library	25,747	5,369	31,116	67,881	-4.6%
Outreach	2,060	488	2,548	5,787	4.2%
Digital Collection	N/A	31,220	31,220	62,044	4.8%
Monthly Total	63,367	44,723	108,090	226,832	-3.0%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY25
Williamsburg Library	110,272	13,621	123,893	0.5%
James City County Library	74,069	12,994	87,063	-1.8%
Outreach	5,448	2,555	8,003	-4.2%
Digital Collection***	0	44,444	44,444	5.4%
Total	189,789	73,614	263,403	0.4%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY25
Williamsburg Library	10,388	21,241	-3.3%
James City County Library	7,013	14,463	-2.3%
Outreach	932	1,861	-10.2%
Total	18,333	37,565	-3.3%

<u>USER CARDS</u>	Number	%Change FY25
Williamsburg	7,817	5.6%
James City County	36,289	-3.1%
York County	7,299	1.4%
Other ^	292	0.0%
Total	51,697	-1.2%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ August 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY25
Williamsburg Library	3,369	1,019	4,388	9,042	-2.4%
James City County Library	1,467	1,052	2,519	5,605	-4.5%
Stryker Center	57	0	57	124	-81.0%
Outreach	1,842	763	2,605	6,030	4.7%
Via Electronic	264	0	264	379	-49.0%
Monthly Total	6,999	2,834	9,833	21,180	-5.0%

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY25	Wi-Fi Use	YTD	%Change FY25
Williamsburg Library	3,576	7,093	-8.5%	12,344	24,947	0.1%
James City County Library	4,179	9,245	-5.4%	14,726	28,716	14.6%
Outreach	411	830	-15.4%	379	758	-13.9%
Abram Frink	N/A	N/A	N/A	768	1,281	24.7%
Total	8,166	17,168	-7.2%	28,217	55,702	7.3%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY25
Williamsburg Library	1,005	3,980	4,985	7,073	21.9%
James City County Library	111	5,095	5,206	8,453	28.0%
Stryker Center	128	272	400	1,004	-29.9%
Outreach	416	2,122	2,538	5,910	-16.6%
Virtual Programming	407	0	407	490	64.4%
Monthly Total	2,067	11,469	13,536	22,930	8.0%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY25
Williamsburg Library	598	1,052	-22.9%
James City County Library	448	934	0.6%
Stryker Center	428	488	343.6%
Total	1,474	2,474	3.0%

<u>VISITS</u>	Monthly	YTD	%Change FY25
Williamsburg Library	22,978	47,066	-18.9%
James City County Library	17,278	38,708	-1.1%
Stryker Center	1,035	1,865	-3.3%
Total	41,291	87,639	-11.6%

<u>MEDIA</u>	Monthly	YTD	%Change FY25
Website Visits	19,906	52,179	-27.1%
Mobile App	15,337	30,662	20.5%
Total	35,243	82,841	-14.6%

Williamsburg Regional Library August 2025 Snapshot

Library Visits	Monthly	YTD	Percent of Total
Williamsburg Library	22,978	47,066	54%
James City County Library	17,278	38,708	44%
Stryker Center	1,035	1,865	2%
Total Visits	41,291	87,639	

Williamsburg Library Circulation

Locality	WL Monthly	WL YTD	Percent of Total
City of Williamsburg	7,110	14,698	16%
James City County	29,435	62,261	68%
York County	6,464	13,683	15%
Other	304	615	1%
Total	43,313	91,257	

James City County Library Circulation

Locality	JCCL Monthly	JCCL YTD	Percent of Total
City of Williamsburg	1,132	2,292	3%
James City County	25,256	55,550	82%
York County	4,445	9,317	14%
Other	313	768	1%
Total	31,146	67,927	

Total Physical Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	8,734	18,200	11%
James City County	56,598	122,101	74%
York County	10,970	23,115	14%
Other	705	1,555	1%
Total	77,007	164,971	

Digital Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	4,100	8,225	13%
James City County	21,034	42,848	70%
York County	3,832	7,858	13%
Other	1,217	2,590	4%
Total	30,183	61,521	