

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

**Building Project Updates:**

James City County Government Center Library: Carrie Binsfeld and I met with JCC staff on October 8 regarding outdoor spaces at the proposed library. At their October 14 meeting, the JCC Board of Supervisors approved the early site work package for the new consolidated government center and library. The early site work package includes clearing, site work, and stormwater management work at the proposed parcel located at 5231 Longhill Road. Groundbreaking for the new consolidated government center and library is planned for early November.

James City County Library Playground: GC Commercial continues to make progress on the library playground.

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

**Technology Updates:**

In December 2024, the Library Board of Trustees made a fund balance appropriation to update several technical systems. Microsoft licensing, LibCal reservation system, and CivicPlus website are complete. The final project from that fund balance appropriation is the new Integrated Library System – Koha and Aspen.

Preparing for the transition to Koha and Aspen included extensive data preparation, staff training, and detailed implementation steps. The library was closed Oct 10 – 12 to allow for the final data migration. The new catalog and discovery layer became operational on Oct 13. The final piece of this project is the public notifications module, which will be launched soon. Transitioning to these new systems modernizes functionality, enhances accessibility, improves public notifications and interfaces, and lowers long-term annual service agreement costs.

**Engagements & Meeting Highlights**

Public Engagements & Meetings:

- September 25: Koha/Aspen training
- October 1: Virginia Public Library Director's Association Annual Meeting
- October 6: Meeting with Rich Harwood and Carrie Cooper
- October 8: Patriots Colony presentation
- October 15: Greater Williamsburg Chamber of Commerce State of Greater Williamsburg Annual Breakfast
- October 16: Kiwanis Club of Williamsburg meeting
- October 22: Colonial Capital Kiwanis Club presentation
- October 22: WJCC Schools Literacy Night support

Jurisdictional Meetings:

- Sept 25: JCC Executive Leadership meeting

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

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**Minutes of Regular Board Meeting on September 24, 2025  
Stryker Center, Meeting Room 128**

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

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

**Absent:** None

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

**Public Comment:** None.

**Mission Moment:** Mr. Bruss went to Kiwanis Shrimp Feast and his grandson received a free I Can Read book. While in line for ice cream Mr. Bruss spoke with a WRL volunteer who enthusiastically extolled praises about the library. Ms. Sturdivant shared the delight of watching children enjoy the Bookmobile's Foam Party at Grove Community Day. Mr. Parman's Natural Playground writing pad sparked a conversation about the playground with a William & Mary student, who responded, "that sounds epic" and tied it to the W&M Parks & Ecotherapy Research Lab (PERL) that nurtures nature-connected campus communities to foster mental health, sustainability and environmental stewardship.

**Consent Agenda:** Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The September 24, 2025 consent agenda was approved as written.

**Chair's Report:**

- A. **Action Item: Resolution for Nicole Trifone:** Ms. Simone presented the Resolution recognizing and honoring Ms. Trifone's eight years of service on the WRL Board of Trustees. The motion was approved by a unanimous vote.
- B. **Action Item: WRL Board of Trustees Proposed Regular Meeting Schedule for 2026:** Ms. Simone presented the proposed 2026 regular meeting schedule for the WRL Board of Trustees. Ms. Foster moved to approve the proposed Regular Meeting Schedule for 2026. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.
- C. **Committee Updates:**
  - City of Williamsburg Library Building Liaison Committee  
The committee has been dissolved since it completed its purpose of reviewing designs for the Williamsburg Library building project and made a design recommendation to city council.

**Library Director's Report:** Ms. Towers shared a summary of the Summer Library Programs. Thanks to the generous grants awarded by the Friends of WRL, summer programs were numerous and popular. Highlights include the following:

## Minutes Approved 10/22/2025

- Summer Reading: Adults read 5226 books, Teens read 737 books, Youth read 44015 books and 967,286 minutes
  - Outreach: Up, Up, and Storytime at the Airport, Saturdays @ Frink including a Bookmobile foam party, Mondays @ Frink with a storytime and an adult café, library services during Summer School, WJCC new teacher orientation, WJCC school open houses, and a school supply drive
  - Adult Services: Makerspace classes including sewing classes and Sit and Stitch, weekly Teens Night Out, Senior Planet AARP classes such as Intro to Chatting with AI, Rich Harwood talk on The New Civic Path
  - Youth Services: Monday Tween lounge, Terrific Tuesday and Fun Friday, programs by the Virginia Living Museum, Jonathan Austin (magic), Rainbow Puppet Show, Heritage Humane, Rock Star Magic of Chris and Neal, Free Book Week, and 1000 Books Before Kindergarten graduation
- A. **JCC Government Center Library Update:** Ms. Towers reported the JCC Board of Supervisors approved a Change Order Resolution for Henderson Gilbane to provide 100% drawings for the proposed James City County Government Center Library.
- B. **JCCL Natural Playground:** Construction on the Natural Playground began September 8, 2025 with an anticipated completion date no later than December 4, 2025. An April 2026 grand opening is planned, allowing time for sod establishment over the winter.
- C. Library Technology Updates:**
- i) CivicPlus Website: In August the wrl.org website migrated to CivicPlus in order to meet the ADA requirements that will be enacted in April 2026.
  - ii) ILS Koha/Aspen: The library catalog and WRL app will transition to new platforms on October 13, 2025. To accommodate this major transition the library will be closed Friday through Sunday, October 10-12, 2025.
- D. **WRL Staff-in-Service Training Day:** October 10, 2025 marks the annual Staff-in-Service training day recognizing staff anniversaries and providing staff training. This year's focus is community resources to direct people for assistance including representatives from JCC Social Services, Grove Christian Outreach, Fish, House of Mercy and Community of Faith Mission.
- E. **Fund Balance Projects Discussion:** Ms. Towers introduced the need for the replacement of a 1999 step van used by Outreach. The library will plan to release an RFP for the purchase and upfitting of a replacement vehicle. A Fund Balance request will be presented at the board's regular meeting in October for further discussion.
- F. **Meeting Room Fees:** Ms. Towers reported to the Board that meeting room fees will increase starting January 2, 2026. Meeting room rates have remained the same for the past 10 years. The increase in rates does not require board approval.

**Friends of WRL Foundation Updates:** Mr. Casey-Rutland announced the Friends met on September 23, 2025. The Friends are requesting a proposal from CapDev to lead a feasibility study. The study seeks to determine the capacity and affinity of the Williamsburg community for a capital campaign related to programming, furnishings, and equipment in the potential new libraries.

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**City of Williamsburg Update:** Mr. Trivette reported Williamsburg City Council asked for more information about cost options for the Williamsburg Library building project.

**James City County Update:** Ms. Boone reported James City County won two Virginia Association of Counties (VACo) awards for the Safety Rodeo Program and Stormwater Seminars.

**York County Update:** Ms. Owens shared Rhythms on the Riverwalk Concert Series continues at the Yorktown waterfront on Thursdays through October 9.

**Other Business:** Ms. Towers attended the Virginia Literary Awards at the Library of Virginia and one of the nominations for Best Nonfiction Book was Alan Pell Crawford's *This Fierce People* which is the One Book One Community selection for 2026.

**Adjournment:** Ms. Simone motioned to adjourn the meeting. Mr. Bruss seconded. The meeting was adjourned at 4:10 p.m. All agreed.

Respectfully submitted,

Approved by,

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Katherine Wilkins

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Nina Simone, Chair

**October 9, 2025**

**To:** WRL Board of Trustees  
**From:** Carrie L. Binsfeld, Assistant Library Director  
**Subject:** **September 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>
Contractual Services	\$190,000	\$144,789	76.2%	Annual HVAC contract paid

Percentage of year passed 25.0%

The Williamsburg Regional Library  
 FY 2026 - Monthly Financial Statement  
 For the period ending September 30, 2025

EXPENDITURES	Amended Budget	FY 2026 Actual	Encumber	FY 2026 Total	% Spent & Encumbered
<b>Compensation</b>					
Salaries	4,211,730	928,462		928,462	22.0%
Wages	920,336	235,374		235,374	25.6%
FICA	390,728	85,958		85,958	22.0%
Virginia Retirement Systems	644,601	139,475		139,475	21.6%
Health Insurance	769,176	162,878		162,878	21.2%
Workers Comp Insurance & Unemploy	16,924	6,566		6,566	38.8%
VRS Group Life Insurance	54,627	11,139		11,139	20.4%
Fringe Benefits	15,044	3,206		3,206	21.3%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,891,100	409,221	0	409,221	21.6%
Subtotal	7,023,166	1,573,056	0	1,573,056	22.4%
<b>Collection Materials</b>					
Collection Materials	680,000	156,457	54,706	211,163	31.1%
Subtotal	680,000	156,457	54,706	211,163	31.1%
<b>Operations</b>					
Advertising	10,000	1,432		1,432	14.3%
Bank Fees	10,000	2,462		2,462	24.6%
Bindery	0	0		0	N/A
Building Maintenance	55,000	2,008	6,003	8,011	14.6%
Communications	40,000	8,098		8,098	20.2%
Computer Replacement	40,000	1,217		1,217	3.0%
Computer Software & Supplies	95,000	59,800	574	60,374	63.6%
Contractual Services	190,000	144,789		144,789	76.2%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,843	0		0	0.0%
Fund Balance Appropriations	277,483	44,987	126,998	171,985	62.0%
Human Resource Services	103,675	0		0	0.0%
Insurance	42,000	14,802		14,802	35.2%
Leases	38,000	23,758		23,758	62.5%
Legal/ Recovery Services	7,500	424		424	5.6%
Library Board Expenses	8,000	100		100	1.2%
Library Catalog & Website Services	185,000	142,922		142,922	77.3%
Library Programs	25,000	3,607		3,607	14.4%
Local Mileage	3,000	271		271	9.0%
Maintenance Supplies	18,000	5,289		5,289	29.4%
Memberships	9,000	1,169		1,169	13.0%
Miscellaneous	2,000	6		6	0.3%
Postage	17,000	4,246		4,246	25.0%
Printing	4,000	1,526		1,526	38.1%
Professional Services	16,000	0		0	0.0%
Supplies	70,000	13,833		13,833	19.8%
Travel & Training	25,000	6,838		6,838	27.4%
User Refunds	0	61		61	N/A
Utilities	230,000	56,782		56,782	24.7%
Vehicle Services	20,000	0		0	0.0%
Subtotal	1,570,501	540,427	133,575	674,002	42.9%
<b>TOTAL</b>	<b>9,273,667</b>	<b>2,269,941</b>	<b>188,281</b>	<b>2,458,221</b>	<b>26.5%</b>

The Williamsburg Regional Library  
 FY 2026 - Monthly Financial Statement  
 For the period ending September 30, 2025

<b>REVENUE</b>	<b>Amended Budget</b>	<b>FY 2026 Received</b>	<b>Total Received</b>	<b>% Received</b>
City of Williamsburg	1,141,588	285,397	285,397	25.0%
James City County	6,305,171	1,576,293	1,576,293	25.0%
York County	890,410	222,602	222,602	25.0%
State Aid	502,549	126,520	126,520	25.2%
Fund Balance	7,466		0	N/A
Lost Books	11,000	2,174	2,174	19.8%
Interest	55,000	27,512	27,512	50.0%
Copy Machines	40,000	11,753	11,753	29.4%
Other Library Revenue	10,000	1,606	1,606	16.1%
Meeting Room Use	33,000	10,809	10,809	32.8%
<b>TOTAL</b>	<b>8,996,184</b>	<b>2,264,666</b>	<b>2,264,666</b>	<b>25.2%</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	5,509	11,180		11,180
Friends of WRL Foundation	48,020	30,558	26,407	56,964
Library Grants	2,000	1,798	3,808	5,606
Program Services	1,000	140		140
Subtotal	56,529	43,676	30,215	73,891

Percentage of year past	25.00%
Payroll % of year past	25.00%

Williamsburg Regional Library Statistical Report — FY 2025 ~ September 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY25
Williamsburg Library	7,293	27,964	6,572	286	42,115	133,372	-4.4%
James City County Library	907	22,375	3,773	252	27,307	95,234	-4.2%
Outreach	354	1,786	73	75	2,288	8,075	-0.6%
Digital Collection	3,659	19,749	3,503	485	27,396	87,362	7.2%
<b>Monthly Total</b>	<b>12,213</b>	<b>71,874</b>	<b>13,921</b>	<b>1,098</b>	<b>99,106</b>	<b>324,043</b>	<b>-1.4%</b>
Percent of Monthly Total	12.32%	72.52%	14.05%	1.11%	100.00%	326.97%	
<b>Year to Date Total</b>	<b>38,638</b>	<b>236,823</b>	<b>44,894</b>	<b>3,688</b>		<b>324,043</b>	
Percent of YTD Total	11.92%	73.08%	13.85%	1.14%			
<b>Percent Change from Last Year</b>	<b>-3.32%</b>	<b>-1.05%</b>	<b>-1.59%</b>	<b>-0.16%</b>	<b>0.83%</b>	<b>-1.39%</b>	

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY25
Williamsburg Library	23,863	16,911	1,593	42,367	134,030	-4.3%
James City County Library	11,376	15,162	963	27,501	95,868	-3.9%
Outreach	1,524	739	28	2,291	8,090	-0.1%
<b>Monthly Total</b>	<b>36,763</b>	<b>32,812</b>	<b>2,584</b>	<b>72,159</b>	<b>237,988</b>	<b>-4.0%</b>

\*\* Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY25
Williamsburg Library	34,416	7,688	42,104	133,224	-4.5%
James City County Library	23,237	4,057	27,294	95,175	-4.2%
Outreach	1,790	498	2,288	8,075	-0.1%
Digital Collection	N/A	31,147	31,147	93,191	6.3%
<b>Monthly Total</b>	<b>59,443</b>	<b>43,390</b>	<b>102,833</b>	<b>329,665</b>	<b>-1.5%</b>

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY25
Williamsburg Library	110,459	13,695	124,154	0.8%
James City County Library	74,270	13,031	87,301	-1.3%
Outreach	5,456	2,550	8,006	-3.6%
Digital Collection***	0	40,593	40,593	-4.4%
<b>Total</b>	<b>190,185</b>	<b>69,869</b>	<b>260,054</b>	<b>-0.9%</b>

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY25
Williamsburg Library	10,217	31,458	-1.9%
James City County Library	6,827	21,290	-0.2%
Outreach	932	2,793	-11.4%
<b>Total</b>	<b>17,976</b>	<b>55,541</b>	<b>-1.8%</b>

<u>USER CARDS</u>	Number	%Change FY25
Williamsburg	7,521	-2.2%
James City County	36,345	-1.8%
York County	7,334	0.0%
Other ^	293	-15.1%
<b>Total</b>	<b>51,493</b>	<b>-1.7%</b>

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ September 2025

<b><u>USER QUESTIONS</u></b>	<b>Adult</b>	<b>Youth</b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY25</b>
Williamsburg Library	2,566	946	3,512	12,554	-4.5%
James City County Library	1,255	716	1,971	7,576	-3.8%
Stryker Center	457	0	457	581	-49.1%
Outreach	2,399	1,005	3,404	9,434	3.8%
Via Electronic	182	0	182	561	-46.9%
<b>Monthly Total</b>	<b>6,859</b>	<b>2,667</b>	<b>9,526</b>	<b>30,706</b>	<b>-5.0%</b>

<b><u>PC &amp; Wi-Fi USE</u></b>	<b>PC Use</b>	<b>YTD</b>	<b>%Change FY25</b>	<b>Wi-Fi Use</b>	<b>YTD</b>	<b>%Change FY25</b>
Williamsburg Library	3,125	10,218	-6.8%	13,382	38,329	-0.8%
James City County Library	2,270	11,515	-9.0%	11,955	40,671	13.8%
Outreach	589	1,419	-8.0%	497	1,255	-7.9%
Abram Frink	N/A	N/A	N/A	1,041	2,322	5.8%
<b>Total</b>	<b>5,984</b>	<b>23,152</b>	<b>-8.0%</b>	<b>26,875</b>	<b>82,577</b>	<b>5.9%</b>

<b><u>PROGRAM ATTENDANCE</u></b>	<b>Adult</b>	<b>Youth</b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY25</b>
Williamsburg Library	1,096	1,164	2,260	9,333	6.7%
James City County Library	107	783	890	9,343	26.7%
Stryker Center	139	107	246	1,250	-43.6%
Outreach	540	1,302	1,842	7,752	-19.0%
Virtual Programming	305	0	305	795	69.5%
<b>Monthly Total</b>	<b>2,187</b>	<b>3,356</b>	<b>5,543</b>	<b>28,473</b>	<b>0.3%</b>

<b><u>MEETING ROOM USE</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY25</b>
Williamsburg Library	1,666	2,718	12.2%
James City County Library	607	1,541	11.7%
Stryker Center	256	744	197.6%
<b>Total</b>	<b>2,529</b>	<b>5,003</b>	<b>23.5%</b>

<b><u>VISITS</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY25</b>
Williamsburg Library	21,633	68,699	-19.0%
James City County Library	13,469	52,177	0.7%
Stryker Center	628	2,493	-19.1%
<b>Total</b>	<b>35,730</b>	<b>123,369</b>	<b>-11.7%</b>

<b><u>MEDIA</u></b>	<b>Monthly</b>	<b>YTD</b>	<b>%Change FY25</b>
Website Visits	32,299	96,954	-7.3%
Mobile App	13,983	44,645	19.9%
<b>Total</b>	<b>46,282</b>	<b>141,599</b>	<b>-0.1%</b>

## Williamsburg Regional Library September 2025 Snapshot

<b>Library Visits</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent of Total</b>
Williamsburg Library	21,633	68,699	56%
James City County Library	13,469	52,177	42%
Stryker Center	628	2,493	2%
<b>Total Visits</b>	<b>35,730</b>	<b>123,369</b>	

### Williamsburg Library Circulation

<b>Locality</b>	<b>WL Monthly</b>	<b>WL YTD</b>	<b>Percent of Total</b>
City of Williamsburg	7,293	21,991	16%
James City County	27,964	90,225	68%
York County	6,572	20,255	15%
Other	286	901	1%
<b>Total</b>	<b>42,115</b>	<b>133,372</b>	

### James City County Library Circulation

<b>Locality</b>	<b>JCCL Monthly</b>	<b>JCCL YTD</b>	<b>Percent of Total</b>
City of Williamsburg	907	3,199	3%
James City County	22,375	77,925	82%
York County	3,773	13,090	14%
Other	252	1,020	1%
<b>Total</b>	<b>27,307</b>	<b>95,234</b>	

### Total Physical Circulation by Locality

<b>Locality</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent of Total</b>
City of Williamsburg	8,554	26,754	11%
James City County	52,125	174,226	74%
York County	10,418	33,533	14%
Other	613	2,168	1%
<b>Total</b>	<b>71,710</b>	<b>236,681</b>	

### Digital Circulation by Locality

<b>Locality</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent of Total</b>
City of Williamsburg	3,659	11,884	13%
James City County	19,749	62,597	70%
York County	3,503	11,361	13%
Other	1,098	3,688	4%
<b>Total</b>	<b>28,009</b>	<b>89,530</b>	