

Williamsburg Regional Library
Library Director's Report – December 2025

Building Project Updates:

James City County Library Natural Playground: The playground construction is now complete. Many thanks to the donors who made this possible and to James City County (JCC) for managing the project and providing ongoing landscaping maintenance. The JCC General Services staff also installed 30 posts for the new story trail, magnifying stations, and musical instrument sculptures. We look forward to a grand opening celebration in April 2026.

James City County Government Center Library: A groundbreaking ceremony for the new consolidated government center and library located at 5231 Longhill Road was held on November 12.

Williamsburg Library: On Monday, November 10, Chris Gareis, Architect Michael Schnekser, and I presented to the City Council regarding the new Williamsburg Library building.

Engagements & Meeting Highlights:

Public Engagements & Meetings:

- Oct 27: FWRLF Executive Committee meeting
- Oct 30: W&M Sharpe Scholars presentation and library tour
- Nov 7: Tidewater Area Library Directors meeting – Eastern Shore Public Library
- Nov 11: WJCC Schools Virtual Storytime
- Nov 18: WJCC Schools Virtual Storytime
- Nov 24: WRL Board of Trustees Finance Committee meeting
- Dec 2: FWRLF meeting
- Dec 2: Farewell Celebration for W&M Dean of University Libraries, Carrie Cooper

Jurisdictional Meetings:

- Oct 23: Meet with JCC County Administrator Scott Stevens
- Oct 28: JCC Board of Supervisors meeting
- Oct 29: JCC Library Playground Construction meeting
- Oct 30: City of Williamsburg Leadership meeting
- Nov 5: JCC Personnel Budget Meeting
- Nov 5: JCC Library Playground Construction meeting
- Nov 10: Williamsburg City Council work session
- Nov 12: JCC Government Center and Library Groundbreaking
- Nov 12: JCC Board of Supervisors meeting
- Nov 13: JCC Executive Leadership meeting
- Nov 13: JCC Parks and Recreation Master Plan Engagement Session with JCC Executive Leadership Team
- Nov 13: Williamsburg City Council meeting
- Nov 20: City of Williamsburg Leadership meeting
- Nov 21: JCC Large Staff meeting

Upcoming Engagements & Meetings:

- Dec 4: JCC Emerging Leaders Academy graduation
- Dec 8: Virginia Public Library Directors Association Board meeting
- Dec 8: Williamsburg City Council work session
- Dec 9: WRL Book Nook meeting
- Dec 9: JCC Board of Supervisors meeting
- Dec 11: JCC Executive Leadership meeting
- Dec 11: City of Williamsburg Budget meeting
- Dec 11: Williamsburg City Council meeting
- Dec 15: City of Williamsburg Leadership meeting

Board of Trustees of the Williamsburg Regional Library
Minutes of Regular Board Meeting on October 22, 2025
James City County Library, Kitzinger Community Room

Attending: Nina Simone, Grace Boone, Christopher Gareis, Theresa Owens, John Parman, Brad Rinehimer, Sam Sadler, and Toni Sturdivant

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

Absent: Gene Bruss, Feather Foster, and Andrew Trivette

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

Public Comment: None.

Mission Moment: Mr. Gareis welcomed Mr. Rinehimer to the board.

Consent Agenda: Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The October 22, 2025 consent agenda was approved as written.

Chair's Report:

- A. Ms. Simone welcomed Brad Rinehimer to the board. Mr. Rinehimer expressed his respect for libraries and reflected on the library as a strength within the community.
- B. Committee Appointment: Ms. Simone appointed Ms. Owens and Mr. Rinehimer to the Finance Committee chaired by Ms. Simone.

Library Director's Report:

Ms. Towers recognized National Friends of the Library Week occurs in October. To celebrate, WRL highlighted Friends and Friends-sponsored programs in social media posts and in posters throughout the buildings. Ms. Towers and Ms. Simone attended the October performance of the Williamsburg Symphony Orchestra (WSO) because a Friends board member's husband sponsored the concert in honor of Williamsburg Regional Library. Throughout its season, the WSO program will feature a full-page WRL advertisement.

- A. JCC Government Center Library Update
Ms. Binsfeld and Ms. Towers met with James City County (JCC) staff on October 8 regarding the outdoor spaces of the proposed library. At their October 14 meeting, the James City County Board of Supervisors approved an early sitework package including clearing, sitework, and storm management work. Groundbreaking is planned for November. Mr. Rinehimer added the library addition has a lot of support.
- B. JCCL Natural Playground Update
Work is continuing and is on course for completion in December with a grand opening in Spring 2026 to allow sod to establish. Thank you to JCC General Services for helping with this project.
- C. City of Williamsburg Library Building Project Update
No updates since the last meeting.

MINUTES APPROVED 12/3/2025

- D. Outreach Services Presentation – Eletha Davis, Outreach Services Director
Ms. Davis presented on the activities performed by the Outreach Services Division.
- E. Fund Balance – Replacement Outreach Vehicle
Ms. Towers shared the need for a replacement Outreach vehicle using library Fund Balance.
- F. Meeting Room Rate Increase
Ms. Towers presented the current and proposed meeting room rates. Meeting Room rates have remained the same over the years. The library is proposing an increase of about 20% for the room rates to better cover staff costs. Additionally, the piano tuning rate is increased to cover the piano tuner’s fee. This will be presented at the December board meeting for consideration.
- G. FY27 Budget Preview
Ms. Towers announced work is beginning on a preliminary budget. The budget will not include any new positions and all vacancies will continue to be evaluated. York County showed the strongest growth in circulation among the three localities with an 18.64% increase in FY25. York County’s growth outpaces the City of Williamsburg’s growth at 5.03% and JCC’s growth at 12.81%. Overall circulation was up 12.6% in FY25. Ms. Towers shared a preliminary budget figure will be presented to York County for inclusion in their budget by the October 31 deadline.
- H. Library Technology Update
Ms. Towers updated the board on the Fund Balance Request for Technology Updates that was approved at the December 2024 board meeting. The Microsoft licensing, the LibCal reservation system, and the website migration to Civic Plus are all complete. The final project, the new Integrated Library System (ILS) migration to Koha/Aspen, went live October 13. The final piece is the launch of the patron notification system which is currently in an internal test phase. Transitioning to these new systems modernizes the system, lowers the cost of the long-term annual service agreements, and enhances accessibility, such as language options for the public catalog. Work to replace data lines at JCCL is in-progress.
- I. Strategic Plan
Ms. Towers shared the Strategic Plan will be included in the December board meeting with a recommendation to extend the plan to December 2026. This will allow for greater clarity regarding the building projects and library contract, enabling more thoughtful planning in 2026.

Friends of WRL Foundation Updates: Mr. Casey-Rutland announced the Friends have engaged CapDev, a consulting firm, to perform a feasibility study of what potentially the Friends could raise, in terms of both dollars and community engagement. The feasibility study will be a 3-month endeavor starting in early 2026. The purpose is to develop relations throughout the community to strengthen the Friends of WRL Foundation and marshal financial support.

City of Williamsburg Update: No report.

James City County Update: Ms. Boone reported a Williamsburg-James City County Public Schools agreement was reached in October.

York County Update: Ms. Owens reported York County is working on FY27 budget.

MINUTES APPROVED 12/3/2025

Other Business: None.

Adjournment: Mr. Sadler moved to adjourn. Ms. Boone seconded. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

November 6, 2025

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

<u>Account Name</u>	<u>Budget</u>	<u>Spent Encumbered</u>		<u>Explanation</u>
Contractual Services	\$190,000	\$148,464	78.1%	Annual HVAC contract paid
Leases	\$38,000	\$31,565	83.1%	Annual Copier Lease paid

Percentage of year passed 33.3%

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

EXPENDITURES	Amended Budget	FY 2026 Actual	Encumber	FY 2026 Total	% Spent & Encumbered
Compensation					
Salaries	4,211,730	1,244,440		1,244,440	29.5%
Wages	920,336	299,401		299,401	32.5%
FICA	390,728	114,021		114,021	29.2%
Virginia Retirement Systems	644,601	185,539		185,539	28.8%
Health Insurance	769,176	216,191		216,191	28.1%
Workers Comp Insurance & Unemploy	16,924	6,566		6,566	38.8%
VRS Group Life Insurance	54,627	14,817		14,817	27.1%
Fringe Benefits	15,044	4,264		4,264	28.3%
Tuition Assistance	0	0		0	N/A
Benefits Total	1,891,100	541,398	0	541,398	28.6%
Subtotal	7,023,166	2,085,239	0	2,085,239	29.7%
Collection Materials					
Collection Materials	680,000	216,232		216,232	31.8%
Subtotal	680,000	216,232	0	216,232	31.8%
Operations					
Advertising	10,000	1,906		1,906	19.1%
Bank Fees	10,000	3,198		3,198	32.0%
Bindery	0	0		0	N/A
Building Maintenance	55,000	10,287		10,287	18.7%
Communications	40,000	11,172		11,172	27.9%
Computer Replacement	40,000	1,217		1,217	3.0%
Computer Software & Supplies	95,000	63,280	7,369	70,649	74.4%
Contractual Services	190,000	148,464		148,464	78.1%
Equipment - General	1,000	0		0	0.0%
Financial Services	28,843	0		0	0.0%
Fund Balance Appropriations	277,483	51,608	126,998	178,605	64.4%
Human Resource Services	103,675	25,919		25,919	25.0%
Insurance	42,000	14,802		14,802	35.2%
Leases	38,000	31,565		31,565	83.1%
Legal/ Recovery Services	7,500	670		670	8.9%
Library Board Expenses	8,000	1,971		1,971	24.6%
Library Catalog & Website Services	185,000	142,950		142,950	77.3%
Library Programs	25,000	5,016		5,016	20.1%
Local Mileage	3,000	595		595	19.8%
Maintenance Supplies	18,000	7,377	480	7,857	43.6%
Memberships	9,000	1,599		1,599	17.8%
Miscellaneous	2,000	207		207	10.3%
Postage	17,000	6,581		6,581	38.7%
Printing	4,000	2,702		2,702	67.5%
Professional Services	16,000	0		0	0.0%
Supplies	70,000	15,324		15,324	21.9%
Travel & Training	25,000	8,825		8,825	35.3%
User Refunds	0	84		84	N/A
Utilities	230,000	79,871		79,871	34.7%
Vehicle Services	20,000	6,186		6,186	30.9%
Subtotal	1,570,501	643,375	134,846	778,221	49.6%
TOTAL	9,273,667	2,944,846	134,846	3,079,692	33.2%

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

REVENUE	Amended Budget	FY 2026 Received	Total Received	% Received
City of Williamsburg	1,141,588	380,529	380,529	33.3%
James City County	6,305,171	2,101,724	2,101,724	33.3%
York County	890,410	296,803	296,803	33.3%
State Aid	502,549	253,040	253,040	50.4%
Fund Balance	7,466	0	0	N/A
Lost Books	11,000	2,504	2,504	22.8%
Interest	55,000	36,515	36,515	66.4%
Copy Machines	40,000	14,693	14,693	36.7%
Other Library Revenue	10,000	1,863	1,863	18.6%
Meeting Room Use	33,000	13,767	13,767	41.7%
TOTAL	8,996,184	3,101,438	3,101,438	34.5%

NON-BUDGETED OPERATING REPORT

Program	Revenue	Spent	Encumber	Total Spent & Encumber
Gifts & Memorials	7,059	12,537		12,537
Friends of WRL Foundation	80,985	75,676	10,344	86,021
Library Grants	3,610	2,422	3,808	6,230
Program Services	1,015	140		140
Subtotal	92,669	90,776	14,152	104,928

Percentage of year past	33.33%
Payroll % of year past	33.33%

WILLIAMSBURG REGIONAL LIBRARY

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2025

WILLIAMSBURG REGIONAL LIBRARY
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

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FINANCIAL SECTION

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Independent Auditors' Report

**To the Board of Trustees
Williamsburg Regional Library
Williamsburg, Virginia**

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, and each major fund of Williamsburg Regional Library as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Williamsburg Regional Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the discretely presented component unit, and each major fund of Williamsburg Regional Library, as of June 30, 2025, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Williamsburg Regional Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Changes in Accounting Principles

As described in Note 10 to the financial statements, in 2025, the Library adopted new accounting guidance, GASB Statement No. 101, Compensated Absences. Our opinions are not modified with respect to this matter.

Restatement of Beginning Balances

As described in Note 11 to the financial statements, in 2025, the Library restated beginning balances to reflect the requirements of GASB Statement No. 101 and to record items related to other postemployment benefits (OPEB). Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Williamsburg Regional Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the *Specifications for Audits of Authorities, Boards, and Commissions*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Williamsburg Regional Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Williamsburg Regional Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis budgetary comparison information and schedules related to OPEB funding as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for

Required Supplementary Information (Continued)

placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information

and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Williamsburg Regional Library’s basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 2025, on our consideration of Williamsburg Regional Library’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Williamsburg Regional Library’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Williamsburg Regional Library’s internal control over financial reporting and compliance.

Robinson, Farnum, Cox Associates

Richmond, Virginia
November 10, 2025

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The Management's Discussion and Analysis (MD&A) offers readers of the library's financial statements a narrative overview and analysis of the library's financial activities for the fiscal year ended June 30, 2025. Readers are encouraged to consider the information presented here, in conjunction with additional information furnished in our financial statements and notes to the financial statements (which immediately follow this discussion). The library implemented the financial reporting requirements of GASB Statement No. 34 (*Basic Financial Statements—and Management's Discussion and Analysis - for State and Local Governments*). Sections include this Management's Discussion and Analysis, the Government-wide Statement of Net Position, the Government-wide Statement of Activities, the concept of major fund reporting, and the reporting of infrastructure capital assets and long-term debt liabilities in the governmental activities. These concepts are explained throughout this discussion and analysis.

FINANCIAL HIGHLIGHTS

- The Williamsburg Regional Library reported revenues exceeded expenditure by \$390,657 for the year ended June 30, 2025.
- The library recorded \$35,468 from in-kind contributions from the following sources:
 - \$10,974 in donations for programs including summer reading.
 - \$24,494 in materials added to the collection.
- The library used a portion of the carryover funds for the following projects:
 - \$78,132 to purchase a new Outreach Services Cargo Van.
 - \$86,717 to replace critical technology and software systems, including Microsoft licensing, public and staff websites, integrated library system (ILS), online public access discovery layer and notification systems, and Gab-Bag, Museum Pass and Meeting Room reservation systems.
 - \$257,143 to cover ongoing maintenance and support agreements for the library's data center operations.
- As of June 30, 2025, the Williamsburg Regional Library had a net position of \$2,866,144.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis report is intended to serve as an introduction to the Williamsburg Regional Library's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and budgetary comparison, and 3) notes to the financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the library's assets and liabilities, with the difference between the two reported as net position. This statement serves a purpose similar to that of the balance sheet of a private-sector business. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the library is improving or deteriorating. However, this is just one indicator of the financial health of the library. Other indicators include the condition of the library's systems and general economic conditions within the local and state governments. The statement of activities presents information showing how the library's net position changed during the most recent fiscal year. All changes in net position are reported using the accrual basis of accounting, similar to the method used by most private-sector companies. The accrual basis of accounting requires that revenues be reported when they are earned and expenses are reported when the goods and services are received, regardless of the timing of the cash flow. Items such as uncollected fees, unpaid vendor invoices for items received by June 30, 2025, and earned but unused vacation leave will be included in the statement of activities as revenue and expense, even though the cash associated with these items will not be received or distributed until after June 30, 2025.

The library has a separately identified component unit shown in the government-wide financial statements, the Friends of Williamsburg Regional Library Foundation.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Williamsburg Regional Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The library maintains budgetary controls over its operating funds. The objective of budgetary controls is to ensure compliance with provisions embodied in the annual appropriated budget. Budgets for governmental funds are established in accordance with state law and are adopted on a fund level. Personnel services are budgeted by positions. Capital outlays are approved by the locality on an item-by-item basis or project basis. A budgetary comparison statement is provided for the General Fund to demonstrate compliance with the budget. Major fund budgetary variance statements are included with the basic financial statements. Non-major fund information follows the notes to the financial statements. Budgetary variances for the General Fund are discussed in some detail later in this section.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the fund financial statements. The notes to the financial statements can be found immediately following the basic financial statements in this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS**Statement of Net Position**

As noted earlier, net position may serve over time as a useful indicator of a library's financial position. The library's net position totaled \$2,866,144 as of June 30, 2025. The following discussion reflects the condensed Government-Wide Statement of Net Position:

The Williamsburg Regional Library's total assets were \$4,289,383 as of June 30, 2025. Of this amount, \$574,707, is accounted for by capital assets, which includes furniture & equipment and vehicles. GASB Statement No. 34 requires that all capital assets be reported. The library's facilities are individually owned by the City of Williamsburg and James City County and recorded on each jurisdiction's financial statements.

Additionally, the Library must elect to either 1) depreciate these assets over their estimated useful life or 2) develop a system of asset management designed to maintain their condition perpetually and to report on their condition within the financial statements. The library has elected for the first method and will use the depreciation method on systems reporting.

Of the remaining Library assets, approximately \$3,663,146 is accounted for in cash and investments.

As of June 30, 2025, the Library had outstanding liabilities of \$1,387,106. Refer to the notes in the financial statements for a more in-depth discussion of compensated absences.

Included in liabilities are \$59,449 in accounts payable, \$46,930 in accrued liabilities, and approximately \$6,106 in meeting room deposits payable to library users.

A portion of the library's net position reflects its investment in capital. The library's capital assets are used to provide services to citizens. Consequently, investments in capital are not available for future spending.

As of June 30, 2025, the Library had positive balances in all categories of net position, for the library as a whole.

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As noted earlier, the Williamsburg Regional Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Following is the financial analysis of the library's governmental fund.

Governmental Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances.

The Governmental Fund is the chief operating fund of the library. The focus of the library's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The following table represents revenues compared to the prior year amounts.

	2025	2024
Local participating governments	8,135,371	7,736,255
State grant	510,015	474,794
Federal grant	-	-
Other grants	166,729	235,277
Contributions	118,430	89,193
Fines	10,815	11,232
Fees - Facility & Equipment	68,718	74,286
Programs	7,049	6,826
Interest	90,784	73,618
Miscellaneous	11,433	7,430
Total revenues	<u>9,119,344</u>	<u>8,708,911</u>

The following provides an explanation of revenues by source.

- Local participating governments – Contributions from local governments. By formal contract, the City of Williamsburg, James City County, and York County agree to contribute local funds toward the mutual costs of operating the library on the basis of circulation by residency.
- State grant – Funds received from Library of Virginia state aid allocation.
- Federal grant – revenue from federal sources.
- Other grants – Funds received from Friends of WRL Foundation.
- Contributions – Support from solicitations and in-kind giving.
- Fines – Revenues from daily fines on overdue or lost materials. In September 2021, the Board approved a policy change to not charge overdue fines on most items.
- Fees – Revenues from meeting room use and printing from computer and copy machines.
- Programs – Revenues from programs and concert tickets.
- Interest – Revenues from bank and investments in Local Government Investment Pool.
- Miscellaneous – Revenues from miscellaneous revenue and donations.

The following table represents expenditures compared to prior year amounts.

	2025	2024
Personnel	6,200,236	5,863,437
Materials	683,825	679,886
Operations	1,726,125	1,384,715
Debt Service	118,501	116,919
Total revenues	<u>8,728,687</u>	<u>8,044,957</u>

The following provides an explanation of expenditures by category:

- Personnel – This includes all paid employees’ salaries, wages, and benefits including FICA and health insurance.
- Materials – This includes all costs and in-kind donations associated with purchasing and maintaining collection materials, including purchases of books, reference materials, periodicals, realia, ebooks, and audiobooks as well as bindery repairs.
- Operations – This includes all the costs and in-kind donations associated with maintaining the library’s systems, including building maintenance, utilities, communications, library catalog and website services, insurance, contractual services, supplies, postage, printing, programs, vehicle maintenance, and financial, human resources, and legal services fees.
- Debt Service – This includes the amount of the principal retired on lease and subscription liabilities of \$111,839 and the associated interest charges of \$6,662.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The Williamsburg Regional Library’s total investment in capital assets for its governmental activities as of June 30, 2025, amounts to \$574,707 (net of accumulated depreciation). This investment in capital assets includes furniture & equipment and vehicles.

Debt Service for Subscription Assets and OPEB

The Williamsburg Regional Library primary areas of long-term liability include debt service related to subscription-based information technology assets and Other Post-Employment Benefits (OPEB).

Debt Service – Subscription Assets

The library's subscription-based assets include multi-year technology agreements, such as integrated library system software. These assets are capitalized and amortized over the term of the subscription in accordance with GASB standards. Debt service payments associated with these assets remain stable and are incorporated into the library's annual operating budget. Current-year obligations are being met through budgeted appropriations without the need for additional funding. The library anticipates modest increases in future years as service contracts renew at market rates, reflecting the continued transition toward cloud-based operations.

Other Post-Employment Benefits (OPEB)

The library participates in a cost-sharing plan that provides post-employment health benefits to eligible retirees. The library continues to fund OPEB obligations through annual contributions designed to meet actuarially determined requirements.

Summary

The library's approach to managing debt service and OPEB obligations reflects the organization's commitment to fiscal stewardship. By maintaining adequate reserves, funding annual obligations, and integrating subscription-based assets into long-range financial planning, the library ensures stability and compliance with financial reporting standards while supporting operational innovation and employee commitments.

Requests for Information

This financial report is designed to provide a general overview of Williamsburg Regional Library's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Assistant Library Director (General Services), Williamsburg Regional Library, 7770 Croaker Road, Williamsburg, VA 23188.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Williamsburg Regional Library
Statement of Net Position
June 30, 2025

	<u>Governmental Activities</u>	<u>Component Unit Friends of Williamsburg Regional Library Foundation</u>
ASSETS		
Cash and cash equivalents	\$ 3,663,146	\$ 231,108
Investments	-	4,019,300
Receivables (net of allowance for uncollectibles):		
Accounts receivable	-	800
Due from other governmental units	44,723	-
Prepaid items	6,807	-
Capital assets (net of accumulated depreciation)	574,707	-
Total assets	<u>\$ 4,289,383</u>	<u>\$ 4,251,208</u>
DEFERRED OUTFLOWS OF RESOURCES		
OPEB related items	\$ 27,105	\$ -
Total deferred outflows of resources	<u>\$ 27,105</u>	<u>\$ -</u>
LIABILITIES		
Accounts payable	\$ 59,449	\$ -
Accrued liabilities	46,930	-
Advance user fees	6,106	-
Due to other governmental units	14,709	-
Long-term liabilities:		
Due within one year	193,695	-
Due in more than one year	1,066,217	-
Total liabilities	<u>\$ 1,387,106</u>	<u>\$ -</u>
DEFERRED INFLOWS OF RESOURCES		
OPEB related items	\$ 63,238	\$ -
Total deferred inflows of resources	<u>\$ 63,238</u>	<u>\$ -</u>
NET POSITION		
Net investment in capital assets	\$ 481,837	\$ -
Restricted:		
Friends of Williamsburg Regional Library Foundation	-	794,238
Unrestricted	2,384,307	3,456,970
Total net position	<u>\$ 2,866,144</u>	<u>\$ 4,251,208</u>

The notes to the financial statements are an integral part of this statement.

Williamsburg Regional Library
Statement of Activities
For the Year Ended June 30, 2025

<u>Functions/Programs</u>	<u>Program Revenues</u>			<u>Revenue and Net (Expense) Changes in Net Position</u>	
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Primary Component Unit Friends of Williamsburg Regional Library Foundation</u>
LIBRARY OPERATIONS:					
Governmental Activities:					
Personnel	\$ 6,254,513	\$ -	\$ 6,223,210	\$ (31,303)	\$ -
Materials	683,825	-	510,015	(173,810)	-
Operations	1,700,159	86,582	1,912,161	298,584	-
Interest on long-term obligations	6,662	-	-	(6,662)	-
Total governmental activities	<u>\$ 8,645,159</u>	<u>\$ 86,582</u>	<u>\$ 8,645,386</u>	<u>\$ 86,809</u>	<u>\$ -</u>
COMPONENT UNIT:					
Friends of Williamsburg Regional Library Foundation	\$ 276,023	\$ 289,095	\$ 189,876	\$ -	\$ 202,948
Total component unit	<u>\$ 276,023</u>	<u>\$ 289,095</u>	<u>\$ 189,876</u>	<u>\$ -</u>	<u>\$ 202,948</u>
General revenues:					
Other grants				\$ 166,729	\$ -
Contributions				118,430	-
Interest				90,784	290,374
Miscellaneous				11,433	-
Total general revenues				<u>\$ 387,376</u>	<u>\$ 290,374</u>
Change in net position				\$ 474,185	\$ 493,322
Net position - beginning				3,068,562	3,757,886
Restatement				(676,603)	-
Net position - beginning, as restated				<u>2,391,959</u>	<u>3,757,886</u>
Net position - ending				<u>\$ 2,866,144</u>	<u>\$ 4,251,208</u>

The notes to the financial statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

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**Williamsburg Regional Library
Balance Sheet
Governmental Fund
June 30, 2025**

ASSETS

Cash and cash equivalents	3,663,146
Due from other governmental units	44,723
Prepaid items	6,807
Total assets	\$ 3,714,676

LIABILITIES

Liabilities:

Accounts payable	59,449
Accrued liabilities	46,930
Due to other governmental units	14,709
Advance users fees	6,106
Total liabilities	\$ 127,194

FUND BALANCES

Nonspendable	\$ 6,807
Restricted	214,993
Assigned	1,500,000
Committed	1,097,419
Unassigned	768,263
Total fund balances	\$ 3,587,482
Total liabilities and fund balances	\$ 3,714,676

The notes to the financial statements are an integral part of this statement.

Williamsburg Regional Library
 Reconciliation of the Balance Sheet of Governmental Fund
 To the Statement of Net Position
 June 30, 2025

Amounts reported for governmental activities in the Statement of Net Position are different because:

Total fund balances per Exhibit 3 - Balance Sheet - Governmental Funds		\$ 3,587,482
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		574,707
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds. OPEB related items		27,105
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. The following is a summary of items supporting this adjustment:		
Net OPEB liability	\$ (158,791)	
Compensated absences	(1,008,251)	
Subscription liabilities	(91,442)	
Lease liabilities	(1,428)	\$ (1,259,912)
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds. OPEB related items		\$ (63,238)
Net position of governmental activities		\$ 2,866,144

The notes to the financial statements are an integral part of this statement.

Williamsburg Regional Library
Schedule of Revenues, Expenditures, and Changes in Fund Balances
Governmental Fund
For the Year Ended June 30, 2025

REVENUES

Local participating governments	\$ 8,135,371
Grants from the Commonwealth of Virginia	510,015
Other grants	166,729
Contributions	118,430
Fines	10,815
Fees-facility and equipment	68,718
Programs	7,049
Interest	90,784
Miscellaneous	11,433
Total revenues	<u>\$ 9,119,344</u>

EXPENDITURES

Personnel	\$ 6,200,236
Materials	683,825
Operations	1,726,125
Debt service:	
Principal retirement	111,839
Interest and other fiscal charges	6,662
Total expenditures	<u>\$ 8,728,687</u>

Excess (deficiency) of revenues over (under) expenditures	<u>\$ 390,657</u>
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Net change in fund balances	\$ 390,657
Fund balances - beginning	3,196,825
Fund balances - ending	<u><u>\$ 3,587,482</u></u>

The notes to the financial statements are an integral part of this statement.

Williamsburg Regional Library
 Reconciliation of Schedule of Revenues,
 Expenditures, and Changes in Fund Balances of Governmental Fund
 To the Statement of Activities
 For the Year Ended June 30, 2025

Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds	\$	390,657
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which the capital outlay exceeded depreciation in the current period.

Capital outlay	\$ 311,162		
Depreciation expense	<u>(285,196)</u>		25,966

The issuance of long-term debt (e.g. subscription assets, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. A summary of items supporting this adjustment is as follows:

Principal retired on lease liabilities	\$ 19,162		
Principal retired on subscription liabilities	<u>92,677</u>		111,839

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Changes in compensated absences			(81,962)
Changes in OPEB related items			27,685

Change in net position of governmental activities	\$	<u><u>474,185</u></u>
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The notes to the financial statements are an integral part of this statement.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025

Note 1—Summary of Significant Accounting Policies:

The Williamsburg Regional Library (the Library) was organized under a 1977 agreement (the Agreement) between the City of Williamsburg (the City) and the County of James City (the County). The agreement was last revisited in September 2013 to include the County of York (York) in the circulation-based funding formula. York card holders receive reduced card privileges as York's funding is calculated at a reduced amount. The Library also receives funding from the Commonwealth of Virginia and private sources. The County provides payroll and human resources administration, and the City is the fiscal agent and is responsible for maintaining certain financial records of the Library.

Financial Statement Presentation

Government-wide and Fund Financial Statements

Government-wide financial statements - The reporting model includes financial statements prepared using full accrual accounting for all of the Library's activities. This approach includes not just current assets and liabilities but also capital assets and long-term liabilities (such as buildings and general obligation debt).

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the activities of the Library and its component unit. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are supported mainly by intergovernmental activities.

Statement of Net Position - The Statement of Net Position is designed to display the financial position of the Library. The Library will report all capital assets in the government-wide Statement of Net Position and will report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of the Library will be broken down into three categories - 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

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WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

Statement of Activities - The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the Library's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to users who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. State aid and other items not properly included among program revenues are reported instead as general revenues.

A. Financial Reporting Entity

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a governmental unit's reporting entity for basic financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity. These financial statements present the Williamsburg Regional Library and its component unit. Blended component units, although legally separate entities, are, in substance, part of the government's operations, and so data from these units are combined with data of the primary government. Each discretely presented component unit, on the other hand, is reported in a separate column in the combined financial statements to emphasize it is legally separate from the government.

B. Individual Component Unit

As required by Generally Accepted Accounting Principles (GAAP), these statements present the funds, activities and functions of the Library (the primary government) as well as its component unit. The component unit discussed below is reported separately from the Library's reporting entity.

Discretely Presented Component Unit

Friends of Williamsburg Regional Library Foundation

Friends of Williamsburg Regional Library Foundation (FWRLF) is a non-stock, not-for-profit Virginia corporation organized to promote interest in and attract financial support for the Library through book sales and membership dues. Friends of Williamsburg Regional Library Foundation's fiscal year of January 1 to December 31 differs from the Library's fiscal year of July 1 to June 30. Friends of Williamsburg Regional Library Foundation is included as part of the governmental activities and reported as a discretely presented component unit because it is organized solely to support the Library. A copy of the separately issued financial statements for FWRLF may be obtained by writing to FWRLF, 7770 Croaker Road, Williamsburg, Virginia 23188 or by calling (757) 741-3300.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Intergovernmental revenues, consisting primarily of state and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the Library.

In the fund financial statements, financial transactions and accounts of the Library are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

1. Governmental Funds

Governmental Funds are those through which most governmental functions typically are financed. The Library reports only one fund as a major governmental fund - the General Fund.

The General Fund is the primary operating fund of the Library. This fund is used to account for and report all financial transactions and resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from state, local distributions, charges for services, and interest income.

D. Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Library.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

E. Investments

Money market investments, participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity at time of purchase of one year or less, nonparticipating interest-earning investment contracts (nonnegotiable certificates of deposit (CDs)) and external investment pools are measured at amortized cost. All other investments are reported at fair value. Investments in custody of others include unspent bond proceeds and accumulated interest.

F. Capital Assets

Capital assets, are tangible and intangible assets, which include personal property and equipment, are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Library as personal property and equipment with an initial individual cost of more than \$1,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The Library initially measures the lease liability at the present value of payments expected to be made during the lease term. A lease liability and an intangible right-to-use lease asset is recognized in the financial statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset’s life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, equipment and intangibles of the Library are depreciated using the straight-line method over the following estimated useful lives.

<u>Assets</u>	<u>Years</u>
Bookmobile	5
Furniture, Equipment, and Vehicles	3-5
Lease equipment	5
Subscription asset	3-4

G. Compensated Absences

The Library recognizes a liability for compensated absences for leave time that (1) has been earned for services previously rendered by employees, (2) accumulates and is allowed to be carried over to subsequent years, and (3) is more likely than not to be used as time off or settled (for example paid in cash to the employee or payment to an employee flex spending account) during or upon separation from employment. Based on the criteria listed, two types of leave qualify for liability recognition for compensated absences - vacation and sick leave. The liability for compensated absences is reported as incurred in the government-wide financial statements. A liability for compensated absences is recorded in the governmental funds only if the liability matured because of employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

G. Compensated Absences (Continued)

Vacation

The Library's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment at the employee's current pay rate upon separation from employment.

Sick Leave

The Library's policy permits employees to accumulate earned but unused sick leave. All sick leave lapses when employees leave the employ of the Library and, upon separation from service, no monetary obligation exists. However, a liability for estimated value of sick leave that will be used by employees as time off is included in the liability for compensated absences.

H. Collections and Books

Because the values of the existing inexhaustible collections, including research books, are not readily determinable, the Library has not capitalized them. Collections that are exhaustible and books used in the circulating library have not been capitalized due to their individually insignificant amounts.

I. Retirement Plan

Regular full-time employees of the Library participate in the Virginia Retirement System (VRS) through James City County. Therefore, employees are not a separate cost pool of VRS and no separate actuarial information is available with regard to the Library's participation in VRS. Detailed disclosures regarding James City County's participation in VRS and related actuarial information can be found in the County's annual financial statements.

James City County is the employer for all employees of the Library. The Library does not report any pension expense or a net pension liability, as those are reported in James City County's financial statements.

J. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

L. Net Position Flow Assumption

Sometimes the Library will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position includes a separate section for deferred outflows of resources. Deferred outflows of resources represents a consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Library has one item that qualifies for reporting in this category. It is comprised of certain items related to OPEB. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position includes a separate section for deferred inflows of resources. Deferred inflows of resources represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Library has one item that qualifies for reporting in this category. It is comprised of certain items related to OPEB. For more detailed information on these items, reference the related notes.

N. Leases and Subscription-Based IT Arrangements

The Library has various lease assets and subscription-based IT arrangements (SBITAs) requiring recognition. A lease is a contract that conveys control of the right to use another entity's nonfinancial asset. Lease recognition does not apply to short-term leases, contracts that transfer ownership, leases of assets that are investments, or certain regulated leases. A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

Lessee

The Library recognizes lease liabilities and intangible right-to-use lease assets (lease assets) with an initial value of \$1,000, individually or in the aggregate, in the government-wide financial statements. At the commencement of the lease, the lease liability is measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease liability is reduced by the principal portion of payments made. The lease asset is measured at the initial amount of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs. The lease asset is amortized over the shorter of the lease term or the useful life of the underlying asset.

Subscriptions

The Library recognizes intangible right-to-use subscription assets (subscription assets) and corresponding subscription liabilities with an initial value of \$1,000, in individually or in the aggregate, in the government-wide financial statements. At the commencement of the subscription, the subscription liability is measured

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

N. Leases and Subscription-Based IT Arrangements (Continued)

at the present value of payments expected to be made during the subscription liability term (less any contract incentives). The subscription liability is reduced by the principal portion of payments made. The subscription asset is measured at the initial amount of the subscription liability payments made to the SBITA vendor before commencement of the subscription term, and capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The subscription asset is amortized over the shorter of the subscription term or the useful life of the underlying IT asset.

Key Estimates and Judgments

Lease and subscription-based IT arrangement accounting includes estimates and judgments for determining the (1) rate used to discount the expected lease and subscription payments to present value, (2) lease and subscription term, and (3) lease and subscription payments.

- The Library uses the interest rate stated in lease or subscription contracts. When the interest rate is not provided or the implicit rate cannot be readily determined, the Library uses its estimated incremental borrowing rate as the discount rate for leases and subscriptions.
- The lease and subscription terms include the noncancellable period of the lease or subscription and certain periods covered by options to extend to reflect how long the lease or subscription is expected to be in effect, with terms and conditions varying by the type of underlying asset.
- Fixed and certain variable payments as well as lease or subscription incentives and certain other payments are included in the measurement of the lease receivable (lessor), lease liability (lessee) or subscription liability.

The Library monitors changes in circumstances that would require a remeasurement or modification of its leases and subscriptions. The Library will remeasure the lease receivable and deferred inflows of resources (lessor), the lease asset and liability (lessee) or the subscription asset and liability if certain changes occur that are expected to significantly affect the amount of the lease receivable, lease liability or subscription liability.

O. Fund Balance

In governmental fund types, the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called “fund balance”. The Library’s governmental funds report the following categories of fund balance, based on the nature of any limitations requiring the use of resources for specific purposes:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

O. Fund Balance (Continued)

- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Library’s policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

The Board of Trustees establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment, which does not lapse at year end, is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Board of Trustees through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

The details of governmental fund balances, as presented on Exhibit 3, are as follows:

<u>Balance Sheet - Governmental Fund</u>	
<u>Fund Balance Section</u>	
	<u>General Fund</u>
Fund Balances:	
Nonspendable:	
Prepaid items	\$ 6,807
Restricted:	
Collections/Programs	\$ 214,993
Assigned:	
Data center replacement	\$ 500,000
New outreach vehicle	400,000
Emerging technology programs and equipment	50,000
JCCL adult services project	50,000
New Buildings collections	500,000
Total Assigned Fund Balance	<u>\$ 1,500,000</u>
Committed:	
Board reserve	\$ 600,000
State aid reserve	300,000
Library system improvements	165,397
Library facility improvements	32,022
Total Committed Fund Balance	<u>\$ 1,097,419</u>
Unassigned	<u>\$ 768,263</u>
Total Fund Balances	<u><u>\$ 3,587,482</u></u>

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 2—Stewardship, Compliance, and Accounting:

The Library follows these procedures in developing its annual budget for the upcoming fiscal year:

In December, the Board of Trustees’ Finance Committee, the Library’s Assistant Director and the Library’s Director prepare a preliminary budget for the general fund that is submitted to the Board of Trustees for review and approval before submission to the jurisdictions. In June, the Board of Trustees formally adopts the final budget for the upcoming fiscal year.

Amounts shown in the accompanying financial statements represent original appropriations authorized by the Board of Trustees; any additional and supplemental appropriations authorized during the year are shown in the final budget. Certain grants, contributions, in-kind support, capital projects, program revenues, and related expenditures, are not budgeted items.

Note 3—Deposits and Investments:

Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the “Act”) Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investment

Statutes authorize local governments and other public bodies to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Banks, the African Development Bank, “prime quality” commercial paper and certain corporate notes, banker’s acceptances, repurchase agreements, and the State Treasurer’s Local Government Investment Pool (LGIP).

The Library has been authorized by the City and County to invest temporarily idle cash in the State Treasurer’s Local Government Investment Pool. Statutes applicable to both the City and County authorize this investment.

Interest Rate Risk

The library does not have a policy related to interest rate risk.

Investment Maturities (in years)		
Investment Type	Fair Value	Less Than 1 Year
Local Government Investment Pool	\$ 2,474,916	\$ 2,474,916
Total	\$ 2,474,916	\$ 2,474,916

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 3—Deposits and Investments: (Continued)

Credit Risk of Debt Securities

The Library's rated debt investments as of June 30, 2025 were rated by Standard & Poor's and the ratings are presented below using Standard and Poor's rating scale.

Rated Debt Investments' Value	
Rated Debt Investments	Fair Quality Ratings
	<u>AAAm</u>
Local Government Investment Pool	\$ <u>2,474,916</u>
Total	\$ <u><u>2,474,916</u></u>

The fair value of the positions in the Local Government Investment Pool (LGIP) is the same as the value of the pool shares. As this pool is not Securities and Exchange Library (SEC) registered, regulatory oversight of the pool rests with the Virginia State Treasury. LGIP is an amortized cost basis portfolio. There are no withdrawal limitations or restrictions imposed on participants.

Note 4—Due from Other Governments:

At June 30, 2025, the Library has amounts due from other governments as follows:

Other Local Governments:	
County of James City	\$ <u>44,723</u>
Total due from other governmental units	\$ <u><u>44,723</u></u>

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 5—Capital Assets:

The following is a summary of changes in capital assets for the fiscal year ending June 30, 2025:

	<u>Balance</u> <u>July 1, 2024</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2025</u>
Capital assets subject to depreciation:				
Piano	\$ 25,000	\$ -	\$ -	\$ 25,000
Furniture and fixtures	2,031,339	12,904	-	2,044,243
Computers	865,403	217,752	78,679	1,004,476
Audio visual	121,766	4,374	5,869	120,271
Theatrical	88,104	-	-	88,104
Vehicles	429,081	76,132	-	505,213
Subscription assets	353,160	-	-	353,160
Lease equipment	73,518	-	-	73,518
Total capital assets subject to depreciation	<u>\$ 3,987,371</u>	<u>\$ 311,162</u>	<u>\$ 84,548</u>	<u>\$ 4,213,985</u>
Accumulated depreciation:				
Piano	\$ 25,000	\$ -	\$ -	\$ 25,000
Furniture and fixtures	1,872,672	69,014	-	1,941,686
Computers	742,930	67,400	78,679	731,651
Audio visual	97,695	7,377	5,869	99,203
Theatrical	88,104	-	-	88,104
Vehicles	382,636	34,164	-	416,800
Subscription assets	184,260	92,130	-	276,390
Lease equipment	45,333	15,111	-	60,444
Total accumulated depreciation	<u>\$ 3,438,630</u>	<u>\$ 285,196</u>	<u>\$ 84,548</u>	<u>\$ 3,639,278</u>
Total capital assets, net	<u>\$ 548,741</u>	<u>\$ 25,966</u>	<u>\$ -</u>	<u>\$ 574,707</u>

Note 6—Long-Term Obligations:

The following is a summary of long-term obligation transactions of the Library for the year ended June 30, 2025:

	<u>Balance at</u> <u>July 1,</u> <u>2024</u>	<u>Beginning</u> <u>Balance</u> <u>Restatement</u>	<u>Restated</u> <u>Balance at</u> <u>July 1,</u> <u>2024</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at</u> <u>June 30,</u> <u>2025</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Net OPEB liability	\$ -	\$ 148,556	\$ 148,556	\$ 14,221	\$ 3,986	\$ 158,791	\$ -
Compensated absences	472,295	453,994	926,289	81,962	-	1,008,251	100,825
Subscription liabilities	184,119	-	184,119	-	92,677	91,442	91,442
Leases liabilities	20,590	-	20,590	-	19,162	1,428	1,428
Total Long-Term Obligations	<u>\$ 677,004</u>	<u>\$ 602,550</u>	<u>\$ 1,279,554</u>	<u>\$ 96,183</u>	<u>\$ 115,825</u>	<u>\$ 1,259,912</u>	<u>\$ 193,695</u>

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 6—Long-Term Obligations: (Continued)

Details of long-term obligations as of June 30, 2025 are as follows:

	<u>Amount Outstanding</u>
Net OPEB liability	\$ 158,791
Compensated absences	1,008,251
Subscription Liabilities:	
Subscription based IT arrangement for Sirsi with varying annual payments ranging from \$78,615 to \$86,473, beginning July 2022 through July 2025, interest at 3.25%	83,713
Subscription based IT arrangement for Comprise with annual payments of \$7,984 beginning April 2023 through April 2026, interest at 3.25%	<u>7,729</u>
Total subscription liabilities	\$ <u>91,442</u>
Lease Liabilities:	
Lease liability for postage meter with monthly payments of \$181 beginning March 2022 through February 2026, interest at 3%.	<u>1,428</u>
Total lease liabilities	\$ <u>1,428</u>
Total long-term obligations	\$ <u><u>1,259,912</u></u>

Future principal and interest payments as of June 30, 2025 are as follows:

<u>Year Ending June 30,</u>	<u>Lease Liabilities</u>		<u>Subscription Liabilities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2026	\$ <u>1,428</u>	\$ <u>16</u>	\$ <u>91,442</u>	\$ <u>3,016</u>
Total	\$ <u><u>1,428</u></u>	\$ <u><u>16</u></u>	\$ <u><u>91,442</u></u>	\$ <u><u>3,016</u></u>

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 7—Pension Plan:

All full-time, salaried, regular employees of James City County, which includes Library employees, must participate in the Virginia Retirement System (VRS). Employees are vested after 5 years of credited service. VRS is administered by the Commonwealth of Virginia, which bills the County for the employer's share of contributions. The contributions are actuarially determined every two years by VRS actuaries using the entry age normal cost method. VRS is obligated to pay a monthly benefit to participants upon retirement with the amount of the benefit dependent upon length of service and earnings. Because James City County is the employer for all employees of the Library, pension data is not included in these financial statements.

Note 8—Medical Pay-As-You-Go (OPEB PLAN)

The Library provides postemployment health care benefits for qualifying retired employees who are not yet eligible for Medicare through a cost-sharing, multiple-employer defined benefit plan. The plan is administered by James City County and the benefits, benefit levels, and employee contributions and employer contributions are governed by the Library and can be amended through the personnel manual.

The valuation report was prepared for the County and Library by Bolton Partners. The County and Library reports may be obtained from the James City County Department of Financial and Management Services, 101-F Mounts Bay Road, Williamsburg, Virginia 23187-8784.

Plan Description

Participants must be eligible to retire under the Virginia Retirement System (VRS) and must be full-time active employees who retire directly from the Library and are at least 50 years of age with 15 years of service. Each year, retirees participating in the Library's sponsored plans will be given the opportunity to change plans or drop coverage during an open enrollment period. For fiscal year 2025, the pre-Medicare retirees have a choice of two plans offered by Optima. Dental plans are available at the retiree's cost and therefore, have no employer obligation. There is no coverage for post-Medicare retirees.

Funding Policy

Retirees contribute towards their health insurance premiums based on a blended rate and therefore, the Library has an implicit obligation. Retirees pay 100% of the published rates for individual and dependent coverage until age 65. The estimated contributions are based on the implicit rates subsidy payments made during the year by the retirees.

The County does not intend to establish a trust to pre-fund their obligations. The anticipated growth in the net retiree healthcare OPEB liability is based on contributions to the benefit plan on a pay-as-you-go basis. The data has been projected into the future based on the assumption that the current active population remains constant.

Actuarial Methods and Assumptions

For the actuarial valuation at January 1, 2024 (measurement date of June 30, 2024), for the County, the entry age normal funding method was used. The goal of this method is that the annual accrual (or normal cost) be a level percent of pay throughout an employee's career. This method requires a salary increase assumption. The normal cost percentage is equal to the present value of benefits divided by the present value of future salary determined when the employee was hired. The actuarial accrued liability is equal to the present value of benefits minus the normal cost percentage times the present value of future salaries at the valuation date.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 8—Medical Pay-As-You-Go (OPEB PLAN) (Continued)

The actuarial assumptions included calculations based on a discount rate of 3.97% for the unfunded liability. Benefits are discounted based on an index rate for 20-year tax exempt general obligation (GO) municipal bonds with an average rating of AA/Aa or higher.

The healthcare cost trend assumption was developed using the Society of Actuaries (SOA) Getzen Long-Term Healthcare Cost Trend Model baseline assumptions. The model was designed to estimate the trend after 2026. The trend rate was set to 7.50% for 2025 and 6.20% for 2026. The following assumptions were used as input variables into this model:

Inflation	2.60%
Rate of growth in real income/GDP per capita	1.40%
Extra trend due to technology and other factors	0.90%
Expected health share of GDP in 2034	19.00%
Health share of GDP resistance point	17.00%
Year for limiting cost growth to GDP growth	2075

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical U.S. medical expenditures and the judgments of experts in the field. The long-run baseline projection, tolerance ranges and input variables have been developed under the guidance of an SOA Project Oversight Group. Administrative expenses and stop-loss fees are to be expected to increase by 3% per year.

The actuarial assumptions included calculations based on salary increases of 2.85%-1.00% based on years of service. The valuation assumed that 40% of participants currently with coverage will elect coverage upon retirement and that 30% of participants electing coverage at retirement will elect coverage for their spouse.

Mortality Rates

Pre-Retirement: Pub-2010 General Employees, Public Safety Employees, and Teachers Employees Headcount-Weighted Mortality Table; projected on a fully generational basis using the mortality improvement scale MP-2021.

Post-Retirement: Pub-2010 General Retirees, Public Safety Retirees, and Teachers Retirees Headcount-Weighted Mortality Table, projected on a fully generational basis using the mortality improvement scale MP-2021.

Disabled: Pub-2010 General Disabled, Public Safety Disabled, and Teachers Disabled Headcount-Weighted Mortality Table, projected on a fully generational basis using the mortality improvement scale MP-2021.

Change in Assumptions Since Prior Valuation

- The per capita cost assumption was updated based on claims and enrollment information as well as the FY2025 premium rates provided by the County.
- The healthcare cost trend assumption was updated based on the 2025 Getzen model released by the Society of Actuaries (SOA).
- The discount rate was updated to 3.97%, the Fidelity Municipal 20-year GO Bond Index rate as of June 30, 2024.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 8—Medical Pay-As-You-Go (OPEB PLAN) (Continued)

Retiree Healthcare OPEB Liability for the Library

At June 30, 2025, the Library reported a retiree healthcare OPEN liability of \$158,791 for its proportionate share of the County’s retiree healthcare OPEB liability. The Library’s retiree healthcare OPEB liabilities were measured as of June 30, 2024 and were determined by an actuarial valuation performed January 1, 2024. The Library’s proportion of the County’s retiree healthcare OPEB liability is based on the Library’s projected long-term contribution effort to the OPEB plan as compared to the total projected long-term contribution effort of all contributing entities to determine each entity’s proportion. At June 30, 2025 and 2024, the Library’s proportion of the County’s retiree healthcare OPEB liability was 4.32% and 4.32%, respectively.

Sensitivity of the Retiree Healthcare OPEB Liability to Changes in the Discount Rate

The following presents the retiree healthcare OPEN liability using the discount rate of 3.97%, as well as what the retiree healthcare OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.97%) or one percentage point higher (4.97%) than the current rate:

	<u>1% Decrease (2.97%)</u>	<u>Current Discount Rate 3.97%</u>	<u>1% Increase (4.97%)</u>
<u>Governmental activities:</u>			
Retiree Healthcare OPEB liability	\$ 173,707	\$ 158,791	\$ 145,211

Sensitivity of the Retiree Healthcare OPEB Liability to Changes in the Health Care Cost Trend Rate

The following presents the retiree healthcare OPEB liability using the health care cost trend rate of 4.04%, as well as what the retiree healthcare OPEB liability would be if it were calculated using a health cost trend rate that is one percentage point lower (3.04%) or one percentage point higher (5.04%) than the current rate:

	<u>1% Decrease 3.04%</u>	<u>Medical Trend 4.04%</u>	<u>1% Increase 5.04%</u>
<u>Governmental activities:</u>			
Retiree Healthcare OPEB liability	\$ 140,450	\$ 158,791	\$ 180,362

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WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 8—Medical Pay-As-You-Go (OPEB PLAN) (Continued)

Retiree Healthcare OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources

For the year ended June 30, 2025, the Library recognized retiree healthcare OPEB expense (recovery) of (\$25,429). At June 30, 2025, deferred outflows of resources and deferred inflows of resources related to retiree healthcare OPEB from the following sources were reported:

	<u>Deferred outflows of resources</u>	<u>Deferred inflows of resources</u>
<u>Governmental activities:</u>		
Differences between expected and actual experience	\$ 1,938	\$ 43,486
Change of assumptions	4,890	14,038
Change in proportion	20,277	5,714
Total	<u>\$ 27,105</u>	<u>\$ 63,238</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to retiree healthcare OPEB will be recognized in retiree healthcare OPEB expense (recover) as follows:

<u>Year ended</u>	<u>Governmental activities</u>
2026	\$ (26,550)
2027	(7,664)
2028	(815)
2029	(817)
2030	(287)
Total	<u>\$ (36,133)</u>

Note 9—Upcoming Pronouncements:

Statement No. 103, Financial Reporting Model Improvements, improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025.

Statement No. 104, Disclosure of Certain Capital Assets, requires certain types of assets (lease assets, subscription assets, intangible right-to-use assets, and other intangible assets) to be disclosed separately in the capital asset note disclosures by major class of underlying asset. It also requires additional disclosures for capital assets held for sale. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025.

Implementation Guide No. 2025-1, Implementation Guidance Update - 2025, effective for fiscal years beginning after June 30, 2025.

Management is currently evaluating the impact these standards will have on the financial statements when adopted.

WILLIAMSBURG REGIONAL LIBRARY

Notes to Financial Statements
As of June 30, 2025 (Continued)

Note 10—Change in Accounting Principle

During the year ended June 30, 2025, the Library implemented GASB Statement No. 101, Compensated Absences. This Statement establishes recognition and measurement guidance for compensated absences that are attributable to services already rendered and that are expected to be paid or settled. Implementation of this Statement required the recognition of a liability for certain leave benefits previously unrecorded or measured differently under prior standards.

Note 11—Restatement of Beginning Balances

Beginning balances were restated as follows:

	<u>Net Position</u> <u>Governmental</u> <u>Activities</u>
Net position, July 1, 2024, as previously stated	\$ 3,068,562
Implementation of GASB 101:	
Adjustment to compensated absences	(453,994)
Recording of OPEB related items:	
Net OPEB liability	(148,556)
Deferred outflows of resources	38,833
Deferred inflows of resources	<u>(112,886)</u>
Net position, July 1, 2024, as restated	\$ <u><u>2,391,959</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

Williamsburg Regional Library
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2025

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with
	<u>Original</u>	<u>Final</u>		Final Budget Positive (Negative)
REVENUES				
Local participating governments	\$ 8,135,048	\$ 8,135,372	8,135,371	\$ (1)
Grants from the Commonwealth of Virginia	463,682	510,015	510,015	-
Other grants	-	-	166,729	166,729
Contributions	-	-	118,430	118,430
Fines	10,000	10,000	10,815	815
Fees-facility and equipment	55,000	68,000	68,718	718
Programs	-	-	7,049	7,049
Interest	30,000	45,000	90,784	45,784
Miscellaneous	10,000	10,000	11,433	1,433
Total revenues	<u>\$ 8,703,730</u>	<u>\$ 8,778,387</u>	<u>\$ 9,119,344</u>	<u>\$ 340,957</u>
EXPENDITURES				
Personnel	\$ 6,717,396	\$ 6,911,698	\$ 6,200,236	\$ 711,462
Materials	700,000	660,000	683,825	(23,825)
Operations	1,286,334	1,878,314	1,726,125	152,189
Debt service:				
Principal retirement	-	-	111,839	(111,839)
Interest and other fiscal charges	-	-	6,662	(6,662)
Total expenditures	<u>\$ 8,703,730</u>	<u>\$ 9,450,012</u>	<u>\$ 8,728,687</u>	<u>\$ 721,325</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	<u>\$ (671,625)</u>	<u>\$ 390,657</u>	<u>\$ 1,062,282</u>
Net change in fund balances	\$ -	\$ (671,625)	\$ 390,657	\$ 1,062,282
Fund balances - beginning	-	56,145	3,196,825	3,140,680
Fund balances - ending	<u>\$ -</u>	<u>\$ (615,480)</u>	<u>\$ 3,587,482</u>	<u>\$ 4,202,962</u>

Williamsburg Regional Library
 Schedule of Employer's Share of Retiree Healthcare OPEB Liability (1)(2)
 Required Supplementary Information (Unaudited)
 For the Year Ended June 30, 2025

Measurement date as of June 30,	2018	2019	2020	2021	2022	2023	2024	2025
Employer's proportion of the County's Retiree Healthcare OPEB Liability	5.13%	5.13%	4.27%	4.27%	3.80%	3.80%	4.32%	4.32%
Employer's proportionate share of the County's Retiree Healthcare OPEB Liability	\$ 284,254	\$ 302,521	\$ 223,114	\$ 253,185	\$ 167,318	\$ 151,787	\$ 148,556	\$ 158,791
Fiduciary net position as a % of total OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

(1) This schedule is intended to present 10 years of information. Information prior to 2018 is not available. However, additional years will be included as the information becomes available.

(2) This OPEB plan does not depend on salary information.

* The amounts presented have a measurement date of the previous fiscal year end.

Williamsburg Regional Library
Schedule of Changes in the Net OPEB - Retiree Healthcare OPEB Liability (1)(2)
Required Supplementary Information (Unaudited)
For the Year Ended June 30, 2025

Year ended June 30, *	2024	2025
Total OPEB liability		
Service cost	\$ 8,620	\$ 8,534
Indirect cost	6,291	5,687
Differences between expected and actual experience	(37,076)	(179)
Changes in assumptions	3,515	(1,563)
Proportion adjustment	20,771	-
Benefit payments	(5,352)	(2,244)
Net change in total OPEB liability	\$ (3,231)	\$ 10,235
Total OPEB - RH liability, beginning	151,787	148,556
Total OPEB - RH liability, ending	\$ 148,556	\$ 158,791

(1) This schedule is intended to present 10 years of information. Information prior to 2024 is not available.

However, additional years will be included as the information becomes available.

(2) This OPEB plan does not depend on salary information.

* The amounts presented have a measurement date of the previous fiscal year end.

OTHER SUPPLEMENTARY INFORMATION

Williamsburg Regional Library
Schedule of Expenditures - Governmental Fund
For the Year Ended June 30, 2025

PERSONNEL	
Salaries	\$ 3,764,720
Wages	837,017
Benefits	1,598,499
Total personnel	<u>\$ 6,200,236</u>
MATERIALS	
Collection	\$ 683,825
Total materials	<u>\$ 683,825</u>
OPERATIONS	
Advertising	\$ 7,257
Building maintenance and supplies	49,895
Communications	31,510
Computer catalog services	73,986
Contractual services	191,637
Equipment acquisitions	227,507
Equipment services	24,802
Financial services	36,748
Human resources	95,960
Insurance	41,168
IT network projects	251,237
Leases	15,840
Memberships	8,268
Miscellaneous	12,821
Postage	16,958
Printing	2,415
Programs	254,605
Renovations	1,838
Software maintenance	9,445
Supplies	142,963
Travel and training	8,379
Utilities	220,886
Total operations	<u>\$ 1,726,125</u>
DEBT SERVICE	
Principal retirement	\$ 111,839
Interest and other fiscal charges	6,662
Total debt service	<u>\$ 118,501</u>
Total expenditures	<u><u>\$ 8,728,687</u></u>

COMPLIANCE SECTION



**Independent Auditors' Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

**To the Board of Trustees
Williamsburg Regional Library
Williamsburg, Virginia**

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the discretely presented component unit, and each major fund of Williamsburg Regional Library as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise Williamsburg Regional Library's basic financial statements, and have issued our report thereon dated November 10, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Williamsburg Regional Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Williamsburg Regional Library's internal control. Accordingly, we do not express an opinion on the effectiveness of Williamsburg Regional Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Williamsburg Regional Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreement, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farmer, Cox Associates

Richmond, Virginia
November 10, 2025

Board of Trustees of the Williamsburg Regional Library

December 3, 2025

Stryker Center, Meeting Room 128

Agenda Item Summary

Item: 8F – Action Item: Strategic Plan - Extension

Staff propose extending the Williamsburg Regional Library Strategic Plan through 2026 to maintain continuity of current priorities while long-term initiatives remain in progress. The extension reaffirms WRL's commitment to reinventing library services, increasing communication and public awareness, and strengthening outreach, community connections, and partnerships. It also supports ongoing planning efforts for new and renovated library facilities. This extension ensures stability and alignment as WRL advances major projects and prepares for the next full planning cycle.

Approved by the WRL board of trustees on December 3, 2025.



Inspiring and nurturing a vibrant community through exceptional library services.

WRI Williamsburg
Regional Library

STRATEGIC PLAN

2023 - 2025

*Adopted: December 2024
Extended December 2025 through December 2026*



Strategic Plan

2023-2025

EXECUTIVE SUMMARY

The Williamsburg Regional Library (WRL) is a vibrant community resource dedicated to serving residents of Williamsburg, James City County, and York County, Virginia. WRL provides excellent public library services, offering access to a vast range of information resources, both physical and digital collections, engaging learning opportunities, diverse programs, and welcoming community spaces.

With a focus on exceptional customer service, WRL delivers a wide array of core library services, including expertly curated collections, reference assistance, technology resources to promote digital literacy, programs for all ages, and spaces for meeting, studying, learning, and reading.

The 2023-2025 Strategic Plan builds on our commitment to delivering outstanding library services. WRL will continue to assess, enhance, and elevate our service delivery, aiming to reach new audiences while introducing innovative, relevant programs both inside and outside our library buildings to meet the community's evolving needs. As cultural, economic, and technological landscapes shift, WRL remains dedicated to adapting and serving as a vital community resource.

The 2023- 2025 Strategic Plan continues our strategic priorities and maintains the library’s commitment to a sound Financial Framework. The plan addresses services and priorities as WRL embarks on a major construction project – replacing the Williamsburg Library building. Our strategic plan aims to help shape the library construction project, guiding the development of a new facility that reflects WRL’s aspirations for innovation, inclusivity, and high-quality library services.

The Strategic Priorities for 2023-2025 are:

- (1) Reinventing library services
- (2) Communicating and raising awareness
- (3) Planning for new and renovated library facilities
- (4) Strengthening outreach services, community connections, and partnerships

The Financial Framework will continue to serve as a bridge between the Strategic Plan and the annual budgeting and decision-making processes.

Sandy Towers

Library Director

Nina Simone

Chair, Library Board of Trustees

Acknowledgements

WRL Board of Trustees

Nina Simone, Chair

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Randy Casey-Rutland – President of the Friends of WRL Foundation (*ex officio*)

Sandy Towers – Library Director (*ex officio*)

WRL Leadership Team

Sandy Towers, Library Director

Carrie Binsfeld, Assistant Library Director (General Services)

Tabor Chapman, Circulation Services Director

Eletha Davis, Outreach Services Director

Benjamin Goldberg, Development Officer

Lisa Hilleary, Technical Services Director

Barbara Jones, Adult Outreach Manager

Mark Lutner, Information Technology Director

Desiree Parker, Marketing and Communications Manager

Alicia Phinney, Youth Services Director

Melissa Simpson, Adult Services Director

Ben Strohm, Program Services Director



Introduction

The Williamsburg Regional Library's 2023-2025 Strategic Plan builds on the library's existing strategic plan and acknowledges this time of rapid change with the understanding that success in the 21st century world means we must develop new types of public services and new ways of delivering traditional library services. WRL will embrace its role as a community anchor and champion of democracy and information access. WRL will reimagine delivery services to nurture learning and enhance educational and family support, foster connections, and help build strong, resilient communities. The library will be a tireless innovator and energetic partner with other community organizations, leaders, and local support to lift up area citizens and enable them to navigate and succeed in this rapidly changing world.

This plan identifies interim goals for the next two years, as the library works to ensure the continuity of core services, develops responsive new services targeted to evolving community needs, and responds to the need for improved public facilities. The achievement of these goals relies on the continued success of the regional library system, leveraging economies of scale through shared costs and combined resources. The regional system requires a close working relationship with James City County, the City of Williamsburg, and York County to continue to support the library operating budget and fund critically needed renovations and new facilities.

Mission

Inspiring and nurturing a vibrant community through exceptional library services.

Vision

Williamsburg Regional Library will contribute to a strong, informed, and resilient community by providing access to relevant resources, programs, and public spaces. Public libraries are essential to a vibrant community and a healthy democracy. WRL delivers outstanding, accessible, and equitable library services to all members of a diverse region. WRL sparks innovation, inspires creativity and learning, and creates connections. WRL empowers individuals to transform their lives.

Values

- Providing outstanding customer service
- Offering balanced, relevant, and responsive collections
- Supporting lifelong learning
- Providing equitable access to library services
- Adapting services to meet changing community needs
- Embracing technology, innovation, and positive change
- Offering a wide variety of learning experiences
- Providing welcoming public spaces where reading, learning, and imagination thrive
- Providing civic spaces for communicating, collaborating, and exchanging ideas
- Supporting a healthy democracy by encouraging civic dialogue, the civil exchange of ideas, and promoting understanding of a variety of viewpoints on challenging issues
- Valuing, recognizing, and investing in a well-trained, public service-focused staff
- Fostering a positive and diverse workplace culture
- Managing its resources in an ethical and fiscally responsible manner



Financial Framework

- The City of Williamsburg, James City County, and York County will continue to participate in the regional library contract for library services. All three jurisdictions will continue to fund the operating budget of the Williamsburg Regional Library to provide quality public library services for their residents.
- The library will continue to receive annual State Aid funding that WRL will continue to designate to fund library collections.
- The Friends of Williamsburg Regional Library Foundation (FWRLF) will continue to provide non-budgeted resources in the form of specific grants for innovative collections, programs, and services as funding allows. The FWRLF may conduct special fundraising campaigns for projects as identified jointly with the library board and the director to support the library strategic priorities.
- The library will build new and strengthen existing partnerships with local businesses, non-profits, and community organizations to reach new users and provide more comprehensive and focused services. In collaboration with the FWRLF, the library will energetically pursue outside funding sources through grants to support new initiatives.
- The library will continue to creatively repurpose and enhance spaces in the existing facilities to meet community needs and will work closely with the City of Williamsburg and James City County to request and invest CIP funding in renovations and a single new library facility or two new libraries.
- The library will continue to repurpose staff vacancies to address the most compelling priorities.

Strategic Priorities

2023-2025

Williamsburg Regional Library (WRL) is focused on four Strategic Priorities:

1. Reinventing library services

WRL will build on its legacy as a trusted public institution to help individuals navigate complex issues, promote community conversations, personal connections, and access to resources. WRL will continuously evaluate and reinvent public library services with a focus on user experience and relevancy. WRL will help meet the challenges faced by the community, including diversity, equity, and inclusion, and the need for educational support, job help, and access to library resources. WRL will enrich the lives of the community with new learning experiences and opportunities for creativity, collaboration, and connection. WRL will continue to provide an exceptional library experience for community members who value and rely on the library as a source of information, programs, services, and materials to read, listen to, and view.

2. Communicating and raising awareness

WRL is well-known for providing exceptional services. It will continue to communicate the role and value of the public library in the community. The library will build on this foundation, raising awareness of library services, spaces, and programs with a robust marketing strategy and strong digital presence that incorporates the website, social media, and multimedia productions. WRL will expand its efforts to engage non-users and underserved members of the community, working with community partners, local government and nonprofits.

3. Planning for new and renovated library facilities

WRL will work closely with local jurisdictions to plan, design, and construct a new library in Williamsburg and a possible third library in James City County. The new library buildings will serve a rapidly growing population and accommodate evolving library services. WRL will continue renovations of the James City County Library, make ongoing interim repairs and improvements in the existing Williamsburg Library building, while utilizing outside spaces to support community engagement. WRL will seek expanded spaces for growing services to the Grove Community and other underserved neighborhoods.

4. Strengthening outreach services, community connections, and partnerships

WRL will update and implement a dynamic outreach plan to equitably serve disadvantaged and vulnerable populations through community collaborations, outreach activities, and investment in staffing, digital access, collections, and educational programs. WRL will work closely with regional educational institutions and other partners to identify community needs, maximize effective use of combined resources, and amplify the impact of the library.

Board of Trustees of the Williamsburg Regional Library

December 3, 2025

Stryker Center, Meeting Room 128

Agenda Item Summary

Item: 8G – Action Item: Proposed Meeting Room Rates

In accordance with the Theatre and Meeting Rooms policy, the fee schedule is set by the WRL Board of Trustees. The current fee schedule has been in place for over 8 years. The proposed increase in meeting room rates ensures that meeting room fees more accurately reflect the increased cost of maintaining, staffing, and operating these high-demand public spaces. Current rates no longer keep pace with rising facility, technology, and custodial expenses, nor do they align with comparable community venues. Updating the rates will support the library's ability to provide well-maintained, accessible, and modern meeting spaces. This increased fee schedule promotes responsible stewardship of public resources and supports long-term sustainability.

Please refer to attached Proposed Meeting Room Rates.

Approved by the WRL board of trustees on December 3, 2025.

Current 2025

Williamsburg Regional Library Meeting Room Rates

James City County Library		
Meeting Room	Non-Profit Rate	Standard Rate
Cosby Room* capacity 15; boardroom style only	\$5 per hour \$15 minimum	\$10 per hour \$30 minimum
Culhane Conference Room* capacity 4	\$5 per hour \$15 minimum	\$10 per hour \$30 minimum
Kitzinger Community Room capacity 100; 40 w/ tables & chairs	\$10 per hour \$30 minimum	\$20 per hour \$60 minimum

*Non-profit groups may use the Cosby Room or McGaw Room free once per month for a 3-hour block of time. Standard groups may use only the Cosby Room free once per month for a 3-hour block of time. Each additional use then will have a charge.

Williamsburg Library		
Meeting Room	Non-Profit Rate	Standard Rate
Meeting Room C* capacity 10	\$10 per hour \$30 minimum	\$15 per hour \$45 minimum
Meeting Room B* capacity 20; 16 w/ tables & chairs	\$10 per hour \$30 minimum	\$15 per hour \$45 minimum
Schell Room capacity 42; 20 w/ tables & chairs	\$15 per hour \$45 minimum	\$20 per hour \$60 minimum

*Non-profit groups can use Room B or Room C free once per month for a 3 hour block of time. Each additional use then will have a charge.

Stryker Center		
Gallery Space	Non-Profit Rate	Standard Rate
Call (757) 741-3300 option #3	\$50 per hour \$150 minimum	\$75 per hour \$225 minimum
Refundable Deposit	\$250	\$250
Meeting Room	Non-Profit Rate	Standard Rate
Meeting Room 128 capacity 48; 24 w/ tables & chairs	\$20 per hour \$60 minimum	\$40 per hour \$120 minimum
Meeting Room 127 capacity 91; 40 w/ tables & chairs	\$25 per hour \$75 minimum	\$50 per hour \$150 minimum
Custodial Fee*	\$22.50 per hour \$90 minimum	\$22.50 per hour \$90 minimum

*Custodial Fee is applied to Council Chamber and Council Work Room rentals.

Williamsburg Library Theatre		
Library Theatre: Capacity 268	Non-Profit Rate	Standard Rate
Rehearsal	\$15 per hour \$45 minimum	\$25 per hour \$75 minimum
Auditorium* only no projector; no admission charged	\$15 per hour \$45 minimum	\$30 per hour \$90 minimum
Stage** no admission charged	\$25 per hour \$75 minimum	\$45 per hour \$135 minimum
Stage w/ admission charged	\$60 per hour \$180 minimum	\$125 per hour \$375 minimum
Audio/Visual/Stage lights	\$20 per hour	\$30 per hour
Piano for Rehearsal	\$30	\$55
Piano for Performance	\$125	\$250
Piano Tuning	\$100	\$100
Outside Hours	\$25 per hour	\$50 per hour

*Auditorium rate does not include usage of the main stage area. The curtain will be closed with just the very front portion of the stage available for use.

**Stage rate includes usage of the whole stage along with the auditorium proper.

Proposed: January 1, 2026 Williamsburg Regional Library Meeting Room Rates

James City County Library		
Meeting Room	Non-Profit Rate	Standard Rate
Cosby Room* capacity 15; boardroom style only	\$6 per hour \$18 minimum	\$12 per hour \$36 minimum
Culhane Conference Room* capacity 4	\$6 per hour \$18 minimum	\$12 per hour \$36 minimum
Kitzinger Community Room capacity 100; 40 w/ tables & chairs	\$15 per hour \$45 minimum	\$30 per hour \$90 minimum

*Non-profit groups & individuals can use the Cosby Room or Culhane Conference Room free once a month for a 3-hour block of time. Each additional use will then have a charge.

Williamsburg Library		
Meeting Room	Non-Profit Rate	Standard Rate
Meeting Room C* capacity 10	\$12 per hour \$36 minimum	\$18 per hour \$54 minimum
Meeting Room B* capacity 20; 16 w/ tables & chairs	\$12 per hour \$36 minimum	\$18 per hour \$54 minimum
Schell Room capacity 42; 20 w/ tables & chairs	\$18 per hour \$54 minimum	\$25 per hour \$75 minimum

*Non-profit groups & individuals can use Room B or Room C free once a month for a 3-hour block of time. Each additional use will then have a charge.

Stryker Center		
Gallery Space	Non-Profit Rate	Standard Rate
Call (757) 741-3300 option #3	\$60 per hour \$180 minimum	\$95 per hour \$285 minimum
Refundable deposit	\$250	\$250
Meeting Room	Non-Profit Rate	Standard Rate
Meeting Room 128 capacity 48; 24 w/ tables & chairs	\$25 per hour \$75 minimum	\$50 per hour \$150 minimum
Meeting Room 127 capacity 91; 40 w/ tables & chairs	\$30 per hour \$90 minimum	\$60 per hour \$180 minimum
Custodial fee	\$105	\$105

Williamsburg Library Theatre		
Library Theatre – Capacity 268	Non-Profit Rate	Standard Rate
Rehearsal	\$20 per hour \$60 minimum	\$35 per hour \$105 minimum
Auditorium only* no projector; no admission charged	\$20 per hour \$60 minimum	\$40 per hour \$120 minimum
Stage** no admission charged	\$30 per hour \$90 minimum	\$55 per hour 165 minimum
Stage w/ admission charged	\$75 per hour \$225 minimum	\$155 per hour \$465 minimum
Audio/Visual/Stage Lights	\$25 per hour	\$35 per hour
Piano for rehearsal	\$40	\$75
Piano for performance	\$155	\$310
Piano tuning	\$200	\$200
Outside hours	\$50 per hour	\$50 per hour

*Auditorium rate does not include use of the main stage area. The curtain will be closed with just the very front portion of the stage available for use.

**Stage rate includes use of the whole stage along with the auditorium proper.

Board of Trustees of the Williamsburg Regional Library

December 3, 2025

Stryker Center, Meeting Room 128

Agenda Item Summary

Item 8Hi: – Action Item: Fund Balance Appropriation

Project Title: New Bookmobile

Amount: \$400,000

Project Summary: The current Bookmobile, a 1999 step van, has exceeded its useful life and is increasingly unreliable and costly to maintain. Its age and limited capacity restrict the library's ability to provide consistent, accessible outreach services to residents who cannot easily visit library branches, including seniors, children, and community members in rural and underserved areas.

A new, larger, walk-on Bookmobile will replace the outdated vehicle and significantly expand service capabilities to neighborhoods and other outreach locations. The upgraded design will allow users to board the vehicle safely, browse materials, and access technology and programs in a comfortable, ADA-compliant environment. Enhanced space and layout flexibility will also support on-site programming, community events, and partnerships with schools, senior centers, and local organizations.

This project directly advances the Williamsburg Regional Library's Strategic Plan priority of "Strengthening outreach services, community connections, and partnerships." The new Bookmobile will extend the library's reach beyond its physical buildings, providing equitable access to library materials, technology, and educational resources for all residents.

Investing in a modern Bookmobile ensures the long-term sustainability of WRL's outreach operations, enhances visibility across the service region, and reinforces the library's role as a vital connector of information, learning, and community engagement.

WRL is utilizing a cooperative Sourcewell contract to purchase a thirty-eight-foot, 2026 model year Freightliner M2 Plus with a Cummins B6.7 diesel engine. The chassis is available through Daimler and the upfitting to WRL specifications through Summit Bodyworks.

The contract also includes an exterior graphics package, transporting, delivery, and staff training when the new vehicle arrives.

Refer to attached Fund Balance Summary Report.

Approved by the WRL board of trustees on December 3, 2025.

Williamsburg Regional Library
Fund Balance Summary Report
For the period ending June 30, 2025

	General Fund
Fund Balances:	
Non-spendable:	
Prepaid items	\$ <u>6,807</u>
Restricted to:	
Outstanding FWRLF Grants	\$ 127,571
Restricted Donations from FY25	\$ 87,422
Collections/Programs	<u>\$ 214,993</u>
Committed Fund Balance - Reserves	
Board Reserve	\$ 600,000
State Aid Reserve	\$ 300,000
Subtotal Committed FB Reserve	<u>\$ 900,000</u>
Committed Fund Balance - Other	
Library Facility Improvements Subtotal	\$ 32,022
Library System Improvements Subtotal	\$ 165,397
Subtotal Committed FB Other	<u>\$ 197,419</u>
Total Committed Fund Balance	<u>\$ 1,097,419</u>
Assigned Fund Balance	
Emerging Technology Programs & Equipment	\$ 50,000
JCCL Adult Services Project	\$ 50,000
New Outreach Vehicle	\$ 400,000
New Buildings Collection & Equipment Support	\$ 500,000
Data Center Replacement	\$ 500,000
Total Assigned Fund Balance	<u>\$ 1,500,000</u>
Unassigned Fund Balance	<u>\$ 768,262</u>
Total Fund Balances	<u>\$ 3,587,482</u>

Board of Trustees of the Williamsburg Regional Library

December 3, 2025

Stryker Center, Meeting Room 128

Agenda Item Summary

Item 8Hii: – Action Item: Fund Balance Appropriation

Project Title: JCC Library Youth Program Room Projector

Amount: \$15,000

Project Summary:

The Williamsburg Regional Library requests \$15,000 to purchase and install a ceiling-mounted overhead projector in the Youth Services Program Room at JCCL. This investment supports WRL's strategic priorities to reinvent library services, renovate library facilities, and strengthen community connections and partnerships.

The Youth Program Room hosts hundreds of programs each year, serving children, teens, families, and community partners. The current portable projector is outdated, labor-intensive to set up, and inadequate for larger audiences. A ceiling-mounted system will provide reliable, high-quality visual capability, improving the impact of educational programs, family events, and partner-led workshops.

This upgrade enhances service quality, increases staff efficiency, and modernizes the space to support evolving program formats, including digital and hybrid presentations. The \$15,000 request covers equipment, installation, and integration with existing AV systems, ensuring long-term value and alignment with WRL's mission to deliver innovative, community-focused library services.

Refer to attached Fund Balance Summary Report.

Approved by the WRL board of trustees on December 3, 2025.

Williamsburg Regional Library Statistical Report — FY 2025 ~ October 2025

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY25
Williamsburg Library	6,200	24,984	5,976	226	37,386	170,758	-5.2%
James City County Library	1,024	18,440	3,129	190	22,783	118,017	-6.9%
Outreach	419	1,520	103	110	2,152	10,227	-4.0%
Digital Collection	3,314	18,836	3,335	429	25,914	113,276	4.8%
Monthly Total	10,957	63,780	12,543	955	88,235	412,278	-3.2%
Percent of Monthly Total	12.42%	72.28%	14.22%	1.08%	100.00%	467.25%	
Year to Date Total	49,595	300,603	57,437	4,643		412,278	
Percent of YTD Total	12.03%	72.91%	13.93%	1.13%			
Percent Change from Last Year	-5.40%	-2.60%	-3.96%	-4.21%	-9.11%	-3.15%	

<u>CIRCULATION by Audience**</u>	Adult	Youth	Young Adult	Monthly	YTD	%Change FY25
Williamsburg Library	20,946	14,982	1,417	37,345	171,375	-5.2%
James City County Library	9,711	12,311	957	22,979	118,847	-6.6%
Outreach	1,258	863	27	2,148	10,238	-3.8%
Monthly Total	31,915	28,156	2,401	62,472	300,460	-5.7%

** Does not include Digital Circulation

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY25
Williamsburg Library	30,884	6,478	37,362	170,586	-5.3%
James City County Library	19,396	3,578	22,974	118,149	-6.7%
Outreach	1,740	407	2,147	10,222	-3.7%
Digital Collection	N/A	27,982	27,982	121,173	4.4%
Monthly Total	52,020	38,445	90,465	420,130	-3.1%

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY25
Williamsburg Library	109,318	13,559	122,877	-0.1%
James City County Library	73,722	12,727	86,449	-1.8%
Outreach	5,243	2,727	7,970	-3.8%
Digital Collection***	0	44,816	44,816	4.9%
Total	188,283	73,829	262,112	0.0%

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

<u>HOLDS FILLED</u>	Monthly	YTD	%Change FY25
Williamsburg Library	8,403	39,861	-5.1%
James City County Library	4,731	26,021	-6.3%
Outreach	812	3,605	-12.9%
Total	13,946	69,487	-6.0%

<u>USER CARDS</u>	Number	%Change FY25
Williamsburg	7,612	-2.2%
James City County	36,657	-4.2%
York County	7,422	2.3%
Other ^	298	2.1%
Total	51,989	-3.0%

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2025 ~ October 2025

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY25	
Williamsburg Library	4,626	865	5,491	18,045	5.1%	
James City County Library	2,293	762	3,055	10,631	9.5%	
Stryker Center	65	0	65	646	-45.0%	
Outreach	2,356	956	3,312	12,746	1.5%	
Via Electronic	435	0	435	996	-29.2%	
Monthly Total	9,775	2,583	12,358	43,064	2.5%	

<u>PC & Wi-Fi USE</u>	PC Use	YTD	%Change FY25	Wi-Fi Use	YTD	%Change FY25
Williamsburg Library	2,425	12,643	-11.9%	13,838	52,167	-1.8%
James City County Library	2,271	13,786	-12.0%	12,130	52,801	11.3%
Outreach	617	2,036	-5.5%	519	1,774	-4.9%
Abram Frink	N/A	N/A	N/A	1,279	3,601	1.5%
Total	5,313	28,465	-11.5%	27,766	110,343	4.1%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY25	
Williamsburg Library	978	918	1,896	12,434	8.4%	
James City County Library	195	847	1,042	10,385	26.2%	
Stryker Center	411	120	531	2,471	-10.4%	
Outreach	503	2,880	3,383	11,135	-15.9%	
Virtual Programming	234	0	234	1,029	75.9%	
Monthly Total	2,321	4,765	7,086	37,454	3.2%	

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY25
Williamsburg Library	1,591	4,309	24.4%
James City County Library	846	2,387	5.0%
Stryker Center	125	869	87.7%
Total	2,562	7,565	22.0%

<u>VISITS</u>	Monthly	YTD	%Change FY25
Williamsburg Library	21,121	89,820	-19.6%
James City County Library	12,481	64,658	0.2%
Stryker Center	672	4,027	0.0%
Total	34,274	158,505	-12.1%

<u>MEDIA</u>	Monthly	YTD	%Change FY25
Website Visits	72,495	169,449	23.1%
Mobile App	14,139	58,784	23.1%
Total	86,634	228,233	23.1%

Williamsburg Regional Library October 2025 Snapshot

Library Visits	Monthly	YTD	Percent of Total
Williamsburg Library	21,121	89,820	57%
James City County Library	12,481	64,658	41%
Stryker Center	672	4,027	3%
Total Visits	34,274	158,505	

Williamsburg Library Circulation

Locality	WL Monthly	WL YTD	Percent of Total
City of Williamsburg	6,200	28,191	17%
James City County	24,984	115,209	67%
York County	5,976	26,231	15%
Other	226	1,127	1%
Total	37,386	170,758	

James City County Library Circulation

Locality	JCCL Monthly	JCCL YTD	Percent of Total
City of Williamsburg	1,024	4,223	4%
James City County	18,440	96,365	82%
York County	3,129	16,219	14%
Other	190	1,210	1%
Total	22,783	118,017	

Total Physical Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	7,643	34,397	12%
James City County	44,944	219,170	73%
York County	9,208	42,741	14%
Other	526	2,694	1%
Total	62,321	299,002	

Digital Circulation by Locality

Locality	Monthly	YTD	Percent of Total
City of Williamsburg	3,314	15,198	13%
James City County	18,836	81,433	70%
York County	3,335	14,696	13%
Other	955	4,643	4%
Total	26,440	115,970	