

**Williamsburg Regional Library
Library Director's Report – January 2026**

Building Project Updates:

- Informational Meeting: WRL Building Projects: What's Ahead? **February 4, 4 – 6 pm**, Williamsburg Library Theatre
- James City County Government Center Library: Site work continues
- Williamsburg Library: WRL staff continue to work with Tymoff + Moss Architects on refining the floor plan

Other Updates:

Piano Grants Received

The Friends of WRL Foundation received a \$37,550 grant from the E.K. Sloane Piano Fund, administered by the Hampton Roads Community Foundation, to support the refurbishment of the WRL Steinway Concert Grand Piano. This grant, together with a \$10,000 award from the Chamber Music Society of Williamsburg and a \$2,000 private donation, will fully fund the complete refurbishment of the Steinway piano.

VA250

WRL is supporting the Commonwealth's VA250 commemoration with a wide range of programs that invite the community to explore the history, stories, and impact of the American Revolution.

- **250th Writing Contest**
Presented in partnership with James City County's 250th Committee. Open to children, teens, and adults, the contest encourages participants to reflect on Revolutionary War experiences through poetry and fiction. Selected entries, including winners and honorable mentions, will be preserved in a keepsake publication, ensuring these community stories become part of the VA250 legacy.
- **Revolutionary War and Invisible Ink Expo**
An immersive outreach event featuring interactive workshops, storytelling, live historical interpretation, and bookmobile programming. By exploring themes such as espionage, communication, and daily life during the Revolution, the expo brings the era to life.
- **KidLit Festival: Anniversary Edition**
Introduces children and families to American history through historical fiction and nonfiction. With author Valerie Tripp and a variety of interactive activities, the festival highlights the library's role in nurturing curiosity and early historical understanding as the nation approaches its 250th anniversary.
- *Do You Have a Patriot?*
A genealogy-focused program co-hosted with the DAR and SAR. This event helps community members explore possible ancestral ties to the Revolutionary era.

- At the center of WRL’s VA250 programming is One Book One Community 2026, featuring *This Fierce People* by Alan Pell Crawford. An author visit, along with a companion lecture series—including programs on the Battle of the Virginia Capes, the Battle of Yorktown, the war on the Chesapeake, and African American life during the Revolution—provides historical context and diverse perspectives on how independence was achieved.

Engagements & Meeting Highlights

Public Engagements & Meetings:

- Dec 8: Virginia Public Library Directors Association Board meeting
- Dec 9: WRL Book Nook meeting
- Dec 15: CapDev for FWRLF Capital Campaign meeting
- Dec 16: FWRLF Executive Committee meeting
- Dec 17: Michael Schnekser, Tymoff + Moss Architects meeting
- Dec 18: CapDev for FWRLF Capital Campaign meeting
- Dec 19: Virginia Gazette article (Playground)
- Dec 22: Michael Schnekser, Tymoff + Moss Architects meeting
- Dec 30: CapDev for FWRLF Capital Campaign interview
- Jan 6: Capital Club of Williamsburg presentation
- Jan 7: 2026 Legislative Priorities Forum
- Jan 7: Michael Schnekser, Tymoff + Moss Architects meeting
- Jan 7: WL & JCCL Book Nook Coordinators lunch
- Jan 8: WL Book Nook Volunteer meeting
- Jan 9: Meeting with Community Leadership Service
- Jan 14: JCCL Book Nook Volunteer meeting
- Jan 15: CapDev for FWRLF Capital Campaign meeting
- Jan 15: VA 250 Quilt making event at the Muscarelle Museum of Art
- Jan 21: FWRLF Orientation for new member
- Jan 21: Kiwanis luncheon
- Jan 21: Donor meeting
- Jan 22: Public Service Directors Planning Retreat
- Jan 23: FWRLF Finance Committee meeting
- Jan 27: FWRLF Board meeting

Jurisdictional Meetings:

- Dec 4: JCC Emerging Leaders Academy graduation
- 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 12: Virtual Chat with Scott Stevens
- Dec 15: City of Williamsburg Leadership meeting
- Dec 17: JCC Holiday Luncheon
- Jan 5: Williamsburg City Council work session
- Jan 12: Drew Trivette meeting
- Jan 13: JCC Board of Supervisors meeting
- Jan 27: JCC Board of Supervisors meeting

Upcoming Engagements & Meetings:

- Jan 29: City of Williamsburg management meeting
- Feb 4: WRL Public Information Session
- Feb 9: City Council work session
- Feb 10: JCC Board of Supervisors meeting
- Feb 12/13: JCC Board of Supervisors Retreat
- Feb 13: Windsor Meade presentation
- Feb 24: JCC Board of Supervisors meeting

Board of Trustees of the Williamsburg Regional Library

**Minutes of Regular Board Meeting on December 3, 2025
Stryker Center, Meeting Room 128**

Attending:

Nina Simone, Feather Foster, Grace Boone, Gene Bruss, Chris 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, Tabor Chapman, Benjamin Goldberg, Lisa Hilleary, Ellen Peltz, Alicia Phinney, Melissa Simpson, and Katherine Wilkins.

Absent:

Andrew Trivette

Call to Order:

Ms. Simone, Chair, called the meeting to order at 3:01 p.m.

Public Comment:

None

Mission Moment:

Ms. Simone shared a user's story of gratitude regarding a staff member's assistance with helping her move digital photos from her phone to her laptop. Ms. Simone shared two things that struck her about this interaction, first, the staff member asking if he could provide further assistance and second, the need for human connection in an increasingly digital environment. This exemplifies the importance of libraries in providing a bridge connecting human interactions with digital experiences.

Mr. Bruss shared his appreciation for the warm greetings and farewells security staff issue each time he visits.

Consent Agenda:

Ms. Simone asked for any additions, corrections, or deletions to the consent agenda. The December 3, 2025 consent agenda was approved as written.

Action Item: Annual Financial Report June 30, 2025:

Aaron Hawkins of Robinson, Farmer, Cox Associates presented the Annual Financial Report dated June 30, 2025. Mr. Hawkins reviewed the report and shared that the report from the auditors was unmodified, the best a report can be reviewed. Mr. Hawkins thanked Ms. Binsfeld and her staff for collecting and preparing all the information for their work. Mr. Sadler moved to approve the Annual Financial Report June 30, 2025. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

Chair's Report:

Ms. Simone shared two committees will need to be formed in the next year. First, a naming committee which will focus on the nomenclature of the WRL facilities in anticipation of a third library location being added. Second, a Strategic Plan committee to consider updates to the strategic plan.

Library Director's Report:

Ms. Towers introduced Ellen Peltz, WRL Marketing & Communications Manager.

A. City of Williamsburg Library Project Update: On Monday, November 10, Mr. Gareis, Ms. Towers, and Michael Schnekser, architect with Hourigan|Tymoff+Moss Architects presented at the City Council Work Session. Additionally, several speakers shared their support for the project during the public comment. On their December 11, 2025 agenda, Williamsburg City Council is expected to consider an action item to enter into the second phase of the Interim Agreement. This next phase will be to move the design work to 35% completion and provide City Council with a guarantee maximum price of the cost of the building. City residents are encouraged to come and speak in support of the library.

Ms. Towers shared her plans for the library to host one or more meetings inviting additional public information and discussion. The goals for these meetings would be

- to continue to raise awareness about the project
- to capitalize on excitement about a new library
- to elicit feedback and input
- to generate widespread goodwill for the project
- to generate giving to support the project.

Ms. Towers proposed to the board that she conduct a trial run of the presentation at the January 28, 2026 board meeting. Ms. Towers asked the board if they had any questions about the building projects. In the discussion that followed Ms. Towers addressed the identities for the buildings, designing flexible interior spaces that can adapt to changes over time, and how construction will impact library parking and services.

B. JCC Consolidated Government Center Library Update: Groundbreaking for the JCC Consolidated Government Center and Library occurred on November 12, 2025. JCC has designated outdoor spaces and provided designs including an area in front of the library with different seating options and an outdoor classroom element. Mr. Rinehimer shared the JCC Board of Supervisors approved the sitework package. Trees have been cleared from the site and a storm water retention pond is being excavated. The JCC Board of Supervisors will consider approving the first part of agreement and hiring a construction manager at its next meeting.

C. JCCL Natural Playground Update: Ms. Towers shared the construction of the natural playground is complete and the sod will need time to establish over the next few months. An opening celebration is being planned for Saturday, April 25, 2026. The Friends and other donors will be invited to a reception that day, prior to the public grand opening celebration in the afternoon. Ms. Towers thanked the donors and the Friends for their contributions and JCC General Services for their work in managing the project and providing on-going maintenance and landscaping for the project.

D. Capital Improvements Projects: Ms. Towers shared the four Capital Improvements Projects submitted to James City County for the next five years. These included the following:

1. Library improvements: Mechanical and electrical work, Adult (Public) area, Staff Area, JCCL chiller replacement
2. JCC Consolidated Government Center Library
3. Monument sign for James City County Library
4. Grove Area Library 10,000 sq. ft.

E. FY 2027 Proposed Budget Update: Ms. Towers shared the Finance Committee met on November 24, 2025 and Ms. Binsfeld presented the FY 2027 Proposed Budget. Ms. Binsfeld shared there is a modest increase of 2.71%. The jurisdictional increases remained under 10%. Ms. Binsfeld shared state aid could increase by \$6,000, which would allow for a redistribution of funding between the jurisdictions. Ms. Binsfeld presented a table with circulation per jurisdiction from fiscal years 2023, 2024, and 2025. York County continues to increase circulation usage each year.

F. Action Item: Strategic Plan – Extension: Ms. Towers recommended the current strategic plan be extended 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.

Mr. Parman moved to approve the strategic plan extension. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

G. Action Item: Proposed Meeting Room Rates: Ms. Towers presented the proposed increase in meeting room rates which are recommended to more accurately reflect the increased cost of maintaining, staffing, and operating these high-demand public spaces.

Mr. Rinehimer moved to approve the proposed meeting room rates. Mr. Bruss seconded the motion; the motion was approved by a unanimous vote.

H. Action Item: Fund Balance Appropriation

1. New Bookmobile: Ms. Towers requested \$400,000 from the Fund Balance for the purchase of a new Bookmobile. Ms. Towers shared 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.

Mr. Sadler moved to approve the Fund Balance Appropriation for an Outreach Vehicle Replacement. Ms. Sturdivant seconded the motion; the motion was approved by a unanimous vote.

2. JCC Library Youth Program Room Projector: Ms. Towers presented the request of \$15,000 from the Fund Balance to purchase and install a ceiling-mounted overhead projector in the Youth Services Program Room at JCCL.

Mr. Bruss moved to approve the Fund Balance Appropriation for JCCL YS Program Room Projector. Ms. Foster seconded the motion; the motion was approved by a unanimous vote.

I. December 26, 2025 Library Closure:

Ms. Towers shared the JCC Board of Supervisors will consider an action to observe December 26, 2025 as a holiday at their upcoming meeting. Ms. Towers communicated if approved, WRL will be closed on December 26 as it follows JCC holiday schedule per the WRL Holiday Closing Policy. Ms. Owens shared York County has observed December 26 a holiday, as did the City of Williamsburg. The board supported the Library's decision to close on December 26, 2025 in accordance with James City County.

Division Director Presentation:

Ms. Lisa Hilleary, Technical Services Director, presented on the three main activities of the Technical Services division including acquiring, cataloging, and processing collections.

Friends of WRL Foundation Updates:

Mr. Casey-Rutland announced the FWRLF met on December 2, 2025. The Friends are committed to raising money and contributions are up this year, perhaps due to greater publicity in part because of the building projects. Mr. Casey-Rutland shared the Friends signed a contract with CapDev to conduct a feasibility study to explore community support for the library and to gain insight into how much potential financial support the Friends might garner in support of library programming related to new library buildings.

City of Williamsburg Update:

No report

James City County Update:

Mr. Rinehimer reported the JCC Board of Supervisors unanimously approved the first phase of a comprehensive agreement for the consolidated government center construction. This agreement is intended to cover the costs of pre-ordering steel, concrete work, initial plumbing, HVAC, and electrical work. The cost for the services provided under this first phase of a comprehensive agreement is not to exceed \$46 million. This step represents significant progress in the project.

York County Update:

Ms. Owens reported York County earned Government Finance Officers Association's (GFOA) prestigious triple crown for financial transparency. The FY27 Budget was presented at the last Board of Supervisors meeting.

Other Business:

Ms. Towers shared the 20th annual Fords Colony Model Railroad show will be held at the James City County Library December 6-7.

Adjournment:

Ms. Simone moved to adjourn at 4:23 p.m. All agreed.

Respectfully submitted,

Approved by,

Katherine Wilkins

Nina Simone, Chair

December 8, 2025

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

| <u>Account Name</u> | <u>Budget</u> | <u>Spent Encumbered</u> | | <u>Explanation</u> |
|----------------------------|----------------------|--------------------------------|-------|---------------------------|
| Contractual Services | \$190,000 | \$153,515 | 80.8% | Annual HVAC contract paid |
| Leases | \$38,000 | \$31,565 | 83.1% | Annual Copier Lease paid |

Percentage of year passed 41.67%

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

| EXPENDITURES | Amended | FY 2026 | | FY 2026 | % Spent & |
|------------------------------------|------------------|------------------|-----------------|------------------|-------------------|
| Compensation | Budget | Actual | Encumber | Total | Encumbered |
| Salaries | 4,211,730 | 1,546,649 | | 1,546,649 | 36.7% |
| Wages | 920,336 | 377,333 | | 377,333 | 41.0% |
| FICA | 390,728 | 142,123 | | 142,123 | 36.4% |
| Virginia Retirement Systems | 644,601 | 229,742 | | 229,742 | 35.6% |
| Health Insurance | 769,176 | 268,707 | | 268,707 | 34.9% |
| Workers Comp Insurance & Unemploy | 16,924 | 6,566 | | 6,566 | 38.8% |
| VRS Group Life Insurance | 54,627 | 18,353 | | 18,353 | 33.6% |
| Fringe Benefits | 15,044 | 5,297 | | 5,297 | 35.2% |
| Tuition Assistance | 0 | 0 | | 0 | N/A |
| Benefits Total | 1,891,100 | 670,789 | 0 | 670,789 | 35.5% |
| Subtotal | 7,023,166 | 2,594,770 | 0 | 2,594,770 | 36.9% |
| Collection Materials | | | | | |
| Collection Materials | 680,000 | 243,955 | | 243,955 | 35.9% |
| Subtotal | 680,000 | 243,955 | 0 | 243,955 | 35.9% |
| Operations | | | | | |
| Advertising | 10,000 | 2,545 | | 2,545 | 25.5% |
| Bank Fees | 10,000 | 3,936 | | 3,936 | 39.4% |
| Bindery | 0 | 0 | | 0 | N/A |
| Building Maintenance | 55,000 | 11,195 | 17,552 | 28,747 | 52.3% |
| Communications | 40,000 | 13,973 | | 13,973 | 34.9% |
| Computer Replacement | 40,000 | 1,526 | | 1,526 | 3.8% |
| Computer Software & Supplies | 95,000 | 73,037 | 2,389 | 75,427 | 79.4% |
| Contractual Services | 190,000 | 153,515 | | 153,515 | 80.8% |
| Equipment - General | 1,000 | 0 | | 0 | 0.0% |
| Financial Services | 28,843 | 0 | | 0 | 0.0% |
| Fund Balance Appropriations | 277,483 | 90,553 | 88,052 | 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 | 2,101 | | 2,101 | 26.3% |
| Library Catalog & Website Services | 185,000 | 143,016 | | 143,016 | 77.3% |
| Library Programs | 25,000 | 6,496 | | 6,496 | 26.0% |
| Local Mileage | 3,000 | 720 | | 720 | 24.0% |
| Maintenance Supplies | 18,000 | 8,198 | 360 | 8,558 | 47.5% |
| Memberships | 9,000 | 4,014 | | 4,014 | 44.6% |
| Miscellaneous | 2,000 | 207 | | 207 | 10.3% |
| Postage | 17,000 | 6,484 | | 6,484 | 38.1% |
| Printing | 4,000 | 2,950 | | 2,950 | 73.8% |
| Professional Services | 16,000 | 0 | | 0 | 0.0% |
| Supplies | 70,000 | 16,107 | | 16,107 | 23.0% |
| Travel & Training | 25,000 | 8,825 | | 8,825 | 35.3% |
| User Refunds | 0 | 84 | | 84 | N/A |
| Utilities | 230,000 | 92,812 | | 92,812 | 40.4% |
| Vehicle Services | 20,000 | 6,486 | | 6,486 | 32.4% |
| Subtotal | 1,570,501 | 721,736 | 108,354 | 830,089 | 52.9% |
| TOTAL | 9,273,667 | 3,560,460 | 108,354 | 3,668,814 | 39.6% |

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

| REVENUE | Amended Budget | FY 2026 Received | Total Received | % Received |
|-----------------------|-----------------------|-------------------------|-----------------------|-------------------|
| City of Williamsburg | 1,141,588 | 475,662 | 475,662 | 41.7% |
| James City County | 6,305,171 | 2,627,155 | 2,627,155 | 41.7% |
| York County | 890,410 | 371,004 | 371,004 | 41.7% |
| State Aid | 502,549 | 253,040 | 253,040 | 50.4% |
| Fund Balance | 7,466 | 0 | 0 | N/A |
| Lost Books | 11,000 | 3,370 | 3,370 | 30.6% |
| Interest | 55,000 | 44,921 | 44,921 | 81.7% |
| Copy Machines | 40,000 | 17,839 | 17,839 | 44.6% |
| Other Library Revenue | 10,000 | 2,139 | 2,139 | 21.4% |
| Meeting Room Use | 33,000 | 17,312 | 17,312 | 52.5% |
| TOTAL | 8,996,184 | 3,812,442 | 3,812,442 | 42.4% |

NON-BUDGETED OPERATING REPORT

| Program | Revenue | Spent | Encumber | Total Spent & Encumber |
|---------------------------|----------------|--------------|-----------------|-----------------------------------|
| Gifts & Memorials | 8,835 | 13,062 | | 13,062 |
| Friends of WRL Foundation | 84,103 | 94,357 | 1,780 | 96,137 |
| Library Grants | 7,269 | 6,381 | | 6,381 |
| Program Services | 2,226 | 865 | | 865 |
| Subtotal | 102,433 | 114,665 | 1,780 | 116,445 |

| | |
|-------------------------|--------|
| Percentage of year past | 41.67% |
| Payroll % of year past | 41.67% |

January 9, 2026

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

| <u>Account Name</u> | <u>Budget</u> | <u>Spent Encumbered</u> | | <u>Explanation</u> |
|------------------------------|---------------|-------------------------|-------|---|
| Computer Software & Supplies | \$95,000 | \$90,216 | 95.0% | Annual Renewals for Print Management & Microsoft Licensing increased. |
| Contractual Services | \$190,000 | \$168,297 | 88.6% | Annual HVAC contract paid |
| Leases | \$38,000 | \$31,565 | 83.1% | Annual Copier Lease paid |

Percentage of year passed 50.0%

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

| EXPENDITURES | Amended | FY 2026 | | FY 2026 | % Spent & |
|------------------------------------|------------------|------------------|-----------------|------------------|-------------------|
| Compensation | Budget | Actual | Encumber | Total | Encumbered |
| Salaries | 4,211,730 | 1,904,327 | | 1,904,327 | 45.2% |
| Wages | 920,336 | 446,406 | | 446,406 | 48.5% |
| FICA | 390,728 | 173,751 | | 173,751 | 44.5% |
| Virginia Retirement Systems | 644,601 | 274,933 | | 274,933 | 42.7% |
| Health Insurance | 769,176 | 323,190 | | 323,190 | 42.0% |
| Workers Comp Insurance & Unemploy | 16,924 | 6,566 | | 6,566 | 38.8% |
| VRS Group Life Insurance | 54,627 | 21,970 | | 21,970 | 40.2% |
| Fringe Benefits | 15,044 | 6,344 | | 6,344 | 42.2% |
| Tuition Assistance | 0 | 0 | | 0 | N/A |
| Benefits Total | 1,891,100 | 806,753 | 0 | 806,753 | 42.7% |
| Subtotal | 7,023,166 | 3,157,486 | 0 | 3,157,486 | 45.0% |
| Collection Materials | | | | | |
| Collection Materials | 680,000 | 299,898 | 77,008 | 376,906 | 55.4% |
| Subtotal | 680,000 | 299,898 | 77,008 | 376,906 | 55.4% |
| Operations | | | | | |
| Advertising | 10,000 | 2,845 | | 2,845 | 28.5% |
| Bank Fees | 10,000 | 4,651 | | 4,651 | 46.5% |
| Bindery | 0 | 0 | | 0 | N/A |
| Building Maintenance | 55,000 | 11,284 | 17,552 | 28,836 | 52.4% |
| Communications | 40,000 | 15,696 | | 15,696 | 39.2% |
| Computer Replacement | 40,000 | 1,526 | | 1,526 | 3.8% |
| Computer Software & Supplies | 95,000 | 75,440 | 14,776 | 90,216 | 95.0% |
| Contractual Services | 190,000 | 168,297 | | 168,297 | 88.6% |
| Equipment - General | 1,000 | 0 | | 0 | 0.0% |
| Financial Services | 28,843 | 0 | | 0 | 0.0% |
| Fund Balance Appropriations | 677,483 | 312,341 | 270,678 | 583,020 | 86.1% |
| 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 | 758 | | 758 | 10.1% |
| Library Board Expenses | 8,000 | 2,101 | | 2,101 | 26.3% |
| Library Catalog & Website Services | 185,000 | 145,611 | | 145,611 | 78.7% |
| Library Programs | 25,000 | 6,715 | | 6,715 | 26.9% |
| Local Mileage | 3,000 | 797 | | 797 | 26.6% |
| Maintenance Supplies | 18,000 | 8,590 | | 8,590 | 47.7% |
| Memberships | 9,000 | 4,229 | | 4,229 | 47.0% |
| Miscellaneous | 2,000 | 207 | | 207 | 10.3% |
| Postage | 17,000 | 7,872 | | 7,872 | 46.3% |
| Printing | 4,000 | 3,174 | | 3,174 | 79.4% |
| Professional Services | 16,000 | 14,800 | | 14,800 | 92.5% |
| Supplies | 70,000 | 16,998 | | 16,998 | 24.3% |
| Travel & Training | 25,000 | 8,955 | | 8,955 | 35.8% |
| User Refunds | 0 | 84 | | 84 | N/A |
| Utilities | 230,000 | 111,502 | | 111,502 | 48.5% |
| Vehicle Services | 20,000 | 6,486 | | 6,486 | 32.4% |
| Subtotal | 1,970,501 | 1,003,244 | 303,006 | 1,306,250 | 66.3% |
| TOTAL | 9,673,667 | 4,460,627 | 380,014 | 4,840,642 | 50.0% |

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

| REVENUE | Amended Budget | FY 2026 Received | Total Received | % Received |
|-----------------------|---------------------------|-----------------------------|---------------------------|-----------------------|
| City of Williamsburg | 1,141,588 | 570,794 | 570,794 | 50.0% |
| James City County | 6,305,171 | 3,152,586 | 3,152,586 | 50.0% |
| York County | 890,410 | 445,205 | 445,205 | 50.0% |
| State Aid | 502,549 | 253,040 | 253,040 | 50.4% |
| Fund Balance | 7,466 | 0 | 0 | N/A |
| Lost Books | 11,000 | 4,070 | 4,070 | 37.0% |
| Interest | 55,000 | 53,292 | 53,292 | 96.9% |
| Copy Machines | 40,000 | 20,831 | 20,831 | 52.1% |
| Other Library Revenue | 10,000 | 10,492 | 10,492 | 104.9% |
| Meeting Room Use | 33,000 | 18,942 | 18,942 | 57.4% |
| TOTAL | 8,996,184 | 4,529,251 | 4,529,251 | 50.3% |

NON-BUDGETED OPERATING REPORT

| Program | Revenue | Spent | Encumber | Total Spent & Encumber |
|---------------------------|----------------|--------------|-----------------|---------------------------------------|
| Gifts & Memorials | 48,584 | 13,964 | | 13,964 |
| Friends of WRL Foundation | 170,421 | 99,587 | | 99,587 |
| Library Grants | 7,257 | 5,661 | | 5,661 |
| Program Services | 4,391 | 1,145 | | 1,145 |
| Subtotal | 230,653 | 120,356 | 0 | 120,356 |

| | |
|-------------------------|--------|
| Percentage of year past | 50.00% |
| Payroll % of year past | 50.00% |

Board of Trustees of the Williamsburg Regional Library

January 14, 2026 | Stryker Center, Meeting Room 128

Agenda Item Summary

Item: 7.B – Action Item: FY 2027 WRL Proposed Budget

The WRL Finance Committee met with staff to review the FY 2027 Proposed Budget. The following documents are presented for consideration:

FY 2027 Proposed Budget

- Local Funding by Circulation
- Funding Formula Calculation
- City/County Fees Calculation
- Estimated Non-Budgetary Income

The FY 2027 budget continues the library's commitment to fiscal responsibility and operational efficiency. The proposal budget includes a modest 2.71% increase over the previous year—well below the 5% cap established by contract. This careful approach reflects the library's ongoing dedication to sound financial management and prudent use of public funds.

Priorities

1. Maintaining Jurisdictional Stability
The library remains focused on keeping jurisdictional cost increases under 10%, ensuring alignment with the financial expectations and capacity of our funding partners.
2. Maximizing Staffing Efficiencies
Three position reclassifications are anticipated in FY 2027, designed to better align roles and responsibilities with current service demands. The library continues to emphasize efficiency by maintaining current staffing levels while meeting operational needs.
3. Compensation Planning
 - The budget includes a \$190,000 reduction on the overall compensation line for Position Vacancy Savings, demonstrating proactive management of staffing costs.
 - The continued un-funding of two positions from FY 2025 underscores the library's ability to sustain service quality while containing costs.
 - A 3% increase in compensation and benefits accounts for anticipated market adjustments and cost-of-living increases.

Summary

The FY 2027 Proposed Budget represents a balanced, forward-looking plan that addresses rising operational expenses while maintaining fiscal discipline. It reinforces the library's commitment to delivering exceptional public services, managing resources wisely, and upholding the confidence of its funding partners and community.

The following summary of operations budget line increases/decreases are proposed to support new costs or initiatives.

- The Collection Materials budget increased 2.94% or \$20,000 to fund the increasing costs of digital formats and databases.
- The Communications budget decreased by \$4,000 to reflect savings in tele-communications services for such internet and Wi-Fi devices.

- The Computer Replacement budget increased by \$15,000 to support current replacement schedules.
- The Computer Software & Supplies budget increased \$2,000 to support current purchases.
- The Contractual Services budget increased \$6,000 to fund increases in contracts such as custodial services and HVAC maintenance.
- The Insurance budget increased by \$1,500 to reflect current costs of property and other coverages.
- The Legal/Recovery Services budget decreased by \$2,500 to reflect savings in costs.
- The Catalog & Website Services budget decreased by \$20,000 to reflect savings in new technology project costs.
- The Maintenance Supplies budget increased by \$1,000 to reflect costs of cleaning supplies.
- The postage budget increased by \$1,000 to reflect increased costs.
- The Supplies budget decreased by \$5,000 to reflect savings from maintaining divisional and program costs.

Local jurisdiction funding calculations were based on the contract for library services. York County's contribution percentage increased from 10.68% to 11.26% as a result of increased circulation usage. James City County and the City of Williamsburg split the remaining portion of funding based on their jurisdiction's circulation percentages 85.57% and 14.43%, respectively.

The library follows the James City County Payroll and Personnel policies by contract. The compensation section of the budget will be revised when guidance is received from James City County Financial & Management Services

Approved by the WRL board of trustees on January 28, 2026

**Williamsburg Regional Library
Proposed Budget
Fiscal Year 2027**

| | FY 2025 Approved Budget | FY 2025 YTD ACTUAL | FY 2026 Approved Budget | FY 2027 Proposed Budget | \$\$ Change from FY26 Budget | % Change from FY26 Budget |
|-------------------------------|--|-----------------------------------|--|--|---|--|
| Compensation | | | | | | |
| Salaries & Wages | 5,078,939 | 4,595,484 | 5,281,906 | 5,440,363 | 158,457 | 3.00% |
| FICA | 388,539 | 339,422 | 401,689 | 413,740 | 12,051 | 3.00% |
| Virginia Retirement System | 616,147 | 551,517 | 654,951 | 674,600 | 19,649 | 3.00% |
| Health Insurance | 740,940 | 639,088 | 786,564 | 810,161 | 23,597 | 3.00% |
| Retire Medical/Def Comp Match | 14,387 | 12,413 | 15,626 | 16,095 | 469 | 3.00% |
| Unemp/Life/Workers Comp | 72,746 | 59,012 | 72,430 | 74,603 | 2,173 | 3.00% |
| COMPENSATION SUBTOTAL | 6,911,698 | 6,196,936 | 7,213,166 | 7,429,561 | 216,395 | 3.00% |
| Position Vacancy Savings | 0 | 0 | (190,000) | (190,000) | 0 | 0.00% |
| COMPENSATION TOTAL | 6,911,698 | 6,196,936 | 7,023,166 | 7,239,561 | 216,395 | 3.08% |
| Collections | | | | | | |
| Collections | 660,000 | 659,331 | 680,000 | 700,000 | 20,000 | 2.94% |
| COLLECTIONS SUBTOTAL | 660,000 | 659,331 | 680,000 | 700,000 | 20,000 | 2.94% |
| Operations | | | | | | |
| Advertising | 10,000 | 7,257 | 10,000 | 10,000 | 0 | 0.00% |
| Bank/Credit Card Fees | 9,500 | 8,377 | 10,000 | 10,000 | 0 | 0.00% |
| Building Maintenance | 55,000 | 31,340 | 55,000 | 55,000 | 0 | 0.00% |
| Communications | 40,000 | 31,510 | 40,000 | 36,000 | (4,000) | -10.00% |
| Computer Replacement | 45,000 | 59,626 | 40,000 | 55,000 | 15,000 | 37.50% |
| Computer Software & Supplies | 75,000 | 79,669 | 80,000 | 82,000 | 2,000 | 2.50% |
| Contractual Services | 180,000 | 182,561 | 190,000 | 196,000 | 6,000 | 3.16% |
| Equipment | 1,000 | 2,567 | 1,000 | 1,000 | 0 | 0.00% |
| Financial Services (City) | 28,371 | 28,371 | 28,843 | 29,595 | 752 | 2.61% |
| Fund Balance Projects | 0 | 421,992 | 0 | 0 | 0 | N/A |
| Human Resources (JCC) | 95,963 | 95,960 | 103,675 | 105,347 | 1,672 | 1.61% |
| Insurance | 42,000 | 41,168 | 42,000 | 43,500 | 1,500 | 3.57% |
| Leases | 40,000 | 35,590 | 38,000 | 38,000 | 0 | 0.00% |
| Legal/Recovery Services | 7,500 | 2,660 | 7,500 | 5,000 | (2,500) | -33.33% |
| Board & Recognition Expenses | 7,500 | 11,468 | 8,000 | 8,000 | 0 | 0.00% |
| Catalog & Website Services | 170,000 | 158,847 | 185,000 | 165,000 | (20,000) | -10.81% |
| Library Programs | 25,000 | 22,711 | 25,000 | 25,000 | 0 | 0.00% |
| Local Mileage | 4,000 | 3,027 | 3,000 | 3,000 | 0 | 0.00% |
| Maintenance Supplies | 18,000 | 18,556 | 18,000 | 19,000 | 1,000 | 5.56% |
| Memberships | 9,000 | 8,268 | 9,000 | 9,000 | 0 | 0.00% |
| Miscellaneous | 2,000 | 1,179 | 2,000 | 2,000 | 0 | 0.00% |
| Postage | 17,000 | 16,958 | 17,000 | 18,000 | 1,000 | 5.88% |
| Printing | 5,000 | 2,415 | 4,000 | 4,000 | 0 | 0.00% |
| Professional Services | 16,000 | 14,400 | 16,000 | 16,000 | 0 | 0.00% |
| Software Maintenance | 15,000 | 9,445 | 15,000 | 15,000 | 0 | 0.00% |
| Supplies | 70,000 | 58,263 | 70,000 | 65,000 | (5,000) | -7.14% |
| Travel & Training | 25,000 | 5,352 | 25,000 | 25,000 | 0 | 0.00% |
| User Refunds | 0 | 174 | 0 | 0 | 0 | N/A |
| Utilities | 230,000 | 220,886 | 230,000 | 235,000 | 5,000 | 2.17% |
| Vehicle Services | 20,000 | 24,802 | 20,000 | 25,000 | 5,000 | 25.00% |
| OPERATIONS SUBTOTAL | 1,262,834 | 1,605,397 | 1,293,018 | 1,300,442 | 7,424 | 0.57% |
| TOTAL | 8,834,532 | 8,461,664 | 8,996,184 | 9,240,003 | 243,819 | 2.71% |

**Williamsburg Regional Library
Proposed Budget
Fiscal Year 2027**

| | FY 2025 Approved Budget | FY 2025 YTD ACTUAL | FY 2026 Approved Budget | FY 2027 Proposed Budget | \$\$ Change from FY26 Budget | % Change from FY26 Budget |
|----------------------------|--|-----------------------------------|--|--|---|--|
| Government | | | | | | |
| City of Williamsburg | 1,085,316 | 1,085,316 | 1,141,588 | 1,097,030 | (44,558) | -3.90% |
| James City County | 6,223,211 | 6,223,210 | 6,305,171 | 6,505,396 | 200,225 | 3.18% |
| York County | 826,845 | 826,845 | 890,410 | 964,653 | 74,243 | 8.34% |
| State Aid | 510,015 | 510,015 | 502,549 | 508,924 | 6,375 | 1.27% |
| Fund Balance | 56,145 | 0 | 7,466 | 0 | (7,466) | -100.00% |
| GOVERNMENT SUBTOTAL | 8,701,532 | 8,645,386 | 8,847,184 | 9,076,003 | 228,819 | 2.59% |
| Generated | | | | | | |
| Lost Books | 10,000 | 10,815 | 11,000 | 11,000 | 0 | 0.00% |
| Interest | 45,000 | 90,784 | 55,000 | 70,000 | 15,000 | 27.27% |
| Copy Machines | 35,000 | 37,591 | 40,000 | 40,000 | 0 | 0.00% |
| Other Library Revenue | 10,000 | 11,165 | 10,000 | 10,000 | 0 | 0.00% |
| Meeting Room Use | 33,000 | 31,126 | 33,000 | 33,000 | 0 | 0.00% |
| GENERATED SUBTOTAL | 133,000 | 181,482 | 149,000 | 164,000 | 15,000 | 10.07% |
| TOTAL | 8,834,532 | 8,826,868 | 8,996,184 | 9,240,003 | 243,819 | 2.71% |

**Williamsburg Regional Library
For Budget Fiscal Year Ending June 30, 2027
Local Funding by Circulation**

| FY 2025 | City of W | James City | Subtotal | York | Subtotal | Other | Total |
|----------------------------------|----------------|----------------|------------------|----------------|------------------|---------------|------------------|
| Physical Circulation | 102,726 | 641,920 | 744,646 | 123,619 | 868,265 | 8,252 | 876,517 |
| Digital Circulation | 45,703 | 238,602 | 284,305 | 44,889 | 329,194 | 5,514 | 334,708 |
| FY 2024 Total Circulation | 148,429 | 880,522 | 1,028,951 | 168,508 | 1,197,459 | 13,766 | 1,211,225 |
| Local Funds Percentages | 12.40% | 73.53% | | 14.07% | | | |
| York Reduced 80% for Local Funds | | | | 11.26% | | | |
| City/JCC Split Circulation | 148,429 | 880,522 | 1,028,951 | | | | |
| City/JCC Split Local Funds | 14.43% | 85.57% | 100.00% | | | | |

| FY 2024 | City of W | James City | Subtotal | York | Subtotal | Other | Total |
|----------------------------------|----------------|----------------|----------------|----------------|------------------|---------------|------------------|
| Physical Circulation | 97,244 | 564,358 | 661,602 | 105,242 | 766,844 | 6,141 | 772,985 |
| Digital Circulation | 44,082 | 216,206 | 260,288 | 36,788 | 297,076 | 5,164 | 302,240 |
| FY 2024 Total Circulation | 141,326 | 780,564 | 921,890 | 142,030 | 1,063,920 | 11,305 | 1,075,225 |
| Local Funds Percentages | 13.28% | 73.37% | | 13.35% | | | |
| York Reduced 80% for Local Funds | | | | 10.68% | | | |
| City/JCC Split Circulation | 141,326 | 780,564 | 921,890 | | | | |
| City/JCC Split Local Funds | 15.33% | 84.67% | 100.00% | | | | |

| FY 2023 | City of W | James City | Subtotal | York | Subtotal | Other | Total |
|----------------------------------|----------------|----------------|----------------|----------------|------------------|---------------|------------------|
| Physical Circulation | 101,010 | 608,176 | 709,186 | 106,135 | 815,321 | 7,988 | 823,309 |
| Digital Circulation | 37,492 | 186,144 | 223,636 | 29,528 | 253,164 | 5,017 | 258,181 |
| FY 2023 Total Circulation | 138,502 | 794,320 | 932,822 | 135,663 | 1,068,485 | 13,005 | 1,081,490 |
| Local Funds Percentages | 12.96% | 74.34% | | 12.70% | | | |
| York Reduced 80% for Local Funds | | | | 10.16% | | | |
| City/JCC Split Circulation | 138,502 | 794,320 | 932,822 | | | | |
| City/JCC Split Local Funds | 14.85% | 85.15% | 100.00% | | | | |

Williamsburg Regional Library
 Funding Formula Calculation
 For FY 2027

| | | | |
|---|----|-----------|---------------------|
| FY 2027 Proposed Budget | \$ | 9,240,003 | |
| Minus: State Aid | \$ | (508,924) | |
| Minus: Generated Revenue + Fund Balance | \$ | (164,000) | |
| FY 2027 Tri-Jursidiction Funding Amount | | | \$ 8,567,079 |
| York County Funding (Reduced to 80%) | \$ | | 964,653 |
| City & JCC Funded | \$ | | 7,602,426 |

| BUDGET FOR FY 2027 | FY 2025 Circ % | FY 2026 Adopted Budget (LEVEL) | FY 2027 Planning Split based on Funding % | Difference | % Change from FY26 |
|----------------------|-------------------|-----------------------------------|---|-------------|-----------------------------|
| York County | 11.26% | \$ 890,410 | \$ 964,653 | \$ 74,243 | 8.34% |
| City of Williamsburg | 14.43% | \$ 1,141,588 | \$ 1,097,030 | \$ (44,558) | -3.90% |
| James City County | 85.57% | \$ 6,305,171 | \$ 6,505,396 | \$ 200,225 | 3.18% |
| Total | | \$ 8,337,169 | \$ 8,567,079 | \$ 229,910 | |

**Williamsburg Regional Library
For Fiscal Year Ending June 30, 2027
City/County Fees Calculation**

| | Percent not to exceed | FY 2026 Budget | FY 2027 Fee |
|---|-----------------------------|-------------------|----------------|
| City of Williamsburg - Financial Services | 1.5% | \$ 1,973,018 | \$ 29,595 |
| James City County - Human Resources | 1.5% | \$ 7,023,166 | \$ 105,347 |
| | | <hr/> | |
| | | \$ 8,996,184 | |

**Williamsburg Regional Library
For Fiscal Year Ending June 30, 2027
Estimated Non-Budgetary Income ****

| | FY 2026 | FY 2027 | | |
|----------------------|----------------|----------------|---------------|--------------|
| | Estimate | Estimate | \$\$Change | % Change |
| Gifts & Memorials | 55,000 | 55,000 | 0 | 0.00% |
| Friends & Foundation | 200,000 | 250,000 | 50,000 | 25.00% |
| Library Grants | 10,000 | 10,000 | 0 | 0.00% |
| Program Services | 20,000 | 20,000 | 0 | 0.00% |
| TOTAL | 285,000 | 335,000 | 50,000 | 0.00% |

**** Over 90% of all gifts to WRL are designated for particular collections, programs, or services. Expenditures relating to gift are recorded separately and are not shown in the proposed bud**

Williamsburg Regional Library Statistical Report — FY 2026 - November 2025

| <u>CIRCULATION by Locality</u> | WMSB | JCC | YORK | OTHER | Monthly | YTD | %Change FY25 |
|--------------------------------------|---------------|----------------|---------------|---------------|---------------|----------------|-----------------|
| Williamsburg Library | 6,648 | 25,903 | 6,179 | 191 | 38,921 | 209,679 | -3.8% |
| James City County Library | 1,298 | 20,867 | 3,080 | 248 | 25,493 | 143,510 | -5.8% |
| Outreach | 527 | 2,230 | 136 | 165 | 3,058 | 13,285 | -0.6% |
| Digital Collection | 3,426 | 18,920 | 3,349 | 583 | 26,278 | 139,554 | 4.3% |
| Monthly Total | 11,899 | 67,920 | 12,744 | 1,187 | 93,750 | 506,028 | -2.2% |
| Percent of Monthly Total | 12.69% | 72.45% | 13.59% | 1.27% | 100.00% | 539.76% | |
| Year to Date Total | 61,494 | 368,523 | 70,181 | 5,830 | | 506,028 | |
| Percent of YTD Total | 12.15% | 72.83% | 13.87% | 1.15% | | | |
| Percent Change from Last Year | -3.97% | -1.75% | -3.21% | -1.54% | 2.07% | -2.23% | |

| <u>CIRCULATION by Audience**</u> | Adult | Youth | Young Adult | Monthly | YTD | %Change FY25 |
|----------------------------------|---------------|---------------|--------------|---------------|----------------|-----------------|
| Williamsburg Library | 22,073 | 15,381 | 1,363 | 38,817 | 210,192 | -3.9% |
| James City County Library | 10,488 | 14,020 | 824 | 25,332 | 144,179 | -5.7% |
| Outreach | 1,893 | 1,151 | 31 | 3,075 | 13,313 | -0.2% |
| Monthly Total | 34,454 | 30,552 | 2,218 | 67,224 | 367,684 | -4.5% |

** Does not include Digital Circulation

| <u>CIRCULATION by Type</u> | Print | Non-Print | Monthly | YTD | %Change FY25 |
|----------------------------|---------------|---------------|---------------|----------------|-----------------|
| Williamsburg Library | 31,434 | 7,487 | 38,921 | 209,507 | -3.8% |
| James City County Library | 21,027 | 4,457 | 25,484 | 143,633 | -5.6% |
| Outreach | 2,434 | 643 | 3,077 | 13,299 | -0.2% |
| Digital Collection | N/A | 28,250 | 28,250 | 149,423 | 3.6% |
| Monthly Total | 54,895 | 40,837 | 95,732 | 515,862 | -2.2% |

| <u>COLLECTION</u> | Print | Non-Print | Total | %Change FY25 |
|---------------------------|----------------|---------------|----------------|-----------------|
| Williamsburg Library | 110,217 | 13,602 | 123,819 | 0.6% |
| James City County Library | 74,377 | 12,779 | 87,156 | -0.7% |
| Outreach | 5,250 | 2,759 | 8,009 | -1.7% |
| Digital Collection*** | 0 | 44,971 | 44,971 | 4.9% |
| Total | 189,844 | 74,111 | 263,955 | 0.8% |

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

| <u>HOLDS FILLED</u> | Monthly | YTD | %Change FY25 |
|---------------------------|---------------|---------------|-----------------|
| Williamsburg Library | 9,045 | 48,906 | -4.1% |
| James City County Library | 4,662 | 30,683 | -8.9% |
| Outreach | 728 | 4,333 | -12.9% |
| Total | 14,435 | 83,922 | -6.4% |

| <u>USER CARDS</u> | Number | %Change FY25 |
|-------------------|---------------|-----------------|
| Williamsburg | 7,691 | -1.1% |
| James City County | 36,902 | -0.2% |
| York County | 7,425 | 2.2% |
| Other ^ | 481 | 64.7% |
| Total | 52,499 | 0.4% |

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2026 - November 2025

| <u>USER QUESTIONS</u> | Adult | Youth | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|--------------|--------------|---------------|-----------------|
| Williamsburg Library | 2,568 | 819 | 3,387 | 21,432 | 4.0% |
| James City County Library | 1,231 | 774 | 2,005 | 12,636 | 12.6% |
| Stryker Center | 42 | 0 | 42 | 688 | -45.3% |
| Outreach | 1,873 | 856 | 2,729 | 15,475 | -0.4% |
| Via Electronic | 281 | 0 | 281 | 1,277 | -23.4% |
| Monthly Total | 5,995 | 2,449 | 8,444 | 51,508 | 2.4% |

| <u>PC & Wi-Fi USE</u> | PC Use | YTD | %Change FY25 | Wi-Fi Use | YTD | %Change FY25 |
|---------------------------|--------------|---------------|-----------------|---------------|----------------|-----------------|
| Williamsburg Library | 2,437 | 15,080 | -15.8% | 12,056 | 64,223 | -3.2% |
| James City County Library | 2,752 | 16,538 | -13.6% | 11,404 | 64,205 | 9.8% |
| Outreach | 486 | 2,522 | -7.1% | 373 | 2,147 | -8.9% |
| Abram Frink | N/A | N/A | N/A | 1,101 | 4,702 | 0.0% |
| Total | 5,675 | 34,140 | -14.1% | 24,934 | 135,277 | 2.5% |

| <u>PROGRAM ATTENDANCE</u> | Adult | Youth | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|--------------|--------------|---------------|-----------------|
| Williamsburg Library | 1,063 | 1,206 | 2,269 | 14,703 | 5.5% |
| James City County Library | 100 | 690 | 790 | 11,175 | 25.9% |
| Stryker Center | 212 | 222 | 434 | 2,905 | -2.8% |
| Outreach | 228 | 1,584 | 1,812 | 12,947 | -30.6% |
| Virtual Programming | 202 | 96 | 298 | 1,327 | 86.6% |
| Monthly Total | 1,805 | 3,798 | 5,603 | 43,057 | -4.6% |

| <u>MEETING ROOM USE</u> | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|---------------|-----------------|
| Williamsburg Library | 1,552 | 5,861 | 36.3% |
| James City County Library | 896 | 3,283 | 19.3% |
| Stryker Center | 228 | 1,097 | 77.2% |
| Total | 2,676 | 10,241 | 33.5% |

| <u>VISITS</u> | Monthly | YTD | %Change FY25 |
|---------------------------|---------------|----------------|-----------------|
| Williamsburg Library | 18,291 | 108,111 | -20.6% |
| James City County Library | 11,949 | 76,607 | 0.3% |
| Stryker Center | 828 | 4,855 | 7.7% |
| Total | 31,068 | 189,573 | -12.7% |

| <u>MEDIA</u> | Monthly | YTD | %Change FY25 |
|----------------|---------------|----------------|-----------------|
| Website Visits | 81,592 | 251,041 | 50.1% |
| Mobile App | 2,604 | 61,388 | 5.4% |
| Total | 84,196 | 312,429 | 38.5% |

Williamsburg Regional Library November 2025 Snapshot

| Library Visits | Monthly | YTD | Percent of Total |
|---------------------------|----------------|----------------|-------------------------|
| Williamsburg Library | 18,291 | 108,111 | 57% |
| James City County Library | 11,949 | 76,607 | 40% |
| Stryker Center | 828 | 4,855 | 3% |
| Total Visits | 31,068 | 189,573 | |

Williamsburg Library Circulation

| Locality | WL Monthly | WL YTD | Percent of Total |
|----------------------|-------------------|----------------|-------------------------|
| City of Williamsburg | 6,648 | 34,839 | 17% |
| James City County | 25,903 | 141,112 | 67% |
| York County | 6,179 | 32,410 | 15% |
| Other | 191 | 1,318 | 1% |
| Total | 38,921 | 209,679 | |

James City County Library Circulation

| Locality | JCCL Monthly | JCCL YTD | Percent of Total |
|----------------------|---------------------|-----------------|-------------------------|
| City of Williamsburg | 1,298 | 5,521 | 4% |
| James City County | 20,867 | 117,232 | 82% |
| York County | 3,080 | 19,299 | 13% |
| Other | 248 | 1,458 | 1% |
| Total | 25,493 | 143,510 | |

Total Physical Circulation by Locality

| Locality | Monthly | YTD | Percent of Total |
|----------------------|----------------|----------------|-------------------------|
| City of Williamsburg | 8,473 | 42,870 | 12% |
| James City County | 49,000 | 268,170 | 73% |
| York County | 9,395 | 52,136 | 14% |
| Other | 604 | 3,298 | 1% |
| Total | 67,472 | 366,474 | |

Digital Circulation by Locality

| Locality | Monthly | YTD | Percent of Total |
|----------------------|----------------|----------------|-------------------------|
| City of Williamsburg | 3,426 | 18,624 | 13% |
| James City County | 18,920 | 100,353 | 70% |
| York County | 3,349 | 18,045 | 13% |
| Other | 1,187 | 5,830 | 4% |
| Total | 26,882 | 142,852 | |

Williamsburg Regional Library Statistical Report — FY 2026 - December 2025

| <u>CIRCULATION by Locality</u> | WMSB | JCC | YORK | OTHER | Monthly | YTD | %Change FY25 |
|--------------------------------------|---------------|----------------|---------------|---------------|---------------|----------------|-----------------|
| Williamsburg Library | 6,390 | 24,842 | 6,072 | 179 | 37,483 | 247,162 | -3.4% |
| James City County Library | 1,173 | 20,362 | 3,281 | 261 | 25,077 | 168,587 | -5.1% |
| Outreach | 434 | 2,334 | 102 | 195 | 3,065 | 16,350 | 2.1% |
| Digital Collection | 2,898 | 21,463 | 2,166 | 253 | 26,780 | 166,334 | 3.3% |
| Monthly Total | 10,895 | 69,001 | 11,621 | 888 | 92,405 | 598,433 | -2.0% |
| Percent of Monthly Total | 11.79% | 74.67% | 12.58% | 0.96% | 100.00% | 647.62% | |
| Year to Date Total | 72,389 | 437,524 | 81,802 | 6,718 | | 598,433 | |
| Percent of YTD Total | 12.10% | 73.11% | 13.67% | 1.12% | | | |
| Percent Change from Last Year | -3.92% | -1.15% | -4.42% | -3.09% | -0.55% | -1.97% | |

| <u>CIRCULATION by Audience**</u> | Adult | Youth | Young Adult | Monthly | YTD | %Change FY25 |
|----------------------------------|---------------|---------------|--------------|---------------|----------------|-----------------|
| Williamsburg Library | 21,454 | 14,561 | 1,376 | 37,391 | 247,583 | -3.5% |
| James City County Library | 10,911 | 13,161 | 857 | 24,929 | 169,108 | -5.2% |
| Outreach | 1,845 | 1,220 | 38 | 3,103 | 16,416 | 2.5% |
| Monthly Total | 34,210 | 28,942 | 2,271 | 65,423 | 433,107 | -4.0% |

** Does not include Digital Circulation

| <u>CIRCULATION by Type</u> | Print | Non-Print | Monthly | YTD | %Change FY25 |
|----------------------------|---------------|---------------|---------------|----------------|-----------------|
| Williamsburg Library | 30,707 | 6,778 | 37,485 | 246,992 | -3.4% |
| James City County Library | 20,631 | 4,444 | 25,075 | 168,708 | -5.0% |
| Outreach | 2,496 | 608 | 3,104 | 16,403 | 2.6% |
| Digital Collection | N/A | 29,076 | 29,076 | 178,499 | 3.0% |
| Monthly Total | 53,834 | 40,906 | 94,740 | 610,602 | -1.9% |

| <u>COLLECTION</u> | Print | Non-Print | Total | %Change FY25 |
|---------------------------|----------------|---------------|----------------|-----------------|
| Williamsburg Library | 110,749 | 13,625 | 124,374 | 1.3% |
| James City County Library | 74,719 | 12,812 | 87,531 | 0.6% |
| Outreach | 5,265 | 2,754 | 8,019 | -2.0% |
| Digital Collection*** | 0 | 45,160 | 45,160 | 4.6% |
| Total | 190,733 | 74,351 | 265,084 | 1.5% |

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

| <u>HOLDS FILLED</u> | Monthly | YTD | %Change FY25 |
|---------------------------|---------------|---------------|-----------------|
| Williamsburg Library | 10,455 | 59,361 | -1.0% |
| James City County Library | 4,125 | 34,808 | -11.6% |
| Outreach | 862 | 5,195 | -11.2% |
| Total | 15,442 | 99,364 | -5.5% |

| <u>USER CARDS</u> | Number | %Change FY25 |
|-------------------|---------------|-----------------|
| Williamsburg | 7,683 | -1.0% |
| James City County | 36,967 | 0.4% |
| York County | 7,415 | 2.0% |
| Other ^ | 572 | 94.6% |
| Total | 52,637 | 0.9% |

^ Non residents with special recognition cards

Williamsburg Regional Library Statistical Report — FY 2026 - December 2025

| <u>USER QUESTIONS</u> | Adult | Youth | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|--------------|--------------|---------------|-----------------|
| Williamsburg Library | 2,416 | 684 | 3,100 | 24,532 | 1.4% |
| James City County Library | 1,164 | 692 | 1,856 | 14,492 | 10.2% |
| Stryker Center | 66 | 0 | 66 | 754 | -44.1% |
| Outreach | 1,739 | 873 | 2,612 | 18,087 | -1.0% |
| Via Electronic | 264 | 0 | 264 | 1,541 | -21.6% |
| Monthly Total | 5,649 | 2,249 | 7,898 | 59,406 | 0.8% |

| <u>PC & Wi-Fi USE</u> | PC Use | YTD | %Change FY25 | Wi-Fi Use | YTD | %Change FY25 |
|---------------------------|--------------|---------------|-----------------|---------------|----------------|-----------------|
| Williamsburg Library | 2,746 | 17,826 | -14.2% | 11,463 | 75,686 | -4.5% |
| James City County Library | 3,359 | 19,897 | -10.3% | 10,135 | 74,340 | 7.5% |
| Outreach | 693 | 3,215 | 1.9% | 498 | 2,645 | -0.2% |
| Abram Frink | N/A | N/A | N/A | 927 | 5,629 | 0.2% |
| Total | 6,798 | 40,938 | -11.2% | 23,023 | 158,300 | 1.0% |

| <u>PROGRAM ATTENDANCE</u> | Adult | Youth | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|--------------|--------------|---------------|-----------------|
| Williamsburg Library | 1,263 | 397 | 1,660 | 16,363 | 1.6% |
| James City County Library | 76 | 2,702 | 2,778 | 13,953 | 24.6% |
| Stryker Center | 39 | 373 | 412 | 3,317 | -0.5% |
| Outreach | 156 | 1,532 | 1,688 | 14,635 | -28.9% |
| Virtual Programming | 87 | 0 | 87 | 1,414 | 65.4% |
| Monthly Total | 1,621 | 5,004 | 6,625 | 49,682 | -4.6% |

| <u>MEETING ROOM USE</u> | Monthly | YTD | %Change FY25 |
|---------------------------|--------------|---------------|-----------------|
| Williamsburg Library | 1,064 | 6,925 | 25.4% |
| James City County Library | 569 | 3,852 | 20.7% |
| Stryker Center | 486 | 1,583 | 120.5% |
| Total | 2,119 | 12,360 | 31.1% |

| <u>VISITS</u> | Monthly | YTD | %Change FY25 |
|---------------------------|---------------|----------------|-----------------|
| Williamsburg Library | 18,077 | 126,188 | -21.9% |
| James City County Library | 13,535 | 90,142 | 0.6% |
| Stryker Center | 1,047 | 5,902 | 20.9% |
| Total | 32,659 | 222,232 | -13.2% |

| <u>MEDIA</u> | Monthly | YTD | %Change FY25 |
|----------------|---------------|----------------|-----------------|
| Website Visits | 81,396 | 332,437 | 68.7% |
| Mobile App | 1,882 | 63,270 | -8.2% |
| Total | 83,278 | 395,707 | 48.8% |

Williamsburg Regional Library December 2025 Snapshot

| Library Visits | Monthly | YTD | Percent of Total |
|---------------------------|----------------|----------------|-------------------------|
| Williamsburg Library | 18,077 | 126,188 | 57% |
| James City County Library | 13,535 | 90,142 | 41% |
| Stryker Center | 1,047 | 5,902 | 3% |
| Total Visits | 32,659 | 222,232 | |

Williamsburg Library Circulation

| Locality | WL Monthly | WL YTD | Percent of Total |
|----------------------|-------------------|----------------|-------------------------|
| City of Williamsburg | 6,390 | 41,229 | 17% |
| James City County | 24,842 | 165,954 | 67% |
| York County | 6,072 | 38,482 | 16% |
| Other | 179 | 1,497 | 1% |
| Total | 37,483 | 247,162 | |

James City County Library Circulation

| Locality | JCCL Monthly | JCCL YTD | Percent of Total |
|----------------------|---------------------|-----------------|-------------------------|
| City of Williamsburg | 1,173 | 6,694 | 4% |
| James City County | 20,362 | 137,594 | 82% |
| York County | 3,281 | 22,580 | 13% |
| Other | 261 | 1,719 | 1% |
| Total | 25,077 | 168,587 | |

Total Physical Circulation by Locality

| Locality | Monthly | YTD | Percent of Total |
|----------------------|----------------|----------------|-------------------------|
| City of Williamsburg | 7,997 | 50,867 | 12% |
| James City County | 47,538 | 315,708 | 73% |
| York County | 9,455 | 61,591 | 14% |
| Other | 635 | 3,933 | 1% |
| Total | 65,625 | 432,099 | |

Digital Circulation by Locality

| Locality | Monthly | YTD | Percent of Total |
|----------------------|----------------|----------------|-------------------------|
| City of Williamsburg | 2,898 | 21,522 | 13% |
| James City County | 21,463 | 121,816 | 72% |
| York County | 2,166 | 20,211 | 12% |
| Other | 888 | 6,718 | 4% |
| Total | 27,415 | 170,267 | |