BOARD OF TRUSTEES AGENDA
February 28, 2018
3:00 p.m., Meeting Room 128, Stryker Center

I. Call to Order – Vice Chair Franz

II. Public Comment

III. Mission Moment

IV. Division Director Presentation – Alicia Phinney, Circulation Services Director

V. Consent Calendar
   • Approval Minutes – January 24, 2018
   • January Finance Report
   • Monthly Staff Reports

VI. Vice Chair’s Report – Franz
   • Short Takes for Trustees – “Library Polies”
   • Legal Services Review Update
   • Action Item: Special Meeting – March 26, 2018

VII. Library Director’s Report – Fowler
   • FY2019 Proposed Budget Update
   • National Library Workers’ Day – Sponsor Staff Lunch April 10, 2018
   • Volunteer Appreciation Breakfast – April 19, 2018
   • Action Item: Policy Review – Revocation of Library Privileges and Selection of Library Materials
   • Action Item: Fund Balance Appropriation

VIII. Friends of WRL Foundation Update

IX. York County Update - Franz

X. Other Business

XI. Adjournment

Other Enclosures:
   • January Statistics
   • FYI Articles, Kudos, and News Items
   • February Newsletter
   • BOT/FWRLF MOU

Next Regular Meeting:
March 28, 2018, 3:00 p.m., Meeting Room 128, Stryker Center

Attending: Sally Andrews, Jim Axtell, Pam Franz, Chris Gareis, Vickie Herrick, Barry Marten, Jean Stettler, and Nicole Trifone
Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting January 24, 2018
Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Vickie Herrick, Barry Marten, Jorge Rivas, and Jean Stettler;

Friends of WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Robert Haas, Alicia Phinney, Barry Trott, and Sarah App;

Absent: Jason Purse and Nicole Trifone.

Call to Order: Chair Miller-Moore called the meeting to order at 3:00 p.m.

Public Comment: None.

Mission Moment: Ms. Stettler commented on the library’s outstanding publicity for the STEAM Saturday event. Ms. Miller-Moore complimented the Teen Tech Lab and the library’s use of social media advertising.

Division Director Presentation – Robert Haas, Program Services and Security Director: The division consists of a dedicated staff of two full-time Program Services assistants, six part-time assistants, and four part-time security monitors who help with meeting room management, program support, program development, publicity, security, and safety. In addition, staff members also provide programming, support to other divisions, and co-sponsored events with organizations. Programs include Summer Reading, the Celtic and Italian film series, the AARP Tax-Aide Program, and the new STEAM Saturday programming.

Consent Calendar: The January 24, 2018 consent calendar was approved by a unanimous vote.

Chair’s Report: Ms. Miller-Moore presented the finalized version of the MOU between the Friends of WRL Foundation and the Board of Trustees. Ms. Miller-Moore discussed the minor changes that were made by the Foundation since the BOT approved the MOU at their last meeting. Ms. Stettler moved to approve the MOU with amended changes. Mr. Axtell seconded; all approved. Ms. Miller-Moore stressed the importance of one hundred percent participation in the Foundation’s Annual Appeal by all board members. Ms. Miller-Moore asked all City of Williamsburg board members to fill out their Financial Disclosure Form and return to the Assistant City Manager. Ms. Miller-Moore discussed updating the Strategic Planning and Financial Framework. Mr. Rivas gave an update from the Executive Committee in charge of the Library Director’s evaluation.

- Short Takes for Trustees – Ms. Miller-Moore reminded all members to review the Short Takes for Trustees videos and presented information.

Ms. Miller-Moore discussed the American Library Association’s 2018 National Library Legislative Day and invited all members to attend if available. Ms. Miller-Moore will be out of town for the February 28, 2018 board meeting; Ms. Franz will be in attendance to chair the meeting.
**Library Director’s Report:** Ms. Fowler discussed the Foundation MOU and the major donor meetings that will be scheduled during February, March, and April. Ms. Fowler discussed the resolution of the previous statistical anomaly regarding building-based circulation figures. Ms. Fowler discussed the ongoing increase in demand for programming at the library. Ms. Fowler discussed upcoming plans to renovate the youth services area at the James City County Library. She will work with James City County staff on CIP funding for different aspects of the project. The project will begin in September of 2018. Ms. Fowler and library staff have met with a local user who is advocating for makerspaces at the library. A committee of staff from multiple divisions has been tasked with planning WRL’s makerspace project. Ms. Fowler discussed the STEAM signature event program series that began on January 13, 2018. This program series is funded by a grant from the Friends of WRL Foundation and had an estimated five hundred people in attendance at its first event. The library is researching ways in which to incorporate the STEAM activities into the outreach programming. Ms. Fowler announced the CIP submission for a new library building has been accepted by James City County staff and will go to the James City County Planning Commission subcommittee for review. Ms. Fowler announced the architect, RRMM Lukmire, will conclude their study on the Williamsburg Library building and site and give their findings to the WRL Board of Trustees at a meeting in March. Ms. Fowler updated the board on the IT/Technical Services Director position, the position has been divided with the technical services portion of the duties being assumed by Mr. Trott. The IT Director position has been upgraded to a hirer salary range. Ms. Fowler discussed possible future projects such as RFID tagging of materials.

- **Action Item: FY 2019 Proposed Budget** - A final draft of the proposed budget for FY 2019, was presented to the board. Ms. Binsfeld reviewed various aspects of the budget including increases in jurisdiction contributions and legal services fees. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County, and York County for consideration. Ms. Franz moved to approve the budget as presented. Ms. Andrews seconded; the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Artwork** - No policy changes were presented. Ms. Andrews moved to reaffirm the policy. Mr. Marten seconded and the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Donations** - The policy was updated with the following changes:
  - Adding “In Kind” to the title after “Donations”.

  Ms. Stettler moved to approve the policy with changes. Mr. Rivas seconded and the motion was approved by a unanimous vote.

- **Action Item: Fund Balance Appropriations** - Ms. Fowler presented a fund balance appropriations request for $10,000 for Schedule 3W Software, $25,000 for makerspaces, and $50,000 for BlueCloud Visibility, LinkedData tool. Mr. Trott discussed LinkedData and how it will help users find library materials on the open web. Ms. Franz moved to approve the fund balance appropriations as presented in an amount not to exceed $85,000. The motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the MOU between the BOT and the FWRLF. He thanked Ms. Crowther for her work organizing the various drafts of the MOU. Mr. Sadler announced the Book Sale Committee has selected an online bookseller
and a contract between the Friends of WRL Foundation and Lee Jones-Hubert was approved at the January 23, 2018 meeting. Mr. Sadler announced the annual appeal has received gifts totaling over $90,000 which exceeds all other annual appeals.

**York County Public Library Update:** Ms. Franz announced the Yorktown Library location will be closed for approximately a year for renovations and will be renting a commercial property to house a temporary library location. The York County Library has discussed the process of having a library foundation started and will be looking at the Friends of WRL Foundation as a model.

**Other Business:** Ms. Fowler announced a Virginia House of Delegates possible bill to allow libraries owned or operated by local governments to ban firearms from their premises.

**Adjournment:** Mr. Marten moved to adjourn at 4:28 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ________________________________

Natalie Miller-Moore, Chair
February 9, 2018

To: WRL Board of Trustees
From: Carrie L. Binsfeld, Finance Director
Subject: January Financial Statement Analysis

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Budget</th>
<th>Spent Encumbered</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>$105,000</td>
<td>$101,786</td>
<td>96.9% Annual HVAC contract paid</td>
</tr>
<tr>
<td>Leases</td>
<td>$40,000</td>
<td>$41,865</td>
<td>104.7% Copier costs higher than budgeted</td>
</tr>
<tr>
<td>Legal Services</td>
<td>$6,000</td>
<td>$12,000</td>
<td>200% New Legal Contract - Under Review</td>
</tr>
<tr>
<td>Library Catalog &amp; Website Services</td>
<td>$117,000</td>
<td>$106,811</td>
<td>91.3% Annual Sirsi contract paid</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
<td>$504</td>
<td>100.8% Record monthly EAP - Budget transfer required</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>$15,000</td>
<td>$14,817</td>
<td>98.8% Expenses higher than budgeted</td>
</tr>
</tbody>
</table>

Percentage of year passed 58.3%
The Williamsburg Regional Library  
Monthly Financial Statement  
For the period ending January 31, 2018

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Encumber</th>
<th>Total</th>
<th>% Spent &amp; Encumbered</th>
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<tbody>
<tr>
<td>Compensation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>3,051,430</td>
<td>1,689,502</td>
<td>1,689,502</td>
<td>55.4%</td>
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<tr>
<td>Wages</td>
<td>636,196</td>
<td>329,536</td>
<td>329,536</td>
<td>51.8%</td>
<td></td>
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<tr>
<td>FICA</td>
<td>282,109</td>
<td>148,047</td>
<td>148,047</td>
<td>52.5%</td>
<td></td>
</tr>
<tr>
<td>Virginia Retirement Systems</td>
<td>285,921</td>
<td>159,716</td>
<td>159,716</td>
<td>55.9%</td>
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<tr>
<td>Health Insurance</td>
<td>555,177</td>
<td>331,796</td>
<td>331,796</td>
<td>59.8%</td>
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<tr>
<td>Workers Comp Insurance &amp; Unemploi</td>
<td>15,000</td>
<td>11,234</td>
<td>11,234</td>
<td>74.9%</td>
<td></td>
</tr>
<tr>
<td>VRS Group Life Insurance</td>
<td>39,975</td>
<td>22,110</td>
<td>22,110</td>
<td>55.3%</td>
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<tr>
<td>Fringe Benefits (RM/DCM)</td>
<td>13,900</td>
<td>7,125</td>
<td>7,125</td>
<td>51.3%</td>
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<tr>
<td>Tuition Assistance</td>
<td>6,000</td>
<td>4,930</td>
<td>4,930</td>
<td>82.2%</td>
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<td>Benefits Total</td>
<td>1,198,082</td>
<td>684,957</td>
<td>684,957</td>
<td>57.2%</td>
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<tr>
<td>Subtotal</td>
<td>4,885,708</td>
<td>2,703,995</td>
<td>2,703,995</td>
<td>55.3%</td>
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<tr>
<td>Collection Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Materials</td>
<td>525,000</td>
<td>300,764</td>
<td>53,839</td>
<td>354,603</td>
<td>67.5%</td>
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<tr>
<td>Subtotal</td>
<td>525,000</td>
<td>300,764</td>
<td>53,839</td>
<td>354,603</td>
<td>67.5%</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Advertising</td>
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<td>Bank Fees</td>
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<td>4,349</td>
<td>4,349</td>
<td>72.5%</td>
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<td>Bindery</td>
<td>2,000</td>
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<td>1,285</td>
<td>64.3%</td>
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<td>Building Maintenance</td>
<td>30,000</td>
<td>13,291</td>
<td>930</td>
<td>42,281</td>
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<td>Communications</td>
<td>50,000</td>
<td>19,875</td>
<td>19,875</td>
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<tr>
<td>Computer Replacement</td>
<td>39,000</td>
<td>11,553</td>
<td>11,553</td>
<td>29.6%</td>
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<tr>
<td>Computer Software &amp; Supplies</td>
<td>22,000</td>
<td>8,839</td>
<td>2,003</td>
<td>10,842</td>
<td>49.3%</td>
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<tr>
<td>Contractual Services</td>
<td>105,000</td>
<td>101,786</td>
<td></td>
<td>101,786</td>
<td>96.9%</td>
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<tr>
<td>Equipment - General</td>
<td>1,000</td>
<td>519</td>
<td>519</td>
<td>51.9%</td>
<td></td>
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<tr>
<td>Financial Services</td>
<td>22,313</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
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<tr>
<td>Fund Balance Appropriations</td>
<td>538,521</td>
<td>99,199</td>
<td>65,216</td>
<td>164,415</td>
<td>30.5%</td>
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<tr>
<td>Human Resource Services</td>
<td>72,417</td>
<td>30,174</td>
<td>30,174</td>
<td>41.7%</td>
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<tr>
<td>Insurance</td>
<td>42,500</td>
<td>21,268</td>
<td>21,268</td>
<td>50.0%</td>
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<tr>
<td>Leases</td>
<td>40,000</td>
<td>32,194</td>
<td>9,671</td>
<td>41,865</td>
<td>104.7%</td>
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<td>Legal Services</td>
<td>6,000</td>
<td>12,000</td>
<td>12,000</td>
<td>200.0%</td>
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<tr>
<td>Library Board Expenses</td>
<td>6,000</td>
<td>4,069</td>
<td>4,069</td>
<td>67.8%</td>
<td></td>
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<tr>
<td>Library Catalog &amp; Website Services</td>
<td>117,000</td>
<td>106,811</td>
<td></td>
<td>106,811</td>
<td>91.3%</td>
</tr>
<tr>
<td>Library Programs</td>
<td>15,000</td>
<td>10,014</td>
<td>865</td>
<td>10,879</td>
<td>72.5%</td>
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<tr>
<td>Local Mileage</td>
<td>4,000</td>
<td>984</td>
<td>984</td>
<td>24.6%</td>
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<td>Maintenance Supplies</td>
<td>14,500</td>
<td>6,811</td>
<td>6,811</td>
<td>47.0%</td>
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<tr>
<td>Memberships</td>
<td>10,000</td>
<td>5,524</td>
<td>5,524</td>
<td>55.2%</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>500</td>
<td>504</td>
<td>504</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>18,000</td>
<td>7,062</td>
<td>7,062</td>
<td>39.2%</td>
<td></td>
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<tr>
<td>Printing</td>
<td>3,000</td>
<td>655</td>
<td>655</td>
<td>21.8%</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>13,000</td>
<td>11,800</td>
<td>11,800</td>
<td>90.8%</td>
<td></td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>15,000</td>
<td>14,817</td>
<td>14,817</td>
<td>98.8%</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>75,000</td>
<td>28,215</td>
<td>28,215</td>
<td>37.6%</td>
<td></td>
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<tr>
<td>Travel &amp; Training</td>
<td>30,000</td>
<td>9,459</td>
<td>9,459</td>
<td>31.5%</td>
<td></td>
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<tr>
<td>User Refunds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>179,000</td>
<td>90,558</td>
<td>90,558</td>
<td>50.6%</td>
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<tr>
<td>Vehicle Services</td>
<td>33,000</td>
<td>6,341</td>
<td>6,341</td>
<td>19.2%</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,522,251</td>
<td>667,378</td>
<td>78,684</td>
<td>746,062</td>
<td>49.0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6,932,959</td>
<td>3,672,137</td>
<td>132,523</td>
<td>3,804,660</td>
<td>54.9%</td>
</tr>
</tbody>
</table>
The Williamsburg Regional Library
Monthly Financial Statement
For the period ending January 31, 2018

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Budget</th>
<th>Received</th>
<th>Total Received</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Williamsburg</td>
<td>859,699</td>
<td>501,491</td>
<td>501,491</td>
<td>58.3%</td>
</tr>
<tr>
<td>James City County</td>
<td>4,500,018</td>
<td>2,625,011</td>
<td>2,625,011</td>
<td>58.3%</td>
</tr>
<tr>
<td>York County</td>
<td>575,741</td>
<td>575,741</td>
<td>575,741</td>
<td>100.0%</td>
</tr>
<tr>
<td>State Aid</td>
<td>306,480</td>
<td>229,972</td>
<td>229,972</td>
<td>75.0%</td>
</tr>
<tr>
<td>Lost Books</td>
<td>11,500</td>
<td>6,298</td>
<td>6,298</td>
<td>54.8%</td>
</tr>
<tr>
<td>Interest</td>
<td>3,500</td>
<td>8,810</td>
<td>8,810</td>
<td>251.7%</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>28,000</td>
<td>16,255</td>
<td>16,255</td>
<td>58.1%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>53,000</td>
<td>31,590</td>
<td>31,590</td>
<td>59.6%</td>
</tr>
<tr>
<td>Set Off Recovery</td>
<td>9,500</td>
<td>1,494</td>
<td>1,494</td>
<td>15.7%</td>
</tr>
<tr>
<td>Other Library Revenue</td>
<td>7,000</td>
<td>8,497</td>
<td>8,497</td>
<td>121.4%</td>
</tr>
<tr>
<td>Meeting Room Use</td>
<td>40,000</td>
<td>33,904</td>
<td>33,904</td>
<td>84.8%</td>
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<tr>
<td>Transfer From Fund Balance</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6,394,438</td>
<td>4,039,062</td>
<td>4,039,062</td>
<td>63.2%</td>
</tr>
</tbody>
</table>

NON-BUDGETED OPERATING REPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th>Spent</th>
<th>Encumber</th>
<th>Total Spent &amp; Encumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts &amp; Memorials</td>
<td>22,604</td>
<td>28,358</td>
<td>11,764</td>
<td>28,358</td>
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<td>Friends &amp; Foundation</td>
<td>83,682</td>
<td>90,841</td>
<td>11,764</td>
<td>102,605</td>
</tr>
<tr>
<td>Library Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Program Services</td>
<td>8,122</td>
<td>3,984</td>
<td>11,764</td>
<td>3,984</td>
</tr>
<tr>
<td>Subtotal</td>
<td>114,408</td>
<td>123,183</td>
<td>11,764</td>
<td>134,947</td>
</tr>
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</table>

Percentage of year past     58.33%
Payroll % of year past      58.33%
Library Director Report  
February 2018

The library management team and staff worked hard to extensively market the WRL through a series of 5 voting competitions for the national nonprofit group Engaging Local Government Leaders *Best Public Library in the United States Award*. The library reached out to the local press, Chamber of Commerce, Economic Development Authority, local businesses, local associations, community partners, nonprofits, schools, community organizations, local governments, and statewide organizations to promote WRL. This contest has provided an excellent avenue for promoting awareness of both the services and the excellence of the Williamsburg Regional Library in the Hampton Roads region, across the Commonwealth, and nationally. The contest has also encouraged community engagement and many of the public have become very invested in the ongoing weekly voting contests. Promoting awareness of the library and community engagement are both goals outlined in the WRL Strategic Plan.

The Director continued to work with County and City staff on developing a path forward for updating and increasing public library spaces in the regional community. The library also reviewed and provided feedback on sections of the architect’s assessment of the Williamsburg Library Facility.

The Director, Assistant Director, and Youth Services Director continued to work with the staff of the Youth and Neighborhoods Outreach exploring options for delivering services to communities outside the walls of the library. As a part of this process, a meeting was held with the Director and key staff of the James City County Parks and Recreation Department to explore partnering possibilities. The library is seeking to put a plan in place to serve both disadvantaged communities and outside events with library resources and proactive programming including STEAM activities, adult job help, and technology.

The Director, Assistant Director and Youth Services Director took a field trip to Richmond to visit the Virginia Children’s Museum and a makerspace at the Chesterfield Public Library in preparation for planning the renovation of the James City County Library children’s area and introducing makerspace activities throughout our library system.

The Director has also been actively engaged, working with the Friends of the WRL Foundation, meeting with individual donors and attending committee meetings as the Foundation continues to move dynamically forward with developing strong committees to oversee different areas of activities including marketing, large donor, book sales, membership, and executive oversight.

**Betsy Fowler, Library Director**
Provide excellent programs:

January saw the launch of the new Getaway Café program for adults with early memory loss and their care partners. The idea sprung from last year’s community-wide assessment to address the role of the library in serving adults who live in memory care facilities, who attend daytime respite programs, or who attend daytime programs for socialization and lifelong learning. One recurrent theme from this survey was the need for programming for adults with early memory loss living at home.

Barbara Jones, Connie Van Bourgondien, and Ann Marie Weissert took the lead in developing a 6-month pilot program for The Getaway Café. Inspired by the Alzheimer Association's popular Memory Café model, this is a shared experience for individuals with early memory loss and their care partner(s) that includes conversation and cognitive stimulation. Every session is based around a theme such as art, music, movement and is designed to stimulate conversation and memory recollection.

January’s program was about Presidential Pets and included a visit with therapy dogs. The presentation was interesting, the conversation lively, and the dogs a big hit. Doug Panto, Alzheimer's Association Community Program Manager, said what we were doing with short talks and other activities were a unique approach to programming for this audience.

February’s program is about Bob Hope and the USO.

Melissa Simpson, Adult Services Director
Provide excellent service:

- The Friends of WRL Foundation (FWRLF) annual appeal solicitation has exceeded all previous end-of-year efforts. The response has topped $84,000.
- I attended the FWRLF major donor committee meeting on January 22. The discussion focused on major donor stewardship, planned giving, and future fundraising efforts.
- The same day I also participated in the FWRLF finance and endowment committee meeting. Discussion related to FWRLF asset management and the process for reviewing library funding requests.
- The FWRLF board met on January 23. The discussion focused on the FWRLF-WRL board of trustees MOU, brick pavers, and committee reports.
- I participated in the FWRLF membership committee meeting on January 27. I provided institutional knowledge to the committee members as they discussed the membership program and annual appeal.
- Attached to this report is the honorary and memorial gifts page that lists donations made to the library and restricted for the FWRLF annual appeal and endowments. We are responsible to ensure these funds are used as instructed by the donors. Also, recognizing our donors is an important aspect of stewarding these resources and supporters.

Provide excellent collections:

- I posted two LAP press releases to the *Daily Press* online and submitted two LAP press releases to the *Virginia Gazette* online. The Gazette printed two LAP press releases.

Provide excellent programs:

- I anticipate sending out seven to ten Fifty Hour Club membership letters recognizing library volunteers who reached the fifty-hour mark during January.

Provide for excellence in daily operations:

- On January 11 I chaired the Peninsula Agency on Aging Seniors as a Resource committee meeting. The discussion focused on the future of the career club program and the 2018 job fair.
- Working with WRL staff I began the VPLDA award nomination process.
- During January I worked with Ginger Hutter and Janet Crowther to explore Staff Connections Committee future funding options.
- Throughout January I participated in LEAD meetings. I attended Betsy’s monthly staff update meetings on January 30 (JCCL) and January 31 (WL).

Benjamin J. Goldberg, Library Development Officer
FOUNDATION SUPPORT
Annual Appeal
Avid Reader ($1,000 to $9,999)
• James O. Marks

Enthusiastic Reader ($250 to $999)
• Anonymous
• Jennifer and John Blankinship
• Susan Gordon
• Mabel and Barry Marten
• Kerry and Peter Mellette (in honor of Sam Sadler)
• Ann and John Milliman
• Jean and Duane Smith

Sincere Reader (up to $249)
• Jeanette and Louis Besio
• Martha and Edward Blanks
• Linda and Ken Campanelli
• Cary Carson and Wies Erkelens
• Nancy Chapin (in memory of Neil M. Chapin)
• Sheila Conrad
• William C. Cooke
• Virginia and John Dewhirst
• Lou W. Gochenour
• Patricia Harabedian
• Lisa and John Hewett
• Laura and J. Nathan Hill
• Lois and Paul Howland
• Samuel P. Hoyle
• Barbara and Jack Kniest
• Sarah and Henry Krakauer
• Virginia and Jack Lee
• Sally McConnell
• Liz and Mark Moniz
• Carolyn and Ronald Munro
• Libbey and Alexander Oliver
• Leslie Revilock
• Thomas Rideout
• Karen and Len Schifrin
• Joann and Richard Smith
• Sanford B. Wanner
• Matt Webster
• Michael L. Westfall

Our Library - Our Future Endowment
Chesapeake Bank and Chesapeake Wealth Management Community Engagement Endowment Fund
• Chesapeake Bank
• Chesapeake Wealth Management

Collection Fund
• Laurie and Patrick Rowe

Robert and Ursula Murden Perpetual Book Fund
• Fran Gutterman (in memory of Ursula Murden)
• Phoebe and James Kent (in memory of Ursula Murden)
• Tracy and Deenesh Sohoni (in memory of Ursula Murden)
• Geri Wilkinson (in memory of Ursula Murden)

Viky Pedigo Endowment
• Emmett Quinn (in memory of Mrs. Pedigo “who taught me how to read, and so much more!”)

Neil M. Stevenson Perpetual Book Fund
• Heather Rosecrans
• Heidi Tanguay

Truth ● Knowledge ● Vision Perpetual Book Fund
• Betsy Jo Spence (in honor of Thelma K. Viener)

HONORARY & MEMORIAL GIFTS
In honor of:
• Charlotte Burcher from Trudy and Thomas Moyles
• Howard Maltz from Donald Brannon
• Sandra Towers from Kendra and Gene Swann and their grandchildren
• Margaret Toscano Trudy and Thomas Moyles

Local Authors Project
• Roger Gosden – *A Biologist in Paradise: Musings on Nature & Science*
• Wheston Chancellor Grove – *Who Has Known Heights*
In January the FWRLF governance committee, executive committee, finance and endowment committee, major donor committee, and membership committee all met. As the committees operate FWRLF continues to evolve.

The FWRLF annual appeal exceeded all previous annual appeal drives receiving support from more than 33% of those who received letters, for a total of over $84,000.
Provide for excellence in daily operations:

- Christie, Shelia, and Elizabeth worked with Andrew in Adult Services to improve user access to the Gab Bag collection of book discussion kits, updating catalog records, and improving linking between the catalog and the library website.
- Brett researched the “Meltdown” and “Spectre” vulnerabilities, to determine WRL’s stance and resources to mitigate these threats, and reported to the division on his findings. Barry relayed this report to library administration.
- Kraston and Steve assisted with setting up our new iPad charging carts and authorizing and synching our 32 new iPads for use in youth and adult programming.
- Linda continued to work on the YS recovering project along with my two cross-trainers from Circulation Services, Keenan and Suzanna.
- Brett and Steve worked on looking for a solution to the issue of cox.net email users not receiving overdue and hold notices from WRL. In the course of investigating, we discovered that the emails are going out and that there is an issue on Cox’s end that is blocking reception of the emails, but not notifying us that they are not being accepted. Alicia and Barry worked on developing a script for circulation staff to use to explain the issue to cox.net users and suggest that they contact Cox to express their concern, as we were not able to get Cox support to address the issue for us.
- Steve worked with Alicia to develop better methods for extending due dates and holds when the library is unexpectedly closed. He also gave Alicia an overview of circulation and borrower statistics.
- Christie also worked with Youth Services staff to improve access to titles in the junior foreign language collection aimed at older readers.
- Mandy worked with YS staff to improve access to the book and CD titles in that collection. This involved updating catalog records, adding CD holders to the books, and modifying the collection code for this collection.
- Brett and Barry explored issues with WRL website forms not sending emails to the proper recipients, and worked with ServerLogic staff to correct these problems. We also explored the possibility of using the Office365 form tool to create web forms and Brett updated the WRL incident report to an O365 form, making it easier for staff to fill out and submit.
- IT staff worked on a variety of issues relating to problems with the public copier/printers this month. Barry, Melissa, and Alicia developed a flowchart outlining procedures for handling copier/printer issues to aid staff in addressing problems.
- Tech Services staff attended various training this month: Mandy and Jean Marie took part in the opioid response training and Jean Marie and Christie attended sessions in SirsiDynix’s online Horizon Summit.
- In January, Tech Services staff added 1960 bib records to the catalog, representing 3526 items. They deleted 3031 bib records, representing 5585 items.

Barry Trott, Interim IT & Technical Services Director
Provide excellent programs:
- Williamsburg Contemporary Art Center exhibit on display in the Stryker Center exhibit space.
- Centuries of Art @ your library started up its winter/spring program on Monday the 8th with “In the Service of the Emperor: The Terracotta Army” and the “Artistic Legacy of the Qin Dynasty (221-206 BCE).” Presented by Kerry Lucinda Brown, Ph.D.
- Virginia Symphony entertained a Saturday afternoon crowd with a horn program and a petting zoo for all to enjoy after the concert.
- Ken and Brad Kolodner Quartet took the stage, kick-starting the Dewey Decibel Concert Series on the 26th.
- Italian Film Series started up with Bread and Chocolate (Pane e cioccolata) on Thursday the 11th.
- Celtic Film Series continued on Thursday the 18th with Calvary.
- Jewish Film Series started up with The Women's Balcony on Sunday the 21st.

Provide excellent services:
- Promoted library programs and services through four radio ads, as well as website updates, and other electronic distribution of publicity.
- Provided rooms and tech support for a College of William and Mary, Christopher Wren Association class.
- Provided rooms and tech support for nine AARP Tax-Aide training classes between all three library facilities during the month of January.
- Hosted Matt Palmer on Thursday the 25th presented by the Tidewater Classical Guitar Society.

Provide excellent facilities:
- Program Services staff processed 262 room bookings during the month.
- There were 450 meeting room uses by 8,115 people at all three WRL locations during the month. Rooms are checked after each use and cleaned as necessary.
- Fielded and answered 914 reference questions.

Provide excellence in daily operations:
- Attended REVIVE VA State Naloxone Lay Rescuer class on January 10th.

Robert Haas, Program Services Director
Communicating and raising awareness

- Elizabeth and Barry worked with Micah Lewis to develop a logo and other promotional materials for the new Getaway Café project for adults with early memory loss. Our press release for the inaugural event resulted in a story in both local media outlets.
- We continued to develop and manage the advertising campaigns for STEAM Saturdays, Dewey Concerts, and other WRL programming. We worked with Micah to develop ads for the VAGazette and Williamsburgfamilies.com as part of our STEAM Saturdays promotional campaign. Our December online ad in WYDaily received 51,520 impressions and 37 clicks.
- Elizabeth drafted a report for library administration on the pros and cons of producing a quarterly library event calendar.
- Barry managed public relations around all of our snow-related closings and delays.

Provide excellent collections:

- Barry worked with Melissa, Sandy, and Lisa Hilleary to develop a plan to fund purchases of multiple copies of popular titles as the FWRLF grant for those purchases was spent out by mid-January. Using money from existing fiscal lines as well as non-restricted gift funds we came up with an additional $20,000 to cover these purchases.
- Barry began planning the FY19 collection budget, looking at spending as it relates to collection use.

Provide excellent programs:

- Barry gave a presentation on WRL digital resources as part of the Christopher Wren Association’s spring classes. There will be a repeat class in February.

Provide excellence in daily operations

- Barry and IT staff set up 32 new iPads and two charging carts to use in youth and adult programming.
- We worked with Alicia to develop new signage for the WRL off-site book drops.

Building Community Connections

- Janet and Barry continued to work with Lisa Nickel to discuss expanding the partnership between WRL and Swem, looking at areas of potential collaboration. Barry and Janet completed a draft of a partnership agreement that outlined these areas as well as roles and responsibilities for the partners and sent it to our Swem colleagues for review.
- Barry drafted a report on digital use by jurisdiction, how we track it and what are the results, for Kevin Smith at York County PL.

Barry Trott, Special Projects Division Director
Over 500 children and caregivers attended the library’s first **STEAM Saturday** event at the James City County Library on January 13. STEAM stands for science, technology, engineering, art, and math – all the areas kids love to explore. Each month we’ll present a different STEAM-related program along with hands-on activities and crafts. Our January STEAM Saturday was all about science; Scientists from Mad Science amazed kids with dazzling demonstrations using fire, bubbling potions, and carbon dioxide gas frozen to negative 109°F. Kids learned about the properties of fire, chemical reactions, and different stages of matter. Other activities included discovery stations where kids learned about sound waves, air pressure, and magnetism, and a “make-and-take” booth where kids had the opportunity to make their own super bouncy ball. Our program room was open for kids to mix oil, water, food coloring, and Alka Seltzer tablets to create their own lava lamp to take home.

The snow piled up in January, closing local schools for over a week. We offered impromptu **“Snow Day”** programming in both buildings. Over the course of several days, 349 children made crafts, played games, and watched movies at the libraries. The children had a great time, and parents and caregivers were appreciative of the opportunity to have activities for their kids to do.

The snowstorms had an impact on **Mobile Library Services** in January, but despite schools being closed and some neighborhood stops being canceled due to impassable streets, the MLS staff still provided 28 storytime programs for 669 children during January. In addition to the programming for children, Eletha Davis presented a Talks To Go program for the residents of WindsorMeade Retirement Community. Her presentation was entitled, *How TV Dinners Changed America.*

On January 28, librarian Heather Hamblin presented a **lamb storytime** to 90 children and their caregivers. The stars of the program were Frankie and Andre, two adorable lambs owned by Adult Services librarian Jesse Kelley. Jesse was a real hero when a little girl arrived after the lambs had departed at 2 pm. She was quite disappointed and began to cry, and Jesse offered to meet the girl and her parents at his barn near the James City County Library so that she could pet the lambs. The little girl was beyond thrilled and so were her parents.

**Sandy Towers, Youth Services Director**
PUBLIC NOTICE

• The Williamsburg Regional Library Board of Trustees will hold a special meeting to receive a presentation from RRMM Lukmire Architects. The meeting will be held at 2:00 p.m. on Monday, March 26, 2018, in the Council Chambers at the Stryker Center located at 412 N. Boundary Street, Williamsburg, VA 23185.

For further information contact Natalie Miller-Moore, Board of Trustees Chair: natalie@nataliemillermoore.com

2/28/18
SELECTION OF LIBRARY MATERIALS

The Williamsburg Regional Library board of trustees delegates responsibility for selection of the library’s collection to the library director. Given the wide range of community tastes and interests, items selected for the collection will not necessarily appeal to all users.

Youth materials are selected to appeal to children of different ages and interests. Library staff members will help users locate materials, but they do not presume to make decisions for parents, legal guardians, or caregivers as to which library materials are appropriate for their children.

REVOCATION OF LIBRARY PRIVILEGES

The library director or designee has the authority to revoke or suspend library privileges for cause in accordance with the criteria set out below and as deemed necessary by the library director to avoid disruption of library operations. Such cause may include:

1. Continued or repeated failure to return materials or to pay fines.

2. Failure to abide by any library policy.

To: WRL Board of Trustees  
From: Betsy Fowler, Library Director  
Date: 2/28/2018  
Re: Action Items: Fund Balance Appropriation

The Williamsburg Regional Library requests appropriation of carryover funds in the amount of $25,000 for the following project:

$ 25,000 WL Theatre Projector and Screen Replacement

**WL Theatre Projector and Screen Replacement**
The Williamsburg Library Theatre is a heavily used space in the library, with 573 events held in the theatre in calendar year 2017. 41% of all events and programs use the projection system and include both library programs (the Thursday Afternoon Film series, gaming, Summer Family Films) and library co-sponsored events (Great Decisions, Centuries of Art, Christopher Wren classes) as well as use by outside groups. We are requesting an amount not to exceed $25,000 to replace the current projection system and screen in the Williamsburg Library Theatre. The projector is nine years old and at the end of useful life. The projector does not support the capabilities of today’s new laptops, presentation software, and A/V material. The projector has been serviced twice recently for major repairs. A new projector will provide WRL staff and users the ability to offer high quality audiovisuals for programs, lectures, and events. The screen is original to the theatre (1972), and also does not meet the needs of contemporary A/V equipment. New screens are specifically designed for the high quality images that are produced by the new projectors. Both pieces of equipment could be moved to a new library facility in the future. These equipment replacements will allow WRL to provide excellence in facilities and programming to library users.
### CIRCULATION by Locality

<table>
<thead>
<tr>
<th>Library Type</th>
<th>WMSB</th>
<th>JCC</th>
<th>YORK</th>
<th>OTHER</th>
<th>Monthly</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>9,054</td>
<td>31,973</td>
<td>6,468</td>
<td>159</td>
<td>47,654</td>
<td>340,223</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,401</td>
<td>20,587</td>
<td>2,335</td>
<td>200</td>
<td>24,523</td>
<td>186,701</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>434</td>
<td>2,856</td>
<td>59</td>
<td>156</td>
<td>3,505</td>
<td>28,048</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>2,594</td>
<td>14,878</td>
<td>3,211</td>
<td>172</td>
<td>20,855</td>
<td>130,871</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>13,483</td>
<td>70,294</td>
<td>12,073</td>
<td>687</td>
<td>96,537</td>
<td>685,843</td>
</tr>
<tr>
<td><strong>Percent of Monthly Total</strong></td>
<td>13.97%</td>
<td>72.82%</td>
<td>12.51%</td>
<td>0.71%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CIRCULATION by Type

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Print</th>
<th>Non-Print</th>
<th>Monthly</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>33,246</td>
<td>14,386</td>
<td>47,632</td>
<td>339,391</td>
</tr>
<tr>
<td>James City County Library</td>
<td>15,830</td>
<td>8,675</td>
<td>24,505</td>
<td>186,277</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,497</td>
<td>2,007</td>
<td>3,504</td>
<td>27,998</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>N/A</td>
<td>20,864</td>
<td>20,864</td>
<td>131,187</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>50,573</td>
<td>45,932</td>
<td>96,505</td>
<td>684,853</td>
</tr>
</tbody>
</table>

### CIRCULATION by Audience

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Adult</th>
<th>Youth</th>
<th>Adult</th>
<th>Monthly</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>29,921</td>
<td>16,143</td>
<td>1,471</td>
<td>47,535</td>
<td>339,695</td>
</tr>
<tr>
<td>James City County Library</td>
<td>15,575</td>
<td>8,385</td>
<td>602</td>
<td>24,562</td>
<td>187,060</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>2,452</td>
<td>1,027</td>
<td>33</td>
<td>3,512</td>
<td>28,041</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>47,948</td>
<td>25,555</td>
<td>2,106</td>
<td>75,609</td>
<td>554,796</td>
</tr>
</tbody>
</table>

***Does not include Digital Circulation***

### COLLECTION

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Print</th>
<th>Non-Print</th>
<th>Total</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>118,856</td>
<td>17,408</td>
<td>136,264</td>
<td>-8.2%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>90,304</td>
<td>16,166</td>
<td>106,470</td>
<td>-14.7%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>7,882</td>
<td>3,001</td>
<td>10,883</td>
<td>-5.5%</td>
</tr>
<tr>
<td>Digital Collection***</td>
<td>N/A</td>
<td>25,971</td>
<td>25,971</td>
<td>15.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>217,042</td>
<td>62,546</td>
<td>279,588</td>
<td>-9.0%</td>
</tr>
</tbody>
</table>

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

### USER CARDS

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Number</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>10,942</td>
<td>8.6%</td>
</tr>
<tr>
<td>James City County</td>
<td>51,322</td>
<td>7.4%</td>
</tr>
<tr>
<td>York County</td>
<td>8,199</td>
<td>4.2%</td>
</tr>
<tr>
<td>Other ****</td>
<td>151</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>70,614</td>
<td>7.2%</td>
</tr>
</tbody>
</table>

***Non residents with special recognition cards***
# Williamsburg Regional Library Statistical Report — FY 2018 ~ January 2018

## USER QUESTIONS

<table>
<thead>
<tr>
<th>Library</th>
<th>Adult</th>
<th>Youth</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>4,393</td>
<td>1,622</td>
<td>6,015</td>
<td>41,719</td>
<td>5.1%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,456</td>
<td>782</td>
<td>3,238</td>
<td>22,003</td>
<td>18.3%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>72</td>
<td>0</td>
<td>72</td>
<td>500</td>
<td>9.9%</td>
</tr>
<tr>
<td>Outreach</td>
<td>950</td>
<td>156</td>
<td>1,106</td>
<td>9,495</td>
<td>-6.3%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>7,871</td>
<td>2,560</td>
<td>10,431</td>
<td>73,717</td>
<td>7.0%</td>
</tr>
</tbody>
</table>

## PC & Wi-Fi USE

<table>
<thead>
<tr>
<th>Library</th>
<th>PC Use</th>
<th>Wi-Fi</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>3,717</td>
<td>10,070</td>
<td>13,787</td>
<td>111,280</td>
<td>2.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,916</td>
<td>5,676</td>
<td>7,592</td>
<td>53,357</td>
<td>8.3%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>0</td>
<td>875</td>
<td>875</td>
<td>9,118</td>
<td>27.9%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>77</td>
<td>96</td>
<td>173</td>
<td>1,815</td>
<td>-6.1%</td>
</tr>
<tr>
<td>Total</td>
<td>5,710</td>
<td>16,717</td>
<td>22,427</td>
<td>175,570</td>
<td>5.4%</td>
</tr>
</tbody>
</table>

## PROGRAM ATTENDANCE

<table>
<thead>
<tr>
<th>Library</th>
<th>Adult</th>
<th>Youth</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>1,544</td>
<td>1,282</td>
<td>2,826</td>
<td>31,208</td>
<td>20.7%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>474</td>
<td>2,206</td>
<td>2,680</td>
<td>20,470</td>
<td>36.6%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>558</td>
<td>56</td>
<td>614</td>
<td>4,623</td>
<td>45.1%</td>
</tr>
<tr>
<td>Outreach</td>
<td>718</td>
<td>1,413</td>
<td>2,131</td>
<td>23,426</td>
<td>14.6%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>3,294</td>
<td>4,957</td>
<td>8,251</td>
<td>79,727</td>
<td>23.7%</td>
</tr>
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</table>

## MEETING ROOM USE

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>1,209</td>
<td>10,745</td>
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</tr>
<tr>
<td>James City County Library</td>
<td>656</td>
<td>4,261</td>
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<tr>
<td>Stryker Center</td>
<td>130</td>
<td>1,007</td>
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<tr>
<td>Total</td>
<td>1,995</td>
<td>16,013</td>
<td>-0.8%</td>
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## VISITS

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<th>Monthly</th>
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<th>%Change FY 17</th>
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<tr>
<td>Williamsburg Library</td>
<td>38,730</td>
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<td>James City County Library</td>
<td>8,824</td>
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<tr>
<td>Monthly Total</td>
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<th>YTD</th>
<th>%Change</th>
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<tr>
<td>Web Page Visits</td>
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<td>258,177</td>
<td>-12.3%</td>
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<tr>
<td>Monthly Total</td>
<td>42,274</td>
<td>258,177</td>
<td>-12.3%</td>
</tr>
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Great Music at Your Library: Dewey Decibel Concert Series

The acclaimed Dewey Decibel Concert Series returns to Williamsburg Regional Library in 2018 for another incredible season. This month, enjoy four great shows:

1. On 2/10, Bassist Jimmy Masters brings a new quartet to the library for a special concert featuring the musical genius of Henry Mancini, one of the most prolific and beloved composers of the last 60 years.
2. Enjoy a musical Valentine on 2/15 as The Virginia Symphony Orchestra presents a woodwind concerto series.
3. On 2/19, in partnership with the Williamsburg Regional Library Foundation, WRL presents Seraph Brass, a dynamic quintet, who offer listeners a diverse repertoire that includes classical, popular, and contemporary music.
4. Then on 2/23, get ready for a crowd-pleasing evening with an almanac of old-time music with two well-respected and long-established Virginia string bands.

Talks@2: Music of Shakespeare

The late 16th and early 17th centuries were a golden age of English music. Before Valentine’s Day enjoy the sounds heard in the courts of Queen Elizabeth I and James I of England. February 13, 2 p.m. at the Stryker Center.

Thursday Film Series

This Month: Couples on- and off-screen

02/01 - The V.I.P.s
02/08 - Dark Passage
02/15 - Adam’s Rib
02/22 - Mr. and Mrs. Bridge

All feature films begin at 2 p.m. in the Williamsburg Library Theatre. Find complete film descriptions on our calendar at wrl.org/events/films.

New Year–New Organization

On January 1, 2018, the merger of the Friends of Williamsburg Regional Library and the WRL Foundation became official. The new organization—the Friends of Williamsburg Regional Library Foundation (FWRLF)—is excited about the opportunity to support a margin of excellence for the library. These two “old friends” have come together to better align our fund-raising programs, eliminate confusion, and avoid duplicating efforts.

Response to the recent FWRLF annual appeal has been exceptional, with giving in excess of $79,000. Last year, with support from donors like you, the FWRLF helped give the entrance to our James City County Library a facelift with new shelving, signage, a space for the Book Nook, and a cozy café. Over 4,000 school children enrolled in Summer Reading 2017 and enjoyed a cornucopia of activities, including magic, storytelling, music, and of course a spectacular solar eclipse. The library’s month long “Profiles of Honor” commemorating the two World Wars, funded in part by the FWRLF, brought in over 2,000 viewers. On average, the FWRLF is now contributing $326,000 per year to our library. Your gifts help us to maintain excellent programs and launch new ones.

Find out more about joining the Friends of WRL Foundation or volunteering in the Book Nooks at wrl.org/give.

Great Music at Your Library: Dewey Decibel Concert Series

The acclaimed Dewey Decibel Concert Series returns to Williamsburg Regional Library in 2018 for another incredible season. In collaboration with local civic groups, churches, and educational institutions, WRL is pleased to offer a series of programs celebrating American music. All events are at 3 p.m. in the Williamsburg Library Theatre. Selections include:

24 – The Boys of Hampton Roads Choral Society
24 – The Road Less Traveled: A Drama
25 – 3 Tenors: Charles Bell, Pervis Omar Blake, and Dr. Aaron J. Butler
26 – Revisiting an American Master: David Starry’s String Band
26 – A Night of Swing and Classic Country Songs

Mark your calendars: AARP Tax-Aide at WRL starts February 1 and runs through April 17. For more information about the program, head to wrl.org/taxes.

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24 – The Boys of Hampton Roads Choral Society
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26 – Revisiting an American Master: David Starry’s String Band
26 – A Night of Swing and Classic Country Songs

Find out more about joining the Friends of WRL Foundation or volunteering in the Book Nooks at wrl.org/give.

Shop Smarter

Before you make a new purchase, check out the reviews and reports with WRL’s online subscription to Consumer Reports.

Use your WRL card to login and search for product reviews and details at wrl.org/reviews.
**Featured Events for Kids**

**Hula Hoop Party**
- Check out all children from preschool through kindergarten.
- Are you a hula hoop hotshot? Or a hula hoop wannabe?
- James City County Library
- 02/19, 11 a.m. - Noon

**Henna Body Art**
- Learn about the ancient art of mehndi and sit for your own temporary design.
- Two sessions. For ages 11-18;
- Williamsburg Library
- 02/25, 1 & 3 p.m.

**Anime Dinner and Movie**
- Join us for the film Patma Inverted.
- You'll feel small entering the world of dinosaurs. Explore your dino friends through hands-on activities such as a young American man joins the IRA in Ireland but soon finds out that he is being used for political purposes and... Williamsburg Library
- 02/01, 7 p.m.
- 02/17, 1 p.m.

**Winter Reading Program**
- Featured in February, track your reading, and come by at the beginning of March to pick out a free book as a prize!
- Library offices. The marvelous world of American lithography reached its apex through the wave of European artists who brought advances in technique and art. Lithography led the way, and was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Young Adult Author**
- Williamsburg Library
- 02/01, 7 p.m., 02/17, 1 p.m.

**Events and more at www.wrl.org/events**
- Library branches and programs
- Programs & classes at wrl.org/events
- Find all children from birth to first grade are eligible to participate. And was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Critters and Creations**
- Willoughbury Compendium Art Center
- Juried Regional Art Show
- Features of this month's library programs & classes at wrl.org/events
- Find all children from birth to first grade are eligible to participate. And was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**De-stress Yourself**
- Find all children from birth to first grade are eligible to participate. And was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Winter Reading Program**
- Featured in February, track your reading, and come by at the beginning of March to pick out a free book as a prize!
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- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Getaway Café**
- A Chinese barmaid and a Slavic fisherman find friendship and more in an Italian fishing village. A young American man joins the IRA in Ireland but soon finds out that he is being used for political purposes and... Williamsburg Library
- 02/01, 7 p.m.
- 02/17, 1 p.m.

**Stryker Center**
- A Historian's Response to the history of students' struggles inol'ments from across the country. The show was also have 24/7 access to WRL's digital collections, including:
- Over 15,000 ebooks ranging from classic mysteries to the latest bestsellers
- More than 9,800 downloadable audiobooks read by award-winning actors
- 85 digital magazines covering business, cooking, health, and more
- Access to millions of songs from the Sony music catalog to stream
- Williamsburg Contemporary Art Center Juried Regional Art Show
- Events begin at 1 p.m., James City County Library. Made possible with support from the Friends of WRL Foundation.
- Visit wcac.org.
- The Stryker Center Exhibit Space is open 10 a.m. to 5 p.m. M-F. Visit wcac.org.
- A majestic Tudor mansion brought to Virginia piece by piece and was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Find all children from birth to first grade are eligible to participate. And was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Williamsburg Contemporary Art Center Juried Regional Art Show**
- Featured in February, track your reading, and come by at the beginning of March to pick out a free book as a prize!
- Library offices. The marvelous world of American lithography reached its apex through the wave of European artists who brought advances in technique and art. Lithography led the way, and was seen in postcards, letterheads, labels, and tickets of this month's great teen debut author A.E. Kaplan will discuss their work, answer questions, and sign books. McIntosh and star-reviewed
- Williamsburg Library
- 02/17, 3-5 p.m.
- 02/28, 7 p.m.

**Gentle Yoga**
- Williamsburg Library
- 02/20, 2 p.m.

**Guided Meditation**
- Williamsburg Library
- 02/07, 2 p.m.

**Lithography**
- Williamsburg Library
- 02/15, 5:30 p.m.

**A Historian's Response**
- James City County Library
- 02/16, 2-3:30 p.m.

**Getaway Café**
- A Chinese barmaid and a Slavic fisherman find friendship and more in an Italian fishing village. A young American man joins the IRA in Ireland but soon finds out that he is being used for political purposes and... Williamsburg Library
- 02/01, 7 p.m.
- 02/17, 1 p.m.
MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made and entered into this day 15th day of February 2018 by and between the Williamsburg Regional Library (“the Library”) and the FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY FOUNDATION (“the Foundation”), The Library and the Foundation are entering into this Memorandum of Understanding to describe the manner in which the parties will collaborate and provide assistance to one another for the benefit of the Williamsburg Regional Library (the “Library”).

RECITALS

A. The Library is an independent regional agency established under the Virginia Code § 42.1-37, as amended, as a joint venture by James City County, the City of Williamsburg, and York County. The Library is governed by a board, whose members are appointed by the three jurisdictions according to the contract among them. The Library’s mission is “to inform, enrich, and strengthen our community. The City of Williamsburg, James City County, and York County value our work and fund the Library as a basic service for their residents.”

B. The Foundation was formed: (1) to create public interest in and greater use of the Library; (2) to develop, administer, and allocate funds to provide the extra margin of excellence for the Library by enhancing existing public support for the Library; and (3) to sponsor cultural and related programs tied to the mission of the Foundation.


D. The Library has provided and, subject to adequate staffing and funding, will continue to provide assistance to the Foundation to facilitate the Foundation’s operation, endowment growth, and the fulfillment of its stated mission.

TERMS

NOW, THEREFORE, the Library and the Foundation agree as follows, to the extent practical and feasible:

1. Library Responsibilities. The Library agrees to provide the following assistance to the Foundation:
A. Assistance in Administrative Services and Maintenance of Financial Records. The Library will manage the Foundation’s cash management, accounting, and financial reporting. The Foundation retains the right to determine the banking and investment institutions used in support of its activities. The Library, subject to alteration by mutual consent, will provide professional services as follows:

i. Daily accounting for revenues and donations;

ii. Monthly accounting of grants and other expenditures;

iii. Monthly billing and revenue bank transfers between accounts;

iv. Monthly treasurer reports and bank reconciliations;

v. Annual insurance review and payment processing;

vi. Annual audit preparation and review of audited financial statements and IRS Form 990;

vii. Support of annual book sale activities, including cashiering proceeds summary, membership entry, etc.;

viii. Provision of purchasing and payment processing for supplies and grant related expenditures; and

ix. Mail services, such as postage metering, printing, and folding.

B. Support in Fundraising, Research, and Recordkeeping. The Library, subject to alteration by mutual consent, will provide a development officer to support fundraising activities as follows:

i. Host and maintain Foundation membership database, online giving portal, and webpage;

ii. Host and maintain Foundation donor database (gift entry, thank you notes, donor recognition, annual appeal, all gift reporting, and donor stewardship);

iii. Update Foundation organization profile in appropriate locations;

iv. Assist in the organization of volunteer and Foundation special events;

v. Assist the officers of the Foundation in preparing agenda, revising minutes, communicating with the Foundation board, consulting with officers, advising on governing documents, and attending committee and Foundation board meetings as assigned;

vi. Assist as point of contact for Foundation business; and

vii. Research grant and donor opportunities and assist in grant preparation.

C. Publicity and Marketing

i. The Library will provide staff to collaborate on and assist with marketing and publicity for Foundation events and fundraising efforts.

ii. The Library will provide space on the Library website (www.wrl.org) for content provided by the Foundation or link to the Foundation’s website from the Library’s homepage.
2. **Foundation Responsibilities.** The Foundation will provide the following assistance to the Library:

A. **Charges to the Foundation.** The Foundation will be responsible for direct operating expenses relating to all its activities, including but not limited to the costs of postage (metered by the Library), large copy jobs, and consumable office supplies. The Foundation will pay a discounted annual fee to the Library of at least $4,000.00 per year for financial and administrative services, some of which are enumerated above (see 1.A and 1.B). The fee amount will be reviewed annually and the parties will mutually determine whether additional fees should be paid in excess of the minimum base amount of $4,000.00 per year.

B. **Foundation Board of Directors.** In compliance with its bylaws, the Foundation will recruit and maintain sufficient board members to conduct its activities, to chair and fill its committee structure, and to fulfill the organization’s mission to provide funds for the Library to achieve an extra margin of excellence.

C. **Ongoing Activities.** The Foundation will conduct, supervise, and support all book sale operations and volunteer activities sponsored by the Foundation. The Foundation will continue, to the best of its ability, to maintain the current levels of annual financial support to the Library funded by earned income from investments, book sales, and fundraising activities to be awarded to the Library through the grant process.

D. **Advocacy and Support.** The Foundation will support the goals and objectives of the Library’s mission and strategic plan, as well as the vision, priorities, and policies set forth by the Board of Trustees of the Williamsburg Regional Library. Foundation members will be informed advocates for public libraries.

E. **Compliance with Legal and Regulatory Requirements.** The Foundation will engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation’s articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.

3. **Process for Collaboration.** The Library and the Foundation will work to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community.
A. The Library and the Foundation will engage in an ongoing dialogue to facilitate communication and collaboration on strategic priorities, funding needs, fundraising, and financial reporting.

B. The Foundation will continue to have representation in the Library’s strategic planning process.

C. The chair of the Library board of trustees and the library director will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The library director will serve as the liaison to the executive committee and may assign a library liaison to serve on each of the Foundation’s committees, including governance, finance, membership, marketing, book sales, and major donor.

D. The library director will provide periodic presentations and information sessions to the Foundation board or general membership.

E. The president of the Foundation board will serve as a non-voting ex-officio member of the library board of trustees and may attend meetings, and provide updates.

F. The library director and the Foundation will reach mutual agreement about the sustainability of programs or projects before the Foundation begins fundraising for specific programs or projects.

   i. The Foundation recognizes that, given the Library’s ongoing unpredictable budget environment, the Library cannot make commitments for future funding; however, the library director will make every effort to ensure that a Foundation-funded program or project will continue as planned, assess all projects and services annually, and provide feedback to the Foundation regarding ongoing funding requests.

   ii. It is understood that, should a project or program funded by the Foundation fails to achieve the results established by mutual consent with the Library at the time of funding, the Foundation reserves the right, after consultation with the library director, to remove the funding for the program or project.

   iii. Additionally, if a program or project funded by the Foundation fails to achieve the results established by mutual consent with the Board, the library director reserves the right to cancel the program or project, after consultation with the Foundation.
4. **Fundraising.**

A. The Library recognizes the Foundation as its sole, private fundraising organization to provide funding to the Library to supplement governmental support. The Foundation funds enhance, but do not supplant, public funding.

B. The Foundation will be the legal recipient for all charitable donations, bequests, and significant in-kind gifts to the Library. The Foundation’s unrestricted assets raised for the Library are held for the benefit of the Library, and shall be used by the Foundation at the discretion of the Foundation board to support the mission of the Library through support of library collections, programs, facilities, services, technology, staff development, and advocacy. Unrestricted assets will also be used to provide support for the Foundation’s fundraising activities and development on behalf of the Library.

C. The Foundation’s restricted gifts raised for the Library are held for the benefit of the Library, and shall be disbursed at the discretion of the Foundation board, consistent with the donor’s wishes. Restricted gifts, with conditions that obligate the Library, will not be accepted by the Foundation without the library director’s consent. The Library and the Foundation maintain the right to refuse funds if the funds are designated for purposes that are inconsistent with the Library’s and the Foundation’s mission and priorities.

D. The Library will notify and deposit with the Foundation any donations made directly to the Library so that the Foundation can ensure the donation is recorded in its database and the proper acknowledgement is sent to the donor.

E. The Library will not commit the Foundation to fundraising activities or financial commitment without the express consent of the Foundation board of directors.

F. Funding requests will be presented by the library director to the Foundation. The Foundation will process the requests, following the Foundation’s procedures.

G. All naming opportunities associated with gifts to the Foundation must be approved in advance by the library director.

5. **Library Grant-seeking and Fundraising Authority.** Noting the Foundation’s role as the Library’s sole, private fundraising organization, the Board of Trustees of the Williamsburg Regional Library retains full legal authority as the governing body of the Library to pursue, on occasion, its own fundraising opportunities, fundraising partnerships, grants, and gifts that benefit the Library’s mission, priorities, and goals, in addition to those priorities and gifts that are met by Foundation funding. However, in pursing such funding, the library director...
will consult with the Foundation, initially and periodically, in order to ensure a unified approach.

6. **Library Financial Practices.** Any funds the Library accepts from the Foundation will be tracked separately from public funds. The Foundation recognizes that per the contract for library services, the Library is bound by the City of Williamsburg (Library’s fiscal agent) financial and budget policies and procedures. The City of Williamsburg’s financial budget policies and procedures are based on government budgeting best practices set forth by the accepted accounting standards (GAAP), General Accounting Standards Board, the Government Financial Officers Association, and Virginia budget law.

7. **Foundation Financial Practices.** The Library recognizes the Foundation is bound by the laws of the Commonwealth of Virginia and federal laws governing tax-exempt organizations, Foundation board policies, and by its representations to its donors.

8. **Foundation Fund Management.** The Foundation will manage the proceeds of the Foundation according to its bylaws, gift acceptance policy, and spending and investment policies, in order to ensure that all funds not needed for expenses and funding requests are used to support the Library. The parties agree that the Foundation will continue to contract with an investment services provider for investment and reporting services relating to all such funds. The Foundation will develop an investment policy statement governing its diversified asset allocations, spending rate and other prudent policies.

9. **Disbursements to the Library.** The Foundation has raised, and shall continue to raise, funds for providing an extra margin of excellence for the Library.

   A. **Endowment (including Perpetual Book Funds).** The Foundation board will establish an annual or semi-annual disbursement to the Library for library collections, programs, facilities, services, technology, staff development, and advocacy, equal to a percentage of the Foundation’s assets as determined by the Foundation with input from the library director consistent with the Foundation’s investment policy statement and, in the case of Perpetual Book Funds and permanently restricted funds, the donors’ wishes.

   B. **Earned Revenue.** Unrestricted income will be used first to pay the Foundation’s expenses and then gifted to the Library according to the Foundation’s policies and procedures.

   C. **Special Project Campaigns.** The Foundation, through the proceeds of supplemental fundraising campaigns, may provide support to the library for special projects.
10. **Confidentiality.** The Library, a public entity, is subject to public records and public meetings laws, among other federal, state, and local laws. The Foundation, as a private entity, is not bound by such legal and regulatory requirements are committed to donor confidentiality and the privacy of Foundation business. Accordingly, in undertaking their mutual obligations as stated herein, both entities will protect that confidentiality to the fullest extent allowed by law. The Foundation will implement procedures to safeguard the confidentiality of its operations and the privacy of its donors.

11. **Miscellaneous Provisions.**

   A. **Annual Review and Amendment of Agreement.** The Library and Foundation agree that the MOU shall begin February 2018 and shall continue thereafter for successive three (3) year periods. This MOU may be amended in writing by mutual consent of both parties.

   B. **Termination of Agreement.** This MOU may be terminated by either party with twelve months prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the Library’s mission and the Foundation’s mission.

   C. **Dissolution Clause.** The Foundation assures that funds designated to the Library will be available to the Library should the Foundation dissolve or change its mission. The Foundation’s organizing documents shall continue to include provisions mandating that in the event of its dissolution or winding up of its affairs, the Foundation’s board of directors, after paying or making provision to pay all of the debts or obligations of the Foundation, shall ensure all assets are transferred to the Library.

   D. **Governing Law.** The MOU shall be governed by the laws of the Commonwealth of Virginia.

   [signatures on following page]
IN WITNESS WHEREOF, the parties have hereunto set their hands:

BOARD OF TRUSTEES OF THE WILLIAMSBURG REGIONAL LIBRARY

By: [Signature]  
Name: Natalie Miller Moore  
Title: Chair of Board of Trustees  
Date: 2/14/18

FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY FOUNDATION

By: [Signature]  
Name: W. Samuel Soder  
Title: President of Board of Directors  
Date: 2/2/18