I. Call to Order – Chair Miller-Moore
II. Public Comment
III. Mission Moment
IV. Division Director Presentation – Benjamin Goldberg, Library Development Officer
V. Consent Calendar
   • Approval Minutes – March 26, 2018 and March 28, 2018
   • March Finance Report
   • Monthly Staff Reports
VI. Chair’s Report – Miller-Moore
   • Short Takes for Trustees – “Working with Friends”
   • Annual Library Director Evaluation
   • Strategic Planning Committee Report
   • Architect’s Report – Next Steps
VII. Library Director’s Report – Fowler
   • JCCL Library Facility Tour
   • Action Item: Policy Review – Holiday Closing & Library Hours
   • Action Item: Proposed FY2019 Holiday Closing Schedule
   • FY2019 Proposed Budget Update
VIII. Friends of WRL Foundation Update
IX. York County Update - Franz
X. Other Business
XI. Adjournment

Other Enclosures:
   • W&M Libraries Partnership Agreement
   • March Statistics
   • FYI Articles, Kudos, and News Items
   • April Newsletter

Next Regular Meeting:
   May 23, 2018, 3:00 p.m., Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Chris Gareis, Vicki Herrick, Barry Marten, Jason Purse, and Nicole Trifone.
Board of Trustees of the Williamsburg Regional Library
Minutes of Special Board Meeting March 26, 2018
Council Chambers, Stryker Center

Attending: Board of Trustees Chair Natalie Miller-Moore; Board members Pam Franz, Chris Gareis, Vickie Herrick, Barry Marten, Jean Stettler, and Nicole Trifone;

Friends of WRL Foundation President Sam Sadler; Friends of WRL Foundation members Mike Caplice, Lucinda Dudley, Sarah Houghland, Peter Mellette, Tom Phelps, Louis Weeks, and Michael Westfall;

Interim James City County Administrator Bill Porter; City of Williamsburg City Council members Barbara Ramsey and Benny Zhang; City of Williamsburg Assistant City Manager Andrew Trivette; York County Library Director Kevin Smith;

Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Benjamin Goldberg, Alicia Phinney, Melissa Simpson, Sandy Towers, Barry Trott, and Sarah App;

Greg Lukmire of RRMM Lukmire Architects;

Absent: Sally Andrews, Jim Axtell, Jason Purse, and Jorge Rivas.

Call to Order: Chair Miller-Moore called the meeting to order at 2:03 p.m.

Chair’s Report: Ms. Miller-Moore announced the Board of Trustees hired RRMM Lukmire Architects to complete an assessment of the Williamsburg Library building. Ms. Miller-Moore introduced Mr. Lukmire and stated this is the first viewing of this presentation by the board.

Mr. Lukmire began by introducing himself and his firm, RRMM Lukmire Architects has designed over 50 public libraries in the United States. He spoke of the ways in which public libraries have changed throughout the years. Lukmire Architects were tasked with analyzing the current spaces and needs in regards to programs and collections of the Williamsburg Library. The firm contracted outside inspectors to review the current electrical, plumbing, and life safety engineering systems while Lukmire inspected the internal layout, exterior site, and parking. It was Lukmire Architect’s job to investigate design options that could help the Williamsburg Library meet the current needs of the library and community. Mr. Lukmire discussed ways in which the Williamsburg Library compares to various twenty-first-century public libraries. Common elements of the twenty-first-century libraries include; a civic focus/community center, lifelong learning center, community resource center, information/technology center, a place for social interaction, collaboration space, and being a community and/or architectural landmark. These up to date libraries often hold traits such as; being flexible/adaptable, having comfortable seating areas, accessible after hours, having new technology, having exploration/maker spaces, having dedicated spaces for children, tweens, and teens, having flexible meeting spaces of all size groups, having areas to inspire and enrich, having areas connecting inside and outside, and being community-driven. Mr. Lukmire discussed some of the current trends in library design including; community information centers, readers-on-the-run, bookstore appeal, technology throughout, self-service for users, smaller distributed service desks, educational resources, teen centers, group rooms, hi-tech meeting rooms, snack/cafè areas, and environmentally friendly buildings.
Mr. Lukmire reviewed the current status of the Williamsburg Library including the mission statement, site design, and floor plans. Based on the space needs analysis, the Williamsburg Library needs approximately 50,000 square feet to meet the current needs, the library has approximately 39,000 square feet currently, including the basement and the theatre. Mr. Lukmire reviewed the issues that currently limit the Williamsburg Library; staff has limited ability to monitor activity in the library, structural steel stacks are inflexible and difficult for handicapped users to move in, the reading areas are remote from stacks, there is a lack of group study/comfortable places to read, children are remote with a lake of natural light, access to children’s area from auditorium is a security issue, staff is decentralized, restrooms are not ADA compliant, staff space is a windowless basement, electrical systems have numerous code violations, and lighting is not efficient. Mr. Lukmire described the various renovations/additions to the library that have happened since its initial construction.

Mr. Lukmire discussed four possible options for proving the needed space and functionality for the Williamsburg Library:

1. Renovate/modify the existing library and expand.
2. Re-build a larger library on existing site.
3. Relocate library across Armistead Avenue on larger site.
4. Relocate library to a new location.

Mr. Lukmire discussed the option of renovating the existing library. To add the additional 10,000 square feet to the library, Mr. Lukmire suggested demolishing the existing children’s wing and replacing it with a two-story addition. In order to give the library a better line of sight, the existing structural steel stacks would also need to be removed and the pyramid entrance relocated. The administration/circulation area could also be expanded to add additional square footage. This option would not add any additional parking spaces for the library.

Mr. Lukmire discussed the option of rebuilding a larger library on the existing site. Rebuilding using a second story model to achieve the needed square footage could also add an approximate additional 130 parking spaces.

Mr. Lukmire discussed the option of relocating the library to a new building across Armistead Avenue. With this option, there are two different site plans that could possibly be used. One site would have the library building facing Scotland Street allowing for 130 parking spaces and the second site having the building face Armistead Avenue allowing for 115 parking spaces. Both would allow for a state of the art 50,000 square feet facility and also community development of the existing library site.

Mr. Lukmire discussed the option of relocating the Williamsburg Library to an entirely different site. A possible site has not as of yet been identified but would allow the Williamsburg Library to design a twenty-first-century library to fit the user’s needs as well as design a site with optimal parking.

**Public Comment:**

Mr. Sadler asked Mr. Lukmire to comment on the available parking garage near the Williamsburg Library and a teen area if the library were remodeled. Mr. Lukmire stated the staff currently uses the parking garage and does not feel it too far from the library but many users are not aware of its availability or believe it is not a realistic walking distance to be usable. A teen area would be feasible with the additional 10,000 added in an addition.
A member of the public asked if a larger Friends Book Nook was incorporated into the remodeling option. Mr. Lukmire stated if need and resources are available, a larger Book Nook could be incorporated into design plans.

Staff member, Ms. Hamblin, asked if a closed children’s area would be feasible if the library were remodeled and if the new children’s area would be larger than the current. Mr. Lukmire agreed that a defined children’s area would be beneficial and could be incorporated into design plans as well as a larger area.

Mr. Phelps asked if the theatre area would be incorporated into the remodel with the first option. Mr. Lukmire stated that it would not be beneficial to demolish the theatre and rebuild but it would need to be upgraded during a possible renovation.

Mr. Mellette asked for an estimated time frame for the renovation option. Mr. Lukmire stated it would take approximately three years to complete.

Mr. Caplice asked if the potential plans of the City of Williamsburg to upgrade various city facilities were taken into account for this assessment. Mr. Lukmire stated he was not apprised of the City of Williamsburg’s plans during the study but if the library was moved it would allow the city to use the existing site for another city facility.

Ms. Fowler asked if the first option to remodel the current facility would allow for any additional parking spaces. Mr. Lukmire confirmed that it would not. Mr. Lukmire stated that if the library was rebuilt on the adjacent property as in option three, it would present a longer estimated timeframe than the first renovation option.

Staff member, Mr. Kelley asked how long the proposed library in option one, renovation, would last given the estimated population growth of Williamsburg. Mr. Lukmire stated the library would be current for approximately twenty years, possibly longer.

Ms. Miller-Moore discussed this assessment as the beginning of the process of updating the Williamsburg Library facility. She thanked everyone for coming and stated any further comments or questions could be directed to the Board of Trustees.

**Adjournment:** Ms. Miller-Moore moved to adjourn at 3:14 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ______________________________

Natalie Miller-Moore, Chair
Board of Trustees of the Williamsburg Regional Library
Minutes of Board Meeting March 28, 2018
Meeting Room 128, Stryker Center

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

Friends of WRL Foundation President Sam Sadler; Library Director Elizabeth B. Fowler; Assistant Library Director Janet Crowther; library staff members Carrie Binsfeld, Benjamin Goldberg, Alicia Phinney, Melissa Simpson, Sandy Towers, Barry Trott, and Sarah App;

**Absent:** Jason Purse.

**Call to Order:** Chair Miller-Moore called the meeting to order at 3:01 p.m.

**Public Comment:** None.

**Mission Moment:** None.

**Division Director Presentation – Carrie Binsfeld, Finance and General Services Director:** The Finance & General Services division encompasses three departments; Administration, Facilities, and Finance, with a total of ten employees (nine full-time, one part-time). The Finance & General Services division functions primarily as a support division for the other seven library divisions. Ms. Binsfeld introduced all the Administration, Facilities, and Finance personnel and reviewed their respective duties. Ms. Binsfeld discussed how the library interacts with the City of Williamsburg - the library’s fiscal agent - and James City County, which provides human resources, payroll, and Fleet services.

**Consent Calendar:** The March 28, 2018 consent calendar was approved by a unanimous vote.

**Chair’s Report:**

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

Ms. Miller-Moore announced the board will start the strategic planning process in April. The Strategic Planning Committee will consist of; board members Ms. Miller-Moore, Mr. Axtell, Mr. Marten, Ms. Stettler, Ms. Trifone, foundation board members Sam Sadler, Louis Weeks, Michael Westfall, library director Betsy Fowler, and library staff members Janet Crowther, Carrie Binsfeld, Eletha Davis, Alicia Phinney, Melissa Simpson, Sandy Towers, and Barry Trott. The first meeting will discuss if an outside consultant is needed, which sub-committees may be needed, and if the new plan will be a refresh of the current plan or a complete revision. Ms. Miller-Moore presented the board with a hard copy of the power point presentation that was given on Monday, March 26, 2018, by Greg Lukmire of RRMM Lukmire Architects. Mr. Lukmire was tasked with evaluating the current Williamsburg Library facility and concluded that it did not meet twenty-first-century public library standards and gave options on how to update the library. Ms. Miller-Moore discussed the need for the Board of Trustees to have one hundred percent participation in donating to the Friends of Williamsburg Regional Library Foundation.
Mr. Rivas updated the board with the current status of the Library Director review. The Executive Committee will be surveying staff in the month of April and will present its results to the board at the May 23, 2018 board meeting.

**Library Director’s Report:** Ms. Fowler discussed the current statistical report stating the print circulation has increased where the DVD/audiobook circulation has decreased. Digital circulation has remained consistent.

- **Door Counter Update** – Ms. Fowler announced the new door counters have been installed at each of the entrances to both library locations. Beginning next month the statistics for users entering the building will be more accurate than the previous counts due to the upgrades.

- **Community Appreciation Event** – Ms. Fowler announced following the tremendous community effort in the ELGL Best Library in the U.S. contest, the Friends of WRL Foundation will fund a community appreciation event on Saturday, April 7, 2018, from 12:00 p.m. to 4:00 p.m. on the Williamsburg Library Plaza. The library will announce the new library book drop locations and the new library card designs at the event.

Ms. Fowler discussed the presentation from Greg Lukmire. This building assessment is the first step in a long process. The assessment provided information on the issues the Williamsburg Library has and the needed space to update the library to current standards. Mr. Lukmire presented the board with four options which undertook the issues in various ways. Ms. Fowler discussed how Mr. Lukmire calculated the estimated square footage needed to update to current ALA standards. Each of the options given would not require any significant increase in staffing. Ms. Fowler discussed the need for additional staff work space at the Williamsburg Library.

- **Action Item: Policy Review – Photography & Filming** - No policy changes were presented. Ms. Miller-Moore moved to reaffirm the policy. Ms. Franz seconded and the motion was approved by a unanimous vote.

- **Action Item: Policy Review – Non-Discrimination** - No policy changes were presented. Ms. Miller-Moore moved to reaffirm the policy. Ms. Franz seconded and the motion was approved by a unanimous vote.

- **National Library Worker’s Day Staff Lunch – April 10, 2018** – Ms. Fowler reminded board members of the annual BOT sponsored staff lunch which will be held at 12:00 p.m. at each library building.

- **Volunteer Appreciation Breakfast – April 19, 2018** – Ms. Fowler invited all board members to attend the annual Volunteer Appreciation Breakfast held in Meeting Room #127 in the Stryker Center at 9:00 a.m.

- **Holiday Closing Policy and Calendar** – Ms. Fowler presented two possible options to update the holiday closing policy and FY2019 holiday calendar. This policy change and calendar will be brought to the board for approval at the April 25, 2018 meeting.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the FWRLF meeting on March 27, 2018. Mr. Sadler thanked Ms. Binsfeld for her finance presentation and stated the FWRLF has an estimated 2.7 million in assets currently with 1.5 million of that in endowment funds. The FWRLF approved five grant requests from the library. The FWRLF
has completed its last payment to the City of Williamsburg for their contractual agreement for the Stryker Center. Mr. Sadler announced the FWRLF Annual Book Sale on April 6-8, 2018 at the Williamsburg Community Building. Mr. Sadler discussed the estimated date for the next campaign letter to be sent to the community.

**York County Public Library Update:** Ms. Franz discussed the York County library board meeting in April which will include budget discussion and renovation survey results. The York Library will be offering GED classes in the future.

**Other Business:** None.

**Adjournment:** Mr. Axtell moved to adjourn at 4:00 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by ______________________________________

Natalie Mill-Moore, Chair
April 9, 2018

To: WRL Board of Trustees  
From: Carrie L. Binsfeld, Finance Director  
Subject: March 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>$105,741</td>
<td>100.7% Annual HVAC contract paid</td>
</tr>
<tr>
<td>Leases</td>
<td>$40,000</td>
<td>$41,376</td>
<td>103.4% 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>$113,942</td>
<td>97.4% Annual Sirsi contract paid</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
<td>$864</td>
<td>172.8% 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>
<tr>
<td>Tuition</td>
<td>$6,000</td>
<td>$8,102</td>
<td>135% Allowance Increased</td>
</tr>
</tbody>
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Percentage of year passed 75.0%
The Williamsburg Regional Library  
Monthly Financial Statement  
For the period ending March 31, 2018

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Encumbered</th>
<th>Total Encumbered</th>
<th>% Spent &amp; Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>3,051,430</td>
<td>2,185,983</td>
<td></td>
<td>2,185,983</td>
<td>71.6%</td>
</tr>
<tr>
<td>Wages</td>
<td>636,196</td>
<td>434,197</td>
<td></td>
<td>434,197</td>
<td>68.2%</td>
</tr>
<tr>
<td>FICA</td>
<td>282,109</td>
<td>192,128</td>
<td></td>
<td>192,128</td>
<td>68.1%</td>
</tr>
<tr>
<td>Virginia Retirement Systems</td>
<td>285,921</td>
<td>207,057</td>
<td></td>
<td>207,057</td>
<td>72.4%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>555,177</td>
<td>430,196</td>
<td></td>
<td>430,196</td>
<td>77.5%</td>
</tr>
<tr>
<td>Workers Comp Insurance &amp; Unemploy</td>
<td>15,000</td>
<td>14,965</td>
<td></td>
<td>14,965</td>
<td>99.8%</td>
</tr>
<tr>
<td>VRS Group Life Insurance</td>
<td>39,975</td>
<td>28,660</td>
<td></td>
<td>28,660</td>
<td>71.7%</td>
</tr>
<tr>
<td>Fringe Benefits (RM/DCM)</td>
<td>13,900</td>
<td>8,058</td>
<td>8,058</td>
<td>58.0%</td>
<td></td>
</tr>
<tr>
<td>Tuition Assistance</td>
<td>6,000</td>
<td>8,102</td>
<td></td>
<td>8,102</td>
<td>135.0%</td>
</tr>
<tr>
<td>Benefits Total</td>
<td>1,198,082</td>
<td>889,165</td>
<td>889,165</td>
<td>74.2%</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>4,885,708</td>
<td>3,509,345</td>
<td>0</td>
<td>3,509,345</td>
<td>71.8%</td>
</tr>
</tbody>
</table>

| COLLECTION MATERIALS                |              |        |            |                  |
| Collection Materials                | 525,000      | 359,966| 59,535     | 419,501          | 79.9%                |
| Subtotal                            | 525,000      | 359,966| 59,535     | 419,501          | 79.9%                |

| OPERATIONS                          |              |        |            |                  |
| Advertising                         | 12,500       | 9,414  |            | 9,414            | 75.3%                |
| Bank Fees                           | 6,000        | 5,384  |            | 5,384            | 89.7%                |
| Bindery                             | 2,000        | 1,285  |            | 1,285            | 64.3%                |
| Building Maintenance                | 30,000       | 21,851 | 1,631      | 23,482           | 78.3%                |
| Communications                      | 50,000       | 25,822 |            | 25,822           | 51.6%                |
| Computer Replacement                | 39,000       | 12,348 |            | 12,348           | 31.7%                |
| Computer Software & Supplies        | 22,000       | 13,287 | 1,524      | 14,811           | 67.3%                |
| Contractual Services                | 105,000      | 105,741|            | 105,741          | 100.7%               |
| Equipment - General                 | 1,000        | 519    | 519        | 519              | 51.9%                |
| Financial Services                  | 22,313       | 0      | 0          | 0                | 0.0%                 |
| Fund Balance Appropriations         | 563,521      | 131,474| 64,131     | 195,605          | 34.7%                |
| Human Resource Services             | 72,417       | 48,278 |            | 48,278           | 66.7%                |
| Insurance                           | 42,500       | 26,362 |            | 26,362           | 62.0%                |
| Leases                              | 40,000       | 35,886 | 5,490      | 41,376           | 103.4%               |
| Legal Services                      | 6,000        | 12,000 |            | 12,000           | 200.0%               |
| Library Board Expenses              | 6,000        | 4,069  | 4,069      | 4,069            | 67.8%                |
| Library Catalog & Website Services  | 117,000      | 113,942|            | 113,942          | 97.4%                |
| Library Programs                    | 15,000       | 12,647 | 410        | 13,057           | 87.0%                |
| Local Mileage                       | 4,000        | 1,439  | 1,439      | 1,439            | 36.0%                |
| Maintenance Supplies                | 14,500       | 9,461  | 9,461      | 9,461            | 65.2%                |
| Memberships                         | 10,000       | 6,459  | 6,459      | 6,459            | 64.6%                |
| Miscellaneous                       | 500          | 864    | 864        | 864              | 172.8%               |
| Postage                             | 18,000       | 9,829  |            | 9,829            | 54.6%                |
| Printing                            | 3,000        | 655    | 655        | 655              | 21.8%                |
| Professional Services               | 13,000       | 11,800 |            | 11,800           | 90.8%                |
| Software Maintenance                | 15,000       | 14,817 |            | 14,817           | 98.8%                |
| Supplies                            | 75,000       | 48,957 | 1,370      | 50,327           | 67.1%                |
| Travel & Training                   | 30,000       | 18,159 |            | 18,159           | 60.5%                |
| User Refunds                        | 0            | 367    | 367        | 367              | N/A                  |
| Utilities                           | 179,000      | 125,389|            | 125,389          | 70.0%                |
| Vehicle Services                    | 33,000       | 13,479 | 13,479     | 13,479           | 40.8%                |
| Subtotal                            | 1,547,251    | 841,984| 74,556     | 916,540          | 59.2%                |

| TOTAL                               | 6,957,959    | 4,711,295| 134,091   | 4,845,385        | 69.6%                |
The Williamsburg Regional Library
Monthly Financial Statement
For the period ending March 31, 2018

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Budget</th>
<th>Received</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>644,774</td>
<td>644,774</td>
<td>0</td>
<td>75.0%</td>
</tr>
<tr>
<td>James City County</td>
<td>4,500,018</td>
<td>3,375,014</td>
<td>3,375,014</td>
<td>3,375,014</td>
<td>75.0%</td>
</tr>
<tr>
<td>York County</td>
<td>575,741</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>229,972</td>
<td>75.0%</td>
</tr>
<tr>
<td>Lost Books</td>
<td>11,500</td>
<td>7,769</td>
<td>7,769</td>
<td>7,769</td>
<td>67.6%</td>
</tr>
<tr>
<td>Interest</td>
<td>3,500</td>
<td>11,872</td>
<td>11,872</td>
<td>11,872</td>
<td>339.2%</td>
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<tr>
<td>Copy Machines</td>
<td>28,000</td>
<td>21,521</td>
<td>21,521</td>
<td>21,521</td>
<td>76.9%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>53,000</td>
<td>39,602</td>
<td>39,602</td>
<td>39,602</td>
<td>74.7%</td>
</tr>
<tr>
<td>Set Off Recovery</td>
<td>9,500</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>16.8%</td>
</tr>
<tr>
<td>Other Library Revenue</td>
<td>7,000</td>
<td>8,797</td>
<td>8,797</td>
<td>8,797</td>
<td>125.7%</td>
</tr>
<tr>
<td>Meeting Room Use</td>
<td>40,000</td>
<td>41,449</td>
<td>41,449</td>
<td>41,449</td>
<td>103.6%</td>
</tr>
<tr>
<td>Transfer From Fund Balance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6,394,438</td>
<td>4,958,110</td>
<td>4,958,110</td>
<td>4,958,110</td>
<td>77.5%</td>
</tr>
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NON-BUDGETED OPERATING REPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th>Spent</th>
<th>Encumber &amp; Encumber</th>
<th>Total Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts &amp; Memorials</td>
<td>29,620</td>
<td>38,898</td>
<td>690</td>
<td>39,588</td>
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<tr>
<td>Friends &amp; Foundation</td>
<td>291,978</td>
<td>290,691</td>
<td>16,772</td>
<td>307,463</td>
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<tr>
<td>Library Grants</td>
<td>13,130</td>
<td>4,356</td>
<td>0</td>
<td>4,356</td>
</tr>
<tr>
<td>Program Services</td>
<td>334,728</td>
<td>333,945</td>
<td>17,462</td>
<td>351,407</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>334,728</td>
<td>333,945</td>
<td>17,462</td>
<td>351,407</td>
</tr>
</tbody>
</table>

Percentage of year past 75.00%
Payroll % of year past 75.00%
WRL held a Community Appreciation Event on April 7 to thank the public for their enthusiastic support of the library during the Best Library Contest. Building on the momentum and community engagement stimulated by the ELGL Contest is now a goal of the library management team. The event, generously funded by the Friends of WRL Foundation, featured two musical performances, a puppet show, a balloon clown, a henna artist, children’s crafts, and a food truck. The event was planned for the plaza area to coordinate with the Friends of WRL Foundation annual book sale being held in the Community Building that weekend. Inclement weather caused the celebration venue to be relocated to the Stryker Center. Although, we were disappointed that the library was not able to hold the first large outside plaza library event, both the staff and the public were very pleased with the acoustics, flexible spaces, and accommodations in the Stryker Center. Despite the rain and cold over 400 people attended, including many families with young children. The Virginia Gazette did a wonderful story on the event.

The Community Appreciation Event was billed as the official library kick-off to National Library Week. A press release simultaneously announcing the new reciprocal borrowing arrangement with William and Mary Libraries was submitted that also resulted in a story in the Virginia Gazette. WRL also celebrated the week with the rollout of interesting new library card designs and publicizing the installation of a new convenient book return at the Longhill Rec Center in James City County. WY Daily also published a story on the young adult program series entitled Life Hacks. The discussion is underway on how to continue the momentum with exciting new events over the summer.

The management team is working on collecting and analyzing data regarding facility replacement and upgrades. The Lukmire presentation helped frame the discussion going forward regarding the need for upgrading or replacing the Williamsburg Library facility. WRL also continues to work with JCC on a possible new James City County library that could be a standalone facility or a combined facility with the upgraded or replaced Williamsburg Library. An article appeared in both papers following the Lukmire Presentation at the end of March describing the content of the presentation and starting the community conversation. WRL is also working with the Friends of WRL Foundation on a proposed fundraising campaign to dramatically renovate the children’s area of the JCCL into a space combining materials collections with interactive learning experiences, art, science, and play spaces to create a compelling family destination in the region.

Betsy Fowler, Library Director
Provide excellent services:

Computer Services:
We provide a monthly array of computer classes – from Cut, Copy, Paste to Beginning Word, Beginning Excel, Intro to iPad, Resume Refresher, and PowerPoint. The classes themselves vary from month to month depending on feedback from users, who is available to teach, and the attendance numbers. We periodically offer classes in specialty topics like Windows 10, genealogy, Facebook, and LinkedIn; we typically limit the class size to 6-8 people, though not every class is full. Word and Excel are the most popular classes.

We offer drop in computer help for the downloadable resources once a week during “Open Lab.” We also have three computer volunteers at the Williamsburg Library who help with drop in questions, and users frequently bring their mobile devices to the reference desk for us to help make them work!

Interlibrary Loan:
When we don’t own a book that a user needs, we use OCLC Interlibrary Loan to find a library that has the item. We usually borrow about 130 items from other libraries – and other libraries borrow about 160 from us.

Homebound:
Mobile Library Services Adult Outreach staff coordinates monthly home delivery of library books, audiobooks, movies, and music to 36 homebound clients. Last month 435 items were checked out to these clients. There are a total of 10 library staff members who select items for these clients.

Melissa Simpson, Adult Services Director
Provide excellent service:
- I participated in the FWRLF membership committee meeting on March 17. Discussion focused on introducing higher membership tiers and gift incentives.
- I attended the FWRLF major donor committee meeting on March 26. Discussion focused on the Bisland Legacy Society.
- I attended the FWRLF finance-endowment committee meeting on March 26. Discussion focused on staff proposals for margin of excellence support.
- On March 27 I supported the FWRLF board meeting. The board reviewed committee activities, approved several support proposals, and discussed future directions in 2018.
- Attached to this report is the honorary and memorial gifts page that lists donations made to the library and restricted to 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 five LAP press releases to the Daily Press online and submitted five LAP press releases to the Virginia Gazette online.

Provide excellent programs:
- I anticipate sending out five to eight Fifty Hour Club membership letters recognizing library volunteers who reached the fifty-hour mark during March.

Provide for excellence in daily operations:
- On March 9 I participated in the Staff Connections Committee coordinated event to thank the staff for their support and efforts during the ELGL Best Library in the United States contest.
- On March 14 the Staff Connections Committee hosted a mashed potato bar for staff and asked the question “Where would you like to visit and why?” for the “Put A Pin In It” map. I helped support the event at the Williamsburg Library.
- On March 16 I chaired the Peninsula Agency on Aging Seniors as a Resource committee meeting. Discussion focused on the future of the career club program and the 2018 job fair.
- I attended G.W.A.V.A.’s March 23 meeting hosted by Olde Towne Medical and Dental Center.
- I worked with WRL staff drafting three VPLDA award nominations; Profiles of Honor programming for outstanding cooperative program, Getaway Café for outstanding adult program, ELGL Best Library in the US for outstanding public relations program. I also helped with a nomination of the Getaway Café for the Williamsburg Landing Service to Seniors Award.
- I attended the webinars; "Delighting Donors" (3/13) and “Demystifying DAFs” (3/20).
- I worked with all staff to encourage community support of the Best Library in the United States contest.
- Throughout March I participated in LEAD meetings. I attended Betsy’s monthly staff update meeting on March 16 (WL).
- I attended the special Board of Trustees meeting on March 26 to consider the building assessment presentation prepared by Lukmire Architects and the scheduled Trustees meeting on March 28.

Benjamin J. Goldberg, Library Development Officer
FOUNDATION SUPPORT

- Susan and John Iczkowski

Annual Appeal

Enthusiastic Reader ($250 to $999)
- Tatia D. Granger

Sincere Reader (up to $249)
- Judith and James Cobb
- Marie Haynes
- Natalie Miller-Moore
- Patricia an George Rublein
- Barbara and Pete Vollmer

Our Library - Our Future Endowment

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

Donald A. Collard Perpetual Book Fund
- Judith Collard

Colonial Italian American Organization Perpetual Book Fund
- Colonial Italian American Organization

Walter and Mattie Horne Perpetual Book Fund
- Anonymous (in memory of Mattie M. Horne)
- Janis M. Horne (in memory of Mattie M. Horne)
- Gail C. Pike (in memory of Mattie M. Horne)

Captain Eric L. Peterson, USN Perpetual Book Fund
- Alan and Nancy Peterson
- Susan and Roger Schultz

HONORARY & MEMORIAL GIFTS

In memory of:
- Frederick Gore from Kingsmill Yacht Club
- Julian Nightingale from Debbie Zanca
- Dr. Henry R. Stewart from Janet and Wayne Jones

Given by:
- Williamsburg Bird Club
- Guest Speaker Book Program
- Rotary Club of Williamsburg

In honor of:
- WRL Program Services staff from the League of Women Voters of the Williamsburg Area
- WRL Program Services staff from Janis and Douglas Wood

Local Authors Project
- Elizabeth Goesel – Create a Family Museum and Save Your History
- John Livecchi – Retellings: Homer's Characters Speak in Our Time
- Janna Roche – Visiting Hours Are Over Ron Savage – Kafka Goes to Havana

In-Kind
- Debra Bailey
- Charles City-James City-New Kent-York County Farm Bureau, Women's Committee
- Colonial Italian American Organization
- Cornelius Wood (in memory of Priscilla Quilles Wood)

Summer Reading
- Menchie’s
- Ripley’s Believe It or Not!
IT & Technical Services Division Report  
March 2018

Provide for excellence in daily operations:

- Barry and Steve developed procedures for collecting new statistical information for the FY2017 PLDS survey questions.
- In order to ensure a consistent and clean user database, Steve has been reviewing users who have not accessed library resources for over 3 years and deleting users that do not have any blocks on their records. He is also reviewing the automated processes that should catch these records and delete them automatically.
- Linda has been cross-training Keenan and Suzanna from Circulation Services to help us out with covering books. They assist in re-covering many older books that youth services wanted re-covered, and now they are being trained to cover new books. This will help keep things flowing in Tech Services, especially right now while our book-covering volunteer is out recovering from surgery.
- Technical Services staff members attend a variety of online training in March, including: Bibframe and BlueCloud Analytics. Christie also attended the Public Library Association Conference.
- Brett drafted a proposed defense against ransomware which would gather forensic information allowing us to determine any vulnerability that may cause such an incident.
- Kraston deployed 2 new MIFI units and external Antenna with our adult outreach division that have significantly improved connectivity and library services at outreach sites.

Building Community Connections

- Steve worked with Alicia Phinney in circulation services on new guidelines for W&M staff borrower cards.

Provide excellent collections:

- We finished work setting up BlueCloud visibility settings to enable the linked data project to move forward.
- Christie discussed possibilities for changing records and spine labels for Sharyn McCrumb’s books from Mystery to Fiction with Andrew at the request of the author who is coming to speak in June.
- Mandy and Christie worked with Laurie in YS on the CD/Book conversion project. The books with CDs that were in bags will become part of the collection.
- We had a couple of large projects this month: Jean Marie coordinated the adding and processing of 160 Battle Book volumes for the coming Battle. Sheila cataloged over 300 donated CDs for the adult collection.

Provide excellent programs:

- Mandy participated in the YS Elephant and Piggie program, dressing as Piggie. She visited two elementary schools and participated in a storytime at the Williamsburg Library.

Communicating and raising awareness

- All staff assisted in various ways during the final push for the ELGL contest. In particular, Brett, Steve, and Barry worked to set up a mechanism for sending a bulk email to all adult cardholders who had used their card in the past year. Steve set up a voting link on the library catalog home page, and Brett created a custom footer for all WRL emails.

Barry Trott, Interim IT & Technical Services Director
Provide excellent programs:

- “Food and Flowers” exhibit on display in the Stryker Center exhibit space.
- Centuries of Art @ your library finished up its winter/spring program on Monday the 5th with How European Refugees Lifted 19th Century American Pop Art, presented by Jeffery Ruggles.
- Barbara Martin returned to the Dewey Decibel Concert Series on Saturday the 3rd with Lana Puckett for an evening celebrating legendary women songwriters.
- Jae Sinnett performed with multi Grammy-nominated vocalist Denise Donatello on Saturday the 10th to a sold-out theatre, the third sell out of the 2018/19 season.
- The New West Guitar Group returned to the Dewey Decibel Concert series performing to an enthusiastic crowd on Saturday the 24th.
- On display in the Williamsburg Library Gallery, photography from members of the Williamsburg Photo Guild.
- Italian Film Series finished up with Terraferma on Thursday the 8th.
- Celtic Film Series continued on Thursday the 15th with Puckoon.
- Jewish Film Series finished up with Mr. Gaga on Sunday the 21st and Harmonia on Sunday the 25th.
- Panglossian Productions’ “Ripcord” closed out the month with evening performances on the 30th and 31st.

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 seven College of William and Mary, Christopher Wren Association classes.
- Provided rooms and tech support for AARP Tax-Aide program.

Provide excellent facilities:

- Program Services staff processed 227 room bookings during the month.
- There were 495 meeting room uses by 12,264 people at all three WRL locations during the month. Rooms are checked after each use and cleaned as necessary.
- Fielded and answered 1,241 reference questions.

Provide excellence in daily operations:

- Interviewed applicants for the vacant P/T Program Services Assistant Position.
- Hired Sara McNeil for the P/T Program Services Assistant Position.

Robert Haas, Program Services Director
Communicating and raising awareness

- Elizabeth helped with the final push for ELGL “Best Library” competition, with a heavy emphasis on community outreach and promotional materials design (ads, posters etc.).
- Barry and Elizabeth drafted an award nomination for the ELGL contest to be submitted for the Virginia Public Library Directors award for public relations projects. Barry also edited award nominations for the GetAway Café and the Profiles of Honor visit.
- Elizabeth drafted and compiled brochures and calendars about WRL’s summer events and programs for teens and children and stuffed 200 bags as giveaways for the williamsburgfamilies.com Summer Camp Fair. Sandy Towers and Eletha Davis from Youth Services will be representing WRL at this event in April.
- Elizabeth developed all the promotional material for the FWRLF annual book sale, including redoing the book sale signage, working with Micah on ads, press releases, and articles in our print and online newsletters.
- Elizabeth created, developed, implemented, monitored, and provided updates for nine media plans: After Thoughts (program is on pause); Book Groups (consulted on new banner); Talks@2; Dewey Decibel; Centuries of Art; Getaway Café; STEAM Saturdays (updated brochure, coordinated food trucks for upcoming events); Cinema @ Scotland Street; Adult Summer Reading.

Provide excellent collections:

- We continued to work on planning the FY19 collections budget and will be meeting with adult and youth services directors to finalize the numbers for those collections and to communicate any changes to staff doing selection.

Provide excellent programs:

- Rob Haas and Barry drafted a FWRLF grant proposal for the FY19 Dewey Decibel Concert series. Barry also drafted the FWRLF grant proposal for the Community Thank You event to be held in April.
- Barry gave two speakers bureau programs in March, one for the Christopher Wren Association on WRL digital resources and one for the St. Martin’s Episcopal Church Community Café on Virginia’s Crooked Rd.

Provide excellence in daily operations

- We completed and filed the e-rate application for FY19 for WRL that pays for a portion of our Internet connectivity.
- Elizabeth took an online graphic design course to improve her design and graphics skills.

Building Community Connections

- Barry and Janet completed work on the partnership with W&M Libraries and we now have a signed agreement outlining the parameters of the partnership and setting directions for the coming year.

Barry Trott, Special Projects Division Director
Youth Services Highlights
March 2018

Battle of the Books – In March, we held our 31st annual Battle of the Books competition. The Battle of the Books is a program for 4th-5th and 6th-8th graders. Students from area schools read 12 books, and then test their knowledge of the books in local and regional Jeopardy-like quiz competition. Eleven Williamsburg area schools competed in the local competitions. James River Elementary School and Toano Middle School placed first in the local competitions and went on to represent WRL in the regional competition. The regional competition includes winning teams from five localities: York County, Poquoson, Hampton, Newport News, and Williamsburg/James City County.

Programming – In addition to 65 storytime programs in the buildings and 62 storytime programs at outreach locations, we offered some special programming in March. Highlights include: STEAM Saturday – 432 children and caregivers were entertained (and educated!) at The Magical Math Tour, starring Mathmagician, Brian Curry. Children were delighted to meet popular book characters Elephant and Piggie at a special costumed character storytime. Elephant and Piggie also took their show on the road and visited the WJCC Bright Beginnings Preschools. Other special programs this month: Family Fort Night, Astronomy for Everyone with Astronomer Kevin Manning, Easter Egg Decorating, Preschool Dance Party, and a four-session Sphero Robots class.

Professional Development - Youth Services staff members participated in development opportunities this month to enhance and improve knowledge and skills. Three staff members attended the Public Library Association’s biennial conference in Philadelphia. Two staff members attended the Virginia State Reading Association’s annual conference in Richmond. One staff member attended the Tidewater Association for Early Childhood Education annual conference in Newport News. All Youth Services staff members viewed a webinar about the launch of the Beanstack Mobile App for the summer reading program.

Sandy Towers, Youth Services Director
LIBRARY HOURS

Williamsburg Regional Library locations follow the operating hours stated in the current Contract for Library Services. Holiday closings are set in the Holiday Closing policy.

In cases of inclement weather, loss of utility service in a library facility, or other situations affecting library service, the library director or designee may close library facilities.

[Approved by WRL Board of Trustees September 28, 2011. Approved as amended September 23, 2015.]
HOLIDAY CLOSING – OPTION A (OPEN FLOATING HOLIDAYS)

The Williamsburg Regional Library observes the holiday closings designated by James City County except for Veterans’ Day, Martin Luther King Jr. Day, and Presidents’ Day. On these three holidays, library locations are open for normal operating hours. If a holiday closing falls on a Monday, WRL locations may close on the Sunday preceding the holiday as well.

All WRL locations are closed on Easter, but it is not a paid holiday. All WRL locations close at 5:00 p.m. on the day before Thanksgiving and on New Year’s Eve.

HOLIDAY CLOSING – OPTION B (CLOSED FLOATING HOLIDAYS)

The Williamsburg Regional Library observes the holiday closings designated by James City County including Veterans’ Day, Martin Luther King Jr. Day, and Presidents’ Day. If a holiday closing falls on a Monday, WRL locations may close on the Sunday preceding the holiday as well except for Veterans’ Day, Martin Luther King Jr. Day, and Presidents’ Day.

All WRL locations are closed on Easter, but it is not a paid holiday. All WRL locations close at 5:00 p.m. on the day before Thanksgiving and on New Year’s Eve.

PROPOSED – OPTION A (OPEN FLOATING HOLIDAYS)
WRL HOLIDAY CLOSING SCHEDULE
July 1, 2018 - June 30, 2019

July 4, 2018  CLOSED. July 4 is a paid holiday (Independence Day).

Sept 2-3, 2018  CLOSED. September 4 is a paid holiday (Labor Day).

Oct 8, 2018  OPEN at NOON. Staff Recognition Event (Columbus Day).

Nov 12, 2018  OPEN 10-6 as usual. November 11 is a paid holiday (Veterans’ Day). Staff members take a floating holiday another time.

Nov 21, 2018  OPEN 10-5. Day before Thanksgiving

Nov 22-23, 2018  CLOSED. Both are paid holidays (Thanksgiving Day and Day after Thanksgiving).

Dec 24-25, 2018  CLOSED. December 24-25 are paid holidays (Christmas Eve and Christmas).

Dec 31, 2018  OPEN 1-5.

Jan 1, 2019  CLOSED. January 1 is a paid holiday (New Year’s Day).

Jan 21, 2019  OPEN 10-9 as usual. January 21 is a paid holiday (Martin Luther King, Jr. Day). Staff members take a floating holiday another time.

Feb 18, 2019  OPEN 10-9 as usual. February 18 is a paid holiday (Presidents’ Day). Staff members take a floating holiday another time.

April 21, 2019  CLOSED. Not a paid holiday (Easter Sunday).

May 26-27, 2019  CLOSED. May 27 is a paid holiday (Memorial Day).
PROPOSED – OPTION B (CLOSED FLOATING HOLIDAYS)
WRL HOLIDAY CLOSING SCHEDULE
July 1, 2018 - June 30, 2019

July 4, 2018  CLOSED.  July 4 is a paid holiday (Independence Day).
Sept 2-3, 2018  CLOSED.  September 4 is a paid holiday (Labor Day).
Oct 8, 2018  OPEN at NOON.  Staff Recognition Event (Columbus Day).
Nov 12, 2018  CLOSED.  November 11 is a paid holiday (Veterans’ Day).
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Feb 18, 2019  CLOSED.  February 18 is a paid holiday (Presidents’ Day).
April 21, 2019  CLOSED.  Not a paid holiday (Easter Sunday).
May 26-27, 2019  CLOSED.  May 27 is a paid holiday (Memorial Day).
WILLIAMSBURG REGIONAL LIBRARY (WRL)  
AND  
WILLIAM & MARY LIBRARIES, COLLEGE OF WILLIAM & MARY (W&M Libraries)  

PARTNERSHIP AGREEMENT  
January 1, 2018-June 30, 2019

FOUNDATION  A partnership between the Williamsburg Regional Library (WRL) and William & Mary Libraries (W&M Libraries) is based on the following principles:

1. The mission statements, vision, and core values of WRL and W&M Libraries reflect common purposes to support the reading and learning interests of the community and to work collaboratively through the community to achieve excellence.

2. Historically the two libraries have worked together to enhance access to library collections and share programming. Formalizing this relationship acknowledges the value of these collaborative efforts to both institutions. It also creates a strengthened framework that will enable the relationship to grow through system-wide planning and coordination.

3. While the partnership draws on the unique strengths of the two institutions it also benefits from serving the same city-county population.

4. The community is best served by WRL and W&M Libraries working together toward common goals.

GOALS  WRL and W&M Libraries will work together as community partners to (a) increase access to library collections; (b) to develop collaborative programming; and (c) to support community goals for lifelong learning.

STRENGTHS  
Williamsburg Regional Library: The public library offers a tradition of excellence and innovation in collections, programs, and services serving all area residents. This tradition is due to the knowledge, expertise, and skill of the library staff and a strong level of financial support from James City County, the City of Williamsburg, and York County.

The library’s rich collections include both print and digital formats and serve the diverse reading and informational interests of area residents of all ages.

The library’s two buildings, the Williamsburg Library and the James City County Library, are open for service seven days a week. The facilities also serve as community centers, with well-designed meeting room spaces available for community use.

The library’s website offers access to digital and/or downloadable collections and services.

W&M Libraries’ resources include more than 2 million books, journals, online databases, government documents and films; electronic access to many of our resources from anywhere in the world; and a staff with over 870 years of expertise.

The university boasts eight libraries, with the Earl Gregg Swem Library being the main library on campus. Swem offers varied study areas, including group study rooms, study carrels, collaboration booths and media studios. All visitors have access to our online collections when visiting any of our campus libraries and assistance is available at the circulation and research desks.

The Special Collections Research Center at Swem Library is a community resource and is open to the public. This area houses the library’s rare books, manuscripts, university archives and other treasures such as letters written by Thomas Jefferson, and makes these materials available to researchers. The center also houses several collections of family papers of prominent Virginia families, proving useful to genealogists.

**PARTNERSHIP INITIATIVES – January 1, 2018-June 30, 2019**

Please see Attachment A

**PARTNERSHIP RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>WRL will</th>
<th>W&amp;M Libraries will</th>
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<tr>
<td>Designate appropriate staff to plan, implement, promote, and evaluate the partnership.</td>
<td>Designate appropriate staff to plan, implement, promote, and evaluate the partnership.</td>
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<tr>
<td>Designate appropriate staff to plan, implement, promote, and evaluate the initiatives as the budget permits.</td>
<td>Designate appropriate staff to plan, implement, promote, and evaluate initiatives as the budget permits.</td>
</tr>
<tr>
<td>Continue to offer programs and services for W&amp;M student and faculty audiences.</td>
<td>Promote the library's collections, programs, and services to W&amp;M students, faculty, and staff.</td>
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<tr>
<td>Provide facilities for W&amp;M Libraries programs as appropriate.</td>
<td>Provide facilities for WRL programs as appropriate.</td>
</tr>
<tr>
<td>Work with W&amp;M Libraries with an ongoing commitment to the partnership.</td>
<td>Work with WRL with an ongoing commitment to the partnership.</td>
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**FISCAL LIMITATIONS STATEMENT**

Although WRL and W&M Libraries are strong institutions and are committed to accomplishing the
initiatives outlined in this partnership agreement, both organizations enter into this agreement with the understanding that budget concerns may limit current or future initiatives. Either partner, WRL or W&M Libraries, may end the partnership upon giving the other partner written notice. Notice will be effective thirty calendar days after the date of the notice. Within 30 days of the effective date, all issues pertaining to the dissolution shall be resolved.

PARTNERSHIP COORDINATION
The WRL and W&M Libraries will designate appropriate representatives to work as a team to coordinate the overall direction of the partnership, to facilitate joint planning and coordination, and to coordinate the evaluation of the collaborative relationship. WRL and W&M Libraries staff delivering programs and services will continue to work directly with one another, guided by the principles and limitations set out in this partnership agreement.

The following people have been identified as the FY17 partnership team:

**W&M LIBRARIES**: Lisa Nickel, Associate Dean of Research & Public Services; David Morales, Head of Circulation; Laura Morales, Head of Systems & Discovery

**WRL**: Janet Crowther, Assistant Director; Barry Trott, Special Projects Director; Alicia Phinney, Circulation Services Director

**TIMELINE**

TBD

**ATTACHMENTS**

Attachment A: Initiatives  
Attachment B: Library card application process  
Attachment C: WRL Mission and Vision  
Attachment D: W&M Libraries Mission and Vision

Williamsburg Regional Library  
Betsy Fowler  
Library Director  
bfowler@wrl.org

W&M Libraries Library, College of William & Mary  
Carrie L. Cooper  
Dean of University Libraries  
clooper@wm.edu

Attachment A
Attachment A

Williamsburg Regional Library (WRL) and William & Mary Libraries (W&M Libraries)
Partnership Initiatives
January 1, 2018 – June 30, 2019

Access to Collections

1. WRL and W&M Libraries will work together to promote each other’s collections:
   a. WRL will allow all currently affiliated W&M students, faculty, and staff with a valid W&M ID (Tribe Card) to get a WRL library card, regardless of their residence jurisdiction,
   b. W&M Libraries will allow anyone eligible for a WRL card to get a W&M Libraries library account
   c. These cards/accounts will be subject to any restrictions appropriate to each library, and borrowing privileges will be outlined on each library’s website.
2. WRL and W&M Libraries will explore the opportunities to share and promote collections, including ebooks, and resources such as Ancestry and Lynda.com.

ILL

3. W&M Libraries will continue to provide access to materials to WRL via ILL. WRL will continue to provide the courier service to pick up and return materials to W&M Libraries.
4. The libraries will explore ways to streamline this ILL service.

Programming

5. The libraries will explore opportunities to collaborate on programming; for example: offering joint genealogy programming that blend WRL staff expertise in genealogy with the rich genealogy collections at W&M Libraries.
6. Through the partnership, the libraries will explore mechanisms to promote programs put on by each organization to the other’s audiences.

Staff Training

7. WRL and W&M Libraries will seek out opportunities to bring staff together for training on topics of shared interest.
Attachment B

Library card application process

Williamsburg Regional Library
Library Card Application Process
William & Mary Faculty/Staff/Student

DESCRIPTION AND ELIGIBILITY

- Any currently affiliated faculty, staff, or student of William & Mary is eligible for a Williamsburg Regional Library card at the enhanced privilege level.

IDENTIFICATION NEEDED

- W&M faculty, staff, or students living in a city or county that funds the Williamsburg Regional Library (currently, the City of Williamsburg, James City County, and York County) are eligible for a full privilege library card upon submitting photo identification and proof of residency (current physical address). Proof of residency includes current driver’s license, checkbook, bill, or a lease agreement, but not a personal letter.
- Faculty, staff, or students living outside a city or county that funds the Williamsburg Regional Library must produce a valid faculty, staff, or student William & Mary ID card (can be used as your photo ID) in addition to proof of address. WRL staff will also verify that the faculty, staff or student is in the William & Mary Directory at this web address: http://directory.wm.edu/people/. These cards must be renewed every twelve months.

BORROWING PRIVILEGES

Faculty, staff, or students living outside a city or county that funds the Williamsburg Regional Library will receive an enhanced privileges library card. Enhanced privilege cardholders can:

- Borrow 32 items at one time with three renewals available per item.
- Request twelve items to be placed on reserve.
- Have two interlibrary loans at a time.
- Borrowing privileges are extended for one year and only to the individual registered card holder.
- To renew borrowing privileges, cardholder must meet the identification requirements.

William & Mary Libraries
Library Card Application Process

DESCRIPTION
Any resident, 18 and older of the City Williamsburg, James City County, or York County or any Williamsburg Regional Library Card holder will receive William & Mary Libraries Visitor Privileges at no cost.

**IDENTIFICATION NEEDED**

- Photo ID and proof of address

**BORROWING PRIVILEGES**

- Users may borrow books, DVDs, government documents, music scores, and music recordings
- Users can check out up to 20 items at a time, 10 of which can be DVDs. Print materials check out for one month with 1 renewal available per item, and A/V materials check out for 14 days with no renewals.
- Materials can be borrowed from Swem Library, Swem Offsite Storage, Music Library, Chemistry Library, and Physics Library with the exception of items in non-circulating or reserves locations. Users can only place holds on items that are currently checked in at Swem Offsite Storage, Chemistry Library, and Physics Library.
- Users cannot check out equipment (iPads, laptops, recording equipment, etc.)
- Users cannot borrow materials through the Interlibrary Loan Department.
- User accounts will not provide remote access to any licensed electronic resource.

**ADDITIONAL INFORMATION**

- Visitor borrowing privileges are issued for one year. However, privileges can be renewed.
- Users present their I.D. card (driver’s license or other form of identity) each time they borrow materials rather than a library card.
- A limited number of metered parking spaces are available behind the Earl Gregg Swem Library. Otherwise, parking on campus requires a decal or parking pass beginning Monday at 7:30 AM through Friday at 5:00 PM. Temporary parking passes for visitors are available for purchase from the Parking Services Office located at 201 Ukrop Way.
- Users are only billed if an item is not returned within 30 days after due date. Items that can be purchased new will be billed at the list price. All other items will be billed at the current replacement cost. All bills are subject to a $20 processing fee, and payments are handled by the Bursar’s Office. If a user does not pay the Bursar's Office by the deadline specified by the office, the bill will be sent to a third party collection agency. At this point, WM Libraries cannot accept the book back or adjust your library bill. Bills can be paid with cash or check at the Cashier's Office, ground floor of Blow Hall.
Attachment C:

WRL Mission and Vision

Mission

The Williamsburg Regional Library informs, enriches, and strengthens 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.

Vision

The Williamsburg Regional Library provides excellent collections, programs, services, and facilities that fulfill our community’s needs and expectations.

Attachment D:

W&M Libraries Mission and Vision

Mission

William & Mary Libraries support and enhance teaching and research and foster intellectual curiosity, creativity and lifelong learning.

Commitment to Diversity and Inclusion

We, at William & Mary Libraries, are committed to fostering an environment where diversity, inclusion and equity are viewed as fundamental to our mission and integral to our service model on campus and in the broader community. We believe an environment that is open and welcoming to all patrons is crucial to fulfilling the research, teaching and service mission of the University. We strive to create a climate of belonging, which we believe promotes self-agency, participation, collaboration and innovation.
### CIRCULATION by Locality

<table>
<thead>
<tr>
<th>Library</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>8,910</td>
<td>31,644</td>
<td>6,163</td>
<td>166</td>
<td>46,883</td>
<td>430,253</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,345</td>
<td>21,925</td>
<td>2,362</td>
<td>209</td>
<td>25,841</td>
<td>236,945</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>510</td>
<td>2,739</td>
<td>46</td>
<td>115</td>
<td>3,410</td>
<td>34,905</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>2,072</td>
<td>12,983</td>
<td>2,935</td>
<td>137</td>
<td>18,127</td>
<td>166,825</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>12,837</td>
<td>69,291</td>
<td>11,506</td>
<td>627</td>
<td>94,261</td>
<td>868,928</td>
</tr>
<tr>
<td><strong>Percent of Monthly Total</strong></td>
<td>13.62%</td>
<td>73.51%</td>
<td>12.21%</td>
<td>0.67%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CIRCULATION by Type

<table>
<thead>
<tr>
<th>Library</th>
<th>Print</th>
<th>Non-Print</th>
<th>Monthly</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>32,815</td>
<td>14,049</td>
<td>46,864</td>
<td>429,366</td>
</tr>
<tr>
<td>James City County Library</td>
<td>16,668</td>
<td>9,149</td>
<td>25,817</td>
<td>236,494</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,818</td>
<td>1,592</td>
<td>3,410</td>
<td>34,855</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>N/A</td>
<td>18,143</td>
<td>18,143</td>
<td>167,165</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>51,301</td>
<td>42,933</td>
<td>94,234</td>
<td>867,880</td>
</tr>
</tbody>
</table>

### CIRCULATION by Audience

<table>
<thead>
<tr>
<th>Library</th>
<th>Adult</th>
<th>Youth</th>
<th>Monthly</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>29,743</td>
<td>15,655</td>
<td>1,407</td>
<td>46,805</td>
</tr>
<tr>
<td>James City County Library</td>
<td>15,906</td>
<td>9,085</td>
<td>821</td>
<td>25,812</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>2,135</td>
<td>1,266</td>
<td>8</td>
<td>3,409</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>47,784</td>
<td>26,006</td>
<td>2,236</td>
<td>76,026</td>
</tr>
</tbody>
</table>

* ***Does not include Digital Circulation*

### COLLECTION

<table>
<thead>
<tr>
<th>Library</th>
<th>Print</th>
<th>Non-Print</th>
<th>Total</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>119,162</td>
<td>17,210</td>
<td>136,372</td>
<td>-8.2%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>89,095</td>
<td>16,309</td>
<td>105,404</td>
<td>-15.5%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>7,918</td>
<td>3,129</td>
<td>11,047</td>
<td>-4.9%</td>
</tr>
<tr>
<td>Digital Collection***</td>
<td>N/A</td>
<td>26,627</td>
<td>26,627</td>
<td>15.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>216,175</td>
<td>63,275</td>
<td>279,450</td>
<td>-9.3%</td>
</tr>
</tbody>
</table>

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

### USER CARDS

<table>
<thead>
<tr>
<th>Library</th>
<th>Number</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>10,433</td>
<td>2.7%</td>
</tr>
<tr>
<td>James City County</td>
<td>49,840</td>
<td>3.3%</td>
</tr>
<tr>
<td>York County</td>
<td>8,104</td>
<td>2.0%</td>
</tr>
<tr>
<td>Other ****</td>
<td>135</td>
<td>-10.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>68,512</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

* **** Non residents with special recognition cards*
## 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>4,893</td>
<td>1,505</td>
<td>6,398</td>
<td>54,264</td>
<td>4.5%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,584</td>
<td>709</td>
<td>3,293</td>
<td>28,958</td>
<td>17.4%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>113</td>
<td>0</td>
<td>113</td>
<td>682</td>
<td>12.0%</td>
</tr>
<tr>
<td>Outreach</td>
<td>1,086</td>
<td>238</td>
<td>1,324</td>
<td>12,148</td>
<td>-4.7%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>8,676</strong></td>
<td><strong>2,452</strong></td>
<td><strong>11,128</strong></td>
<td><strong>96,052</strong></td>
<td><strong>6.8%</strong></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>4,281</td>
<td>14,253</td>
<td>18,534</td>
<td>146,172</td>
<td>3.2%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,198</td>
<td>6,818</td>
<td>9,016</td>
<td>70,606</td>
<td>9.7%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>0</td>
<td>1,650</td>
<td>1,650</td>
<td>11,761</td>
<td>25.2%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>62</td>
<td>141</td>
<td>203</td>
<td>2,252</td>
<td>-2.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,541</strong></td>
<td><strong>22,862</strong></td>
<td><strong>29,403</strong></td>
<td><strong>230,791</strong></td>
<td><strong>6.0%</strong></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>4,404</td>
<td>1,711</td>
<td>6,115</td>
<td>42,918</td>
<td>13.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,424</td>
<td>1,611</td>
<td>3,035</td>
<td>26,054</td>
<td>30.7%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>554</td>
<td>84</td>
<td>638</td>
<td>5,697</td>
<td>35.1%</td>
</tr>
<tr>
<td>Outreach</td>
<td>511</td>
<td>6,376</td>
<td>6,887</td>
<td>33,280</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>6,893</strong></td>
<td><strong>9,782</strong></td>
<td><strong>16,675</strong></td>
<td><strong>107,949</strong></td>
<td><strong>13.5%</strong></td>
</tr>
</tbody>
</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>1,642</td>
<td>13,697</td>
<td>-1.0%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>638</td>
<td>5,132</td>
<td>14.0%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>196</td>
<td>1,779</td>
<td>-34.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,476</strong></td>
<td><strong>20,608</strong></td>
<td><strong>-2.1%</strong></td>
</tr>
</tbody>
</table>

## VISITS

<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>51,180</td>
<td>390,184</td>
<td>-17.6%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>14,007</td>
<td>90,829</td>
<td>28.1%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>65,187</strong></td>
<td><strong>481,013</strong></td>
<td><strong>-11.7%</strong></td>
</tr>
</tbody>
</table>

| Web Page Visits                 | 44,661  | 346,833| -8.0%         |
| **Monthly Total**               | **44,661** | **346,833** | **-8.0%** |