BOARD OF TRUSTEES AGENDA  
February 27, 2019  
3:00 p.m., Meeting Room 128, Stryker Center

I. Call to Order – Chair Miller-Moore

II. Public Comment

III. Mission Moment

IV. Consent Calendar
   • Approval Minutes – January 23, 2019
   • January Finance Reports
   • Monthly Staff Reports

V. Chair’s Report – Miller-Moore
   • Nominating Committee Update

VI. Library Director’s Report – Fowler
   • FY 2020 Proposed Budget Update
   • Policy Review – By-Laws
   • Action Item: Revised Regular Board Meeting Schedule 2019

VII. Friends WRL Foundation Update

VIII. York County Update - Franz

IX. Other Business

X. Adjournment

Other Enclosures:
   • January Statistics
   • FYI Articles, Kudos, and News Items
   • January Newsletter

Next Regular Meeting:  
March 27, 2019, 3:00 p.m., Meeting Room 128, Stryker Center

Attending: Sally Andrews, Jim Axtell, Pam Franz, Chris Gareis, Ted Hiller, Natalie Miller-Moore, Jason Purse, Jean Stettler, Nicole Trifone, and Andrew Trivette.
Call to Order: Chair Miller-Moore called the meeting to order at 3:02 p.m.

Public Comment: None.

Mission Moment: The board discussed various books they received as gifts for the holidays.

Consent Calendar: The January 23, 2019 consent calendar was approved by a unanimous vote.

Chair’s Report: Ms. Miller-Moore announced she will be forming the nominating committee at the February 27, 2019 board meeting.

- Spring Retreat – Ms. Miller-Moore discussed the need to schedule a special meeting for the purpose of discussing strategic planning needs. Ms. Miller-Moore would like the meeting to be held in either the Stryker Center or the Kitzinger Room at JCCL during the spring, before June 2019.

Library Director’s Report: Ms. Fowler discussed progress on the JCCL children’s “Idea Studio” project. The library is currently consulting with an architect as part of the James City County (JCC) CIP funding aspect of the project. This process may delay the anticipated start date of the project. Ms. Fowler announced the WRL staff is currently researching a new library vehicle that will be used for Youth Services outreach. At their January 22, 2019 meeting, the FWRLF approved the funding for an Mobile Library Services technology enrichment program partnering with James City County Parks & Recreation at the Abram Frank Jr. Community Center. A reporter inquired about the library’s LGBTQ materials for an upcoming article in the WYDaily. The discussions regarding the future of the Williamsburg Library are postponed until after the City of Williamsburg has made decisions on various facility projects that would affect the Williamsburg Library location. Funding for the Adult Services renovations and mechanical upgrades at JCCL are included in the CIP for FY19. Ms. Fowler completed the tours of the Williamsburg Library with various City Council members. Ms. Fowler is working with JCC staff to schedule tours for the Board of Supervisors members. Ms. Fowler presented the annual report on Margin of Excellence support awarded by the FWRLF to WRL in 2018. During the 2018 calendar year, the FWRLF contributed over $159,000 to support library collections and programs.

- Action Item: FY 2020 Proposed Budget - A final draft of the proposed budget for FY 20, was presented to the board. Ms. Fowler reviewed various aspects of the budget including increases due to the JCC compensation study and decreases due to e-rate, non-use of legal fees, and vehicles no longer in service. Pending approval, the proposed budget will be sent to the City of Williamsburg, James City County,
York County for consideration. Mr. Axtell moved to approve the budget as presented. Ms. Franz seconded; the motion was approved by a unanimous vote.

- **Action Item: Policy Review** – Ms. Fowler presented the following policy changes to the board:
  - **Setoff Debt** – No changes made.
  - **Budget** – Changes made to capitalization throughout the policy.
  - **Fund Balance** – Changes made to capitalization throughout the policy.
  - **Investing** – Changes made to capitalization throughout the policy.

Ms. Franz moved to approve the policies with the changes presented. Mr. Gareis seconded the motion; the motion was approved by a unanimous vote.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the use of FWRLF funding to pilot programs for the library. The FWRLF has seen an increase in giving during the 2018 year with approximately one hundred new members. During the January 22, 2019 FWRLF board meeting, five new Margin of Excellence support applications from the library were approved. The FWRLF also agreed upon the use of “Friends of Williamsburg Regional Library” as a shortened name for purposes of marketing only.

**York County Public Library Update:** Ms. Franz announced the York County Board will have a budget meeting on January 30, 2019. The Yorktown Library renovation will not begin until summer of 2020.

**Other Business:** None.

**Adjournment:** Mr. Axtell moved to adjourn at 4:04 p.m. All agreed.

Respectfully submitted,

Sarah App

Approved by _________________________________________________

Natalie Miller-Moore, Chair
February 13, 2019

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>$113,000</td>
<td>$103,390</td>
<td>91.5% Annual HVAC contract paid</td>
</tr>
<tr>
<td>Leases</td>
<td>$49,000</td>
<td>$52,227</td>
<td>106.6% Copier overage costs higher than budgeted</td>
</tr>
<tr>
<td>Library Catalog &amp; Website Services</td>
<td>$119,000</td>
<td>$113,897</td>
<td>95.7% Annual Sirsi contract paid</td>
</tr>
</tbody>
</table>

Percentage of year passed 58.33%
The Williamsburg Regional Library  
Monthly Financial Statement  
For the period ending January 31, 2019

### EXPENDITURES

#### Compensation

<table>
<thead>
<tr>
<th>Item</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Encumbered</th>
<th>Total Encumbered</th>
<th>% Spent &amp; Encumbered</th>
</tr>
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<tbody>
<tr>
<td>Salaries</td>
<td>3,144,920</td>
<td>1,802,717</td>
<td>1,802,717</td>
<td>1,802,717</td>
<td>57.3%</td>
</tr>
<tr>
<td>Wages</td>
<td>651,258</td>
<td>368,044</td>
<td>368,044</td>
<td></td>
<td>56.5%</td>
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<tr>
<td>FICA</td>
<td>290,414</td>
<td>160,277</td>
<td>160,277</td>
<td></td>
<td>55.2%</td>
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<tr>
<td>Virginia Retirement Systems</td>
<td>294,674</td>
<td>163,141</td>
<td>163,141</td>
<td></td>
<td>55.4%</td>
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<tr>
<td>Health Insurance</td>
<td>607,077</td>
<td>346,088</td>
<td>346,088</td>
<td></td>
<td>57.0%</td>
</tr>
<tr>
<td>Workers Comp Insurance &amp; Unempy</td>
<td>15,000</td>
<td>9,088</td>
<td>9,088</td>
<td></td>
<td>60.6%</td>
</tr>
<tr>
<td>VRS Group Life Insurance</td>
<td>41,201</td>
<td>23,805</td>
<td>23,805</td>
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<td>57.8%</td>
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<tr>
<td>Fringe Benefits (RM/DCM)</td>
<td>13,895</td>
<td>6,807</td>
<td>6,807</td>
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<td>49.0%</td>
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<tr>
<td>Tuition Assistance</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
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<td>0.0%</td>
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<tr>
<td>Benefits Total</td>
<td>1,277,261</td>
<td>709,206</td>
<td>0</td>
<td>709,206</td>
<td>55.5%</td>
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<tr>
<td>Subtotal</td>
<td>5,073,439</td>
<td>2,879,967</td>
<td>0</td>
<td>2,879,967</td>
<td>56.8%</td>
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</table>

#### Collection Materials

<table>
<thead>
<tr>
<th>Item</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>Collection Materials</td>
<td>560,000</td>
<td>349,103</td>
<td>51,736</td>
<td>400,838</td>
<td>71.6%</td>
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<tr>
<td>Subtotal</td>
<td>560,000</td>
<td>349,103</td>
<td>51,736</td>
<td>400,838</td>
<td>71.6%</td>
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#### Operations

<table>
<thead>
<tr>
<th>Item</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>Advertising</td>
<td>25,500</td>
<td>8,750</td>
<td>5,700</td>
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<td>Bank Fees</td>
<td>6,500</td>
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<td>4,394</td>
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<td>Bindery</td>
<td>2,000</td>
<td>1,259</td>
<td>1,259</td>
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<td>Building Maintenance</td>
<td>40,000</td>
<td>25,639</td>
<td>859</td>
<td>26,498</td>
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<td>Communications</td>
<td>50,000</td>
<td>20,458</td>
<td>20,458</td>
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<tr>
<td>Computer Replacement</td>
<td>41,000</td>
<td>25,600</td>
<td></td>
<td>25,600</td>
<td>62.4%</td>
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<tr>
<td>Computer Software &amp; Supplies</td>
<td>24,000</td>
<td>11,165</td>
<td>291</td>
<td>11,456</td>
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<tr>
<td>Contractual Services</td>
<td>113,000</td>
<td>103,390</td>
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<td>103,390</td>
<td>91.5%</td>
</tr>
<tr>
<td>Equipment - General</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
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<tr>
<td>Financial Services</td>
<td>22,631</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
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<tr>
<td>Fund Balance Appropriations</td>
<td>712,249</td>
<td>459,142</td>
<td>36,668</td>
<td>495,810</td>
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<tr>
<td>Human Resource Services</td>
<td>73,286</td>
<td>36,643</td>
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<tr>
<td>Insurance</td>
<td>44,000</td>
<td>21,767</td>
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<td>21,767</td>
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<td>Leases</td>
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<td>41,764</td>
<td>10,462</td>
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<td>Legal Services</td>
<td>8,000</td>
<td>0</td>
<td>0</td>
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<td>0.0%</td>
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<tr>
<td>Library Board Expenses</td>
<td>6,500</td>
<td>3,894</td>
<td>3,894</td>
<td></td>
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<tr>
<td>Library Catalog &amp; Website Services</td>
<td>119,000</td>
<td>113,897</td>
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<td>113,897</td>
<td>95.7%</td>
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<tr>
<td>Library Programs</td>
<td>18,000</td>
<td>10,627</td>
<td>545</td>
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<td>Local Mileage</td>
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<td>643</td>
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<td>Maintenance Supplies</td>
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<td>6,524</td>
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<td>Memberships</td>
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<td>6,848</td>
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<tr>
<td>Miscellaneous</td>
<td>500</td>
<td>677</td>
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<td>677</td>
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<tr>
<td>Postage</td>
<td>18,500</td>
<td>8,544</td>
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<td>8,544</td>
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<tr>
<td>Printing</td>
<td>4,000</td>
<td>2,331</td>
<td></td>
<td>2,331</td>
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<tr>
<td>Professional Services</td>
<td>13,750</td>
<td>12,100</td>
<td></td>
<td>12,100</td>
<td>88.0%</td>
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<tr>
<td>Software Maintenance</td>
<td>16,000</td>
<td>11,201</td>
<td></td>
<td>11,201</td>
<td>70.0%</td>
</tr>
<tr>
<td>Supplies</td>
<td>70,000</td>
<td>24,187</td>
<td>1,177</td>
<td>25,364</td>
<td>36.2%</td>
</tr>
<tr>
<td>Travel &amp; Training</td>
<td>32,000</td>
<td>9,947</td>
<td></td>
<td>9,947</td>
<td>31.1%</td>
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<tr>
<td>User Refunds</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>Utilities</td>
<td>179,000</td>
<td>99,927</td>
<td></td>
<td>99,927</td>
<td>55.8%</td>
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<tr>
<td>Vehicle Services</td>
<td>34,000</td>
<td>8,044</td>
<td></td>
<td>8,044</td>
<td>23.7%</td>
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<tr>
<td>Subtotal</td>
<td>1,751,916</td>
<td>1,079,360</td>
<td>55,702</td>
<td>1,135,062</td>
<td>64.8%</td>
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</table>

### TOTAL

<table>
<thead>
<tr>
<th>Item</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></td>
<td>7,385,355</td>
<td>4,308,430</td>
<td>107,438</td>
<td>4,415,868</td>
<td>59.8%</td>
</tr>
</tbody>
</table>
The Williamsburg Regional Library
Monthly Financial Statement
For the period ending January 31, 2019

### REVENUE

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Received</th>
<th>Total Received</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Williamsburg</td>
<td>871,852</td>
<td>508,580</td>
<td>508,580</td>
<td>58.3%</td>
</tr>
<tr>
<td>James City County</td>
<td>4,618,401</td>
<td>2,694,067</td>
<td>2,694,067</td>
<td>58.3%</td>
</tr>
<tr>
<td>York County</td>
<td>609,350</td>
<td>609,350</td>
<td>609,350</td>
<td>100.0%</td>
</tr>
<tr>
<td>State Aid</td>
<td>305,276</td>
<td>232,676</td>
<td>232,676</td>
<td>76.2%</td>
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<tr>
<td>Lost Books</td>
<td>11,500</td>
<td>6,354</td>
<td>6,354</td>
<td>55.3%</td>
</tr>
<tr>
<td>Interest</td>
<td>6,500</td>
<td>16,402</td>
<td>16,402</td>
<td>252.3%</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>28,000</td>
<td>14,807</td>
<td>14,807</td>
<td>52.9%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>50,000</td>
<td>29,176</td>
<td>29,176</td>
<td>58.4%</td>
</tr>
<tr>
<td>Set Off Recovery</td>
<td>9,500</td>
<td>1,439</td>
<td>1,439</td>
<td>15.1%</td>
</tr>
<tr>
<td>Other Library Revenue</td>
<td>7,000</td>
<td>13,326</td>
<td>13,326</td>
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<tr>
<td>Meeting Room Use</td>
<td>48,000</td>
<td>30,520</td>
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<tr>
<td>Transfer From Fund Balance</td>
<td>107,727</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>6,673,106</td>
<td>4,156,697</td>
<td>4,156,697</td>
<td>62.3%</td>
</tr>
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### NON-BUDGETED OPERATING REPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th>Spent</th>
<th>Encumber</th>
<th>Encumber</th>
<th>Total Spent &amp; Encumber</th>
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</thead>
<tbody>
<tr>
<td>Gifts &amp; Memorials</td>
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<td>22,988</td>
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<td>22,988</td>
<td>22,988</td>
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<td>Friends of WRL Foundation</td>
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<td>70,258</td>
<td>4,950</td>
<td>75,208</td>
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<tr>
<td>Library Grants</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td>8,889</td>
<td>2,352</td>
<td>2,352</td>
<td>2,352</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>112,135</td>
<td>95,598</td>
<td>4,950</td>
<td>100,548</td>
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</tbody>
</table>

Percentage of year past 58.33%
Payroll % of year past 58.33%
The library director has been working closely with the General Services Department in James City County on the JCCL Children’s Room renovation project. A joint decision was made to allocate a portion of the James City County CIP funds to employ an architectural firm to prepare bid documents for the project. The selected firm will also assist in evaluating all of the bid responses and provide oversight during the construction process.

The timeline of the project was extended to allow for the development of documents for the bid process. Rather than close the children’s room over the summer, a decision was made to delay the start of the project until the end of August 2019. The extended time period will also enable the Friends of Williamsburg Regional Library Foundation (FWRLF) to continue fundraising and the staff additional time to assemble the final orders for shelving and the science installations. The renovated JCCL Children’s Room will open January 2nd or earlier if completed.

The first edition of Beyond the Shelves, the new library quarterly program guide has been assembled and is being produced in February for distribution later in the month. The first quarter of programs will encompass March, April, and May and will offer users the opportunity to browse an attractive publication showcasing the wide variety of entertainment and learning experiences available for all ages at WRL.

As the library explores the options for a new small walk aboard bookmobile, Youth Outreach Services is offering a variety of new programming experiences partnering with the James City County Parks and Recreation Department at Abram Frink Jr. Community Center. Beginning in January a steady audience has been in attendance every Thursday from 4-7 p.m. for a Pop-Up Library experience including craft activities, collections carts for browsing, and reserved items for pickup.

A new grant from the FWRLF for added handheld technology such as iPads will offer new opportunities for participants. The first STEAM Saturday program in cooperation with James City County Parks and Recreation at Abram Frink Jr. Community Center will be held on March 23rd and is headlined Exciting Engineering.

The FWRLF approved $76,500 in grants at their January board meeting, offering critical financial support for a wide variety of collections and programming including the 2020 school author visits, the Dewey Decibel Concert Series, Kanopy streaming music, multiple copies of bestsellers, and technology enrichment for neighborhood programming. The library director and FWRLF President Sam Sadler also appeared jointly on local radio station WMBG to discuss the wonderful contributions made by the FWRLF to support library programs and services.

Betsy Fowler, Library Director
Provide Excellent Collections

Neil Hollands was promoted December 1 to the Collection Development Librarian II position. He has been working with me to update who and how Adult Services staff handles collection development. We have centralized the process of ordering from review journals and redistributed many of the collection maintenance responsibilities. Neil did a great job getting input from Adult Services staff and communicating the collection changes.

Provide Excellent Programs

January marked the beginning of the Technology quarter for Year of Making programs. Andrew Smith and Christine Hurlock (Youth Services) have planned interesting activities to learn how electric circuits work; to explore the insides of appliances, clocks, and computers; and to create photos with green screen. Rachael Nelson and Dwight Woodward led a successful Bloxels class for one of the Sunday activities. Bloxels is a computer game program, which is quite popular with preteen boys. Charlotte Burcher and Avery Hicks led another Bloxels program during January’s STEAM Saturday event at the James City County Library.

Janet Curtis coordinated a well-attended program on soap making for adults with Christine Wooddy of Woodland Farms. Participants were thrilled to take home the scented soap they made.

Rachael Nelson and Micah Lewis (Program Services) coordinated a fun video game tournament for about 100 teens-adult participants. Rachael was excited to see new faces come to a library program.

Emma Pruss went to Walsingham Academy to teach a class on STEM research skills/resources. The instructor sent a thank you, which read in part: “Thank you for speaking to the Robotics class about the resources available at Williamsburg Regional Library. I don’t think the students receive any formal training in how to conduct a literature search, so your talk was especially timely and informative.”

Melissa Simpson, Adult Services Director
Provide excellent service:

- I attended the Friends of Williamsburg Regional Library Foundation (FWRLF) Governance Committee meeting on January 10. The committee focused on self-assessment surveys and related topics.
- On January 18 I attended the FWRLF Finance-Endowment Committee meeting. The committee reviewed and discussed multiple WRL Margin of Excellence support requests and 2018 margin of excellence support spending.
- I supported the FWRLF Membership Committee meeting on January 21. The committee discussed plans for two inaugural donor recognition events in 2019.
- I supported and attended the FWRLF Board meeting on January 22. Discussion focused on marketing strategies, donor recognition, and Margin of Excellence support, among other topics.
- On January 28 I attended the FWRLF Major Donor Committee meeting. The committee continued to plan for fundraising activities through the spring and summer and considered communication methods to keep donors informed and engaged.
- The FWRLF annual appeal was mailed on November 2, 2018. Since then, more than 220 gifts in excess of $48,000 have been received.
- Attached to this report is the honorary and memorial gifts page that lists donations made to support the library and the FWRLF. 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 three Local Authors Project (LAP) press releases to the Daily Press online and submitted three LAP press releases to the Virginia Gazette online. The Gazette printed one LAP press release.

Provide excellent programs:

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

Provide for excellence in daily operations:

- On January 7 I attended the Staff Connections Committee meeting. Discussion focused on evaluating the Sweets and Treats gathering and planning 2019 staff events.
- I chaired the Seniors as a Resource Committee meeting on January 25. Discussion focused on career club activities, 2019 job fair planning, financial literacy training, and the Peninsula Agency on Aging-Williamsburg Advisory Committee’s 2019 single project focus.
- Also on January 25, I attended the officer installation meeting of the Greater Williamsburg Association for Volunteer Administration.

Benjamin J. Goldberg, Library Development Officer
FOUNDATION SUPPORT
- Capital District Kiwanis Foundation

Annual Appeal
Champion - $500 and above
- Wilhelmina and Harry White (in memory of Rev. Dr. Lewis Wellington Wales and Mrs. Elvin M. Wales)

Steward - $100 and above
- Mary and Howard Busbee
- Marcia and Eric Harrell
- Ellen and Tim Weidman

Best Friend - $50 and above
- Krm L. Nixon

Good Friend - $25 and above
- Martha B. Myers

Our Library - Our Future Endowments

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

Duane and Douglas Dittman Perpetual Book Fund
- Virginia Dittman (annual appeal)

HONORARY & MEMORIAL GIFTS
In memory of:
- Mary A. Burkholder from Peggy and Dick Barron
- Annette Madel (an avid reader and library supporter) from the Madel Family
- Volney H. Rattan from the Middle Plantation Club

In honor of:
- Pat and Tom Shultz from Wendy Pavlicek

Guest Speaker Book Program
- Rotary Club of the Historic Triangle
- Rotary Club of Williamsburg

Local Authors Project
- John Des Fosses – The Cat Lottery
- Janet Grunst - A Heart for Freedom
- Tempie W. Wade - A Timely Revolution

In-kind
- Charles T. Joyner
Excellent service provided by the IT team:

- Brett worked with the AARP Tax-Aide group to configure their wireless routers in each building to ensure availability to their customers.
- Kraston documented and made available to the IT team, his steps for the migration of staff PCs to the wrl.local domain. This aided others in the department with troubleshooting domain related challenges.
- IT investigated and resolved several concerns regarding notice email transmission over the month of January.
- IT investigated and resolved issues with digital signage resulting from the network migration of the equipment.
- IT replaced several outdated computer systems in both libraries to address concerns with speed, availability, and performance.

Provide for excellence in daily operations:

- IT began migrating staff computers and devices to the new WRL network this month with great success. The feedback was positive from staff and overall satisfaction with the network is high.
- IT worked with support vendors to begin the migration of public computers and devices to the new WRL network. All public computers will be on the new network no later than 2/21/2019.
- IT finished the migration of backup and replication jobs from the older clients and hardware to the new WRL backup servers and software. This performs secure backups of physical and virtual machines and stores backups in two separate locations to ensure availability. The introduction of cloud storage should occur over the next few months.
- Steve and Kraston worked together with Sirsi-Dynix support to complete an ILS upgrade to address new functionality requested by library leadership.

Mark Lutner, Information Technology Director
Provide excellent programs:

- On display in the Stryker Center exhibit space, Williamsburg Contemporary Center Member’s Show.
- The Centuries of Art @ your library kicked off its winter season with Congo Masks: Masterpieces from Central Africa on Monday the 14th.
- On display in the Williamsburg Library Gallery (case), 3-D models from Ms. Mary-Lyon Hanks’ Lafayette H.S. geometry class.
- The Italian Film Festival started off with *My Italian Secret* on Tuesday the 8th.
- The Celtic Film Series continued with the showing of *Agnes Browne* on Thursday the 17th.
- Robin and Linda Williams returned to the Dewey Decibel Concert Series for a sold-out Sunday evening show on the 13th.

Provide excellent services:

- Promoted library programs and services through website updates, and other electronic distribution of publicity.
- Provided rooms and tech support for 4 W&M Christopher Wren classes.
- Provided tech support for the Tidewater Classical Guitar concert.
- Provided tech support for the Williamsburg Chamber Music Society concert.

Provide excellent facilities:

- Program Services staff processed 246 room bookings during the month.
- There were 420 meeting room uses by 8,703 people at all three WRL locations during the month. Rooms are checked after each use and cleaned as necessary.
- Fielded and answered 1264 reference questions.

Provide excellence in daily operations:

- Beau Carr, Program Services Assistant successfully completed his 6-month introductory period.

**Robert Haas, Program Services Director**
Communicating and raising awareness

- We continued to work on edits and style questions with the designer for the first issue of *Beyond the Shelves*, WRL’s new quarterly program guide to debut in March.
- We continued our project of creating short book review videos for James City County to use on the JCC cable channel (Ch. 48). Working with Micah Lewis from program services, we have recorded 13 two-minute videos of Adult Services staff reviewing both fiction and nonfiction titles. In addition to providing filler content for channel 48, these reviews are also used on WRL social media and can be seen on the WRL YouTube channel at [https://bit.ly/2U2sNoF](https://bit.ly/2U2sNoF).
- Elizabeth wrote two press releases that were released to the local and regional media:
  - Adult Winter Reading
  - New MLS services at Abram Frink Jr. Community Center
- Elizabeth created, developed, implemented, monitored, and provided updates for seven media plans: Book Groups, Dewey Decibel, Centuries of Art (consulted on promotional materials for Winter/Spring 2019 season), Getaway Café, Cinema @ Scotland Street, STEAM Saturdays (created brochure for Spring 2019 season), and MLS at Frink (met with Eletha and Sandy to discuss launch of STEAM Saturdays at Frink).
- We met with the new WRL social media team to develop plans for using social media in 2019. The team has representatives from the public service divisions and is currently focusing on developing a social media calendar.

Provide excellent collections:

- We continue to see growth in use of the library’s digital collections. Overall, digital circulation is up about 7% from this time in FY18. We are seeing particularly strong growth in downloadable magazines (up 38%), audiobooks (up 34%), and ebooks (up 32%). Music, both streaming and downloadable continues to lag, due in part to the easy access to streaming music through products such as Apple music, Spotify, and Pandora. Use of the new streaming video collection continues to be good with an average of 380 views per month.
- In order to improve access to library database resources we updated all the taxonomies for our Research and Databases section of the website. We also added a new category for resources for lifelong learning. These resources can all be found at wrl.org/find-it-online.

Building community connections

- Along with Melissa Simpson, Elizabeth began planning a community read initiative with W&M as part of our partnership with the W&M Libraries.

Other

- We continued to prepare for our new network configuration, contacting all vendors who use a SIP connection to provide access to resources to alert them to the timeline.
- Barry attended the ALA midwinter conference, speaking with vendors about new products and serving on the Dartmouth Award committee for best reference publication.

Barry Trott, Special Projects Division Director
Technical Services Division Report
January 2019

Provide for excellence in daily operations:
- January was a busy month for our cataloging team. Technical Services catalogers added 1,480 bib records to the catalog comprising 2,359 items. They deleted 2,047 records from the catalog comprising 3,390 items.
- Christie worked with Andrew Smith in Adult Services to troubleshoot and correct issues with the gab bag collection of collected book sets for book discussion groups.

Provide excellent collections:
- Per a request from Youth Services, we are now taping the whole spine for paperback material in juvenile and young adult fiction. Linda Ellis trained volunteer Barbara Morris to help with this added processing step.
- Christie updated catalog records for our Park Pack collection to ensure that all the items in the Park Pack are reflected in the catalog record.

Other
- Technical services members continued to provide support as needed for other library service divisions, including helping Circulation Services (Mandy), covering the public service desks (Mandy and Barry), and assisting with teen Dungeons and Dragons programming (Christie and Mandy).
- Christie completed her final class for certification in Extensible Markup Language/Resource Description Framework (XML/RDF). This series of courses will assist her in cataloging and database problem solving as we move towards records with linked data. As more catalog records are available in XML, Christie’s skills in this area will enable us to have records work seamlessly with the linked data structure we will be getting from vendors.
- As professional development is an important piece of providing excellent service to our users, Technical Services staff participated in several online trainings this month, including Sirsi/Dynix Horizon Summit that explored topics related to the Horizon catalog, technical services, and what is coming down the road for Horizon.
- Jean Marie gave Technical Services staff a presentation on Outward Facing Technical Services at the January catalogers’ meeting. We will be discussing how to incorporate ideas from these presentations into our practice at WRL.

Barry Trott, Technical Services Director
Provide excellent programs:

In the buildings:

- **Cena Con Cuentos – Dinner and Stories** – In this six-week pilot program, which ran January 8 through February 12, 2019 at the Williamsburg Library, dinner was provided, followed by storytime and activities in Spanish and English. The first week’s activities included a tour of the library, and the following weeks’ storytimes were structured around the five practices of the Every Child Ready to Read 2 guidelines: reading, writing, singing, speaking and playing. Each week, the families also received a new book to keep. Youth Services librarian Sara Meldrum, who is a fluent speaker of Spanish, planned and presented the program with the assistance of Circulation Services staff member Suzanne Wright. Over the course of the program, 78 people attended. This project was funded by the Friends of Williamsburg Regional Library Foundation.

- **Cabin Fever Carnival** – On January 18, we transformed the James City County Library into a winter carnival! The after-hours family party at the library included homemade mini-golf, a Candyland cakewalk, giant Connect Four, Plush Pig races, crafts, and a magic show. Over 250 children and caregivers came to the event.

At outreach locations:

- **Abram Frink Jr. Community Center** - We began our weekly service to users at the Abram Frink Jr. Community Center (adjacent to James River Elementary School). Each Thursday, the Mobile Library Services Youth & Family Outreach team provides access to craft activities, collections, reference, and wireless service from 4–7 p.m. This new outreach program is provided in partnership with the James City County Parks & Recreation Department. In the month of January, children made crafts including snow people with tea lights, jumbo snowflakes, and paper snow globes. Additionally, 140 items were checked out, 33 reference questions were answered, and users had access to wi-fi.

Quotes from the month:

**From Abram Frink Jr. Community Center:**

“Thank you so much for coming! We missed you in the neighborhood!”

**From the Cabin Fever Carnival:**

“Thank you for putting this on. We are a Coast Guard family and are not receiving a paycheck, so we were so happy to have something free to bring our children to.”

“Can you do this every month??”

**From Cena Con Cuentos:**

Sara reported that at the second session, one of the mothers told her that Joán (age five) couldn’t wait to come back to the library. “I love that place!” he said.

On the tour of the library the first week, one of the dads asked Sara several questions about the theatre and picked up flyers for all the film series. He was also excited to return to the library to check out photography books, since he is a self-taught photographer. This family had not had a library card before coming to the program.

_Sandy Towers, Youth Services Director_
Coming to the
Abram Frink Jr.
Community Center
8901 Pocahontas Trail, Williamsburg VA, 23185

Every Thursday
4 to 7 PM - Jan to May 2019
All ages welcome

A collaborative project with
James City County Parks and Recreation

Williamsburg Regional Library
BY-LAWS FOR LIBRARY BOARD OF TRUSTEES

ARTICLE 1: NAME AND MISSION

Section 1. The organization shall be called the Board of Trustees of the Williamsburg Regional Library (“board of trustees”). The organization exists by virtue of the provisions of Title 42.1, Chapter 2 of the Code of Virginia and by virtue of the provisions of the contract for library services with the City of Williamsburg (“City”), James City County (“James City”) and York County (“York”).

Section 2. The mission of the Williamsburg Regional Library (“library”) is as follows: 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.

ARTICLE 2: MEMBERS

Section 1. Pursuant to the contract for library services between the City, James City, York, and the board of trustees, the board of trustees shall consist of eleven (11) members. Six (6) of the members shall be appointed by the James City, four (4) of the members by the City and one (1) of the members by York. One member from the City and James City shall serve as a government representative from senior management.

Section 2. Terms of office for trustees shall be for four (4) years. No member may serve more than two consecutive four-year, consecutive terms; however, after one (1) year off the board any person may again serve as a trustee. However, a member appointed to fill the un-expired term of another member may at the end of that term be appointed to two full four-year terms of the member’s own.

Section 3. Appointments shall be made to fill vacancies for un-expired terms as soon as possible by the responsible appointing entity.

Section 4. A trustee shall not receive a salary or other compensation for service as a member, but necessary expenses actually incurred shall be paid from the library’s budget.

Section 5. The duties of the board of trustees include:

A. To hire a professional librarian (as defined in the Code of Virginia, § 42.1-15.1) as director of the library and to evaluate the director’s performance on an annual basis;
B. To review and approve a budget ensuring adequate funds for the library’s operation;

C. To oversee expenditures of library funds and operation of library facilities and equipment;

D. To establish and review library policies;

E. To attend board meetings regularly and to keep informed of what constitutes good library service by reading relevant literature and, when possible, by visiting other libraries and attending appropriate meetings, workshops, and conferences; and

F. To become familiar with library issues at the state and local level and to advocate for library support.

Section 6. It shall be the responsibility of the board of trustees to make recommendations for the removal of a trustee to the appropriate governmental body as warranted. If a trustee fails to attend three (3) consecutive meetings in a twelve (12) month period, the board chair will speak with the trustee to inquire about continued service. If a trustee fails to attend at least five (5) meetings in a twelve (12) month period, the board secretary, in consultation with the board chair, will prepare a communication for notification to the appropriate governmental body with a recommendation on service.

Section 7. Upon appointment and reappointment, the Clerk of the Circuit Court or clerk of an appointing locality shall administer the oath of office to each member.

ARTICLE 3: OFFICERS

Section 1. The officers of the board of trustees shall be a chair, vice-chair, and secretary.

Section 2. The duties of the chair will include the setting of meeting agendas; presiding during meetings; regularly meeting with the library director; representing the library at special events/meetings; appointing all committee chairs of the board and members of committees; and appointing of ad-hoc committees, as well as all other responsibilities normally afforded the position of chair.

Section 3. The duties of the vice-chair will include presiding at meetings in the absence of the chair; representing the library at special events/meetings, as well as all other responsibilities normally afforded the position of vice-chair.

Section 4. The duties of the secretary will include presiding at meetings in...
the absence of the chair and vice-chair; coordinating with the library director for the recording of minutes of each meeting, as well as all other responsibilities normally afforded the position of secretary.

Section 5. The nominating committee shall be appointed at the May meeting of the board of trustees in the year when terms of office are expiring and consist of three (3) members. The committee will report a slate of officers at the June meeting of the board of trustees. The slate will be voted on at the June annual meeting.

Section 6. All terms of office are for two (2) years beginning July 1 after the board of trustees election. Officers may not serve more than two (2) consecutive terms in the same office. However, a member appointed to fill the un-expired term of an officer may at the end of that term be elected to two full two-year terms of the member’s own.

Section 7. The chair, as needed, may fill officer vacancies as needed. Appointees will hold office until an election can be held at the next regularly scheduled meeting.

Section 8. In the event the position of chair becomes vacant before the end of the two-year term; the vice-chair shall assume the duties and responsibilities of the chair position until a special election is held. A special election shall be held when practicable to fill the remaining term of the chair, as well as any other officer position that becomes vacant.

ARTICLE 4: LIBRARY ATTORNEY

Legal counsel to the Board of Trustees shall be the James City County Attorney or the Attorney’s designee and shall provide legal advice to the Library Board of Trustees. The board of trustees will contract with legal counsel to represent the board and the library and to provide legal guidance to the board and the library. Funds for legal counsel will be provided in the library’s operational budget. Legal counsel shall attend meetings and participate on task forces and committees as requested by the chair. Legal counsel shall also provide legal opinions and guidance to the library director.

ARTICLE 5: MEETINGS

Section 1. The board of trustees shall meet on a regular basis, at least nine (9) times a year, at a time and place convenient to the board of trustees. Action minutes shall be kept of each meeting and approved at the following meeting. A yearly schedule of proposed meeting times and dates for the coming year shall be set at the September meeting of the board of trustees. All meetings are open to the public and follow Virginia open meeting law as...
defined in the Code of Virginia, § 2.2-3707., and the public and the media will be notified of the time and place of each meeting.

Section 2. One meeting shall be held for the purpose of conducting necessary annual business of the board of trustees and shall be referred to as the “annual meeting.” The annual meeting of the board of trustees shall be held in June.

Section 3. Special meetings may be held at any time at the call of the Chair or Vice-Chair or any five (5) members of the board of trustees, provided that notice be given to all members, and the public and the media are notified in accordance with the requirements contained within the Virginia Code of Virginia.

Section 4. A quorum at any meeting shall consist of a majority of trustees. Proxy voting is not permitted.

Section 5. Proceedings of all meetings shall be governed by Roberts Rules of Order – Revised (newest edition for small groups). Any rule therein may be suspended for any length of time by a three-fourths vote of trustees present. The chair shall appoint a member of the trustees or the library attorney to serve as parliamentarian.

Section 6. The minimum content of the agenda at regular meetings shall include:

A. Call to Order
B. Public Comment
C. Consent Calendar
D. Chair’s Report
E. Director’s Report
F. Other Business
G. Adjournment

ARTICLE 6: LIBRARY DIRECTOR

Section 1. The duties of the library director shall include:

A. To operate the library according to the mission of the library, approved board policies, and the library’s strategic plan and financial framework, and the contract for service.
B. To advise the board on all matters of library operation;
C. To attend all board meetings;
D. To be responsible for hiring, directing, and evaluating staff in
accordance with the James City County personnel policies and practices;

E. To prepare the annual budget in consultation with the finance committee;

F. To keep trustees informed of changes in library legislation and standards;

G. To keep abreast of advances in library services by reading relevant literature, by being active in library organizations, and by attending appropriate meetings, workshops, and conferences;

H. To report regularly to the officials of local government and to the general public; to oversee the library’s program of public relations;

I. To prepare goals and objectives for discussion and approval by the trustees at the September meeting of the board; and to review goals and objectives of the previous year with the trustees at the June meeting of the board;

J. To serve as an ex officio representative to the board of the Friends of Williamsburg Regional Library Foundation.

ARTICLE 7: COMMITTEES

Section 1. The following shall serve as standing committees of the board of trustees: executive and finance committees.

The executive committee shall consist of the officers of the board of trustees with the chair of the board serving as the convening officer. Among its responsibilities shall be to ensure that an annual review of the strategic plan is accomplished and to plan for the annual evaluation of the library director. The executive committee may exercise the powers and transact the business of the board between meetings of the full board as needed. Any action taken by the executive committee shall be communicated promptly to the full board of trustees at the next board meeting. At least two (2) members of the executive committee must be present for any official action. The public and the media will be notified of all meetings of the executive committee in accordance to the requirements found in the Virginia Code of Virginia.

The finance committee chair shall serve as the board of trustees’ liaison with the library director on budgetary and financial matters. The finance committee shall consist of at least three (3) members of the board of trustees appointed by the chair, and, in coordination with the library director, shall be responsible for preparation of an annual budget.

Section 2. The chair of the board of trustees may appoint such ad-hoc committees as the chair determines are necessary to conduct the business
of the board. No such committee will continue in existence beyond the end of the fiscal year in which it was appointed, unless by vote of the trustees at the June meeting.

ARTICLE 8: FISCAL YEAR

Section 1. The fiscal year of the Library shall begin on the first day of July in each year and shall end on the last day of June of the following year.

ARTICLE 9: AMENDMENTS

Section 1. Amendments to these by-laws may be proposed in writing at any regular meeting. Proposed amendments become effective after a favorable vote by two-thirds of the members of the board of trustees at the next regular meeting of the board.

ARTICLE 10: EFFECTIVE DATE

November 13, 1991
Amended November 8, 1995
Amended April 30, 2003
Amended April 26, 2006
Amended January 21, 2009
Amended June 20, 2012
Amended September 25, 2013
Amended June 22, 2016
September 26, 2018

TO: WRL Board of Trustees

FROM: Betsy Fowler, Library Director

SUBJECT: Proposed Regular Board meeting dates and locations for January – December 2019 beginning at 3:00 p.m.

January 23, 2019: Stryker Center – Meeting Room 128
February 27, 2019: Stryker Center – Meeting Room 128
March 27, 2019: Stryker Center – Meeting Room 128
April 24, 2019: Stryker Center – Meeting Room 128
May 22, 2019: Stryker Center – Meeting Room 128
June 26, 2019: Stryker Center – Meeting Room 128
July 24, 2019: Stryker Center – Meeting Room 128 (OPTIONAL)
August 28, 2019: Stryker Center – Meeting Room 128 (OPTIONAL)
September 25, 2019: Stryker Center – Meeting Room 128 *Location Change
October 30, 2019: Stryker Center – Meeting Room 128 *Date Change
December 4, 2019: James City County Library - Kitzinger Community Room

The November and December meetings are combined to accommodate the Thanksgiving and Christmas holidays.

- The ALA 2019 Midwinter Conference is scheduled for January 25-29, 2019
- The ALA 2019 Annual Conference is scheduled for June 20-25, 2019
- The VLA 2019 Annual Conference is scheduled for October 23-25, 2019
## Williamsburg Regional Library Statistical Report — FY 2019 ~ January 2019

### Circulation by Locality

<table>
<thead>
<tr>
<th>Locality</th>
<th>WMSB</th>
<th>JCC</th>
<th>YORK</th>
<th>OTHER</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>7,931</td>
<td>31,116</td>
<td>6,060</td>
<td>280</td>
<td>45,387</td>
<td>330,819</td>
<td>-2.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,262</td>
<td>22,389</td>
<td>2,755</td>
<td>173</td>
<td>26,579</td>
<td>191,109</td>
<td>2.4%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>335</td>
<td>1,903</td>
<td>81</td>
<td>85</td>
<td>2,404</td>
<td>18,621</td>
<td>-33.6%</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>2,709</td>
<td>14,749</td>
<td>2,527</td>
<td>224</td>
<td>20,209</td>
<td>138,884</td>
<td>6.1%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>12,237</td>
<td>70,157</td>
<td>11,423</td>
<td>762</td>
<td>94,579</td>
<td>679,433</td>
<td>-0.9%</td>
</tr>
<tr>
<td>Percent of Monthly Total</td>
<td>12.94%</td>
<td>74.18%</td>
<td>12.08%</td>
<td>0.81%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Circulation by Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Print</th>
<th>Non-Print</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>31,616</td>
<td>13,770</td>
<td>45,386</td>
<td>330,749</td>
<td>-2.5%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>17,574</td>
<td>9,004</td>
<td>26,578</td>
<td>191,011</td>
<td>2.5%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,428</td>
<td>974</td>
<td>2,402</td>
<td>18,601</td>
<td>-33.6%</td>
</tr>
<tr>
<td>Digital Collection</td>
<td>N/A</td>
<td>20,655</td>
<td>20,655</td>
<td>140,458</td>
<td>7.1%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>50,618</td>
<td>44,403</td>
<td>95,021</td>
<td>680,819</td>
<td>-0.6%</td>
</tr>
</tbody>
</table>

### Circulation by Audience

<table>
<thead>
<tr>
<th>Audience</th>
<th>Adult</th>
<th>Youth</th>
<th>Adult</th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>30,233</td>
<td>13,940</td>
<td>1,301</td>
<td>45,474</td>
<td>331,453</td>
<td>-2.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>16,511</td>
<td>9,387</td>
<td>772</td>
<td>26,670</td>
<td>191,598</td>
<td>2.4%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,806</td>
<td>593</td>
<td>3</td>
<td>2,402</td>
<td>18,576</td>
<td>-33.8%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>48,550</td>
<td>23,920</td>
<td>2,076</td>
<td>74,546</td>
<td>541,627</td>
<td>-2.4%</td>
</tr>
</tbody>
</table>

*** Does not include Digital Circulation

### Collection

<table>
<thead>
<tr>
<th>Type</th>
<th>Print</th>
<th>Non-Print</th>
<th>Total</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>119,036</td>
<td>16,703</td>
<td>135,739</td>
<td>-0.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>89,777</td>
<td>15,694</td>
<td>105,471</td>
<td>-0.9%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>5,324</td>
<td>3,002</td>
<td>8,326</td>
<td>-23.5%</td>
</tr>
<tr>
<td>Digital Collection***</td>
<td>N/A</td>
<td>27,011</td>
<td>27,011</td>
<td>4.0%</td>
</tr>
<tr>
<td>Total</td>
<td>214,137</td>
<td>62,410</td>
<td>276,547</td>
<td>-1.1%</td>
</tr>
</tbody>
</table>

*** Digital Collection includes e-books and audiobooks

### User Cards

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>10,174</td>
<td>-7.0%</td>
</tr>
<tr>
<td>James City County</td>
<td>48,534</td>
<td>-5.4%</td>
</tr>
<tr>
<td>York County</td>
<td>7,858</td>
<td>-4.2%</td>
</tr>
<tr>
<td>Other****</td>
<td>149</td>
<td>-1.3%</td>
</tr>
<tr>
<td>Total</td>
<td>66,715</td>
<td>-5.5%</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 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>4,324</td>
<td>1,537</td>
<td>5,861</td>
<td>38,635</td>
<td>-7.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,380</td>
<td>768</td>
<td>3,148</td>
<td>21,165</td>
<td>-3.8%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>97</td>
<td>0</td>
<td>97</td>
<td>658</td>
<td>31.6%</td>
</tr>
<tr>
<td>Outreach</td>
<td>1,015</td>
<td>117</td>
<td>1,132</td>
<td>8,672</td>
<td>-8.7%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>7,816</strong></td>
<td><strong>2,422</strong></td>
<td><strong>10,238</strong></td>
<td><strong>69,130</strong></td>
<td><strong>-6.2%</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 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>6,644</td>
<td>12,757</td>
<td>19,401</td>
<td>155,442</td>
<td>25.0%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,973</td>
<td>6,074</td>
<td>9,047</td>
<td>66,746</td>
<td>12.9%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>0</td>
<td>1,046</td>
<td>1,046</td>
<td>8,916</td>
<td>-2.2%</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>291</td>
<td>-84.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9,617</strong></td>
<td><strong>19,877</strong></td>
<td><strong>29,494</strong></td>
<td><strong>231,395</strong></td>
<td><strong>19.0%</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 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>2,100</td>
<td>1,217</td>
<td>3,317</td>
<td>27,884</td>
<td>-10.7%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>439</td>
<td>1,802</td>
<td>2,241</td>
<td>16,949</td>
<td>-17.2%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>727</td>
<td>95</td>
<td>822</td>
<td>4,925</td>
<td>6.5%</td>
</tr>
<tr>
<td>Outreach</td>
<td>592</td>
<td>2,011</td>
<td>2,603</td>
<td>19,788</td>
<td>-15.5%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>3,858</strong></td>
<td><strong>5,125</strong></td>
<td><strong>8,983</strong></td>
<td><strong>69,546</strong></td>
<td><strong>-12.8%</strong></td>
</tr>
</tbody>
</table>

## MEETING ROOM USE

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>% Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>1,409</td>
<td>10,035</td>
<td>-6.6%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>847</td>
<td>4,530</td>
<td>6.3%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>67</td>
<td>764</td>
<td>-24.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,323</strong></td>
<td><strong>15,329</strong></td>
<td><strong>-4.3%</strong></td>
</tr>
</tbody>
</table>

## VISITS

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>% Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>29,093</td>
<td>210,239</td>
<td>-29.6%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>13,495</td>
<td>96,580</td>
<td>44.2%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>889</td>
<td>6,850</td>
<td>16.8%</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td><strong>43,477</strong></td>
<td><strong>313,669</strong></td>
<td><strong>-15.6%</strong></td>
</tr>
</tbody>
</table>

| Web Page Visits              | 46,900  | 289,396| 12.1%          |
| **Monthly Total**            | **46,900** | **289,396** | **12.1%** |
Library Closings

All WRL facilities will be closed Jan. 1 and Jan. 21. You can always find digital items to check out at www.wrl.org/digital.

Feel-Good Movies

1/3 - My Favorite Year
1/10 - Strictly Ballroom
1/17 - That Thing You Do
1/24 - Field of Dreams
1/31 - Midnight in Paris

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

Talks @ 2

My Year of Raising Sheep

Adult Services Librarian Jesse Kelley will discuss how he raised a small flock of Dorper Sheep in Norge, VA. Get to know the basics of flock management and learn more about raising these sometimes funny, always mischievous animals.

1/16, 2 p.m. at the Stryker Center

Lifelong Learning with WRL

It's a new year and a new opportunity to become your best self – and WRL can help. We offer a variety of online resources, all free to use with your library card, that can help you learn a new skill or take up a new hobby this year. Here’s to 2019 being a year of discovery, learning, and self-improvement!

Lynda

Learn business, software, technology, and creative skills to achieve personal and professional goals with WRL’s subscription to lynda.com. With dozens of online classes sorted by topic, software, and professional field, you can find what you need to brush up your skills or break into a new area.

Universal Class

From bartending to real estate to career training, Universal Class brings you lifelong learning courses in over 30 subject areas. More than 500 courses are available, and all are designed and led by professional instructors to build deeper understanding and mastery of subject matter.

Creative Bug

Improve your crafting skills or develop new ones with more than 1,000 award-winning art and craft video classes taught by recognized design experts and artists. This fantastic resource offers lessons on everything from knitting to paper crafts.

Mango Languages

Whether you are planning a trip to a foreign country or you want to give yourself a competitive edge in your career field, learning a new language is easier than ever with Mango. Browse courses in 77 languages, including English as a second language courses for 15 non-English languages.

Kanopy

In addition to hundreds of documentary, foreign, and art house films, Kanopy also offers dozens of educational and instructional videos available for streaming. Learn about everything from anthropology to food technology, all from the comfort of your living room.

Get started today at www.wrl.org/lifelong-learning.
Footsteps in History
1/19, 1 p.m., Williamsburg Library
Follow the footsteps of Native Americans, colonists, pirates, enslaved African Americans, abolitionists, teachers, crabbers, and space explorers as the fabulous puppets of Rainbow Puppets tell the fascinating history of the Virginia Peninsula.

Frederick Douglass: “On Slavery and Emancipation”
1/17, 2 p.m., Williamsburg Library
Frederick Douglass shares true tales of his life as a slave, his escape to freedom, and his rise as a great writer, orator, and abolitionist. He emphasizes the importance of reading and writing as well as learning history and developing a strong sense of civic responsibility.

Check out all this month’s great kids events and more at www.wrl.org/kids.

Featured Events for Kids
Cabin Fever Carnival
1/18, 6:30-8 p.m., James City County Library
Tired of being stuck indoors? It’s a perfect time for a carnival! Join us for an after-hours family party at the library with homemade mini-golf, a Candyland cakewalk, giant Connect Four, Pusht Pig races, crafts, and a magician.

Herbal Remedies
1/26, 2 p.m., Williamsburg Library
Pattie DeBlass will teach you the fundamentals of meditation. Learn to quiet your mind and find inner peace.

Getaway Café
1/18, 2 p.m., James City County Library
Share conversation, experiences, and memories in WRL’s program for adults with early memory loss and their care partners. This month, a representative from the Muscarelle Art Museum will be our special guest.

Teen Writing Lounge
1/13, 2-3:30 p.m., Williamsburg Library
Beginning and experienced writers ages 11-18 are invited to join our relaxed group! No homework, all fun.

Teen & Adult Super Smash Brothers Tournament
1/26, 1-5 p.m., Williamsburg Library
Show your skills in this bracketed 1v1 tournament for ages 13-adult on the new Nintendo Switch! Sign up for your slot at 757.259.4050.

Find all of this month’s library programs & classes at www.wrl.org/events.

Featured Events for Adults
Make a Mug
1/25, 2 p.m., James City County Library
Create your own marbled mug with nail polish! Register at 757.259.4050; all supplies provided.

Getaway Café
1/18, 2 p.m., James City County Library
Share conversation, experiences, and memories in WRL’s program for adults with early memory loss and their care partners. This month, a representative from the Muscarelle Art Museum will be our special guest.

Italian Film Series: My Italian Secret
1/18, 6:30 p.m., Williamsburg Library
This film recounts how WWII bicycling idol Gino Bartali, physician Giovanni Borromeo, and other Italians worked with Jewish leaders and officials of the Catholic Church to defy the Nazis and save thousands of Italy’s Jews.

Celtic Film Series: Agnes Browne
1/17, 7 p.m., Williamsburg Library
Faced with the daunting task of supporting seven children by herself, Irish widow Agnes Browne (Anjelica Huston) struggles to break even. Eventually, hope materializes when she’s invited to a concert as the date of a smitten Frenchman.

Adult Winter Reading
Winter is a great time to put your feet up and read! Start your year off right with our Adult Winter Reading program. Beginning January 1, readers who log 5 books will receive a 16-ounce “WRL Reads” mug, plus a Scratch and Win ticket for another prize. Every scratch ticket is a winner, and prizes range from a delicious treat to an evening of outstanding performances.

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New Computer, Tablet, or Ereader? We Can Help!
If you are like millions of Americans, you may have received a new technological gadget this holiday season — but do you really know how to get the most out of it?

WRL has a wide variety of free digital content that you can access through a computer, tablet, ereader, or smart television set with just a few clicks of a button. Whether you want to download audiobooks, stream music and movies, check out ebooks, or even flip through the full-color pages of a virtual magazine, we can help. Just head over to www.wrl.org and start browsing through the “What We Have” tab — you’ll find a world of digital content is right at your fingertips!

Need a little more help to learn the basics of operating your new gadget? WRL also offers numerous classes each month about how to use various computers, tablets, and ereaders. From covering computer basics to helping you better navigate our digital collections, we have a class for you. Let 2019 be the year you unlock the full potential of your devices, all with a little help from WRL!

The Winter 2019 season of the Dewey Decibel Concert Series kicks off on 1/13 with Robin and Linda Williams. These talented musicians perform a robust blend of bluegrass, folk, old-time, and acoustic country that combines wryly observant lyrics with a wide-ranging melodicism. Join us at 7:30 p.m. at the Williamsburg Library – tickets are $5 for general admission.