BOARD OF TRUSTEES AGENDA
March 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 – February 27, 2019
   • February Finance Reports
   • Monthly Staff Reports
V. Chair’s Report – Miller-Moore
   • Strategic Plan Update
VI. Library Director’s Report – Fowler
   • FY 2020 Proposed Budget Update
   • Policy Review – By-Laws
   • Action Item: Fund Balance Appropriation
   • Volunteer Appreciation Breakfast – April 9, 2019
   • National Library Week Staff Lunch – April 16, 2019
VII. Friends WRL Foundation Update
   • FWRLF Annual Book Sale – April 5-7, 2019
VIII. York County Update - Franz
IX. Other Business
X. Adjournment

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

Next Regular Meeting:
April 24, 2019, 3:00 p.m., Meeting Room 128, Stryker Center

Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Jim Axtell, Ted Hiller, Barry Marten, Jason Purse, Jean Stettler, and Nicole Trifone.
Attending: Natalie Miller-Moore, Pam Franz, Sally Andrews, Chris Gareis, Ted Hiller, Barry Marten, Jason Purse, Jean Stettler, Nicole Trifone, and Andrew Trivette;

Friends of WRL Foundation (FWRLF) 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: Jim Axtell.

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

Public Comment: None.

Ms. Miller-Moore reminded the board of the current policy on public comment. All members of the public are welcome at the board meetings if questions arise that need additional information, staff will follow up with a response, as appropriate.

Mission Moment: Mr. Hiller recognized Friends of Williamsburg Regional Library Foundation member Wilhelmina White for her continued support of the library.

The board discussed the parking available for library users at the Williamsburg Library.

Mr. Trivette commended the library staff on the programming made available to users. He himself was invited to a Dungeons and Dragons event at the Stryker Center.

Ms. Miller-Moore thanked the library staff for accommodating a last-minute room use by herself and another group. Her group was impressed by the accommodations.

Consent Calendar: The February 27, 2019 consent calendar was approved as written.

Chair’s Report: Ms. Miller-Moore announced the Nominating Committee will be comprised of herself, Mr. Gareis, Mr. Marten, and Ms. Stettler.

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 will delay the anticipated start date of the project. In order to avoid closing the JCCL children’s area during summer reading, the project now has an estimated start date in late August 2019 with a grand opening anticipated for January 2020. Ms. Fowler announced the IT Division has installed new servers, firewalls, and switches with all running smoothly after completion. These upgrades will allow the library to use technology such as RFID, online payment options, and more. Ms. Fowler announced the WRL staff is currently researching several projects at the Williamsburg Library including; semi-permanent seating for the plaza area, a drive-up book return, handicap parking options, parking area maps, and a small renovation for the DVD and magazines area. The FY2020 budget is waiting on the final health insurance and compensation figures before finalization. Ms. Fowler announced the City of Williamsburg Planning Commission has requested she speak at their March 27, 2019 meeting, she will
present the results of the various consultant studies regarding the Williamsburg Library facility.

- **Policy Review - By-Laws** – Ms. Fowler presented the draft of the By-Laws for the board review. The By-Laws will be an action item for the board to vote on at the March 27, 2019 meeting.

Mr. Hiller asked that the board review the absence of an indemnification provision to protect board members from litigation and policy on the removal of a board member.

Ms. Binsfeld stated the localities are responsible for removal of a board member and she would research the public official's insurance provided by Virginia Municipal League Insurance Program.

Ms. Miller-Moore requested board members review the draft By-Laws and present any questions or corrections to her before the next board meeting.

Ms. Fowler discussed the term end dates for Ms. Franz on the WRL Board of Trustees as well as the York County Library Board of Trustees.

- **Action Item: Revised Regular Board Meeting Schedule 2019** – Ms. Fowler presented a revised schedule for the 2019 BOT meetings which includes a change in location for the September 25, 2019 meeting due to renovations at the JCC Library. Ms. Andrews moved to approve the schedule with the changes presented. Ms. Stettler seconded the motion; the motion was approved by a unanimous vote.

Mr. Trott gave a presentation on the library’s new quarterly program guide, “Beyond the Shelves.” The publication will be available in print available on racks in the entrance to library buildings and in PDF version on the website. The current library newsletter, funded by the FWRLF, will continue print publication through the 2019 calendar year. Mr. Trott announced the library is providing “filler” content for the JCC TV (Channel 48) by creating short book reviews by various staff members. These reviews will also be available on the library’s YouTube channel and other social media accounts.

Ms. Towers discussed the new programming in partnership with James City County Parks and Recreation Department at the Abram Frink Jr. Community Center which is being funded by the Friends of Williamsburg Regional Library Foundation (FWRLF). Ms. Towers discussed the success of the "Cena con quentos," the pilot bilingual storytime and a meal program funded by FWRLF for preschool families who speak Spanish.

Ms. Fowler stated the approved state aid increase will amount to an estimated $9840 increase for the library collections budget.

Mr. Gareis recommended any board members available should attend the City of Williamsburg Planning Commission meeting on March 27, 2019.

**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 it being the most successful fundraising year in history. The FWRLF is currently working with staff on ideas and planning for the children’s “Idea Studio” and natural outdoor play area at JCCL. Mr. Sadler announced the Annual Friends Book Sale will be held April 5-7, 2019. This year the Friends are working with the Alpha Phi Omega fraternity at William & Mary to provide volunteer support for the book sale. The staff and FWRLF are planning two
donor events, one in the spring and the fall. Henry Hart, W&M professor and poet laureate of Virginia, will attend as a guest speaker for the major donor event.

Mr. Hiller announced the Friends Book Nooks sold over $9000 in materials in the month of January 2019, the first time proceeds have exceeded $7000 at WL.

York County Public Library Update: Ms. Franz announced the York County Board canceled the February 2019 meeting. The Yorktown Library renovation will not begin until the summer of 2020.

Other Business: None.

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

Respectfully submitted,

Sarah App

Approved by ______________________________________________

Natalie Miller-Moore, Chair
To: WRL Board of Trustees
From: Carrie L. Binsfeld, Finance Director
Subject: February 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>$104,561</td>
<td>92.5% 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>$117,748</td>
<td>98.9% Annual Sirsi contract paid</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
<td>$677</td>
<td>135.5% Expenses higher than budgeted</td>
</tr>
</tbody>
</table>

Percentage of year passed 66.67%
The Williamsburg Regional Library  
Monthly Financial Statement  
For the period ending February 28, 2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Encumber</th>
<th>Total</th>
<th>% Spent &amp; Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>3,144,920</td>
<td>2,061,928</td>
<td>2,061,928</td>
<td>65.6%</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>651,258</td>
<td>426,562</td>
<td>426,562</td>
<td>65.5%</td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>290,414</td>
<td>183,818</td>
<td>183,818</td>
<td>63.3%</td>
<td></td>
</tr>
<tr>
<td>Virginia Retirement Systems</td>
<td>294,674</td>
<td>189,802</td>
<td>189,802</td>
<td>64.4%</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>607,077</td>
<td>391,780</td>
<td>391,780</td>
<td>64.5%</td>
<td></td>
</tr>
<tr>
<td>Workers Comp Insurance &amp; Unemp</td>
<td>15,000</td>
<td>9,088</td>
<td>9,088</td>
<td>60.6%</td>
<td></td>
</tr>
<tr>
<td>VRS Group Life Insurance</td>
<td>41,201</td>
<td>27,233</td>
<td>27,233</td>
<td>66.1%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits (RM/DCM)</td>
<td>13,895</td>
<td>7,882</td>
<td>7,882</td>
<td>56.7%</td>
<td></td>
</tr>
<tr>
<td>Tuition Assistance</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Benefits Total</td>
<td>1,277,261</td>
<td>809,602</td>
<td>0</td>
<td>63.4%</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>5,073,439</td>
<td>3,298,092</td>
<td>0</td>
<td>65.0%</td>
<td></td>
</tr>
</tbody>
</table>

| Collection Materials                  |              |        |          |       |                     |
| Collection Materials                  | 560,000      | 380,860 | 56,497   | 437,357 | 78.1% |
| Subtotal                              | 560,000      | 380,860 | 56,497   | 437,357 | 78.1% |

| Operations                            |              |        |          |       |                     |
| Advertising                           | 25,500       | 10,386 | 5,700    | 16,086 | 63.1% |
| Bank Fees                             | 6,500        | 4,943  |         | 4,943  | 76.0% |
| Bindery                               | 2,000        | 1,259  |         | 1,259  | 62.9% |
| Building Maintenance                  | 40,000       | 26,298 | 5,085    | 31,383 | 78.5% |
| Communications                        | 50,000       | 22,293 |         | 22,293 | 44.6% |
| Computer Replacement                  | 41,000       | 29,828 |         | 29,828 | 72.8% |
| Computer Software & Supplies          | 24,000       | 12,759 | 518      | 13,277 | 55.3% |
| Contractual Services                  | 113,000      | 104,561 |         | 104,561 | 92.5% |
| Equipment - General                   | 1,000        | 0      | 0        | 0.0%   |
| Financial Services                    | 22,631       | 0      | 0        | 0.0%   |
| Fund Balance Appropriations           | 712,249      | 461,882 | 37,248  | 499,131 | 70.1% |
| Human Resource Services               | 73,286       | 36,643 |         | 36,643 | 50.0% |
| Insurance                             | 44,000       | 21,767 |         | 21,767 | 49.5% |
| Leases                                | 49,000       | 44,193 | 8,033    | 52,227 | 106.6% |
| Legal Services                        | 8,000        | 0      | 0        | 0.0%   |
| Library Board Expenses                | 6,500        | 3,894  | 3,894    | 59.9% |
| Library Catalog & Website Services    | 119,000      | 117,748 |         | 117,748 | 98.9% |
| Library Programs                      | 18,000       | 11,735 | 845      | 12,580 | 69.9% |
| Local Mileage                         | 4,000        | 775    | 775      | 19.4% |
| Maintenance Supplies                  | 14,500       | 7,745  | 7,745    | 53.4% |
| Memberships                           | 10,000       | 7,453  | 7,453    | 74.5% |
| Miscellaneous                         | 500          | 677    | 677      | 135.5% |
| Postage                               | 18,500       | 8,968  | 8,968    | 48.5% |
| Printing                              | 4,000        | 2,646  | 2,646    | 66.1% |
| Professional Services                 | 13,750       | 12,100 | 12,100   | 88.0% |
| Software Maintenance                  | 16,000       | 11,801 | 11,801   | 73.8% |
| Supplies                              | 70,000       | 34,340 | 1,395    | 35,735 | 51.0% |
| Travel & Training                     | 32,000       | 13,413 | 13,413   | 41.9% |
| User Refunds                          | 0            | 0      | 0        | N/A    |
| Utilities                             | 179,000      | 114,620 |         | 114,620 | 64.0% |
| Vehicle Services                      | 34,000       | 8,044  | 8,044    | 23.7% |
| Subtotal                              | 1,751,916    | 1,132,771 | 58,824 | 1,191,595 | 68.0% |

| TOTAL                                 | 7,385,355    | 4,811,722 | 115,321 | 4,927,043 | 66.7% |
The Williamsburg Regional Library  
Monthly Financial Statement  
For the period ending February 28, 2019  

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Budget</th>
<th>Received</th>
<th>Total Received</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Williamsburg</td>
<td>871,852</td>
<td>581,235</td>
<td>581,235</td>
<td>66.7%</td>
</tr>
<tr>
<td>James City County</td>
<td>4,618,401</td>
<td>3,078,934</td>
<td>3,078,934</td>
<td>66.7%</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>
</tr>
<tr>
<td>Lost Books</td>
<td>11,500</td>
<td>7,263</td>
<td>7,263</td>
<td>63.2%</td>
</tr>
<tr>
<td>Interest</td>
<td>6,500</td>
<td>18,814</td>
<td>18,814</td>
<td>289.4%</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>28,000</td>
<td>17,294</td>
<td>17,294</td>
<td>61.8%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>50,000</td>
<td>33,094</td>
<td>33,094</td>
<td>66.2%</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>13,486</td>
<td>13,486</td>
<td>192.7%</td>
</tr>
<tr>
<td>Meeting Room Use</td>
<td>48,000</td>
<td>33,606</td>
<td>33,606</td>
<td>70.0%</td>
</tr>
<tr>
<td>Transfer From Fund Balance</td>
<td>107,727</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6,673,106</td>
<td>4,627,191</td>
<td>4,627,191</td>
<td>69.3%</td>
</tr>
</tbody>
</table>

| NON-BUDGETED OPERATING REPORT |
|--------------------------------|--------|----------|--------------|
| Program                        | Revenue| Spent    | Encumber     |
| Gifts & Memorials              | 38,469 | 23,532   | 23,532       |
| Friends of WRL Foundation      | 97,159 | 97,158   | 12,225       |
| Library Grants                 |        | 0        | 0            |
| Program Services               | 10,006 | 3,006    | 3,006        |
| Subtotal                       | 145,634| 123,696  | 12,225       |
| Total Spent & Encumber         |        | 135,921  |

Percentage of year past: 66.67%
Payroll % of year past: 66.67%
Historically, the Williamsburg Regional Library is well known for outstanding public programming. Over the past two years, WRL has dramatically expanded program offerings for all ages. Major signature events such as the STEAM Saturdays, the Summer Reading Festival, A Dicken’s Christmas, the Adult Summer and Winter Reading Programs, the Summer Neighborhood Enrichment Series, the Teen Job Fair, and the Golden Age of Mystery have debuted alongside new series such as A Year of Making, six library book clubs, the Scotland Street Cinema, story times, the Getaway Café, Puppet Shows, Cena con Cuentos, and the weekly Pop-Up Library at Abram Frink Jr. Community Center.

Longtime favorites such as the Dewey Decibel Series and the Youth Summer Reading Program have grown to include many more performers and special additions such as the free book giveaway. All of this is supplemented by dozens of individual events. The library staff has demonstrated remarkable creativity and dedication in order to continuously bring forward such a wide range of programs.

This commitment to programming has yielded measurable results. The signature programs at James City County Library have steadily increased usage and awareness of the library with library visits, program attendance, and circulation steadily increasing overall. The success of STEAM Saturdays and other interactive learning experiences for children and families have also provided the creative inspiration and the direction for the Idea Studio children’s area renovation project at JCCL.

Programs also drive thousands of people to the Williamsburg Library and the Stryker Center monthly. Programming offers seniors popular daytime activities and events, teens a safe place to make friends, learn, and enjoy, and families a free location to come and learn together. Library programs animate the buildings and increase usage and interest in the collections. Program attendance has increased by double digits since FY 2016/17.

Library programming also plays a key role in creating a dynamic and vibrant downtown in Williamsburg and fosters community interaction and building in both locations. The user survey last summer demonstrated powerfully that most library users combine library visits with shopping, eating, and other activities, helping to build a healthy economy and anchoring the business community.

The increased public interest in library programs and learning experiences is mirroring a national trend. Libraries across the nation are seeing more and more attendance and interest in programs for all ages. Sparking the interest of a sophisticated and busy populace in a media-rich culture is both challenging and exciting for library staff and management. Events must be re-imagined and re-invented to keep ideas fresh and the population engaged.
Library programming requires a significant investment of staff time and impacts all departments. Providing programmatic funding is also an important role for the Friends of WRL Foundation (FWRLF) and most of the funding for programs come directly from the used book sales at the Book Nook and annual book sale. These activities, in turn, require thousands of volunteer hours annually to sort, organize, and oversee. The FWRLF also administer the funds through grants running through the FWRLF Finance Committee and the entire board for approval throughout the year.

Maximizing the impact and investment of all of these hours of paid and volunteer labor is important. This month WRL made a significant step forward in that direction with the inaugural publication of a quarterly program magazine entitled *Beyond the Shelves.* The publication includes all of the library programs in one place for easy browsing and reference, and in doing so, highlights the full scope of library programs available with appealing design and graphics. Over 1500 copies were picked up in the buildings in the first two weeks of distribution.

Library users have shared their appreciation about the publication and their comments including, “It is on my coffee table right now,” and “I have highlighted all of the programs I plan to attend!” Even more promising has been an almost immediate jump in program attendance in the first two weeks. Although it is far too early to be a statistically significant sampling, several series events had the largest attendance to date, and all programs have enjoyed good numbers.

Two other important complementary initiatives are underway. The library has broadened the social media teams to create an active innovative presence on three platforms (Facebook, Instagram, and Twitter) with daily multiple posts, focusing on publicizing and getting the word out on every library program.

WRL also convened the kickoff meeting for the design and launch of a new web page later this year. The new webpage will feature and market library programs heavily using images created for the digital signage inside the libraries. The special projects and communication team manages the website and also continues to produce a steady flow of press releases, supervises digital ad creation, and creates media campaigns to foster coverage of library activities. Special Projects is also experimenting with producing brief videos to post on the library Youtube site, share on social media, and on Channel 48, JCCTV local cable. All of these initiatives are creating a vibrant and well-used library to enhance public access to learning and lifelong education.

*Betsy Fowler, Library Director*
Adult Services Highlights
February 2019

Provide Excellent Programs

The Adult Winter Reading program came to a close at the end of February. We had 497 participants, which was just about the same number of adults who completed the first Adult Summer Reading program. Everyone who participated received a WRL Reads mug and a chance to win another prize. User-written reviews were posted on Facebook as part of the program. We received many positive comments from users, including a recent Last Word comment:
*Thank you to the friends of and donors to the library. We really enjoyed the adult reading program and appreciated the mug and prizes. Let’s go read, everyone!*

Andrew Smith has begun working on this summer’s adult reading program. We are hoping for even more participation!

Among the various teen programs Rachael Nelson coordinated was another successful Teens Night Out. Over 60 teens spent their Friday night at the library playing video games, participating in a photo scavenger hunt, eating nachos, and hanging out.

Ann Marie Weissant and Janet Crowther represented WRL at the annual James City County Black History Month Celebration. Library staff shared information about WRL collections, programs, services, and locations. Various informational brochures were distributed on the lunch tables; two new library cards were issued.

Provide for Excellence in Daily Operations

Barbara Jones (MLS manager-Adult Outreach) and Ginger Hutter (Youth Services) joined me in interviewing candidates for the open Librarian I position that was created when Neil Holland was promoted to Librarian II. We offered the job to a librarian from the Roanoke area, and are excited she’ll be joining the team on April 1.

Melissa Simpson, Adult Services Director
Provide excellent service:

- On February 25 I attended the FWRLF Major Donor Committee meeting. The committee continued to discuss fundraising activities through the spring and summer and considered estate planning communication strategies to educate potential donors.
- 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:

- The Gazette printed one Local Authors Project press release.

Provide excellent programs:

- I anticipate sending out seven to nine Fifty Hour Club membership letters recognizing library volunteers who reached the fifty-hour mark in February.

Provide for excellence in daily operations:

- On January 14 I supported the Staff Connections Committee (SCC) Souper Thursday luncheon. Reflecting the LEAD Greater Williamsburg class project and national Random Acts of Kindness week, the committee incorporated a theme of kindness into the event.
- I attended the SCC meeting on February 28 to plan upcoming events.
- I attended the webinars; “How Savvy Marketing Translates to More Donations,” on February 6 “How to Segment Your Donor Base to Reveal Legacy Giving Opportunities,” on February 13, and on February 26 the “Funding Information Network (FIN) Information Session.”
- I chaired the Seniors as a Resource committee meeting on March 1. The discussion focused on career club activities, 2019 job fair planning, and financial literacy training for seniors in the community.
- Throughout February I participated in LEAD meetings. I attended the monthly staff update meeting on February 21 (Stryker Center).

Benjamin J. Goldberg, Library Development Officer
FOUNDATION SUPPORT

Annual Appeal

**Ambassador - $250 and above**
- Marti and David Coffield
- Vicki and Lee Walsh

**Good Friend - $25 and above**
- Helen and Lawrence Cardman

**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!”)

**HONORARY & MEMORIAL GIFTS**
In memory of:
- Ann Boehm from the Kingsmill Book Club
- Bill Eure from Lee Griffin
- Rosomunde Pilcher from Candice and Thomas Michalik
- James R. (Jim) Short (founding member of the Friends) from Catherine Y. Short

Given by:
- Lucas & Kite PLC
- Williamsburg Bird Club

**Herbert Friedman Library Fund**
- The Friedman Family

**In-kind**
- Edna Ma
- Williamsburg Area Amateur Radio Club
Excellent service provided by the IT team:

- Mark and Brett worked with several staff and users throughout February addressing connectivity issues related to the network migration. The scope of the project increased the complexity of migrating, but all issues were resolved in a timely manner and to the satisfaction of our users.
- Kraston worked with several individual staff members throughout the month adding them to the WRL.local domain and also addressing daily technical problem-solving tasks.
- While migrating the Alfred file server and Webster web servers, Brett continually monitored and synced files between the two devices to ensure that no data loss occurred, and all staff were able to access the systems.
- IT replaced several outdated computer systems in both libraries to address concerns with speed, availability, and performance.
- Mark and Brett resolved a major outage caused by the loss of connectivity resulting from issues with the fiber optic link between the Williamsburg and James City County Libraries. The troubleshooting and resolution were completed through the joint efforts of WRL IT and JCC IT teams.
- Brett investigated issues related to notification emails from our digital door counters not being sent when devices go offline.
- Brett worked extensively with the vendor for our Public printing solution to successfully migrate the devices to the new public network with the least possible interruptions in service.

Provide for excellence in daily operations:

- IT successfully completed the migration of all Public and Staff devices to the new WRL Network. This completes the Network and Firewall Refresh project funded in September 2018. Mark, Brett, and Steve worked overnight on Saturday 2/23/2019 to complete this work to lessen the impact on WRL staff and users.
- IT successfully completed the migration of all WRL servers and infrastructure to the new VxRail Cluster. This completes the Data Center Refresh project that was funded in September 2018. Mark, Brett, and Steve worked overnight on Saturday 2/23/2019 to complete this work to lessen the impact on WRL staff and users.
- 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.
- IT provided the new Help Desk ticketing system to the LEAD group for review and will launch to all staff in the near future.

Mark Lutner, Information Technology Director
Provide excellent programs:

- On display in the Stryker Center exhibit space, Williamsburg Contemporary Center Member’s Show.
- Victor Haskins kicked off February with a Friday evening of jazz on the 1st.
- The Centuries of Art @ your library continued its winter season with Love in the Art of the Ancient Regime on the 4th, Edward Beyer and the Jeffersonian Landscape on the 11th, and Audio Visual Music in Art on the 18th.
- On display in the Williamsburg Library Gallery, The Buffalo Boyz Exhibit.
- The Italian Film Festival continued with *A Five Star Life* on Tuesday the 12th.
- The Celtic Film Series continued with the showing of *Waking Ned Devine* on Thursday the 21st.
- VaOpera’s, Arias and Duets returned to the Williamsburg Library Theatre for a Wednesday evening show on the 13th.
- Occidental Gypsy returned to the Dewey Decibel Concert Series on Friday the 22nd for an evening of gypsy jazz.
- Black History Month program had a total of 550 attend over the four Sundays in February.
- The League of Women of Voters’ Great Decisions Series began on Tuesday the 5th Program. A total of 1,043 folks attended the four lectures during the month.

Provide excellent services:

- Promoted library programs and services through website updates, and other electronic distribution of publicity.
- Provided rooms and tech support for 8 W&M Christopher Wren classes.
- Provided tech support for Tidewater Classical Guitar concert.
- Provided rooms and support for the AARP Tax-Aide program, who assisted 1,932 (WL-1,077 and JCCL – 855) in the month of February.

Provide excellent facilities:

- Program Services staff processed 180 room bookings during the month.
- There were 448 meeting room uses by 11,639 people at all three WRL locations during the month. Rooms are checked after each use and cleaned as necessary.
- Fielded and answered 1163 reference questions.

Provide excellence in daily operations:

- Justin Barber, Program Services Assistant successfully completed his 6-month introductory period.

Robert Haas, Program Services Director
Communicating and raising awareness

- We finalized edits and style questions with the designer for the first issue of Beyond the Shelves, WRL’s new quarterly program guide and sent the files to the printer for delivery at the end of the month.
- Elizabeth and Barry began working with the FWRLF Marketing Committee on promotional pieces for the 2019 Friends Annual Book Sale to be held in April. Promotional pieces include ads for print and online media, postcards, flyers, and digital displays.
- Elizabeth created, developed, implemented, monitored, and provided updates for nine media plans: Book Groups, Dewey Decibel (updated brochure), Centuries of Art, Getaway Cafè, Cinema @ Scotland Street, Year of Making (created brochure for Quarter 3), Talks@2, STEAM Saturdays, and MLS at Frink (created media plan for MLS at Frink (weekly pop-ups and STEAM Saturdays Comes to You).
- Elizabeth and Barry met with new Virginia Gazette reporter Amelia Heymann, who is now covering arts and entertainment for the paper, including library events. We discussed library organization, locations, and funding so that Ms. Heymann had a better background for articles she was working on.

Provide excellent collections:

- Use of the library’s online databases was strong in February, up 17% from last year, led by our investment resources, literature and magazine databases, and our book and reading resources.
- We continue to see growth in use of the library’s digital collections. We continue to see particularly strong growth in downloadable magazines (up 45%), audiobooks (up 34%), and ebooks (up 32%).
- Barry met with several vendors of online products this month to discuss use, data, and new products.

Building community connections

- Barry chaired the winter meeting of the WRL/WJCC partnership team. We welcomed Dr. Corey Murphy, WJCC Schools Chief of Staff, who spoke about the division’s strategic plan, giving a brief presentation on the WJCC process for strategic planning (2-10/18, involving focus groups for the community, teachers, students, and parents. Not a top-down plan), shared the plan for the current year, and then led a discussion with the team about various aspects of the plan that might affect or involve WRL. Some of the topics covered included: under-represented students (who they are and how the plan aims to serve them), defining capacity in terms both of optimal learning capacity as well as physical building capacity, how the plan is evaluated (3 check-ins during the year), and what are priorities (supporting the homeless student population is one of the priorities this year). This was a valuable discussion and we are grateful for Dr. Murphy’s time.

Other

- Barry and Elizabeth worked with Micah Lewis and Alicia Phinney to design and order two new library cards, one for teachers and one to replace the current children’s card design.

Barry Trott, Special Projects Division Director
Provide for excellence in daily operations:
- January was a busy month for our cataloging team. Technical Services catalogers added 2,149 bib records to the catalog comprising 2,642 items (up 22% from 2018). They deleted 2,091 records from the catalog comprising 3,513 items (up 62% from 2018).
- Mandy updated our procedures for cataloging the junior book/CD sets.

Provide excellent collections:
- Jean Marie and Christie cleared small backlogs of new gift titles, Youth Services closet items, and graphic novels.
- Jean Marie shared an interesting article with the team about updating how we use cataloging and classification to aid readers in locating materials. In particular, looking at classifying series with multiple authors under the series name rather than by individual author names. WRL already is doing that for several popular series, including titles in the junior and adult fiction collections, and we will continue to talk with the youth and adult collection librarians about additional series to be classified this way.

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 Mobile Library Services (Lisa).
- 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 BIBFRAME Update Forum, ALCTS E-Forum on Weeding in Academic and Public Libraries, and Linked Data conversation. The weeding forum was particularly interesting, with discussions of developing weeding schedules, using collection reports, and weeding and public relations, all topics that are relevant to our work at WRL.

Barry Trott, Technical Services Director
Youth Services Highlights
February 2019

Provide excellent programs:

In the buildings:

- **STEAM Saturday** – This STEAM Saturday was a little different – we held it at night! The NASA Langley Skywatchers Club led an exploration of the night sky, with special emphasis on Earth’s Moon, using their high-powered telescopes and binoculars. We even got to see the International Space Station zoom across the sky. The Virginia Living Museum brought live nocturnal animals to show the families. Participants were able to learn about and get close to native Virginia creatures which are active at night. The fun didn’t end there – children also painted with luminescent paint by the glow of black lights and enjoyed other STEAM interactives. 467 children and caregivers participated in the activities at the James City County Library.

- **Hornsby Middle School Special Needs Class Tour** – On February 15, Youth Services Librarian Linda Niedzwick provided a tour of the James City County Library for 24 students and teachers from Hornsby Middle School. Children in the special needs class have learning disabilities or are otherwise differently abled. In addition to the tour, the students received library cards, checked out materials, and participated in a storytime and craft.

At outreach locations:

- The **Winter Reading Program** was an initiative sponsored and started by the Library of Virginia in 2009 for preschool children. Winter Reading encourages parents and Early Childhood Educators to read to their children every day during the month of February. In 2019, the Library of Virginia no longer sponsored the program, but due to the program’s popularity, we decided to continue to offer it at our outreach locations. Each classroom in our public and private preschools, kindergartens, and first grades were invited to participate. This year, 3,825 children participated by reading each day during the month of February. Each classroom that participated received a free book. Eletha Davis coordinates this program.

- **Abram Frink Jr. Community Center** – We continued our weekly service to users at the Abram Frink Jr. Community Center (adjacent to James River Elementary School) from 4 – 7 p.m. on Thursday evenings. This outreach program, which began on January 17, is provided in partnership with the James City County Parks & Recreation Department. In the month of February, children made crafts including light up cards using circuits, jumbo paper flowers, and bracelets out of yarn woven with straws. Additionally, 139 items were checked out, 31 reference questions were answered, 5 people received library cards for the first time, and users had access to wi-fi.

- During the month of February, Youth Services librarians made weekly visits to all nine elementary James City County Parks and Recreation sites for our annual “**Booked for Breakfast**” program. We read to 784 students in the before or after school Rec Connect program.

Sandy Towers, Youth Services Director
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 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, 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;
I.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.

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
To: WRL Board of Trustees
From: Betsy Fowler, Library Director
Date: 3/27/2019
Re: Action Item: Fund Balance Appropriation Request

The Williamsburg Regional Library requests appropriation of carryover funds in the amount of $50,000 to supplement the following project:

$ 50,000    MLS Vehicle Replacement - Supplement
$ 50,000    Total

**MLS Vehicle Replacement**

In June of 2017, the board designated $275,000 at the library’s request to allow the library to explore options to replace its aging bookmobiles. This amount was reduced to $150,000 in September 2018 as the library explored opportunities to set-up pop up MLS stops inside facilities owned by community partners. In January 2019, the library launched a one night a week pop-up mobile library service stop inside James City County Parks & Recreation’s Abram Frink Jr. Recreation Center in the Grove area. To complement this new indoor stop, the library would like to move forward with the purchase of a smaller-sized and nimbler bookmobile/promotional vehicle to serve children at preschools and summer camps, to serve families and adults in neighborhoods, and to provide a pop-up experience at community events. To procure this expanded use vehicle, a supplemental $50,000 is needed. The funds will be used to procure a 2019 Sprinter diesel vehicle that will be upfitted and customized by a specialty vehicle company to provide the library with both the walk-on-board bookmobile and promotional style pop-up vehicle.
The Williamsburg Regional Library
Board of Trustees
invites you to help us
honor our dedicated volunteers

Join us at the Stryker Center

Please join us for a light breakfast

Tuesday, April 9, 2019
9:00 a.m.

412 North Boundary Street, Room 127
RSVP by Thursday, April 4 to:
bgoldberg@wrl.org or 259.4042
## 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>
<th>YTD FY 18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>7,292</td>
<td>26,980</td>
<td>5,563</td>
<td>163</td>
<td>39,998</td>
<td>370,817</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,336</td>
<td>19,793</td>
<td>2,201</td>
<td>158</td>
<td>23,488</td>
<td>214,597</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>245</td>
<td>1,805</td>
<td>93</td>
<td>75</td>
<td>2,218</td>
<td>20,839</td>
<td>-33.8%</td>
<td></td>
</tr>
<tr>
<td>Digital Collection</td>
<td>3,144</td>
<td>12,828</td>
<td>2,320</td>
<td>228</td>
<td>18,520</td>
<td>157,404</td>
<td>5.9%</td>
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<tr>
<td>Monthly Total</td>
<td>12,017</td>
<td>61,406</td>
<td>10,177</td>
<td>624</td>
<td>84,224</td>
<td>763,657</td>
<td>-1.4%</td>
<td></td>
</tr>
<tr>
<td>Percent of Monthly Total</td>
<td>14.27%</td>
<td>72.91%</td>
<td>12.88%</td>
<td>0.74%</td>
<td></td>
<td></td>
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## CIRCULATION by Type

<table>
<thead>
<tr>
<th>Library</th>
<th>Print</th>
<th>Non-Print</th>
<th>Monthly</th>
<th>YTD</th>
<th>YTD FY 18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>28,034</td>
<td>11,963</td>
<td>39,997</td>
<td>370,746</td>
<td>-3.1%</td>
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<tr>
<td>James City County Library</td>
<td>15,779</td>
<td>7,642</td>
<td>23,421</td>
<td>214,432</td>
<td>1.8%</td>
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<tr>
<td>Mobile Library Services</td>
<td>1,400</td>
<td>818</td>
<td>2,218</td>
<td>20,819</td>
<td>-33.8%</td>
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<tr>
<td>Digital Collection</td>
<td>N/A</td>
<td>18,628</td>
<td>18,628</td>
<td>159,086</td>
<td>6.8%</td>
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<tr>
<td>Monthly Total</td>
<td>45,213</td>
<td>39,051</td>
<td>84,264</td>
<td>765,083</td>
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## CIRCULATION by Audience

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<thead>
<tr>
<th>Library</th>
<th>Adult</th>
<th>Youth</th>
<th>Adult</th>
<th>Monthly</th>
<th>YTD</th>
<th>YTD FY 18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>25,867</td>
<td>13,232</td>
<td>1,013</td>
<td>40,112</td>
<td>371,565</td>
<td>-2.9%</td>
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<tr>
<td>James City County Library</td>
<td>14,087</td>
<td>8,640</td>
<td>711</td>
<td>23,438</td>
<td>215,036</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,567</td>
<td>642</td>
<td>9</td>
<td>2,218</td>
<td>20,794</td>
<td>-34.0%</td>
<td></td>
</tr>
<tr>
<td>Monthly Total</td>
<td>41,521</td>
<td>22,514</td>
<td>1,733</td>
<td>65,768</td>
<td>607,395</td>
<td>-2.9%</td>
<td></td>
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</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>118,772</td>
<td>16,793</td>
<td>135,565</td>
<td>0.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>89,522</td>
<td>15,740</td>
<td>105,262</td>
<td>1.2%</td>
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<tr>
<td>Mobile Library Services</td>
<td>5,312</td>
<td>2,957</td>
<td>8,269</td>
<td>-23.4%</td>
</tr>
<tr>
<td>Digital Collection***</td>
<td>N/A</td>
<td>27,077</td>
<td>27,077</td>
<td>2.7%</td>
</tr>
<tr>
<td>Total</td>
<td>213,606</td>
<td>62,567</td>
<td>276,173</td>
<td>0.2%</td>
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</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>10,240</td>
<td>-6.9%</td>
</tr>
<tr>
<td>James City County</td>
<td>48,686</td>
<td>-5.1%</td>
</tr>
<tr>
<td>York County</td>
<td>7,897</td>
<td>-3.7%</td>
</tr>
<tr>
<td>Other ****</td>
<td>147</td>
<td>-6.4%</td>
</tr>
<tr>
<td>Total</td>
<td>66,970</td>
<td>-5.2%</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>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>4,229</td>
<td>1,441</td>
<td>5,670</td>
<td>44,305</td>
<td>-7.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,813</td>
<td>760</td>
<td>3,573</td>
<td>24,738</td>
<td>-3.6%</td>
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<tr>
<td>Stryker Center</td>
<td>113</td>
<td>0</td>
<td>113</td>
<td>771</td>
<td>35.5%</td>
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<tr>
<td>Outreach</td>
<td>1,144</td>
<td>144</td>
<td>1,288</td>
<td>9,960</td>
<td>-8.0%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>8,299</td>
<td>2,345</td>
<td>10,644</td>
<td>79,774</td>
<td>-6.1%</td>
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## 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>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>6,718</td>
<td>13,006</td>
<td>19,724</td>
<td>175,166</td>
<td>14.7%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>3,040</td>
<td>5,668</td>
<td>8,708</td>
<td>75,454</td>
<td>10.8%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>303</td>
<td>-85.2%</td>
</tr>
<tr>
<td>Total</td>
<td>9,770</td>
<td>18,674</td>
<td>28,444</td>
<td>250,923</td>
<td>12.6%</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>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>4,920</td>
<td>806</td>
<td>5,726</td>
<td>33,610</td>
<td>-8.7%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,152</td>
<td>1,332</td>
<td>2,484</td>
<td>19,433</td>
<td>-15.6%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>793</td>
<td>32</td>
<td>825</td>
<td>5,750</td>
<td>13.7%</td>
</tr>
<tr>
<td>Outreach</td>
<td>573</td>
<td>2,547</td>
<td>3,120</td>
<td>22,908</td>
<td>-13.2%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>7,438</td>
<td>4,717</td>
<td>12,155</td>
<td>81,701</td>
<td>-10.5%</td>
</tr>
</tbody>
</table>

## MEETING ROOM USE

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>1,677</td>
<td>11,712</td>
<td>-2.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>625</td>
<td>5,155</td>
<td>14.7%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>302</td>
<td>1,066</td>
<td>-32.7%</td>
</tr>
<tr>
<td>Total</td>
<td>2,604</td>
<td>17,933</td>
<td>-1.1%</td>
</tr>
</tbody>
</table>

## VISITS

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>31,221</td>
<td>241,460</td>
<td>-28.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>14,210</td>
<td>110,790</td>
<td>44.2%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>1,129</td>
<td>7,979</td>
<td>22.1%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>46,560</td>
<td>360,229</td>
<td>-14.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th>Monthly</th>
<th>YTD</th>
<th>FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Page Visits</td>
<td>45,386</td>
<td>334,782</td>
<td>10.8%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>45,386</td>
<td>334,782</td>
<td>10.8%</td>
</tr>
</tbody>
</table>
Great Books, Great Movies

**THURSDAY AFTERNOON Film Series**

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.

**The Golden Age of Mysteries**

Between the two World Wars, authors in England and America created new rules for mystery writing that would forever change their genre. Join Neil Hollands and Barry Trott to learn more about the authors and books that made up the Golden Age of mysteries.

2/26, 2 p.m. at the Stryker Center

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**Friends of Williamsburg Regional Library Foundation**

Looking for Romance this Valentine’s Day?

Stop by one of the Friends of WRL Foundation Book Nooks, where you will find not only romance, but mystery, thrillers, fantasy, science fiction, and more. All at great prices. Funds from the Book Nook sales support WRL’s collections and programs.

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

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**Celebrate Black History Month at WRL**

Abinnet Berhanu & Hebrret Musica Group 2/3, 3 p.m., Williamsburg Library Theatre

Berhanu, the founder of the group, is a drummer, composer, educator, and bandleader, and is currently pursuing a Masters at the College of William and Mary. Hebrret Musica (Community Music) specializes in jazz and contemporary music infused with Ethiopian sounds and rhythms.

Under the direction of Reginald Fox, this choir has gained an excellent reputation for its ability to sing a variety of music from classical and arranged to contemporary and gospel. They enjoy sharing God’s gift of music with the community.

**Whirlwind of Fire Mime and Dance Group with Jhustin Hall** 2/17, 3 p.m., Williamsburg Library Theatre

Whirlwind of Fire, from First Baptist Church Morrison in Newport News, grew out of a desire to offer young people and children an interesting and fun way to praise God. They are joined by noted Christian singer and guitarist Jhustin Hall.

Steve Prince: Artist and Educator 2/24, 3 p.m., Williamsburg Library Theatre

Steve Prince, the Distinguished Artist in Residence at the College of William and Mary, is an internationally noted sculptor and print maker. He is passionate about his work and developing personal relationships with people through the arts.

This programming is presented in grateful collaboration with a variety of community organizations, including Le Cercle Charmant, Williamsburg Men’s Club, NAACP ACT-50, Historic First Baptist Church, VSUA Williamsburg Chapter, Union Baptist Church, Kappa Phi Theta, New Zion Baptist Church, Delta Sigma Theta Williamsburg Alumnae, and the Greater Williamsburg Women’s Association.
**Featured Events for Adults**

- **2/18:** Teens’ Night Out
  - Join our after-hours, teens-only game night with a focus on anime and manga. Featured games include “Two Point Hospital.”

- **2/15:** Movie Night: “Celtic Film Series: The Wishing Tree”
  - The story of a young girl who finds a magical tree and learns to believe in the power of the wish.

- **2/24:** Author Spotlight: Sharon Kay Penman
  - Penman’s stories are set in England, France, and Wales in the Middle Ages. She is known for her accurate period detail and clever plotting. She combines meticulous research with a well-paced, engaging style. Her novels include a historical note where she explains her research and notes any minor liberties usually very few—she took with known historical fact in telling her story.

- **2/21:** AARP Tax-Aide is Back
  - Free filing is performed electronically. A minimum of 300 training hours and 12 hours of state tax form preparation to low- and moderate-income taxpayers with a charge of $5 per return.

- **2/1:** Music with Live Music
  - The Stryker Center features music with live music every Thursday at 7:30 p.m.

**Featured Events for Kids**

- **2/23:** Knights and Princesses Storytime
  - This week’s theme is “Where the Wild Things Are.”

- **2/23:** School’s Out and We’re Open
  - Williamsburg Library, 219 N. 23rd St., is open from 9 a.m. to 6 p.m. with reduced staff.

- **2/24:** Angry Birds Game Building
  - Build your own version of the popular Angry Birds game.

- **2/24:** Year of Hacking: Technology Lab
  - Explore the world of computer science and learn about coding.

- **2/24:** Teen Writing Lounge
  - A space for teens to write about their experiences and share their thoughts.

**AARP Tax-Aide is Back**

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**Featured Events for Adults**

- **2/15:** Chair Yoga
  - Relaxing class is perfect for yoga beginners.

- **2/15:**分享传说,经验, and memories in WRL’s Chair Yoga class.

- **2/15:** Join Professor Anashe Bandari as she explains what fundamental building blocks of all matter in the universe.

- **2/4:** Wee Sing: Protothons, an Enigmatic Particle
  - Learn about the life of Richard Feynman, the first of a trilogy about his work, the first 30th century physicist. The story of his life is told through the interactions of the physicists who studied him. Feynman was a key figure in the development of quantum mechanics.

- **2/13:** AARP Tax-Aide is Back
  - Free filing is performed electronically. A minimum of 300 training hours and 12 hours of state tax form preparation to low- and moderate-income taxpayers with a charge of $5 per return.

**Featured Events for Kids**

- **2/23:** Pond's Edge Storytime
  - Join us as the professional actors of Bright Star Theatre present “Here Be Dragons” by Steven Durland. A boundary-pushing classic for ages 3-8.

- **2/23:** Stryker Center
  - The Stryker Center features music with live music every Thursday at 7:30 p.m.

- **2/23:** Williamsburg Library: When Christ and His Saints Slept
  - A tale of 13th-Century France where the aristocracy—works exploring the complexities of love among the French royalty—tries to hold their land against English expansion. Written by Christ and His Saint, the story is set in Aquitaine during the First Crusade. The novel will expand the readers’ understanding of the past and their views of the characters involved.

- **2/23:** Williamsburg Library: All the Great Teen Events of This Month
  - All the great teen events of this month, including programs and classes at www.wrl.org/events.

- **2/23:** Featured Events for Adults
  -“Wee Sing: Protothons, an Enigmatic Particle” and “Share conversation, experiences, and memories in WRL’s Chair Yoga class.”

**AARP Tax-Aide is Back**

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**Featured Events for Kids**

- **2/18:** Teen Night Out
  - Join us for a fun and engaging night of games and activities.

- **2/18:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/18:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/18:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

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**Featured Events for Kids**

- **2/15:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/15:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/15:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/15:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

**Featured Events for Adults**

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- **2/15:** Featured Events for Kids
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  - Free filing is performed electronically. A minimum of 300 training hours and 12 hours of state tax form preparation to low- and moderate-income taxpayers with a charge of $5 per return.

**Featured Events for Kids**

- **2/13:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/13:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/13:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/13:** Featured Events for Adults
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- **2/13:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

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- **2/21:** AARP Tax-Aide is Back
  - Free filing is performed electronically. A minimum of 300 training hours and 12 hours of state tax form preparation to low- and moderate-income taxpayers with a charge of $5 per return.

**Featured Events for Kids**

- **2/12:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

**Featured Events for Adults**

- **2/12:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/12:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

**AARP Tax-Aide is Back**

- **2/21:** AARP Tax-Aide is Back
  - Free filing is performed electronically. A minimum of 300 training hours and 12 hours of state tax form preparation to low- and moderate-income taxpayers with a charge of $5 per return.

**Featured Events for Kids**

- **2/11:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

**Featured Events for Adults**

- **2/11:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Adults
  - Join us for a fun and engaging night of games and activities.

- **2/11:** Featured Events for Kids
  - Join us for a fun and engaging night of games and activities.