I. Call to Order – Chair Miller-Moore

II. Public Comment

III. Mission Moment

IV. Consent Calendar
   - Approval Minutes – March 27, 2019
   - March Finance Reports
   - Monthly Staff Reports

V. Chair’s Report – Miller-Moore
   - Annual Library Director Evaluation
   - Spring Retreat

VI. Library Director’s Report – Fowler
   - Fund Balance Discussion
   - FY 2020 Proposed Budget Update
   - Action Item: Policy Review – By-Laws
   - Action Item: Proposed FY2020 Holiday Closing Schedule

VII. Friends WRL Foundation Update

VIII. York County Update - Franz

IX. Other Business

X. Adjournment

Other Enclosures:
   - March Statistics
   - FYI Articles, Kudos, and News Items
   - March Newsletter

Spring Retreat Meeting:
   May 16, 2019, 2:00 p.m., Meeting Room 127, Stryker Center

Next Regular Meeting:
   May 22, 2019, 3:00 p.m., Meeting Room 128, Stryker Center

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

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, Chris Gareis, and Andrew Trivette.

Call to Order: Chair Miller-Moore called the meeting to order at 3:01 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: Ms. Fowler discussed her recent visit to the Jordan-Newby Anchor Branch of the Norfolk Public Library.

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

Chair’s Report: Ms. Miller-Moore discussed the upcoming strategic planning process including scheduling, members of the committee, and documents needed. Ms. Miller-Moore discussed the need for succession planning for the upcoming WRL board officer nominations. Ms. Miller-Moore would like the board to create and complete a board member self-assessment, similar to the one completed by the Friends of Williamsburg Regional Library Foundation (FWRLF) board. Ms. Miller-Moore will send out a Doodle poll to determine the date of the upcoming board retreat.

Library Director’s Report: Ms. Binsfeld reviewed various aspects of the budget including increases due to the JCC compensation study and insurance rates and additions to state-aid. The final budget will be brought to the board at their May 22, 2019 meeting.

- Policy Review - By-Laws – Ms. Miller-Moore stated the By-Laws will be voted on as an action item at the April 24, 2019 meeting.

Ms. Fowler announced the retirement of Janet Crowther, Assistant Director. Ms. Crowther has been with the library for thirty-one years. Her last day will be June 28, 2019.

- Action Item: Fund Balance Appropriation – MLS Vehicle Replacement– Ms. Fowler presented a fund balance appropriation request for an additional $50,000 to procure a 2019 Sprinter diesel vehicle that will be uplifted and customized to provide the library with both the walk-on-board bookmobile and promotional style pop-up vehicle. Ms. Andrews moved to approve the fund balance appropriation as presented in an amount not to exceed $50,000. Dr. Hiller seconded, the motion was approved by a unanimous vote.

Ms. Fowler invited all members to attend the Volunteer Breakfast on April 9, 2019 at 9:00 a.m. in the Stryker Center and the annual Board of Trustees sponsored Staff Luncheon on April 16, 2019 from 12:00 to 2:00 p.m. in both staff lounges. Ms. Fowler announced the City of Williamsburg Planning Commission has requested she speak at their March 27, 2019 meeting, directly following
this BOT meeting. She will present the results of the various consultant studies regarding the Williamsburg Library facility. Ms. Fowler discussed the growth in programming nationwide and within the library's attendance statistics. The FWRLF donations and book sales fund most of the library’s programming. The library has distributed over 1500 copies of “Beyond the Shelves” the quarterly programming guide with all the library’s programming from March to May, within the first week of its arrival. The next issue will feature Summer Reading and include MLS events. The library has already seen an increase in programming attendance since the guide’s debut. Library staff has begun the process of creating a new webpage for the library. Ms. Fowler announced there are three new social media teams; one for Twitter, Instagram, and FaceBook.

Ms. Simpson discussed the success of the adult winter reading program with 497 adults completing the program. Ms. Simpson reviewed the programming in Adult Services including a discussion on spiders, getaway café, teens night out, and various year of making events. The upcoming teen job fair has 19 employers committed to attend.

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. 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 FWRLF. Ms. Towers discussed the STEAM at night program held at the James City County Library.

Ms. Fowler discussed the parking map created to help users find the available parking around the Williamsburg Library. Library staff is discussing possible improvements to the signage for various parking areas.

**Friends of WRL Foundation Updates:** Mr. Sadler discussed the self-assessment results from a survey given to all FWRLF members. The FWRLF approved six applications for support at their March 26, 2019 meeting; Summer Reading Kick-off, Adult Summer Reading Program, Summer Reading Program Phase I, MLS Summer Reading Neighborhood Enrichment, STEAM Saturdays Signature Events, and the VLA Institutional Membership. 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.

**York County Public Library Update:** Ms. Franz announced that the York County Board reviewed the budget at their last meeting. The library has started an RFID project and is working with the “Dolly Parton Imagination Library” program. The Yorktown Library renovation will not begin until the summer of 2020.

**Other Business:** Ms. Miller-Moore reminded all members to attend the City of Williamsburg Planning Commission Meeting at 4:00 p.m. if they are available.

Ms. Fowler announced the library will be applying for a grant with the Williamsburg Tourism Council to fund a portable outdoor stage.

**Adjournment:** Mr. Purse moved to adjourn at 3:58 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: March Financial Statement Analysis

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Budget</th>
<th>Spent Encumbered</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>$113,000</td>
<td>$108,313 95.9%</td>
<td>Annual HVAC contract paid</td>
</tr>
<tr>
<td>Leases</td>
<td>$49,000</td>
<td>$52,227 106.6%</td>
<td>Copier overage costs higher than budgeted</td>
</tr>
<tr>
<td>Library Catalog &amp; Website Services</td>
<td>$119,000</td>
<td>$122,725 103.1%</td>
<td>Annual Sirsi contract paid</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
<td>$900 179.9%</td>
<td>Expenses higher than budgeted</td>
</tr>
</tbody>
</table>

Percentage of year passed 75.0%
The Williamsburg Regional Library  
**Monthly Financial Statement**  
For the period ending March 31, 2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Compensation</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Encumber</th>
<th>Total</th>
<th>% Spent &amp; Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>3,144,920</td>
<td>2,323,271</td>
<td>2,323,271</td>
<td>73.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>651,258</td>
<td>473,925</td>
<td>473,925</td>
<td>72.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>290,414</td>
<td>206,624</td>
<td>206,624</td>
<td>71.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIRS</td>
<td>294,674</td>
<td>216,463</td>
<td>216,463</td>
<td>73.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>607,077</td>
<td>436,991</td>
<td>436,991</td>
<td>72.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Comp Insurance &amp; Unemploy</td>
<td>15,000</td>
<td>12,309</td>
<td>12,309</td>
<td>82.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits (RM/DCM)</td>
<td>13,895</td>
<td>8,979</td>
<td>8,979</td>
<td>64.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Total</td>
<td>1,277,261</td>
<td>912,027</td>
<td>912,027</td>
<td>71.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>5,073,439</td>
<td>3,709,223</td>
<td>0</td>
<td>71.4%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Collection Materials | |               |        |          |       |                      |
| Collection Materials | 560,000 | 414,483      | 52,778 | 467,261  | 83.4% |                      |
| Subtotal            | 560,000 | 414,483      | 52,778 | 467,261  | 83.4% |                      |

| Operations | |               |        |          |       |                      |
| Advertising | 25,500 | 18,722       | 2,500  | 21,222   | 83.2% |                      |
| Bank Fees    | 6,500  | 5,493        | 1,259  | 5,493    | 84.5% |                      |
| Bindery      | 2,000  | 1,259        | 1,259  | 1,259    | 62.9% |                      |
| Building Maintenance | 40,000 | 32,058      | 32,058 | 32,058   | 80.1% |                      |
| Communications | 50,000 | 25,956       | 25,956 | 25,956   | 51.9% |                      |
| Computer Replacement | 41,000 | 36,301       | 1,119  | 37,420   | 91.3% |                      |
| Computer Software & Supplies | 24,000 | 16,115      | 6,167  | 16,115   | 67.1% |                      |
| Contractual Services | 113,000 | 106,609     | 1,704  | 108,313  | 95.9% |                      |
| Equipment - General | 1,000  | 0           | 0      | 0        | 0.0%  |                      |
| Financial Services | 22,631 | 0           | 0      | 0        | 0.0%  |                      |
| Fund Balance Appropriations | 962,249 | 465,845    | 43,978 | 509,823  | 53.0% |                      |
| Human Resource Services | 73,286 | 48,857      | 48,857 | 48,857   | 66.7% |                      |
| Insurance      | 44,000  | 26,900       | 26,900 | 26,900   | 61.1% |                      |
| Leases         | 49,000  | 46,059       | 6,167  | 52,227   | 106.6%|                      |
| Legal Services | 8,000   | 0           | 0      | 0        | 0.0%  |                      |
| Library Board Expenses | 6,500   | 3,930        | 3,930  | 3,930    | 60.5% |                      |
| Library Catalog & Website Services | 119,000 | 122,725     | 122,725| 122,725  | 103.1%|                      |
| Library Programs | 18,000  | 12,746      | 300    | 13,046   | 72.5% |                      |
| Local Mileage | 4,000    | 999         | 999    | 999      | 25.0% |                      |
| Maintenance Supplies | 14,500 | 7,938       | 1,189  | 9,128    | 62.9% |                      |
| Memberships   | 10,000  | 7,453        | 7,453  | 7,453    | 74.5% |                      |
| Miscellaneous | 500     | 900         | 900    | 900      | 179.9%|                      |
| Postage       | 18,500  | 9,930        | 9,930  | 9,930    | 53.7% |                      |
| Printing      | 4,000   | 3,107        | 3,107  | 3,107    | 77.7% |                      |
| Professional Services | 13,750 | 12,100      | 12,100 | 12,100   | 88.0% |                      |
| Software Maintenance | 16,000 | 11,801      | 11,801 | 11,801   | 73.8% |                      |
| Supplies      | 70,000  | 40,581       | 40,581 | 40,581   | 58.0% |                      |
| Travel & Training | 32,000 | 13,763      | 13,763 | 13,763   | 43.0% |                      |
| User Refunds  | 0       | 0           | 0      | 0        | N/A   |                      |
| Utilities     | 179,000 | 130,482     | 130,482| 130,482  | 72.9% |                      |
| Vehicle Services | 34,000 | 9,925       | 9,925  | 9,925    | 29.2% |                      |
| Subtotal      | 2,001,916 | 1,218,552   | 56,958 | 1,275,510| 63.7% |                      |

| TOTAL         | 7,635,355 | 5,342,257   | 109,737 | 5,451,994| 71.4% |                      |
The Williamsburg Regional Library
Monthly Financial Statement
For the period ending March 31, 2019

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Budget</th>
<th>Received</th>
<th>Total Received</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Williamsburg</td>
<td>871,852</td>
<td>653,889</td>
<td>653,889</td>
<td>75.0%</td>
</tr>
<tr>
<td>James City County</td>
<td>4,618,401</td>
<td>3,463,801</td>
<td>3,463,801</td>
<td>75.0%</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>7,949</td>
<td>7,949</td>
<td>69.1%</td>
</tr>
<tr>
<td>Interest</td>
<td>6,500</td>
<td>21,491</td>
<td>21,491</td>
<td>330.6%</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>28,000</td>
<td>19,437</td>
<td>19,437</td>
<td>69.4%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>50,000</td>
<td>37,021</td>
<td>37,021</td>
<td>74.0%</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>13,661</td>
<td>13,661</td>
<td>195.2%</td>
</tr>
<tr>
<td>Meeting Room Use</td>
<td>48,000</td>
<td>37,385</td>
<td>37,385</td>
<td>77.9%</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>TOTAL</td>
<td>6,673,106</td>
<td>5,098,099</td>
<td>5,098,099</td>
<td>76.4%</td>
</tr>
</tbody>
</table>

NON-BUDGETED OPERATING REPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Revenue</th>
<th>Spent</th>
<th>Encumber</th>
<th>Total Spent &amp; Encumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts &amp; Memorials</td>
<td>38,819</td>
<td>25,497</td>
<td></td>
<td>25,497</td>
</tr>
<tr>
<td>Friends of WRL Foundation</td>
<td>102,468</td>
<td>102,467</td>
<td>13,380</td>
<td>115,847</td>
</tr>
<tr>
<td>Library Grants</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Program Services</td>
<td>12,232</td>
<td>7,443</td>
<td>13,380</td>
<td>148,787</td>
</tr>
<tr>
<td>Subtotal</td>
<td>153,519</td>
<td>135,407</td>
<td>13,380</td>
<td></td>
</tr>
</tbody>
</table>

Percentage of year past: 75.00%
Payroll % of year past: 75.00%
Recently, I had the opportunity to attend the annual Virginia Public Library Directors Association (VPLDA) Conference in Staunton and speak at the New Director Institute that occurred prior to the conference. Over the past year, I have served on a Library of Virginia State Standards Committee charged with revising and updating the 2007 Virginia State Standards for Public Libraries. During the conference, the members of VPLDA unanimously endorsed the recently completed Standards for Virginia’s Public Libraries, which will now be submitted to the Library of Virginia Board of Directors for final approval during their June meeting.

I was delighted to accept on behalf of the wonderful staff of WRL a VPLDA Award for the Outstanding Children’s Program for the innovative Cena con Cuentos (Dinner with Stories) program pioneered at the Williamsburg Library in January 2019 with the support of the Friends of WRL Foundation. The program offers Spanish-speaking families an opportunity to learn about library services, introduces early literacy skills through story time programs, and provides dinner and a social opportunity to build community during each event.

In April the library moved forward with multiple grant applications including a proposal to Publix for $10,000 for the Kids Idea Studio play village market. The overture to Publix was initiated by the FWRLF and the grant is awaiting final approval. The library also submitted a Phase I grant to the Tourism Development Fund Grant Review Committee for $150,000 to purchase a portable stage with a sound system and lighting that will be stored in a trailer at WL as well as an inflatable movie screen. The grant request also included funding for permanent place-making furniture for the library plaza to enhance the space as a vibrant community gathering place. Finally, the grant request included a funding request for multiple outside events for 2020. After the initial review process, the library has been invited to submit a Phase II application and presentation on June 26th to determine final approval for funding.

The library is also moving forward with requesting approval from the City of Williamsburg Architectural Review Board (ARB) for permanent plaza seating. The request will be reviewed at the April 23, 2019 ARB meeting. If approved, the seating will include café style seating for under the trellis and more sculptural child and family-friendly bench seating around the fountain. The library hopes to move forward with the café seating as early as this summer. The fountain area seating will require additional funds from the Tourism Grant or the City to bring to fruition, probably in 2020. The library is also exploring landscape lighting for the area with City staff, boosting Wi-Fi, adding planters with flowers, and animating the space with occasional food trucks, musical performances, outside games, and other spontaneous activities.

The library is currently implementing some of these place-making techniques by putting out Adirondack-style chairs out on the plaza during the day, weather permitting. The public has
enjoyed sitting and reading and viewing the wisteria in full bloom over the past month and has even started to ask if the chairs are going to be available all the time.

Library staff also met with City of Williamsburg staff to address possible interim responses to the parking challenges. Some ideas presented by the library were received favorably by City staff including updating signage for the parking lot directing people to the parking garage and terrace and new signage indicating the public parking at the garage and terrace. The staff is also working with the City to get approval for a drive-up book return on the drive-in front of the Pyramid entrance at the Williamsburg Library to help ease congestion by streamlining returns.

On a final note I am pleased to share that Janet Crowther, our retiring Assistant Director, is being recognized for her significant contributions to public libraries with the Catholic University of America (CUA) Library and Information Science Alumni Association 2019 Raymond von Dran Memorial Award, given to a CUA library science graduate alumni who, through her contributions to the library and information science profession, has exhibited the qualities Von Dran was noted for throughout his career: innovation, collaboration, and leadership. The award will be presented at the annual Elizabeth Stone Memorial Lecture on April 26 at CUA.

Betsy Fowler, Library Director
Provide Excellent Programs

In addition to planning and writing descriptions for all the adult and teen programs for the June-August quarterly program guide – Adult Services staff coordinated and led many interesting and well attended programs in March

- Eat Local series included talks on oyster gardening, organic gardening, Virginia wines, and cheese-making. A total of 83 adult attended the series.
- Other lectures included James Monroe, presidential rail trains, the children of Marie Antoinette, Revolutionary War hero Joseph Warren, and spiders. Spiders actually brought in the largest audience with 62 attendees.

Year of Making Technology programs included two programs using ipads, iMovie, and green screen apps. We had over 50 participants come explore how to use green backgrounds and manipulate photos to make it look like the kids were in space or running from lions.

Barbara Jones coordinated participation at the Career Fair 2019 presented by the Greater Williamsburg Area Chamber & Tourism Alliance. Library staff introduced job seekers to helpful library resources.

Jennifer Holliday and Andrew Smith were part of the library team that donned the Maisie character costume and entertained children at local elementary schools.

Mobile Library Services (MLS) had a particularly successful Getaway Café program in the Stryker Center. The Getaway Café is a program for adults with early memory loss and their care partners. The Williamsburg A Cappella Singers sang and described their musical process. MLS staff then led a group discussion about remembering favorite music and songs. Everyone left with big smiles on their faces. A few comments from our regulars were; “What are you going to do to top this?” “This was a fantastic program, we had a great time!” “Thank you for another wonderful program.”

MLS- Adult Outreach has also seen an increase in check outs for a couple stops. Four new apartment buildings recently opened at Patriots Colony, which has meant more independent living users are moving in. Patriots Colony is the biggest circulation stop with 52 people attending this month!

Morningside of Williamsburg’s activity director has worked hard to recruit additional library users. There are now 13 people checking out. They also just started a book group. Connie Van Bourgondien has worked with them to find multiple large print books for the six-person group.

Melissa Simpson, Adult Services Director
Development Officer Report
March 2019

Provide excellent service:
- On March 7 I attended the FWRLF Governance Committee meeting. The committee reviewed board self-assessment surveys and discussed future nominating questions.
- I attended the March 18 FWRLF Membership Committee meeting. The committee discussed plans for the May 18 donor thank you event, Friends pamphlet revisions, and other business.
- On March 25 I attended the FWRLF Finance and Endowment Committee meeting. The committee received an investment update from their Davenport and Co. account manager, reviewed margin of excellence support requests, and discussed finance policy amendments.
- I supported and attended the March 26 FWRLF board meeting. The board discussed committee reports and took actions to amend select policies.
- 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 six to nine Fifty Hour Club membership letters recognizing library volunteers who reached the fifty hour mark in March.

Provide for excellence in daily operations:
- I presented a Talks to Go on March 4 at WindsorMeade on “Geoffrey Pyke, An Unknown Genius.”
- March 9 I attended the Peninsula Agency on Aging (PAA) Williamsburg Advisory Committee meeting. The committee learned more about Access Williamsburg, a one call center scheduled for launch this fall. Access Williamsburg is possible through collaboration among WATA, Faith in Action, and PAA.
- The Greater Williamsburg Association for Volunteer Administration Executive Committee met on March 13 meeting. The group considered 2019 meetings, executive committee membership, and related topics.
- On March 19 I supported the Staff Connections Committee (SCC) Mashed Potato Bar afternoon snack time. The potatoes were enjoyed and the conversations lively.
- I participated in the James City County Volunteer Council meeting on March 20. The council discussed on volunteer recognition in April and volunteer leave questions.
- I chaired the Seniors as a Resource committee meeting on March 29. Discussion focused on career club activities, 2019 job fair planning, and financial literacy training for seniors in the community.
- I received a recognition award from United Way of the Virginia Peninsula for serving 10+ years as a United Way campaign coordinator at WRL.
- Working with numerous colleagues, I helped submit three Virginia Public Library Directors Association award nominations (Cena con Cuentos, Getaway Café, and WRL-W&M partnership) and a Williamsburg Landing’s Outstanding Service to Seniors Award.
- Throughout February I participated in LEAD meetings. I attended the monthly staff update meeting on March 19 (JCCL) and March 22 (Stryker Center).

Benjamin J. Goldberg, Library Development Officer
FOUNDATION SUPPORT

Annual Appeal

Champion
- Denyse Doerries

Ambassador
- Ruth and Ted Hiller
- Nancy and Barry Patron

Steward
- Loretta J. Hannum
- Berna and Joseph Heyman
- Lynn and James Majdic

Best Friend
- Cary Carson and Wies Erkelens
- Chase and Pat Hearn
- Diane and Fredric Lederer
- Alfred E. McKenney

Good Friend
- Wendy and Edward Majask
- Nicole Trifone

Our Library - Our Future Endowments

Collections Fund
- Laurie and Patrick Rowe

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

Katherine Mary Dudley Perpetual Book Fund
- Lucinda Nash Dudley

Marilyn June Koehler Perpetual Book Fund
- Kyle, Ursula, and Serena Koehler (in honor of Marilyn Koehler’s birthday)

Eric L. and Priscilla C. Peterson Perpetual Book Fund
- Roger and Susan Schultz (in memory of Eric L. Peterson)

Alasdair Brady Willey Perpetual Book Fund
- WRL staff (in honor of Morag Willey)

HONORARY & MEMORIAL GIFTS

In memory of:
- Mary Frances Drake from the Woman's Club of Williamsburg - GFWC
- Rodney B. Taylor from William A. Fox

In honor of:
- Kenneth R. Sydow’s 80th birthday from Robin and Pat Working

Given by:
- League of Women Voters of the Williamsburg Area

Summer Reading
- Pirate’s Cove
- Williamsburg Peking Restaurant

Local Authors Project
- Alison Gerhard – NOON, Stories and Poems from Solstice Shorts Festival 2018
- Sukur Kahn – In Quest of Creativity
- Tempie W. Wade – More

In-kind
- Peter B. Booth (RADM, USN Ret)
- Charles City/James City/New Kent/York County Farm Bureau
Provide excellent programs:
- On display in the Stryker Center exhibit space, the traveling exhibit “Your Obedient Servant” James Monroe’s 1819 Presidential Tour of the Southern States.
- Joan and Joni, returned to the Dewey Decibel Concert Series to a sellout crowd Saturday night concert on the 9th.
- On display in the Williamsburg Library Gallery, The Buffalo Boyz Exhibit and Works from the Williamsburg Photo Guild.
- The Italian Film Festival continued with Light of My Eyes on Tuesday the 19th.
- The Celtic Film Series continued with the showing of The Rising Moon on Thursday the 21st.
- VaOpera presented Jack and the Beanstalk Saturday morning on the 23rd.
- Little Doors made their debut to the Dewey Decibel Concert Series on Saturday the 23rd for an evening live music.
- Fords Colony Dance Band took the Williamsburg Library theatre stage for a Thursday evening of swing music.
- The League of Women of Voters’ Great Decisions Series finished out their Tuesday morning program with 970 folks attending 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 3 W&M Osher Lifelong Learning Institute (Formally known Christopher Wren Association) courses.
- Provided tech support for a Williamsburg Chamber Music Society concert.
- Provided rooms and tech support for the Grantsmanship Center 5-day seminar at the Stryker Center.
- Provided rooms and support for the AARP Tax-Aide program, who assisted 1,893 (WL-1,069 and JCCL – 824) in the month of March bringing the total number assisted to date 3,825.

Provide excellent facilities:
- Program Services staff processed 208 room bookings during the month.
- There were 472 meeting room uses by 12,345 people at all three WRL locations during the month. Rooms are checked after each use and cleaned as necessary.
- Fielded and answered 1237 reference questions.

Provide excellence in daily operations:
- Advertised for remaining vacant P/T Program Services Assistant position.

Robert Haas, Program Services Director
Communicating and raising awareness

- In order to gather data on how program attendees hear about, we have been collecting surveys from our programming that identify how users hear about our events. With the debut of *Beyond the Shelves* and the addition of Year of Making programming, we needed to update the survey and Elizabeth created a new form for staff to use with any programming they are doing. We use the data gathered here to analyze the effectiveness of promotional campaigns and to better target marketing efforts.
- Elizabeth and Micah filmed and edited eight “Checking in at Your Library” book review videos for JCC television station and WRL social media.
- We met with photographer Magali deVulpillieres to discuss doing contract work for WRL at special events. Worked with finance staff to develop a contract and arranged three photo shoots.
- Elizabeth created, developed, implemented, monitored, and provided updates for eight media plans: Book Groups, Dewey Decibel, Getaway Café, Cinema @ Scotland Street, Year of Making (consulted on promotional materials for Quarter 3, booked food truck for YoM Fair), Talks@2, STEAM Saturdays, and MLS at Frink (consulted on promotional materials).
- We began working on issue 2 of *Beyond the Shelves*, compiling and editing text and images.

Provide excellent collections:

- At the request of Neil Hollands, adult collection librarian, Barry compiled a report on annual use of the digital collections by calendar year.
- Use of the library’s online databases was strong in March, recording our highest use in the past 2 years. This month’s use was led by our encyclopedia, genealogy, and book and reading resources.
- We continue to see growth in use of the library’s digital collections, which were up 18% over March 2018.

Building community connections

- We met with Sam Sadler of the Friends of WRL and Benjamin Goldberg to discuss long-term promotional planning calendar for FWRLF events. This calendar will inform the work of the FWRLF marketing committee and ensure that publicity for events such as the Friends book sales and other events is created in a timely fashion.
- Elizabeth and Micah worked with Alicia to develop promotional materials that clarify what items will be accepted as donations for the FWRLF Book Nooks.
- Barry gave a well-received speakers bureau program on the music of the Carter family for residents of the Brookdale Senior Living Community.

Other

- Barry led a meeting to begin looking at a redesign of the WRL website in 2019. We reviewed use of the current site and looked at a number of library websites, deciding that the Henrico County Library site was a good model.
- Barry created a new web form for Benjamin to use in getting RSVPs for events for the FWRLF.

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 1,920 bib records to the catalog comprising 3,149 items. They deleted 2,821 records from the catalog comprising 4,597 items.
- Jean Marie cleared a backlog of youth and young adult fiction added copies received by WRL as gift items.
- Fiction that is focused on a particular topic (a popular movie or video game series for example) but written by various authors would generally be shelved throughout the fiction collection under the author’s last name. In order to facilitate better access to these items, we have been changing the cataloging to pull all the titles together. Recently, we have been re-cataloging all youth fiction related to the Minecraft computer game, changing call numbers on Minecraft books and records to JF MINECRAFT regardless of the author. Similarly, we have been reclassifying adult fiction related to the Halo video game to call number F HALO. In developing this sort of project, we work closely with the youth and adult services collection librarians.

Provide excellent collections:

- Christie and Barry worked with Youth Services to develop a 2nd year pilot plan for leasing popular materials for children for summer reading.

Other

- Technical services members continued to provide support as needed for other library service divisions, including helping circulation services (Christie and Mandy), covering the public service desks (Mandy and Barry), teen programming (Christie), and Mobile Library Services (Linda). Mandy also dressed as Maisy the Mouse in support of the youth services program at Clara Byrd Baker Elementary School.
- We had a request from Hennepin Co. Library in Minnesota about how we implemented a use of better subject headings for materials related to those people in the US without documentation. Christie responded and outlined our process for replacing the subject heading “illegal aliens” with the more welcoming and user-friendly heading of “undocumented immigrants” in terms of both the technical services side and the public service side.
- Neil Hollands, adult collection librarian, attended our March TS meeting, and talked about his approach to collections and some changes that adult services was implementing in processes for selection. Director Betsy Fowler also attended and gave several updates on building projects.
- Linda trained a new TS volunteer from the circulation services division. Meagan Williams will be helping us out with covering materials.

Barry Trott, Technical Services Director
Youth Services Report

March 2019

Battle of the Books – In March, we held our 32nd annual Battle of the Books competition. The Battle of the Books is a program for 4th-5th and 6th-8th graders. Students from area schools read 12 books, and then test their knowledge of the books in local and regional Jeopardy-like quiz competition. The regional competition includes winning teams from five localities: York County, Poquoson, Hampton, Newport News, and Williamsburg/James City County. The team from Berkeley Middle School won the competition to become the regional battle champion!

Programming – In addition to 54 storytime programs in the buildings and 78 storytime programs at outreach locations, we offered some special programming in March. Highlights include:

New program – STEAM Saturdays Comes to You – Building on the success of STEAM programming in the buildings, we took the show on the road for our first STEAM Saturday Comes to You event held at the Abram Frink Jr. Community Center. Children and caregivers made banana pianos using Makey Makey circuit boards, controlled and programmed Ozobot robots, created their own Mr. Potato Head-style magnetic robot sculptures, and made paper rockets to launch using our compressed air rocket launcher. This program is made possible with the generous support of the Friends of Williamsburg Regional Library Foundation.

Pop-Up Library at Abram Frink Jr Community Center: March Madness was in the air every Thursday at Abram Frink. We had a free throw shooting contest, games of 21 and a 2 on 2 finale tournament on the last Thursday in March. The children and teens were excited to receive free books and movies for winning or participating. They were also delighted when Chris Russell, Mobile Library Services Assistant, sank three-point shots from half court!

Maisy the Mouse costumed character storytime - Children were delighted to meet popular book character Maisy at a special costumed character storytime. Maisy also took her show on the road and visited the WJCC Bright Beginnings Preschools.

Other special programs this month: Greek Hero Training and Storytime, In BeTWEEN the Pages Tween Book Club, and Puppet Storytime.

A fond farewell – Youth Services Librarian II Morag Willey retired after 25 years of service to WRL. Morag coordinated the Paws to Read Program, the Maternity outreach program, the volunteer program, and the local donors for the Summer Reading Program. We wish her all the best in retirement!

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 terms; however, after one (1) year off the board any person may again serve as a trustee. 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, 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;
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
PROPOSED
WRL HOLIDAY CLOSING SCHEDULE
July 1, 2019 - June 30, 2020

July 4, 2019    CLOSED. July 4 is a paid holiday (Independence Day).
Sept 1-2, 2019 CLOSED. September 2 is a paid holiday (Labor Day).
Oct 14, 2019   OPEN at NOON. Staff Recognition Event (Columbus Day).
Nov 11, 2019   OPEN 10-9 as usual. November 11 is a paid holiday (Veterans’ Day). Staff members take a floating holiday another time.
Nov 27, 2019   OPEN 10-5. Day before Thanksgiving
Nov 28-29, 2019 CLOSED. Both are paid holidays (Thanksgiving Day and Day after Thanksgiving).
Dec 24-25, 2019 CLOSED. Both are paid holidays (Christmas Eve and Christmas Day).
Dec 31, 2019   OPEN 10-5.
Jan 1, 2020    CLOSED. January 1 is a paid holiday (New Year’s Day).
Jan 20, 2020   CLOSED. January 20 is a paid holiday (Martin Luther King, Jr. Day).
Feb 17, 2020   OPEN 10-9 as usual. February 17 is a paid holiday (Presidents’ Day). Staff members take a floating holiday another time.
April 12, 2020 CLOSED. Not a paid holiday (Easter Sunday).
May 24-25, 2020 CLOSED. May 25 is a paid holiday (Memorial Day).
## 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>FY18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>8,599</td>
<td>31,020</td>
<td>6,483</td>
<td>186</td>
<td>46,288</td>
<td>417,105</td>
<td>-3.1%</td>
<td></td>
</tr>
<tr>
<td>James City County</td>
<td>1,351</td>
<td>21,313</td>
<td>2,185</td>
<td>157</td>
<td>25,006</td>
<td>239,603</td>
<td>1.1%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>297</td>
<td>2,050</td>
<td>105</td>
<td>86</td>
<td>2,538</td>
<td>23,377</td>
<td>-33.0%</td>
<td></td>
</tr>
<tr>
<td>Digital Collection</td>
<td>3,257</td>
<td>15,046</td>
<td>2,754</td>
<td>208</td>
<td>21,265</td>
<td>178,669</td>
<td>7.1%</td>
<td></td>
</tr>
<tr>
<td>Monthly Total</td>
<td>13,504</td>
<td>69,429</td>
<td>11,527</td>
<td>637</td>
<td>95,097</td>
<td>858,754</td>
<td>-1.2%</td>
<td></td>
</tr>
<tr>
<td>Percent of Monthly Total</td>
<td>14.20%</td>
<td>73.01%</td>
<td>12.12%</td>
<td>0.67%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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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>FY18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>32,826</td>
<td>13,447</td>
<td>46,273</td>
<td>417,019</td>
<td>-2.9%</td>
<td></td>
</tr>
<tr>
<td>James City County</td>
<td>16,826</td>
<td>8,210</td>
<td>25,036</td>
<td>239,468</td>
<td>1.3%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,707</td>
<td>826</td>
<td>2,533</td>
<td>23,352</td>
<td>-33.0%</td>
<td></td>
</tr>
<tr>
<td>Digital Collection</td>
<td>N/A</td>
<td>21,397</td>
<td>21,397</td>
<td>180,483</td>
<td>8.0%</td>
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</tr>
<tr>
<td>Monthly Total</td>
<td>51,359</td>
<td>43,880</td>
<td>95,239</td>
<td>860,322</td>
<td>-0.9%</td>
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</table>

## CIRCULATION by Audience

<table>
<thead>
<tr>
<th>Library</th>
<th>Adult</th>
<th>Youth</th>
<th>Young Adult</th>
<th>Monthly</th>
<th>YTD</th>
<th>FY18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>29,139</td>
<td>16,067</td>
<td>1,166</td>
<td>46,372</td>
<td>417,937</td>
<td>-2.7%</td>
<td></td>
</tr>
<tr>
<td>James City County</td>
<td>15,509</td>
<td>8,766</td>
<td>816</td>
<td>25,091</td>
<td>240,127</td>
<td>1.2%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>1,692</td>
<td>842</td>
<td>4</td>
<td>2,538</td>
<td>23,332</td>
<td>-33.1%</td>
<td></td>
</tr>
<tr>
<td>Monthly Total</td>
<td>46,340</td>
<td>25,675</td>
<td>1,986</td>
<td>74,001</td>
<td>681,396</td>
<td>-2.9%</td>
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</tbody>
</table>

*** Does not include Digital Circulation

## COLLECTION

<table>
<thead>
<tr>
<th>Library</th>
<th>Print</th>
<th>Non-Print</th>
<th>Total</th>
<th>FY18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>118,578</td>
<td>16,720</td>
<td>135,298</td>
<td>-0.8%</td>
<td></td>
</tr>
<tr>
<td>James City County</td>
<td>89,188</td>
<td>15,646</td>
<td>104,834</td>
<td>-0.5%</td>
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<tr>
<td>Mobile Library Services</td>
<td>5,275</td>
<td>2,856</td>
<td>8,131</td>
<td>-26.4%</td>
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</tr>
<tr>
<td>Digital Collection***</td>
<td>N/A</td>
<td>27,120</td>
<td>27,120</td>
<td>1.9%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>213,041</td>
<td>62,342</td>
<td>275,383</td>
<td>-1.5%</td>
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</tr>
</tbody>
</table>

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

## USER CARDS

<table>
<thead>
<tr>
<th>Library</th>
<th>Number</th>
<th>FY18</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg</td>
<td>10,294</td>
<td>-1.3%</td>
<td></td>
</tr>
<tr>
<td>James City County</td>
<td>49,011</td>
<td>-1.7%</td>
<td></td>
</tr>
<tr>
<td>York County</td>
<td>7,966</td>
<td>-1.7%</td>
<td></td>
</tr>
<tr>
<td>Other ****</td>
<td>150</td>
<td>11.1%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>67,421</td>
<td>-1.6%</td>
<td></td>
</tr>
</tbody>
</table>

**** Non residents with special recognition cards
## USER QUESTIONS

<table>
<thead>
<tr>
<th></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>4,139</td>
<td>1,522</td>
<td>5,661</td>
<td>49,966</td>
<td>-7.9%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>2,511</td>
<td>646</td>
<td>3,157</td>
<td>27,895</td>
<td>-3.7%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>105</td>
<td>0</td>
<td>105</td>
<td>876</td>
<td>28.4%</td>
</tr>
<tr>
<td>Outreach</td>
<td>955</td>
<td>159</td>
<td>1,114</td>
<td>11,074</td>
<td>-8.8%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>7,710</td>
<td>2,327</td>
<td>10,037</td>
<td>89,811</td>
<td>-6.5%</td>
</tr>
</tbody>
</table>

## PC & Wi-Fi USE

<table>
<thead>
<tr>
<th></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>6,245</td>
<td>14,122</td>
<td>20,367</td>
<td>195,533</td>
<td>11.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>3,215</td>
<td>6,104</td>
<td>9,319</td>
<td>84,773</td>
<td>8.9%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services</td>
<td>34</td>
<td>0</td>
<td>34</td>
<td>337</td>
<td>-85.0%</td>
</tr>
<tr>
<td>Total</td>
<td>9,494</td>
<td>20,226</td>
<td>29,720</td>
<td>280,643</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

## PROGRAM ATTENDANCE

<table>
<thead>
<tr>
<th></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>4,422</td>
<td>1,522</td>
<td>5,944</td>
<td>39,554</td>
<td>-7.8%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>1,103</td>
<td>721</td>
<td>1,824</td>
<td>21,257</td>
<td>-18.4%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>920</td>
<td>633</td>
<td>1,553</td>
<td>7,303</td>
<td>28.2%</td>
</tr>
<tr>
<td>Outreach</td>
<td>568</td>
<td>2,331</td>
<td>2,899</td>
<td>25,807</td>
<td>-22.5%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>7,013</td>
<td>5,207</td>
<td>12,220</td>
<td>93,921</td>
<td>-13.0%</td>
</tr>
</tbody>
</table>

## MEETING ROOM USE

<table>
<thead>
<tr>
<th></th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>1,767</td>
<td>13,479</td>
<td>-1.6%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>770</td>
<td>5,925</td>
<td>15.5%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>487</td>
<td>1,553</td>
<td>-12.7%</td>
</tr>
<tr>
<td>Total</td>
<td>3,024</td>
<td>20,957</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

## VISITS

<table>
<thead>
<tr>
<th></th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamsburg Library</td>
<td>34,022</td>
<td>275,482</td>
<td>-29.4%</td>
</tr>
<tr>
<td>James City County Library</td>
<td>14,386</td>
<td>125,176</td>
<td>37.8%</td>
</tr>
<tr>
<td>Stryker Center</td>
<td>2,138</td>
<td>10,117</td>
<td>36.7%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>50,546</td>
<td>410,775</td>
<td>-15.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Monthly</th>
<th>YTD</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Page Visits</td>
<td>47,258</td>
<td>382,040</td>
<td>10.2%</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>47,258</td>
<td>382,040</td>
<td>10.2%</td>
</tr>
</tbody>
</table>
**More Movies**
Join us for these entertaining and compelling films, brought to us by some of our partner organizations in the community.

**Jewish Film Festival - Muhi: Generally Temporary**  
3/3, 2 p.m., Williamsburg Library

**Italian Film Series - Light of My Eyes**  
3/19, 6:30 p.m., Williamsburg Library

**Celtic Film Series - The Rising of the Moon**  
3/21, 7 p.m., Williamsburg Library

All films are free. Find complete film descriptions on our calendar at www.wrl.org/events/films.

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**Against the Odds**

<table>
<thead>
<tr>
<th>Date</th>
<th>Film Title</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7</td>
<td>Deep Water</td>
<td>3 p.m.</td>
<td>Stryker Center</td>
</tr>
<tr>
<td>3/14</td>
<td>Flight of the Phoenix</td>
<td>3 p.m.</td>
<td>Stryker Center</td>
</tr>
<tr>
<td>3/21</td>
<td>Battle of the Bulge</td>
<td>3 p.m.</td>
<td>Stryker Center</td>
</tr>
<tr>
<td>3/28</td>
<td>North Face</td>
<td>3 p.m.</td>
<td>Stryker Center</td>
</tr>
</tbody>
</table>

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.

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**Talks @2**

**Presidential Trains**
Before Air Force One, presidents traveled by rail. What kind of cars did they ride in, how were they different from the cars used by regular people, and which train was the most special? Find out these questions and more with this talk from Adult Services Librarian Andrew Smith.

3/12, 2 p.m. at the Stryker Center

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**Local Oyster Gardening**
3/4, 7 p.m., Stryker Center

Vic Spain, Master Oyster Gardener from the Tidewater Oyster Gardeners Association (TOGA), will talk about the dramatic rise and fall of the oyster industry in the Chesapeake and discuss how oyster gardeners are working to bring back this unique tradition.

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**Organic Gardening with Amy’s Garden**
3/11, 7 p.m., Stryker Center

Amy Hicks operates a USDA Certified Organic garden in Charles City, Virginia. Her talk will focus on why she chose to pursue a life in organic gardening, its challenges, and why community supported agriculture (CSA) is vital to the local gardening economy.

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**Gauthier Vineyard**
3/18, 7 p.m., Stryker Center

There’s no doubt vino is gaining in popularity in the Commonwealth. Sandi Gauthier from Gauthier Vineyard will talk about how she got into the wine making business, what type of grapes grow in the region, and why Virginia wines can stand up with the very best.

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**Artisan Cheeses**
3/25, 7 p.m., Stryker Center

Patrick Curry from Fayton Farms Artisan Cheeses will discuss crafting cheese, including the history and process of this ancient art. He’ll even offer a demonstration for the audience.
Featured Events for Kids

Greek Hero Training & Storytime
3/17, 2 p.m., Stryker Center
Come earn your place on Mount Olympus! We’ll read and act out some of the most famous myths, and then you’ll have a chance to make a Medusa mask or Cyclops origami eye and complete the trials of Hercules. For ages 5-10.

STEAM Saturdays: Exciting Engineering
3/2, 1, 2, & 3 p.m. (Repeat Performances), Stryker Center
In this program from the Children’s Museum of Richmond, young engineers will be challenged to create simple machines by tinkering with recycled materials. We will also be offering hands-on STEAM activities between 1-4 p.m., including the chance to build and launch your own rocket made of paper, tape, and other materials.

STEAM Saturdays Comes to You
3/3, 10 a.m. - 1 p.m., Abram Frink Jr. Community Center
Build your own rocket out of paper, tape, and other materials, then launch it 200 feet into the sky using our compressed-air launchers. Next, build a piano made of bananas with our Makey Makey circuit boards. We’ll also have app-enabled robot orbs, a robot sculpture craft, and other fun activities.

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

Featured Events for Teens

Teen Henna Party
3/2, 1 and 3 p.m., James City County Library
Learn about henna body art in world culture and sit for your own henna design. For ages 11-18; register at 757.259.4050.

Cosplay Clinic: Ears & Tails
3/10, 2 p.m., Stryker Center
Create a furry tail and ears using simple craft store supplies. For ages 11-18; register at 757.259.4050.

Teen Writing Lounge
3/17, 2-3:30 p.m., Williamsburg Library
Teen writers are invited for fun prompts and creative exercises. For ages 11-18.

Anime Film and Craft: Ponyo
3/21, 6 p.m., Williamsburg Library
Enjoy the film and create a sea creature in polymer clay. For ages 11-18; register at 757.259.4050.

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

Featured Events for Adults

In the Spirit of the People: James Monroe’s Presidential Tours
3/5, 2 p.m., Stryker Center
Dan Preston from the University of Mary Washington will help open our exhibit in Stryker about the presidency of James Monroe. Mr. Preston will discuss the importance of the President’s travels and talk more at length about Monroe’s lasting legacy.

The Life of Spiders
3/7, 7 p.m., Williamsburg Library
William & Mary professor Norman Fashing discusses the fascinating ways that spiders live and thrive in nature.

Debby Decibel Concert Series
Various Dates, Various Times, Williamsburg Library
Our popular concert series continues this month, with several stellar performances. First up, on 3/9 Joan & Joni, a Joan Baez and Joni Mitchell tribute band, will take the stage at 7:30 p.m. Then on 3/23, the Virginia Opera will present the classic children’s tale Jack and the Beanstalk in a family-friendly performance at 11 a.m. At 7:30 p.m. on 3/23, Little Doors will celebrate the popular music of the mid-20th century with covers of retro soul favorites. Finally, on 3/28 the Ford’s Colony Dance Band will offer up “A Tribute to the Swing Era” at 7:30 p.m. Tickets for Joan & Joni and Little Doors are $5, the Virginia Opera and Ford’s Colony Dance Band shows are free.

Founding Marty
3/14, 7 p.m., James City County Library
Had he not died at Bunker Hill, Dr. Joseph Warren might have led the colony as Washington did. Yet after his death, his life and legend faded, obscuring his essential role in bringing America to independence. Williamsburg author Christian Di Spigna’s definitive new biography of Warren is the product of two decades of research on this fascinating man.

Getaway Cafe
3/15, 2 p.m., Stryker Center
Williamsburg A Cappella Singers will perform a selection of favorite songs in this program for adults with early memory loss and their caregivers.

Little Women
3/20, 6 p.m., Williamsburg Library
Celebrate the 150th anniversary of Alcott’s classic novel with a screening of the 1994 film adaptation. The program will feature an introduction by students in William & Mary professor Jennifer Putzi’s “150 Years of Little Women” seminar.

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

Automotive Resources

Car Trouble? We Can Help.
AutoMate is your source for the most current, accurate, and authoritative auto service and repair information, including:

- Step-by-step repair procedures
- Wiring diagrams
- Component location diagrams
- Maintenance schedules
- Labor estimates
- Engineering specifications
- Diagnostic trouble codes
- Parts pricing
- Technical service bulletins
- Recall notices

Find it at www.wrl.org/auto.

Don’t Forget – AARP Tax-Aide Is Going On Now

AARP Tax-Aide is a partnership between WRL and the AARP Foundation in conjunction with the IRS. It is offered free of charge here at Williamsburg Regional Library. The program’s mission is to provide high-quality, free income tax assistance and tax form preparation to low- and moderate-income taxpayers, with special attention to those age 60 and older. Free filing is performed electronically.

Tax-Aide is being offered on an appointment and a walk-in basis at both the Williamsburg Library and the James City County Library February 1 through April 15. Federal tax forms are also available at both libraries, though state tax forms are not. Times vary by location and by day of the week – call 757.259.4928 for locations, days, and times, and 757.259.4072 to make an appointment.

Don’t forget – AARP Tax-Aide is going on now at www.wrl.org/tax-aide.