

MEMORANDUM

TO: [REDACTED]

FROM: Percy C. Ashcraft

DATE: July 30, 2024

RE: FOIA Requests

Please find the following as a response to your two FOIA requests submitted on July 24. I apologize the requests submitted on July 12 were not received by any member of the Administrative Staff as a result of discontinued use of JustFOIA, except within the Sheriff's Office.

Request #1 – Completed. The County's personnel policy was sent to you on July 24 by hyperlink.

Request #2 – Completed. Please see attached materials which include the following:

FY20-25 PRL Budget Requests and Related Documents

Cost Estimate Working Paper ("Library Study")

Background:

The Board of Supervisors relied heavily on the annual budget that sets out the County's obligations to the Pamunkey Regional Library System (PRLS). The FY '24 and FY '25 budgets included an appropriation of \$602,907 each year. The budgets can be viewed at: [King William County FY 25 budget expenditures](#) and [King William County FY 24 budget expenditures](#). The PRL is shown in the "Parks, Rec & Cultural" category in the linked budgets.

The estimates for the Independent Library Project were reached after discussions with the Library of Virginia Staff Support Group in Richmond and the Federal Grant Program for Library Services in Washington D.C. for a rural library of approximately 12,000 square feet with general and basic services for the citizens of the county and some expanded services for seniors and children's programs.

The profile was developed based on a leased building with minimal and only required leasehold improvements based on the State of Virginia Library System requirement for a county with a population of 18,000 citizens. The first-year operating cost was estimated at approximately \$600,000 for standard library services six days a week and 9.5 hours a day on average. In the second-year operating costs are reduced to approximately \$495,000 a year, which excludes initial first year investments, but does include wear and tear cost for books, computers, etc.

Some of the communications were by phone, meaning we don't have documents for every element. I hope this explanation helps explain how the County's calculations were derived.

Please note that these values are general estimates, and the Board of Supervisors has expressed interest in renovating an existing facility owned by the County. Also, please note that these estimates do not include any grant contributions or reimbursements from the State of Virginia or Federal Rural Library Fund, or from the Federal Library Assistance Fund that might be made available. Further discussions on this subject with the Library of Virginia staff have indicated that a development grant or award of \$175,000 to \$200,000 based on the County's historical contributions to the PRL would be made to King William once the project is started, approved, etc., by the State. Ongoing grants would be subject to KWC applying yearly for Rural County Support.

As to the remaining information you asked for, we do not have records for "KW's plan to provide similar or better services, new services proposed by KW, ... estimated headcount by location, ... or hours of operation." My explanation, above, and the FY24 and FY25 budgets linked above, provide all the information we have to date.

Links to Potential Funding Opportunities Contacted During Review:

<https://www.ims.gov/grants/grants-state/state-profiles/virginia>

<https://programminglibrarian.org/articles/9-places-you-can-apply-program-funds>

<https://www.lva.virginia.gov/lib-edu/LDND/lsta/>