

**Manassas Park City Library Advisory Board Meeting
7 p.m., Thursday, June 10, 2021
9701 Manassas Drive
Manassas Park, VA 20111**

MINUTES

ATTENDEES

Present

Michele Herd – Board Chair
Robin Hatcher – Board Co-Chair
Andrea Barbuzza – Board member
Lillian Zhu – Board Member
Holly Ritchie – Library Director
Jennifer Giltrop – LS&S

CALL TO ORDER

Ms. Herd called the meeting to order at 7:01 p.m.

Comments

Ms. Barbuzza mentioned a teacher at the local school had written and published a book and suggested reaching out to her about an author event. Director Ritchie informed the board that she was already in contact with the author and was working with her to plan an event.

Ms. Herd asked if there was any update concerning the bike rack. Director Ritchie informed them that it had arrived and would be installed by the city soon.

Ms. Herd asked if there was any update concerning Spanish materials and Spanish programming. Director Ritchie stated that there were a large number of Spanish materials that will soon be added to the collection and that she was working to develop Spanish language programming and hopes to implement in the Fall.

Ms. Barbuzza mentioned that Yoga might be a good programming addition.

APPROVAL OF AGENDA

Ms. Herd asked for motion to approve the agenda. Ms. Zhu moved to accept, Ms. Hatcher seconded. The motion carried.

APPROVAL OF MINUTES

Ms. Herd asked for motion to approve the previous meeting minutes (March 11, 2021).
Ms. Zhu moved to accept, Ms. Hatcher seconded. The motion carried.

REPORTS

Library Director Report – attached.

March 2021-May 2021 Statistics – attached.

a. Comments concerning Reports:

Director Ritchie requested that if the board had any suggestions or ideas for partnerships that they pass them on. Ms. Barbuzza suggested contact with the new principal of the High School as there is a Hispanic pride group that is always looking to find activities for its members.

Ms. Zhu mentioned that the Spanish population has grown to almost 40% of the total population and hopes that the library collection and programming will follow. ESL programs were specifically mentioned by the board as an option. Director Ritchie stated that is one of the first programs she is hoping to implement.

Ms. Giltrop mentioned that with the COVID restrictions lessening more groups may begin to use the library. Director Ritchie agreed and stated she has already had people express an interest in the rooms.

Ms. Heard asked if there was an update concerning using the community Center's Reading room for outreaches. Director Ritchie stated that she was talking to Mr. Swisher to figure out how it can be utilized now that COVID restrictions have lessened.

Membership requirements according to the Bylaws.

Director Ritchie reminded the board about how membership is decided and supplied the board with a copy of the bylaws due to an ending term.

Ms. Barbuzza informed the board that she has accepted a new position and will no longer have ties to the city and will step down from her role as a board member. She will continue to serve until a replacement can be found.

Ms. Giltrop and Director Ritchie asked that if anyone knows someone who is interested as Mr. Swisher is looking into what the city needs to do to fill the vacancy.

Action Items

Short Takes for Trustees – Library Board Training from LVA

- a. Discussion: Ms. Zhu stated she found it interesting and was especially good for someone who has never worked in a library to see how best to support the library.
- b. Next Video: It was decided that instead of watching a new video the board would read a section of the LVA Advisory Board Handbook supplied the previous meeting. Chapter: Best Practices for Advisory Boards on page 19.

No action items

Holiday Schedule

Director Ritchie explained that the board needs to approve the Holiday Schedule yearly. The library opened with a Fiscal Year holiday schedule, the holiday schedule being approved is until December 2022.

Ms. Zhu asked how the schedule was decided. Director Ritchie explained it was created based on City Holidays and the Community Centers holiday schedule.

Ms. Herd asked for motion to approve the holiday schedule. Ms. Hatcher moved to accept, Ms. Barbuzza seconded. The motion carried.

Election for Board Leadership

Ms. Zhu stated she would be willing to serve as co-chair. Ms. Hatcher stated she was willing to continue as co-chair if needed as well. Ms. Herd stated that she would be willing to continue as chair.

Ms. Herd asked for a vote to approve herself as the Chair for the next term and Ms. Zhu as the co-chair. The motion carried.

MEETING SCHEDULE

Board set next meeting for September 16th at 7 p.m.

Meeting Adjourned

Ms. Herd asked for motion to adjourn. Ms. Hatcher moved to adjourn, Ms. Barbuzza seconded. The motion carried.

Director Report

We are seeing the number of regular patrons grow. While many of them are coming to return/check out items; we have noticed an increase in the number of those that are visiting just to utilize our space. The community I have talked to has also been very supportive and interested in the future plans for the library. While many have expressed their sadness on no longer having a library next to the park – they are all excited about what the new location will mean for the growth of the library and the services we will be able to offer.

Programs

We continue to offer a grab and go themed activity bag once a month and the community response has been very positive. We also have quite a few passive programs that post to our Facebook page throughout the week to encourage reading and a visit from those that may not have stopped by yet.

Live Virtual Storytime is on Tuesday mornings, though we do plan to move that to an in-person (outside) Storytime later this month. We are also running two adult virtual programs at this time, a virtual gardening workshop called Community Roots and a virtual panel discussion about Homeschooling called Table Talk. Both programs have been successful so far and will continue to run through most of the summer.

We have finalized our Summer Reading Program (SRP) offerings and have begun to market the program. It will run from June 22nd until August 15th with the theme of Tails and Tales. Our passive programming for SRP includes: two Storywalks, pin the tail on the animal games, a donation drive and regular online posts related to animals. Our active programs include: themed Storytimes, themed game nights, two programs at the Dog Park, a weekly virtual teen program looking at different jobs working with animals, and family craft days. We are also planning an end of summer party for the last week of the summer reading program. Incentives for the program include: MPCC/Waterpark day passes, buttons, and raffle tickets to be entered into winning one of our themed baskets.

Available Services

The library is currently open for walk-ins and curbside services. With state mandates easing, we have aligned with the community center and no longer have a capacity limit due to social distancing. We have also discontinued quarantining materials on guidance

from the CDC and VDH. Per city/state guidelines, masks are no longer required in the building though they are strongly encouraged for those who are not fully vaccinated.

Social Media Response

The response on social media continues to be very positive, especially on our new Instagram account. We currently have 530 likes and 563 Followers on Facebook, 79 followers on Instagram and 13 subscribers on our YouTube channel (as of 6/3/21). Additionally, we have had some suggestions for future programs from community members, and have started to see some requests for new materials.

Statistics

Manassas Park City Library Statistics - March 2021-May 2021

GENERAL	2021-03	2021-04	2021-05	Total
Public Service Hours	212	208	200	620
Library Visits	669	674	704	2,047
Uses of Public Internet Computers	71	39	38	148
Wireless Sessions	31	27	15	73
Number of Website Visits	3,377	3,377	3,604	10,358
Total Reference Transactions	84	148	80	312
New Borrowers - Total	52	54	65	171
Registered Borrowers	675	729	799	-
PROGRAMMING				
Total Recordings of Program Content	13	7	10	30
Total Views of Recorded Program Content	120	89	85	294
Total Live Virtual Programs	3	2	5	10
Total Live Virtual Program Attendance	14	12	18	44
Total In Person Programs	0	1	3	4
Total In Person Program Attendance	0	0	20	20
Total Library Programs	19	15	23	57
Total Program Attendance	134	101	136	371
CIRCULATION				
Total Circulation - Electronic Materials	147	143	135	425
Total Circulation - Physical Materials	687	648	777	2,110
Total Circulation	834	789	912	2,535

Partnerships

I have had some success reaching out to a variety of homeschooling organizations and groups to both partner with them as well as see what type of resources and programs may help them. With their feedback, I believe that we have a solid base for creating future programs that support our homeschooling population. In response to some of the conversations, I created the Table Talk: Homeschooling program. I am also in the process of revamping our Homeschooling page on our website to better assist both new and existing homeschooling families.

Additionally, I have been working to partner with other individuals and groups/organizations in the community. We are currently working with the local scout



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troops for some of our SRP programs and already work with a local girl scout for the seed exchange box and virtual gardening workshop. I have reached out to some other organizations and am hoping to hear back about possible partnerships for Spanish programs soon.

I would appreciate your assistance in creating partnerships around the community. If you have any contacts or ideas for partnerships – please pass them on to me!

Holiday Schedule

Holiday Calendar 2021-2022		Library Closures – Proposed
Sunday July 4, 2021	Independence Day	CLOSED
Monday September 6, 2021	Labor Day	On Monday – library is closed
Monday October 11, 2021	Indigenous People’s Day	On Monday – library is closed
Thursday November 11, 2021	Veterans Day	CLOSED
Wednesday November 24, 2021	Day before Thanksgiving	Library will close at 5 p.m.
Thursday November 25, 2021	Thanksgiving Day	CLOSED
Friday November 26, 2021	Friday after Thanksgiving	CLOSED
Friday December 24, 2021	Christmas Eve Day	CLOSED
Saturday December 25, 2021	Christmas Day	CLOSED
Friday December 31, 2021	New Year’s Eve	Library will close at 5 p.m.
Saturday January 1, 2022	New Year’s Day	CLOSED
Monday January 17, 2022	Martin Luther King Jr. Day	On Monday – library is closed
Monday February 21, 2022	Presidents’ Day	On Monday – library is closed
Sunday April 10, 2022	Easter Sunday	CLOSED
Monday May 30, 2022	Memorial Day	On Monday – library is closed
Sunday June 19, 2022	Juneteenth	CLOSED
Monday July 4, 2022	Independence Day	On Monday – library is closed
Monday September 5, 2022	Labor Day	On Monday – library is closed
Monday October 10, 2022	Indigenous People’s Day	On Monday – library is closed
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