



Manassas Park City Library Advisory Board Meeting

7:00 p.m., Thursday, August 31, 2023

100 Park Central Plaza, Suite 100

Manassas Park, VA 20111

MINUTES

ATTENDEES

Present

Michele Herd – Board Chair

Ann-Marie Stewart – Board Co-Chair

Robin Hatcher – Board Member

Lillian Zhu – Board Member

Donald Shuemaker – Board Member

Holly Ritchie – Library Director

CALL TO ORDER

Ms. Herd called the meeting to order at 7:05 p.m.

APPROVAL OF AGENDA

Ms. Herd asked if there were any changes to the agenda. Director Ritchie stated there were no adjustments. Ms. Herd asked for a motion to approve the agenda. Ms. Zhu moved to accept the agenda, and Ms. Hatcher seconded. The motion carried.

COMMENTS

Mr. Shuemaker commented on the amount of people coming into the library.

Ms. Stewart asked if we were getting a good turn out during the Farmers Market and Last Friday events. Director Ritchie commented that we had seen an increase in patrons those days and expect it to continue to grow.

APPROVAL OF MINUTES

Ms. Herd asked if there were any comments on the previous meeting minutes (June 15, 2023).

Ms. Herd asked for a motion to approve June meeting minutes. Ms. Hatcher moved to accept the minutes as presented, and Mr. Shuemaker seconded. The motion carried.

REPORTS

Library Director Report – attached.

June 2023-August 2023 Statistics – attached.

- Comments concerning Reports:

- Mr. Shuemaker commented on the large number of people reached during outreaches.
- Ms. Herd asked what percentage of the collection is circulating. Director Ritchie gave a brief overview what is circulating for each of the print collections.
- Ms. Zhu asked who the New Borrowers were compared to the Registered Borrowers number. Director Ritchie explained that that New Borrowers was the number of people that got a library card that month and the Registered Borrowers number is how many cards total the library had that month. New Borrowers are not required to check out anything to get a library card.
- Mr. Shuemaker asked about the digital circulations related to specific patrons. Director Ritchie explained that depending on the service, the only information we can see is that someone checked out an item we cannot see who checked out what.

DISCUSSION ITEMS

Fauquier County – Adding to Reciprocal

- Director Ritchie stated that after looking further into the services that Fauquier offers compared to our other Reciprocal agreements, there are only three resources they have that our patrons could not get in any other way and there are similar services being offered elsewhere. With this information, Director Ritchie did not see the advantage of adding them. The Board agreed.

ACTION ITEMS

Board Bylaws Update

- Director Ritchie explained the update to the wording.
- Ms. Zhu asked about the wording of the meeting requirements. Director Ritchie stated that she would work on the wording and will send the revised Bylaws before the next meeting according to the Bylaws.
- Mr. Shuemaker moved that we accept the bylaw changes as presented. Ms. Stewart seconded. The motion carried.

2024 Holiday Schedule

- Director Ritchie explained the closure for all of New Years Eve and the date for Staff Development Day.
- Ms. Herd asked for a motion. Ms. Stewart moved to accept the Holiday Schedule. Ms. Hatcher seconded. The motion carried.

Policy Update – Internet and Computer Use

- Director Ritchie explained that the purpose of the change is to allow sites that the filtering system may accidentally block. However, the filtering system used is unable to allow access for a specific person. The change in the policy will allow people to notify library staff if they believe a site has been blocked in error. City IT would then review and allow access if appropriate.
- Ms. Herd asked for a motion. Mr. Shuemaker moved we accept the changes to the policy. Ms. Zhu seconded. The motion carried.

MEETING SCHEDULE

Next meeting on December 7th at 7:00 p.m.

MEETING ADJOURNED

Ms. Herd asked for a motion to adjourn. Ms. Hatcher moved to adjourn, and Ms. Stewart seconded. The motion carried.

Director Report

The focus during the last quarter has been Summer Reading and engaging with the community who is coming into the library. We have seen an increase in our program attendance and circulations. We have also had two new staff members join our team.

Programs

Summer Reading has been a great success! We have had 235 people register for summer reading, 142 regularly participated, and 94 completed. This is up significantly from last years numbers!

We began our Summer with a kick-off party, though due to the forecasted weather, we did move the program inside rather than hold it on the plaza as was originally planned. Even with the relocation and unpredictable weather, we had 70 people attend the program!

Our Summer children's programs brought in large crowds as well! Our monthly Builders Club has been relocated to the Board Meeting room to accommodate for the increase attendance, and we regularly reach capacity for our Storytimes – averaging about 40 parents and kids attending.

Our teens programs this summer have been some of our most well attended teens programs to date. We have a core group attending our monthly Manga/Anime club, a great showing that attend our Teens Create programs, and even more that programming staff are touching base with in an effort to gear our programs to what teens want to see.

For adults, we have continued with ESL and regularly have people asking for specifics. We did take a break from ESL due to instructor availability in August, but will pick it back up again in September. Paige has been working hard to develop a relationship with the local seniors as well as the adults that regularly come into the library, and we've started to see an increase in our adult program attendance. Many patrons have expressed their excitement with the upcoming adult/senior programs.

Social Media Response

This quarter our social media response continues to remain steady. We are seeing a consistent rate in our post engagements and the reach of our boosted posts (for larger and partnered programs) has successfully brought new patrons into the building. Currently, we have 926 likes and over 1k Followers on Facebook, 312 followers on Instagram, and 304 subscribers on our YouTube channel (as of 08.25.23).

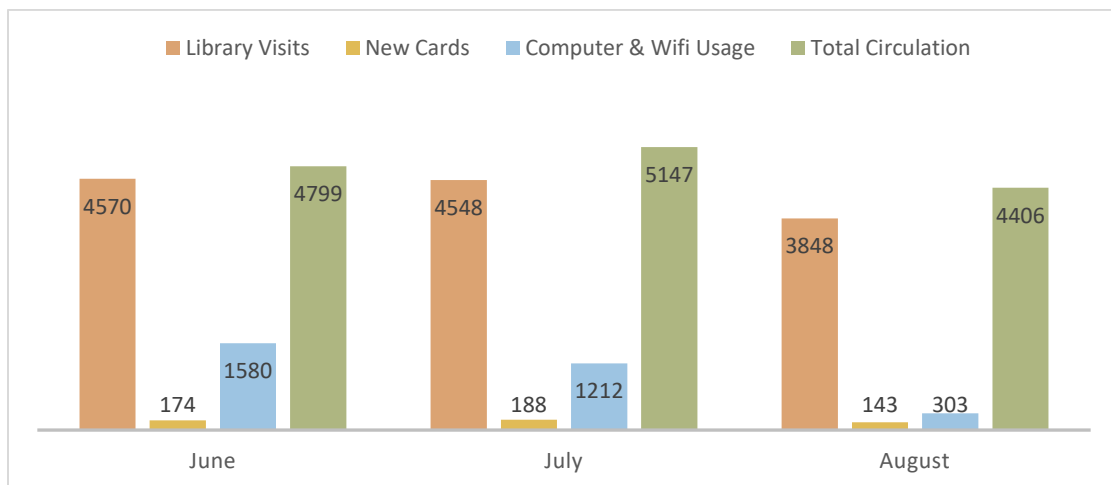
Partnerships & Outreaches

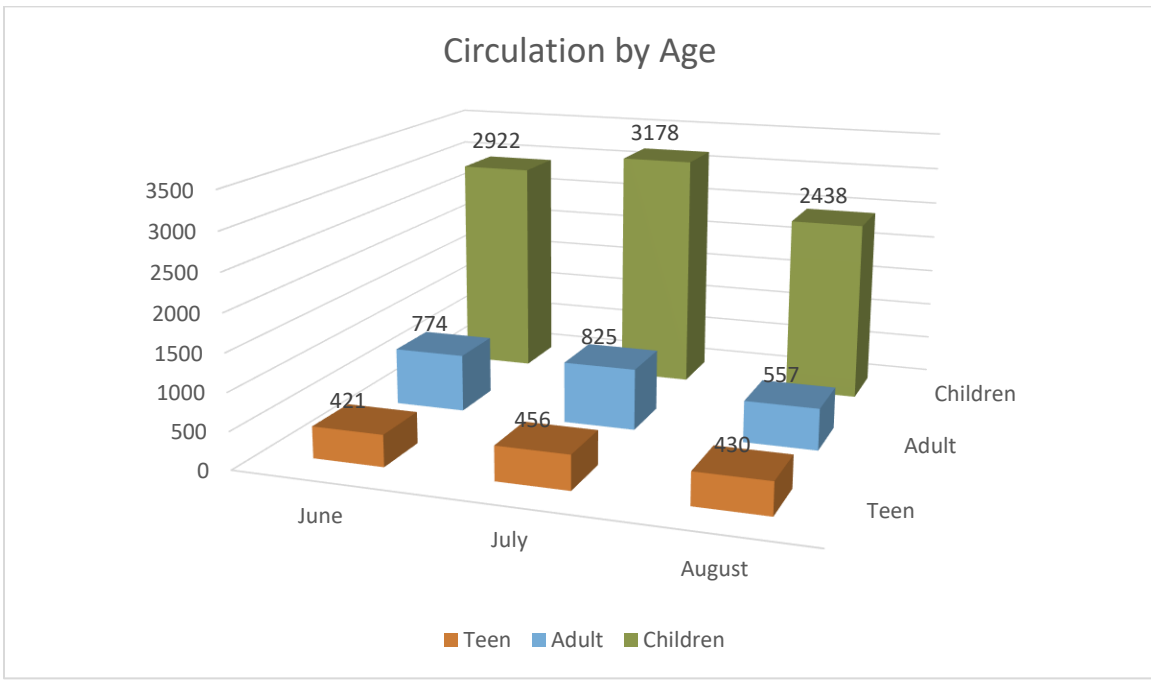
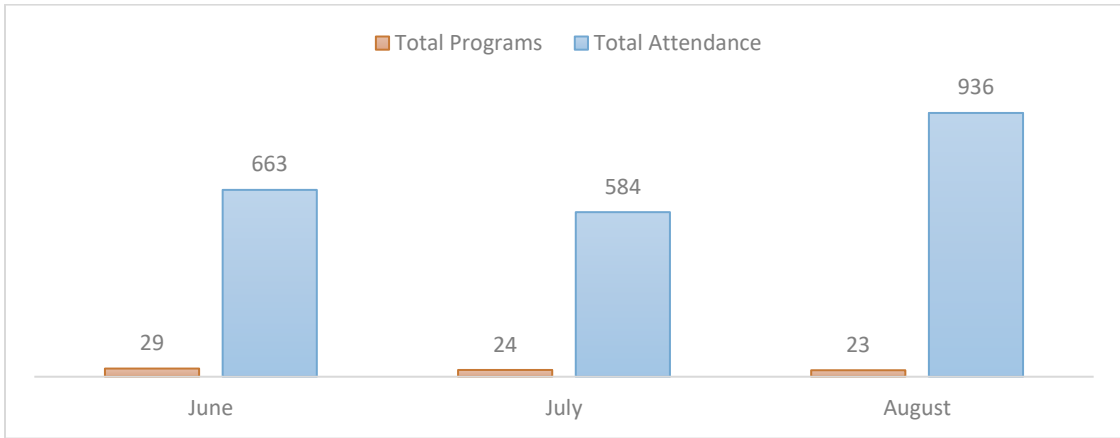
We have been scheduling outreaches at various city departments including the schools, fire department, police department, and parks and recreation. We have also developed a great relationship with the city’s event coordinator for downtown events, Melissa, and will be partnering with her on all city events going forward. For these events, the library will either be a direct participant or will have a companion program held in the library.

Statistics

Library Statistics	June	July	Aug.*	Total
LIBRARY VISITS	4,570	4,548	3,848	
PUBLIC SERVICE HOURS	274	239	285	
USES OF PUBLIC INTERNET COMPUTERS	535	529	303	
WIRELESS SESSIONS	1,045	683	-	
NUMBER OF WEBSITE VISITS	8,442	8,012	7,587	
VOLUNTEER - HOURS	16	62		
TOTAL REFERENCE TRANSACTIONS	744	612	472	
OFFSITE PROGRAMS - TOTAL	1	2	2	
OFFSITE ATTENDANCE - TOTAL	5	5	466	
TOTAL LIBRARY PROGRAMS	29	24	23	
TOTAL PROGRAM ATTENDANCE	663	584	936	
TOTAL CIRCULATION - ELECTRONIC MATERIALS	682	688	628	
TOTAL CIRCULATION - PHYSICAL MATERIALS	4,117	4,459	3,778	
TOTAL CIRCULATION	4,799	5,147	4,406	
NEW BORROWERS - TOTAL	174	188	143	
REGISTERED BORROWERS	3,518	3,703	3,848	

All August Statistics are an approximate as they are not finalized at the time of this report







CITY OF MANASSAS PARK LIBRARY ADVISORY BOARD BYLAWS

Article I - Charter

The Manassas Park governing body (the “Governing Body”) established the Manassas Park City Library (the “Library”) as a public library on March 4, 2020 by adoption of Ordinance 20-1700-1048 (the “Ordinance”), which is codified as Article IV of Chapter 17.1 of the Code of the City of Manassas Park, Virginia (the “City Code”). The Ordinance also created the Library Advisory Board (the “Board”), with five members appointed by the Governing Body, and serves as the foundational law for the Board. Pursuant to the Ordinance, the Board serves as an advisory board to the Governing Body, the City Manager, the Director of Parks and Recreation, and the Library Director for matters relating to the conduct, improvement, and support of the Library. The Ordinance directs Board members to establish such bylaws, rules, and regulations for their own guidance and the City Code, as may be expedient, consistent with applicable law.

Article II - Board Members

The Board shall consist of five (5) members, serving without pay, but necessary expenses incurred may be paid from the library budget to the extent that funds are available. The members of the Board shall be appointed by the Governing Body.

(a) Term of Office

The term of office of the members of the Board shall be for 4 years or until their successors are appointed and qualified. In accordance with the Ordinance, the terms of office for the initial Board members will be staggered, to ensure that the term of at least one member will expire each year.

(b) Vacancies

When a vacancy on the Board occurs in any way other than by the expiration of a term, the vacancy will be filled by the Governing Body for the remainder of the unexpired term.

(c) Removal of Members

The Governing Body may, in its discretion, remove any member of the Board for misconduct or neglect of duty.

(d) Annual Meeting

At the first meeting following the annual installation of one or more new full-term members, the Board shall elect from its membership a Chair and Vice-Chair.

(e) Quorum



A majority of the members of the Board shall constitute a quorum for the conduct of the Board's business.

(f) Officers

The Board shall elect a Chair and Vice-Chair annually to serve for the city fiscal year, July 1 through June 30. The Library Director shall serve as the ex-officio Secretary of the board.

Article III - Duties of Officers

(a) Chair

The Chair shall conduct all meetings of the Board; and appoint committees; ~~and report action to the Manassas Park Governing Body.~~ S/he shall represent the Board as spokesperson needed for official functions, attend the Manassas Park Governing Body meetings as requested/needed, and sign required documents on behalf of the Board. S/he shall be an ex-officio member of all committees.

(b) Vice-Chair

The Vice-Chair shall substitute for the Chair in his or her absence.

(c) Secretary

The Library Director (an ex-officio member of the Board) shall serve as the Secretary. The Secretary shall keep minutes of all board meetings and maintain a complete file of correspondence of concern to the Board and shall perform such other duties as the City Manager or the Director of Parks and Recreation may determine.

Article IV - Meetings

The Board shall meet on the first Thursday of the month, or another day agreed upon by the majority of the members, at least four times a year, in August, November, February, and May, and at such other times as deemed necessary by the Chair and upon adequate notice being given to all members. Any member who misses three consecutive meetings or three meetings within a fiscal year will be considered to have resigned his/her position as a member of the Board.

(a) Rules of Order

Robert's Rules of Order, newly revised, shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision of these bylaws.

(b) Amendments



These bylaws may be amended at any regular or special meeting of the Board by a two-thirds vote of the members present. A copy of the proposed amendment shall be provided to each member of the Board not less than thirty days prior to the meeting at which the amendment shall be submitted for adoption. After adoption, a copy of the amendment shall be mailed to the Virginia State Librarian and the Governing Body.

Adopted: 3/30/2020

Updated: _____

Proposed Holiday Calendar for 2024

Holiday Calendar 2024		Library Closures – Proposed
Monday, January 1, 2024	New Year's Day	On Monday – library is closed
Monday, January 15, 2024	Martin Luther King Jr. Day	On Monday – library is closed
Monday, February 19, 2024	Presidents' Day	On Monday – library is closed
Sunday, March 31, 2024	Easter Sunday	CLOSED
Monday, May 27, 2024	Memorial Day	On Monday – library is closed
Wednesday, June 19, 2024	Juneteenth	CLOSED
Thursday, July 4, 2024	Independence Day	CLOSED
Monday, September 2, 2024	Labor Day	On Monday – library is closed
Monday, October 14, 2024	Indigenous People's Day	On Monday – library is closed
Monday, November 11, 2024	Veterans Day	On Monday – library is closed
Wednesday, November 27, 2024	Day before Thanksgiving	Library will close at 5 p.m.
Thursday, November 28, 2024	Thanksgiving Day	CLOSED
Friday, November 29, 2024	Friday after Thanksgiving	CLOSED
Friday, December 13, 2024	Staff Development Day	CLOSED
Tuesday, December 24, 2024	Christmas Eve Day	CLOSED
Wednesday, December 25, 2024	Christmas Day	CLOSED
Tuesday, December 31, 2024	New Years Eve	CLOSED



Manassas Park City Library

Library Policies

Updates – August 2023 – 13.1 Internet and Computer Use - Summary

13.0 Internet and Computer Use

13.1 Summary

As part of its mission to be the community's information center, Manassas Park City Library provides free access to essential digital public services. By doing so, the Library supports the American Library Association's ("ALA") assertion that "[l]ibraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility." (Addendum G)

Essential digital public services provided by the Library include access to computers, the Internet, and basic software. In addition, the Library provides an unsecured wireless network for patron use with their personal devices.

All patrons are permitted to use Library computers to access the Internet. In accordance with Virginia Code §42.1-36.1 (Addendum H), Manassas Park City Library employs commercial filtering software and/or parental controls to block the display of illegal material and material that is potentially harmful to children on Library computers and mobile devices. However, no filtering software or control is completely effective. It may inadvertently allow access to content intended to be blocked and, conversely, it may block unobjectionable content. ~~Persons 18 years of age or older may request unfiltered Internet access for bona fide research or other lawful purposes. If a patron believes that content was blocked in error, they should inform library staff so that it can be investigated and allowed if applicable.~~

Parents or guardians -- not the Library and its staff -- are responsible for the information selected and the sites visited on the Internet by their children and for supervising their children's Internet use on Library-owned computers and devices, as well as on personal devices used in the Library.

This policy supports the ALA's Intellectual Freedom statements, including The Library Bill of Rights (Addendum B), and Access to Digital Information, Services, and Networks (Addendum G).

Adopted 4/14/2020

Updated 9/20/2022