



**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

Ann-Marie Stewart – Board Co-Chair  
Robin Hatcher – Board Member  
Lillian Zhu – Board Member  
Donald Shuemaker – Board Member  
Holly Ritchie – Library Director  
Jerry Swisher – Director of Parks and Recreation

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**COMMENTS**

No comments

**APPROVAL OF MINUTES**

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

**REPORTS**

Library Director Report – attached.  
September 2023-November 2023 Statistics – attached.  
Fiscal Year 2023 report – [linked](#).

- Comments concerning Reports:
  - Director Ritchie was asked about the outcome of Fall-o-ween. Director Ritchie explained the setup and the response from the community was overwhelmingly positive and many patrons have commented that they look

forward to more events like it going forward. Many questions have been asked about future escape rooms as well.

- Ms. Stewart commented on the progress made in the last year to open the library.
- Mr. Swisher commented that the annual report is very well presented, the board agreed.
- Various members asked about the progress and use of the Book Nook. Director Ritchie stated that the Book Nook was regularly used by visitors of the community center and library staff visit to maintain the space and hold popup services. Mr. Swisher mentioned that often they get parents or visiting family members who are waiting for someone using the space and that any visitor could use the space, not just paying customers.

#### **DISCUSSION ITEMS**

No Discussion Items

#### **ACTION ITEMS**

Board Bylaws Update

- Director Ritchie explained the update to the wording.
- Ms. Zhu asked about updating the wording to the meeting requirements to include a distinction of what type of quarter. 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. Hatcher seconded. The motion carried.

#### **MEETING SCHEDULE**

Next meeting on March 7<sup>th</sup> at 7:00 p.m.

#### **MEETING ADJOURNED**

Ms. Stewart asked for a motion to adjourn. Mr. Shuemaker moved to adjourn, and Ms. Zhu seconded. The motion carried.

## Director Report

Throughout the last quarter our focus has been on promoting the library and service within the community. We have seen an increase in our patron count due to the outreach, marketing, and partnerships that we have been developing.

### Programs

Our Storytime programs, both in English and Spanish, are still our most attended children's programs. Typically drawing in 30-60 people, these programs encourage parents to engage with their children to reach developmental milestones.

In September, our most successful programs were our monthly Game Night as well as our monthly Builders Club. However, our adult programs saw a great increase in attendance as well with a Career Workshop and Dip-Dyed Candle craft and the start of our volunteer run Photography Club.

In October, we partnered with the city to put on Fallween. A fall and Halloween themed event that spanned the plaza and library both. Over 1000 people attended the event and the library saw around 300 in the library at any given time. Library events that day included S.T.E.A.M./ S.P.A.R.K.<sup>SM</sup> kit showcases, STEAM experiments, and the very popular Escape Room. Outside of Fallween, we had two popular author talks where they partnered with local organizations, including the Manassas Therapy Dogs, to deliver a fun filled event.

In November, we held a Health and Wellness fair with different community organizations on hand to explain what services are available to our community. For teens, the anime/manga club was our most popular – inviting teens to celebrate the much-loved Pokémon game and show. Our adult craft program involved creating a reversible wooden knickknack that patrons can display in both fall and winter.

### Social Media Response

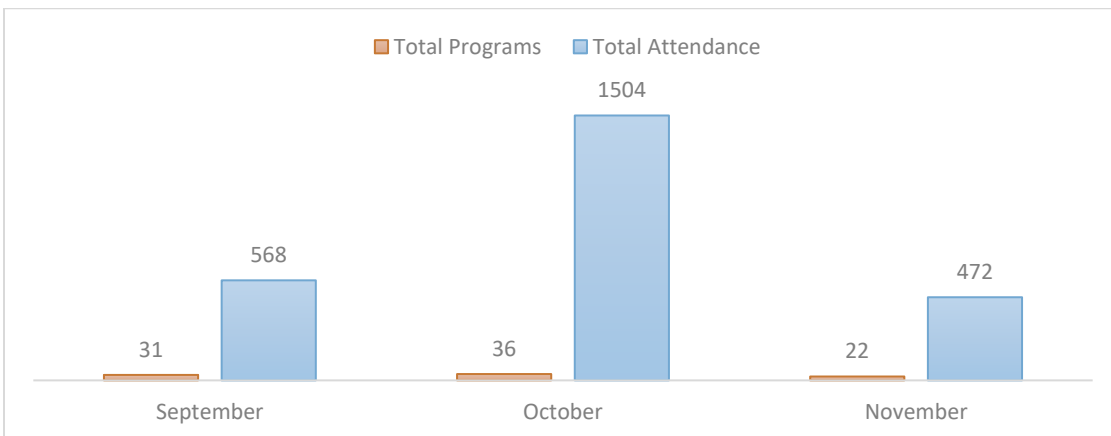
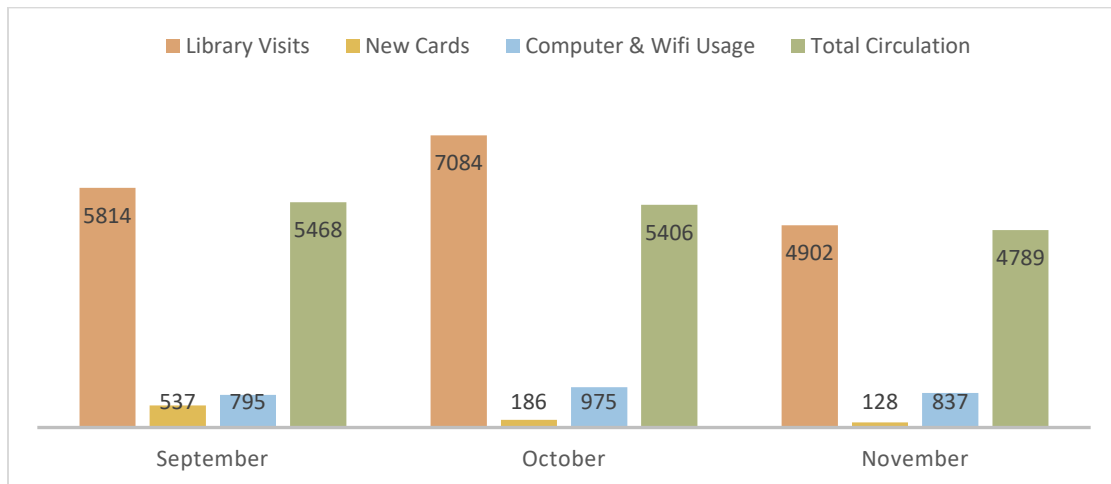
This quarter our social media response continues to grow as our patrons engage with us online. Currently, we have 956 likes and over 1.1k Followers on Facebook, 341 followers on Instagram, and 303 subscribers on our YouTube channel (as of 12.01.23).

### Partnerships & Outreaches

We completed 6 outreaches this quarter. Allowing us to reach over 250 people. The Manassas Park Kindergarten classes had their first school fieldtrip to the library with 289 students and teachers visiting over 5 days!

Statistics

Library Statistics	Sept.	Oct.	Nov.	Total
LIBRARY VISITS	5,814	7,084	4902	17,800
PUBLIC SERVICE HOURS	274	271	248	793
USES OF PUBLIC INTERNET COMPUTERS	523	520	210*	1,253
WIRELESS SESSIONS	795	975	837	2,607
NUMBER OF WEBSITE VISITS	8,075	7,580	7,837	23,492
VOLUNTEER - HOURS	8	24	9	41
TOTAL REFERENCE TRANSACTIONS	708	924	696	2,328
OFFSITE PROGRAMS - TOTAL	1	5	1	7
OFFSITE ATTENDANCE - TOTAL	1	240	0	241
TOTAL LIBRARY PROGRAMS	31	36	22	89
TOTAL PROGRAM ATTENDANCE	568	1,504	472	2,544
TOTAL CIRCULATION - ELECTRONIC MATERIALS	848	817	884	2,549
TOTAL CIRCULATION - PHYSICAL MATERIALS	4,620	4,589	3,905	13,114
TOTAL CIRCULATION	5,468	5,406	4,789	15,663
NEW BORROWERS - TOTAL	537	186	128	851
REGISTERED BORROWERS	4,365	4,518	4,634	13,517





## **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. 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 once per quarter for a minimum of 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: \_\_\_\_\_