



**Manassas Park City Library Advisory Board Meeting**  
**7:00 p.m., Thursday, June 06, 2024**  
100 Park Central Plaza, Suite 100  
Manassas Park, VA 20111

**MINUTES**

**ATTENDEES**

Present

Ann-Marie Stewart – Board Chair  
Donald Shuemaker – Board Vice-Chair  
Lillian Zhu – Board Member  
Holly Ritchie – Library Director

**CALL TO ORDER**

Ms. Stewart called the meeting to order at 7:08 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. Mr. Shuemaker moved to accept the agenda, and Ms. Zhu seconded. The motion carried.

**COMMENTS**

Mr. Shuemaker commented on how happy is to see how many different things the library is offering. Ms. Stewart asked if with the businesses across the street opening the library was seeing an impact. Director Ritchie stated that yes, the library is seeing some movement but it's too early to say how much at this time.

Ms. Stewart asked if there is any movement on getting a Friends Group. Director Ritchie stated that there has been interest in being a member, but no interest in leading it, informational sessions are being developed.

**APPROVAL OF MINUTES**

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

**REPORTS**

Library Director Report – attached.  
December 2023-February 2024 Statistics – attached.  
Upstand Award – Attached

- Comments concerning Reports:

- Ms. Zhu asked if the library had enough books to accommodate the physical circulation increase. Director Ritchie explained that the collection is balanced and new books are regularly bought to ensure that there are always enough books on the shelf even when items are checked out.
- Mr. Shuemaker asked for clarification on what the Total Physical Circulation number specified. Director Ritchie explained this number is the number of items that have been taken home from the library, not the total number of physical items we have in the library.
- Mr. Shuemaker suggested a completion wall for the completers of Summer Reading. Director Ritchie said they would look into it, but it may need to wait until next summer.

## **DISCUSSION ITEMS**

### Review of Strategic Plan

- Director Ritchie explained that the State Library requires that the strategic plan be reviewed by the board each year, but that this is the end of our current strategic plan. Director Ritchie stated that the next strategic plan is being developed in alignment with the city's strategic plan and has therefore been postponed while the city is going through transition in the City Managers office and the election year.

### Next Fiscal Year Goals

- Director Ritchie stated that the focus for this next Fiscal Years goals is outreach and partnerships now that the library is more established in the new building to better reach the community and offer a larger variety of programs.
- Ms. Stewart suggested doing some type of monthly drawing to encourage people to bring their friends to the library.
- Mr. Shuemaker suggested some type of IRS partnership for basic information class or someone to set up a desk to answer questions for those who need basic assistance when completing their taxes.

## **ACTION ITEMS**

No Action Items

## **MEETING SCHEDULE**

Next meeting on September 12<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.

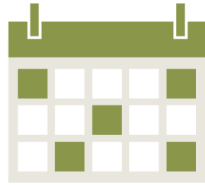
# STATISTICS AT A GLANCE

\* some numbers are approximate due to the processing time for May



**16,131**

TOTAL PHYSICAL CIRCULATION



**73**

TOTAL PROGRAMS



**1,968**

TOTAL PROGRAM ATTENDANCE



**3,365**

WIFI USE & COMPUTER SESSIONS



**623**

NEW CARDS



**17,733**

TOTAL VISITS

# SNAPSHOTS



Picture by Scott Cunningham

## Nature Walk - April 20th

Taking place at Blooms Park, this celebration of Earth Day was made possible by a partnership with the Master Naturalists and the Master Gardeners.



## Adults Create: Flower Bookmarks - March 8

With a record number of adults participating, patrons created their own bookmarks and lasting memories!

## HIGHLIGHTS

- March Highlights
  - **Teen Science Lab**, we debuted our first Teen Science Lab - encouraging patrons 11+ to learn the mystery, fun, (and science) behind bubbles!
  - **All About Bugs**, the Bug Guy, Andy Lima, came with a variety of bugs to excite patrons of all ages
- April Highlights
  - **National Library Week**, patrons celebrated with us by learning about the library, crafting, exploring the services we have to offer, testing out kits, and so much more!
  - **Nature Walk**, in celebration of Earth Day, we teamed up with the Master Naturalists and the Master Gardeners to take an educational and fun hike around Blooms Park. Patrons could complete a scavenger hunt, learn about the different plants and animals, and talk to local experts before they went home with a craft
  - **Outreach & community partnerships**: We attended the MPMS Career Day and reached out to multiple business in the area to partner with us for our Summer Reading Program with great results!
- May Highlights
  - **Crochet/Knitting Club**: Back by popular demand, May marked the second month of our club where patrons come together, talk about their projects, share their skills, and encourage a love of yarn.
  - **Outreach & community partnerships**: We completed 6 outreaches at the community center, schools, and Park Place - encouraging patrons of all ages to sign up for the Summer Reading Program.

All About Bugs -  
March 30



**COMING SOON!**

Summer Reading 2024!

**ADVENTURE** *BEGINS AT YOUR* **LIBRARY™**

June 18 - August 11

Sign up for the Summer  
Reading Program today!



## Manassas Park City Library

### Strategic Plan

2020-2024



### Introduction

The newest city in Virginia welcomes a new library, the educational and cultural center of the city. The City of Manassas Park continues its journey to become the premier community to “live, work and raise a family” that is “safe, socially unified, yet diverse” by designing a modern public library (City of Manassas Park Vision).

In order to provide lifelong learning opportunities for all citizens, the library will focus on creating educational opportunities, connecting with partners and serving the community.

### Library Mission

To enrich lives, build community, and foster success by bringing people, information, and ideas together.

### Library Vision

To be the welcoming heart of our community where all come to learn, discover, create, and connect.

### The Community

Manassas Park is a young and bustling city made up of 16,423 citizens. The median age is 35, and the community is largely comprised of families (70%). Many of these families speak English, while 32% speak Spanish in the home. 80% of the adult population has earned a high school degree or higher, and 30% have a bachelor’s degree or higher. The senior population accounts for 1,335 citizens. These demographics help shape the services provided by the library.

### Strategic Plan

The five year plan will guide the Manassas Park City Library (MPCL) staff as services are established in the community. The plan establishes broad goals and strategies that will ensure success while providing room for agile response to community needs. The three goal areas will set the library on the path to become the heart of the community.

### Goal: Educate

MPCL is the center for lifelong learning in the City of Manassas Park.

The goal to educate will be achieved through implementing strategies such as:

- Celebrate reading for all ages throughout the year. Design spaces and services to bring families together to connect with each other in the library around a shared love of reading and learning.
- Provide opportunities for local educators to engage with and use the Library and its resources.
- Design and implement programs for all ages meant to educate and enhance lives of Manassas Park citizens.
- Provide programming and collections focused on school readiness for children and families of Manassas Park.
- Support English language learners to ensure success for all citizens.
- Provide technology and services to support digital literacy.

### **Goal: Connect**

MPCL is the partner of choice for community service organizations and leaders.

The goal to connect will be achieved through implementing strategies such as:

- Establish partnerships with community service organizations and leaders including the City of Manassas Park Parks and Recreation Department and Catholic Charities.
- Build on partnerships to take library services to the community as well as bring services in to the library.
- Build awareness of library services through outreach, presentations and an engaging online presence.

### **Goal: Serve**

MPCL is focused on serving the community of Manassas Park.

The goal to serve will be achieved through implementing strategies such as:

- Establish robust collection based on community needs.
- Research and develop appropriate services to meet the needs of the community. Establish policies and procedures to ensure safety, access and comfort of all citizens.
- Support local businesses by coordinating small business services with Chamber of Commerce and City of Manassas Park.
- Prepare staff to respond to community needs while providing the highest level of customer service.



## Manassas Park City Library Goals FY 2024-2025

- Increase Winter Reading registration and participation by at least 20% and complete a minimum of 3 community outreaches focused on Winter Reading by the end of December 2024.
- Expand programming to include additional professional recurring partnerships. These partnerships can include museums, universities/colleges, local businesses, support groups, etc. A total of 6 partnerships should be established by March 2025.
- Expand services and programming to reach the Spanish Speaking community by connecting with at least 3 leaders and holding 4 focus group sessions for community input by June 2025.