



Manassas Park City Library Advisory Board Meeting
7:00 p.m., Thursday, September 12, 2024
100 Park Central Plaza, Suite 100
Manassas Park, VA 20111

MINUTES

ATTENDEES

Present

Donald Shuemaker – Board Vice-Chair
Lillian Zhu – Board Member
Rachel Kirkland - Board Member
Holly Ritchie – Library Director

CALL TO ORDER

Mr. Shuemaker called the meeting to order at 7:10 p.m.

APPROVAL OF AGENDA

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

COMMENTS

Ms. Kirkland apologized for missing the last meeting and introduced herself to the board.

APPROVAL OF MINUTES

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

REPORTS

Library Director Report – attached.
June 2024-August 2024 Statistics – attached.

- Comments concerning Reports:
 - Mr. Shuemaker asked how this summer was trending compared to last summer. Director Ritchie stated that she can get those numbers for the next meeting, but that at the last quarterly comparative report given to the city, most of the statistics were double what they had been the previous year to date.

- Ms. Kirkland suggested that next year for Summer Reading we have a “Hall of Fame” for people to highlight patrons who have completed. Mr. Shuemaker suggested that you put a number for each year they complete (2 for second year, 3 for third, etc.).
- Mr. Shuemaker asked what the breakdown of adult’s vs children for Summer Reading. Director Ritchie stated she would get those numbers for the next meeting.

DISCUSSION ITEMS

ACTION ITEMS

Review of Holiday Schedule

- Ms. Zhu asked if the schedule was different from last years. Director Ritchie explained that the only differences are for the moving holidays that no longer fall on a Monday, and that Staff Development Day has been moved to January.
- Director Ritchie reminded the board that it is based off both the City and Community Center’s holiday schedules.
- Mr. Shuemaker asked for a motion. Ms. Kirkland motioned to accept the 2025 Holiday Schedule as presented. Ms. Zhu seconded. The motion carried.

Board Bylaws Change

- Director Ritchie explained that this is to encourage movement on the board to bring in new members, with the caveat that it is only enforceable if there is interest. In the event that there is no interest, the existing member will be asked if they would like to serve another term.
- Mr. Shuemaker asked for a motion. Ms. Kirkland motioned to accept the Board Bylaws change as presented. Ms. Zhu seconded. The motion carried.

MEETING SCHEDULE

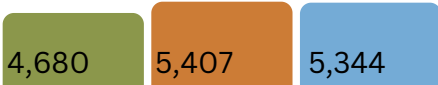
Next meeting on December 5th at 7:00 p.m.

MEETING ADJOURNED

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

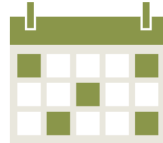
STATISTICS AT A GLANCE

■ June
■ July
■ August



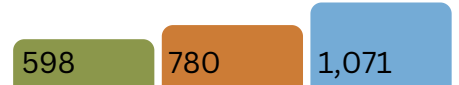
15,431

TOTAL PHYSICAL CIRCULATION



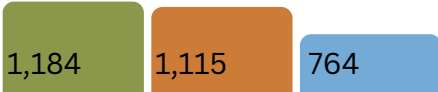
72

TOTAL PROGRAMS



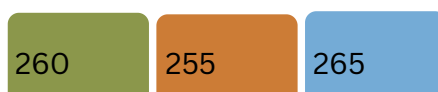
2,449

TOTAL PROGRAM ATTENDANCE



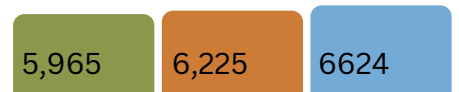
3,063

WIFI USE & COMPUTER SESSIONS



780

NEW CARDS



18,814

TOTAL VISITS

SNAPSHOTS



Adults Create: Paper Chinese Lanterns - July 3rd

Patrons learned the history Paper Chinese Lanterns and why they are so popular, then they got to make their own!

Craft & Create: Nature Suncatchers - July 6th

Patrons used flowers to create their own suncatchers.

HIGHLIGHTS

- June Highlights
 - **Summer Reading Program**, June 18th marked the beginning of our Summer Reading Program! During the month of June, staff spent their time promoting the program, resulting in over a 100 people signing up before we even began the program.
 - **Magic Show**, to celebrate the beginning of the Summer Reading Program we had Drew Blue Shoes the magician out to amaze the crowd with his Magic Show!
- July Highlights
 - **My Reptile Guys**, the midway point of the Summer Reading Program saw the return of our favorite reptile friends! 160 people arrived at the library to learn about snakes, turtles, lizards, and more!
 - **Seniors Create: Watercolor Bookmarks**, seniors came together to create their very own water color bookmarks at the library.
- August Highlights
 - **Adults Create: Glow Wave Painting**: Adults flocked to the library for our Glow in the Dark painting party, allowing them to express their creativity while learning a new skill
 - **SRP Carnival**: to celebrate the end of the Summer Reading Program, we held a carnival on the plaza, bring games, food, and books to all that attended.
- Outreach & Community Partnerships:
 - Staff participated in **National Night Out** put on by the Police Department at Signal Hill Park, giving away books and encouraging people to stop by the library!
 - Staff have been working to build local and lasting community partnerships. In the coming months, patrons will begin to see more joint programs and services offered

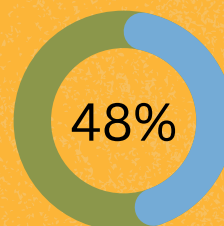
My Reptile Guys
- July 20



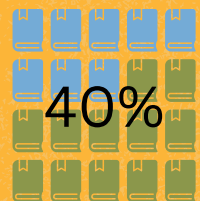
Summer Reading 2024!

ADVENTURE BEGINS AT YOUR LIBRARY™

Total Sign-ups: 286



Half Way



Completers

Proposed Holiday Calendar for 2025

Holiday Calendar 2025		Library Closures – Proposed
Wednesday, January 1, 2025	New Year's Day	CLOSED
Tuesday, January 7, 2025	Staff Development Day	CLOSED
Monday, January 20, 2025	Martin Luther King Jr. Day	On Monday – library is closed
Monday, February 17, 2025	Washington's Birthday	On Monday – library is closed
Sunday, April 20, 2025	Easter Sunday	CLOSED
Monday, May 26, 2025	Memorial Day	On Monday – library is closed
Thursday, June 19, 2025	Juneteenth	CLOSED
Friday, July 4, 2025	Independence Day	CLOSED
Monday, September 1, 2025	Labor Day	On Monday – library is closed
Monday, October 13, 2025	Indigenous People's Day	On Monday – library is closed
Tuesday, November 11, 2025	Veterans Day	CLOSED
Wednesday, November 26, 2025	Day before Thanksgiving	Library will close at 5 p.m.
Thursday, November 27, 2025	Thanksgiving Day	CLOSED
Friday, November 28, 2025	Friday after Thanksgiving	CLOSED
Wednesday, December 24, 2025	Christmas Eve Day	CLOSED
Thursday, December 25, 2025	Christmas Day	CLOSED
Wednesday, December 31, 2025	New Years Eve	CLOSED



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. Board members are limited to two consecutive 4-year terms, unless a vacant term is unable to be filled by June 1st.

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(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 fiscal year quarter for a minimum of four times a year, 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: 03/07/2024