



Manassas Park City Library Advisory Board Meeting

7:00 p.m., Thursday, December 5, 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

Jennifer Malone – Board Member

Holly Ritchie – Library Director

CALL TO ORDER

Ms. Stewart called the meeting to order at 7:02 p.m.

APPROVAL OF AGENDA

Ms. Stewart asked if there were any changes to the agenda. There were no changes. 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

Ms. Stewart apologized for missing the last meeting.

Mr. Shuemaker made a comment on the large number of events.

APPROVAL OF MINUTES

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

REPORTS

Library Director Report – attached.

September 2024-November 2024 Statistics – attached.

- Comments concerning Reports:
 - Mr. Shuemaker commented on the attendance at FallOWeen
 - Mr. Shuemaker made a comment on the large amount of events. Ms. Stewart expressed thanks for the staff time and work.

DISCUSSION ITEMS

ACTION ITEMS

Policy Changes

- Privacy
 - Mr. Shuemaker asked if there was a specific reason that this needed to be updated. Director Ritchie stated there was no specific reason, just a precaution to ensure transparency.
 - Mr. Shuemaker asked what type of records that a parent could request. Director Ritchie stated that it is anything that is saved, which will exclude reading history unless the patron has opted in. It would be what is currently checked out, contact information, fines/fees, fee history, etc. Typically, questions revolve around items checked out or fines/fees that are owed.
 - Ms. Zhu stated that she appreciates that this is written out for patron.
 - Ms. Zhu and Mr. Shuemaker asked about the typical duties that staff do that involves patron information. Director Ritchie stated that it is typically transactional such as creating a library card, paying fines, etc.
 - Ms. Stewart asked for a motion. Ms. Zhu motioned to accept the Privacy Policy changes as presented. Mr. Shuemaker seconded. The motion carried.
- Safe Children
 - Ms. Zhu asked if this age change was only for the specific situation. Director Ritchie stated that it is only for when the library has closed and there are teens still in the area.
 - Ms. Stewart asked for a motion. Ms. Zhu motioned to accept the Privacy Policy changes as presented. Mr. Shuemaker seconded. The motion carried.
- Laptop Checkout
 - Mr. Shuemaker asked if items (such as a mouse) can be checked out even if a patron doesn't check out a laptop. Director Ritchie stated yes, but most people don't think to look to see if the library has these items if they aren't checking out a laptop.
 - Ms. Zhu asked about security of the computers if someone downloads something. Director Ritchie explained that the laptops reset back to their basic settings at the end of their session.
 - Ms. Zhu asked how many laptops we have and if they are popular. Director Ritchie stated we have 24 laptops and while they are popular we have only had, at our highest, 10 laptops checked out at one time but typically it is only 3-5 laptops.
 - Ms. Stewart asked for a motion. Mr. Shuemaker motioned to accept the Privacy Policy changes as presented. Ms. Zhu seconded. The motion carried.

**MEETING SCHEDULE**

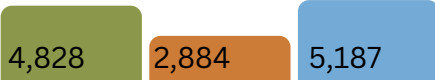
Next meeting on March 6th at 7:00 p.m.

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

September
October
November



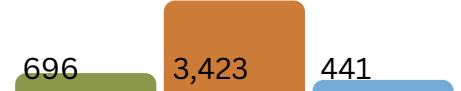
12,899

TOTAL PHYSICAL CIRCULATION



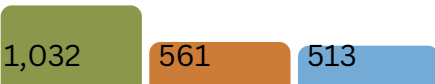
64

TOTAL PROGRAMS



4,560

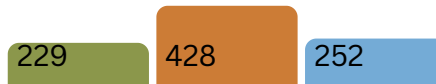
TOTAL PROGRAM ATTENDANCE



2,106*

WIFI USE & COMPUTER SESSIONS

**please note this number is low due to a downed system*



909

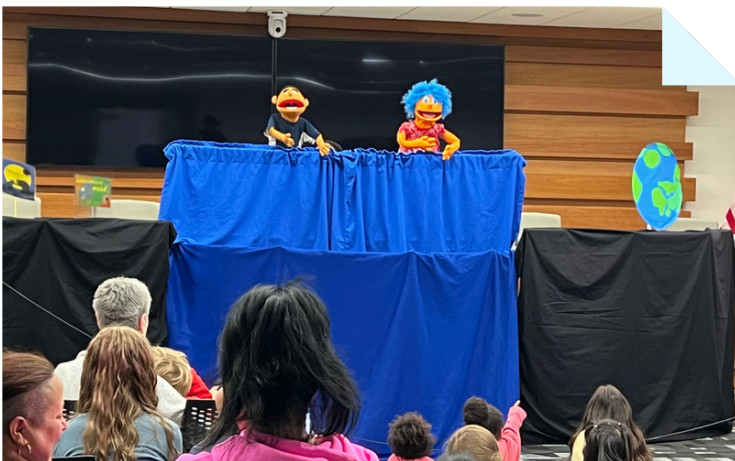
NEW CARDS



16,744

TOTAL VISITS

SNAPSHOTS



Puppet Show with Not Kiddin' Puppets - October 16th
Patrons embarked on an entertaining journey about puppets finding their confidence!



AuthorTalk with Andre Gatling and Manassas Therapy Dogs - November 2nd
Patrons learned about dogs and were read *Penelope's Bully* while they sat with a therapy dog!

HIGHLIGHTS

- September Highlights
 - **Library Card Campaign:** September is National Library Card Month and we celebrated by delivering applications to the students at all **Manassas Park City Schools!**
 - **Egg Drop:** We held our first annual Egg Drop where participants designed a way to keep their egg safe and secure when dropped from a height. Once the designs were complete, the **Manassas Park Fire Department**, took them up the ladder and dropped them to see what designs worked!
- October Highlights
 - **Closure:** the library was closed for the first two weeks of October due to repairs needed after a pipe burst. Despite this closure, the library only saw a 500 less people in October compared to September.
 - **Falloween:** in partnership with the city we held the second annual Falloween event. The event saw 3,500 people in attendance with 1,396 in the library during the event hours.
 - **The Villalobos Brothers:** in partnership with the **Hylton Performing Arts Center**, the Grammy Award winning Villalobos Brothers visited the library! They Performed and taught participants ho to make masks for Dia de los Muertos!
- November Highlights
 - **AuthorPalooza:** In celebration of National Novel Writing months, the library brought in **10 local authors** throughout November to share their stories and writing processes. For one memorable event, we paired local author **Andre Gatling** with the **Manassas Therapy Dogs!**
- Outreach & Community Partnerships:
 - The Library participated in both the **Community Fair** and **Trunk or Treat** held at the Manassas Park Community Center, sharing our resources and books with 75 people and 1,438 respectively.
 - Staff participated in the **Fire Department Open House** put on by the Fire Department, giving away books and encouraging people to stop by the library!

Villalobos Brothers
- October 25th



Egg Drop -
September 28th



COMING SOON!

Winter Reading 2024!

Adventures
IN THE SNOW

December 1 - January 12

Sign up for the Winter
Reading Program today!





Manassas Park City Library

Library Policies

Updates – December 2024

2.0 Privacy

Manassas Park City Library is committed to protecting the privacy of all information, including patron requests for service or materials, loan transactions, online sites visited, and resources accessed. Records that link personally identifiable information to borrowed or requested materials or to visited websites are created and maintained only as long as required for the business of libraries. Library staff do not release such information to individuals or to any private or public agency. Library staff may access personal data stored in the Library's computer system only for the purpose of performing their assigned Library duties.

Per Virginia Code §2.2-3705.7 ([Addendum F](#)), parents and/or legal guardians shall have complete access to the library records of their minor child/children. ~~Library staff may access personal data stored in the Library's computer system only for the purpose of performing their assigned Library duties.~~ Parents and/or legal guardians of a child under the age of 18 who wish to access their child's library records, will provide the child's library card or card number, show their ID, and must be listed as the child's parent/guardian on the account. If the parent/guardian is not listed on the child's account, the parent must provide legal proof of their relationship with the child or the child must be present to give verbal confirmation that this is their parent/guardian.

Confidentiality of patron records is protected under state law per Virginia Code § 2.2-3705.7 ([Addendum F](#)). The Library will comply with all proper judicial processes, such as a government order to produce documents or information, while preserving patron confidentiality to the extent allowed by law.

Adopted 04/14/2020

Updated 09/20/2022

4.0 Safe Children

Manassas Park City Library is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use Library collections and spaces. Library staff is available to assist and support children in using the Library. However, Library staff cannot provide childcare or assume responsibility for children's safety. Parents, guardians, teachers, and caregivers are responsible for the behavior and safety of children on Library premises.

Children nine years of age or younger must be attended and directly supervised at all times by a parent/guardian or caregiver aged 13 or older. Parents/guardians/caregivers are to remain in the immediate vicinity of their children using the Library.

If children nine years of age or younger are left unattended, staff will attempt to reach their parents/guardians. If they cannot be reached, staff will contact the appropriate authorities.

Like all Library users, children are expected to abide by the Library Rules of Conduct. Library staff reserves the right to contact parents/guardians or the appropriate authorities if a child of any age is disruptive or is in distress.

Minors under the age of ~~16~~8, left at the Library without transportation at closing time may be referred to the appropriate authorities for his/her/their safety and well-being. Library staff may not transport minors.

Adopted 04/14/2020

10.0 Laptop Checkout

10.1 Laptop Checkout

Manassas Park City Library is pleased to offer laptop checkout service to patrons. Patrons will be able to access the library's wireless network, information resources, library printer, the Internet and other provided software with a library laptop. The laptops must be used in the Library.

This policy is intended to ensure that the laptops are available for fair access for all users.

The library circulates the laptop. A power cord or external, corded, mice can be checked out with a library card ~~and power cord~~ if needed; no earphones, external keyboards, ~~external mice~~, external hard drives, or any other devices will be provided. Patrons may use any personal device that uses a USB connection, including a keyboard, mouse and USB flash drives.

10.2 Usage Rules

- Laptop computers may only be checked out by a patron with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card. Parents will be required to check out laptops for children under the age of 13 and remain responsible for the device.
- Laptop computers check out for in-library use only. Laptops connect to the Library network through a wireless connection. Laptop computers may not be left unattended. Patrons must return the laptops to the Service Desk or the kiosk when they are finished or the time for use has expired.
- The ~~every first~~ time a laptop is checked out patrons must read and agree to the MPCL Laptop Policy ~~on the kiosk and sign a copy of the Laptop Use Agreement Form, which will be kept on file~~. A copy of the policy will be given to the patron upon request.
- Patrons ~~below the age of 18~~ 13-17 years of age must have a parent or guardian ~~sign a complete the~~ Laptop Policy Form in the presence of Library Staff, which will be kept on file and marked in their library account. A copy of the policy will be given to the patron, parent, or guardian upon request.
- Laptops are available on a first come, first served basis for 60 minutes at a time, which can be extended if no one is waiting.

- Patrons are financially responsible for lost or stolen laptops. A lost laptop fee-~~as outlined in the Fine and Fee Schedule (Addendum A) of \$800~~ will be assessed when necessary. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron.
- No software may be downloaded or installed to the laptop hard drive.
- The Manassas Park City Library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.
- The Library Director or designee reserves the right to limit or regulate the use of Library equipment.

Adopted 07/21/2020

Updated 09/20/2022