



Manassas Park City Library Advisory Board Meeting
7:00 p.m., Thursday, March 9, 2023
100 Park Central Plaza, Suite 100
Manassas Park, VA 20111

MINUTES

ATTENDEES

Present

- Michele Herd – Board Chair
- Lillian Zhu – Board Co-Chair
- Robin Hatcher – Board Member
- Ann-Marie Stewart – Board Member
- Donald Shuemaker – Board Member
- Holly Ritchie – Library Director

CALL TO ORDER

Ms. Herd called the meeting to order at 7:00 p.m.

COMMENTS

Ms. Stewart was excited to see how busy it was in the library.
Mr. Shuemaker congratulated Director Ritchie on appearing on Potomac Local News podcast.

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. Hatcher moved to accept the agenda, and Ms. Stewart seconded. The motion carried.

APPROVAL OF MINUTES

Ms. Herd asked if there were any comments on the September meeting minutes (September 08, 2022). No comments were made.
Ms. Herd asked if there were any comments on the previous meeting minutes (December 8, 2022). Director Ritchie stated that the misspelling of Mr. Shuemaker's name was corrected.
Ms. Herd asked for a motion to approve both the September and December meeting minutes. Ms. Zhu moved to accept the minutes as presented, and Ms. Hatcher seconded. The motion carried.

REPORTS

Library Director Report – attached.
December 2022-February 2023 Statistics – attached.

- Comments concerning Reports:
 - Mr. Shuemaker mentioned that he has crafting supplies that had belonged to his mom that he was willing to donate to the library and asked what supplies we needed. Director Ritchie stated she would compile a list and send him an email.
 - Ms. Herd asked if there is already a scheduled time for the new ESL classes. Director Ritchie stated that the beginner classes will be every other Wednesday and the intermediate classes will be every other Friday.

DISCUSSION ITEMS

Ms. Zhu brought up the dangers of a TikTok account and asked if we had a library account. Director Ritchie stated that the library does not have TikTok and is not currently looking into TikTok. Ms. Stewart suggested having a library program about the dangers of AI and the internet for teens.

ACTION ITEMS

Chair & Co-Chair nominations

- Chair:
 - i. Michele Herd
- Co-Chair:
 - i. Ann-Marie Stewart

Policy Updates

- Collection Development
 - i. Ms. Herd asked if VR was spelled out anywhere in Collection Development. Director Ritchie stated that if it wasn't, she would add it.
 - ii. Mr. Shuemaker mentioned a slight typo of "on" to "of". Director Ritchie stated it would be changed.
 - iii. Ms. Zhu asked about the cost of the experiences. Director Ritchie explained that it is not a cost to the patron, it is included in the materials budget.
 - iv. Ms. Herd asked for a motion to approve the Virtual Reality addition to the Collection Development policy. Mr. Shuemaker moved to approve the policy with the slight formatting corrections; Ms. Hatcher seconded. The motion carried.

- Virtual Reality
 - i. Mr. Shuemaker asked if it is appropriate to have kids under 8 use Virtual Reality developmentally. Ms. Stewart and Ms. Herd commented that the policy change does state that supervision was required at that age and would then be in the hands of the parent/guardian. Director Ritchie stated that the decision was made to align with other libraries since VR has been developing into more areas, including books for children as the technology has grown. Director Ritchie also mentioned the VR Waiver that must be completed, including by the parent/guardian of those under the age of 18. Ms. Zhu asked about any additional restrictions. Director Ritchie stated that patrons are restricted to 30-minute sessions.
 - ii. Ms. Herd asked for a motion if no other additions or comments were wanted. Mr. Shuemaker motioned to adjust the policy; Ms. Stewart seconded. The motion carried.

MEETING SCHEDULE

Next meeting on June 15th at 7:00 p.m.

MEETING ADJOURNED

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

Director Report

The focus during the last quarter has been growing our patron base, reaching out to partners, and developing a solid program base.

Programs

After speaking with our patrons during the first quarter, we have focused this quarter on developing and delivering programs that patrons have asked for. We have begun to establish additional regular monthly programs for all age groups.

For our children's programs, we currently have our Tuesday morning Storytimes, though based on feedback and popularity we are looking to add Wednesday or Thursday morning programs. We continue to have weekly Saturday Spanish Storytimes with Ms. Roxana as well as a monthly children's craft program. In January we also hosted a Stuffed Animal Sleepover where our youngest patrons could drop off their stuffed animal friends and return on Game Night to see what mischief they got into!

In our teen programming, we have expanded into fun interactive programming such as green screen basics and the Candy Olympics. We have also begun a monthly Manga/Anime club that has brought a lot of attention in addition to a monthly craft program aimed at teens. In February the craft will be melting crayon art.

Our adult programming has been picking up with our monthly Bingo night being a great hit. Our conversational book club and worry less, color more programs have also had decent number of people looking to expand their circles. In February we are beginning a monthly computer basics class where we will help patrons learn how to use various programs. In the coming months we will bring back ESL classes, this time taught by a local volunteer.

In addition to these programs, we also have a variety of all ages programming. Our Craft and Create and Game Nights are still one of our most popular programs. We are also excited for our coming Author Talks, Dental Health information session, and Plant a Shamrock programs.

Social Media Response

This quarter our social media response has remained steady. We are seeing a consistent rate in our post engagements and we are beginning to boost larger and partnered programs in order to reach more people. Our Google Reviews, all of which have been 5 stars, have remained steady as well. Currently, we have 833 likes and 953 Followers on Facebook, 254 followers on Instagram, and 303 subscribers on our YouTube channel (as of 03.02.23).

Digital Offerings

Since opening the library, we have worked to expand our digital offerings. We now have TheShelf – a Spanish streaming services, Kanopy – a mainly English streaming service (though other languages are available depending on the program), and Niche academy for basic instruction, virtual library programming, and basic education. We have expanded our eBook and eAudiobook offerings on Libby and through the Library of Virginia we now offer Magzter for access to thousands of digital magazines from around the world.

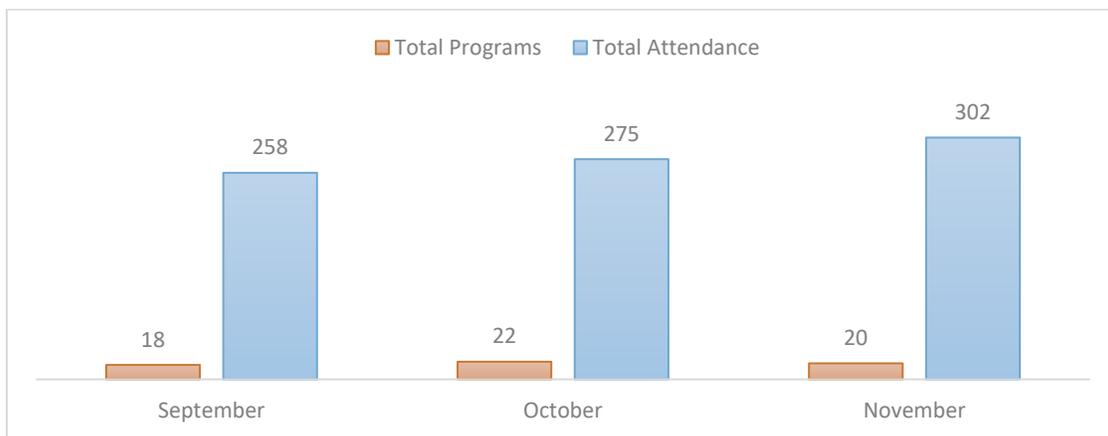
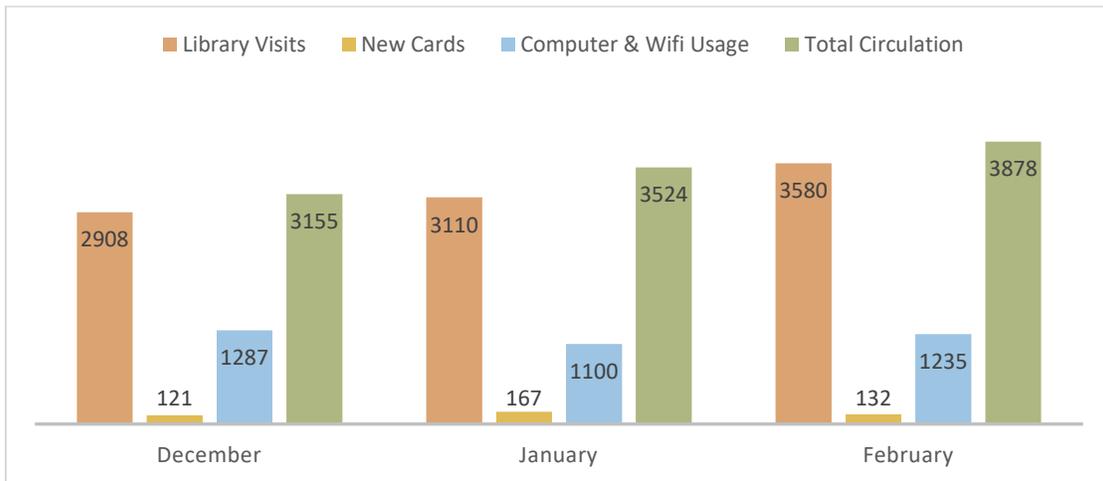
Partnerships & Outreaches

This quarter we have focused on developing relationships with the schools and long-term relationships with the local senior homes. We have attended school events with information and examples of the types of items that can be checked out such as our kits. We are now visiting the local senior home, Park Place, monthly to bring our calendar and various items to the residents. The Book Nook still remains a source of pop-up libraries twice a month as well.

Additionally, we are working to partner with local experts to create a monthly lecture series for high school age students and above. These partnerships are in addition to the lasting ones we have with the local organizations that offer Alzheimer’s education sessions and college information sessions.

Statistics

Library Statistics	Dec.	Jan.	Feb.	Total
LIBRARY VISITS	2,908	3,110	3,580	9,598
PUBLIC SERVICE HOURS	262	263	252	777
USES OF PUBLIC INTERNET COMPUTERS	450	342	119	911
WIRELESS SESSIONS	837	758	1,116	2,711
NUMBER OF WEBSITE VISITS	5,263	8,742	9,478	23,483
VOLUNTEER - HOURS	0	0	4	4
TOTAL REFERENCE TRANSACTIONS	768	928		
OFFSITE PROGRAMS - TOTAL	2	5	2	9
OFFSITE ATTENDANCE - TOTAL	5	474	11	490
TOTAL LIBRARY PROGRAMS	18	22	20	60
TOTAL PROGRAM ATTENDANCE	258	275	302	1,309
TOTAL CIRCULATION - ELECTRONIC MATERIALS	375	501	*697	*1,573
TOTAL CIRCULATION - PHYSICAL MATERIALS	2,781	3,023	*3,181	*8,985
TOTAL CIRCULATION	3,155	3,524	*3,878	*10,557
NEW BORROWERS - TOTAL	121	167	*132	*420
REGISTERED BORROWERS	2,499	2,665	*2,797	-





Manassas Park City Library

Library Policies

Updates – March 2022 – 1.4 Collection Development

1.0 Collection Development

1.1 Collection Development

The goal of the Manassas Park City Library (the “Library”) is to provide the citizens of Manassas Park with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.

To meet this goal, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues, and that materials are available in diverse media formats.

The Library endeavors to provide a range of opinions, majority and minority, on all subjects, and does not exclude materials based on the author's or producer's point of view. The Library also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of Library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of Library materials by minors' rests with their parents or legal guardians, not with Library staff. Selection of Library materials is not inhibited by the possibility that materials may come into the possession of children.

Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. No single standard of suitability can be applied in all cases. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness are exercised during the evaluation process. Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

1.2 Reconsideration of Materials

The Library welcomes expression of opinion by patrons about the collection or individual titles, but will be governed by this Policy in making additions and deletions.

Patrons who request the reconsideration of Library materials will be asked to put their request in writing by completing and signing the Manassas Park City Library Request for Review of Library Materials.

After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

In the event that the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision to the Director and the Manassas Park City Library Advisory Board. The Director and the Board will communicate a decision and the reason for it in writing.

The Library Advisory Board hereby endorses the American Library Association (ALA) Library Bill of Rights ([Addendum B](#)), the ALA Freedom to Read Statement ([Addendum C](#)), and the ALA Free Access to Minors Statement ([Addendum D](#)), and interprets these statements to include all Library materials regardless of format. Responsibility for the selection and removal of books and other Library materials resides with the Library Director, who may delegate that responsibility to Library staff.

Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and reviewed promptly ([Addendum A](#)).

1.3 Weeding

Library materials are owned by the City of Manassas Park. Outdated materials, books no longer of interest or in demand, and worn or damaged copies will be removed. Staff will make every effort to transfer unneeded items in usable condition to Library support groups, local community organizations, or a library vendor specializing in discards and donations from libraries that provide revenue in return for surplus materials. Unneeded items transferred to the ownership of a Library support group may be sold to benefit Library programs and services.

1.4 Virtual Reality (VR) Experiences

The Manassas Park City Library collects VR experiences that may be used on one of the library's mobile VR stations. The selection of experiences is guided by several factors:

1. Experiences that support the informational, cultural, educational, and recreational needs of the community
2. Price
3. Positive reviews and industry awards
4. Requests from patrons

VR experiences must be licensed for public and/or commercial use and be compatible with Manassas Park City Library VR hardware and software.

Adopted 4/14/2020

Updated X/XX/2023

19.0 Virtual Reality

19.1 Virtual Reality

The Manassas Park City Library offers Virtual Reality (VR) experiences. VR uses a computer, headset, and sensors to immerse the user into a three-dimensional, computer-generated world. Head, hands, and body movements are tracked to let the user interact with what is seen via the headset.

Formatted: Tab stops: Not at 0.25"

Due to the unpredictable nature of the human response to VR, the Library will require all eligible participants to complete and return the appropriate Agreement and Waiver/Release of Liability form.

All patrons wishing to use the VR equipment must have a Library card in good standing, and have acknowledged an Agreement and Waiver/Release of Liability form.

19.2 Usage Rules

- Parents or legal guardians of all participants under the age of 18 must sign the Agreement and Waiver/Release of Liability form.
- Patrons may make a suggestion for the library to download an experience. There is no guarantee your suggestion will be accepted.
- Virtual Reality is limited to 30-minute sessions.
- ~~Children under the age of 12 are not permitted to use VR equipment.~~ The recommended age for VR is 12 years. Users younger than 8 must be supervised by a parent or guardian.

Adopted 9/20/2022

Updated _____