



# 2014 ANNUAL REPORT **DRAFT**

## Tualatin Library Advisory Committee

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### 1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.



Members of the TLAC during 2014-15 include Thea Wood, Jan Westfall, Sonya Ambuehl (Chair), Victoria King, Alan Feinstein (Vice Chair), Angel Ramirez (teen representative), and Marcus Young (not pictured). Former members included teen representative Reem Alkaatan, who resigned from TLAC in September 2014, and Len Runion, whose term ended in October 2014.

### 2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

### 3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2014

- A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY
  1. TLAC considered & provided recommendations on: Library Rules of Conduct, the use of Library by tutors, smoking on the Library plaza, DVD loan periods, use of PINs at self-checkout machines.

**B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.**

1. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:
  - a. Teen Library Committee
  - b. Tualatin Library Foundation
  - c. Friends of Tualatin Library
  - d. Volunteer Services
  - e. Washington County Cooperative Library Services
2. TLAC provided comments and advice to the Library management and City staff regarding the Seneca Street extension and Library parking lot design, adding a drive-up book return, the Civic Facility Study, Standards for Oregon Public Libraries, the Tualatin River Greenway Trail Gap Completion project, ebook services, Tualatin Tomorrow, and Capital Improvement Plan.
3. TLAC members participated in public involvement meetings on the Civic Facilities Study and Seneca Street extension / Library parking improvements.

**C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.**

1. TLAC holds open meetings and members of the public are invited to attend.
2. TLAC members review comment cards received by the City regarding the Library each month, and provide input on the topics raised.

**4. ACTION PLAN FOR 2015**

**A. CIVIC FACILITY STUDY**

As the City engages in a comprehensive long-range Civic Facilities Study, TLAC will provide citizen feedback to the City Council with respect to the needs of Library users and Library facilities.

**B. LONG-RANGE PLANNING**

TLAC will be actively involved and provide citizen feedback in the development of a strategic plan for the Library and the update of the City's Parks and Recreation Master Plan.

**C. REVIEW OPERATIONAL POLICIES**

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies.