



2017 ANNUAL REPORT

Tualatin Library Advisory Committee

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 2017-18 include Sonya Ambuehl, Alan Feinstein, Nicholas Schiller (Vice Chair), Thea Wood (Chair), and Marcus Young. Former members included teen representative Mohammed Dezay and Don Swygard, who resigned in September 2017. Laura Stewart and Hannah Watt joined the committee in January 2018.

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 2017

A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY

1. TLAC reviewed best practices for library policies and considered & provided recommendations on several operational policies, including Distribution of Free Materials, Self-Reported Theft, Programming, Photo/Video, and Non-Library Activities on the Library Plaza.
2. TLAC provided comments and advice to Library management regarding overdue fines, Summer Reading, Teen Room Code of Conduct, Library budget, parking, early literacy services, Library serving as a cooling center, and library utilization trends.

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 members reviewed a progress report for the Library's strategic plan actions completed in 2017 and updated strategies for 2018.
2. TLAC provided comments and advice to City staff and Council regarding the Parks & Recreation Master Plan update, the Library's Strategic Plan, America's Best Communities initiative, and Tualatin's American Disabilities Act transition plan.
3. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:
 - a. Teen Library Committee
 - b. Community Services
 - c. Tualatin Library Foundation
 - d. Friends of Tualatin Library
 - e. Tualatin's America's Best Communities project team

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 2018

A. LONG-RANGE PLANNING

TLAC will continue to be actively involved and provide citizen feedback for the City's Parks and Recreation Master Plan update and review Library services in light of priorities identified in the Library strategic plan.

B. 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, including the Library Rules of Conduct.

C. ADVANCE COUNCIL VISION

TLAC will support social equity and inclusion within Library programs and services, providing opportunity for all community members.