



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

February 5, 2019

Present: Alan Feinstein, David Jaimes, Nicholas Schiller, Laura Stewart, Thea Wood, Marcus Young

Absent: Jack Milne

Public:

Staff: Jerianne Thompson, Library Director

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**A. CALL TO ORDER**

Thea Wood called the meeting to order at 6:30 PM.

**B. APPROVAL OF MINUTES**

Alan Feinstein moved and David Jaimes seconded that the January meeting minutes be approved as written.

**C. COMMUNICATIONS**

**1. Chair:** None.

**2. Staff:** Jerianne Thompson reported that the Access Services Supervisor recruitment is underway. The Library is hosting a series of field trips for Tualatin's fourth grade classes. Food for Fines will be held the week of March 9. Thompson also shared recent statistics and comment cards.

**3. Teen Library Committee:** Jerianne Thompson reported that TLC hosted a successful murder mystery program in January attended by 45 teens. They are preparing for the fifth annual Unlucky in Love party.

**4. Public:** None.

**D. OLD BUSINESS**

**1. Library Strategic Plan:** This item was postponed to the March meeting.

**E. NEW BUSINESS**

**1. Confidentiality of Library Records Policy:** Jerianne Thompson presented draft revisions to this policy, adopted in 2012. Oregon state law allows library records, including circulation records, to be exempt from public disclosure. Committee members discussed the revisions to the

policy. Nicholas Schiller suggested including language that library records may be accessed by staff only in the course of their normal job duties.

**2. TLAC Annual Report:** Jerianne Thompson shared draft information to include in TLAC's annual report to City Council, and committee members offered feedback. A draft report will be presented next month.

**F. FUTURE AGENDA ITEMS**

1. Library Operational Policies
2. Services for School-Age Children

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

1. **Members:** None.

**H. ADJOURNMENT**

Meeting was adjourned at 7:15 PM.

\_\_\_\_\_, Jerianne Thompson, Recording Secretary



# LIBRARY POLICY

## CITY OF TUALATIN

### CONFIDENTIALITY OF LIBRARY RECORDS

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**POLICY:** Tualatin Library recognizes that library users have the right to confidentiality and privacy with respect to information in the library's records.

**BACKGROUND:** Oregon Revised Statutes 192.355 (23) allow library records, including circulation records, to be exempted from Public Records Law. This means that Tualatin Public Library is permitted to either disclose or not disclose circulation records, including address, phone number and email address.

The American Library Association's Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

**RULES:** Circulation and registration records of library users are not disclosed to anyone except the patron or someone else who can produce the patron's library card number and/or some other information to show permission to access the patron's card information and circulation record.

Only a library employee or volunteer working within the scope of their ~~his or her~~ duties may use library records. All library employees and volunteers working with patron records will be subject to city-issued background check before being allowed to work with patron records.

Circulation records of minor children may be disclosed to parents or the responsible adult listed in the account with the child's library card or card number.

Only the WCCLS Manager, Tualatin Library Director or designee may release circulation and registration records, and only if a court order in proper form has been entered by a court of competent jurisdiction after a showing of cause by a law enforcement agency or person seeking records. The library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, and mailings.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee August 14, 2012; updated March 2019.



# 2018 ANNUAL REPORT

## 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 2018 include Alan Feinstein, Nicholas Schiller (Vice Chair), Laura Stewart, Thea Wood (Chair), and Marcus Young. Former members included Sonya Ambuehl, who resigned in July 2018, and teen representative Hannah Watt, who resigned in September 2018. David Jaimes and Jack Milne (teen representative) joined the committee in October 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 2018

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

1. Committee members considered & provided recommendations on updated Library Rules and several operational policies, including Collection Development, Technology, Public Use of Exhibit Space, and Community Room Use.
2. TLAC discussed and provided comments to Library management regarding the makerspace conceptual study, library user survey, Summer Reading, library facilities, library budget, early literacy services, intellectual freedom, outcomes assessment, and library utilization trends. Committee members shared their perspective as citizens and library users, providing input representing our diverse community.

**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 discussed a progress report for the Library's strategic plan actions completed in 2018 and updated strategies for 2019. Highlighted accomplishments included:
  - a. 100% of surveyed parents said storytime helped them feel more confident about helping their child learn and 100% learned something they could share with their child.
  - b. 98% of survey participants ranked library service as good to excellent.
  - c. 66% of survey participants said the library has helped them connect or engage with the community.
  - d. 613 children (approximately 40% of the eligible population) are participating in 1000 Books Before Kindergarten.
  - e. Outreach to schools and organizations serving youth increased.
  - f. Library of Things collection introduced.

Committee members discussed and made suggestions to support programs and services that align with the following City Council 2030 Vision initiatives: a connected, informed, and engaged community; a diverse and inclusive community where everyone has equal access to opportunities in order to thrive and enjoy a high quality of life; and an affordable, livable, family-oriented, healthy, active, and safe community for all incomes, ages, and abilities.

2. TLAC received regular information regarding the Parks & Recreation Master Plan update and provided input and recommendations to the plan's Project Advisory Committee during the public outreach phase.
3. TLAC recommended the Library pursue facility improvements to create a glass classroom / makerspace within the Library.
4. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:
  - a. Teen Library Committee
  - b. City Manager's Office
  - c. Parks & Recreation
  - d. Tualatin Library Foundation
  - e. Friends of Tualatin Library

**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. No formal complaints were brought before the committee in 2018.
2. TLAC members review comment cards received by the City regarding the Library each month and provide feedback on the topics raised.

#### **4. ACTION PLAN FOR 2019**

##### **A. LONG-RANGE PLANNING**

TLAC will continue to be actively involved and provide citizen feedback for the update to the Library strategic plan 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.

##### **C. FACILITIES IMPROVEMENT**

TLAC will provide input and recommendations during the design process for the proposed Library makerspace.

##### **D. ADVANCE COUNCIL VISION**

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

cc: Tualatin Library Advisory Committee (TLAC)

# **Tualatin Public Library Strategic Plan 2016-2019**

## **Mission Statement**

Empowering and enriching our community through learning, discovery, and interaction.

## **Organizational Values**

We are guided by these shared values:

Community-focused

Collaboration

Adaptability

Inclusiveness

## **Planning Process**

A Library Strategy Team met 3 times between April and June to consider community needs and assist in developing a strategic framework to guide Tualatin Library's plan. Interviews with selected community partners offered additional information and feedback.

Through 2019, Tualatin Library will focus resources on the following priorities:

## **Library Strategic Goals**

- A. Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.
- B. Community members gather, connect, engage, and are empowered through the library.
- C. Young children are prepared for success in school.
- D. Latino residents discover the library as a gateway to community connection.
- E. Youth have hands-on access to technology and science learning tools.

## **Organizational Initiatives**

- Library staff are prepared to provide excellent customer service.
- Usage of the library reflects the demographics of the community.