



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
August 2, 2022 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/84952438084>
+1 253-215-8782, meeting ID 849 5243 8084

A. CALL TO ORDER

B. APPROVAL OF MINUTES: June 7, 2022

C. COMMUNICATIONS

1. Chair
2. Staff
3. Teen Library Committee
4. Public

D. OLD BUSINESS

1. Strategic Plan

E. NEW BUSINESS

1. Diversity, Equity, and Inclusion
2. Community Room Policy

F. FUTURE AGENDA ITEMS

1. Technology Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. This meeting location is accessible to person with disabilities. To request accommodations, please contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063 at least 36 hours prior to the meeting.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Communications. Written statements may be sent in advance to Library Director Jerianne Thompson no later than 5pm on August 2, 2022.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

June 7, 2022

Present: Alan Feinstein, Dana Paulino, Ashley Payne, Thea Wood, Marcus Young

Absent: Katherine Kang, Nicholas Schiller

Public:

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:05 PM.

B. APPROVAL OF MINUTES

The May meeting minutes were approved by the unanimous consent of present committee members.

C. COMMUNICATIONS

1. **Chair:** None.

2. **Staff:** Jerianne Thompson reported that the Library will serve as a free lunch site for the summer again, and a storywalk has been installed on the Tualatin River Greenway Trail behind the library. The July TLAC meeting is cancelled. Thompson shared recent statistics.

3. **Teen Library Committee:** Jerianne Thompson reported that TLC is working with the Youth Advisory Council to offer a summer kickoff event for teens on June 17. There are 32 teens and 9 tweens volunteering at the Library this summer.

4. **Public:** None.

D. OLD BUSINESS

1. None.

E. NEW BUSINESS

1. **Program Updates:** Jerianne Thompson provided an update on the student library card project and the Library's recent marketing campaign. A total of 4,756 accounts were reviewed by library staff during the project, and we've seen about 7% of the cards being used. Elementary students, who received a physical card in the mail, have been using their accounts more than middle or high school, who received an electronic only account.

2. Summer Reading: Jerianne Thompson shared highlights of the annual Summer Reading Program, which kicked off on June 1. As in previous years, children and teens receive a free book when they sign up for the program. This year they will also receive a free book for each reading log they complete during the summer. Reading logs can be turned in between now and August 31.

3. Patron Privacy: Jerianne Thompson gave a presentation about patron privacy in relation to library records, technology use, and use of third-party services (such as online databases). State law protects library records from public disclosure. Software used on library technology prevents patron information from being stored on our systems. Third-party vendor services are typically under contract with Washington County Cooperative Library Services, which makes efforts to ensure vendor policies reflect WCCLS policies concerning privacy and confidentiality.

F. FUTURE AGENDA ITEMS

1. None.

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. **Members:** None.

H. ADJOURNMENT

Meeting was adjourned at 6:50 PM.

_____, Jerianne Thompson, Recording Secretary

Tualatin Public Library Strategic Action Plan 2022-23

Mission Statement:

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

Strategic Priorities & Goals:

Foster Community Connection

- Create opportunities for shared experiences
 - Offer programming that brings people together
- Provide meaningful volunteer experiences
 - Connect volunteers more deeply and broadly to programs and community needs
 - Investigate the formation of an internship program
- Cultivate a welcoming space
 - Offer staff training on customer service best practices
 - Continue facility improvements to ensure library is well-maintained

Nurture Learning & Exploration

- Provide hands-on STEAM opportunities for the community
 - Offer afterschool and in-the-community STEAM activities
 - Expand available hours in the makerspace
- Support readers of all ages to cultivate a love of reading
 - Offer readers' advisory training for staff
 - Offer attractive and engaging displays to promote the collection
- Support learners to prepare them for success in school
 - Deploy skills-based volunteers directly to schools to help younger learners catch up
 - Offer programs for all ages that engage learners
- Offer opportunities to spark and nurture creativity
 - Continue expanding the Library of Things collection
 - Encourage makers with similar interests to meet at the library

Promote Discovery & Access

- Ensure the community is informed about library programs and services
 - Develop and implement a marketing plan
 - Improve communication to the public through an enewsletter and social media
- Deepen community engagement and interaction with the library
 - Offer opportunities for engagement and shared experiences among and between underrepresented groups through volunteer-led, volunteer-supported programs or support groups.
 - Continue to offer regular passive programming to engage patrons
- Promote positive patron experiences through excellent customer service
 - Improve and update internal documentation of procedures
 - Offer training focused on consistency of customer service delivery
 - Prioritize customer service experience in recruitments

Support Community Inclusion

- Reflect the diversity of the community in library services and collections
 - Consider diversity as a priority when selecting library materials
- Promote culturally responsive outreach and programs
 - Offer Spanish bilingual programs and services
 - Increase the frequency of outreach visits
- Ensure the library is a place where all people feel respected
 - Continue offering staff training on diversity, equity, inclusion, and belonging



Tualatin Public Library
18878 SW Martinazzi Avenue
Tualatin, OR 97062-7092
503.691.3079 Reservations
503.691.3074 Library Information
www.tualatinoregon.gov/library

Policies and Procedures for Reserving the Tualatin Public Library Community Room

Persons with disabilities may request these materials in alternative formats. Please contact Nancy Beall at 503.691.3079 with your request and allow as much lead-time as possible.

Welcome to the Tualatin Public Library. In keeping with its mission, the Tualatin Public Library Community Room is available for public use. If you have further questions or need additional information, please give us a call.

Making a Reservation

- All reservations require that a City of Tualatin Facility Use Permit application be completed.
- Fees are payable at the time of application.
- Applicants must be 21 years of age or older, meetings must be open to the public, and not for conducting business.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.

Rental Periods

The Tualatin Public Library Community Room is available for general public use* during staffed Library hours and is not available for rental on holidays or when the Library is closed. See usage policies. The minimum reservation period is 1 hour. *Please include all hours you intend to use the facility, including decorating or set-up times and time for clean-up.*

Monday through Thursday: 9:00 am to 8:00 pm
Friday through Sunday: 9:00 am to 6:00 pm

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below.

- Class 1:** Activities sponsored by the Tualatin Public Library and/or City of Tualatin
May reserve the Library Community Room up to one **(1)** year in advance.
- Class 2:** Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin
May reserve the Library Community Room up to one **(1)** year in advance.
- Class 3:** Non-profit organizations may reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. \$15 per hour
- Class 4:** All other organizations, including religious and political groups, are categorized by resident / nonresident for the purpose of determining rental fees. May reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. Tualatin Residents: \$25 per hour Non-Residents: \$50 per hour

A resident is defined as:

- A person who resides within the city limits of Tualatin.
- A person who works within the city limits of Tualatin.
- An organization of which 50% or more of the members reside within the city limits.
- An employee of the City of Tualatin.

Final determination of a group's classification will be made by the Library Director.

Extensions of ongoing reservations may be made one (1) time per month, but no sooner than two (2) months prior to the expiration of the current reservation.

The City reserves the right to cancel any facility use reservation at any time.

Policies for Use of the Community Room*

The primary purpose of the facility is to provide space for Library-sponsored programs and events and other official City of Tualatin activities. When not otherwise scheduled, the room will be available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use, so long as the individuals or groups abide by the rules governing use of the room.

Use of the Community Room does not constitute or imply the Tualatin Public Library's or City of Tualatin's endorsement or approval of a user's event or activities.

All meetings and programs held by Class 3 and Class 4 groups **must be free and open to the general public.**

Soliciting for, or conducting business is not allowed. No admission fees may be charged or solicited. No donations of money or other property may be solicited. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Exceptions are made for Library partner organizations. ~~the Friends of Tualatin Library and the Tualatin Library Foundation.~~

Nothing in this policy shall be construed to prohibit any act protected under the circumstances by the federal or state constitution.

All activities occurring within the Library Community Room must comply with these rules and with the Library Rules. The Library Director shall have final authority regarding use of the Community Room. The Library reserves the right to refuse or revoke a reservation if the program or gathering is disruptive to the Library's normal course of business, is in violation of the adopted Library Rules, or is in violation of this room use policy. Any group asked to leave during an event because of violations of the rules forfeits the rental fee.

Fundraising for charitable purposes is allowed as long as the event is open to the public and complies with the Community Room and Library policies. A Special Event Permit application must be submitted and approved by the Library Director for any fundraising activity, festival, or special event. Special Event Permit applications are due a minimum of 45 days prior to the event.

The following multimedia equipment is available for public use: ceiling-mounted projector and projector screen.

The Community Room has 19 tables and 75 chairs, maximum capacity is 147. Chair and table set-up and take-down is the responsibility of the renters. Posters, decorations, or other wall hangings may only be attached to the tack boards.

Cleaning/Security Deposit

A cleaning/security deposit is not required. Clean-up includes wiping table surfaces, removing debris from floors, and placing garbage in appropriate containers. The Service Counter may be used and must be cleaned by the renter.

Any group or individual renting the Library Community Room and found to have caused damage, neglected to leave the room in a clean condition, or violated any Library rule, will be assessed the direct costs to replace, repair, and/or clean damaged or dirty equipment and/or facilities and may be denied a future facility reservation, up to one year.

The Library Director may require comprehensive general liability insurance covering personal injury and property damage, naming the City of Tualatin, its officers, agents, and employees as additional insureds, when it is determined to be warranted, given the nature of the activity, size of the group, and/or the City's previous experience with a particular group.

Food and Drink / Beverage

Refreshments must be prepared in advance. The room is not designed for cooking or preparation of food.

No alcohol use allowed, unless event is City-sponsored or co-sponsored.

Cancellations

A full refund will be given when the Library Director has cancelled a reservation and a reschedule date cannot be accommodated. When a reserving group cancels or reschedules a reservation fourteen (14) days or more before a rental date, the full rental fee will be refunded, less a handling fee. The handling fee for cancellations is \$10.

When a reserving group cancels or reschedules a reservation less than fourteen (14) days before a rental date, no refund of the rental fee is given, unless the facility is re-rented. If the facility is re-rented, the full rental fee, less a \$10 handling fee, will be refunded.

This policy is approved by Tualatin Library Advisory Committee, January 2019.

Community Room Floor Plan

