



## MEETING NOTICE

**TUALATIN LIBRARY ADVISORY COMMITTEE**  
**April 4, 2023 - 6:00 PM**  
**Tualatin Public Library, 18878 SW Martinazzi Ave.**

### **Virtual Meeting Access:**

<https://us02web.zoom.us/j/84976653812>  
+1 253-215-8782, meeting ID 849 7665 3812

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#### **A. CALL TO ORDER**

#### **B. APPROVAL OF MINUTES:** March 7, 2023

#### **C. COMMUNICATIONS**

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

#### **D. OLD BUSINESS**

1. TLAC Annual Report

#### **E. NEW BUSINESS**

1. Marketing Plan
2. Book Challenges in the Region
3. Teen Intern Grant

#### **F. FUTURE AGENDA ITEMS**

1. Confidentiality of Circulation Records 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](mailto: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 April 4, 2023.



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

March 7, 2023

Present: Dawnell Meyer, Dana Paulino, Ashley Payne, Thea Wood, Marcus Young

Absent: Alan Feinstein, Satvika Vadapu

Public:

Staff: Jerianne Thompson, Library Director

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**A. CALL TO ORDER**

Dana Paulino called the meeting to order at 6:03 PM.

**B. APPROVAL OF MINUTES**

Dawnell Meyer moved to accept the February meeting minutes as written; Thea Wood seconded. The motion passed unanimously.

**C. COMMUNICATIONS**

**1. Chair:** Dana Paulino confirmed that the TLAC Annual Report presentation to City Council would be scheduled for April 10, 2023.

**2. Staff:** Jerianne Thompson reported that STEAM Librarian Kit Lorelied was named as the City of Tualatin 2023 Employee of the Year. Tualatin Library closed for inclement weather on February 23 and 24, with a late opening on February 25. Library management has been working with a consultant on the development of a marketing plan. Thompson also reported that the Library's new carpet will be installed later this month. Thompson shared recent statistics. Comparing statistics from the last six months of 2022 to 2019, Thompson noted that visitation is still down by more than one-third. Committee members suggested that some Library users developed new habits during the COVID-19 pandemic, including switching to ebooks through the Libby app.

**3. Teen Library Committee:** None.

**4. Public:** None.

**D. OLD BUSINESS**

**1. Collection Development Policy:** Committee members continued their discussion about revisions to the Collection Development Policy. Jerianne Thompson said that the purpose of a collection development policy is to

guide the selection of materials for the library's collection, in support of the library's mission. This policy states that the purpose of the Tualatin Public Library collection is to provide popular materials for and to provide for the informational, educational, and recreational needs of adults, teens, and children. Ashley Payne noted a correction needed to the listed documents in the Appendix. Payne moved to recommend approval of the policy, with this revision; Dawnell Meyer seconded. The motion passed unanimously.

**E. NEW BUSINESS**

**1. User Survey:** Jerianne Thompson presented results of the recent Library User Survey. More than 230 responded. Ratings for customer service, whether the Library is a welcoming place, and patron loyalty all increased. Survey respondents shared numerous comments about Library programs, the collection, and the high quality of Library staff.

**2. TLAC Annual Report:** Jerianne Thompson shared the draft of the 2023 TLAC Annual Report to City Council. Dawnell Meyer recommended the Library continue to partner with the Parks & Recreation Department to expand the Library's presence in the community. Dana Paulino asked to add support for implementation of the Library's marketing plan to the Action Plan for 2023.

**3. Holiday Hours:** Jerianne Thompson presented information about Tualatin Library's holiday hours, compared to other libraries in the region. Library staff recently requested to close earlier than 6pm on Christmas Eve. After reviewing visitation statistics from previous years, committee members agreed that an earlier closing on that date would be reasonable.

**F. FUTURE AGENDA ITEMS**

1. Confidentiality of Circulation Records

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**1. Members:** Thea Wood suggested that while a fall date for the Tualatin Library Foundation's Vine2Wine would be good, she also suggested the Foundation not schedule the event for the same weekend as Pumpkin Regatta.

**H. ADJOURNMENT**

Meeting was adjourned at 7:20 PM.

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



# 2022 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 2022 include Alan Feinstein, Dana Paulino (Chair), Ashley Payne (Vice Chair), Thea Wood, and Marcus Young. Former members included Katherine Kang (teen representative), who resigned in October 2022, and Nicholas Schiller, who resigned in December 2022. Dawnell Meyer and Satvika Vadapu (teen representative) joined the committee in February 2023.

### 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 2022

#### 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 operational policies, including Library Rules, Community Room Policy, Technology Policy, and American Library Association Code of Ethics.
2. TLAC discussed and provided comments to Library management regarding library operations, the student card project, makerspace programs and services, library programs and marketing, patron privacy, intellectual freedom, library user survey, Summer Reading, library facilities, Oregon Public Library Standards, library budget, 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 had extensive engagement in the process to update the Library strategic plan, including development of new strategic priorities and an action plan for 2022-23. The plan comprises these strategic priorities:
  - a. Foster Community Connection
  - b. Nurture Learning & Exploration
  - c. Promote Discovery & Access
  - d. Support Community Inclusion

Highlighted strategic accomplishments over the past year include:

- a. 96% of survey respondents rated customer service at Tualatin Library as good to excellent.
  - b. 94% agreed or strongly agreed that Tualatin Library is a welcoming place.
  - c. Distributed more than 1,700 student library cards to Tualatin students, in partnership with Tigard-Tualatin School District.
  - d. Expanded programming in the makerspace, including adding makerspace open labs, monthly themed projects, citizen science projects, and a repair fair.
  - e. Launched a pilot volunteer-led homework help program at Bridgeport Elementary to help young learners.
  - f. Expanded the Library of Things collection to include board games for all ages.
2. TLAC received presentations from library partners and recommended activities to strengthen these partnerships. Presentations included:
    - a. Teen Library Committee
    - b. Parks & Recreation Department
    - c. Tualatin Historical Society
    - 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 2022.
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 2023**

**A. LONG-RANGE PLANNING**

TLAC will remain actively involved in providing resident feedback on implementation of the Library's strategic plan and the development of an updated action plan.

**B. MARKETING PLAN**

TLAC will support implementation of the Library's marketing plan to promote Library programs and services, providing input on effectiveness and methods used.

**C. REVIEW OPERATIONAL POLICIES**

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide resident feedback as Library management reviews and updates operational policies, including an update to the Collection Development Policy.

**D. ADVANCE COUNCIL VISION**

TLAC will support social equity and inclusion within Library programs and services, providing the opportunity to create a meaningful quality of life for community members.

cc: Tualatin Library Advisory Committee (TLAC)