



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
February 6, 2024 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/89751312914>
+1 253-215-8782, meeting ID 897 5131 2914

A. CALL TO ORDER

B. APPROVAL OF MINUTES: January 2, 2024

C. COMMUNICATIONS

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

D. OLD BUSINESS

1. None

E. NEW BUSINESS

1. Marketing Evaluation
2. TLAC Annual Report
3. Community Survey
4. Library User Survey

F. FUTURE AGENDA ITEMS

1. Confidentiality of Circulation Records Policy
2. Strategic Plan Update

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 February 6, 2024.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

January 2, 2024

Present: Dawnell Meyer, Dana Paulino, Ashley Payne, Paul Turnbach, Satvika Vadapu, Thea Wood

Absent: Marcus Young

Public:

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

Dana Paulino called the meeting to order at 6:00 PM. Paulino added an agenda item under New Business: WCCLS Funding & Governance Project.

B. APPROVAL OF MINUTES

Dawnell Meyer moved to accept the December meeting minutes as written; Ashley Payne seconded. The motion passed unanimously.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported that Library Assistant Raya Beatty has resigned. Library management is developing plans to conduct an organizational assessment within the Library. The Library has issued 457 new Student Cards this year, in partnership with Tigard-Tualatin School District. Library staff and management are still evaluating a proposal to add Rated M games to the Library's video game collection. Thompson requested changing the April meeting date to April 9, which committee members agreed to by consensus. Thompson also shared recent statistics and comment cards.

3. Teen Library Committee: Satvika Vadapu reported that TLC assisted with two programs during Winter Break and are preparing for the Teen Relaxation event later this month. TLC is discussing how to revamp Teen Hang Out (formerly known as Teen Movie Night).

4. Public: None.

D. OLD BUSINESS

1. Marketing Plan Update: Thompson presented updated metrics about engagement with Library marketing and reviewed plans to conduct a 6-month assessment in January.

E. NEW BUSINESS

1. Library Services Overview: After reviewing the minimum legal requirements for public libraries in Oregon, Thompson provided an overview of services at Tualatin Library, including staff involved in providing the services.

2. WCCLS Funding & Governance Project: Prior to the meeting, Thompson shared via email a Briefing Memo about the upcoming funding & governance project within Washington County Cooperative Library Services (WCCLS). WCCLS received a decrease in funding from Washington County in 2023-24, and additional budget shortfalls are expected for next year's County budget. Nearly 3/4 of Tualatin Library's revenues come from WCCLS. Committee members asked questions about the project.

F. FUTURE AGENDA ITEMS

1. Confidentiality of Circulation Records Policy
2. TLAC Annual Report
3. Strategic Plan Update

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: None.

H. ADJOURNMENT

Meeting was adjourned at 7:13 PM.

_____, Jerianne Thompson, Recording Secretary

TLAC ANNUAL REPORT – DRAFT NOTES

In 2023, TLAC:

- Heard presentations/reports from: Teen Library Committee, Parks & Recreation Department, Friends of Tualatin Library, and Tualatin Library Foundation.
- Considered & provided recommendations on: several operational policies, including Collection Development, Gifts, and Use of Library by Tutors.
- Provided comments and advice regarding: library operations; the library's marketing plan; makerspace programs and services; intellectual freedom and regional book challenges; library user survey; Summer Reading; library facilities and capital projects; student cards; holiday operating hours; library budget; and library utilization trends. Reviewed the Oregon Municipal Handbook: Chapter 20 – Libraries.
- TLAC members discussed progress on the Library's strategic plan and reviewed proposed actions for 2023-24. Highlighted strategic accomplishments from the past year include:
 - Developed & implemented a marketing plan for the library, to promote the value of library programs and services. Implementation included significant staff training, new branding, a new e-newsletter, and increased social media promotion.
 - Launched a grant-funded, paid summer teen internship.
 - Focused on improving service through staff training, including the topics customer service and reading recommendations.
 - Expanded student library card program for Tualatin students, in partnership with TTSD.
 - Increased programming in support of social connection and within the makerspace.
 - 91% of residents rate Tualatin's public library as excellent/good (2023 Community Survey).

In 2024, TLAC will:

- Remain actively involved in providing citizen feedback on implementing and updating the Library's strategic plan.
- As appropriate, engage in Washington County Cooperative Library Services' funding and governance evaluation project, to represent the perspective of Tualatin community members.
- Continue to be actively involved and educated in the operations and roles of the library. Continue review of operational policies, including an update to the Makerspace Use Policy.
- TLAC will continue supporting implementation of the Library's marketing plan to promote Library programs and services, providing input on effectiveness and methods used.
- Advance Council vision, supporting social equity and inclusion within Library programs and services, providing opportunity to thrive for all community members.