



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
March 5, 2024 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/84391589191>
+1 253-215-8782, meeting ID 843 9158 9191

A. CALL TO ORDER

B. APPROVAL OF MINUTES: February 6, 2024

C. COMMUNICATIONS

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

D. OLD BUSINESS

1. TLAC Annual Report
2. Library User Survey

E. NEW BUSINESS

1. Council Liaison
2. National Library Week Proclamation

F. FUTURE AGENDA ITEMS

1. Makerspace Use 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 March 5, 2024.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

February 6, 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 6:05 PM.

B. APPROVAL OF MINUTES

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

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported that the Library was closed January 13-19 because of the ice storm. Tualatin City Council recently held their annual Advance, to set priorities for the coming year. Library management are working on next year's budget, which will again be impacted by the Washington County budget. The County has asked departments (including Washington County Cooperative Library Services, WCCLS) to provide three budget scenarios: flat General Fund transfer, 3% reduction, and 5% reduction. The Library recently received a donated large teddy bear for the Children's Room, from local retailer Johnny Was. Thompson also shared recent statistics and comment cards.

3. Teen Library Committee: Satvika Vadapu reported that TLC is helping with the upcoming Unlucky in Love program and had a big turnout for the recent Relaxation Night.

4. Public: None.

D. OLD BUSINESS

1. None.

E. NEW BUSINESS

1. Marketing Evaluation: Thompson shared preliminary results of an evaluation related to the Library's marketing work, 6 months after adopting the marketing plan. Library management evaluated data on patron engagement, including metrics related to the email newsletter and social media, as well as patron usage data, and staff engagement. The Library's newsletter and social media are seeing good engagement, and library usage metrics are trending upward. The staff assessment shows opportunities to improve efficiency and teamwork. Additional analysis is underway.

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

3. Community Survey: Thompson shared key takeaways from a Community Survey conducted in Fall 2023 in Tualatin. Overall the results show a high quality of life in Tualatin, with residents valuing City services. Public library services received high marks. Survey respondents indicated a desire for more opportunities to attend social, cultural, and educational events in the community.

2. Library User Survey: Thompson reviewed plans for the Library's 2023-24 user survey, which will be conducted in February. The survey will incorporate question logic, to route respondents to different questions based on their selections. Results will be shared at a future meeting.

F. FUTURE AGENDA ITEMS

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

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: Paul Turnbach asked for an update about the Library fireplace. Thompson said the fireplace is now working again and the City is investigating a long-term solution.

H. ADJOURNMENT

Meeting was adjourned at 7:40 PM.

Jerianne Thompson, Recording Secretary



2023 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.

Current members of TLAC include Dawnell Meyer, Dana Paulino (Chair), Ashley Payne (Vice Chair), Satvika Vadapu (teen representative), Thea Wood, and Marcus Young. Paul Turnbach joined the committee in October 2023. Former members included Alan Feinstein, whose term ended in October 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 2023

- 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 Collection Development, Gifts, and Use of Library by Tutors.
 - 2. TLAC discussed and provided comments to Library management regarding the following matters. Committee members shared their perspective as residents and library users, providing input representing our diverse community.
 - a. library operations
 - b. the library's marketing plan
 - c. makerspace programs and services
 - d. intellectual freedom and book challenges in the region
 - e. library user survey
 - f. Summer Reading
 - g. library facilities and capital projects
 - h. student cards
 - i. holiday operating hours

- j. library budget
- k. library utilization trends

3. Committee members reviewed the Oregon Municipal Handbook: Chapter 20 – Libraries (published by the League of Oregon Cities).

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 progress on the Library's strategic plan and reviewed proposed actions for 2023-24. Highlighted strategic accomplishments from the past year include:
 - a. 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.
 - b. Launched a grant-funded, paid summer teen internship.
 - c. Focused on improving service through staff training, including the topics customer service and providing reading recommendations.
 - d. Expanded student library card program for Tualatin students, in partnership with Tigard-Tualatin School District.
 - e. Increased programming in support of social connection and within the makerspace.
 - f. 91% of residents rate Tualatin's public library as excellent/good (2023 Community Survey).
2. TLAC recommended City Council adopt a proclamation declaring October 1-7, 2023, as Banned Books Week in Tualatin.
3. 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 Library Foundation
 - d. 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 2023, and one library user made a formal request to increase the scope of the video game collection.
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 2024

A. LONG-RANGE PLANNING

TLAC will remain actively involved in providing resident feedback on implementing and updating the Library's strategic plan.

B. LIBRARY FUNDING

As appropriate, TLAC members will engage in the Washington County Cooperative Library Services' funding and governance evaluation project, to represent the perspective of Tualatin community members.

C. MARKETING PLAN

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

D. 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 Makerspace Use Policy.

E. ADVANCE COUNCIL VISION

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

cc: Tualatin Library Advisory Committee (TLAC)