



# 2023 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.

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), and participants in the Library’s annual user survey rated customer service at Tualatin Library as 4.6 out of 5 stars (2023-24 Library User 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)