



## MEETING NOTICE

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

### **Virtual Meeting Access:**

<https://us02web.zoom.us/j/85426848407>  
+1 253-205-0468, meeting ID: 854 2684 8407, passcode: 813985

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

#### **B. APPROVAL OF MINUTES:** June 4, 2024

#### **C. COMMUNICATIONS**

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

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

1. WCCLS Funding & Governance Evaluation

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

1. Library Service Policies: Best Practices
2. Marketing: Branding Refresh

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

1. Makerspace Use Policy
2. Library Service Areas: Adults
3. Marketing 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](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 August 6, 2024.



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

June 4, 2024

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

Absent: Satvika Vadapu

Public: Christen Sacco

Staff: Jerianne Thompson, Library Director

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**A. CALL TO ORDER**

Dana Paulino called the meeting to order at 6:00 PM.

**B. APPROVAL OF MINUTES**

Marcus Young moved to accept the May meeting minutes as written; Dawnell Meyer seconded. The motion passed unanimously.

**C. COMMUNICATIONS**

**1. Chair:** None.

**2. Staff:** Jerianne Thompson shared information about technology improvements being made in the Teen Room and building security. She provided updates about summer programs and City projects, shared recent statistics, and read comment cards.

**3. Teen Library Committee:** No report.

**4. Public:** Christen Sacco announced that Tualatin Pride Stride will be held at the Lake of the Commons on Saturday, June 22.

**D. OLD BUSINESS**

**1. Library Budget:** Thompson provided additional details about next fiscal year's proposed budgets for the Library, the City of Tualatin, and Washington County Cooperative Library Services.

**E. NEW BUSINESS**

**1. Summer Reading:** Thompson announced the theme for 2024 Summer Reading is Read, Renew, Repeat. The Library's program will be similar to previous years: Summer Reading runs June 1 – August 31. Children and teens get a free book when they register and a second free book with their first completed reading log. Adults receive a coupon for a free item from the

Friends of the Library sale for their first log. Grand prizes include Lego sets, a \$250 Barnes and Noble gift card, and a \$250 Powell's gift card. About 40 teens and tweens will volunteer in the Library this summer.

**2. Strategic Plan Update:** Thompson reviewed accomplishments from the past year related to the Library's strategic plan. Among the highlights:

- Dozens of successful programs providing socialization, STEAM learning, reading support, language learning support, and collaboration
- Development of "We Care About" statements
- Increase in student card utilization
- Successful implementation of a marketing plan resulting in increased library utilization

**F. FUTURE AGENDA ITEMS**

1. Makerspace Use Policy
2. Library Service Areas: Adults

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**1. Members:** Paulino asked about the makerspace trailer donated to the Library (following the America's Best Communities project) and how it is now being used. Thompson said the City still owns the trailer, which is now used for general event support.

**H. ADJOURNMENT**

Meeting was adjourned at 7:20 PM.

Jerianne Thompson, Recording Secretary

# WCCLS Library Funding and Governance Evaluation

## Issue 1

**Date:** June 2024

**Subject:** WCCLS Library Funding and Governance Evaluation – Shared Aspirational Vision

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### Background

Public library service in Washington County is provided by a partnership between Washington County, nine cities, and three nonprofit organizations (together known as the Cooperative). Washington County Cooperative Library Services (WCCLS) is a department of Washington County, and provides funding, core infrastructure, and support services to link sixteen library buildings into one countywide system which benefits all County residents. Library buildings and service points are operated by city and non-profit partner agencies (partners), and partners provide the staff and physical collections to offer a wide range of programs and services for community members. In February 2024, the County engaged with Merina+Co, a local consulting firm, to conduct an evaluation of the existing Cooperative funding and governance model. Under the direction of Washington County and in collaboration with representatives from Cooperative partners, Merina+Co will be facilitating a process for evaluating the current state of the system and developing mutually agreeable solutions for improvements to Cooperative funding, library service delivery, and governance.

### Creating a Financially Sustainable Future to Support Community Service

For Washington County libraries to continue to provide these critical services to the community into the future, WCCLS and partners must explore crucial questions about funding and governance. There is increasing pressure on County and partner financial resources, and the cost to deliver service is outpacing available revenues. WCCLS and partners have the shared desire to address long-standing funding and governance issues, ultimately improving service consistency and equity across the County, and supporting community needs by creating a library system with a fiscally sustainable future.

### Collective Agreement for Outcomes

Washington County and the partners are committed to reaching collective agreement regarding a model for the Cooperative that improves service consistency and equity across the County, and supports community needs by creating a library system with a fiscally sustainable future. This assessment will result in recommended proposals for funding and governance of the Cooperative. These proposals will be presented to the Board of County Commissioners, which is the governing board for the Cooperative, and the Board of Commissioners will make decisions on implementation of the recommendations.

<b>March – December 2024</b>	<b>January – December 2025</b>	<b>January – June 2026</b>	<b>July – December 2026</b>
<i>Define shared vision and criteria and conduct a current state assessment. Develop base service levels to inform funding options for the FY26-27 to FY30-31 levy.</i>	<i>Evaluate near-term alternatives for service boundaries, funding allocations, and governance improvements, and bring recommendations to the Board of Commissioners.</i>	<i>Revise intergovernmental agreements to implement near-term funding, service, and governance recommendations.</i>	<i>Evaluate long-term alternatives and develop recommendations for the future of the Cooperative.</i>

### Stakeholder and Community Input

Merina+Co will be conducting surveys in July 2024 to gather perspectives from community members, library staff, and members of local library advisory and governing entities, on the current state of the Cooperative and service levels. The community survey will be broadly distributed in multiple languages by WCCLS.

### Commitment to Partnership

This long-standing cooperative partnership to deliver countywide service to all community members has been in place since 1976. Washington County is proud to partner with the cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, Tualatin, as well as the Aloha Community Library Association, Cedar Mill and Bethany Community Libraries Association, and Garden Home Community Library Association. Learn more about WCCLS and library services in Washington County at [wccls.org](http://wccls.org).



# WCCLS Library Funding and Governance Evaluation

## Issue 2

Date: July 2024

Subject: WCCLS Library Funding and Governance Evaluation – Shared Vision

### Project Background

Public library service in Washington County is provided by a partnership between Washington County, nine cities, and three nonprofit organizations (together known as the Cooperative). In February 2024, the County engaged with Merina+Co, a local consulting firm, to conduct an evaluation of the existing Cooperative funding and governance model. For more information on the project background refer to **Issue 1: June 10, 2024** at <https://www.wccls.org/writing-our-future>.

### Building a Shared Vision for the Ideal Cooperative Model

WCCLS and partners have the shared desire to address long-standing funding and governance issues, ultimately improving service consistency and equity across the County, and supporting community needs by creating a library system with a fiscally sustainable future. The partners participated in a process for establishing a shared vision for the ideal Cooperative model that will serve as a guidepost while working towards the recommended proposals for funding and governance of the Cooperative.

The ideal Service model...	The ideal Funding model...	The ideal Governance model...
<ul style="list-style-type: none"><li>Ensures equitable access to materials, information, and resources</li><li>Is responsive to the needs of our diverse community</li><li>Leverages the use of resources across the Cooperative to create efficiency and economies of scale</li><li>Provides a consistent level of base services to all community members</li><li>Maintains unique library identities</li><li>Addresses differences between Partners in ability to provide services</li></ul>	<ul style="list-style-type: none"><li>Allocates funding according to a transparent and objective methodology</li><li>Provides reliable and stable funding sources</li><li>Sustains base service levels</li><li>Optimizes the use of Cooperative resources to provide library services at a reasonable cost to the community</li><li>Allocates resources to promote system-wide outcomes</li><li>Continually invests in library services</li><li>Addresses the differences in available funding capacity and constraints across the Cooperative</li></ul>	<ul style="list-style-type: none"><li>Provides Partners a meaningful role in governance and decision-making related to the Cooperative</li><li>Provides a long-term solution for governance and decision-making</li><li>Enables Partner libraries to make operational and policy decisions that reflect individual community values</li><li>Establishes a unified vision and direction for library services</li><li>Provides mutual accountability over Cooperative services and funding</li><li>Provides representation for all community members in the County</li><li>Facilitates efficient countywide decision-making in response to community needs</li></ul>

### Using the Shared Vision and Criteria to Evaluate the Current State

The shared criteria do not represent a comprehensive list of what is possible or will be accomplished, but rather serve as a framework for evaluating key trade-offs and factors in determining proposed recommendations for how to make service, funding, and governance improvements in line with the shared vision. Merina+Co is conducting information gathering and analysis to help partners evaluate where the current state of the Cooperative rates against the shared vision.

### Stakeholder and Community Input

We want to hear from your community members and stakeholders! As a reminder, Merina+Co is conducting surveys starting in July 2024 to gather perspectives from community members, library staff, and members of local library advisory and governing entities, on the current state of the Cooperative and service levels. Please help us get the word out!

