

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as Library District of Clackamas County Board of Directors

Policy Session Worksheet

Presentation Date: July 28, 2026 **Approx. Start Time:** 2:00 p.m. **Approx. Length:** 60 minutes

Presentation Title: 2025 Library District Task Force Recommendations Implementation Plan

Department: County Administration

Presenters: Tony Mayernik, Policy Advisor

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Board direction on implementation of the 2025 Library District Task Force's recommendations.

EXECUTIVE SUMMARY:

In 2025, the Board convened a task force to make recommendations on the Library District. That Task Force ultimately made two recommendations to the Board:

- Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs. (Recommendation A)
- Direct staff to initiate the creation of a strategic framework for the district that would prepare it for its 20th year of service and beyond. (Recommendation B)

During a December 2025 policy session, the Board adopted a motion to "move forward with Recommendations A & B merged together and proceed with staff recommendation and direct staff to come forward with an implementation plan." Staff propose a phased approach to development of the strategic framework, which would provide opportunities for wayfinding with the Board and public engagement at multiple steps in the process:

1. Analysis of Service Levels and Service Areas – 3 months

- a. To inform development of the framework, it is important to analyze the current state, including adherence to the "threshold standards" in the District's Intergovernmental Agreement (IGA) and the current Oregon Library Association's Public Library Standards

2. Community Engagement on District Purpose and Structure – 6 months

- a. Community engagement will help inform the development of the strategic framework, including the development of the district's mission statement and goals

3. Revenue Evaluation and Funding Structure Analysis – 3 months

- a. The initial analysis and community engagement will inform the level of funding required to achieve potential goals, which will determine appropriate funding tools to pursue

4. Community Engagement on Proposed Changes – 6 months

- a. As the strategic framework is drafted, community feedback will be important to determining the implementation of those changes, which may be in the form of amendments to the IGA or referral of a ballot measure

5. Preparation for Ballot Referral – 3 months

- a. Achieving the strategic framework goals may require a ballot measure, which would need to be evaluated based on polling data and community sentiment

Staff have discussed this proposal with city managers, and there is not agreement to reallocate district revenues to fund this work as currently drafted, and it is not clear that this work could be advanced in a form that is not approved by all of the parties to the District's 2009 IGA. City leadership continues to express reservations about a local option levy or district reformation at a new permanent rate in the present environment of escalating costs, especially if that effort would result in revenues from assessed value in incorporated areas being allocated outside the incorporated areas where those revenues are generated.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☐ YES ☒ NO

What is the cost? ~\$150,000

What is the funding source? County General Funds

Without funding from member cities, Clackamas County would need to fund the work on behalf of the district. No County General Funds have been budgeted for this program; staff seek the Board's direction on reprioritizing General Funds from other projects.

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?

The work proposed would align with County Administration's goal to ensure the Board has the information to make effective decisions by analyzing the current state of the Library District and making recommendations on changes to improve the function of the District.

- How does this item align with the County's Performance Clackamas goals?

The work proposed would align with the Board's general desire to build public trust in good government by analyzing the current state of the Library District and making recommendations on changes to improve the function of the District.

LEGAL/POLICY REQUIREMENTS:

District operating agreements, such as the Intergovernmental Agreement, and policy must be consistent with the District's Master Order, adopted as Board Order 2008-189. Through an IGA, the District distributes 100% of its revenues to the cities by formula and has delegated the authority to operate public libraries to the cities. The District retains the necessary authority to adopt a budget that adheres to the IGA, distribute revenues generated by the District's permanent tax rate by formula, and to appoint an advisory committee to consider annual reports from participating cities, proposed changes to the IGA, and boundary changes.

The Library District lacks permanent staff, and staff are recommending a consultant to be hired to complete this work if directed to move forward, or that the work be completed by staff from member cities.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The existing governance and advisory bodies within the district’s structure, including the Library District Advisory Committee, should be consulted on a regular basis to provide feedback on the development of the strategic framework, and this Board may wish to re-engage the members of the 2025 Library District Task Force at appropriate checkpoints.

OPTIONS:

1. Direct staff to proceed with hiring an external consultant, allocation of unbudgeted County general funds, and solicitation of funding from member cities.
2. Direct staff to engage with the participating cities and the community to bring forward a draft strategic framework and cost-share the implementation plan..
3. Direct staff to take no further action at this time.

RECOMMENDATION:

Option 2: Direct staff to engage with the participating cities and the community to bring forward a draft strategic framework and cost-share the implementation plan.

ATTACHMENTS:

None

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Tony Mayernik @ 503-742-5920
