



OFFICE OF THE COUNTY ADMINISTRATOR
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

**LIBRARY DISTRICT TASK FORCE
MEETING #4**

**Thursday, August 7, 2025
Time: 1:00 p.m. – 3:00 p.m.**

Location: Development Services Building Auditorium

Agenda

Meeting 4 Purpose:

- Overview of Draft Recommendations
- Evaluate and Rate Draft Recommendations
- Review Task Force Assignments for Gathering Input

1:00 p.m. Agenda Review

1:05 p.m. Presentation of Draft Recommendations, Facilitator and Staff

1:35 p.m. Questions & Answers

1:50 p.m. Rate Recommendations, Task Force

2:00 p.m. Break

2:10 p.m. Discovery & Discussion

2:50 p.m. Assignments and Next Steps

Attachments

Draft Recommendations
Library District Governance Structure
Presentation

The Library District of Clackamas County Board of Directors should...

- Recommendation A: Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs by **July 2026**.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
- Recommendation B: Direct staff to conduct analysis of the library district and make recommendations for core levels of service by **December 2026**.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
- Recommendation C: Direct staff to conduct analysis of the funding formula and service boundaries and propose recommendations for changes to address funding disparities amongst the service areas by **July 2027**.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
- Recommendation D: Direct staff to initiate the creation of a strategic plan for the district that would prepare the district for its 20th year of service and beyond by **July 2028**.
 - Consideration: Hire a consultant to work on drafting the plan, incorporating the efforts of the library directors, cities, and unincorporated areas to plan for their library service areas.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.

Library District Governance Structure

The Library District of Clackamas County is governed by an Intergovernmental Agreement executed by the Board of Directors and the Library Cities. The following bodies have a role to play in the functioning of the district:

- Local Library Boards
 - Selected by Library City, must include unincorporated area representation
- Library Cities
 - District and 2/3 of cities must agree to IGA amendments
 - Portion of formula related to city-level revenues requires 100% agreement for changes
- Library District Advisory Council
 - Representative from each Local Library Board
- Library District Budget Committee
 - Includes the Library District Board of Directors and 5 public members
- Library District Board of Directors
 - The Board of County Commissioners serves as the Library District Board of Directors

Library District Task Force

Meeting #4

August 7, 2025

Meeting 4 Purpose

1

Overview of Draft
Recommendations

2

Evaluate and Rate
Recommendations

3

Review Task Force
Assignments for
Gathering Input

Recommendations & Considerations

The Library District of Clackamas County Board of Directors should...

True North

- Our charge from the Library District Board of Directors: “The Library Task Force will make recommendations to the Board of County Commissioners on several longstanding library issues.”
- Using equity as a lens, what actions should the Task Force be recommending to the District Board that could help enhance the long-term health and vitality of the Library District for all?

Summary

- IGA amendment for capital expenses & allocated costs – July 2026
- Recommendations on levels of service – December 2026
- Recommendations on formula & boundaries – July 2027
- Strategic Plan incorporating elements – July 2028

Recommendations & Considerations

- Recommendation A: Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs by **July 2026**.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.

Recommendations & Considerations

- Recommendation B: Direct staff to conduct analysis of the library district and make recommendations for core levels of service by **December 2026**.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.

Recommendations & Considerations

- Recommendation C: Direct staff to conduct analysis of the funding formula and service boundaries and propose recommendations for changes to address funding disparities amongst the service areas by **July 2027**.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.

Recommendations & Considerations

- Recommendation D: Direct staff to initiate the creation of a strategic plan for the district that would prepare the district for its 20th year of service and beyond by **July 2028**.
 - Consideration: Hire a consultant to work on drafting the plan, incorporating the efforts of the library directors, cities, and unincorporated areas to plan for their library service areas.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.

Library District Governance Structure

- Local Library Boards
 - Selected by City, must include unincorporated area representation
- Library Cities
 - District and 2/3 of cities must agree to IGA amendments (portion of formula related to city-level revenues requires 100%)
- Library District Advisory Council
 - Representative from each Local Library Board
- Library District Budget Committee
- Library District Board of Directors

Proposed Timeline

- July 2026: IGA amendment for capital expenses & allocated costs
- December 2026: Recommendations on levels of service
- July 2027: Recommendations on formula & boundaries
- July 2028: Strategic Plan incorporating elements

Q&A

Rate Recommendations

Break

Be back in 10 minutes

Discovery & Discussion

Assignments and Next Steps

- Toolbox Review
- Please reach out to the groups you represent and get their feedback on the draft recommendations and considerations
- Feedback due to Shelly and Tony by Friday, September 12
- Next meeting: September 23, 1pm, Public Services Building, Room 369A/B