

## **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.
  - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
  - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation B: Direct staff to conduct analysis of the library district and make recommendations for core levels of service.
  - 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.
  - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation C: Direct staff to conduct analysis of the funding formula and service boundaries, incorporated and unincorporated, and propose recommendations for changes to address funding disparities amongst the service areas.
  - 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.
  - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.

- Recommendation D: Direct staff to initiate the creation of a strategic plan for the district that would prepare the district for its 20<sup>th</sup> year of service and beyond.
  - 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.
  - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.

### Timeline

Task Force is proposing that all recommendations be submitted to the Board as a complete package. The desire is to have (A) executed within the next 3-5 months and (B-D) which are suggested to happen sequentially completed within the next 18 months.

## **Library District Governance Structure**

This summary has been prepared to aid members of the Library District Task Force in their discussions about the draft recommendations.

The Library District of Clackamas County is governed by an Intergovernmental Agreement executed by the Board of Directors and the Library Cities:

- Library Cities (Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville)
  - 2/3 of cities must agree to IGA amendments
  - Portion of formula related to city-level revenues requires 100% agreement for changes
- Library District Board of Directors
  - The Board of County Commissioners serves as the Library District Board of Directors
  - District Board of Directors must agree to IGA amendments

## **Library District Advisory Bodies**

The following bodies have a role to play in advising their governing bodies on the Library District:

- Library Directors
- Local Library Boards
  - Selected by Library City, must include unincorporated area representation
- Library District Advisory Council
  - Representative from each Local Library Board

The following body has a role to play in recommending a budget to the Library District Board of Directors:

- Library District Budget Committee
  - Includes the Library District Board of Directors and 5 public members