



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: April 27, 2026

SUBJECT:

Review of Library Cooperative Intergovernmental Agreements between the City of Tualatin and Washington County

Since November 2025, Washington County Cooperative Library Services and Partners have participated in a coordinated process to revise the two intergovernmental agreements between partner organizations and the County as part of Phase 3 of the Funding and Governance Evaluation Project. The main goals for Phase 3 were to define governance roles and responsibilities, determine a decision-making framework, and establish oversight and accountability mechanisms, as well as updating the language to reflect current practices and policies.

There are two agreements that are being updated that will come before the City Council (and the County Board of Commissioners) for approval:

1. *Cooperative Governance Agreement*: new perpetual governance agreement
2. *Cooperative Operating Agreement*: new five-year funding agreement, replaces the *Public Library Network, Services, and Funding Intergovernmental Agreement* that expires June 30, 2026.

The Board of County Commissioners had their first review of these documents at their April 14th work session and will have a 2nd work session on May 12th to review any partner recommendations. They are scheduled to take action on the IGAs at their May 26th meeting.

Other than Jerianne Thompson and Sherilyn Lombos, who have been integrally involved in this process since the beginning, Tualatin staff, including the City Attorney, Risk Management, and Information Services have reviewed the documents and provided feedback. The following table outlines the next steps and timelines:

Next Steps	Dates	Partner Action
Final partner review: <ul style="list-style-type: none"> • Governance agreement • Operating agreement • Declaration replacing existing governance agreement • Insurance requirements 	Begins 4/6 Deadline: 5/1	Send feedback to Lisa Tattersall and Marni Kuyll no later than May 1
Last tweaks based on final partner review, potential partner meeting if needed	Begins May 1 Deadline: 5/12	Attend partner meeting to discuss any last-minute tweaks if needed
Electronic signature process	Begins after 5/26 Deadline: 6/26	Sign new agreements via the county-initiated DocuSign process
Back of house financial process to set up funding distribution	ASAP after signatures received	Receive a memo from WCCLS outlining quarterly payment amounts for FY26-27
Funding distribution	July 15, 2026	Receive funding from WCCLS assuming agreements are signed by June 30

Based on the above timeline, we will plan to have a 2nd discussion with you at the May 11 meeting to review any final feedback and changes, and then the agreements will be on one of your June meetings for adoption.

ATTACHMENTS:

- Draft Cooperative Governance Agreement
- Draft Cooperative Operating Agreement
- October 28, 2025 Letter to the County Board re: Library Funding Allocation Proposal
- July 8, 2025 Letter to Washington County Staff re: the Collection Centralization Project