

# **LIBRARY DISTRICT ADVISORY COMMITTEE**

## **SCOPE OF WORK**

### **Overview and Purpose**

During the May 18, 2021 City Council meeting, council unanimously directed staff to begin the work of forming a library district beginning with appointment of an advisory committee with community representatives who reside or own/operate businesses within the proposed library district boundaries.

The purpose of the Library District Advisory Committee (LDAC) is to represent the interests of the community during the review, discussion, and formulation of recommendations about library funding and governance issues of shared importance to area community members. The recommendations are for Boulder City Council, the Boulder County Commissioners, and the potential Library District Board of Trustees to consider for the Intergovernmental Agreement (IGA) required by statute, C.R.S. § 24-90-107(2)(e) to be established between the City of Boulder, Boulder County and the Boulder Library District. The issues for committee review and recommendation include but are not limited to:

- Using the draft Intergovernmental Agreement (IGA) prepared by the Boulder City Attorney's Office as a template, evaluate and make recommendations to City Council as to the specific content and decision points in the IGA. These include but are not limited to:
  - Library district boundaries
  - Determine the library service level community members who reside or own property within the proposed district boundaries want for the library district to provide and the financial impacts from the associated Mill levy rate..
  - Library asset allocation
  - Election funding
- Evaluate and provide analysis of the committee's recommendations for racial and economic equities pertaining to proposed district boundaries and property tax impacts.
- Recommend the format for educating and engaging the community on the boundary of the proposed library, the service levels that will be provided, and the tax impacts of forming a library district.
- Recommend an approach to address issues that will affect the overall tax rate necessary to provide sustainable funding of a library district.

### **Role**

- The committee is advisory to City Council. It is not a decision-making body. It as a body or its individual members cannot direct city staff.
- The committee will serve as the touchpoint for the community to ensure that anticipated impacts of a library district on community members who reside within the district's proposed boundaries are considered and evaluated prior to a recommendation to the City Manager and City Council.
- Members will become familiar with basic issues of library governance in the State of Colorado, and current issues around Boulder Public Library's funding.
- Members will make recommendations for community engagement to ascertain the community's support for formation of a library district.
- Members will make recommendations for community engagement to ascertain the community's desires concerning the specific content and decision points in the IGA.
- Members will examine the impacts of multiple, specific IGA decisions and the amount of tax revenues required to fund a library district.

## **LIBRARY DISTRICT ADVISORY COMMITTEE SCOPE OF WORK**

IGA topics for committee recommendation will be selected by the Executive Project Team (EPT) and include but are not limited to:

- Library district boundaries
- Determine the library service level community members who reside or own property within the proposed district boundaries want for the library district to provide and the financial impacts from the associated Mill levy rate.
- Library asset allocation
- Election funding

These recommendations if accepted will dictate the Mill rate required to fund a library district.

### **Deliverables**

By its first meeting in November 2021, LDAC shall determine its charter consistent with this guiding document. The charter shall describe the method used to formulate recommendations, i.e. consensus, majority, and/or submission of majority and minority recommendation, and how the committee will assess impacts and obtain input from the community if needed.

After considering information and various viewpoints, and by the packet deadline for the January 2022 City Council meeting, the committee shall make recommendations in the form of a written report to inform the final IGA decisions to the City Manager and City Council.

Committee members in coordination with city staff will present the group's recommendations to City Council in January 2022.

### **Timeline and Commitment**

The committee will meet twice per month beginning in October 2021 through April 2022. The committee will disband once the Library District Board is appointed.

### **Membership and Requirements of Member Service**

The committee is intended to as much as possible represent the diverse interests of community members and businesses within the proposed district boundary in determining the services provided by a potential library district and how the community will be impacted by the increased tax revenues required to sustainably fund a library district.

Members representing library patrons, homeowners and residential rental customers must reside in proposed library district boundaries. Representatives for businesses, non-profits and institutions must represent a business within the boundary of the proposed library district and licensed in the City of Boulder or in Boulder County. Members are to represent the interests of the portion of the Boulder community for the seat on the panel for which they are appointed. The members shall be appointed by the City Manager.

Committee meetings shall be open to the public. Public notice of the date, time, and electronic and/or physical place of each meeting shall be provided on the webpage for the Advisory Panel at least five days before each meeting.