

# Library District Advisory Committee Meeting

December 16, 2021

# Follow-up: Dec. 8, 2021 LDAC Questions

- Parking fees amount collected & revenue goes into the City General Fund.
- Follow up on Main Library parking maintenance costs.
- Current library district budget model includes a small margin for additional costs such as grounds maintenance, employee wages, etc.

# Dec. 16, 2021 LDAC Meeting Outcomes

## **Staff Presentation:**

*Similar to the staff recommendation for contracting with the City for grounds/parking maintenance, the City's interest is to transition library-specific support services as efficiently, practically, & quickly as possible.*

- IT transition
- Library employee transition
- Finance transition

## **LDAC provide input:**

- Recommendation document

# IT Transition & Contract for Services

## **IT Services Staff Recommendation:**

- The library district sets up its own enterprise software systems (i.e. email, website, HR/payroll & finance)
- The library district becomes a partner in the BRAN\* network & supports/maintains the network assets currently housed within library facilities. The % of library responsibility needs to be determined so the library district may apply for relevant Federal reimbursement.

## **Reasons:**

- Library facilities currently serve as connectivity hubs for the city.
- Initial design of the enterprise software and network was not set up for easy transition.
- Neither entity has to (re)build fiber network .
- Separate systems support strong cybersecurity.

\*Boulder Research and Administrative Network - a fiber optic network that interconnects the participating organizations

# Employee Transition & Contract for Services

## For the first year after a successful TABOR election:

- The City's library employees will continue receiving support from HR, IT, Payroll & Finance.
- The Library District will establish HR, IT, Payroll, Finance systems/services.

## The beginning of second year:

- The City's library employees become library district employees.
- The library district will reimburse the City for those services received by employees during the first year.
- Accrued vacation shall be paid in accordance with the City Manager Vacation Leave Policy (Management/Non-union Employees) or the BMEA\* contract, as applicable.
- For any BMEA employee who chooses not to be hired by the library district, they are eligible to apply for open city positions with all considerations set forth in the current BMEA contract applicable for two years.
- City HR recommends that the Library District consider building a robust short term disability benefit to replace sick hours accrued during city employment.

\*Boulder Municipal Employee Association

# Financing Transition & Contract for Services

- During 2023, the City will loan funding for the first year of library services.
- By April of 2024, the library district would have collected property tax revenues for a full year.
- Payback by the library district for services & operations will be a phased approach so the library district may build reserve. City staff recommend the library district obtain legal consultation about the reserve required.
- City staff is researching the cost of the recommended insurance coverage (including cyber security) that the library district will need. This cost may impact the mill rate required.

## LDAC Discussion:

1. IGA Recommendation Document
2. Common-Interest Community Agreement Concepts