Districting Process Map: The basic process for district establishment

Time Frame	1 to 2 years	1 to 2 years	1 year	6 months to 1 year
Phases	**Assessment**	**Planning**	**Decision**	**After the Decision / Election**
Desired Results	• Community assessment of felt needs for library services • Self-assessment of commitment to project • Decision to pursue creation of library district	• Geographic area determined • A plan for providing library services during a demonstration period • Written grant to provide funding for demonstration of improved/expanded library services	• Successful establishment of tax supported library services OR • Successful consolidation of library entities	Successful: • A newly established library district able to carry out improved/expanded library services Unsuccessful: • Contingency Plan

Activities	• Talk about library services
	• Form exploratory group
	• Create written vision statement
	• Assess potential costs
	• Identify and contact potential supporters
	• Identify potential opponents
	• Establish formal committee, the Working Group
	• Decide about geographical area and relations with other library entities
	• Periodic Reality Checks
		• Working group plans to plan
		• Public relations to build support
		• Coordinate with government officials responsible for creating new district
		• Plan library services to be offered
		• Plan for administrative structure
		• Recommend personnel policies
		• Library facilities
		• Estimate of 1st year budget & revenue sources for 1st year operations
		• Geographic area final decision
		• Begin legal steps to create
		• Periodic Reality Checks
			• Determine method of creation
			   o Establishment
			   o Annexation/Combination
			   o Consolidation
			• Follow IDAHO CODE requirements*
			• Create legal description & draftsmanlike map
			
			*See also *Idaho Library District Handbook, 2016 ed.*
				Successful Establishment:
				• Celebrate!
				• Monitor governmental action required
				• Carry out new service plans
				• Publicize the changes
				
				Unsuccessful Establishment:
				Three options:
				1. Try again
				2. Try another alternative
				3. Let the issue rest for a time

Stakeholders	• Library Director & staff • Trustees of any local library • City Council • County Commissioners • Local officials, political leaders • Taxpayers: city residents, large land holders • Educators • Service organizations • Business leaders • Media leaders • Social leaders	• Library Director & staff • Trustees of any local library • City Council • County Commissioners • Local officials, political leaders • Taxpayers: city residents, large land holders • Educators • Service organizations • Business leaders • Social leaders	• Library Director & staff • Library Board • Taxpayers • County Commissioners • Political officials & leaders • Patrons	• Library Director & staff • Library Board • Library patrons • County Commissioners

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Districting Process Map: The basic process for district establishment

The Assessment Phase – Step by Step: Tasks 1 through 5

Time Frame

← *The Assessment Phase may take 1 to 2 years* →

Tasks	1. Informal Conversations about Library Services	2. The Exploratory Group	3. Vision Creation	4. Cost Assessments	5. Presenting Ideas to the Community
Desired Results	• Determination of a felt need for district library services	• Plan for assessment • Carry out plan for assessment	• Written vision statement	• Estimated range of costs	• Meetings with groups in community to present vision & estimated costs • Enough positive reactions to continue

Activities	• Assess carefully public's interest in library services
	• Talk to friends
	• Talk to groups
	• Talk to existing library boards and staff
	• Keep appropriate people informed
	• Find out about histories of library services in your area
	• REALITY CHECK
		• Form initial group (exploratory group) to do assessment
		• Create a plan for assessment
		• Create a timeline to carry out assessment (see Assessment Phase Checklist)
			• Visit other libraries in similar communities
			• Determine what is possible
			• Contact ICFL Consultant
			• Investigate future plans for libraries state- and nationwide
			• Hold public meetings for citizen input
			• Prioritize services
			• Promote/advertise vision statement with media, *etc.*
				• Check budget statistics for libraries serving similar population size
				• Calculate "ballpark" figure
				• Talk about a range of costs rather than specific
				• Calculate capital costs
				• Be prepared
				• Point out how economical library services are – have examples
				• Begin creation of "advantage list"
				• Advocate
				• REALITY CHECK
					• Begin to approach groups in the community
					  o service clubs
					  o educational organizations
					• Present vision
					• Be honest about costs
					• Record questions & responses
					• Compare negative & positive responses
					• Check areas of support
					• Build relationships with groups
					• REALITY CHECK

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Information taken from the Idaho Library Districting Handbook*, 2019 edition*

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Districting Process Map: The basic process for district establishment

The Assessment Phase – Step by Step: Tasks 6 through 9

Time Frame

← *The Assessment Phase may take 1 to 2 years* →

Tasks	6. Identifying Supporters	7. Identifying Opponents	8. The Working Group	9. Preliminary Districting Decisions

Desired Results	• List of Volunteers
	• List of opinion leader supporters
		• List of Opponents:
		   o Individuals
		   o Groups
			• Establishment of formal Working Group	• Geographical areas to be included
				• Status of existing library entities

Activities	• Create database of supporters
	• Determine if adequate volunteer help is available
	• Identify opinion leader supporters:
	   o political
	   o business
	   o media
	   o educational
	   o social
	• Contact individuals by appointment
	• Record support level of contacts
	• REALITY CHECK
		• Look for community opinion leaders or representatives from organized groups
		• Determine reasons for opposition
		• Determine level of contact
		• Record opposition level
		• REALITY CHECK
			• Get formal commitment from any existing boards
			• Get commitment from library director(s) & staff
			• Have staff representation
			• Educate working group members about commitment needed
			• Discuss steps in districting process
			• Talk with others who have districted
			• Move from exploratory group to Working Group
				• Explore all possible options for providing services for the community
				• Check minimum requirements
				• Work with county clerk
				• Confer with existing library boards with contiguous boundaries
				• Look at social & geographical patterns
				• Check tax code maps
				• Check voter precincts boundary maps
				• Choose tentative boundaries
				• Decide on preferred method of districting
				• Investigate stages of districting
				• Provide for alternative methods of achieving ultimate vision
				• REALITY CHECK

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