Jefferson County
PUBLIC LIBRARY

BOARD STUDY SESSION

DATE: **June 11, 2020**

TIME: **5:30 P.M.**

PLACE: **Online via WebEx**

For instructions on how to access the online WebEx Study Session please go to:

https://jeffcolibrary.org/board-of-trustees/2020-study-sessions/

TOPICS:

- Understanding the Gallagher Amendment
- Long Term Planning Scenarios
- Library Variance Authorization
- Review Extension to Agreement with City of Lakewood Locker System
- Review Baker & Taylor Contract Renewal
- Financial Review (April)

NEXT BOARD STUDY SESSION

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

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To: Donna Walker, Executive Director

From: Rex Whisman, Director of Strategy and Engagement

Re: Understanding the Gallagher Amendment and Its Relevance to JCPL's Long Term Planning

Date: June 6, 2020

The following provides a summary of the Gallagher Amendment and an overview of Colorado Property Tax, and their relevance to Jefferson County Public Library.

Gallagher Amendment

The Gallagher Amendment was the result of a property tax revolt that originated in the late 1970's, when Colorado homeowners, concerned about skyrocketing residential property taxes, insisted the Colorado state legislature address the problem. The Gallagher Amendment, named after state senator Dennis Gallagher, a primary sponsor of the measure, was adopted in 1982 when Colorado voters approved the amendment to the Colorado state constitution.

The Gallagher Amendment divides the state's total property tax burden between residential and commercial property. Per the Gallagher Amendment, **45%** of the total amount of state property tax collected must come from residential property, while **55%** of the property tax collected must come from commercial property, which was the tax split in 1982, and should remain constant. The commercial assessment rate is fixed at 29 percent.

Colorado Property Tax Overview

The Colorado property tax system provides revenue exclusively for local government services. County governments claim 22.7 percent and special districts claim 20.1 percent of total property taxes collected. The current residential assessment rate (RAR) for property tax years 2019 and 2020 is 7.15 percent of actual value. The Division of Property Taxation is projecting the RAR will be reduced to 5.88 percent for the 2021/22 reassessment, due to COVID – 19, resulting in $203 million in lost tax revenues for Colorado counties beginning in calendar year 2022.

The Colorado state constitution requires a review and possible adjustment of the RAR each year in which there is a change in the level of value used in determining actual value. By statute, that cycle is determined to be every two years. County assessors are required to value all taxable property within their county boundaries, except for those properties that are state assessed.

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Repealing the Gallagher Amendment

Colorado State Senators Tate, Hansen and Rankin, and Colorado House Representative Esgar have introduced a bill that would repeal the Gallagher Amendment to the Colorado state constitution. If the measure passes both houses of the Colorado state legislature and appears on the November 3, 2020 ballot, and passed by a majority of Colorado voters, the Colorado General Assembly will no longer be required to establish the residential assessment rate based on the formula expressed in the Gallagher Amendment. If passed, the resolution repeals the reference to the residential rate of 21 percent, which last applied in 1986, and the resolution repeals the 29 percent assessment rate that applies to all commercial property, excluding producing mines and lands or leaseholders producing oil and gas. If a majority of electors vote yes/for, then the repeal will become part of the Colorado state constitution.

Impact for Jefferson County Public Library

It is safe to assume that residential and commercial property values, and revenue generated from property taxes for Jefferson County Public Library will be impacted by COVID – 19, resulting in adjustments to capital projects and long term planning.

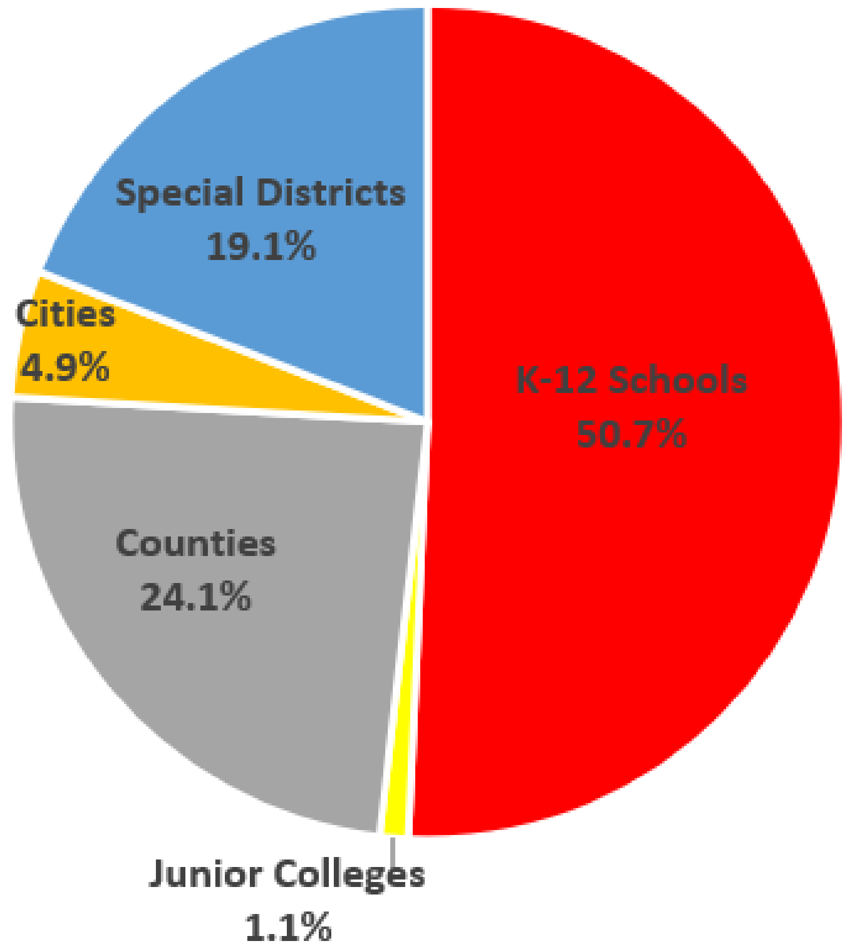
In order to better educate ourselves and our trustees, Reeves Brown, an independent public policy consultant and project manager for “Building a Better Colorado” project, will provide a brief workshop and Q&A discussion on this topic for our Library Board of Trustees at the June Study Session.

How Colorado's "Gallagher Amendment" affects long-term planning at JCPL

What are property taxes?

What is property tax used for?

- **Property taxes pay for local government services.**
  50% of property tax revenues were used to fund local K-12 school districts.



- **Property tax revenues do NOT pay for any state services** like highways, prisons, or higher education.
  Colorado hasn't imposed a state level property tax since 1964.

Building a Better Colorado

How is my property tax calculated?

Property Tax Revenue

=

Assessed Property Value

(The taxable value of property.)

Base Property Value

(market value)

X

Assessment Rate

X

Mill Levy

(The rate of taxation approved by local voters.)

Property Class	Assessment Rate
Agricultural	29.0
Commercial	29.0
Industrial	29.0
Residential	Fluctuates, currently 7.2%
State Assessed	29.0
Vacant Land	29.0

(1 Mil = $1 of tax for each $1,000 of a property's "Assessed Value")

Building a Better Colorado

How is my property tax calculated?

$162

Annual Property Tax Revenue

=

Assessed Property Value

(The taxable value of property.)

Base Property Value	x	Assessment Rate
$500k		**7.2%**

x

Mill Levy

4.5 mils

Prop…	
Agri…	
Com…	
Indu…	
Resi…	…2%
Stat…	
Vac…	

=

$36,000
Assessed Value

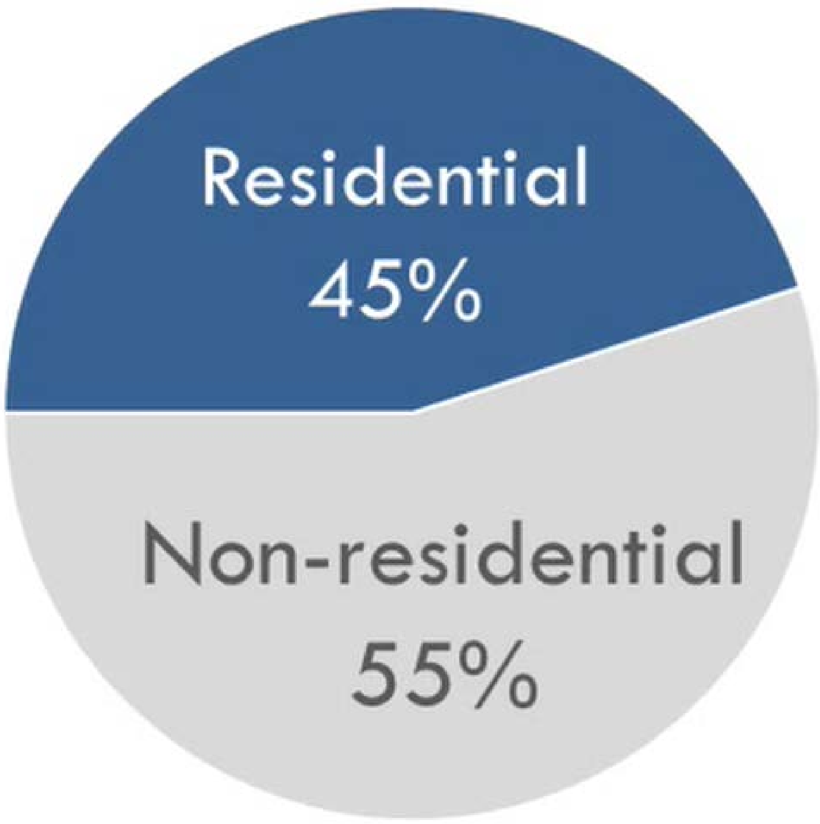
1 Mil = $1 of tax for each $1,000 of a property's "Assessed Value"

Building a Better Colorado

What is the Gallagher Amendment?

Gallagher: What does it do?

The Gallagher Amendment froze the ratio of the total value of Non-Residential and Residential property to 1982 levels, so that Residential property in Colorado would always constitute approximately 45% of the total property valuation.



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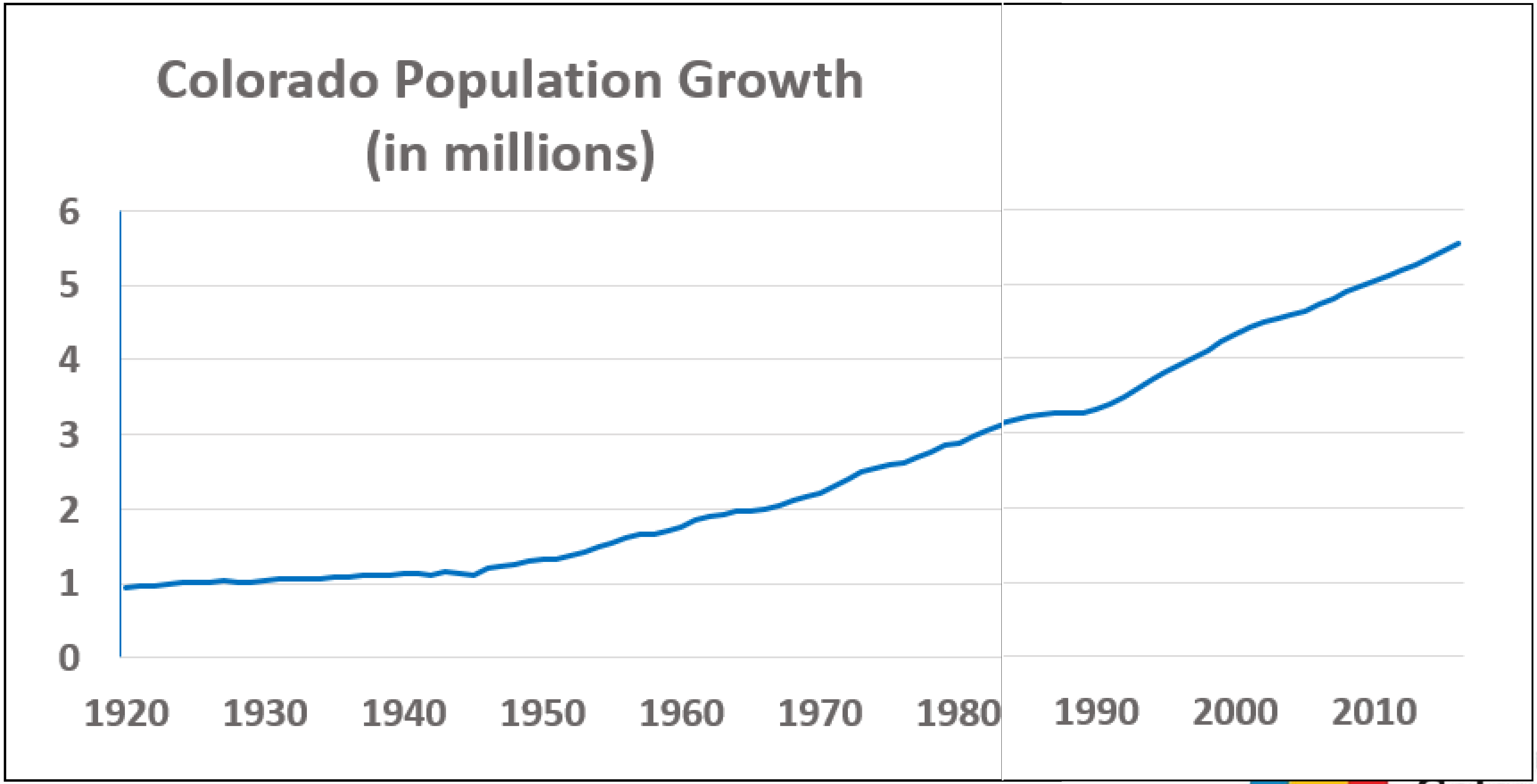
What prompted the Gallagher Amendment?

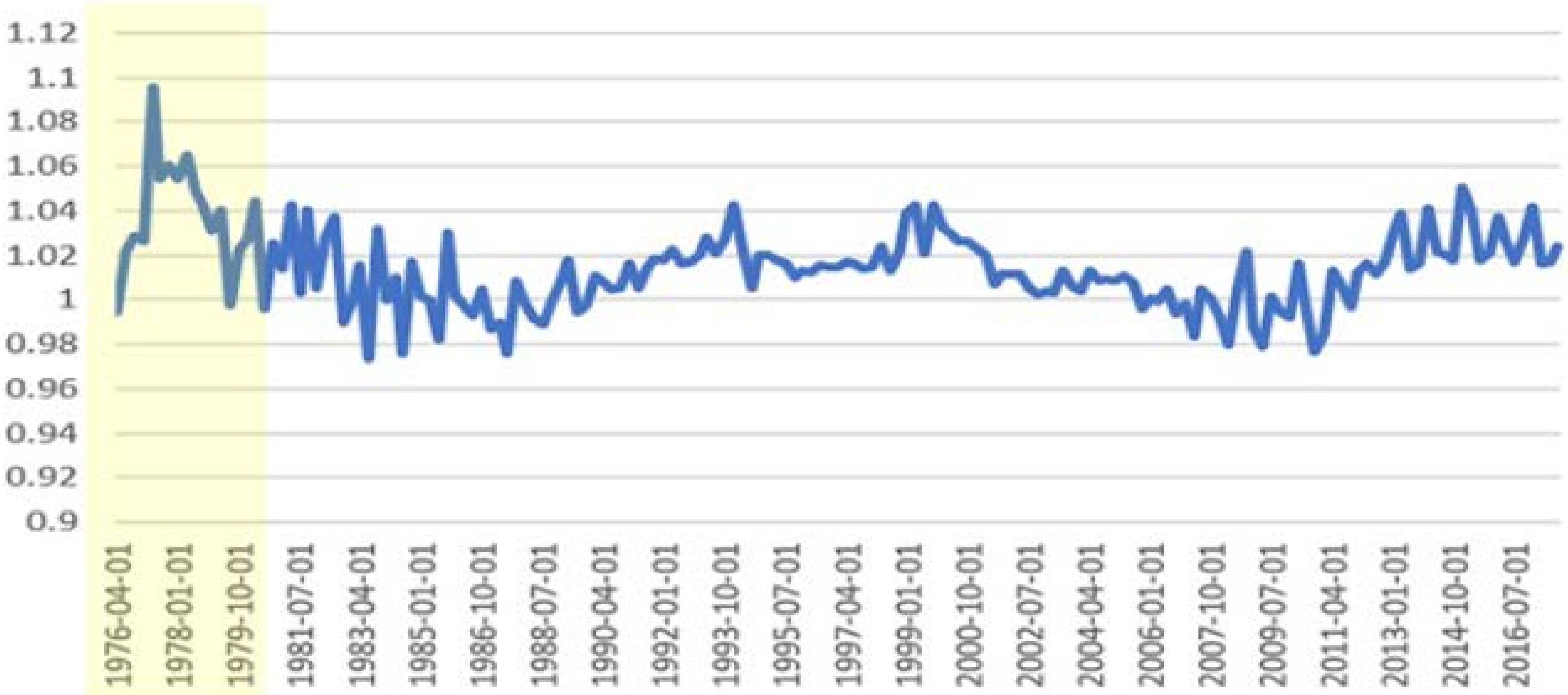
Gallagher was the culmination of a property tax revolt that began in Colorado in the late 1970's as a result of Colorado's robust population growth.



Better Colorado

Colorado's population growth in the late '70s caused significant growth in residential market values

(% Change in Quarterly Denver-Aurora-Lakewood Home Prices)



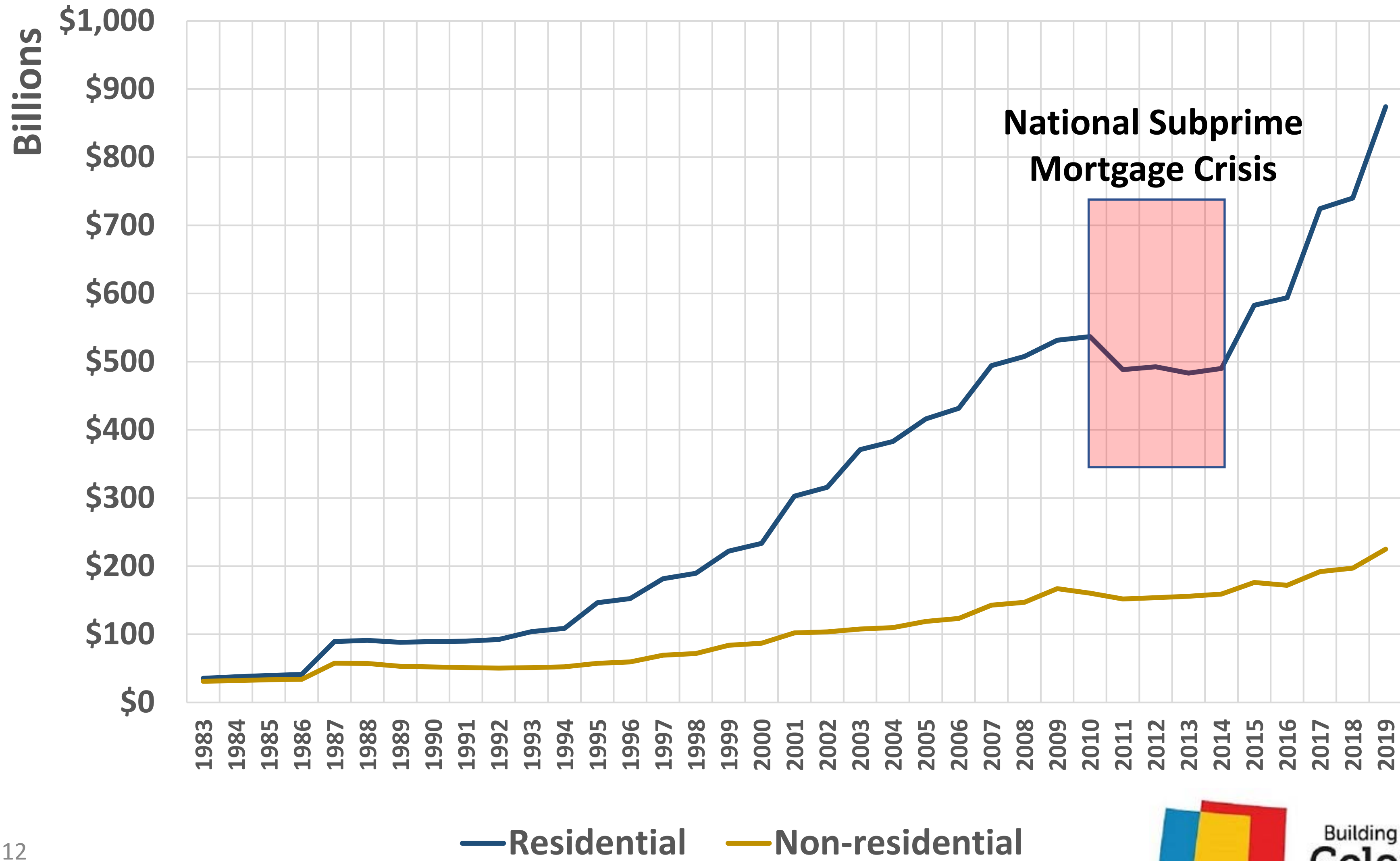
- **Increasing market values resulted in increasing residential property tax bills.**
- **There was no statewide oversite to ensure that each county assessed property values in a consistent manner.**

Why should YOU care about the Gallagher Amendment?

Gallagher: Why does it matter?

Gallagher is forcing down the Assessed Value of houses and this erosion of the Residential property tax base is jeopardizing local funding for essential community services like libraries, schools and fire protection.

Actual Residential & Non-residential Values Statewide



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Residential Property currently makes up about 80% of total property values in Colorado.

BUT… Gallagher limits Residential property value to represent only 45% of total property value.

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If Gallagher requires that the total value of all Residential property MUST STAY at 45%...

Assessed Property Value (The taxable value of property.)		
Base Property Value (market value)	X	**Assessment Rate**

= 45%

And Residential Property values are growing FASTER than Non-Residential values,

Then the only way to maintain the 45% ratio is to lower the Assessment Rate for Residential Property.

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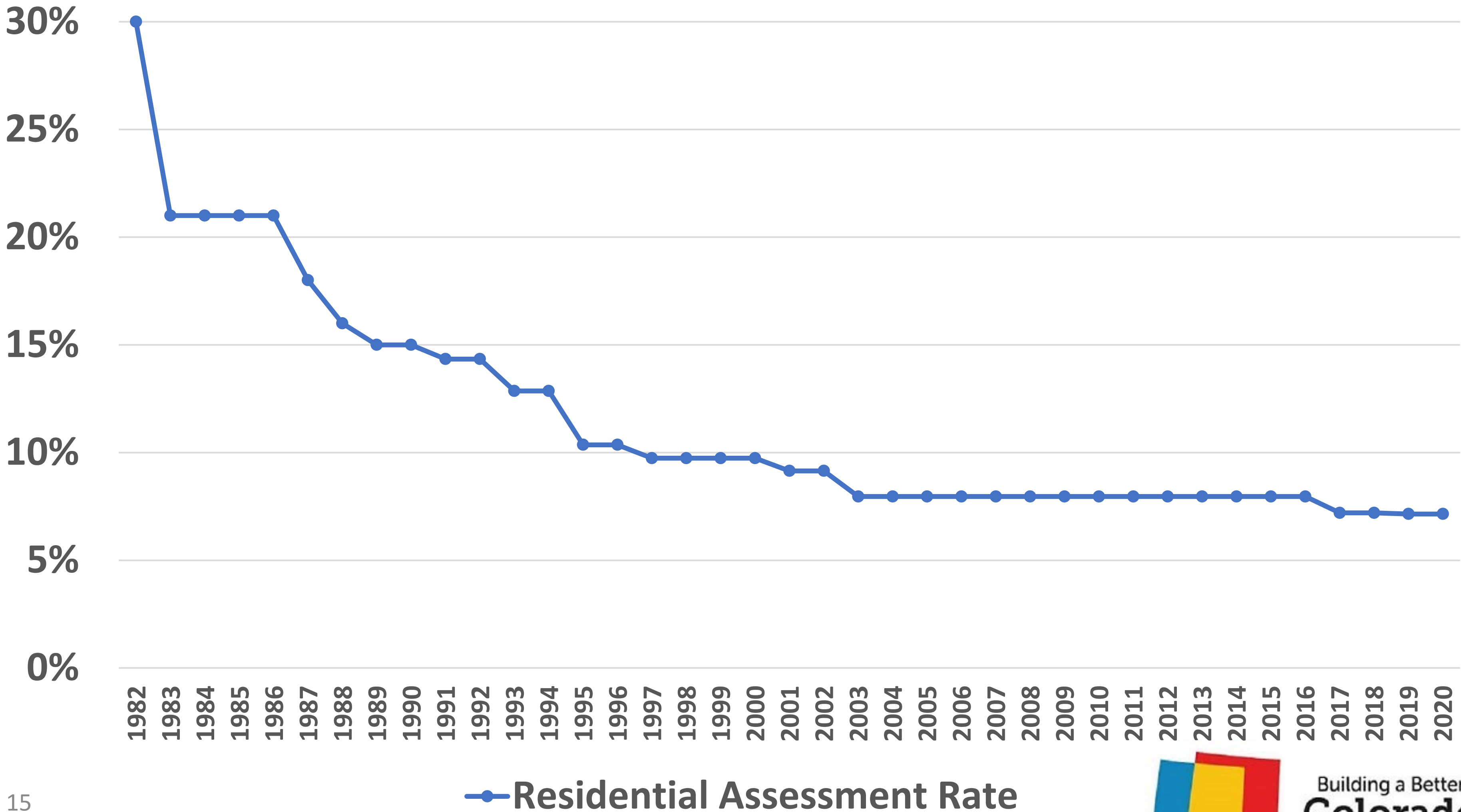
When the growth in value of Residential property in the state outpaces the growth in the value of Non-Residential property, the only way to maintain Gallagher's forced "45:55" ratio is to reduce the Residential Assessment Rate.



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EXAMPLE:
The property tax collected on a $300,000 house in a local taxing district that collects 4.5 mills (mill rate of 4.5/1000 = .0045) would be:

	1981
Market Value of House	$300,000
X Assessment Rate	30%
X Mill Levy Rate (4.5 mills)	0.0045
= Annual property tax collected	$405

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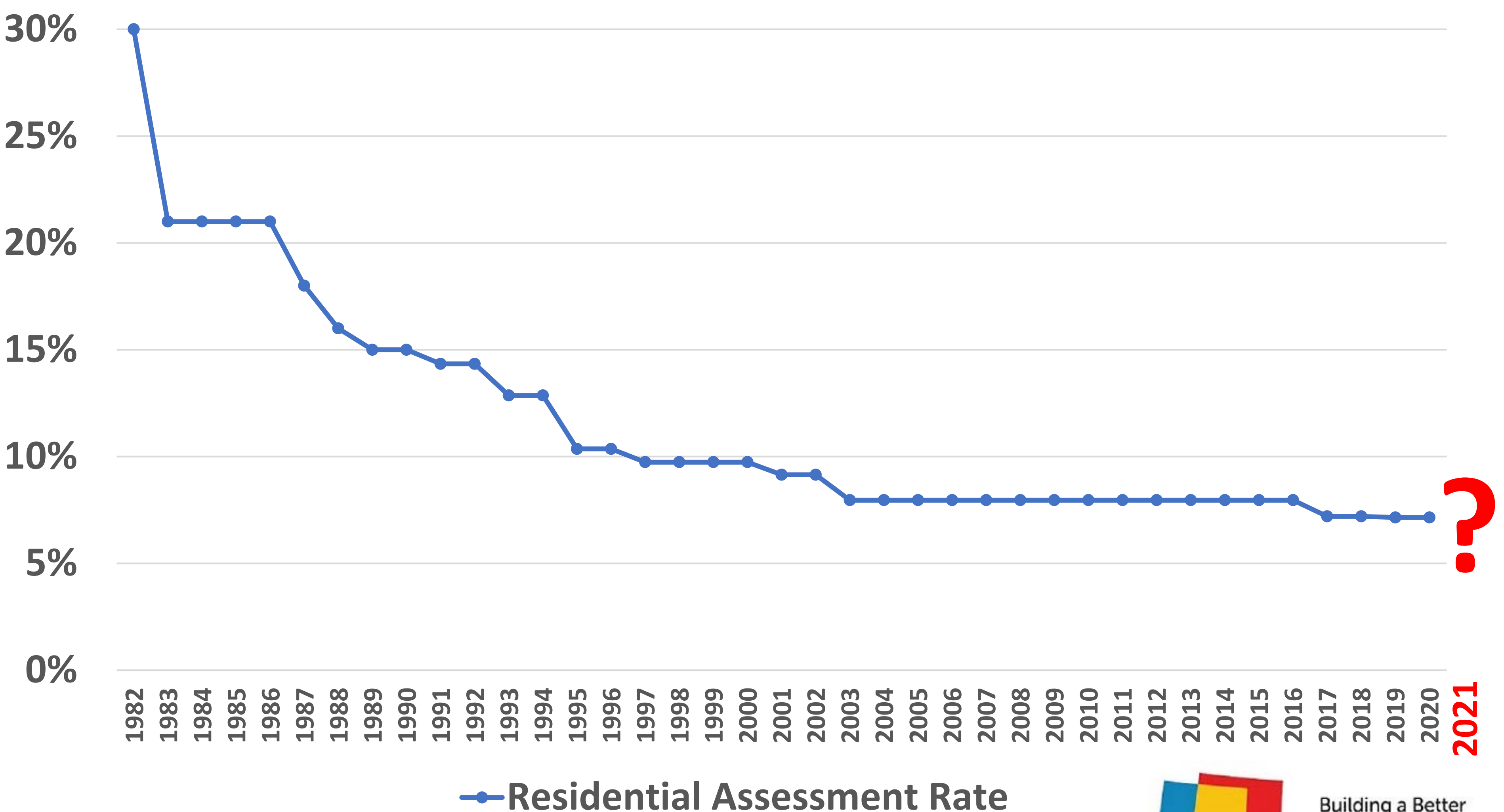
How might the Gallagher Amendment affect long-term planning at JCPL in 2021?

How will Gallagher impact the NEXT Residential property tax assessment rate calculation in 2021?



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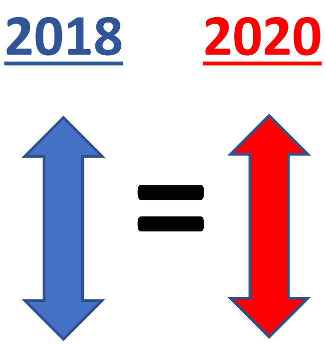
Factors to Consider:

1. Change in total market value of RESIDENTIAL property
2. Change in total market value of NON-Residential property

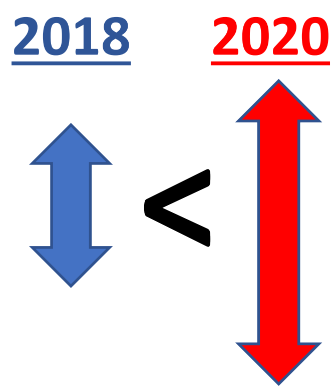
If the market value of Residential property relative to Non-residential property….

DOESN'T CHANGE…



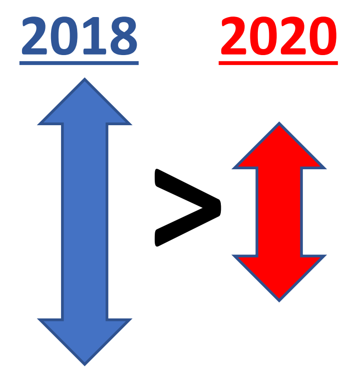
Then Gallagher WON'T CHANGE the Residential Assessment Rate.

INCREASES…



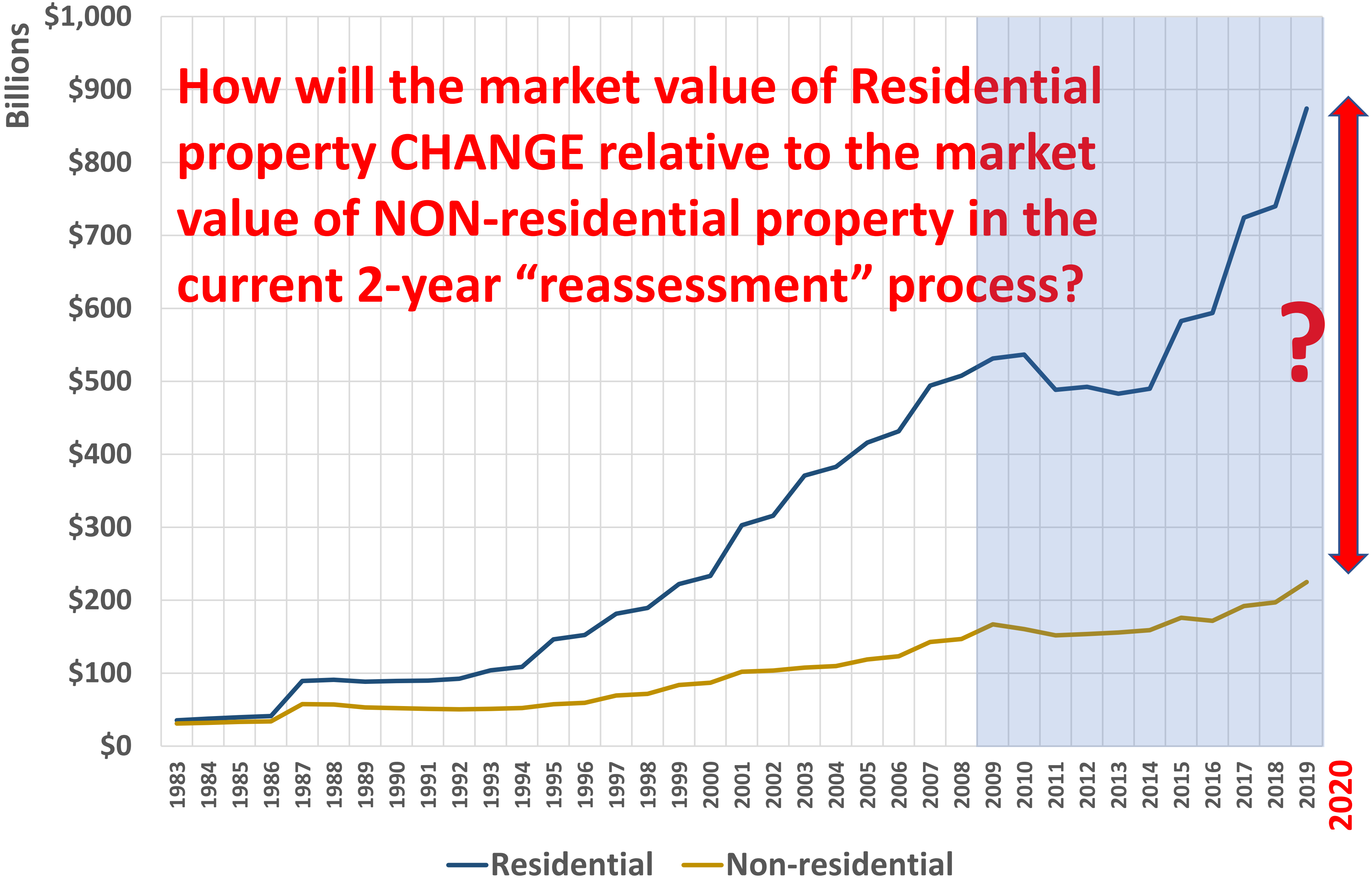
Then Gallagher WILL REDUCE the Residential Assessment Rate.

DECREASES…

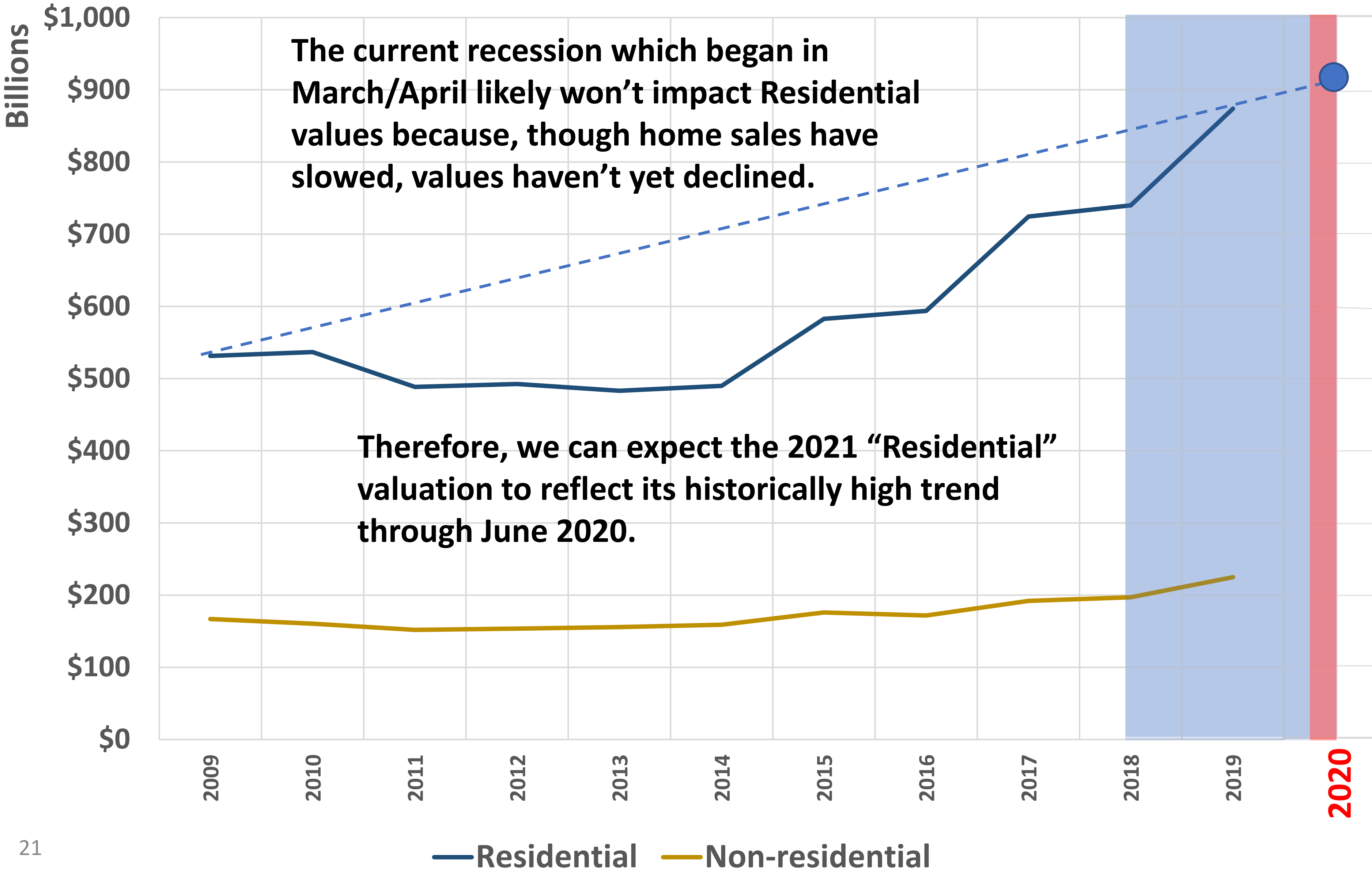


Then Gallagher SHOULD increase the Residential Assessment Rate, but CAN'T because of TABOR.

Statewide Value of Residential vs. NON-residential Property (1983-2018)



The 2021 RAR will be based on the value of RESIDENTIAL property during the 2-year period from July 2018 thru June 2020.



The 2021 RAR will be based on the value of NON-Residential property during TWO different timeframes, which will be affected differently by the current recession.

- **COMMERCIAL BUILDINGS**
  - **Makes up 55% of "NON-Residential" property value.**
  - **Will be valued on the same 2-year timeframe as Residential property.**

- **OTHER NON-residential property**
  - **Makes up 45% of "NON-Residential" property value.**
  - **Will be valued on the 12-MONTH period of 2020.**
  - **"Oil & Gas" constitutes almost 40% of OTHER NON-Residential property value.**

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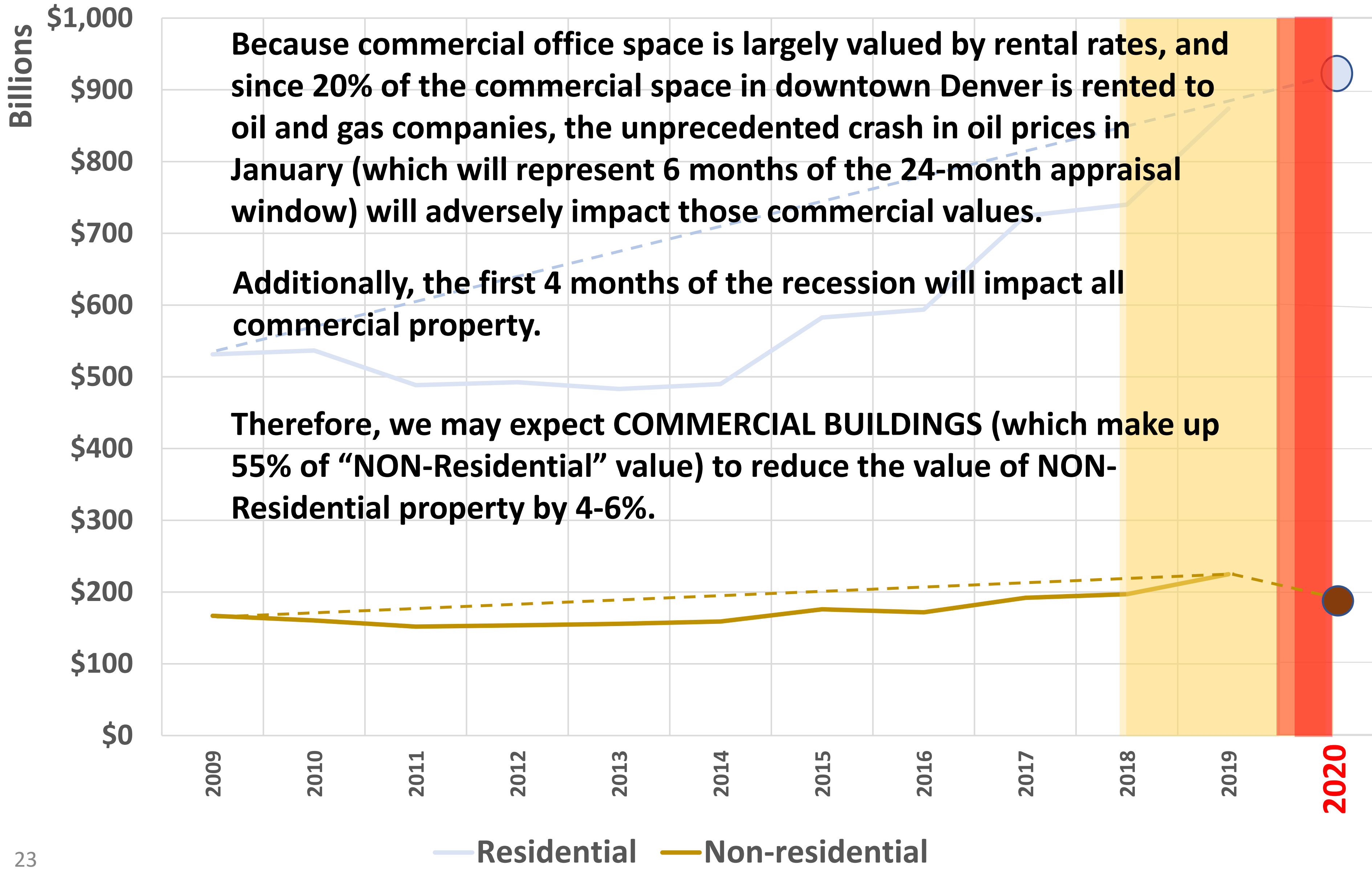
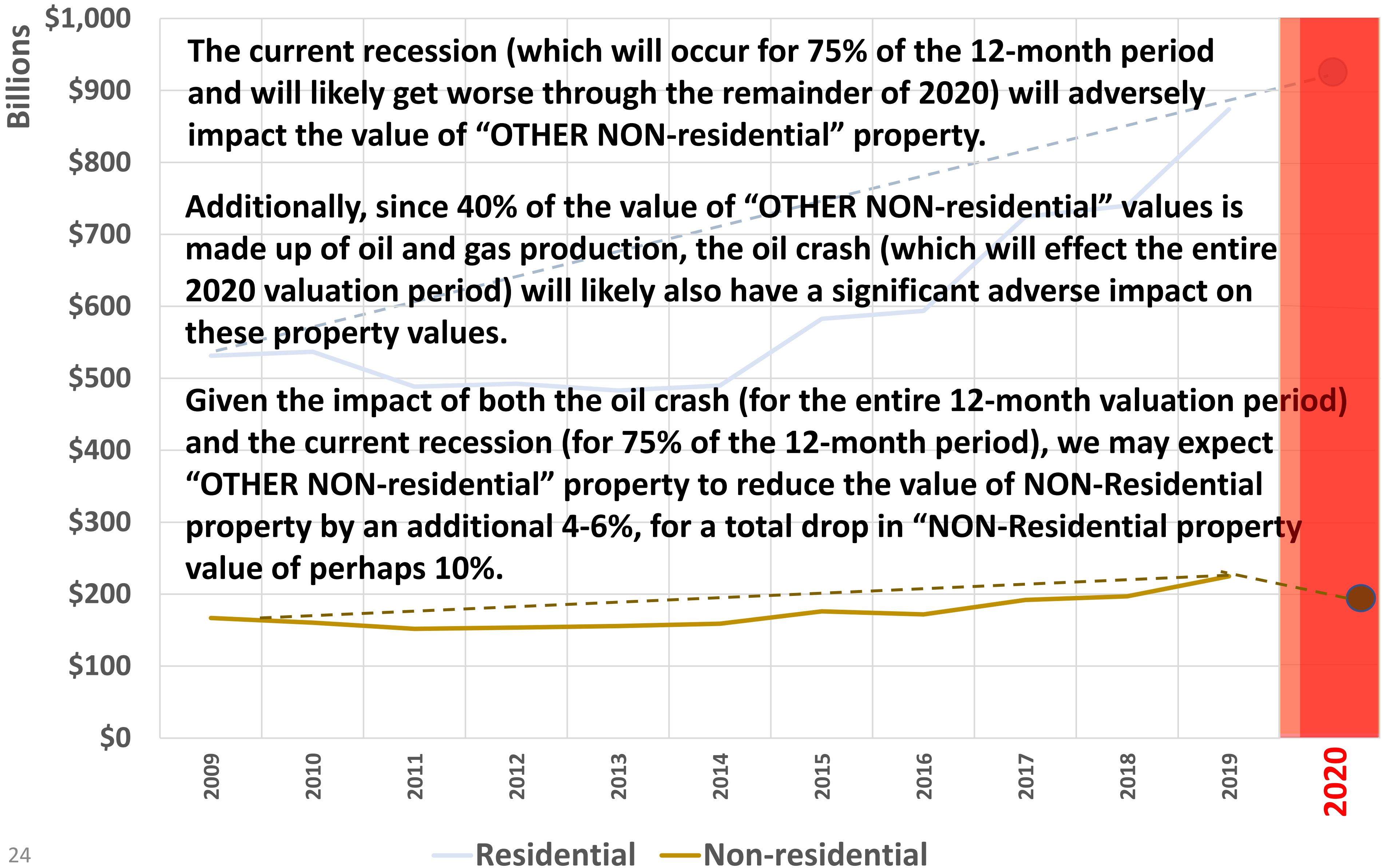
The 2021 RAR will be based on the value of COMMERCIAL BUILDINGS during the 2-year period from July 2018 thru June 2020.



The 2021 RAR will be based on the value of OTHER NON-residential property for the 12 MONTHS of 2020.



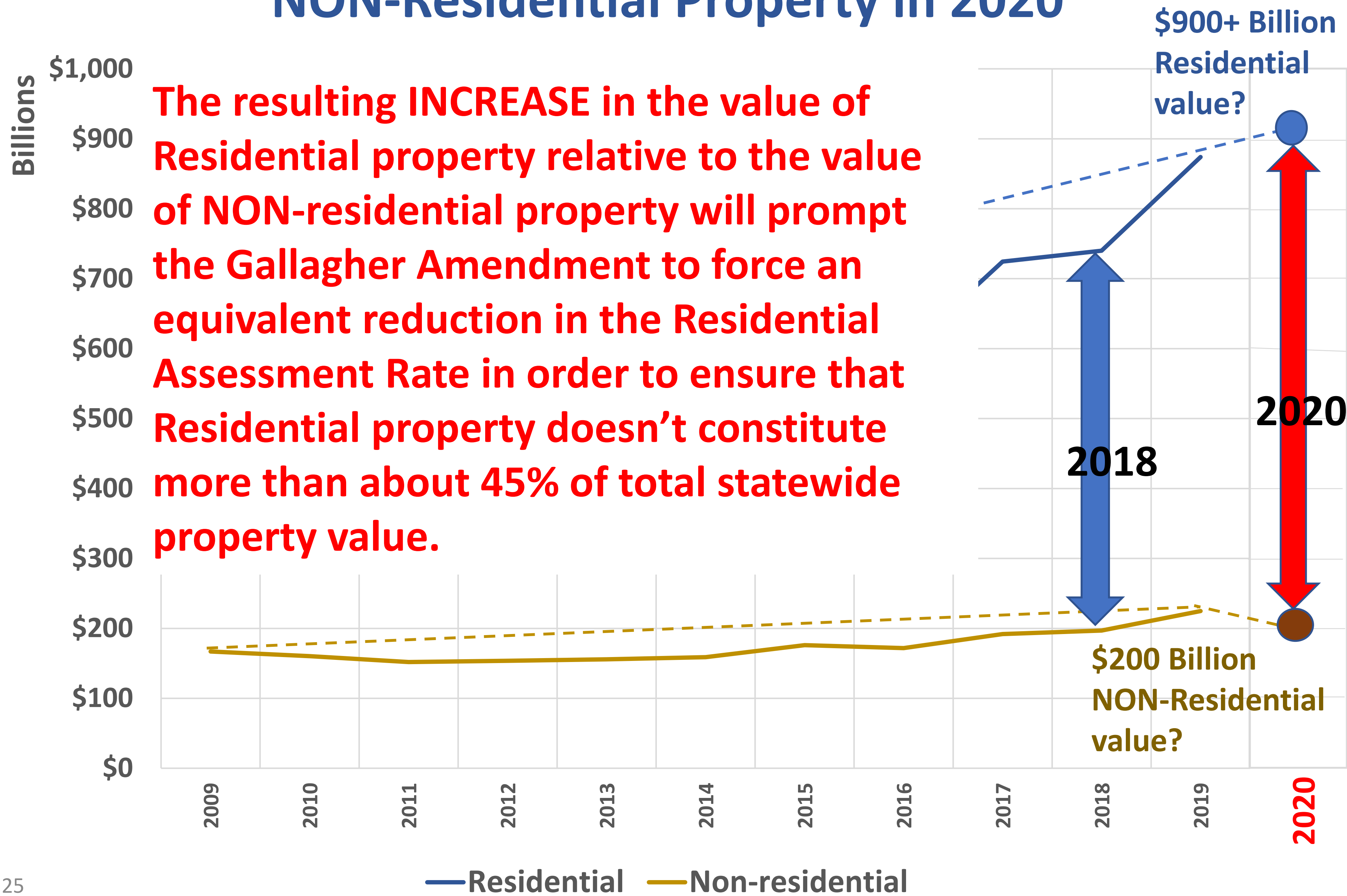
The current recession (which will occur for 75% of the 12-month period and will likely get worse through the remainder of 2020) will adversely impact the value of "OTHER NON-residential" property.

Additionally, since 40% of the value of "OTHER NON-residential" values is made up of oil and gas production, the oil crash (which will effect the entire 2020 valuation period) will likely also have a significant adverse impact on these property values.

Given the impact of both the oil crash (for the entire 12-month valuation period) and the current recession (for 75% of the 12-month period), we may expect "OTHER NON-residential" property to reduce the value of NON-Residential property by an additional 4-6%, for a total drop in "NON-Residential property value of perhaps 10%.

Projected Value of RESIDENTIAL and NON-Residential Property in 2020

The resulting INCREASE in the value of Residential property relative to the value of NON-residential property will prompt the Gallagher Amendment to force an equivalent reduction in the Residential Assessment Rate in order to ensure that Residential property doesn't constitute more than about 45% of total statewide property value.



How much will Gallagher force the Residential Assessment Rate to go down in 2021?

(all values below shown in Millions of dollars)

	NON-residential		RESIDENTIAL		
Year	ACTUAL Value (market)	ASSESSED Value (32%)	ACTUAL Value (market)	ASSESSED Value (Gallagher formula)	Assessment Rate required by Gallagher
2019	224,856	73,086	873,923	62,486	7.15%
2020	200,000 (est)	64,000	900,000 (est)	52,364	5.82%
				(45% of total statewide property value)	**(19% reduction in the RAR)**

Because the value of Residential property will increase in 2020 relative to the value of NON-residential property, Gallagher will force the Residential Assessment Rate to be reduced in order to maintain the constitutional requirement that Residential property only constitutes about 45% of total statewide property value.

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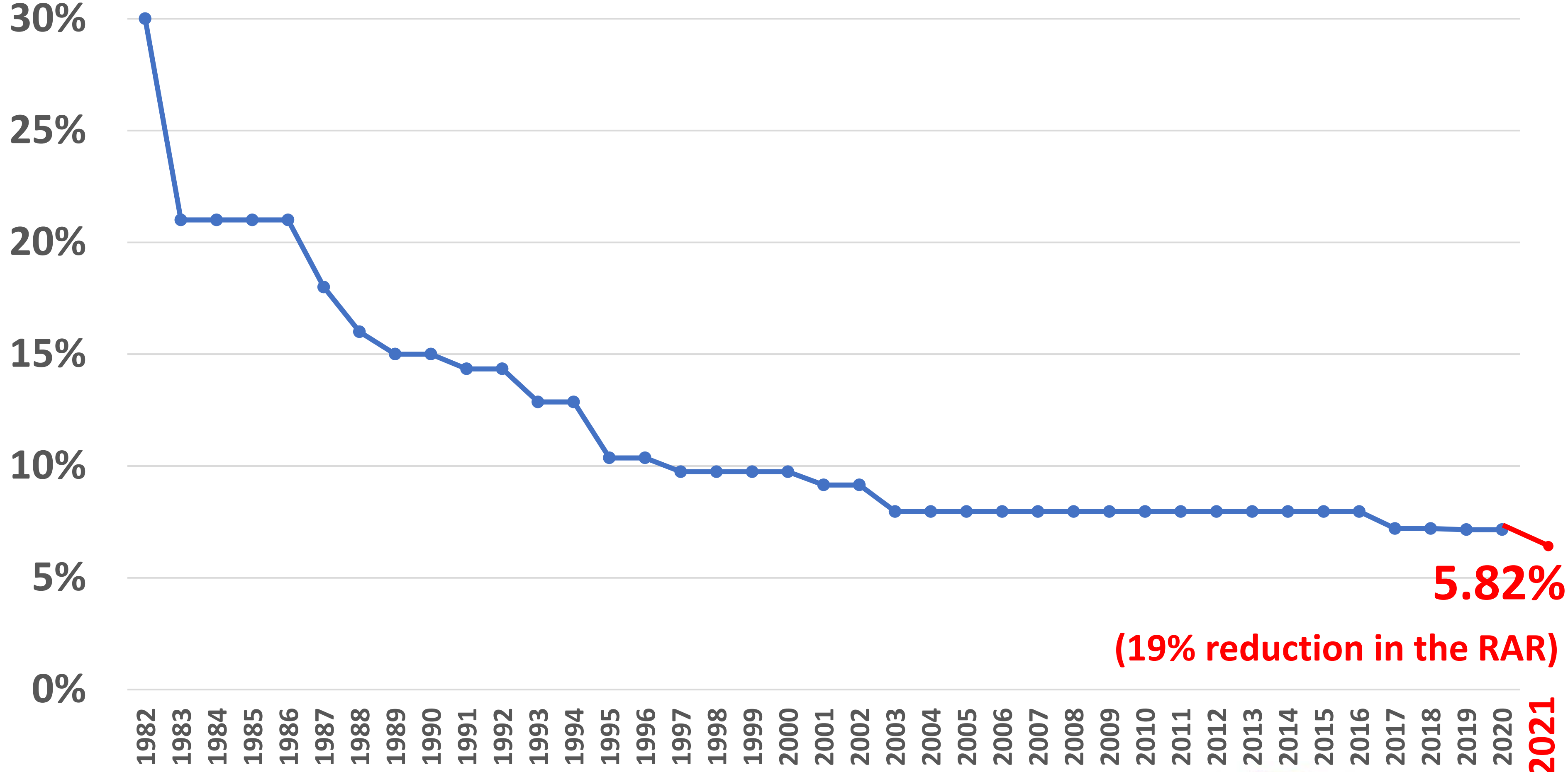
So, the answer to our initial question:
"How will Gallagher impact the NEXT Residential property tax assessment rate calculation in 2021?"



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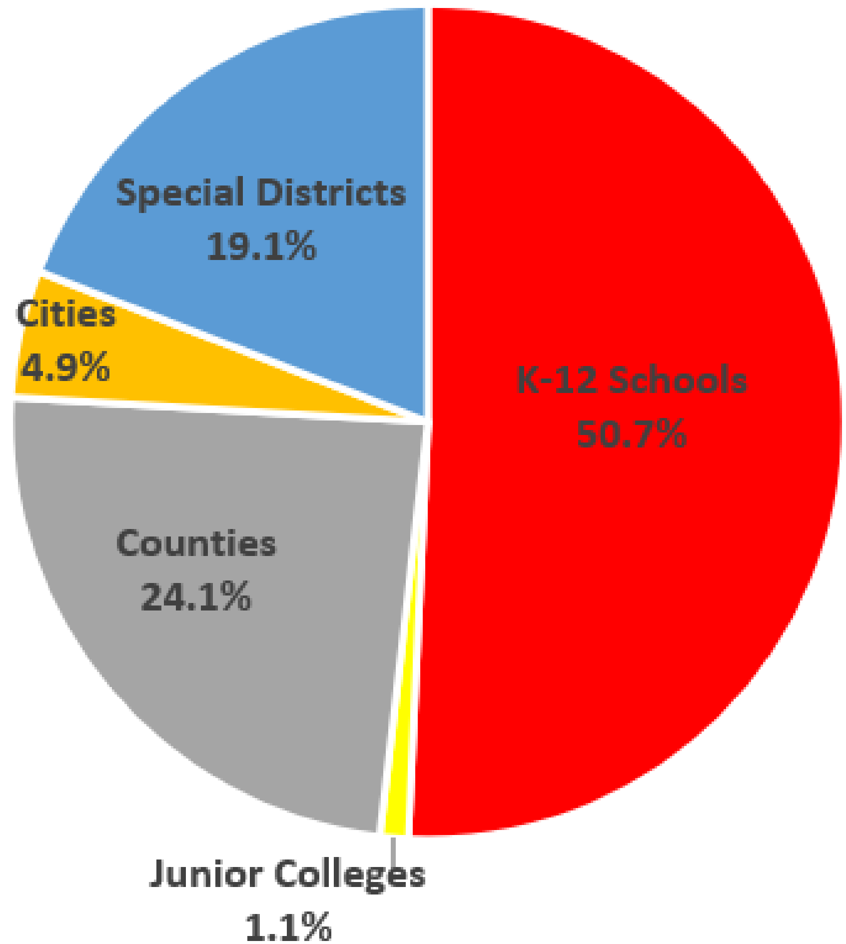
And how does a potential 19% drop in the Residential Assessment Rate affect YOU?

…It depends on what county you live in, and how much your county's tax base relies on Residential properties (rather than NON-residential properties) to pay for local services.



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A potential 19% drop in the RAR would affect different counties in different ways…

COUNTY	% of Total Property Tax Base made up of Residential Property	Impact of 19% drop in Residential Assessment Rate on Total County Budget
Adams	45%	9%
Bent	8%	2%
Chaffee	52%	10%
Elbert	68%	13%
Jefferson	60%	11%
La Plata	35%	7%
Mesa	45%	9%
Weld	16%	3%

(These calculations assume that the average value of residential property in your county doesn't change.
If the value of residential property in your county INCREASES, then the properties' HIGHER market value will help to offset the LOWER Residential Assessment Rate and thus mitigate the decline in total property tax revenues.
Conversely, if the value of residential property in your county DECREASES, then the properties' LOWER market value compounds the reduction in total property tax revenues caused by the LOWER Residential Assessment Rate.)

This reduction in the Residential Assessment Rate is effectively a PERMANENT cut because TABOR requires a statewide vote to ever raise the RAR ...which will likely never happen.

Local governments will be faced with 3 options:

1. **Permanently reduce services accordingly to balance their budget.**
2. **Request local voters to raise the local mill levy enough to offset the reduction in the RAR.**
   (While this would effectively be cost-neutral for homeowners, it would be a real tax increase for all other property owners, resulting in shifting more of the property tax burden to business owners.)
3. **Hope that residential property values in their county rise faster than the continued reduction in the Assessment Rate by which each property is taxed.**

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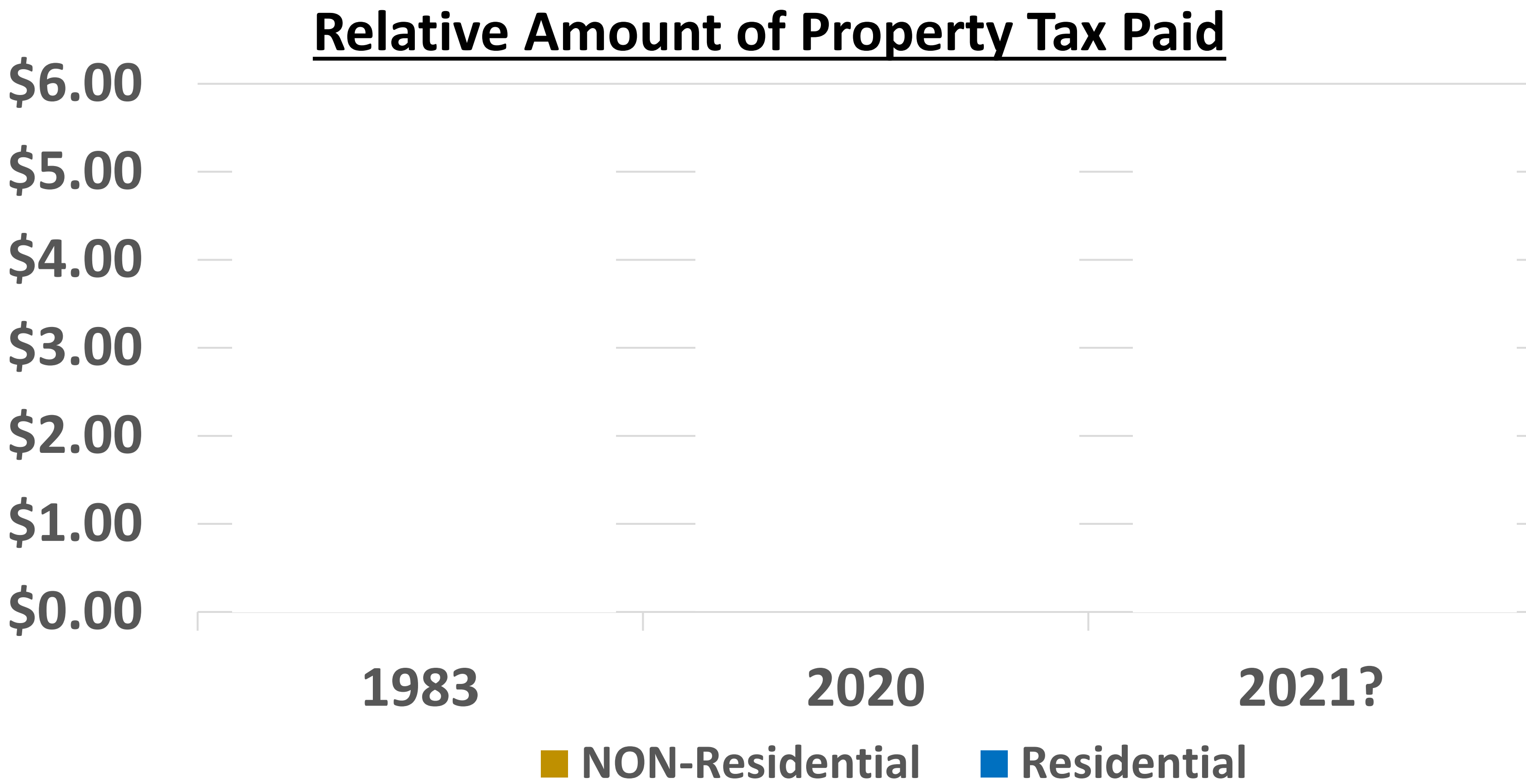
Every time we vote to raise our local mill levy to offset Gallagher’s erosion of the Residential Assessment Rate, we increasingly shift the tax burden to the Business community.



(NOTE: This shift to business property owners occurs AUTOMATICALLY for any taxing jurisdictions which have tried to counter Gallagher’s erosion of the RAR by allowing their local mill levy to “float” upward as it was allowed to do before the adoption of TABOR.)

Gallagher Amendment Conclusion

- The Gallagher Amendment will continue to erode the Residential tax rate and corresponding tax base which funds local public services.
- Rural communities and residential metro communities will suffer the most loss of local revenues.
- Any efforts to raise local mill levies to offset Gallagher's erosion of the RAR will continue to shift the tax burden from homeowners to the business community.
- Because Gallagher is embedded into our state constitution, ONLY THE VOTERS can change this policy if they want to.

Building a Better Colorado

For more information, visit BBCO online at

www.buildingabettercolorado.org

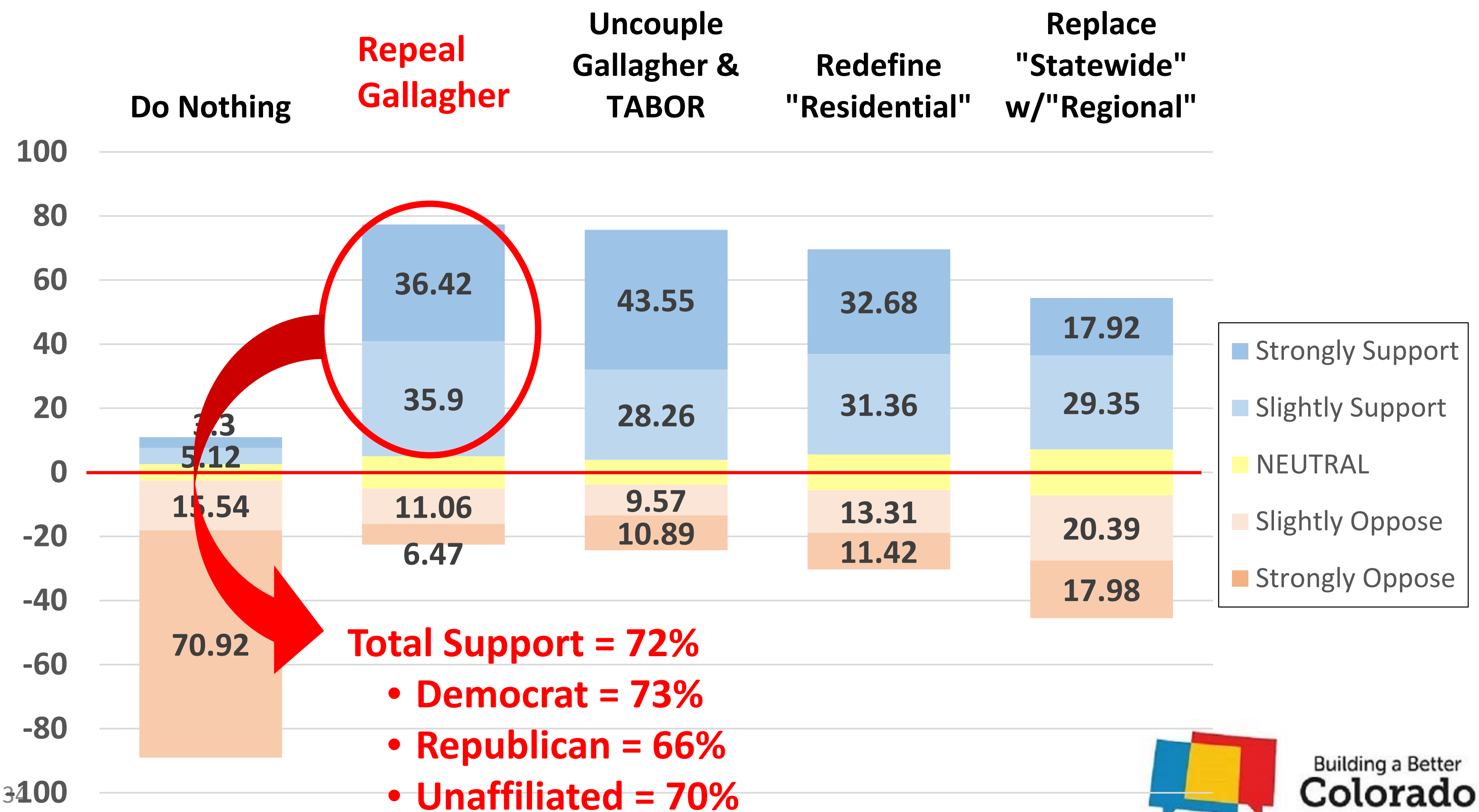
Reeves Brown, Project Manager

reeves@betterco.org

(5/2020)

“Building a Better Colorado” 2019 Statewide Consensus Opinion of Gallagher Options

- *37 communities across Colorado*
- *1800 diverse community leaders*



memorandum

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To: Donna Walker, Executive Director

From: Barbara Long, Assistant Director for Finance & Budget

Re: Long Term Planning Scenarios

Date: June 2020

At the May 21st board meeting some long term planning scenarios were presented to guide the discussion of how best to approach the development of Jefferson County Public Library's (JCPL) 2021 budget and how to balance capital investments with financial sustainability in the current environment which will likely result in decreased future revenue. The goal of this memo is to respond to the Board's request to include changes to revenue and expense assumptions in the scenarios presented at the last meeting and for more flexibility, including a variety of possibilities, on the impact to JCPL's future financial position.

Scenario Categories:

Estimates of future revenue are divided into two categories: scenarios in which the Gallagher amendment to the Colorado constitution is repealed and scenarios in which it is not. Within each category, several different revenue scenarios are developed in order to show the effects of quicker and slower recoveries. The main reason for dividing the scenarios into these two basic categories is that projections of the decline in property tax revenue for 2022, the next assessment period, are significantly different depending on whether or not the Gallagher amendment remains in effect. If so, property tax revenue will likely decrease by about 15% based on the expected change in residential assessment rate from the current rate of 7.14% to 5.88%. This is a bigger drop than would be expected if the residential assessment rate could remain the same.

Revenue projections for the situation in which Gallagher is repealed are based on the experience of the last recession and on the State Division of Property Taxation's projections for the upcoming 2021 assessment: a decrease of 20% to commercial property values and an increase of 10% to residential property values. Three different revenue scenarios are displayed to account for uncertainty and show a range of possibilities, from least to greatest revenue impact.

Expense assumptions in all long term plan scenarios were changed to include the cost of filling some of the approved 2019 and 2020 positions over time and to decrease the 2020 collection budget by $500,000. Capital project assumptions are: The South County Library project is first, with most costs in 2021 and 2022 and opening in 2023. Evergreen remodel project is next, finishing in 2025. Standley Lake remodel is next followed by the Golden Library in 2029.

Scenarios and Revenue Assumptions:

1. Gallagher is repealed:
    a. R1: 7% decrease in 2022; 10% increase in 2024; 5% increase thereafter
    b. R2: 7% decrease in 2022; 5% increase thereafter
    c. R3: 9% decrease in 2022; 0% change in 2024; 5% increase thereafter
2. Gallagher is not repealed:
    a. G1: 15% decrease in 2022; 10% increase in 2024; 5% increase thereafter
    b. G2: 15% decrease in 2022; 5% increase thereafter
    c. G3: 15% decrease in 2022; 0% change in 2024; 5% increase thereafter

Impact of Scenarios:

A look at the impact to revenue and fund balance over time shows that if Gallagher is repealed, continuing with JCPL's current capital plan is affordable. However, if Gallagher remains in effect and a decrease in the residential assessment rate causes revenue to drop more sharply, JCPL will not be able to maintain a minimum level of fund balance unless the South County library project is delayed.

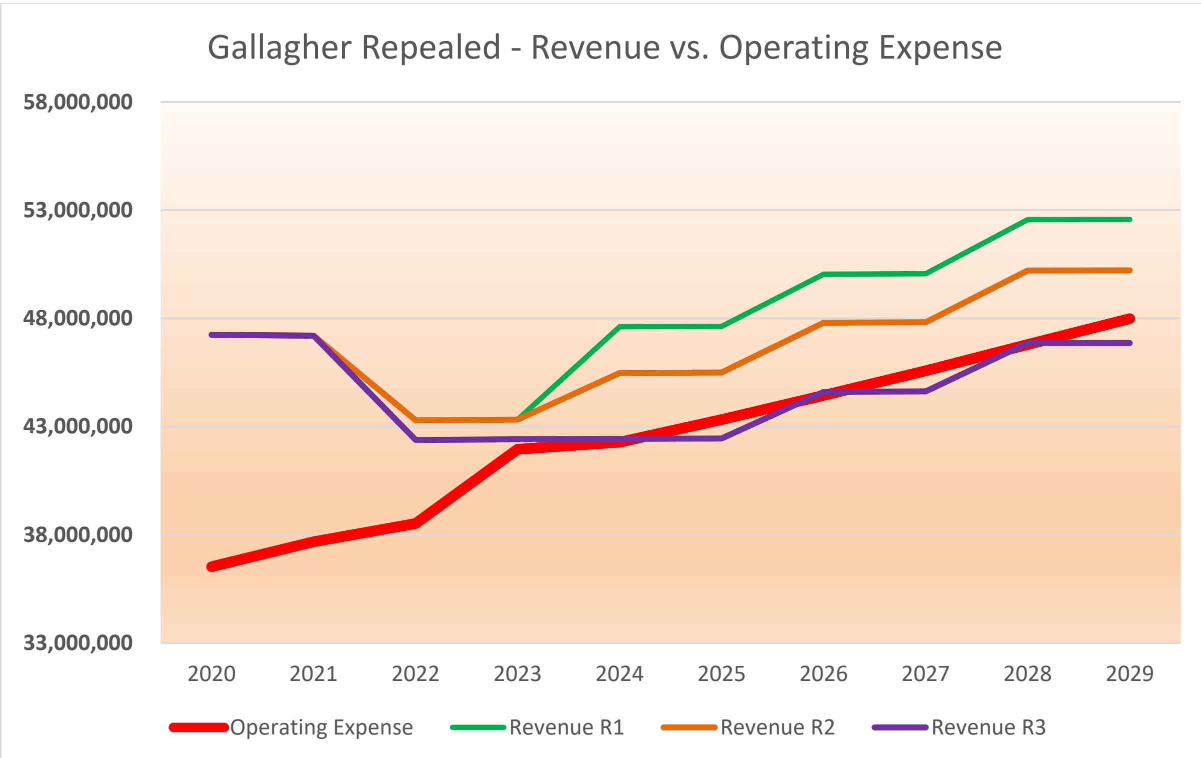
Revenue and Operating Expenses:

When the new library in South County opens, operating expenses will increase. In the current plan, the South County library opens in 2023. The different revenue assumptions impact the amount of revenue available to cover operating expenses.

memorandum

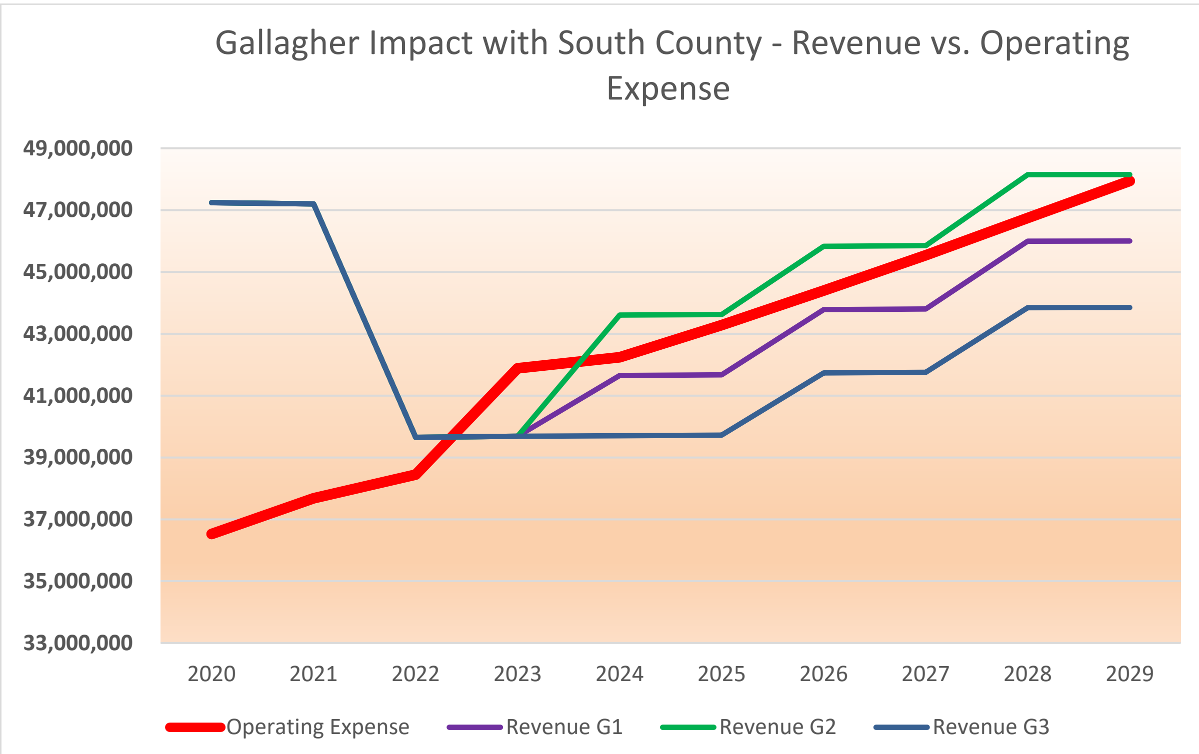
This chart shows revenue compared with operating expenses in scenario (1), where Gallagher is repealed.

Revenue exceeds operating expenses in both quick and moderate recovery scenarios



When the residential assessment rate is decreased because of the Gallagher amendment, scenario (2), operating expenses exceed revenue after the South County library opens unless there is a quick recovery, as displayed in the chart below.

Operating expenses exceed revenue starting in 2023 (South County opens) unless recovery is quick



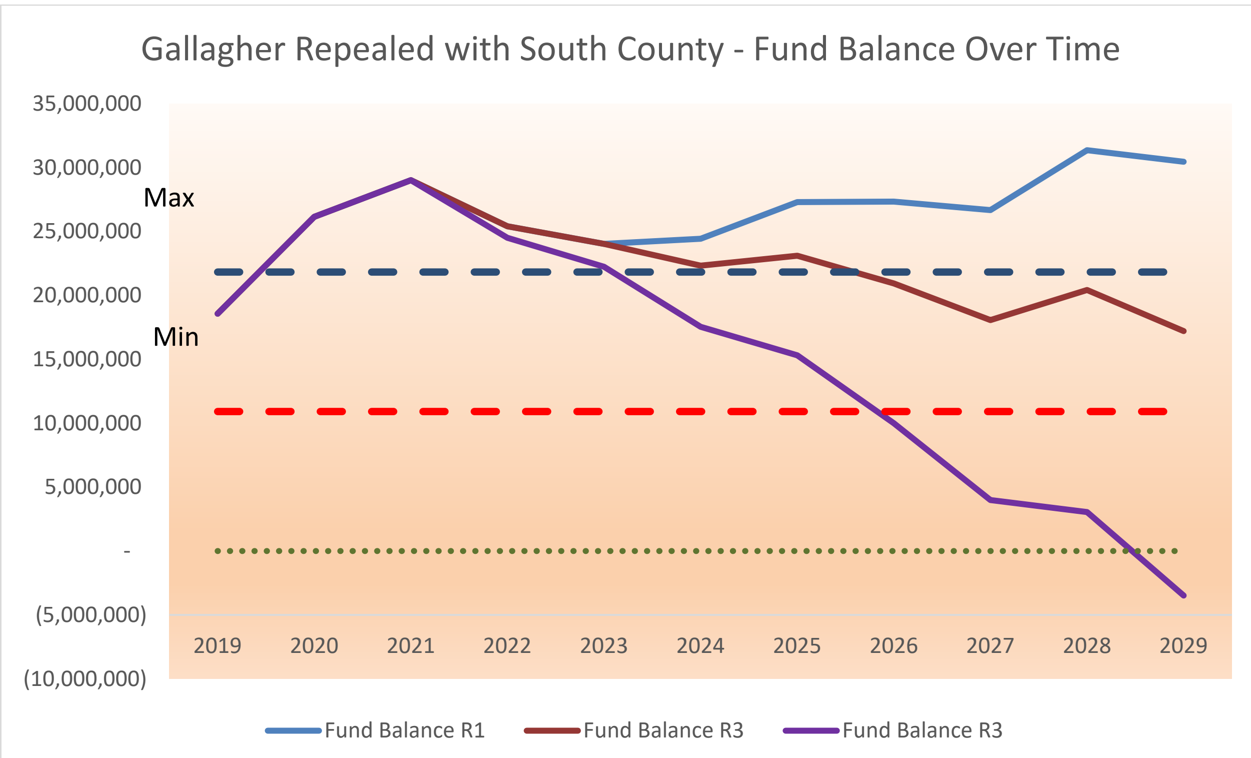
These revenue differences also lead to changes in the fund balance over time. In both situations, JCPL will use fund balance accumulated in 2020 and 2021, before projected revenue declines, to fund capital projects in future years. However, there is a big difference in how long this money lasts.

memorandum

Impact on JCPL Fund Balance:

The chart below shows JCPL fund balance over time if the Gallagher amendment is repealed, scenario (1).

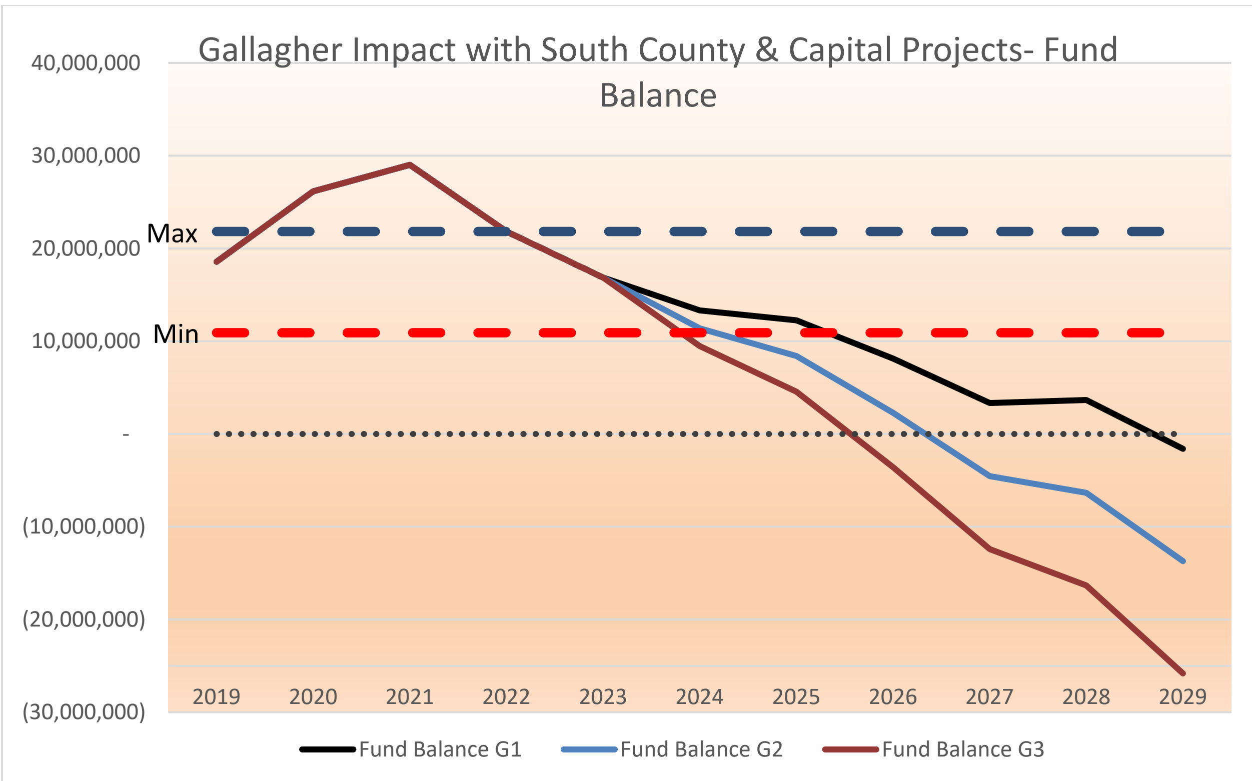
Fund balance is sufficient except in the case of the slowest recovery



The capital plan remains affordable in the case of a moderate recovery and could be accelerated if the recovery is quicker. If revenue recovers more slowly, capital projects in the out years could be adjusted or delayed.

If Gallagher remains in effect, scenario (2), JCPL fund balance drops below minimum levels shortly after the South County library opens and falls below zero a few years later as seen in the chart below.

Fund balance drops below minimum levels shortly after South County opens in 2023 and can drop below zero by 2025



If the Gallagher amendment remains in effect, delaying a large capital project which adds significant operating costs provides time for revenue to recover and increases JCPL's flexibility in future operating and capital budgets.

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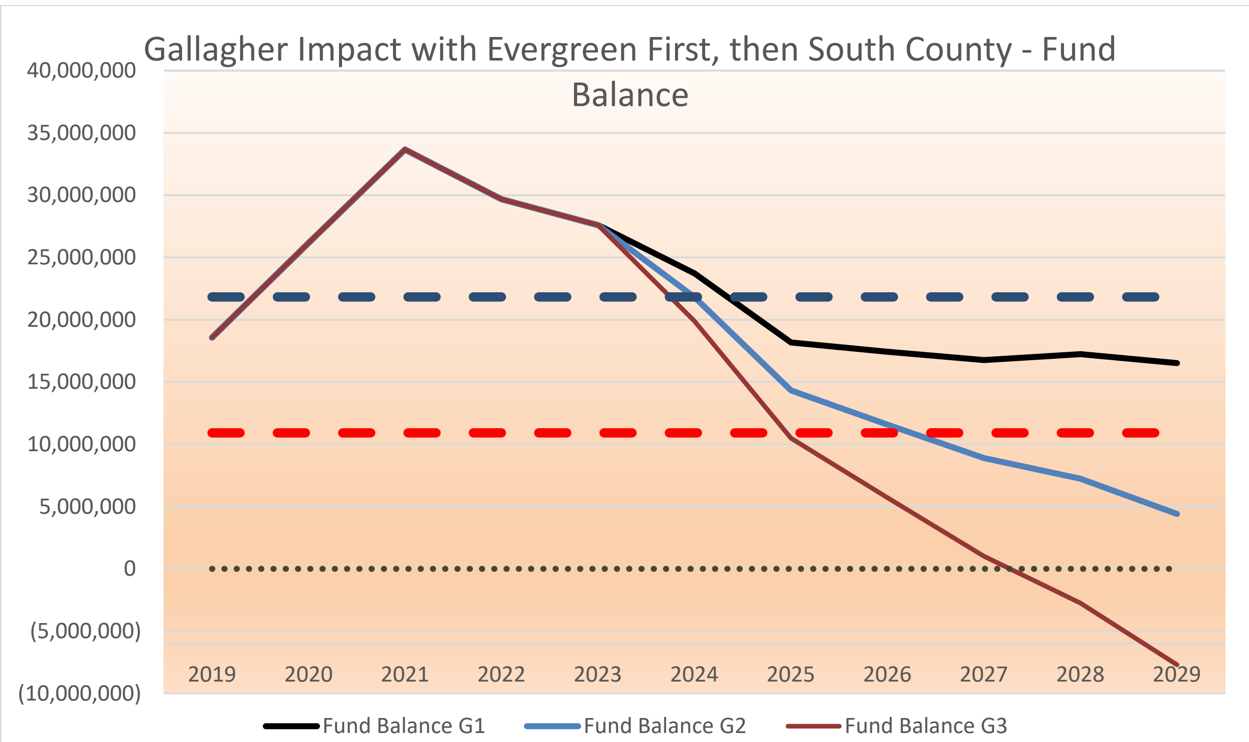
The chart below shows JCPL fund balance over time when the South County library project is delayed, Evergreen is remodeled first and the new South County library opens in 2026.

Fund balance may drop below minimum levels but likely not zero if South County opens in 2026



If recovery is quicker, this plan is affordable. If the recovery turns out to be slower, future year adjustments can be made with the benefit of knowledge gained during two assessment periods, 2022 and 2024. This plan does not include major capital projects after the South County library, but does include later year investments in alternative services.

Recommendation:

The Library prepares the 2021 budget and five year capital plan for Board approval based on the assumption that the Gallagher Amendment remains in effect for the long term with advice from the Board on risk tolerance on the timing of capital projects.

If the Gallagher Amendment repeal gets placed on the 2020 ballot, the Library will draft a second budget for 2021.

Budget Next Steps:

July: Presentation of the 2021 recommended budget, five year capital plan and revised long term financial plan

August: Budget Approval

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JCPL Long-Term Financial Plan

June 11, 2020 | Study Session

JCPL Long-Term Plan

Budgeting for the Impact of the Gallagher Amendment

JCPL Long-Term Plan

- The following slides show the impact on revenue, operating expense and fund balance assuming that Gallagher is not repealed.
- The effects of a quicker recovery and a slower recovery are displayed, showing a range of possibilities.

JCPL Long-Term Plan

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Assumptions:

- South County starts in 2021
- The South County Library opens in 2023
- Other capital projects follow: Evergreen Renovation, Standley Lake Expansion and Golden Expansion
- Capital development slows

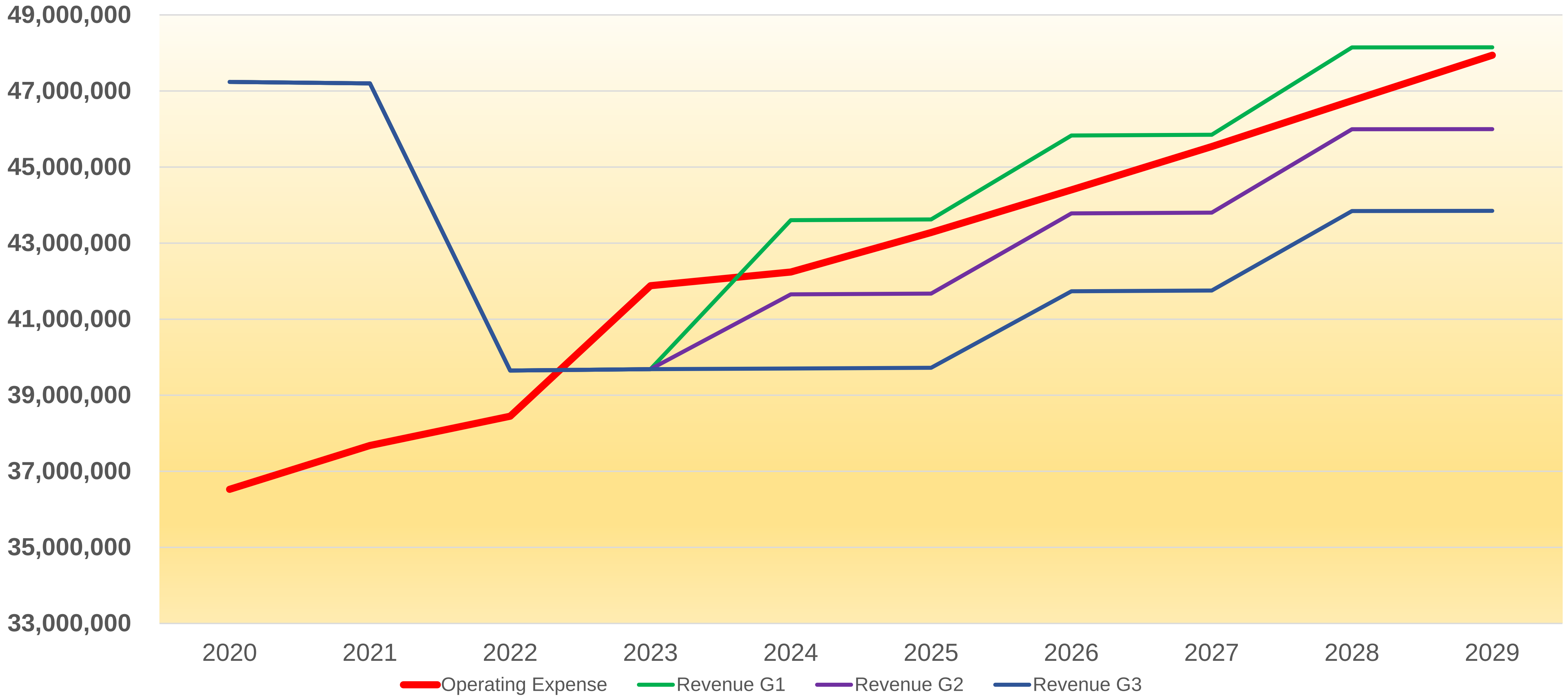
JCPL Long-Term Plan

Jefferson County PUBLIC LIBRARY

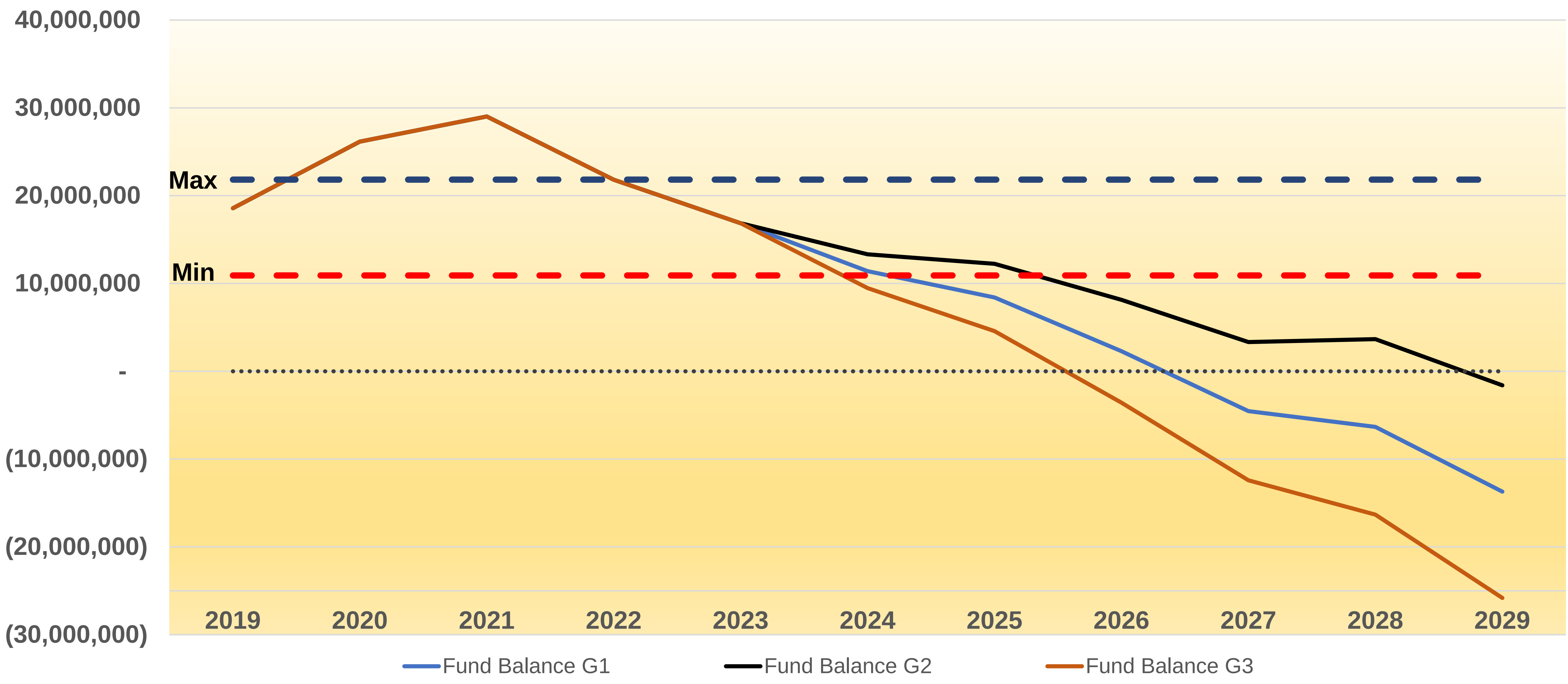
Operating Assumptions:

- Some positions included
- Collection budget reduced $500K
- Property tax is paid

Gallagher Impact: Revenue vs. Operating Expense

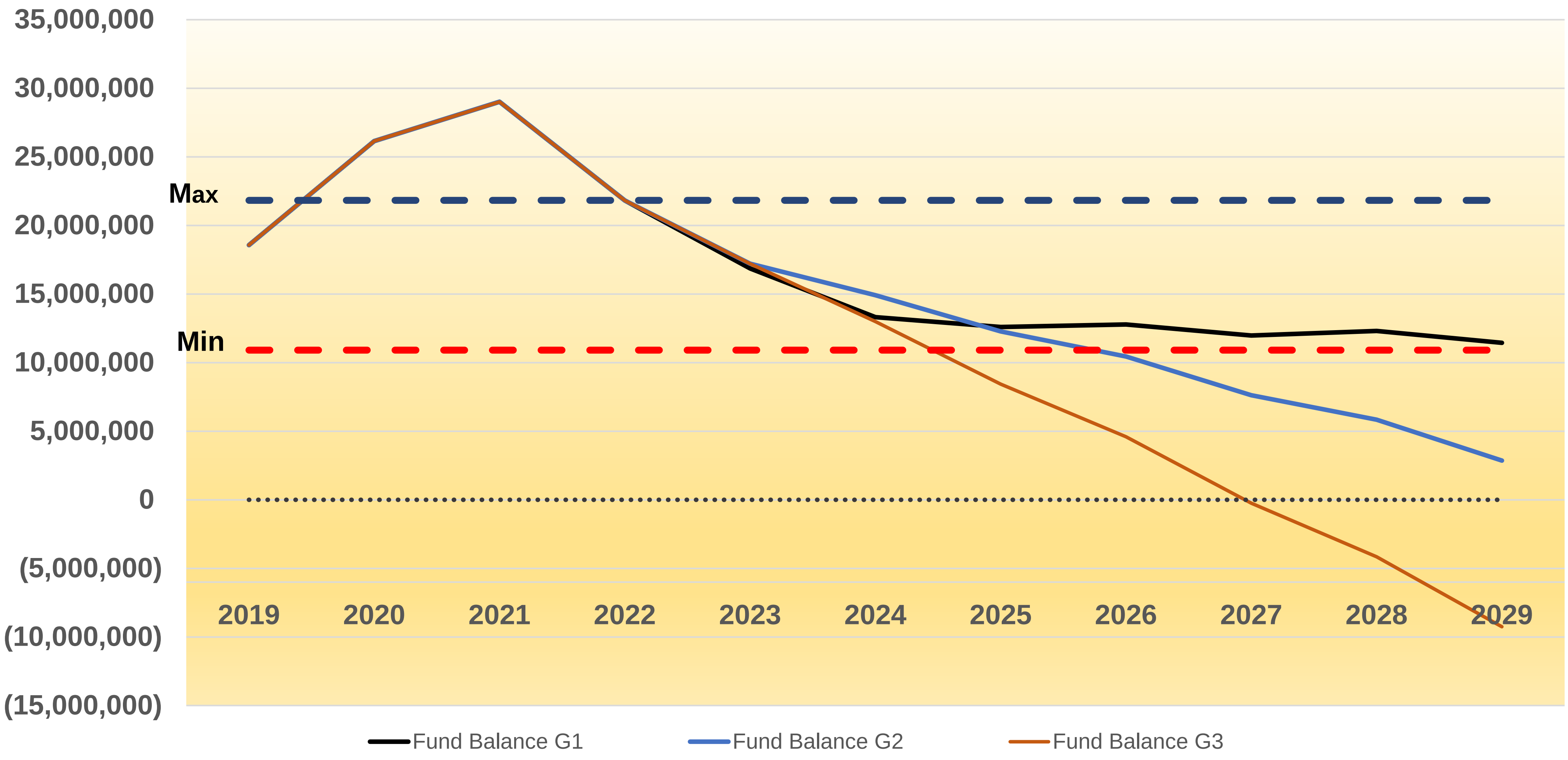


Gallagher Impact: Fund Balance Over Time



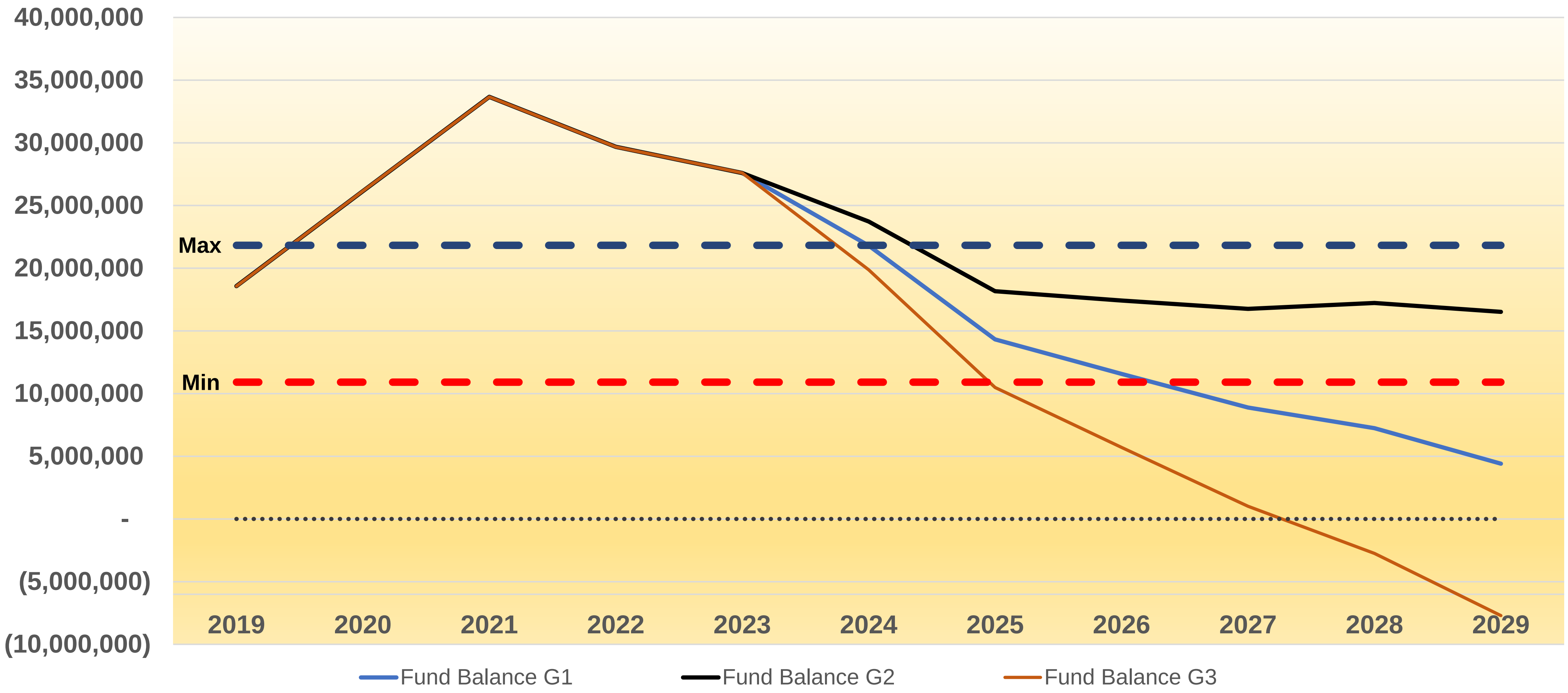
Gallagher Impact: Fund Balance Over Time

South County First, No Other Capital Projects



Gallagher Impact: Fund Balance Over Time

Evergreen First, South County Next



Budgeting for Gallagher Impact

Jefferson County PUBLIC LIBRARY

	South County Opening (Year)	Fund Balance			Notes
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min.	Below Min.	Below Zero	Limited flexibility if recovery is slow
Evergreen Renovation first, then South County	2026	Above Min.	Below Min.	Below Zero	Preserves some flexibility

Which Way to Go? Pause and Reframe

Jefferson County PUBLIC LIBRARY

Budgeting for Gallagher Impact

Jefferson County
PUBLIC LIBRARY

	South County Opening (Year)	Fund Balance			Notes
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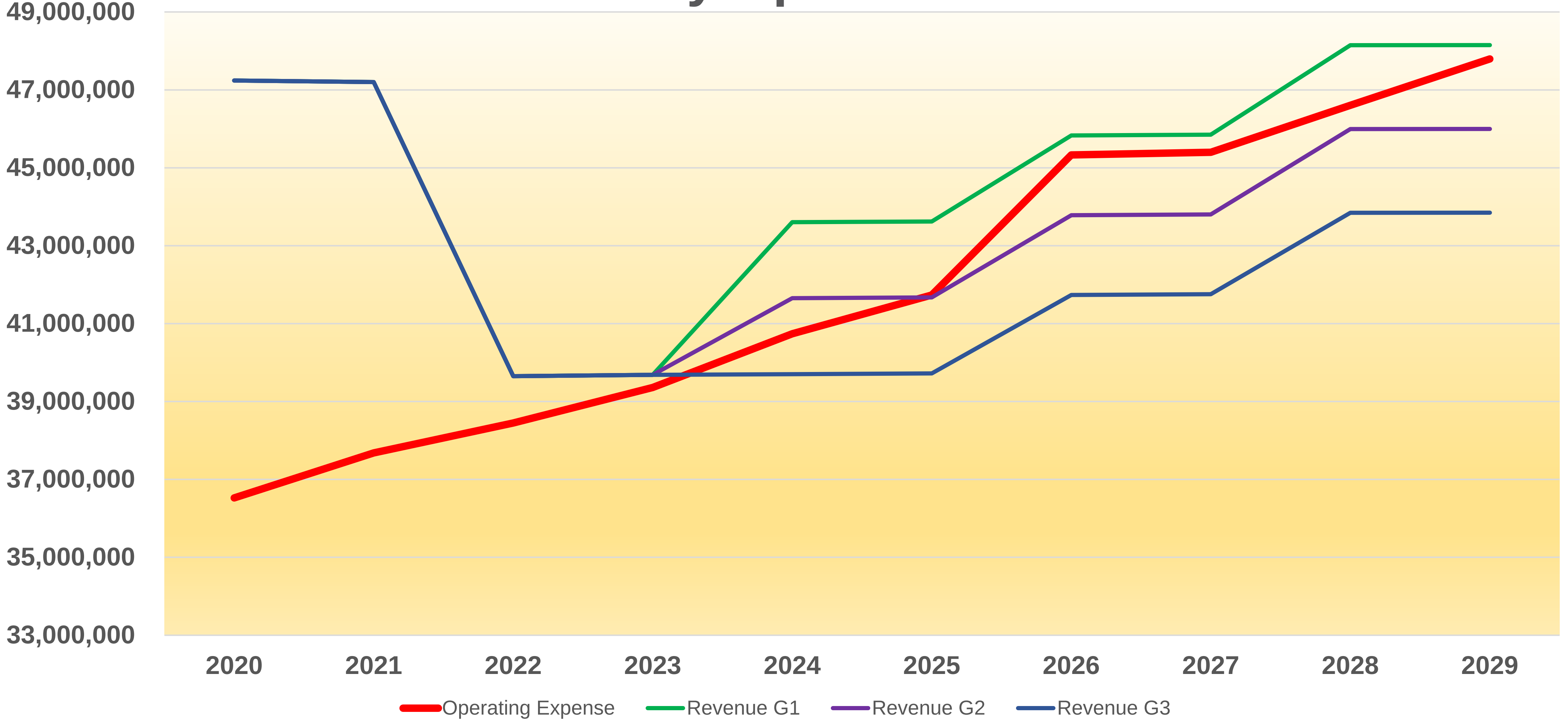
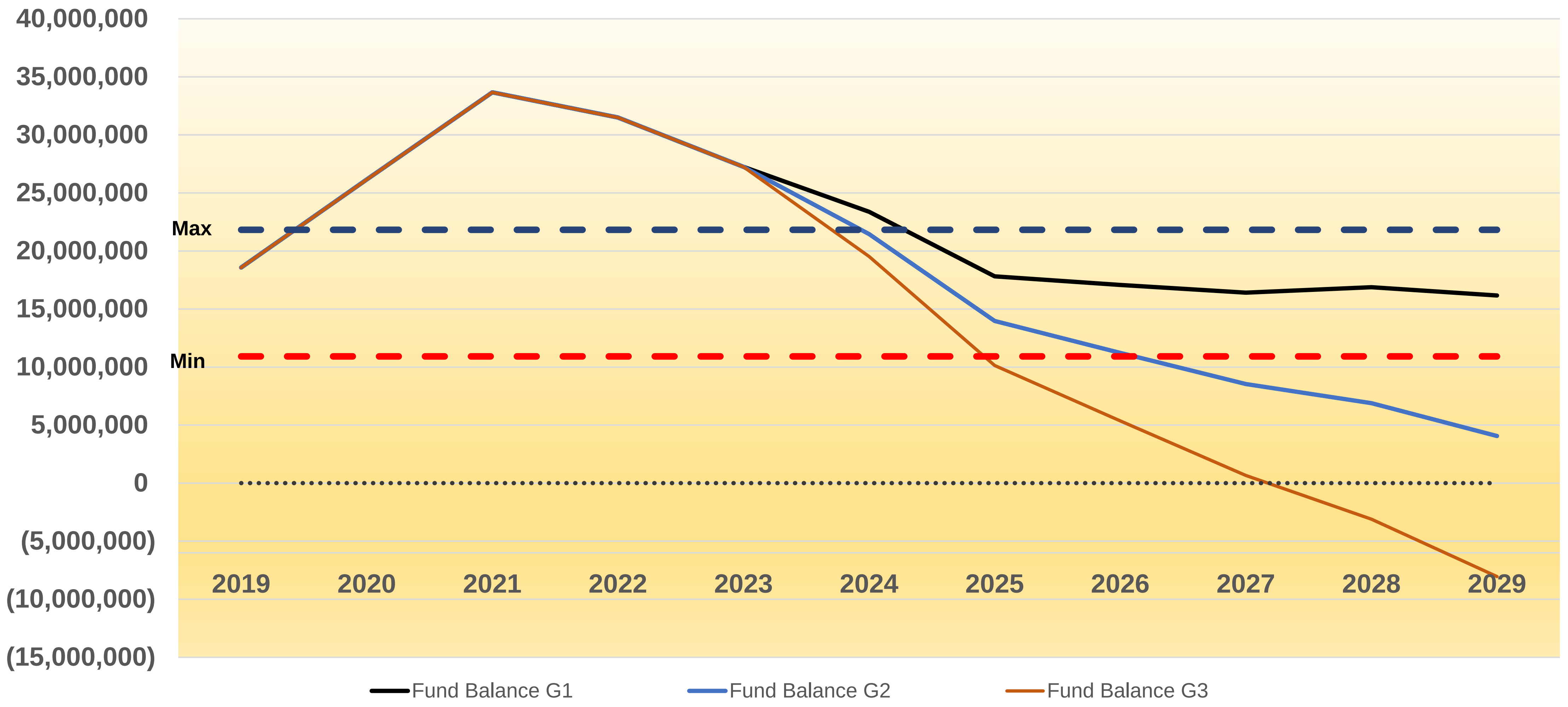
Evergreen Renovation first, then South County	2026	Above Min.	Below Min.	Below Zero	Preserves some flexibility
Alternative Services, Evergreen Renovation, then South County	2026	Above Min.	Below Min.	Below Zero	Enhances flexibility

Gallagher Impact: Revenue vs. Operating Expense, South County Opens in 2026



Gallagher Impact: Fund Balance Over Time

Alternative Services, Evergreen, South County



Recommendation

- Include funding for alternative services in the 2021 budget to enable a more immediate focus on bringing services to South County and other areas.
- Develop the five year capital plan to reflect starting the Evergreen renovation in 2022 and the new South County Library in 2024.
- Revisit the timing of large capital projects during 2022 budget development with the benefit of more accurate information on 2022 revenue.

Questions and Discussion

Important Dates

Budget Development for 2021 and Beyond

2020 Important Dates

Jefferson County PUBLIC LIBRARY

July: Presentation of 2021 Recommended Budget and 5-year Capital Plan

August: Approval of 2021 Budget and 5-Year Capital Plan

September 4: Deadline to refer repeal of Gallagher to ballot

October: Develop & present alternative 2021 budget to implement if Gallagher is repealed

November 3: Election Day

2021 and Future Years, Important Dates

Jefferson County PUBLIC LIBRARY

April: DOLA projection of property values for the next budget year

April or May: Review of long term financial plan

June: Approval of Budget and 5-Year Capital Plan

August 30: Report of preliminary assessed value for the next budget year

Questions and Discussion

MEMORANDUM

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

RE: Library Variance Request Authorization

DATE: June 4, 2020

Jefferson County Public Library (JCPL) intends to seek a variance from the Colorado Department of Public Health (CDPHE) to allow public access to JCPL library buildings, which by state statute are owned by the Library Board of Trustees.

The Executive Order released on June 1, 2020 continued the closure of public libraries in Colorado to the public. This order expires on July 1, 2020. A follow up Public Health Order (PHO 20-28), was released on June 2, 2020 and contained the same language limiting libraries to providing walk-up service, drive-through service, or curbside delivery.

In the meantime, Jefferson County submitted a variance for several types of businesses but did not include the Library. Based on preliminary information from the State, I believe it is in the best interest of Jefferson County residents and the Library to request a variance so that we can allow some level of public access to our library buildings.

What is a Variance?

The Colorado Department of Public Health and Environment (CDPHE) does consider and allow in certain circumstances for counties to obtain variances to the Governor's Safer At Home Order.

A variance allows a community that meets certain requirements to implement its own reopening plans in a timeframe that best meets the needs of its community.

Why Submit a Variance?

In order to safely offer more opportunities for in-person library service to Jefferson County residents than are allowed in the current executive order that expires on July 1, 2020**.**

The Library would like to secure this variance so that we can make plans for the next level of service without needing to wait for the next Public Health Order. We also want to be prepared with a plan preapproved by JCPH to reduce delays to implementing service after July 1st if our variance is denied.

Who has Received a Variance?

Of the 64 counties in Colorado, there are 39 that have been granted variances as of June 3, 2020; Jefferson County is not currently among those listed yet.

The majority of these variance approvals are limited to restaurants, bars, houses of worship, fitness facilities and gyms, movie theaters, dance studios, auctions, motorsport race tracks, large public gatherings, graduation events, and, specifically, in Denver, a limited variance for the Denver Botanic Gardens, and in Douglas County for the Park Meadows Mall.

While only a few of these variances include a specific reference to libraries: Eagle, Kiowa, Larimer, and Prowers, several others have now been submitted or are being drafted, including from some metro area libraries.

What will be included in the Library's Variance?

Generally, the Library's variance submission will include requests to allow for a limited number of public to enter our library buildings, have access to technology, materials and study rooms. It would also allow volunteers to enter our buildings.

How Does the Process Work?

With support from the County Attorney and Jefferson County Public Health (JCPH), the Library will draft and submit a variance request using information gleaned from successful variance requests from other libraries in Colorado and included in the Jeffco request that was submitted on May 29, 2020.

The actual submission will have other information supplied by the County Attorney and JCPH, including:

- A written application that certifies certain community health requirements are met
- A COVID-19 suppression plan approved by local public health agency, all hospitals within the county, and a majority of county commissioners

For approval:

- CDPHE Executive Director may approve a request as submitted, approve with modifications, or deny.
- Any approved variance requests may later be amended or revoked

A county's variance request must:

- Clearly indicate the provisions of the Safer At Home Order from which the county is requesting a variance

- Describe the alternate restrictions the county will require to meet the intent of the Safer at Home Order

CDPHE will not grant any variance requests that:

- Reduce or eliminate protections for vulnerable populations
- These groups are specifically protected by the state's orders

What Happens Next?

The Library will provide Trustees with the most recent draft of our variance request before the June 11, 2020 Study Session for review at that meeting.

When the Board gives authorization, the Library will submit our request for variance to the County.

The process to get a variance accepted can take days to weeks.

Once the County submits our request, we will amend our plans to align with any changes from the County Attorney or JCPH.

If there are changes from CDPHE, we will make further adjustments to our plans.

The Library will create a temporary code of conduct to conform to safety requirements spelled out in the variance.

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org

Jefferson County PUBLIC LIBRARY

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Lizzie Gall Assistant Director of Library Experience

DATE: May 29, 2020

RE: Extension of Belmar Library Intergovernmental Agreement with the City of Lakewood

History of Contract: Alternative Service for Belmar Library During Construction

Jefferson County Public Library has a need to provide alternative services to the community during the closure of the Belmar Library while the library is under construction. At the August, 2019 Board of Trustees meeting, the Board took action to authorize the Executive to sign the Intergovernmental Agreement (IGA) with the City of Lakewood to place alternative delivery systems within the City of Lakewood property to provide alternative services to our patrons.

The specific goal of the program is to provide access to library materials at a non-library location, through patron self-service, and without ongoing staffing. Access would be provided to Jefferson Library Public Library card holders with accounts in good standing. Utilizing lockers and vending system also ensures that the money invested in alternative services at Belmar would continue to serve the residents of Jefferson County after the construction is complete. The redeployment of the locker/vending system after construction will expand alternative services per the Facilities Master Plan and the library to You Master Plan.

The term of the IGA is set to expire in June. The library would like to request authorization to extend IGA to allow the holds lockers and vending machines to remain on the City of Lakewood property until the Belmar Library reopens, and we have a plan to safely and efficiently redeploy them to the Ridge Recreation Center. The library's intention is for the holds lockers and vending machine to be available for patrons to access library services until the Belmar library reopens.

The City of Lakewood has drafted an extension to the Intergovernmental Agreement to allow the alternative delivery systems to remain on the City of Lakewood property through December 31, 2020. The terms of the agreement have not changed. The systems could be removed from the city's property at an earlier date. The plans to redeploy the systems will not be impacted by the agreement extension.

Total Cost:
There are no additional costs to the library related to the extension of the agreement.

Next Actions:
We recommend the Board of Trustees authorize the Executive Director to authorize the extension of the Intergovernmental Agreement with the City of Lakewood to place the alternative delivery systems within the City of Lakewood property through December 31, 2020. This item will be placed on the consent agenda for the June 18, 2020 Library Board meeting unless otherwise instructed by the Board.

Lakewood
Colorado

19--03154

EXTENSION LETTER NO. ONE

May 27, 2020

Jefferson County Public Library
c/o Lizzie Gall
10200 W. 20th Ave.
Lakewood, CO 80215

Re: Agreement No. 4649 for Jeffco Public Library Locker System at Civic Center

Dear Ms. Gall,

Pursuant to Section III of the above-referenced agreement (the "Agreement"), the City of Lakewood (the "City") and Jefferson County Public Library ("JCPL") have agreed to extend the Agreement through December 31, 2020. The City and JCPL understand and agree that the other terms of the Agreement will not change.

Upon full execution of this Extension Letter, the Term of the Agreement shall be extended through December 31, 2020, with no changes to the other terms of the Agreement.

CITY OF LAKEWOOD

Kit Newland

Kit Newland, Director
Department of Community Resources

Recommended for approval:

WPiccone

Wally Piccone, Projects & Maintenance Mgr.
Department of Community Resources

Kimberly Montague, Mktg. & Business Dev. Coord.
Department of Community Resources

By signing below, I hereby certify that I have full authority to agree to the terms hereof, to wit, that the Term of the Agreement shall be extended through December 31, 2020, with no changes to the other terms of the Agreement.

JEFFERSON COUNTY PUBLIC LIBRARY

____
Signature

____
Name and Title

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org

Jefferson County PUBLIC LIBRARY

TO: Donna Walker, Executive Director

FROM: Debbi Mikash, Library Collections Manager

DATE: May 19, 2020

RE: Baker & Taylor Annual Renewal

History of Contract: **Baker & Taylor – Primary Print Vendor**
Baker & Taylor is our primary vendor for print materials. JCPL purchases print books for all ages from Baker & Taylor for patron use. In June 2018, the Board of Trustees approved a contract, annually renewable for four years. We are asking the Board of Trustees to renew this contract for the second time.

Total Cost:
Budgeted amount for 2020 is $3,000,000.

Budget:
70082.426430
This expenditure is within the approved 2020 budget.

Next Actions:
At the Board meeting on June 18 we will be asking the Board of Trustees to approve the second renewal of this contract, and authorize the Executive Director to sign the renewal. This item will be placed on the consent agenda for the June 18, 2020 Library Board meeting unless otherwise instructed by the Board.