# TABLE OF CONTENTS

A Message from the Chair and Executive Director .................................................. 3
Mission, Vision, Values .......................................................................................... 4
Financial Highlights ............................................................................................. 5
2020 Scorecard ..................................................................................................... 6
Strategic Priorities ............................................................................................... 7-11
In 2020 COVID-19 affected the lives of our residents and changed the way our community delivered its programs and services. Jefferson County Public Library (JCPL) was no exception. Despite the challenges that JCPL faced in 2020, our staff demonstrated our unwavering commitment to serving our patrons. This report highlights the data points used to measure our success and displays the accomplishments that enhanced the lives of Jefferson County residents.

JCPL:
- Successfully implemented the first year of our new five-year plan.
- Eliminated Library fines for overdue materials.
- Completed the Belmar Library redesign.
- Expanded Alternative Services through the installation of Holds Locker, Returns Bin and a Library Lending Machine at Foothills Park & Recreation District.
- Completed planning and procurement for a new Bookmobile.
- Continued Core Service Master Planning, for services to kids and families, teens and our diverse community.
- Implemented infrastructure and process improvements, including installing three new sorters and launching the new enterprise resource management tool, Workday.

We created services and workflows to accommodate changing public health guidelines during the pandemic. To keep staff and the community safe while providing equitable access to essential services, JCPL:
- Deployed a remote workforce in 24 hours.
- Distributed personal protective equipment and instituted strict sanitizing protocols.
- Executed a new curbside services process and procedure for handling returns.
- Developed and delivered new training on workplace safety.
- Launched new virtual and call-in programs.
- Adjusted Summer Reading to a virtual environment.
- Adapted the Raise a Reader signature event to a month-long celebration of early literacy with learning activities in safe, outdoor settings.
- Held weekly Virtual Story Times in English, Spanish and American Sign Language.

JCPL collaborated with County organizations, schools and nonprofits to support the community in the following ways:
- Expanded outreach with literacy partners.
- Launched a Spanish version of eConnect, our monthly newsletter.
- Hosted a virtual career workshop series.
- Created the “Jeffco WFH Parent Problems” Facebook Group.
- Led a social work team to provide resource referrals and support.
- Repurposed laptops, public computers and hotspots for contact tracing and community support.

While 2020 was a difficult year in many ways, it proved that the JCPL team is agile and resilient, and can adjust its programs and services to meet the changing needs of our Jefferson County community.
VISION
Jefferson County Public Library will be the essential destination where all generations connect, discover and create.

MISSION
Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

VALUES
We serve with care; everyone is welcome here. We meet you where you are, give you our full attention and strive to exceed your expectations.

Our Core Values are Innovation, Accountability and Excellence.

INNOVATION
We collaborate, evaluate and continually improve. We are creative and flexible. We take risks, embrace change and look for opportunities to say yes.

ACCOUNTABILITY
We are committed and honest. We participate and communicate. We take personal responsibility, provide follow through and build trust.

EXCELLENCE
We are positive and productive. We perform with purpose to transform lives. We focus on quality, consistently aim high and deliver outstanding results.
# Financial Highlights

## 2019 Actual | 2020 Amended Budget | 2020 Actual
--- | --- | ---
Revenues | $41,680,883 | $46,300,305 | $46,744,393
Transfer from Fund Balance | $1,975,590 | $940,153 | $1,015,418
**Total Sources of Funds** | **$43,656,474** | **$47,240,458** | **$47,759,810**
Salaries and Benefits | $18,723,004 | $21,224,134 | $17,594,630
Books and Other Materials | $7,777,885 | $8,135,190 | $7,354,512
Other Operating | $7,196,956 | $8,615,752 | $6,639,650
**Total Operating Expenditures** | **$33,697,846** | **$37,975,076** | **$31,588,792**
Debt Service | $1,448,432 | $1,410,421 | $1,409,294
Capital Expenditures | $3,675,157 | $16,166,646 | $5,770,211
**Total Uses of Funds** | **$38,821,435** | **$55,552,143** | **$38,768,296**

## 2020 Operating Expenditures

- **Salaries & Benefits**: 45%
- **Capital Projects**: 15%
- **Other Operating Expenditures**: 19%
- **Library Books & Materials**: 19%
- **Financing & Debt Service**: 4%
2020 SCORECARD

Success measures and targets guide JCPL’s strategic planning with our Board of Trustees and Library leadership, as well as help the Library identify community demand and our ability to meet that demand. In 2020 targets, measures and benchmarking scores were understandably impacted by COVID-19, and reflect our continued emphasis on safety, adaptability and resourcefulness.

TOTAL COLLECTION USE
Total number of materials, both physical and digital borrowed or used, and database use at Jefferson County Public Library.

2018 2019 2020
9,152,204 9,706,552 8,806,903

PROGRAM ATTENDANCE
Total number of attendees at any of Jefferson County Public Library’s programs.

2018 2019 2020
273,381 274,669 63,279

VISITS
Total number of visits to Jefferson County Public Library and the Bookmobile.

2018 2019 2020
2,718,796 2,613,399 830,615

NET PROMOTER SCORE
An index ranging from -100 to 100 that measures the likelihood that a Jefferson County Public Library cardholder will recommend our libraries to others based on a single question.

2018 2019 2020
49.31% 49.67% 42.30%

ACTIVE HOUSEHOLDs
Jefferson County households that contain at least one active cardholder within the past 12 months.

2018 2019 2020
113,481 out of 230,153 total households 115,377 out of 232,284 total households 100,581 out of 237,831 total households

79.8 83.9
STRATEGIC PRIORITY 1
Create Libraries for the Future

Jefferson County Public Library will create libraries for the future throughout the county via expansion, redesign and construction.

Children’s area in the newly remodeled Belmar Library, completed in the summer of 2020.
STRATEGIC PRIORITY 2

BE THE THIRD PLACE

Jefferson County Public Library will facilitate civil civic conversation, develop collaborative community discovery spaces, and serve as the place to be for out-of-school time and not-to-miss virtual and in-person events.

JCPL hosts best-selling author, Robyn Carr, for a signature event at the Arvada Center.
STRATEGIC PRIORITY 3

FOCUS ON BUILDING LITERACIES

Jefferson County Public Library will focus on building literacies through patron-interest-focused materials selection, creative technologies, digital literacy services, school and workforce readiness, programming that helps our young people develop skills for early adulthood, small business support and financial literacy initiatives.

Librarians host a socially-distanced outdoor story time during a summertime early literacy event.
STRATEGIC PRIORITY 4

REACH MORE PEOPLE

Jefferson County Public Library will reach more people through strategic partnerships, alternative services, customer experience, inclusion efforts, and community engagement and outreach.
STRATEGIC PRIORITY 5
GROW SUSTAINABLY

Jefferson County Public Library will manage financial resources to meet our planned capital and service build-out within our current mill levy rate of 4.5 and account for a variety of economic conditions.