



Jefferson County
PUBLIC LIBRARY



2022 BUDGET



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.

A MESSAGE FROM THE CHAIR LIBRARY BOARD OF TRUSTEES

Dear Jefferson County Public Library Community,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees has submitted a proposed budget for the year 2022. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.

The Board of Trustees, in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high quality library, which continues to fulfil our promises and supports the community's needs.

Continue to invest in books, materials and digital offerings;

- Provide access to updated technology;
- Repair and refurbish existing facilities;
- Improve service in underserved areas; and
- Stabilize long-term finances.

The amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2022 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$51 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2022 proposed budget represents a responsible level of spending to support Library services.

Sincerely,



Kim Johnson
Board Chair

A MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Jefferson County Public Library Community,

The Jefferson County Public Library (JCPL) budgeting process is guided by strategic priorities that ensure we achieve our mission to build an educated and vibrant community by providing equal access to information and opportunities.

These strategic priorities – to create libraries for the future, reach more people, focus on building literacies, be the third place and grow sustainably – are holding strong and continue to serve as our guideposts. Despite all the COVID-19 upheaval, the resilient JCPL team continued to serve the public with excellence, innovation and accountability.

In 2021, our top strategic priorities were:

- **COVID-19 service and staffing strategy implementation.** We are proud to report that JCPL provided uninterrupted library services while prioritizing the health and safety of our staff and community. In addition to serving patrons in-person, we expanded our offsite services and restored service hours to improve equity of access for all our residents.
- **South County expansion.** Population growth has outpaced library space throughout the county. In 2021, JCPL embarked on an ambitious plan to build a new destination library in the southern region of the county to expand library services. This expansion will provide additional access to information and opportunities for all generations, and will be adaptable for future growth and economic development beyond initial expectations
- **Accelerating our Facility Master Plan.** In 2021, we developed a new approach to our Facility Master Plan that calls for updating current facilities and expanding into underserved areas more quickly.

Now that we have laid the groundwork for service expansion, our 2022 top strategic projects will focus on building for the future by accelerating our building program with the creation of a new library design standard, designing the new Library in South County, redesigning the Evergreen Library, and potentially initiating a new Library in Northwest Arvada. Other service innovations will include the opening of a new Express Library Northwest Arvada and the launch of a dedicated app that offers patrons a streamlined digital experience. Maintaining and improving community assets continues to be a priority even as the library undertakes the work of expansion.

The dedicated team at JCPL team is excited and ready to meet the changing needs of our Jefferson County community.

We look forward to building the future with you.

Sincerely,



Donna Walker
Executive Director

BUDGET SUMMARY

SOURCES AND USES OF FUNDS	2020 ACTUAL	2021 AMENDED BUDGET	2022 BUDGET
SOURCES OF FUNDS			
Revenues			
Property Tax (net of adjustments)	\$46,744,393	\$46,300,305	\$52,407,622
Total Taxes	\$46,744,393	\$46,300,305	\$52,407,622
Federal & State Grants	\$161,962	\$121,051	\$125,000
Library Fees	\$47,797	\$145,000	\$115,000
Other Revenue	\$797,130	\$298,640	\$298,640
Total Other Revenues	\$1,006,889	\$564,691	\$ 538,640
Sub Total Revenues	\$47,751,282	\$46,864,996	\$52,946,262
Transfer from Fund Balance	-	\$2,245,018	\$4,259,785
Transfer to Fund Balance	\$8,955,407	-	-
Total Sources of Funds	\$38,795,875	\$49,110,014	\$57,206,047

USES OF FUNDS			
Operating Expenditures			
Salaries & Employee Benefits			
Salaries	\$13,055,682	\$16,081,526	\$16,601,010
Benefits	\$4,566,527	\$5,373,904	\$5,719,962
Total Salaries & Benefits	\$17,622,209	\$21,455,431	\$22,320,972
Library Books & Materials	\$7,354,512	\$7,754,177	\$7,937,400
Supplies	\$1,111,151	\$1,515,924	\$1,559,475
Vehicles	-	-	-
Services & Charges	\$3,350,808	\$5,057,772	\$5,704,984
Internal Transactions /Cost Allocation	\$2,177,691	\$2,582,108	\$2,734,736
Total Operating Expenditures	\$31,616,370	\$38,365,412	\$40,257,567
Financing & Debt Service	\$1,409,294	\$621,819	\$621,945
Capital Projects	\$5,770,210	\$10,122,783	\$16,326,536
Total Uses of Funds	\$38,795,875	\$49,110,014	\$57,206,047

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

PROJECT	2021 AMENDED BUDGET	2022 PROJECTED BUDGET	2023 PROJECTED BUDGET	2024 PROJECTED BUDGET	2025 PROJECTED BUDGET	2026 PROJECTED BUDGET	TOTAL 2022-2026
ANNUAL REPLACEMENT PLAN							
ARM-01 Capital Maintenance	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
ARM-02 Equipment Replacment	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$180,000
ARM-03 Computer 5-year Replacement Plan	\$490,000	\$235,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,235,000
ARM-04 Book Sorter Replacement	\$ 385,130	\$500,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,900,000
ARM-05 IT Infrastructure Replacement	\$500,000	\$250,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,650,000
Total ARM & Ongoing Projects	\$ 1,661,130	\$1,271,000	\$1,236,000	1,236,000	\$1,263,000	\$1,263,000	\$6,215,000
5-YEAR CAPITAL IMPROVEMENT PLAN							
Alternative Services	\$495,791	\$200,000	-	\$50,000	-	\$175,000	\$425,000
Library Location Holds Lockers	-	\$205,000	-	-	-	-	\$205,000
Bookmobile Replacement	\$428,818	-	-	-	-	-	-
Standley Lake Clerestory Roof	\$140,000	-	-	-	-	-	-
Document Management System	\$80,000	-	-	-	-	-	-
South County Library	\$7,317,045	\$9,125,536	-	-	-	-	\$9,125,536
Golden Library	-	-	\$350,000	-	-	-	\$350,000
Evergreen Library Redesign	-	\$700,000	\$3,520,000	-	-	-	\$4,220,000
NW Arvada Library	-	\$4,700,000	\$5,680,000	\$4,500,000	-	-	\$14,880,000
Fehringer Ranch Admin & Library	-	-	\$350,000	\$10,993,500	\$9,943,500	-	\$21,287,000
Lakewood Library Remodel	-	-	-	\$350,000	-	-	\$350,000
Standley Lake Library Remodel	-	-	\$350,000	-	-	\$4,000,000	\$4,350,000
Data Warehouse	-	\$125,000	-	-	-	-	\$125,000
ILS Replacement	-	-	\$750,000	-	-	-	\$750,000
Total CIP	\$8,461,653	\$15,055,536	\$11,000,000	\$15,893,500	\$9,943,500	\$4,175,000	\$56,067,536
Total 5-Year Capital Plan	\$10,122,783	\$16,326,536	\$12,236,000	\$17,129,500	\$11,179,500	\$5,411,000	\$62,282,536



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