

# Fulfilling Our Promises

2017 Proposed Budget - Version 2  
Library Trustee Meeting Presentation  
July 14, 2016



Jefferson County  
PUBLIC LIBRARY

# Fulfilling Our Promises

## *Addressing the Community Needs and Priorities for JCPL*

- ✓ 1. Restoring Library Hours
- ✓ 2. Restoring Investments in Books and Materials
- ✓ 3. Providing Access to Updated Technology
- ✓ 4. Repairing and Refurbishing Existing Facilities

# 4.500 Mill Levy Calculation Property Tax Revenue for 2017

- November 2015 Certification of Value Letter
  - Net Assessed Valuation                      \$8,016,226,118
  - Property Tax Revenue                              \$36,073,018



# 2017 Proposed Budget Summary

Summary	2016 Amended Budget	2017 Proposed Budget
<b>Revenues</b>		
Revenues	\$34,453,776	\$37,593,009
Use of Fund Balance	-	1,575,000
<b>Total Revenues</b>	<b>\$34,453,776</b>	<b>\$39,168,009</b>
<b>Expenditures</b>		
Operating	\$27,004,368	\$29,676,107
Debt Service	1,584,388	1,548,404
Capital	2,356,525	6,361,500
Interdepartmental	1,450,848	1,581,998
<b>Total Expenditures</b>	<b>\$32,396,129</b>	<b>\$39,168,009</b>
Full – Time Equivalent (FTEs)	215.00	215.00

# Salaries & Employee Benefits

Category	2017 Proposed Budget
Regular Salaries	\$11,082,317
Awards and Bonuses	100,000
Temporary Salaries (Pages, Subs)	1,742,905
Employee Benefits	4,193,132
Vacancy Savings - 7.5% of Regular Salaries	<u>(865,966)</u>
<b>Total Salaries &amp; Employee Benefits</b>	<b>\$16,255,709</b>

215 Authorized Positions		
	2016	2017
Budgeted Positions	208.5	209.5
Non-Budgeted Positions	6.5	5.5

2017 additional FTE – Maintenance Technician in Facilities

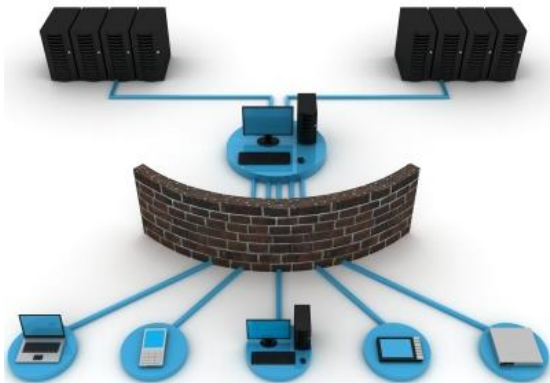
# 2017 Operating Budget

Personnel Services	\$16,255,709
Supplies	1,247,585
Library Books & Materials	8,184,313
Services & Charges	3,948,499
Operating Capital	<u>40,000</u>
Total Operating Budget	\$29,676,107

# Capital Projects

## Annual Replacement & Maintenance (ARM)

Project	2016 Budget	2017 Budget
ARM-01 Capital Maintenance	\$250,000	\$250,000
ARM-02 Other Capital Replacement Plan/Furniture & Equipment	76,550	56,000
ARM-03 Computer 5-year Replacement Plan	250,000	250,000
ARM-04 Book Sorter Sinking Fund	200,000	200,000
ARM-05 IT Infrastructure Replacement	382,000	462,000



# Capital Projects

## 2017 Projects

Project	2017 Budget
16-10 Records Management Software / Project Management	50,000
16-15 Replace CD/DVD Diskwasher	8,000
16-16 Columbine Remodel	4,250,000
17-01 Evergreen HVAC Rebuild	135,000
17-02 Entry Door Replacement	36,800
17-03 VM Upgrade	91,000
17-04 Encore Server	37,000
17-05 RFID Self Check Improvement	250,000
17-07 Edgewater Library Tenant Finish – Planning phase	80,000
17-08 Graphic Equipment	10,000
17-09 JCPL Mobile Experience	15,700



# Capital Projects

## 2017 Projects

Project	2017 Budget
17-10 Mobility Solutions	25,000
17-11 Facility Master Plan	75,000
17-12 Facility Expansion/Upgrades Planning	80,000
Total 2017 Capital Projects	\$6,361,500

# Directors' Input

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# Finance Richard

- Cost Allocation
  - Direct Charges \$150,688
  - Indirect Charges \$755,366
  - Intra County Charges \$675,944
  
- Vacancy Savings 7.5% Salaries

# Employee Relations & Development Sandie

- |                              |                 |
|------------------------------|-----------------|
| 1. Training                  | \$37,100        |
| 2. Leadership Development    | Cost Allocation |
| 3. On-Boarding & Recruitment | \$10,000        |

# Communications Rebecca

- |    |                         |          |
|----|-------------------------|----------|
| 1. | Resident Survey         | \$30,000 |
| 2. | Formal Brand Guidelines | \$50,000 |
| 3. | Early Literacy          | \$10,000 |

# Information Technology Pat

- |    |                    |           |
|----|--------------------|-----------|
| 1. | Network Upgrades   | \$250,000 |
| 2. | Records Management | \$ 50,000 |
| 3. | Security Cameras   | \$ 82,000 |

# Facilities Steve

- |    |                             |             |
|----|-----------------------------|-------------|
| 1. | Annual Maintenance Projects | \$ 250,000  |
| 2. | Columbine Remodel           | \$4,250,000 |

# Public Services

## Donna & Julianne

- Columbine Design & Services \$4,250,000
- Library Books & Materials \$8,184,313
- New Program Model \$15,000
- Edgewater Library \$80,000



# 5 Year Capital Plan Presentation

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2017-2021



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# 5 Year Project Requests

Project	2017 Request	2018-2021
Facility-wide Capital Maintenance	\$250,000	\$1,000,000
Furniture & Equipment > \$5k	56,000	144,000
Computer Replacement Project	250,000	1,000,000
Book Sorters Sinking Fund	200,000	800,000
IT Infrastructure Replacement	462,000	720,000
Records Management Software	50,000	0
High Availability Internet Redundancy	0	108,000
Replace DVD/CD Diskwasher	8,000	28,000
Columbine Remodel Project	4,250,000	0
Evergreen HVAC Replacement	135,000	0
Entry Door Replacements	36,800	18,525

# 5 Year Project Requests

Project	2017 Request	2018-2021
Virtual Server Upgrades	91,000	91,000
Server Replacements	37,000	0
RFID Self Check Implement	250,000	0
Belmar Library Remodel	0	4,000,000
Edgewater Library	80,000	1,000,000
Graphic Equipment – Large Format Printer	10,000	0
JCPL Mobile Experience	15,700	110,000
Mobility Solutions	25,000	0
Facility Master Plan	75,000	0
Facility Expansion/Upgrades Planning	80,000	0

# 5 Year Project Requests

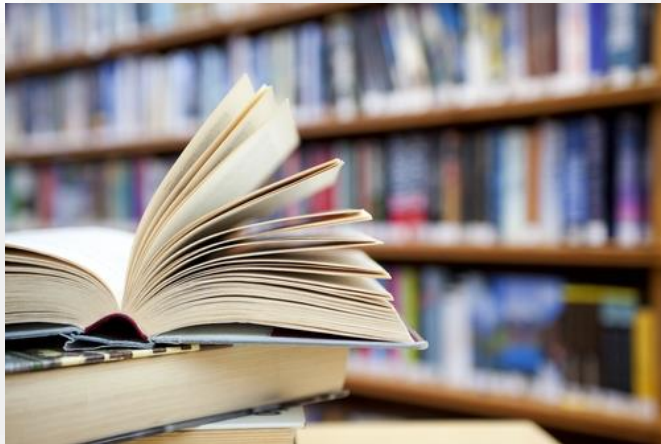
Project	2017 Request	2018-2021
Lakewood Fence Replacement		55,000
Lakewood Public Restroom Expansion		120,000
Lakewood Admin Staff Restroom		48,000
Evergreen Library Remodel		2,030,000
Golden Parking Lot		125,000
Standley Lake Clerestory Roof Panel		70,000
Westminster Express Service		130,000
Lakewood Library Remodel		2,030,000
Paperless Office Project		20,000
Belmar AHU Rebuild		165,000
Belmar Chiller Replacement		145,000

# 5 Year Project Requests

Project	2017 Request	2018-2021
Arvada Library Remodel		2,030,000
Total 2017 Projects	\$6,361,500	
Total 2018-2021 Projects		\$15,987,525
Grand Total 5 Year Projects		\$22,349,025

# Next Steps

- Board Meeting July 21<sup>st</sup>
  - Final Review of Proposed Budget
  - Authorize Executive Director to submit 2017 Budget and 5 Year Capital Plan
  - Sign the Trustee's budget cover letter
- BCC Budget Presentation August 29<sup>th</sup>
- BCC Adopts Budget November 29<sup>th</sup>
- BOT Adopts the 2017 Budget at the Board Meeting December 15<sup>th</sup>



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## 5 Year Capital Projects Year Plan 2017-2021

	2017	2018	2019	2020	2021	Total
ARM-01 Capital Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-02 Furniture & Equipment	56,000	36,000	36,000	36,000	36,000	200,000
ARM-03 Computer Replacement Plan	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-04 Book Sorter Sinking Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
ARM-05 IT Infrastructure Replacement Plan	462,000	130,000	130,000	130,000	330,000	1,182,000
16-10 Records Management Software	50,000					50,000
16-14 High Availability Internet Redundancy		36,000	36,000	36,000		108,000
16-15 Replace CD/DVD Disk Washer	8,000	8,000		10,000	10,000	36,000
16-16 Columbine Remodel	4,250,000					4,250,000
17-01 Evergreen HVAC Rebuild	135,000					135,000
17-02 Entry Door Replacement	36,800	18,525				55,325
17-03 Virtual Servers upgrades	91,000				91,000	182,000
17-04 Encore Server	37,000					37,000
17-05 Implement RFID/Self Check	250,000					250,000
17-06 Belmar Remodel		4,000,000				4,000,000
17-07 Edgewater Library	80,000	1,000,000				1,080,000
17-08 Large Format Printer	10,000					10,000
17-09 JCPL Mobile Experience	15,700	35,000	25,000	25,000	25,000	125,700
17-10 Mobility Solution	25,000					25,000
17-11 Facility Master Plan	75,000					75,000
17-12 Facility Expansion/Upgrades Planning	80,000					80,000
18-01 Lakewood Fence Replacement		55,000				55,000
18-02 Lakewood Public Restroom Expansion		120,000				120,000
18-03 Lakewood Admin Restroom Remodel		48,000				48,000
18-05 Evergreen Remodel		30,000	2,000,000			2,030,000
18-06 Golden Parking Lot		125,000				125,000
19-01 Standley Lake Clerestory Roof Replacement			70,000			70,000
19-02 Westminster Express Service			100,000	30,000		130,000
19-03 Lakewood Remodel			30,000	2,000,000		2,030,000
17-08 Paperless Office Project			20,000			20,000
20-01 Belmar AHU				165,000		165,000
20-02 Belmar Chiller Replacement				145,000		145,000
21-01 Arvada Remodel				30,000	2,000,000	2,030,000
						-
	6,361,500	6,341,525	3,147,000	3,307,000	3,192,000	22,179,025

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Honorable Jefferson County Commissioners

From: Library Board of Trustees

Re: 2017 Proposed Budget

Date: July 22, 2016

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees' has submitted a proposed budget for the year 2017. 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, and supports our promises to taxpayers which are:

- Restore library hours;
- Restore investments in books and materials;
- 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 2017 is based on the maximum 4.5000 mill levy. This mill levy will provide estimated net property tax revenue of \$36 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2017 proposed budget represents a responsible level of spending to support Library services.

Brian DeLaet, Chair

Library Board of Trustees