



Jefferson County  
**PUBLIC LIBRARY**



# 2021 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,

In collaboration with staff from the Jefferson County Public Library and with staff from the County, the Library's Board of Trustees, has submitted this budget for 2021. 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 to 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.

JCPL's Board of Trustees, in submitting this 2021 budget, support and acknowledge our responsibility to present a budget needed to provide the citizens of Jefferson County with a high quality Library, ensure fulfillment of the Library's mission and continue to support the needs of our community.

The amount that the Board of Trustees has determined necessary to operate the Library and provide the residents of Jefferson County with a responsible level of Library services in 2021 is a mill levy of 4.500. As trustees, we are confident that this budget represents a responsible level of spending to support Library services in 2021.

Sincerely,



**Charles Naumer**  
Board Chair

# BUDGET SUMMARY

SOURCES AND USES OF FUNDS	2019 ACTUAL	2020 AMENDED BUDGET	2021 BUDGET
<b>SOURCES OF FUNDS</b>			
<b>Revenues</b>			
Property Tax (net of adjustments)	\$41,680,883	\$46,300,305	\$46,300,305
<b>Total Taxes</b>	<b>\$41,680,883</b>	<b>\$46,300,305</b>	<b>\$46,300,305</b>
<b>Federal &amp; State Grants</b>	\$128,084	\$128,000	\$121,051
<b>Library Fees</b>	\$435,234	\$239,513	\$145,000
<b>Other Revenue</b>	\$1,412,272	\$572,640	\$ 298,640
<b>Total Other Revenues</b>	\$1,975,590	\$940,153	\$564,691
<b>Sub Total Revenues</b>	<b>\$43,656,474</b>	<b>\$47,240,458</b>	<b>\$46,864,996</b>
<b>Transfer from Fund Balance</b>	-	\$8,311,685	-
<b>Transfer to Fund Balance</b>	\$4,835,040	-	\$(498,235)
<b>Total Sources of Funds</b>	<b>\$38,821,434</b>	<b>\$55,552,143</b>	<b>\$47,363,231</b>

<b>USES OF FUNDS</b>			
<b>Operating Expenditures</b>			
<b>Salaries &amp; Employee Benefits</b>			
Salaries	\$14,352,310	\$15,935,735	\$16,081,526
Benefits	\$4,370,694	\$5,288,399	\$5,373,904
<b>Total Salaries &amp; Benefits</b>	<b>\$18,723,004</b>	<b>\$21,224,134</b>	<b>\$21,455,431</b>
<b>Library Books &amp; Materials</b>	\$7,777,885	\$8,135,190	\$7,754,177
<b>Supplies</b>	\$1,343,599	\$1,449,965	\$1,515,924
<b>Vehicles</b>	-	-	-
<b>Services &amp; Charges</b>	\$3,869,464	\$4,914,583	\$5,197,772
<b>Internal Transactions /Cost Allocation</b>	\$1,983,894	\$2,251,204	\$2,582,108
<b>Total Operating Expenditures</b>	<b>\$33,697,846</b>	<b>\$37,975,076</b>	<b>\$38,505,412</b>
<b>Financing &amp; Debt Service</b>	<b>\$1,448,432</b>	<b>\$1,410,421</b>	<b>\$621,819</b>
<b>Capital Projects</b>	<b>\$3,675,156</b>	<b>\$16,166,646</b>	<b>\$8,236,000</b>
<b>Total Uses of Funds</b>	<b>\$38,821,434</b>	<b>\$55,552,143</b>	<b>\$47,363,231</b>

# FIVE-YEAR CAPITAL IMPROVEMENT PLAN

PROJECT	2020 AMENDED BUDGET	2021	2022	2023	2024	2025	TOTAL 2021-2025
ANNUAL REPLACEMENT PLAN							
ARM-01 Capital Maintenance	\$307,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
ARM-02 Furniture & Equipment	\$36,000	\$36,000	\$36,000	\$72,000	\$36,000	\$36,000	\$216,000
ARM-03 Computer 5-year Replacement Plan	\$180,000	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,200,000
ARM-04 Book Sorter Replacement	\$470,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
ARM-05 IT Infrastructure Replacement	\$370,000	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,150,000
<b>Total ARM &amp; Ongoing Projects</b>	<b>\$1,363,000</b>	<b>\$1,136,000</b>	<b>\$1,036,000</b>	<b>\$1,072,000</b>	<b>\$1,036,000</b>	<b>\$1,036,000</b>	<b>\$5,316,000</b>
5-YEAR CAPITAL IMPROVEMENT PLAN							
19-14 Alternative Services	\$450,000	\$100,000	\$200,000	-	\$50,000	\$50,000	\$400,000
16-14 High Availability Internet Redundancy	\$41,000	-	-	-	-	-	-
18-01 Belmar Library Remodel	\$4,602,522	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	\$122,583	-	-	-	-	-	-
18-08 Bookmobile Replacement	\$547,441	-	-	-	-	-	-
19-02 Document Management System	\$160,000	-	-	-	-	-	-
19-03 South County Library	\$4,344,100	\$7,000,000	\$4,378,000	-	-	-	\$11,378,000
20-01 Arvada HVAC Control Upgrade	\$140,000	-	-	-	-	-	-
20-02 Golden Library	\$4,396,000	-	-	-	-	-	-
21-01 Evergreen Library Remodel	-	-	\$350,000	\$3,170,000	-	-	\$3,520,000
21-02 Data Warehouse	-	-	\$125,000	-	-	-	\$125,000
22-01 Standley Lake Library Remodel	-	-	-	-	\$350,000	\$8,300,000	\$8,650,000
23-02 ILS Replacement	-	-	-	\$750,000	-	-	\$750,000
<b>Total CIP</b>	<b>\$14,803,646</b>	<b>\$7,100,000</b>	<b>\$5,053,000</b>	<b>\$3,920,000</b>	<b>\$400,000</b>	<b>\$8,350,000</b>	<b>\$24,823,000</b>
<b>Total 5-Year Capital Plan</b>	<b>\$16,166,646</b>	<b>\$8,236,000</b>	<b>\$6,089,000</b>	<b>\$4,992,000</b>	<b>\$1,436,000</b>	<b>\$9,386,000</b>	<b>\$30,139,000</b>





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