

Alachua County  
**LIBRARY** District

---

Gainesville, Florida

# Final Annual Budget

Fiscal Year 2022 - 2023



*Small ©1992*

Approved by the Library District Board of Trustees May 18, 2022

Approved by the Library District Governing Board October 3, 2022



# Alachua County Library District

## Final FY 22-23 Budget

### TABLE OF CONTENTS

<b>I.</b>	<b>BUDGET MESSAGE</b>	
	From the Library Director	.....I-1
	Governing Board and Board of Trustees	.....I-8
	Management Team	.....I-9
<b>II.</b>	<b>SUMMARY INFORMATION</b>	
	System-Wide Budget	.....II-1
<b>III.</b>	<b>DISTRICT BUDGET BREAKDOWN</b>	
	Administrative Services Division	.....III-1
	Automated Services Department	.....III-3
	Facilities Services Department	.....III-5
	Public Services Division	.....III-7
	Adult Services Department	.....III-9
	Alachua Branch	.....III-11
	Archer Branch	.....III-13
	Circulation Services Department	.....III-15
	Cone Park Branch	.....III-17
	The Library Partnership	.....III-19
	Hawthorne Branch	.....III-21
	High Springs Branch	.....III-23
	Micanopy Branch	.....III-25
	Millhopper Branch	.....III-27
	Newberry Branch	.....III-29
	Outreach Services Department	.....III-31
	Tower Road Branch	.....III-33
	Youth Services Department	.....III-35
	Waldo Branch	.....III-37
	Technical Services Department	.....III-39
<b>IV.</b>	<b>DISTRICT BUDGET BY FUND</b>	
	Library Special Funds	.....IV-1
	County-Furnished Support Services	.....IV-2
	Summary of Budget by Fund	.....IV-3



# **BUDGET MESSAGE**

---

September 14, 2022

**TO THE HONORABLE CHAIR AND MEMBERS OF THE ALACHUA COUNTY LIBRARY DISTRICT GOVERNING BOARD AND RESIDENTS OF ALACHUA COUNTY:**

In accordance with Florida law, the Trustees and the Library District's staff are pleased to submit the FY 2022-2023 recommended budget for the Alachua County Library District. Chapter 98-502, as amended by Chapter 03-375, Laws of Florida, establishes the Alachua County Library District, an independent special taxing district, as the sole provider of public library services in Alachua County. The Library District, the incorporated areas, and the unincorporated area of Alachua County's jurisdictional boundaries are congruent.

The long term prudent fiscal management of the Library District continues to result in stable or enhanced service levels. The mission and values of the Library District define its primary purposes that include a key to building a better community by creating opportunities to participate, connect and discover, diversity of people and ideas, open exchange of ideas, education, information, excellent and innovative service, and free and equal access. These values guide the planning processes for the Library District and provide focus when prioritizing library services based upon available and budgeted resources.

Over the past ten (10) years, total Library District millage including debt service decreased from 1.4768 mills down to 1.0565 mills. Local governance of the Library District is responsive to the needs of the community in a fiscally responsible manner that has been exemplary.

Since the Library District no longer levies a millage to fund the long-range capital development plan, it has been revised accordingly to reflect available revenues. Unlike most other local governments, the Library District is almost totally dependent on its property tax base revenues for both operating and capital expenditures. As a result, construction projects are planned accordingly to ensure that projected revenues from this one source will be available to sustain the current service level, and construct and operate any new and/or expanded facility.

The Library District expects to receive approximately \$339,081 in State Aid in FY 2023, this is \$1,974 less than received in FY 2022, and \$41,381 less than received in FY 2012. State Aid funds are used by the Library District to purchase library materials.

The Library District's FY 2023 recommended budget was prepared with staff participation from each Branch Manager and Headquarters Department Heads. They presented their respective budget requests with concern for cost-efficient services and inflation, and defended their budgets well. Staff budget proposals exhibited the highest level of public service commitment.

The recommended budget builds on existing Library District assets with enhancements to public services, attention to our dedicated staff, and a cost-effective approach to managing financial resources we receive from our citizens that addresses short and long-term library service needs.

Without a doubt, this continues to be the finest public library in Florida combining a dedicated staff with exceptional support from the Board of Governors, the Board of Trustees, Friends of the Library, and the Library District Foundation. Most importantly, our community values the educational, informational and recreational services their Library District provides.

### **Proposed Budget**

The proposed operating millage rate for FY 2023 is 1.0565, which is a lower millage rate than the past seven years (Fiscal Years 2016-2022). While the district is not going to the roll-back millage rate, the 1.0565 millage rate for FY 2023 is less than the current year millage rate of 1.0856.

The Library District's FY 2023 general fund expenditure budget is \$20,714,191.

The operating budget does not include a transfer to the Capital Projects Fund from the General Fund. The capital budget supports revitalization and remodeling of existing branches and preventative maintenance to support the District's programs identified in the Facilities Development Plan. Also included in the operating budget are a 5% expenditure reserve and a forty-five (45) day ending cash balance reserve.

The proposed millages to fund the Long-Range Facilities & Service Plan for FY 2022-2023 compared to FY 2021-2022 are:

**FY 2021-2022**

1.0856 mills for Operating

**1.0856 TOTAL DISTRICT  
MILLAGE**

**FY 2022-2023**

1.0565 mills for Operating

**1.0565 TOTAL DISTRICT  
MILLAGE**

**Proposed Budget Highlights**

In accordance with the Long-Range Facilities & Service Plan FY 2023-2027 adopted by the Governing Board and Board of Trustees, the proposed FY 2023 budget supports the following:

- Provide 584 open hours of library service per week at the twelve (12) Library District locations. Sunday service hours are not offered at Archer, Cone Park, The Library Partnership, Micanopy and Waldo.

<b>Library Facility</b>	<b>FY 2020-2021 Hours Per Week</b>	<b>FY 2021-2022 Hours Per Week</b>	<b>FY 2022-2023 Hours Per Week</b>
Headquarters	63	52	55
Millhopper Branch	63	52	55
Tower Road Branch	63	52	55
Alachua Branch	55	52	52
Hawthorne Branch	51	47	52
High Springs Branch	49	47	52
Archer Branch	41	35	39
Micanopy Branch	31	35	39
Newberry Branch	51	47	52
Waldo Branch	41	35	39
The Library Partnership	49	42	47
Cone Park	<u>48</u>	<u>42</u>	<u>47</u>
<b>TOTAL</b>	<b>605</b>	<b>538</b>	<b>584</b>

- Provide service levels at the twelve (12) library facilities in accordance with the Long-Range Facilities & Service Plan FY 2023-2027 "Projected Library Service Levels."
- Develop and implement facility preventative maintenance strategies for the Branches to continue to enhance the patron experience and a quality work environment.
- Realign staff to balance workloads.
- Continue energy/resource conservation programs to generate savings and/or revenues.
- Identify recurring revenue opportunities through leases of Library District space and state and federal grants.
- Continue to develop additional core competencies for all job classifications to clearly define performance expectations, develop clear policy and procedures with testing and training with the support of the Library District's Human Resource Director.
- Continue to enhance virtual user services through a highly interactive website and catalog access, and more Library District generated content.
- Enhance programming by collaborating with other community organizations and jointly promoting and sponsoring events directed to families, the general public, children, teens, adults, seniors, or groups with special interests.
- Continue Books-By-Mail and deposit collection operations to serve patrons with limited access to a branch library.
- Evaluate the return of Bookmobile Services.
- Continue use of volunteers to assist staff in providing library service, with continued information technology uses.
- Expansion of makerspace throughout the District, specifically looking for partnership and sponsor opportunities as the makerspace concept continues to develop.
- Appropriate \$2,700,000 in the General Fund for books and other library materials. With anticipated State Aid, Brady Trust funds, PAL Public Library Cooperative, and a generous donation by the Friends of the Library added to the general fund appropriation, the materials budget is approximately \$2,835,000.
- Add a dedicated makerspace at Headquarters Branch.
- Expansion/renovation of Archer Branch.
- Window replacement at Headquarters Branch.

## **About the Alachua County Library District**

The District's Governing Board is composed of three members of the Board of Alachua County Commissioners, two members of the Gainesville City Commission and one member of the Alachua County School Board. Governors are selected by their respective Commission or Board to serve on the Library District Governing Board.

According to the Special Act creating the District, the Governing Board has the power to adopt an annual budget, establish service levels, adopt a long-range facilities and service plan, lease or purchase property, contract for services, receive grants, and take any other action necessary to provide public library services to the citizens of Alachua County.

The Governing Board may levy ad valorem taxes for operational expenses and all millage necessary to pay the principal and interest on general obligation bonds. The District's authority to levy 0.5 mills for capital improvements ended April 2001. New authority to levy a capital improvements millage would require voter approval. The District also has authority to issue limited tax bonds for capital improvement purposes and General Obligation Bonds with referendum approval. As a reminder, the District paid off its Debt Services in August 2017.

The Governing Board appoints the seven-member Board of Trustees, a citizen volunteer board that is part of the governing structure of the Library District. Three of the seven members are Alachua County representatives, three are City of Gainesville representatives, and one is a representative of the League of Cities.

Responsibilities of the Board of Trustees include developing recommendations for policy, budget and plans for the Library District, reporting at meetings on matters that may affect the District, responding to requests by the Governing Board for various recommendations, reporting information about Library issues, advocacy for state and national library funding, and listening and responding to citizens who have questions related to the Library District and libraries in general.

The Alachua County Library District provides public library service to a countywide population of approximately 279,238 (2021). The District is a centralized system with a Headquarters Library located in downtown Gainesville and eleven branch libraries throughout Alachua County and within incorporated areas.

One large library (Millhopper Branch) is located in northwest Gainesville. The Library Partnership Branch in northeast Gainesville and Cone Park Branch in east Gainesville are operating in collaboration with the Partnership for Strong Families. Another large library (Tower Road Branch) is located in unincorporated Alachua County southwest of Gainesville, just outside of the city limits of Gainesville. The municipalities



of Alachua, Archer, Hawthorne, High Springs, Micanopy, Newberry and Waldo each have a branch library. In addition to the Library District's branches, the Library District operates two bookmobiles and provides library service to the inmates of the Alachua County Jail through an interlocal agreement with the Alachua County Sheriff.

Citizens of Alachua County may receive a borrower's card free of charge through reciprocal borrowing agreements with the following counties: Baker, Bradford, Clay, Columbia, Dixie, Gilchrist, Lafayette, Levy, Marion, Putnam, St. Johns and Union. These agreements are designed to facilitate access to the most conveniently located library branch regardless of an individual's county of residence. Alachua County residents may also receive a free borrower's card from the Nassau and Hendry County Public Libraries.

### **State Aid to Libraries Program**

State Aid is a continuing state grant authorized by Chapter 257, Florida Statutes. It is the only substantial revenue source the Library District has outside of ad valorem taxes. Eligibility for state aid is contingent upon the provision of "free library service" defined in Chapter 257.25, Florida Statutes as: "Free library service shall constitute as a minimum the free lending of library materials that are made available for circulation and the free provision of reference and information services."

The goal of the State Aid to Libraries Program is to assist local governments in maintaining and developing free professional library service for all Floridians as a part of the educational infrastructure. Grants are awarded through an application process and the amount received from the total state appropriation is proportional to the amount of local funds spent providing library service in Alachua County. State Aid is used to purchase materials for the library collection.

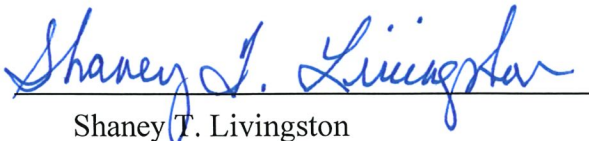
In FY 2011, the inter-local agreement creating the PAL Library Cooperative was approved by the Putnam and Levy County Commissions and the Library District Governing Board.

The Cooperative has identified and coordinated the provision of selected library services across the region agreed upon by the three (3) county library members. The Cooperative is funded solely through the State Aid to Public Libraries grant program and is eligible to receive an annual grant of \$350,000. The Library District will receive approximately \$62,640 in materials and services in FY 2022-2023 by being a PAL member.

The PAL Library Cooperative provides an opportunity for the Library District to receive State Aid grant funds for materials and services in addition to its operating grant. The additional library materials and services received by Putnam and Levy County residents greatly improve the quality of information services accessible throughout this region.

In closing, we wish to acknowledge the excellent support received from our staff, Governing Board, and Trustees in the preparation of this budget.

Respectfully submitted,



Shaney T. Livingston  
Library Director



Ester S. Tibbs, Chair  
Library Board of Trustees

**GOVERNING BOARD**

Ken Cornell, Chair  
Alachua County Commissioner

Cynthia Moore Chestnut, Vice Chair  
City of Gainesville Commissioner

Charles S. Chestnut, IV  
Alachua County Commissioner

Desmon Duncan-Walker  
City of Gainesville Commissioner

Leannetta McNealy, Ph.D.  
School Board of Alachua County

Marihelen Wheeler  
Alachua County Commissioner



J. K. “Jess” Irby, Esq., Clerk of the Alachua County Library District

**BOARD OF TRUSTEES**

Ester S. Tibbs, Chair

Linda Y. Jackson, Vice Chair

Sulmarie Duncan, PsyD

Larry McDaniel

Ralph W. Rice, Ph.D.

Sherry L. Scoville

Kim Worley

**MANAGEMENT TEAM**

Shaney T. Livingston, Library Director

Devonia L. Andrew, Assistant to Library Director

Wantanisha D. Morant, Administrative Services Division

Vacant, Human Resources Director

Christopher Cochran, Automated Services Administrator

Tamika D. Gadson, Financial Services Administrator

Joe Sprinkle, Facilities/Safety Services Director

Vacant, Public Relations and Marketing Manager

Tony Littles, Facilities Maintenance Manager

Joyce West, Director, Public Services Division

Phillis Filer, Public Services Administrator

Renee Patterson, Public Services Administrator

Vacant, Public Services Administrator

Vacant, Technical Services Administrator

Vacant, Adult Services Senior Manager

Ross Woodbridge, Alachua Branch Manager

Lesia Schnur, Archer Branch Manager

Vacant, Circulation Services Senior Manager

Faye Samuel, Cone Park Branch Manager

Otto Pleil, eBranch Manager

Cameron Burris, Hawthorne Branch Manager

Davis Fuller, High Springs Branch Manager

Tina Bushnell, Library Partnership Branch Manager

Helena McNeer, Micanopy Branch Manager

Chiquita Quirin, Millhopper Senior Branch Manager

Marlin Day, Newberry Branch Manager

Vacant, Outreach Services Manager

Carolyn Wallace, Tower Road Senior Branch Manager

Kerry Dowd, Waldo Branch Manager

Susan Wright, Youth Services Senior Manager



# SUMMARY INFORMATION



**Alachua County Library District  
Final Budget FY 22-23  
General Fund Operating Budget  
System Wide Summary**

---

**MISSION STATEMENT**

Alachua County Library District: A key to building a better community by creating opportunities to participate, connect and discover.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	<b>\$</b>	<b>13,355,195</b>
<b>OPERATING EXPENSES</b>		<b>6,372,606</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		<b>986,390</b>
<b>TRANSFER OUT - CAPITAL PROJECTS</b>		<b>0</b>
		<hr/>
<b>DEPARTMENT TOTAL</b>	<b>\$</b>	<b>20,714,191</b>

**Alachua County Library District  
Final Budget FY 22-23  
System Wide**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Function: 571 - LIBRARIES</b>					
<b>10 - Personal Services</b>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	8,248,477	9,148,173	9,223,033	9,475,087
13.00	OTHER SALARIES & WAGES	0	46,000	46,000	0
14.00	OVERTIME	576	12,000	12,000	10,000
21.00	FICA TAXES	599,399	699,835	704,851	724,845
22.00	RETIREMENT CONTRIBUTIONS	1,312,925	1,264,029	1,459,096	1,386,373
23.00	LIFE & HEALTH INS	1,604,462	1,944,914	1,974,087	1,757,890
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	5,833	1,000	1,000	1,000
<i>Account Classification Total: 10 - Personal Services</i>		<b>\$11,771,670</b>	<b>\$13,115,951</b>	<b>\$13,420,067</b>	<b>\$13,355,195</b>
<b>20 - Operating Expenditures</b>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	1,099,494	1,226,807	1,219,294	1,217,764
32.00	ACCOUNTING & AUDITING	177,826	182,302	182,461	184,286
34.00	CONTRACTUAL SERVICES	376,319	372,984	429,547	450,099
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	659	49,433	59,933	59,233
41.00	COMMUNICATIONS SERVICES	161,885	171,335	171,335	153,078
42.00	FREIGHT & POSTAGE SERVICES	105,069	132,517	132,873	136,178
43.00	UTILITY SERVICE	298,129	374,600	374,600	338,050
44.00	RENTALS & LEASES	21,026	24,213	21,034	26,044
45.00	INSURANCE	221,520	265,238	265,238	300,055
46.00	REPAIR & MAINTENANCE SVCS	320,001	355,127	355,445	382,339
47.00	PRINTING & BINDING	2,397	17,980	17,314	12,334

**Alachua County Library District  
Final Budget FY 22-23  
System Wide**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
48.00	PROMOTIONAL ACTIVITIES	886	2,900	2,900	2,000
49.00	OTHER CURR CHGS & OBLIGATION	66,185	90,458	98,630	99,695
51.00	OFFICE MATERIALS & SUPPLIES	56,785	89,201	121,436	106,625
52.00	OPERATING SUPPLIES & MATERIALS	117,249	186,532	176,019	150,929
54.00	BOOKS SUBSCRIPTIONS & MEMBERSHIPS	2,266,164	2,438,271	2,739,039	2,738,746
55.00	TRAINING & EDUCATION	3,122	16,296	16,046	15,151
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		\$5,294,716	\$5,996,194	\$6,383,144	\$6,372,606
<b>60 - Other Uses</b>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	955,607	990,161	986,390
<i>Account Classification Total: 60 - Other Uses</i>		\$0	\$955,607	\$990,161	\$986,390
 <b>Function: 581 - INTERFUND TRANSFERS</b>					
<b>60 - Other Uses</b>					
91.30	INTERFUND TRANSFERS TRANSFER TO CAP PROJECTS	1,600,146	1,600,146	868,320	0
<i>Account Classification Total: 60 - Other Uses</i>		\$1,600,146	\$1,600,146	\$868,320	\$0
Fund EXPENSE	Total: 701 - General Fund	\$18,666,532	\$21,667,898	\$21,661,692	\$20,714,191







# **ADMINISTRATIVE SERVICES DIVISION**





**Alachua County Library District  
Final Budget FY 22-23  
Administrative Services Division**

---

**DEPARTMENT MISSION STATEMENT**

The Administrative Services Division's primary goal is to provide effective, quality library services to the residents of Alachua County through professional planning, development and coordination of staff and volunteer efforts, and optimum utilization of available resources.

The Library Director and Administrative staff:

- Make recommendations to the Board of Trustees and Governing Board.
- Implement all directives and policies approved by the Governing Board.
- Prepare the annual budget.
- Manage the District's personnel, fiscal and material resources.
- Approve expenditures within the guidelines set by the Board.
- Prepare financial and statistical analyses.
- Prepare the Long Range Facilities and Service Plan; evaluate service levels.
- Prepare accomplishment report.
- Coordinate programs and activities of nine Headquarters departments and eleven branches to meet the approved service level goals.
- Provide for capital improvements development.
- Provide for staff development, public relations, and volunteer services.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>1,347,596</b>
<b>OPERATING EXPENSES</b>		<b>1,728,908</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		<b>986,390</b>
		<hr/>
<b>DEPARTMENT TOTAL</b>	\$	<b>4,062,894</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Administrative Services Division**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - ADMINISTRATIVE SERVICES</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	812,249	835,425	955,579	955,961
13.00	OTHER SALARIES & WAGES	0	46,000	46,000	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	56,789	63,910	74,198	73,131
22.00	RETIREMENT CONTRIBUTIONS	149,276	117,220	157,670	164,829
23.00	LIFE, DENTAL & HEALTH INS	148,736	137,932	140,001	152,675
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	5,833	1,000	1,000	1,000
<i>Account Classification Total: 10 - Personal Services</i>		1,172,884	1,201,487	1,374,448	1,347,596
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	1,020,386	1,095,722	1,106,088	1,106,558
32.00	ACCOUNTING & AUDITING	177,826	182,302	182,461	184,286
34.00	CONTRACTUAL SERVICES	554	0	0	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	659	21,933	26,933	21,933
41.00	COMMUNICATIONS SERVICES	35	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	3,776	4,188	4,189	4,189
45.00	INSURANCE	221,520	265,238	265,238	300,055
46.00	REPAIR & MAINTENANCE SERVICES	7,185	5,061	5,061	5,061
47.00	PRINTING & BINDING	925	6,000	6,000	3,700
48.00	PROMOTIONAL ACTIVITIES	886	2,900	2,900	2,000
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	39,680	46,208	42,830	59,445
51.00	OFFICE MATERIALS & SUPPLIES	9,770	17,000	17,000	12,000
52.00	OPERATING MATERIALS & SUPPLIES	52,240	31,330	31,230	17,781
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	4,439	6,235	6,235	6,259
55.00	TRAINING & EDUCATION	173	5,641	5,641	5,641
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		1,540,054	1,689,758	1,701,806	1,728,908
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	955,607	990,161	986,390
<i>Account Classification Total: 60 - Other Uses</i>		0	955,607	990,161	986,390
<b>Department Total: 8110 - ADMINISTRATION</b>		2,712,938	3,846,852	4,066,415	4,062,894



**Alachua County Library District  
Final Budget FY 22-23  
Automated Services Department**

---

**DEPARTMENT MISSION STATEMENT**

The primary function of The Automated Services Department is the provision of technology-based resources for Library District patrons and staff.

Automated Services is responsible for all central site hardware operation and maintenance of the Integrated Library System (ILS) hardware and software modules. Also, this Department is responsible for the provision of office automation for staff as well as public access to databases and the Internet through use of computers. Local and Wide Area Networks and user application programs are supported by this Department.

Optimum use of the ILS and the Communication Networks are the primary goal. This encompasses staff training, planning and implementing enhancements, generating and analyzing statistical reports on Library use, and monitoring System diagnostic reports.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>721,747</b>
<b>OPERATING EXPENSES</b>		<b>475,879</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>1,197,626</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Automated Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - ADMINISTRATIVE SERVICES</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	414,595	522,116	495,696	522,546
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	30,352	39,942	37,920	39,975
22.00	RETIREMENT CONTRIBUTIONS	60,197	87,327	66,945	71,191
23.00	LIFE, DENTAL & HEALTH INS	66,683	115,230	116,958	88,035
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		571,827	764,615	717,519	721,747
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	3,000	3,000	0
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	4,759	10,180	10,385	4,840
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	4,500	4,500	4,500
41.00	COMMUNICATIONS SERVICES	120,960	122,160	122,160	122,160
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	224,151	228,427	227,687	229,865
47.00	PRINTING & BINDING	0	0	0	0
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	250	0	0	0
51.00	OFFICE MATERIALS & SUPPLIES	36,906	47,476	79,626	74,961
52.00	OPERATING MATERIALS & SUPPLIES	880	10,000	10,000	4,000
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	30,865	30,752	31,570	31,103
55.00	TRAINING & EDUCATION	2,298	4,650	4,450	4,450
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		421,069	461,145	493,378	475,879
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8115 - AUTOMATED SERVICES</b>		992,896	1,225,760	1,210,897	1,197,626



**Alachua County Library District  
Final Budget FY 22-23  
Facilities Services Department**

---

**DEPARTMENT MISSION STATEMENT**

Facilities Services is a Department of the Administrative Services Division.

The Facilities Department's primary function is to maintain the physical aspects of all library structures including existing library buildings, future library buildings, and storage/shop buildings. The Facilities Department ensures quality library service by maintaining adequate buildings, equipment, and grounds. Facilities provides maintenance and construction personnel for all library buildings by securing in-house staff or through sub-contracting. In addition this Department, in cooperation with Administration, coordinates the Safety Program and other aspects of the District's Risk Management program.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>753,289</b>
<b>OPERATING EXPENSES</b>		<b>441,744</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>1,195,033</b>



**Alachua County Library District  
FINAL BUDGET FY 22-23  
Facilities Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - ADMINISTRATIVE SERVICES</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	404,968	482,630	544,962	532,728
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	575	12,000	12,000	10,000
21.00	FICA TAXES	29,759	36,921	41,689	40,753
22.00	RETIREMENT CONTRIBUTIONS	64,389	75,578	98,151	57,641
23.00	LIFE, DENTAL & HEALTH INS	70,461	87,123	88,430	112,166
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		570,152	694,252	785,232	753,289
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	55,895	68,335	64,156	64,156
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	135,216	135,770	135,770	146,010
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	200	200	4,500
41.00	COMMUNICATIONS SERVICES	21,921	24,000	24,000	8,300
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	129,347	161,350	161,350	140,000
44.00	RENTALS & LEASES	1,171	3,000	0	5,000
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	35,172	46,068	48,485	53,478
47.00	PRINTING & BINDING	0	0	500	0
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	806	0	1,500	0
51.00	OFFICE MATERIALS & SUPPLIES	0	0	200	100
52.00	OPERATING MATERIALS & SUPPLIES	18,398	22,550	23,450	20,200
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		397,926	461,273	459,611	441,744
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8120 - FACILITIES</b>		968,078	1,155,525	1,244,843	1,195,033





# **PUBLIC SERVICES DIVISION**





**Alachua County Library District  
Final Budget FY 22-23  
Public Services Division**

---

**DEPARTMENT MISSION STATEMENT**

The primary goals of the Public Services Division are to provide the citizens of Alachua County with easy and open access to print and non-print materials that meet their informational, educational, cultural and recreational reading, listening and viewing needs; to promote the use of books and libraries as a source of life-long learning opportunities; to promote the use of the library's resources and services by all segments of our community; to establish and maintain liaison with community groups and organizations; and to plan, implement and/or facilitate informational, educational, and cultural programs of interest to the community.

In supporting these goals, the Public Services Division insures that those patrons for whom distance or other factors prevent them from making full use of library services have access to resources through convenient branch and bookmobile locations, deposit collections, homebound services, and a comprehensive website eBranch.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>806,186</b>
<b>OPERATING EXPENSES</b>		<b>95,510</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>901,696</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Public Services Division**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	479,180	521,314	532,200	540,324
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	34,792	39,880	40,713	41,335
22.00	RETIREMENT CONTRIBUTIONS	129,329	130,063	97,045	144,474
23.00	LIFE, DENTAL & HEALTH INS	67,063	72,882	73,975	80,053
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		710,364	764,139	743,933	806,186
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	23,095	56,770	45,500	45,500
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	0	0	0	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	22,800	28,300	28,300
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	6,734	7,755	7,755	7,755
47.00	PRINTING & BINDING	0	250	250	250
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	1,939	0	0	0
51.00	OFFICE MATERIALS & SUPPLIES	0	550	550	550
52.00	OPERATING MATERIALS & SUPPLIES	2,364	7,650	7,500	7,500
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	508	570	595	595
55.00	TRAINING & EDUCATION	651	5,110	5,060	5,060
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		35,291	101,455	95,510	95,510
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8200 - PUBLIC SERVICES</b>		745,655	865,594	839,443	901,696



**Alachua County Library District  
Final Budget FY 22-23  
Adult Services Department**

---

**DEPARTMENT MISSION STATEMENT**

The overall goals of the Adult Services Department are to provide the residents of Alachua County with easy and open access to print and non-print materials that meet their informational, educational, cultural, literacy and recreational reading, listening and viewing needs; and to promote the use of books and libraries as a source of life-long learning opportunities.

In support of these goals, Adult Services staff assist patrons in the use of library materials and resources; provide in-house, online and telephone reference and reader's advisory; evaluate and promote the digital collection; promote the use of the library's resources and services by all segments of our community; establish and maintain liaison with community groups and organizations; plan, implement and/or facilitate informational, educational and cultural programs of interest to adults.

Adult Services provides consultation, coordination, and in-service training to branch, bookmobile, and other District staff in areas related to adult reference and information services.

Adult Services also provides literacy improvement resources with a mission to provide educational programs, materials, and support in order to help individuals and families acquire the literacy practices and skills needed to be successful in their daily lives.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>1,032,993</b>
<b>OPERATING EXPENSES</b>		<b>15,369</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>1,048,362</b>

**Alachua County Library District**  
**FINAL BUDGET FY 22-23**  
**Adult Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	698,417	586,969	717,326	763,457
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	51,873	44,903	54,875	58,404
22.00	RETIREMENT CONTRIBUTIONS	103,175	66,285	88,284	96,543
23.00	LIFE, DENTAL & HEALTH INS	102,871	126,903	89,677	114,589
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		956,336	825,060	950,162	1,032,993
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	2,430	0	0
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	0	1,000	1,000	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	1,784	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	535	3,600	3,600	3,600
47.00	PRINTING & BINDING	0	350	300	250
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	75	6,000	6,750	6,000
51.00	OFFICE MATERIALS & SUPPLIES	531	1,300	1,500	1,500
52.00	OPERATING MATERIALS & SUPPLIES	1,626	3,500	3,650	3,650
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	219	219	219	369
55.00	TRAINING & EDUCATION	0	895	895	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		4,770	19,294	17,914	15,369
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8210 - ADULT SERVICES</b>		961,106	844,354	968,076	1,048,362





**Alachua County Library District  
Final Budget FY 22-23  
Alachua Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Alachua Branch is part of the Public Services Division and is classified as a small branch.

The mission of the Alachua Branch is to ensure that those patrons who are prevented by distance or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Alachua Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Alachua Branch is responsible for assuring that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Alachua Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>456,691</b>
<b>OPERATING EXPENSES</b>		<b>53,300</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>509,991</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Alachua Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	314,262	310,653	318,142	321,785
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	23,821	23,765	24,337	24,617
22.00	RETIREMENT CONTRIBUTIONS	44,341	33,259	40,363	45,500
23.00	LIFE, DENTAL & HEALTH INS	68,000	72,978	74,073	64,789
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		450,424	440,655	456,915	456,691
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	15,265	15,165	18,142	19,388
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	3,000	3,000	2,500
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	14,858	20,250	20,250	18,000
44.00	RENTALS & LEASES	150	180	150	150
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,649	2,826	2,826	3,826
47.00	PRINTING & BINDING	0	32	32	36
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	0	3,250	3,250	3,250
51.00	OFFICE MATERIALS & SUPPLIES	103	4,800	4,800	300
52.00	OPERATING MATERIALS & SUPPLIES	5,008	4,913	4,718	5,700
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	65	175	100	100
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		37,098	54,641	57,318	53,300
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8215 - ALACHUA BRANCH</b>		487,522	495,296	514,233	509,991



**Alachua County Library District  
Final Budget FY 22-23  
Archer Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Archer Branch is part of the Public Services Division and is classified as a small branch.

The mission of the Archer Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, access to technology, programs for all ages, systematic referrals to other library facilities, and a delivery system, branch patrons can access library system resources.

Archer Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient. The Archer Branch is responsible for assuring that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Archer Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>252,725</b>
<b>OPERATING EXPENSES</b>		<b>24,590</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>277,315</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Archer Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	181,552	179,916	185,080	186,443
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	13,306	13,764	14,158	14,263
22.00	RETIREMENT CONTRIBUTIONS	18,614	13,395	19,016	20,173
23.00	LIFE, DENTAL & HEALTH INS	28,094	50,612	51,371	31,846
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		241,565	257,687	269,625	252,725
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	5,771	5,043	6,835	7,354
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	873	750	750	900
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	6,757	9,275	9,275	8,000
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,620	2,551	2,551	3,476
47.00	PRINTING & BINDING	0	48	48	36
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	30	2,000	2,000	1,800
51.00	OFFICE MATERIALS & SUPPLIES	304	800	800	534
52.00	OPERATING MATERIALS & SUPPLIES	765	2,202	2,202	2,440
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		16,119	22,719	24,511	24,590
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8220 - ARCHER BRANCH</b>		257,684	280,406	294,136	277,315



**Alachua County Library District  
Final Budget FY 22-23  
Circulation Services Department**

---

**DEPARTMENT MISSION STATEMENT**

The mission of the Circulation Services Department is to ensure that all residents of Alachua County have fair and open access to library materials. The department provides direct patron service at the Headquarters Library and support for automated circulation functions at all District outlets.

To achieve the department's mission, the Circulation Staff provide for patron registration; materials check-in and check-out, processing and delivery of patron requests; patron notification of delinquent and damaged materials; assistance to patrons on self-service and options; books-by-mail service to homebound patrons; interlibrary loan services; re-shelving and shelf maintenance.

Circulation Services also provides consultation, coordination, and in-service training to branch, bookmobile and other District staff in circulation processes and procedures.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>885,004</b>
<b>OPERATING EXPENSES</b>		<b>42,117</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>927,121</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Circulation Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	581,742	687,039	653,110	596,900
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	40,998	52,558	49,962	45,663
22.00	RETIREMENT CONTRIBUTIONS	86,122	41,968	99,951	87,672
23.00	LIFE, DENTAL & HEALTH INS	200,593	327,584	332,498	154,769
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		909,455	1,109,149	1,135,521	885,004
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	0	0	0
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	10,419	16,800	16,600	11,617
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	2,550	4,250	4,250	14,000
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	0	0	0	0
47.00	PRINTING & BINDING	0	5,900	4,800	3,100
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	0	0	0	0
51.00	OFFICE MATERIALS & SUPPLIES	429	1,000	1,000	1,000
52.00	OPERATING MATERIALS & SUPPLIES	6,364	14,400	12,400	12,400
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		19,762	42,350	39,050	42,117
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8225 - CIRCULATION</b>		929,217	1,151,499	1,174,571	927,121



**Alachua County Library District  
Final Budget FY 22-23  
Cone Park Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Cone Park Branch is part of the Public Services Division and is classified as a community branch. This Branch is a collaborative effort between the Library and Partnership for Strong Families. It serves as a resource center and a library.

The mission of the Cone Park Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service level guidelines. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Cone Park Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Cone Park Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Cone Park Branch is integrated with the Long Range Plan goals of the Library District.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>345,360</b>
<b>OPERATING EXPENSES</b>		<b>41,591</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>386,951</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Cone Park Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	258,419	284,276	266,763	243,629
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	18,577	21,747	20,407	18,638
22.00	RETIREMENT CONTRIBUTIONS	41,957	48,743	44,403	26,361
23.00	LIFE, DENTAL & HEALTH INS	55,022	72,136	73,218	56,732
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		373,975	426,902	404,791	345,360
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	11,833	11,560	14,140	15,111
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	1,905	1,400	1,400	1,918
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	14,190	18,500	18,500	17,000
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,944	2,826	2,826	2,525
47.00	PRINTING & BINDING	32	32	32	18
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	44	3,800	3,800	2,100
51.00	OFFICE MATERIALS & SUPPLIES	667	700	500	500
52.00	OPERATING MATERIALS & SUPPLIES	2,029	2,470	2,670	2,369
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		32,644	41,338	43,918	41,591
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8226 - CONE PARK BRANCH</b>		406,619	468,240	448,709	386,951





# **Alachua County Library District Final Budget FY 22-23 The Library Partnership: A Neighborhood Resource Center**

---

## **DEPARTMENT MISSION STATEMENT**

The Library Partnership Branch is part of the Public Services Division. The Library Partnership: A Neighborhood Resource Center, is a collaborative effort between the Alachua County Library District and Partnership for Strong Families. The center is designed as a one-stop resource for a variety of programs which includes a full-service library branch. Approximately 30 different agencies provide programming on site. The goal of the resource center is to support the families and ultimately decrease the number of children entering the foster care program.

Anyone in the community, especially families residing in the 32609 zip code can use the center regardless of income. The mission of the Library Partnership Branch is to ensure that those patrons who are prevented by distance or other factors from making full use of other library facilities have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other facilities and a delivery system, library patrons can access library system resources.

The Library Partnership Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting, and facilities development; that trends are researched and needs identified; and that the Library Partnership Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

## **BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>411,250</b>
<b>OPERATING EXPENSES</b>		<b>43,868</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>455,118</b>

**Alachua County Library District**  
**FINAL BUDGET FY 22-23**  
**The Library Partnership: A Neighborhood Resource Center**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	311,577	314,820	244,423	311,861
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	23,001	24,084	16,901	23,857
22.00	RETIREMENT CONTRIBUTIONS	31,976	23,907	18,249	33,743
23.00	LIFE, DENTAL & HEALTH INS	55,692	58,692	59,572	41,789
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		422,246	421,503	339,145	411,250
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	16,769	14,024	19,636	21,047
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	938	700	700	975
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	11,768	13,600	13,600	13,600
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,622	2,826	2,826	3,326
47.00	PRINTING & BINDING	16	64	32	0
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	1,085	1,400	1,200	1,500
51.00	OFFICE MATERIALS & SUPPLIES	470	600	500	600
52.00	OPERATING MATERIALS & SUPPLIES	883	1,186	1,518	2,770
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		33,551	34,450	40,062	43,868
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8230 - LIBRARY PARTNERSHIP BRANCH</b>		455,797	455,953	379,207	455,118



**Alachua County Library District  
Final Budget FY 22-23  
Hawthorne Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Hawthorne Branch is part of the Public Services Division and is classified as a small branch.

The mission of the Hawthorne Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Hawthorne Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Hawthorne Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting, and facilities development; that trends are researched and needs identified; and that the Hawthorne Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>437,339</b>
<b>OPERATING EXPENSES</b>		<b>31,033</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>468,372</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Hawthorne Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	290,536	301,764	307,395	304,752
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	21,446	23,085	23,515	23,314
22.00	RETIREMENT CONTRIBUTIONS	61,215	62,071	74,929	60,279
23.00	LIFE, DENTAL & HEALTH INS	40,966	51,493	52,265	48,994
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		414,164	438,413	458,104	437,339
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	8,419	8,134	9,994	10,673
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	1,269	975	975	1,275
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	9,509	10,550	10,550	10,550
44.00	RENTALS & LEASES	150	150	150	160
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,537	2,501	2,501	3,476
47.00	PRINTING & BINDING	0	32	32	18
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS		3,050	3,050	3,000
51.00	OFFICE MATERIALS & SUPPLIES	677	700	700	500
52.00	OPERATING MATERIALS & SUPPLIES	898	1,300	1,300	1,181
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	120	150	150	150
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		22,578	27,592	29,452	31,033
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8235 - HAWTHORNE BRANCH</b>		436,742	466,005	487,556	468,372



**Alachua County Library District  
Final Budget FY 22-23  
High Springs Branch**

---

**DEPARTMENT MISSION STATEMENT**

The High Springs Branch is part of the Public Services Division and is classified as a small branch.

The mission of the High Springs Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

High Springs Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The High Springs Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the High Springs Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>407,891</b>
<b>OPERATING EXPENSES</b>		<b>39,823</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>447,714</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
High Springs Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	259,302	255,988	264,913	284,243
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	18,801	19,583	20,265	21,744
22.00	RETIREMENT CONTRIBUTIONS	42,983	37,430	41,395	44,374
23.00	LIFE, DENTAL & HEALTH INS	45,007	44,785	45,457	57,530
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		366,093	357,786	372,030	407,890
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	15,306	14,647	18,297	19,602
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	1,457	2,200	2,200	1,800
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	7,649	12,900	12,900	10,000
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,518	2,501	2,501	3,651
47.00	PRINTING & BINDING	0	32	32	18
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	0	1,200	1,200	1,200
51.00	OFFICE MATERIALS & SUPPLIES	365	700	700	700
52.00	OPERATING MATERIALS & SUPPLIES	1,115	3,068	3,068	2,752
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	31	50	50	50
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		27,441	37,348	40,998	39,823
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8240 - HIGH SPRINGS BRANCH</b>		393,534	395,134	413,028	447,713



**Alachua County Library District  
Final Budget FY 22-23  
Micanopy Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Micanopy Branch is part of the Public Services Division and is classified as a community branch.

The mission of the Micanopy Branch is to ensure that those patrons who are prevented by distance or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Micanopy Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Micanopy Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Micanopy Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>234,147</b>
<b>OPERATING EXPENSES</b>		<b>22,307</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>256,454</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Micanopy Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	127,999	147,394	139,057	170,699
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	9,457	11,276	10,637	13,058
22.00	RETIREMENT CONTRIBUTIONS	26,344	25,645	26,925	18,470
23.00	LIFE, DENTAL & HEALTH INS	20,180	29,421	29,862	31,920
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		183,980	213,736	206,481	234,147
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	5,423	3,681	6,472	6,928
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	2,686	3,300	3,300	3,000
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	6,500	6,500	6,500
44.00	RENTALS & LEASES	0	2,700	2,550	2,550
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	503	1,129	1,129	1,329
47.00	PRINTING & BINDING	0	0	0	0
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	0	675	675	750
51.00	OFFICE MATERIALS & SUPPLIES	1,267	1,425	1,425	200
52.00	OPERATING MATERIALS & SUPPLIES	547	725	875	1,000
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		10,426	20,185	22,976	22,307
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8245 - MICANOPY BRANCH</b>		194,406	233,921	229,457	256,454





**Alachua County Library District  
Final Budget FY 22-23  
Millhopper Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Millhopper Branch is part of the Public Services Division and is classified as a large branch.

The mission of the Millhopper Branch is to ensure that those users who are prevented by distance, or other factors from making full use of other library facilities, have opportunities to participate, connect and discover at the library. Access to resources both electronic and physical are available, as well as unique experiences and learning opportunities offered through programming.

Millhopper Branch users include people living within a 5-mile radius of the branch, and any others who find the location convenient.

The Millhopper Branch is responsible for seeing that services which meet the needs of community users are provided for in library planning, budgeting and facilities development; that trends are researched; needs identified; and that the Millhopper Branch is integrated with the Long Range Plan goals of the Library District.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>1,291,116</b>
<b>OPERATING EXPENSES</b>		<b>157,816</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>1,448,932</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Millhopper Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	802,015	850,643	857,392	900,539
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	58,012	65,074	65,590	68,891
22.00	RETIREMENT CONTRIBUTIONS	131,156	135,471	177,073	128,646
23.00	LIFE, DENTAL & HEALTH INS	181,028	183,332	186,082	193,040
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		1,172,211	1,234,520	1,286,137	1,291,116
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	60,420	57,611	70,451	77,354
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	4,113	3,200	3,200	4,300
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	44,842	50,400	50,400	50,400
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	4,592	6,476	6,476	13,776
47.00	PRINTING & BINDING	32	48	48	36
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	4,084	6,500	6,000	5,800
51.00	OFFICE MATERIALS & SUPPLIES	655	1,000	1,000	1,000
52.00	OPERATING MATERIALS & SUPPLIES	984	5,652	6,152	5,100
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		119,721	130,937	143,777	157,816
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8250 - MILLHOPPER BRANCH</b>		1,291,932	1,365,457	1,429,914	1,448,932



**Alachua County Library District  
Final Budget FY 22-23  
Newberry Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Newberry Branch is part of the Public Services Division and is classified as a small branch.

The mission of the Newberry Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Newberry Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Newberry Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Newberry Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>391,853</b>
<b>OPERATING EXPENSES</b>		<b>34,996</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>426,849</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Newberry Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	248,105	256,892	262,166	283,041
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	18,028	19,652	20,055	21,653
22.00	RETIREMENT CONTRIBUTIONS	25,504	9,471	21,654	30,625
23.00	LIFE, DENTAL & HEALTH INS	50,665	52,295	53,079	56,534
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		342,302	338,310	356,954	391,853
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	10,474	6,279	12,441	13,300
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	938	750	750	950
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	10,589	11,500	11,500	11,200
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,513	2,576	2,576	3,526
47.00	PRINTING & BINDING	32	48	48	18
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	15	3,075	3,075	3,250
51.00	OFFICE MATERIALS & SUPPLIES	558	1,600	1,600	600
52.00	OPERATING MATERIALS & SUPPLIES	1,206	1,807	1,807	1,982
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	195	120	120	120
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		25,519	27,805	33,967	34,996
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8255 - NEWBERRY BRANCH</b>		367,821	366,115	390,921	426,849



# Alachua County Library District Final Budget FY 22-23 Outreach Services Department

---

## DEPARTMENT MISSION STATEMENT

The mission of the Outreach Services Department is to ensure that all patrons have access to library resources and services in accordance with Library District service levels, even if distance or other factors prevent them from making full use of library facilities. The mission is pursued through direct patron service and through delivery services.

Outreach Services' patrons include:

- Alachua County Residents isolated by distance or lack of transportation
- Residents with disabilities
- Individuals in facilities: assisted living, retirement communities, apartment complexes, rehabilitation/healthcare centers, and those similarly prevented from accessing the library

Clientele served by delivery include library departments, branches, the government, educational, community, charitable, and commercial organizations which help to fulfill the mission of the Library District.

Outreach Services is responsible for bookmobile services and providing library services to the Alachua County Jail.

---

## BUDGET SUMMARY

		Final Budget FY 22-23
PERSONAL SERVICES	\$	577,355
OPERATING EXPENSES		143,053
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
<b>DEPARTMENT TOTAL</b>	<b>\$</b>	<b>720,408</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Outreach Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	218,229	430,207	404,569	400,347
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	15,475	32,911	30,949	30,627
22.00	RETIREMENT CONTRIBUTIONS	23,588	51,637	47,458	43,318
23.00	LIFE, DENTAL & HEALTH INS	61,109	96,767	98,219	103,063
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		318,401	611,522	581,195	577,355
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	118	0	0	0
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	0	0	0	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	102,519	128,267	128,623	122,178
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	13,995	13,995	13,995	13,995
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	0	800	800	600
47.00	PRINTING & BINDING	0	1,000	1,000	1,000
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	0	0	0	0
51.00	OFFICE MATERIALS & SUPPLIES	913	2,000	1,985	1,900
52.00	OPERATING MATERIALS & SUPPLIES	268	3,938	3,938	3,380
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		117,813	150,000	150,341	143,053
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8260 - OUTREACH</b>		436,214	761,522	731,536	720,408



**Alachua County Library District  
Final Budget FY 22-23  
Tower Road Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Tower Road Branch is part of the Public Services Division and is classified as a large branch.

The mission of the Tower Road Branch is to ensure that those patrons who are prevented by distance, or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Tower Road Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Tower Road Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Tower Road Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>1,237,385</b>
<b>OPERATING EXPENSES</b>		<b>144,907</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>1,382,292</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Tower Road Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	770,825	782,124	793,481	880,338
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	55,933	59,832	60,701	67,346
22.00	RETIREMENT CONTRIBUTIONS	99,844	81,958	108,221	113,747
23.00	LIFE, DENTAL & HEALTH INS	172,951	181,848	184,576	175,954
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		1,099,553	1,105,762	1,146,979	1,237,385
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	60,092	57,300	70,060	76,921
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	1,393	1,500	1,500	1,500
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	35,810	50,375	50,375	40,000
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	5,125	8,226	8,226	14,126
47.00	PRINTING & BINDING	64	64	80	36
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	5,321	5,800	5,800	5,800
51.00	OFFICE MATERIALS & SUPPLIES	1,023	2,900	2,900	2,000
52.00	OPERATING MATERIALS & SUPPLIES	2,824	4,720	4,720	4,474
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		111,650	130,935	143,711	144,907
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8265 - TOWER BRANCH</b>		1,211,203	1,236,697	1,290,690	1,382,292





**Alachua County Library District  
Final Budget FY 22-23  
Youth Services Department**

---

**DEPARTMENT MISSION STATEMENT**

The Youth Services Department provides for the education, recreation, and informational needs of the youth of our community. This is accomplished through open access to print and non-print materials, strong connections with our community partners, programming geared toward children and youth from birth through high school, and innovative leadership of the Library District on all materials related to youth services.

The goal of the Youth Services Department is to foster an inviting environment that promotes literacy for children, teens, and their caregivers.

We endeavor to cultivate and empower all youth by inspiring a love of reading, sparking curiosity and joy of discovery, and by providing access to information, knowledge and diverse ideas.

Youth Services also provides consultation, coordination, and in-service training to branch, bookmobile and other District staff in areas related to children and teen services.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>592,360</b>
<b>OPERATING EXPENSES</b>		<b>16,350</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>608,710</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Youth Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	347,459	452,794	417,756	445,776
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	26,032	34,639	31,958	34,102
22.00	RETIREMENT CONTRIBUTIONS	35,839	50,914	46,506	48,233
23.00	LIFE, DENTAL & HEALTH INS	31,821	59,389	60,280	64,249
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		441,152	597,736	556,500	592,360
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	0	0	0
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	0	0	0	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	0	0	0	0
47.00	PRINTING & BINDING	1,280	4,000	4,000	3,800
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	1,450	2,800	12,800	2,300
51.00	OFFICE MATERIALS & SUPPLIES	934	2,150	2,150	2,000
52.00	OPERATING MATERIALS & SUPPLIES	6,141	15,000	5,000	8,250
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		9,805	23,950	23,950	16,350
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8270 - YOUTH SERVICES</b>		450,957	621,686	580,450	608,710



**Alachua County Library District  
Final Budget FY 22-23  
Waldo Branch**

---

**DEPARTMENT MISSION STATEMENT**

The Waldo Branch is part of the Public Services Division and is classified as a small branch.

The mission of the Waldo Branch is to ensure that those patrons who are prevented by distance or other factors from making full use of other library facilities, have access to resources and types and levels of service in accordance with branch service levels. Through local collections, electronic access, systematic referrals to other library facilities and a delivery system, branch patrons can access library system resources.

Waldo Branch clientele includes people living within a 5-mile radius of the branch, and any others who find the branch location convenient.

The Waldo Branch is responsible for seeing that service which meets the needs of its community and patrons is provided for in all library planning, budgeting and facilities development; that trends are researched and needs identified; and that the Waldo Branch is integrated with the Long Range Plan goals of the library system as a whole.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>285,564</b>
<b>OPERATING EXPENSES</b>		<b>45,969</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>331,533</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Waldo Branch**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	165,813	182,596	179,989	187,039
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	11,858	13,969	13,769	14,308
22.00	RETIREMENT CONTRIBUTIONS	34,566	33,185	35,728	45,283
23.00	LIFE, DENTAL & HEALTH INS	43,769	42,647	43,287	38,934
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		256,006	272,397	272,773	285,564
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	50	50	50
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	15,600	15,790	19,324	19,954
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	3,397	7,400	7,400	3,500
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	12,811	9,400	9,400	12,800
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	1,503	2,501	2,501	3,575
47.00	PRINTING & BINDING	16	32	32	0
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	1,606	4,700	4,700	3,500
51.00	OFFICE MATERIALS & SUPPLIES	105	500	500	500
52.00	OPERATING MATERIALS & SUPPLIES	150	1,451	1,451	2,090
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		35,188	41,824	45,358	45,969
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8275 - WALDO BRANCH</b>		291,194	314,221	318,131	331,533



**Alachua County Library District  
Final Budget FY 22-23  
Technical Services Department**

---

**DEPARTMENT MISSION STATEMENT**

The Technical Services Department has responsibility for the District's collection development program; and for the acquisition, cataloging, database maintenance, and processing of all library materials. In order to fulfill these functions the Department is divided into four working units: Collection Development, Acquisitions, Cataloging, and Database Maintenance and Processing.

Collection Development staff oversee the District's collection development program, prepare the materials budget, and select adult and youth circulating materials; including audio visual items and digital collections. Acquisitions staff order and receive library materials, maintain control over serials and standing orders, and administer the materials budget.

Creation and maintenance of the bibliographic database are primary functions of the Cataloging and Database Maintenance unit. Staff create original and derived records, update holdings and maintain records integrity. Physical preparation of library materials; i.e., applying jackets, security, and barcodes along with mending is handled by members of the Processing unit.

---

**BUDGET SUMMARY**

		<b>Final Budget FY 22-23</b>
<b>PERSONAL SERVICES</b>	\$	<b>887,345</b>
<b>OPERATING EXPENSES</b>		<b>2,773,476</b>
<b>CAPITAL OUTLAY</b>		
<b>NON-OPERATING EXPENSES</b>		
<b>DEPARTMENT TOTAL</b>	\$	<b>3,660,821</b>

**Alachua County Library District  
FINAL BUDGET FY 22-23  
Technical Services Department**

Account Number	Account Description	Actual Amount FY 20-21	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>					
<b>Division: 81 - Public Services</b>					
<i>10 - Personal Services</i>					
11.00	EXECUTIVE SALARIES	0	0	0	0
12.00	REGULAR SALARIES & WAGES	561,232	632,256	669,126	642,680
13.00	OTHER SALARIES & WAGES	0	0	0	0
14.00	OVERTIME	0	0	0	0
21.00	FICA TAXES	41,089	48,368	51,188	49,165
22.00	RETIREMENT CONTRIBUTIONS	102,509	116,503	158,035	105,272
23.00	LIFE, DENTAL & HEALTH INS	93,751	118,091	119,862	90,228
24.00	WORKERS COMPENSATION	0	0	0	0
25.00	UNEMPLOYMENT COMPENSATION	0	0	0	0
<i>Account Classification Total: 10 - Personal Services</i>		798,581	915,218	998,211	887,345
<i>20 - Operating Expenditures</i>					
30.00	OPERATING EXPENSES	0	0	0	0
31.00	PROFESSIONAL SERVICES	0	0	0	1,000
32.00	ACCOUNTING & AUDITING	0	0	0	0
34.00	CONTRACTUAL SERVICES	0	0	0	0
36.00	PENSION PLAN	0	0	0	0
40.00	TRAVEL & PER DIEM	0	0	0	0
41.00	COMMUNICATIONS SERVICES	0	0	0	0
42.00	FREIGHT & POSTAGE SERVICES	0	0	0	0
43.00	UTILITY SERVICE	0	0	0	0
44.00	RENTALS & LEASES	0	0	0	0
45.00	INSURANCE	0	0	0	0
46.00	REPAIR & MAINTENANCE SERVICES	23,099	26,477	25,118	25,368
47.00	PRINTING & BINDING	0	48	48	18
48.00	PROMOTIONAL ACTIVITIES	0	0	0	0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	9,800	0	0	0
51.00	OFFICE MATERIALS & SUPPLIES	1,109	2,000	2,000	5,180
52.00	OPERATING MATERIALS & SUPPLIES	12,560	48,670	48,370	41,910
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	2,229,722	2,400,000	2,700,000	2,700,000
55.00	TRAINING & EDUCATION	0	0	0	0
59.00	DEPRECIATION EXPENSE	0	0	0	0
<i>Account Classification Total: 20 - Operating Expenditures</i>		2,276,290	2,477,195	2,775,536	2,773,476
<i>60 - Other Uses</i>					
99.20	OTHER NON-OPERATING APPROPRIATED RESERVES	0	0	0	0
<i>Account Classification Total: 60 - Other Uses</i>		0	0	0	0
<b>Department Total: 8280 - TECHNICAL SERVICES</b>		3,074,871	3,392,413	3,773,747	3,660,821





# **DISTRICT BUDGET BY FUND**



Alachua County Library District  
 FINAL Budget FY 22-23  
 Library Special Funds  
 System-Wide Totals

Account Number	Account Description	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 710 - State Aid to Libraries</b>				
<b>Department: 8110 - ADMINISTRATION</b>				
<b>Function: 571 - LIBRARIES</b>				
31.93	FINANCE & ACCOUNTING	\$0	\$0	\$0
31.93	PERSONNEL DIVISION	\$0	\$0	\$0
31.93	PURCHASING DIVISION	\$0	\$0	\$0
31.93	RISK MANAGEMENT	\$0	\$0	\$0
31.93	COUNTY ATTORNEY	\$0	\$0	\$0
31.93	PUBLIC RELATIONS	\$0	\$0	\$0
31.93	EQUAL OPPORTUNITY	\$0	\$0	\$0
49.82	DATA PROCESSING	\$0	\$0	\$0
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	\$285,463	\$368,236	\$341,055
<b>Fund Total: 710 - State Aid to Libraries</b>		<b>\$285,463</b>	<b>\$368,236</b>	<b>\$341,055</b>
<b>Fund: 711 - Miscellaneous Grants-Donations</b>				
<b>Department: 8800 - MISCELLANEOUS &amp; GIFT BOOK DONATION</b>				
<b>Function: 571 - LIBRARIES</b>				
31.93	OTHER PROFESSIONAL SERVICE	\$0	\$0	\$0
40.00	TRAVEL & PER DIEM	\$0	\$0	\$0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	\$0	\$0	\$0
52.00	SUPPLIES & MATERIALS	\$0	\$0	\$0
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	\$300,000	\$300,000	\$150,000
55.10	TRAINING & EDUCATION	\$0	\$0	\$0
<b>Department: 8900 - FRIENDS OF THE LIBRARY</b>				
<b>Function: 571 - LIBRARIES</b>				
31.93	OTHER PROFESSIONAL SERVICE	\$0	\$0	\$0
40.00	TRAVEL & PER DIEM	\$0	\$0	\$0
47.00	PRINTING & BINDING	\$0	\$0	\$0
48.00	PROMOTIONAL ACTIVITIES	\$0	\$0	\$0
49.00	OTHER CURRENT CHARGES & OBLIGATIONS	\$0	\$0	\$0
52.00	SUPPLIES & MATERIALS	\$0	\$0	\$0
54.00	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	\$0	\$0	\$0
<b>Fund Total: 711 - Miscellaneous Grants-Donations</b>		<b>\$300,000</b>	<b>\$300,000</b>	<b>\$150,000</b>
<b>Fund: 712 - Marna Venable Brady Trust</b>				
<b>Department: 8820 - MARNA VENABLE BRADY TRUST</b>				
<b>Function: 581 - INTERFUND TRANSFERS</b>				
91.00	INTERFUND TRANSFERS OPERATING TRANSFERS	\$100,000	\$100,000	\$50,000
<b>Fund Total: 712 - Marna Venable Brady Trust</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$50,000</b>
<b>Grand Totals:</b>		<b>\$685,463</b>	<b>\$768,236</b>	<b>\$541,055</b>

**Alachua County Library District**  
**FINAL Budget FY 22-23**  
**County-Furnished Support Services**

Account Number	County Agency	Adopted Budget FY 20-21	Adopted Budget FY 21-22	Adopted Budget FY 22-23
<b>Fund: 701 - General Fund</b>				
<b>Division: 81 - ADMINISTRATIVE SERVICES</b>				
<b>Department: 8110 - ADMINISTRATION</b>				
31.50	PROPERTY APPRAISER (General Fund) Ed Crapo	\$326,962	\$330,232	\$333,534
31.80	TAX COLLECTOR (General Fund) John Power	\$410,235	\$414,337	\$418,480
31.93	OTHER PROFESSIONAL SERVICE Personnel Division	\$103,802	\$104,840	\$105,888
31.93	OTHER PROFESSIONAL SERVICE Puchasing Division	\$96,319	\$97,282	\$98,255
31.93	OTHER PROFESSIONAL SERVICE Risk Management	\$27,414	\$27,688	\$27,965
31.93	OTHER PROFESSIONAL SERVICE County Attorney	\$17,193	\$17,365	\$17,539
31.93	OTHER PROFESSIONAL SERVICE Equal Opportunity	\$54,698	\$55,244	\$55,796
32.10	ACCOUNTING & AUDITING Finance & Accounting	\$182,302	\$182,461	\$184,286
32.10	OTHER PROFESSIONAL SERVICE Public Relations	\$0	\$0	\$0
49.82	DATA PROCESSING Department of Information Services	\$14,413	\$14,557	\$14,196
<b>County Services Total:</b>		<b>\$1,233,338</b>	<b>\$1,244,006</b>	<b>\$1,255,939</b>

**Alachua County Library District  
FINAL Budget FY 22-23  
Summary of Budget By Fund**

	General Fund	Special Revenue Funds			Capital Projects	Memorandum Total
		State Aid	Misc Grants & Donations	Marna Venable Brady Trust	Capital Projects	
	1.0565 MILLS				0 Mills	1.0565 MILLS
Cash & Investment Balance Brought Forward:	\$2,590,000	\$0	\$306,405	\$3,130,914	\$10,100,000	\$16,127,319
<i>Estimated Revenues</i>						
Ad Valorem Taxes	\$20,293,055					\$20,293,055
Charges for Services	\$100,000					\$100,000
Prior Years Taxes	\$25,000					\$25,000
Miscellaneous	\$134,709		\$30,000			\$164,709
Rents and Royalties	\$115,000					\$115,000
Interest Earnings	\$50,000			\$65,000	\$33,000	\$148,000
Intergovernmental	\$0	\$341,055	\$0			\$341,055
Reserve for Undercollections	(\$1,035,888)	\$0	(\$1,500)	(\$3,250)	(\$1,650)	(\$1,042,288)
Transfer In			\$50,000		\$0	\$50,000
<i>Total Estimated Revenue &amp; Other Financing Sources</i>	\$22,271,876	\$341,055	\$384,905	\$3,192,664	\$10,131,350	\$36,321,850
<i>Appropriations</i>						
Salaries	\$13,355,195					\$13,355,195
Expenses	\$6,372,606	\$341,055	\$150,000		\$1,288,050	\$8,151,711
Capital Outlay					\$1,065,000	\$1,065,000
Reserves	\$986,390					\$986,390
Transfer Out	\$0			\$50,000		\$50,000
<i>Total Appropriations Ending Cash and Investment</i>	\$20,714,191	\$341,055	\$150,000	\$50,000	\$2,353,050	\$23,608,296
<b>Grand Totals:</b>	\$1,557,685	\$0	\$234,905	\$3,142,664	\$7,778,300	\$12,713,554