



September 5, 2018

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

In accordance with Florida law, Trustees and staff are pleased to submit the FY 2018-2019 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 District and Alachua County's boundaries are congruent.

The long term prudent fiscal management of the Library District continues to result in stable or increased 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 principles guide the planning processes for the Library District and provide focus when prioritizing library services especially during periods of economic challenges.

In the past ten (10) years, total Library District millage including debt service decreased from 1.3560 to 1.2303 mills. Local governance of the Library District has been 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, some construction projects have been deferred 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. Currently there are sufficient capital and projected operating funds to complete and operate an expanded Waldo Branch in 2019.

The Library District expects to receive approximately \$377,875 in State Aid in FY 2019, this is \$56,401 less than received in FY 2018, and \$101,775 less than received in FY 2008. State Aid funds are used by the Library District to purchase library materials.

The FY 2019 Library District 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 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 2018 is 1.2303, which is the roll-back rate and a lower millage rate than the past seven years (Fiscal Years 2013-2018). The Florida Department of Revenue considers the roll-back millage rate as no tax increase. The Governing Board can approve the roll-back rate with a simple majority vote.

The Library District’s FY 2019 general fund expenditure budget is \$21,888,596.

The operating budget includes a transfer of \$3.4 million to the Capital Projects Fund from the General Fund. These funds support the capital budget, new library construction and expansion of existing libraries 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 2018-2019 compared to FY 2017-2018 are:

FY 2017-2018

1.2655 mills for Operating
0.0750 mill for Bond Debt (debt retired in 2017)
1.1905 TOTAL DISTRICT MILLAGE

FY 2018-2019

1.2303 mills for Operating
0.0000 mill for Bond Debt (debt retired in 2017)
1.2303 TOTAL DISTRICT MILLAGE

Proposed Budget Highlights

In accordance with the Long Range Facilities & Service Plan FY 2019-2023 adopted by the Governing Board and Board of Trustees, the proposed FY 2019 budget supports the following:

- Provide 588 open hours of library service per week at the twelve (12) Library District locations. Sunday service hours are offered at all Alachua County Library District agencies except The Library Partnership and Cone Park.

Library Facility	FY 2017-2018 Hours Per Week	FY 2018-2019 Hours Per Week
Headquarters	66	66
Millhopper Branch	63	63
Tower Road Branch	63	63
Alachua Branch	48	48
Hawthorne Branch	48	48
High Springs Branch	49	49
Archer Branch	40	40
Micanopy Branch	30	30
Newberry Branch	58	58
Waldo Branch	40	40
The Library Partnership	47	47
Cone Park	46	46

- Provide service levels at the twelve (12) library facilities in accordance with the Long Range Facilities & Service Plan FY 2019-2023 "Projected Library Service Levels."
- Transfer \$3.4 million to the Capital Projects Fund.
- Realign public service staff to balance work loads and better reflect operational needs.
- Continue to upgrade computer equipment to create a “virtual” server environment, maximize data flow, review of network configuration, and Quality of Service (QOS) initiatives to prioritize network traffic.
- Continue energy/resource conservation programs to generate savings and/or revenues.
- Completion of the new Waldo Branch Library.
- 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.
- 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 bookmobile, Books-By-Mail, and deposit collection operations to serve patrons with limited access to a branch library.
- Continue use of volunteers to assist staff in providing library service.
- Expansion of makerspace throughout the District.
- Appropriate \$1,909,900 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 \$2,495,415.

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. 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 260,003. The District is a centralized system with a Headquarters Library located in downtown Gainesville and eleven branch libraries.

One large library (Millhopper Branch) is located in northwest Gainesville, the newly constructed Library Partnership Branch is operating in collaboration with the Partnership for Strong Families in northeast Gainesville and Cone Park Branch is located in east Gainesville. Another large library (Tower Road Branch) is located in unincorporated Alachua County southwest of Gainesville, just outside of the city limits. The municipalities of Alachua, Archer, Hawthorne, High Springs, Micanopy, Newberry and Waldo each have a branch library. In addition to these facilities, the 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 facility 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 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 government 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 \$83,500 in materials and services in FY 2018-2019 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 the staff and Trustees in the preparation of this budget.

Respectfully submitted,

Shaney T. Livingston
Library Director

Dr. Sharlynn Sweeney, Chair
Library Board of Trustees