

Alachua County Library District

Gainesville, Florida



Tentative Annual Budget

Fiscal Year 2019-2020

Approved by the
Library District Board of Trustees, May 23, 2019

A digitally accessible version of the Annual Budget Fiscal Year 2019 – 2020 is available at
www.aclib.us/about for individuals with communication disabilities

**ALACHUA COUNTY LIBRARY DISTRICT
TENATIVE FY 19-20 BUDGET**

TABLE OF CONTENTS

	Page
I. BUDGET MESSAGE	
From the Library Director	I-1
Governing Board and Board of Trustees	I-9
Management Team	I-10
II. SUMMARY INFORMATION	
System-Wide	II-1
III. DISTRICT BUDGET BY DIVISION	
Administration Department	III-1
Automated Services Department	III-4
Facilities Services Department	III-7
Public Services Department	III-10
Adult Services Department	III-13
Alachua Branch Library	III-16
Archer Branch Library	III-19
Circulation Services Department	III-22
Cone Park Branch Library	III-25
The Library Partnership	III-28
Hawthorne Branch Library	III-31
High Springs Branch Library	III-34
Micanopy Branch Library	III-37
Millhopper Branch Library	III-40
Newberry Branch Library	III-43
Outreach Services Department	III-46
Tower Road Branch Library	III-49
Youth Services Department	III-52
Waldo Branch Library	III-55
Technical Services Department	III-58
IV. DISTRICT BUDGET BY FUND	
Library Special Funds	IV-1
County-Furnished Support Services	IV-3
Library Capital Projects	IV-4
Summary of Proposed Budget By Fund	IV-5

BUDGET MESSAGE



September 4, 2019

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 2019-2020 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 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 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 1.3406 mills down to 1.1825 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, 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.

The Library District expects to receive approximately \$419,464 in State Aid in FY 2020, this is \$41,589 more than received in FY 2019, and \$43,796 more than received in FY 2009. State Aid funds are used by the Library District to purchase library materials.

The Library District's FY 2020 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 2020 is 1.1825, which is the roll-back rate and a lower millage rate than the past seven years (Fiscal Years 2013-2019). 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 2020 general fund expenditure budget is \$20,858,085.

The operating budget includes a transfer of \$1.5 million to the Capital Projects Fund from the General Fund. These funds support the capital budget, revitalization of existing branches, and preventative maintenance, along with remodeling of existing branches 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 2019-2020 compared to FY 2018-2019 are:

FY 2018-2019	FY 2019-2020
1.2303 mills for Operating	1.1825 mills for Operating
1.2303 TOTAL DISTRICT MILLAGE	1.1825 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 2020 budget supports the following:

- Provide 605 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.

ALACHUA COUNTY LIBRARY DISTRICT HEADQUARTERS
Administration

Library Facility	FY 2017-2018 Hours Per Week	FY 2018-2019 Hours Per Week	FY 2019-2020 Hours Per Week
Headquarters	66	66	63
Millhopper Branch	63	63	63
Tower Road Branch	63	63	63
Alachua Branch	48	48	55
Hawthorne Branch	48	48	51
High Springs Branch	49	49	49
Archer Branch	40	40	41
Micanopy Branch	30	30	31
Newberry Branch	58	58	51
Waldo Branch	40	40	41
The Library Partnership	47	47	49
Cone Park	<u>46</u>	<u>46</u>	<u>48</u>
TOTAL	598	598	605

- 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 \$1.5 million to the Capital Projects Fund.
- Develop and implement facility preventative maintenance strategies for the Branches to continue to enhance the patron experience and a quality work environment.
- Realign public service staff to balance work loads and better reflect operational needs to include adding a Public Services Administrator and Building Technician.
- Complete patron computing experience upgrade. By the end of next FY, two thirds of all patron computers will be new with Microsoft Windows 10 with new PC reservation system to reduce computer wait time, the ability to print from mobile devices, new modern printer pay stations, and scan stations that provide accessible options for digitizing and sending documents.
- 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 a 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 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, 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 \$2,164,900 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 \$2,794,364.
- Add a homework help center at the Alachua Branch.
- Add a dedicated makerspace at Headquarters.

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 266,820. 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 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 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, which is expected to be renewed this year for another three-year term.

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.

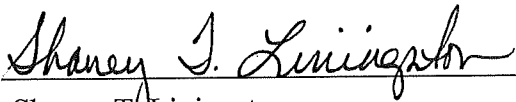
The Cooperative has identified and coordinated the provision of selected library services across the region agreed upon by the three (3) county library members. The Cooperative is funded solely through the State Aid to Public Libraries grant program and is eligible to receive an annual grant of \$350,000. The Library District will receive approximately \$60,000 in materials and services in FY 2019-2020 by being a PAL member.

ALACHUA COUNTY LIBRARY DISTRICT HEADQUARTERS
Administration

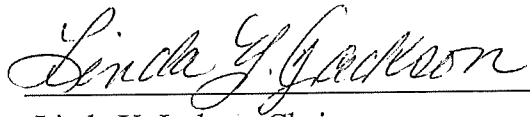
The PAL Library Cooperative provides an opportunity for the Library District to receive State Aid grant funds for materials and services in addition to its operating grant. The additional library materials and services received by Putnam and Levy County residents greatly improve the quality of information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

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

Respectfully submitted,



Shaney T. Livingston
Library Director



Linda Y. Jackson Chair
Library Board of Trustees

GOVERNING BOARD

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

Marihelen Wheeler, Vice Chair
Alachua County Commissioner

Charles S. Chestnut, IV
Alachua County Commissioner

Ken Cornell
Alachua County Commissioner

Adrian Hayes-Santos
City of Gainesville Commissioner

Gigi Simmons
City of Gainesville Commissioner

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

BOARD OF TRUSTEES

Linda Y. Jackson, Chair

Kim Worley, Vice Chair

Scherwin L. Henry

Bessie G. Jackson, Ph.D.

Larry McDaniel

Dr. Peter G. Roode

Sharlynn Sweeney, Ph.D.

MANAGEMENT TEAM

Shaney T. Livingston, Library Director

Devonia L. Andrew, Assistant to Library Director

Michael D. Durham, Administrative Services Division

Wantanisha D. Morant, Human Resources Director

Christopher Cochran, Automated Services Administrator

Tamika D. Gadson, Financial Services Administrator

Michael McLaughlin, Facilities/Safety Services Administrator

Rachel Cook, Public Relations and Marketing Manager

Tony Littles, Facilities Maintenance Manager

April J. Welcome, Administrative Assistant/HR

Christine Culp, Director, Public Services Division

Phillis Filer, Public Services Administrator

Joyce West, Public Services Administrator

Renee Patterson, Technical Services Administrator

Jasmine Tran, Adult Services Senior Manager

Ross Woodbridge, Alachua Branch Manager

Taryn Brown, Archer Branch Manager

Demaris Hill, Circulation Services Senior Manager

Diane Johnson, Cone Park Branch Manager

Otto Pleil, eBranch Manager

Keith Harmon, Hawthorne Branch Manager

Davis Fuller, High Springs Branch Manager

Tina Bushnell, Library Partnership Branch Manager

Carolyn Wallace, Micanopy Branch Manager

Emily Young, Millhopper Senior Branch Manager

Marlin Day, Newberry Branch Manager

Alicia Antone, Outreach Services Manager

Jodie Patterson, Tower Road Senior Branch Manager

Kerry Dowd, Waldo Branch Manager

Susan Wright, Youth Services Senior Manager

SUMMARY INFORMATION

ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
SYSTEM-WIDE SUMMARY

18-Sep-19

MISSION STATEMENT

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

BUDGET SUMMARY

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	12,749,168
OPERATING EXPENSES		5,709,118
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		891,588
TRANSFER OUT - CAPITAL PROJECTS		1,508,211
DEPARTMENT TOTAL	\$	20,858,085

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
SYSTEM WIDE**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 ALL 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
571-1200 REGULAR SALARIES & WAGES	7,358,776	7,941,992	8,045,850	8,479,369
571-1300 OTHER SALARIES & WAGES	42,577		46,000	46,000
571-1400 OVERTIME	16,805	12,000	12,000	12,000
571-2100 FICA TAXES	538,517	607,566	615,507	648,270
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	1,466,294	2,054,162	2,058,921	2,081,614
571-2300 DENTAL INSURANCE	38,733	44,267	44,582	46,780
571-2200 RETIREMENT CONTRIBUTIONS	1,325,533	1,329,831	1,386,521	1,434,136
571-2400 WORKERS COMPENSATION				
571-2500 UNEMPLOYMENT COMPENSA.	156	1,000	1,000	1,000
571-3600 PENSION PLAN				

PERSONAL SERVICES TOTAL

\$ 10,787,391	\$ 11,990,818	\$ 12,210,381	\$ 12,749,168
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OPERATING EXPENSES

701 ALL 571-3100 PROFESSIONAL SERVICES	\$ 1,141,597	\$ 1,162,438	\$ 1,205,575	\$ 1,191,104
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING	174,131	174,331	179,561	182,348
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	325,949	357,129	356,684	357,464
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM	34,982	49,360	48,969	59,183
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	167,895	178,733	167,910	167,410
571-4130 LOCAL, LONG DISTANCE, & OTHER				
571-4200 TRANSPORTATION	116,355	128,635	135,267	135,767
571-4300 UTILITY SERVICE	323,074	382,180	370,300	369,400
571-4400 RENTAL & LEASES	138,887	152,905	23,270	24,369
571-4420 TANGIBLE PERSONAL PROPERTY				
701 ALL 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE	326,833	352,726	352,726	358,118
571-4600 REPAIR & MAINT SERVICES	173,863	230,538	211,512	220,799
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING	16,136	29,037	23,506	27,699
571-4800 AWARDS & PRIZES	545	1,400	2,900	2,900
571-4900 OTHER CURRENT CHGS. & OBLIG.	65,434	87,420	81,821	86,491
571-4902 CLASSIFIED ADVERTISING				

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
SYSTEM WIDE**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENTATIVE BUDGET FY 19-20
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	112,098	129,040	124,300	128,300
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	141,825	149,141	143,808	176,173
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS	1,574,492	1,737,040	1,947,075	2,202,766
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
571-5500 TRAINING & EDUCATION	10,439	17,925	21,231	18,826
OPERATING EXPENSES TOTAL	\$ 4,844,534	\$ 5,319,978	\$ 5,396,415	\$ 5,709,118
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	\$ -
NON-OPERATING EXPENSES				
701 ALL 571-7200 INTEREST	\$ -	\$ -	\$ -	\$ -
571-9120 MATCHING CONTRIBUTIONS		865,506	880,340	891,588
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ 865,506	\$ 880,340	\$ 891,588
TRANSFER OUT				
701 ALL 571-7200 INTEREST	\$ -	\$ -	\$ -	\$ -
701 ALL 581-9130 TRANSFER OUT	1,242,659	1,242,659	3,401,460	1,508,211
TRANSFER OUT TOTAL	\$ 1,242,659	\$ 1,242,659	\$ 3,401,460	\$ 1,508,211
GENERAL FUND TOTAL	\$ 16,874,584	\$ 19,418,961	\$ 21,888,596	\$ 20,858,085

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
ADMINISTRATIVE SERVICES DEPARTMENT**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	1,183,553
OPERATING EXPENSES		1,740,335
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		891,588
DEPARTMENT TOTAL	\$	3,815,476

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8110 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
571-1200 REGULAR SALARIES & WAGES	627,997	712,875	703,398	788,389
MERIT				
571-1300 OTHER SALARIES & WAGES	42,577		46,000	46,000
571-1400 OVERTIME	124			
571-2100 FICA TAXES	48,938	54,535	53,810	60,312
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	90,500	103,579	130,711	148,077
571-2300 DENTAL INSURANCE	1,992	1,986	2,260	2,786
571-2200 RETIREMENT CONTRIBUTIONS	109,713	107,650	116,128	136,989
571-2400 WORKERS COMPENSATION				
571-2500 UNEMPLOYMENT COMPENSA.	156	1,000	1,000	1,000
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 921,998	\$ 981,625	\$ 1,053,307	\$ 1,183,553

OPERATING EXPENSES

701 8110 571-3100 PROFESSIONAL SERVICES	\$ 1,001,412	\$ 1,057,073	\$ 1,097,575	\$ 1,063,529
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING	174,131	174,331	179,561	182,348
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS				
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM	14,515	18,950	21,629	27,683
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	409			
571-4130 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES	4,001	4,188	4,188	4,188
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8110 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE	326,833	352,726	352,726	358,118
571-4600 REPAIR & MAINT SERVICES	3,159	4,523	4,523	5,596
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4700 PRINTING & BINDING	3,678	8,000	5,500	5,500
571-4800 AWARDS & PRIZES	545	1,400	2,900	2,900
571-4900 OTHER CURRENT CHGS. & OBLIG.	31,687	53,645	54,046	44,766
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	15,407	17,100	17,000	17,000
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	11,781	14,883	14,205	17,230
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS	913	5,690	5,545	5,860
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
571-5500 TRAINING & EDUCATION	2,717	6,085	9,266	5,616
OPERATING EXPENSES TOTAL	\$ 1,591,188	\$ 1,718,594	\$ 1,768,664	\$ 1,740,335
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	\$ -
NON-OPERATING EXPENSES				
701 8110 571-7200 INTEREST	\$ -	\$ -	\$ -	\$ -
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES	\$ -	\$ 865,506	\$ 880,340	\$ 891,588
NON-OPERATING EXPENSES TOTAL	\$ -	\$ 865,506	\$ 880,340	\$ 891,588
DEPARTMENT TOTAL	\$ 2,513,185	\$ 3,565,725	\$ 3,702,311	\$ 3,815,476

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
AUTOMATED SERVICES DEPARTMENT**

18-Sep-19

DEPARTMENT MISSION STATEMENT

The primary function of the Automated Services Department is the provision of computer-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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	733,522
OPERATING EXPENSES		374,971
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	1,108,493

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 ADMINISTRATIVE SERVICES DIVISION
 AUTOMATED SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8115 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES MERIT	457,334	485,478	486,336	503,576
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	33,032	37,139	37,205	38,524
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	94,515	122,228	125,701	98,687
571-2300 DENTAL INSURANCE	2,151	2,533	2,533	2,260
571-2200 RETIREMENT CONTRIBUTIONS	93,267	95,494	86,979	90,475
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 680,299	\$ 742,872	\$ 738,754	\$ 733,522
OPERATING EXPENSES				
701 8115 571-3100 PROFESSIONAL SERVICES	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	1,520	10,409	8,160	8,130
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM	3,091	4,260	4,300	4,500
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	122,729	125,208	122,160	122,160
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8115 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	88,652	105,412	109,728	108,679
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING				

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
ADMINISTRATIVE SERVICES DIVISION
AUTOMATED SERVICES**

18-Sep-19

FUND DEPT	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
	571-4800 AWARDS & PRIZES				
	571-4900 OTHER CURRENT CHGS & OBLIG				
	571-4902 CLASSIFIED ADVERTISING				
	571-4904 LEGAL ADVERTISING				
	571-4920 REGISTRATION FEES				
	571-4941 WORKERS COMPENSATION PREM				
	571-4980 SUNDRY EXPENSE				
	571-4982 DATA PROCESSING				
	571-4990 FILM DEVELOPING				
	571-5100 OFFICE MATERIALS & SUPPLIES	74,134	85,170	80,200	80,200
	571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
	571-5200 OPERATING SUPPLIES	5,204	10,000	10,000	10,000
	571-5201 SMALL TOOLS				
	571-5220 MOTOR VEHICLE				
	571-5221 PARTS				
	571-5223 FUEL				
	571-5231 OPERATING SUPP./SOFTWARE < \$750				
	571-5250 MEDICAL				
	571-5260 HOUSEHOLD ITEMS				
	571-5299 OTHER OPERATING SUPPLIES				
	571-5440 MEMBERSHIPS	29,872	29,996	30,263	30,752
	571-5420 SUBSCRIPTIONS				
	571-5450 EDUCATIONAL TAPES				
	571-5480 COMPUTERIZED INFORMATION				
	571-5500 TRAINING & EDUCATION	1,227	7,250	7,550	7,550
OPERATING EXPENSES TOTAL		\$ 326,431	\$ 380,705	\$ 375,361	\$ 374,971
CAPITAL OUTLAY					
731 8110	571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
	571-6400 MOTOR VEHICLES				
	571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL		\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES					
701 8115	571-7200 INTEREST	\$ -	\$ -	\$ -	-
	571-9120 MATCHING CONTRIBUTIONS				
	571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL		\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL		\$ 1,006,730	\$ 1,123,577	\$ 1,114,115	\$ 1,108,493

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
FACILITIES SERVICES DEPARTMENT**

18-Sep-19

DEPARTMENT MISSION STATEMENT

Facilities Services is a Department of the Administrative Services Division.

The 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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	694,019
OPERATING EXPENSES		454,515
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
DEPARTMENT TOTAL	\$	1,148,534

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 ADMINISTRATIVE SERVICES DIVISION
 FACILITIES SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8120 571-1100 EXECUTIVE SALARIES	\$ -	-	\$ -	-
571-1200 REGULAR SALARIES & WAGES	315,274	422,245	409,765	464,118
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME	16,386	12,000	12,000	12,000
571-2100 FICA TAXES	24,455	32,302	31,347	35,505
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	54,140	90,731	110,586	102,373
571-2300 DENTAL INSURANCE	1,209	1,712	2,076	2,350
571-2200 RETIREMENT CONTRIBUTIONS	67,880	84,082	71,501	77,674
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 479,345	\$ 643,072	\$ 637,275	\$ 694,019

OPERATING EXPENSES

701 8120 571-3100 PROFESSIONAL SERVICES	\$ 112,609	\$ 66,625	\$ 68,425	\$ 68,625
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS.	130,910	131,138	131,228	131,138
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM		3,500	3,100	3,500
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	18,002	28,700	19,700	19,200
571-4130 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	136,730	161,350	161,350	161,350
571-4400 RENTAL & LEASES		2,000	2,000	3,000
571-4420 TANGIBLE PERSONAL PROP.				
701 8120 571-4423 COPIER EQUIPMENT RENTAL	\$ -	-	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	32,717	40,152	36,852	44,652
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING	65	500	500	500
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS. & OBLIG.	944			

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
ADMINISTRATIVE SERVICES DIVISION
FACILITIES SERVICES**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	128			
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	23,270	21,750	20,900	22,550
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS & SUBSCRIPTIONS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5530 REGISTRATION				
	498			
OPERATING EXPENSES TOTAL	\$ 455,872	\$ 455,715	\$ 444,055	\$ 454,515
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8120 571-7200 INTEREST	\$	\$	\$	\$
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 935,217	\$ 1,098,787	\$ 1,081,330	\$ 1,148,534

PUBLIC SERVICES DIVISION

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
PUBLIC SERVICES DIVISION**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	676,461
OPERATING EXPENSES		90,372
CAPITAL OUTLAY		
NON-OPERATING EXPENSES.		<hr style="width: 100%;"/>
DEPARTMENT TOTAL	\$	766,833

**TENTATIVE FY 19-20 BUDGET
PUBLIC SERVICES DIVISION
OPERATING EXPENSES**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8200 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
571-1200 REGULAR SALARIES & WAGES MERIT	391,628	390,021	398,812	475,794
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	28,689	29,837	30,509	36,398
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	46,225	47,689	49,684	70,376
571-2300 DENTAL INSURANCE	1,408	1,414	1,471	1,745
571-2200 RETIREMENT CONTRIBUTIONS	80,969	73,812	83,866	92,147
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 548,919	\$ 542,773	\$ 564,342	\$ 676,461

OPERATING EXPENSES

701 8200 571-3100 PROFESSIONAL SERVICES	\$ 27,577	\$ 35,395	\$ 33,895	\$ 53,270
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS.				
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM	14,472	17,850	14,240	16,000
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES				
571-4130 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8200 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	11,598	5,798	6,400	7,050
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		350	250	250

**TENTATIVE FY 19-20 BUDGET
PUBLIC SERVICES DIVISION
OPERATING EXPENSES**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS. & OBLIG.	417			
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	280	650	500	500
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	10,885	14,302	12,144	8,502
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS	463	460	463	495
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
571-5500 TRAINING & EDUCATION - REGISTRATION	4,570	3,260	3,365	4,305
OPERATING EXPENSES TOTAL	\$ 70,262	\$ 78,065	\$ 71,257	\$ 90,372
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8200 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 619,181	\$ 620,838	\$ 635,599	\$ 766,833

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
ADULT SERVICES DEPARTMENT**

18-Sep-19

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 and their mission is to provide educational programs, materials and support to help individuals and families acquire the literacy practices and skills needed to be successful in their daily lives.

BUDGET SUMMARY

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	825,062
OPERATING EXPENSES		21,476
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	846,538

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 ADULT SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8210 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES	465,367	538,621	565,613	586,969
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME	267			
571-2100 FICA TAXES	33,753	41,205	43,269	44,903
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	85,637	148,303	157,515	123,675
571-2300 DENTAL INSURANCE	2,831	3,834	3,776	3,229
571-2200 RETIREMENT CONTRIBUTIONS	57,961	70,974	63,175	66,285
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 645,816	\$ 802,937	\$ 833,348	\$ 825,062

OPERATING EXPENSES

701 8210 571-3100 PROFESSIONAL SERVICES	\$ -	\$ -	2,430	\$ 2,430
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SVCS				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS.		1,000	1,000	1,000
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES				
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4200 TRANSPORTATION				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES	2,130			
571-4420 TANGIBLE PERSONAL PROP.				
701 8210 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	1,151	6,436	3,600	3,600
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		1,000	1,000	750
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS. & OBL.	1,888	1,500	1,500	6,000

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
ADULT SERVICES**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	1,426	1,500	1,500	3,500
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	4,530	4,177	4,177	3,977
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS	219	219	219	219
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 11,344	\$ 15,832	\$ 15,426	\$ 21,476
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8210 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 657,160	\$ 818,769	\$ 848,774	\$ 846,538

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
ALACHUA BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	432,941
OPERATING EXPENSES		49,943
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		_____
DEPARTMENT TOTAL	\$	482,884

TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
ALACHUA BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8215 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES	259,431	273,281	277,022	289,458
MERIT				
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	19,692	20,906	21,192	22,144
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	53,885	78,146	66,765	82,309
571-2300 DENTAL INSURANCE	1,469	1,928	1,438	1,712
571-2200 RETIREMENT CONTRIBUTIONS	39,644	47,539	22,882	37,318
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 374,122	\$ 421,800	\$ 389,299	\$ 432,941

OPERATING EXPENSES

701 8215 571-3100 PROFESSIONAL SERVICES	\$ -	\$ -	-	-
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	15,116	15,101	15,480	15,480
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	3,873	4,000	4,000	4,000
571-4130 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	17,564	20,500	20,250	20,250
571-4400 RENTAL & LEASES	143	160	170	175
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8215 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	1,330	3,635	2,063	2,063
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		32	32	32
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS. & OBLIG.	1,175	2,000	2,000	2,500
571-4902 CLASSIFIED ADVERTISING				

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
ALACHUA BRANCH**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	1,262	1,000	3,650	1,000
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	2,864	2,988	1,338	4,278
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS	55	150	160	165
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 43,382	\$ 49,566	\$ 49,143	\$ 49,943
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8215 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 417,504	\$ 471,366	\$ 438,442	\$ 482,884

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
ARCHER BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	242,109
OPERATING EXPENSES		19,818
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 100%;"/>
DEPARTMENT TOTAL	\$	261,927

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
ARCHER BRANCH**

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8220	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	-	
		571-1200	REGULAR SALARIES & WAGES	160,557	165,415	169,978	167,940
			MERIT				
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	11,704	12,654	13,003	12,847
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	36,387	39,149	40,465	41,540
		571-2300	DENTAL INSURANCE	1,223	1,312	1,312	1,369
		571-2200	RETIREMENT CONTRIBUTIONS	29,915	30,941	34,914	18,412
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 239,786	\$ 249,471	\$ 259,672	\$ 242,109
OPERATING EXPENSES							
701	8220	571-3100	PROFESSIONAL SERVICES	\$ -	\$ 50	\$ 50	\$ 50
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	5,028	5,030	5,405	5,405
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES	738	750	750	750
		571-4130	LOCAL, LONG DISTANCE, & OTHER				
		571-4160	TRANSPORTATION				
		571-4162	POSTAGE				
		571-4300	UTILITY SERVICE	6,977	7,525	7,525	7,525
		571-4400	RENTAL & LEASES		150		
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8220	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	1,190	3,585	2,038	2,038
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING		50	48	48
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS. & OBLIG.	1,445	1,325	1,400	1,800

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 ARCHER BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	683	900	800	800
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	1,884	2,145	1,402	1,402
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 17,945	\$ 21,510	\$ 19,418	\$ 19,818
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8220 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 257,731	\$ 270,981	\$ 279,090	\$ 261,927

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
CIRCULATION SERVICES DEPARTMENT**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	1,149,227
OPERATING EXPENSES		53,680
CAPITAL OUTLAY NON-OPERATING EXPENSES		_____
DEPARTMENT TOTAL	\$	1,202,907

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 CIRCULATION

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8225	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	-	
		571-1200	REGULAR SALARIES & WAGES MERIT	577,920	699,917	627,584	667,616
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	40,519	53,544	48,010	51,073
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	186,836	348,878	321,118	319,086
		571-2300	DENTAL INSURANCE	4,697	6,321	5,725	5,999
		571-2200	RETIREMENT CONTRIBUTIONS	93,228	94,220	99,528	105,454
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 903,200	\$ 1,202,880	\$ 1,101,965	\$ 1,149,227

OPERATING EXPENSES

701	8225	571-3100	PROFESSIONAL SERVICES	\$ -	\$ -	-	-
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	10,417	13,650	15,100	16,000
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATION SERVICES				
		571-4200	FREIGHT & POSTAGE SERVICE	3,000	3,050	3,000	3,500
		571-4300	UTILITY SERVICE				
		571-4400	RENTAL & LEASES				
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8225	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES				
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING	8,385	11,000	10,235	14,580
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS & OBLIG				
		571-4902	CLASSIFIED ADVERTISING				
		571-4904	LEGAL ADVERTISING				

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
CIRCULATION**

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
		571-4920	REGISTRATION FEES				
		571-4941	WORKERS COMPENSATION PREM				
		571-4980	SUNDRY EXPENSE				
		571-4982	DATA PROCESSING				
		571-4990	FILM DEVELOPING				
		571-5100	OFFICE MATERIALS & SUPPLIES	2,500	5,000	4,450	6,500
		571-5121	EQUIPMENT < \$1000 & >\$100/UNIT				
		571-5200	OPERATING SUPPLIES	14,195	17,082	16,997	13,100
		571-5201	SMALL TOOLS				
		571-5220	MOTOR VEHICLE				
		571-5221	PARTS				
		571-5223	FUEL				
		571-5231	OPERATING SUPP./SOFTWARE < \$750				
		571-5250	MEDICAL				
		571-5260	HOUSEHOLD ITEMS				
		571-5299	OTHER OPERATING SUPPLIES				
		571-5400	BOOKS				
		571-5420	SUBSCRIPTIONS				
		571-5440	MEMBERSHIPS				
		571-5450	EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL				\$ 38,497	\$ 49,782	\$ 49,782	\$ 53,680
CAPITAL OUTLAY							
731	8110	571-6000	CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
		571-6400	MOTOR VEHICLES				
		571-6430	OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL				\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES							
701	8225	571-7200	INTEREST	\$ -	\$ -	\$ -	-
		571-9120	MATCHING CONTRIBUTIONS				
		571-9920	RESERVES				
NON-OPERATING EXPENSES TOTAL				\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL				\$ 941,696	\$ 1,252,662	\$ 1,151,747	\$ 1,202,907

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
CONE PARK BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	414,878
OPERATING EXPENSES		37,895
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	452,773

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 CONE PARK BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8226 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES	201,654	226,114	247,059	262,109
MERIT				
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	14,576	17,298	18,900	20,051
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	31,457	58,339	41,927	81,004
571-2300 DENTAL INSURANCE	787	793	519	1,860
571-2200 RETIREMENT CONTRIBUTIONS	30,600	16,574	38,509	49,855
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 279,074	\$ 319,118	\$ 346,914	\$ 414,878
OPERATING EXPENSES				
701 8226 571-3100 PROFESSIONAL SERVICES	\$ -	50	-	-
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	11,520	11,505	11,905	11,905
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	1,366	1,000	1,000	1,000
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	13,176	16,050	15,750	15,750
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8226 571-4423 COPIER EQUIPMENT RENTAL	\$ -	-	-	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	1,564	2,013	1,988	1,988
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		60	32	32
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG	4,945	3,750	3,800	3,800

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
CONE PARK BRANCH**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	860	1,200	1,000	700
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	2,387	3,620	2,420	2,720
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 35,818	\$ 39,248	\$ 37,895	\$ 37,895
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8226 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 314,892	\$ 358,366	\$ 384,809	\$ 452,773

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
*THE LIBRARY PARTNERSHIP: A NEIGHBORHOOD RESOURCE CENTER***

18-Sep-19

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 include 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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	362,178
OPERATING EXPENSES		35,856
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 100%;"/>
DEPARTMENT TOTAL	\$	398,034

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
THE LIBRARY PARTNERSHIP: A NEIGHBORHOOD RESOURCE CENTER**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION				ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8230	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
		571-1200	REGULAR SALARIES & WAGES MERIT	255,541	253,464	258,823	268,247
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	18,968	19,390	19,800	20,521
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	45,162	47,057	48,022	49,884
		571-2300	DENTAL INSURANCE	1,329	1,369	1,369	1,369
		571-2200	RETIREMENT CONTRIBUTIONS	20,482	18,579	21,379	22,157
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 341,482	\$ 339,859	\$ 349,393	\$ 362,178
OPERATING EXPENSES							
701	8230	571-3100	PROFESSIONAL SERVICES	\$ -	\$ 50	\$ 50	50
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	14,595	14,580	11,318	11,318
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES	2,012	2,800	2,800	2,800
		571-4130	LOCAL, LONG DISTANCE, & OTHER				
		571-4160	TRANSPORTATION				
		571-4162	POSTAGE				
		571-4300	UTILITY SERVICE	24,427	22,700	16,700	16,700
		571-4400	RENTAL & LEASES	118,272	129,500		
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8230	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	468	1,039	1,988	1,988
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING		65	65	65
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS. & OBLIG.	8,901	7,625	1,200	1,125

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 THE LIBRARY PARTNERSHIP: A NEIGHBORHOOD RESOURCE CENTER

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	499	1,000	650	1,000
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	1,027	1,837	835	810
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS, SUB. & MEMBERSHIPS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 170,201	\$ 181,196	\$ 35,606	\$ 35,856
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8230 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 511,683	\$ 521,055	\$ 384,999	\$ 398,034

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
HAWTHORNE BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	414,420
OPERATING EXPENSES		25,275
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
DEPARTMENT TOTAL	\$	439,695

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 HAWTHORNE BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8235 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
571-1200 REGULAR SALARIES & WAGES MERIT	263,992	262,126	269,518	277,924
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	19,374	20,053	20,618	21,261
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	43,031	46,668	47,503	42,348
571-2300 DENTAL INSURANCE	1,113	1,495	1,222	948
571-2200 RETIREMENT CONTRIBUTIONS	65,071	60,278	67,817	71,940
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 392,580	390,620	406,678	414,420

OPERATING EXPENSES

701 8235 571-3100 PROFESSIONAL SERVICES	\$ -	\$ 50	\$ 50	50
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	8,112	8,097	8,480	8,480
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	964	975	975	975
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	8,866	8,400	8,400	8,400
571-4400 RENTAL & LEASES	144	144	150	150
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8235 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	1,096	3,326	1,988	1,988
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING	11	25	32	32
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG	2,023	2,500	2,300	3,050

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
HAWTHORNE BRANCH**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	878	900	700	700
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	769	1,284	850	1,300
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS/SUBSCRIPTIONS/MEMBERSHIPS	110	150	150	150
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 22,973	\$ 25,851	\$ 24,075	\$ 25,275
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8235 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 415,553	\$ 416,471	\$ 430,753	\$ 439,695

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
HIGH SPRINGS BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	357,294
OPERATING EXPENSES		35,893
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		_____
DEPARTMENT TOTAL	\$	393,187

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
HIGH SPRINGS BRANCH**

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8240	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
		571-1200	REGULAR SALARIES & WAGES MERIT	192,213	222,420	225,312	236,805
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	13,688	17,015	17,236	18,116
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	38,357	58,455	60,463	62,379
		571-2300	DENTAL INSURANCE	1,486	1,312	1,586	1,860
		571-2200	RETIREMENT CONTRIBUTIONS	27,798	20,156	36,376	38,135
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 273,541	319,358	340,973	357,294

OPERATING EXPENSES

701	8240	571-3100	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	-
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	14,643	14,680	15,105	15,105
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES	4,630	3,250	3,250	3,250
		571-4110	LOCAL, LONG DISTANCE, & OTHER				
		571-4160	TRANSPORTATION				
		571-4162	POSTAGE				
		571-4300	UTILITY SERVICE	8,870	16,300	11,400	10,500
		571-4400	RENTAL & LEASES				
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8240	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	1,070	3,150	1,988	1,988
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING		100	50	50
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS & OBLIG	525	1,550	1,200	1,200

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
HIGH SPRINGS BRANCH**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	985	1,000	700	700
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	2,486	2,400	2,800	3,050
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS		50	50	50
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 33,209	\$ 42,480	\$ 36,543	\$ 35,893
CAPITAL OUTLAY				
731 8110 571-6000	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8240 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 306,750	\$ 361,838	\$ 377,516	\$ 393,187

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
MICANOPY BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	207,322
OPERATING EXPENSES		18,863
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 100%;"/>
DEPARTMENT TOTAL	\$	226,185

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
MICANOPY BRANCH**

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8245 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES MERIT	117,078	129,950	123,997	135,108
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	8,508	9,941	9,486	10,336
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	25,347	33,241	33,913	35,256
571-2300 DENTAL INSURANCE	441	548	764	764
571-2200 RETIREMENT CONTRIBUTIONS	23,087	22,147	24,244	25,858
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 174,461	195,827	192,404	207,322
OPERATING EXPENSES				
701 8245 571-3100 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	-
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	3,695	3,680	4,030	4,030
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	3,548	2,075	3,300	3,300
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	7,992	6,500	6,500	6,500
571-4400 RENTAL & LEASES	144	2,694	2,694	2,700
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8245 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	349	889	889	889
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		50		
571-4800 AWARDS & PRIZES				

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 MICANOPY BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4900 OTHER CURRENT CHGS & OBLIG	250	675	675	675
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	438	500	200	200
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	1,267	1,469	575	569
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 17,681	\$ 18,532	\$ 18,863	\$ 18,863
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8245 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 192,142	\$ 214,359	\$ 211,267	\$ 226,185

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
MILLHOPPER BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	1,253,176
OPERATING EXPENSES		131,170
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
DEPARTMENT TOTAL	\$	1,384,346

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 MILLHOPPER BRANCH

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENTATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8250	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
		571-1200	REGULAR SALARIES & WAGES MERIT	727,306	770,717	761,241	792,718
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	52,352	58,960	58,235	60,643
		571-2101	MEDICARE TAXES				
		571-2300	LIFE & HEALTH INSURANCE	154,158	220,749	228,503	213,310
		571-2300	DENTAL INSURANCE	3,401	4,062	4,245	3,824
		571-2200	RETIREMENT CONTRIBUTIONS	154,565	158,292	155,336	182,682
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				

PERSONAL SERVICES TOTAL				\$ 1,091,782	\$ 1,212,780	\$ 1,207,560	\$ 1,253,176
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OPERATING EXPENSES

701	8250	571-3100	PROFESSIONAL SERVICES	\$ -	\$ 70	\$ -	-
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	56,878	56,829	57,227	57,227
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES	2,990	3,000	3,000	3,000
		571-4110	LOCAL, LONG DISTANCE, & OTHER				
		571-4160	TRANSPORTATION				
		571-4162	POSTAGE				
		571-4300	UTILITY SERVICE	47,014	50,400	50,400	50,400
		571-4400	RENTAL & LEASES				
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8250	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	2,579	10,743	4,243	4,243
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 MILLHOPPER BRANCH

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
		571-4700	PRINTING & BINDING				50
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS & OBLIG	4,953	4,200	4,000	6,000
		571-4902	CLASSIFIED ADVERTISING				
		571-4904	LEGAL ADVERTISING				
		571-4920	REGISTRATION FEES				
		571-4941	WORKERS COMPENSATION PREM				
		571-4980	SUNDRY EXPENSE				
		571-4982	DATA PROCESSING				
		571-4990	FILM DEVELOPING				
		571-5100	OFFICE MATERIALS & SUPPLIES	2,344	2,050	1,400	1,350
		571-5121	EQUIPMENT < \$1000 & >\$100/UNIT				
		571-5200	OPERATING SUPPLIES	4,215	5,065	4,200	8,900
		571-5201	SMALL TOOLS				
		571-5220	MOTOR VEHICLE				
		571-5221	PARTS				
		571-5223	FUEL				
		571-5231	OPERATING SUPP./SOFTWARE < \$750				
		571-5250	MEDICAL				
		571-5260	HOUSEHOLD ITEMS				
		571-5299	OTHER OPERATING SUPPLIES				
		571-5400	BOOKS				
		571-5420	SUBSCRIPTIONS				
		571-5440	MEMBERSHIPS				
		571-5450	EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL				\$ 120,973	\$ 132,357	\$ 124,470	\$ 131,170
CAPITAL OUTLAY							
731	8110	571-6000	CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
		571-6400	MOTOR VEHICLES				
		571-6430	OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL				\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES							
701	8250	571-7200	INTEREST	\$ -	\$ -	\$ -	-
		571-9120	MATCHING CONTRIBUTIONS				
		571-9920	RESERVES				
NON-OPERATING EXPENSES TOTAL				\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL				\$ 1,212,755	\$ 1,345,137	\$ 1,332,030	\$ 1,384,346

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
NEWBERRY BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	319,312
OPERATING EXPENSES		27,708
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		<hr style="width: 100%;"/>
DEPARTMENT TOTAL	\$	347,020

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 NEWBERRY BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8255 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES	196,123	224,768	228,284	237,622
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME	28			
571-2100 FICA TAXES	14,074	17,195	17,464	18,178
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	40,672	58,272	65,053	42,299
571-2300 DENTAL INSURANCE	1,303	1,369	1,312	1,586
571-2200 RETIREMENT CONTRIBUTIONS	15,735	16,475	18,856	19,628
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 267,934	\$ 318,079	\$ 330,969	\$ 319,312
OPERATING EXPENSES				
701 8255 571-3100 PROFESSIONAL SERVICES	\$ -	25 \$	50 \$	50
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS	6,256	6,430	6,805	6,805
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES	699	750	750	750
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE	9,467	12,750	12,250	12,250
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8255 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	1,249	4,225	2,503	2,253
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING		48		48
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG	1,201	1,350	1,100	3,175

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 NEWBERRY BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	607	470	400	600
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	1,470	2,059	1,525	1,602
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS	175	325	325	175
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 21,124	\$ 28,432	\$ 25,708	\$ 27,708
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8255 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 289,059	\$ 346,511	\$ 356,677	\$ 347,020

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
OUTREACH SERVICES DEPARTMENT**

18-Sep-19

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:

- Aachua 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 FY17-18 BUDGET
PERSONAL SERVICES	\$	562,307
OPERATING EXPENSES		155,755
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	718,062

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 OUTREACH SERVICES

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8260	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	-	
		571-1200	REGULAR SALARIES & WAGES	380,128	395,373	389,956	397,826
			MERIT				
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	27,445	30,246	29,832	30,434
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	79,826	103,978	101,502	78,657
		571-2300	DENTAL INSURANCE	2,370	2,350	2,624	2,292
		571-2200	RETIREMENT CONTRIBUTIONS	61,450	59,572	66,438	53,098
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 551,218	\$ 591,519	\$ 590,352	\$ 562,307

OPERATING EXPENSES

701	8260	571-3100	PROFESSIONAL SERVICES	\$ -	\$ -	-	-
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS				
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES				
		571-4110	LOCAL, LONG DISTANCE, & OTHER				
		571-4200	TRANSPORTATION	113,355	125,585	132,267	132,267
		571-4260	FREIGHT				
		571-4262	POSTAGE				
		571-4300	UTILITY SERVICE				
		571-4400	RENTAL & LEASES	13,908	13,908	13,908	13,995
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8260	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	732	800	800	800
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING		3,000	2,500	2,500

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 OUTREACH SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG				
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	1,994	2,000	2,000	2,000
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	12,818	4,730	4,280	4,193
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 142,806	\$ 150,023	\$ 155,755	\$ 155,755
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8260 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 694,025	\$ 741,542	\$ 746,107	\$ 718,062

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
TOWER ROAD BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	1,098,538
OPERATING EXPENSES		126,574
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	1,225,112

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
TOWER ROAD BRANCH**

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENTATIVE BUDGET FY 19-20
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PERSONAL SERVICES

701	8265	571-1100	EXECUTIVE SALARIES	\$	-	\$	-	\$	-
		571-1200	REGULAR SALARIES & WAGES MERIT	624,533	639,876	696,177	726,689		
		571-1300	OTHER SALARIES & WAGES						
		571-1400	OVERTIME						
		571-2100	FICA TAXES	44,744	48,951	53,258	55,592		
		571-2101	MEDICARE TAX						
		571-2300	LIFE & HEALTH INSURANCE	150,723	219,150	186,787	209,307		
		571-2300	DENTAL INSURANCE	3,743	4,393	4,303	4,577		
		571-2200	RETIREMENT CONTRIBUTIONS	103,026	95,617	108,006	102,373		
		571-2400	WORKERS COMPENSATION						
		571-2440	UNEMPLOYMENT COMPENSA.						
		571-3600	PENSION PLAN						

PERSONAL SERVICES TOTAL

				\$	926,769	\$	1,007,987	\$	1,048,531	\$	1,098,538
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OPERATING EXPENSES

701	8265	571-3100	PROFESSIONAL SERVICES	\$	-	\$	50	\$	50	\$	50
		571-3150	APPRAISAL								
		571-3180	PROPERTY APPR/TAX COLLECTOR								
		571-3193	OTHER PROFESSIONAL SERVICES								
		571-3200	ACCOUNTING & AUDITING								
		571-3210	AUDITS								
		571-3400	OTHER CONTRACTUAL SVS	39,696	56,900	56,961	56,961				
		571-3411	JANITORIAL								
		571-3412	PEST CONTROL								
		571-3413	COMPUTER SERVICE								
		571-4000	TRAVEL & PER DIEM								
		571-4010	MILEAGE								
		571-4011	IN-COUNTY								
		571-4012	OUT-OF-COUNTY								
		571-4013	OUT-OF-STATE								
		571-4020	PUBLIC TRANSPORTATION								
		571-4030	PER DIEM								
		571-4100	COMMUNICATIONS SERVICES	2,708	3,125	3,125	3,125				
		571-4110	LOCAL, LONG DISTANCE, & OTHER								
		571-4160	TRANSPORTATION								
		571-4162	POSTAGE								
		571-4300	UTILITY SERVICE	36,944	50,375	50,375	50,375				
		571-4400	RENTAL & LEASES								
		571-4420	TANGIBLE PERSONAL PROPERTY								
701	8265	571-4423	COPIER EQUIPMENT RENTAL	\$	-	\$	-	\$	-	\$	-
		571-4500	INSURANCE								
		571-4600	REPAIR & MAINT SERVICES	2,167	10,213	4,363	4,363				
		571-4610	REPAIR & MAINT MOTOR VEHICLE								
		571-4620	REPAIR & MAINT BUILDINGS								

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 TOWER ROAD BRANCH

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENTATIVE BUDGET FY 19-20
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING	48	75	80	80
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS & OBLIG	1,723	3,500	3,500	4,400
		571-4902	CLASSIFIED ADVERTISING				
		571-4904	LEGAL ADVERTISING				
		571-4920	REGISTRATION FEES				
		571-4941	WORKERS COMPENSATION PREM				
		571-4980	SUNDRY EXPENSE				
		571-4982	DATA PROCESSING				
		571-4990	FILM DEVELOPING				
		571-5100	OFFICE MATERIALS & SUPPLIES	2,377	2,000	2,000	2,500
		571-5121	EQUIPMENT < \$1000 & >\$100/UNIT				
		571-5200	OPERATING SUPPLIES	9,013	6,075	5,020	4,720
		571-5201	SMALL TOOLS				
		571-5220	MOTOR VEHICLE				
		571-5221	PARTS				
		571-5223	FUEL				
		571-5231	OPERATING SUPP./SOFTWARE < \$750				
		571-5250	MEDICAL				
		571-5260	HOUSEHOLD ITEMS				
		571-5299	OTHER OPERATING SUPPLIES				
		571-5400	BOOKS				
		571-5420	SUBSCRIPTIONS				
		571-5440	MEMBERSHIPS				
		571-5450	EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL				\$ 94,676	\$ 132,313	\$ 125,474	\$ 126,574
CAPITAL OUTLAY							
731	8110	571-6000	CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
		571-6400	MOTOR VEHICLES				
		571-6430	OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL				\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES							
701	8265	571-7200	INTEREST	\$ -	\$ -	\$ -	-
		571-9120	MATCHING CONTRIBUTIONS				
		571-9920	RESERVES				
NON-OPERATING EXPENSES TOTAL				\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL				\$ 1,021,446	\$ 1,140,300	\$ 1,174,005	\$ 1,225,112

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
YOUTH SERVICES DEPARTMENT**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	579,145
OPERATING EXPENSES		30,900
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	610,045

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 YOUTH SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8270 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	-	
571-1200 REGULAR SALARIES & WAGES	405,175	392,686	408,919	412,487
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	29,873	30,041	31,282	31,555
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	67,900	66,167	75,282	81,283
571-2300 DENTAL INSURANCE	1,952	1,838	1,712	1,986
571-2200 RETIREMENT CONTRIBUTIONS	52,062	44,087	65,558	51,834
571-2400 WORKERS COMPENSATION				
571-2440 UNEMPLOYMENT COMPENSA.				
571-3600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 556,961	\$ 534,819	\$ 582,753	\$ 579,145

OPERATING EXPENSES

701 8270 571-3100 PROFESSIONAL SERVICES	\$ -	\$ -	-	-
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS				
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM				
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES				
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8270 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	-	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES				
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING	3,885	4,500	3,000	3,000
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG	3,400	3,000	3,500	3,500

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 YOUTH SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	1,627	4,400	5,050	6,550
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	11,637	12,000	17,850	17,850
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 20,548	\$ 23,900	\$ 29,400	\$ 30,900
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8270 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 577,509	\$ 558,719	\$ 612,153	\$ 610,045

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
WALDO BRANCH**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	331,234
OPERATING EXPENSES		29,186
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	360,420

**TENTATIVE FY 19-20 BUDGET
OPERATING EXPENSES
PUBLIC SERVICES DIVISION
WALDO BRANCH**

18-Sep-19

FUND	DEPT	ACCOUNT	DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES							
701	8275	571-1100	EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
		571-1200	REGULAR SALARIES & WAGES	126,509	126,413	175,547	199,318
			MERIT				
		571-1300	OTHER SALARIES & WAGES				
		571-1400	OVERTIME				
		571-2100	FICA TAXES	9,003	9,671	13,429	15,248
		571-2101	MEDICARE TAX				
		571-2300	LIFE & HEALTH INSURANCE	36,870	37,850	56,686	78,963
		571-2300	DENTAL INSURANCE	508	548	764	1,038
		571-2200	RETIREMENT CONTRIBUTIONS	36,529	34,476	45,596	36,668
		571-2400	WORKERS COMPENSATION				
		571-2440	UNEMPLOYMENT COMPENSA.				
		571-3600	PENSION PLAN				
PERSONAL SERVICES TOTAL				\$ 209,419	\$ 208,958	\$ 292,022	\$ 331,234
OPERATING EXPENSES							
701	8275	571-3100	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	-
		571-3150	APPRAISAL				
		571-3180	PROPERTY APPR/TAX COLLECTOR				
		571-3193	OTHER PROFESSIONAL SERVICES				
		571-3200	ACCOUNTING & AUDITING				
		571-3210	AUDITS				
		571-3400	OTHER CONTRACTUAL SVS	7,562	8,100	8,480	8,480
		571-3411	JANITORIAL				
		571-3412	PEST CONTROL				
		571-3413	COMPUTER SERVICE				
		571-4000	TRAVEL & PER DIEM				
		571-4010	MILEAGE				
		571-4011	IN-COUNTY				
		571-4012	OUT-OF-COUNTY				
		571-4013	OUT-OF-STATE				
		571-4020	PUBLIC TRANSPORTATION				
		571-4030	PER DIEM				
		571-4100	COMMUNICATIONS SERVICES	3,636	3,100	3,100	3,100
		571-4110	LOCAL, LONG DISTANCE, & OTHER				
		571-4160	TRANSPORTATION				
		571-4162	POSTAGE				
		571-4300	UTILITY SERVICE	5,047	9,330	9,400	9,400
		571-4400	RENTAL & LEASES	145	161	160	161
		571-4420	TANGIBLE PERSONAL PROPERTY				
701	8275	571-4423	COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
		571-4500	INSURANCE				
		571-4600	REPAIR & MAINT SERVICES	373	1,969	1,463	1,463
		571-4610	REPAIR & MAINT MOTOR VEHICLE				
		571-4620	REPAIR & MAINT BUILDINGS				
		571-4630	REPAIR & MAINT EQUIPMENT				
		571-4700	PRINTING & BINDING		32	32	32
		571-4800	AWARDS & PRIZES				
		571-4900	OTHER CURRENT CHGS & OBLIG	375	800	1,600	4,500

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 WALDO BRANCH

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	398	400	300	500
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	445	705	1,550	1,550
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS				
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
OPERATING EXPENSES TOTAL	\$ 17,981	\$ 24,597	\$ 26,085	\$ 29,186
CAPITAL OUTLAY				
701 8275 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
731 8110 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 227,401	\$ 233,555	\$ 318,107	\$ 360,420

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
GENERAL FUND OPERATING BUDGET
TECHNICAL SERVICES DEPARTMENT**

18-Sep-19

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

		FINAL FY17-18 BUDGET
PERSONAL SERVICES	\$	912,472
OPERATING EXPENSES		2,248,933
CAPITAL OUTLAY		
NON-OPERATING EXPENSES		
DEPARTMENT TOTAL	\$	3,161,405

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 TECHNICAL SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
PERSONAL SERVICES				
701 8280 571-1100 EXECUTIVE SALARIES	\$ -	\$ -	\$ -	-
571-1200 REGULAR SALARIES & WAGES	613,014	610,232	622,509	588,656
571-1300 OTHER SALARIES & WAGES				
571-1400 OVERTIME				
571-2100 FICA TAXES	45,131	46,683	47,622	44,631
571-2101 MEDICARE TAX				
571-2300 LIFE & HEALTH INSURANCE	104,668	125,533	110,735	120,803
571-2300 DENTAL INSURANCE	3,319	3,150	3,571	3,229
571-2200 RETIREMENT CONTRIBUTIONS	162,553	178,866	159,433	155,153
571-2400 WORKERS COMPENSATION				
571-2500 UNEMPLOYMENT COMPENSA.				
571-2600 PENSION PLAN				
PERSONAL SERVICES TOTAL	\$ 928,684	\$ 964,464	\$ 943,870	\$ 912,472

OPERATING EXPENSES

701 8280 571-3100 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	-
571-3150 APPRAISAL				
571-3180 PROPERTY APPR/TAX COLLECTOR				
571-3193 OTHER PROFESSIONAL SERVICES				
571-3200 ACCOUNTING & AUDITING				
571-3210 AUDITS				
571-3400 OTHER CONTRACTUAL SVS				
571-3411 JANITORIAL				
571-3412 PEST CONTROL				
571-3413 COMPUTER SERVICE				
571-4000 TRAVEL & PER DIEM	2,905	4,800	5,700	7,500
571-4010 MILEAGE				
571-4011 IN-COUNTY				
571-4012 OUT-OF-COUNTY				
571-4013 OUT-OF-STATE				
571-4020 PUBLIC TRANSPORTATION				
571-4030 PER DIEM				
571-4100 COMMUNICATIONS SERVICES				
571-4110 LOCAL, LONG DISTANCE, & OTHER				
571-4160 TRANSPORTATION				
571-4162 POSTAGE				
571-4300 UTILITY SERVICE				
571-4400 RENTAL & LEASES				
571-4420 TANGIBLE PERSONAL PROPERTY				
701 8280 571-4423 COPIER EQUIPMENT RENTAL	\$ -	\$ -	\$ -	-
571-4500 INSURANCE				
571-4600 REPAIR & MAINT SERVICES	22,419	22,630	24,095	25,158
571-4610 REPAIR & MAINT MOTOR VEHICLE				
571-4620 REPAIR & MAINT BUILDINGS				
571-4630 REPAIR & MAINT EQUIPMENT				
571-4700 PRINTING & BINDING	64	150	150	150
571-4800 AWARDS & PRIZES				
571-4900 OTHER CURRENT CHGS & OBLIG				

TENTATIVE FY 19-20 BUDGET
 OPERATING EXPENSES
 PUBLIC SERVICES DIVISION
 TECHNICAL SERVICES

18-Sep-19

FUND DEPT ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES FY 17-18	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
571-4902 CLASSIFIED ADVERTISING				
571-4904 LEGAL ADVERTISING				
571-4920 REGISTRATION FEES				
571-4941 WORKERS COMPENSATION PREM				
571-4980 SUNDRY EXPENSE				
571-4982 DATA PROCESSING				
571-4990 FILM DEVELOPING				
571-5100 OFFICE MATERIALS & SUPPLIES	3,271	1,800	1,800	2,000
571-5121 EQUIPMENT < \$1000 & >\$100/UNIT				
571-5200 OPERATING SUPPLIES	19,677	20,570	20,740	47,870
571-5201 SMALL TOOLS				
571-5220 MOTOR VEHICLE				
571-5221 PARTS				
571-5223 FUEL				
571-5231 OPERATING SUPP./SOFTWARE < \$750				
571-5250 MEDICAL				
571-5260 HOUSEHOLD ITEMS				
571-5299 OTHER OPERATING SUPPLIES				
571-5400 BOOKS	1,542,685	1,700,000	1,909,900	2,164,900
571-5420 SUBSCRIPTIONS				
571-5440 MEMBERSHIPS				
571-5450 EDUCATIONAL TAPES				
571-5500 TRAINING & EDUCATION	1,925	1,330	1,050	1,355
OPERATING EXPENSES TOTAL	\$ 1,592,946	\$ 1,751,280	\$ 1,963,435	\$ 2,248,933
CAPITAL OUTLAY				
731 8110 571-6000 CAPITAL OUTLAY	\$ -	\$ -	\$ -	-
571-6400 MOTOR VEHICLES				
571-6430 OFFICE FURNITURE & EQUIPMENT				
CAPITAL OUTLAY TOTAL	\$ -	\$ -	\$ -	-
NON-OPERATING EXPENSES				
701 8280 571-7200 INTEREST	\$ -	\$ -	\$ -	-
571-9120 MATCHING CONTRIBUTIONS				
571-9920 RESERVES				
NON-OPERATING EXPENSES TOTAL	\$ -	\$ -	\$ -	-
DEPARTMENT TOTAL	\$ 2,521,630	\$ 2,715,744	\$ 2,907,305	\$ 3,161,405

DISTRICT BUDGET BY FUND

ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
LIBRARY SPECIAL FUNDS
SYSTEM-WIDE TOTALS

8/20/19

FUNDDEPT	ACCT.	DESCRIPTION	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	Tentative BUDGET FY 19-20
STATE AID TO LIBRARIES					
710	8110 5713193	FINANCE AND ACCOUNTING	\$ 0		
710	8110 5713193	PERSONNEL DIVISION	0		
710	8110 5713193	PURCHASING DIVISION	0		
710	8110 5713193	RISK MANAGEMENT	0		
710	8110 5713193	COUNTY ATTORNEY	0		
710	8110 5713193	PUBLIC RELATIONS	0		
710	8110 5713193	EQUAL OPPORTUNITY	0		
710	8110 5714982	DATA PROCESSING	0		
710	8110 5715400	BOOKS, SUBSCRIPTIONS, MEMB.	457,456	377,875	419,464
STATE AID TOTAL			\$ 457,456	\$ 377,875	\$ 419,464
MISCELLANEOUS GIFTS & GRANTS					
Memorial and Gift Book Donations					
711	8800 5713193	PROFESSIONAL SERVICES / OTHER	0		
711	8800 5714000	TRAVEL AND PER DIEM	0		
711	8800 5714900	OTHER CURRENT CHGS. & OBLIGATI	0		
711	8800 5715200	OPERATING SUPPLIES	8,000		
711	8800 5715400	BOOKS, SUBSCRIPTIONS, MEMB.	50,000	100,000	100,000
711	8800 5715510	TRAINING AND EDUCATION	0		
Friends of the Library					
711	8900 5713193	PROFESSIONAL SERVICES / OTHER	0		
711	8900 5714000	TRAVEL & PER DIEM	0		
711	8900 5714700	PRINTING & BINDING	0		
711	8900 5714800	PROMOTIONS	0		
711	8900 5714900	OTHER CURRENT CHGS. & OBLIG.	0		
711	8900 5715400	BOOKS, SUBSCRIPTIONS, MEMB.	0		
711	8900 5715200	OPERATING SUPPLIES	0		
MISCELLANEOUS GIFTS & GRANTS TOTAL			\$ 58,000	\$ 100,000	\$ 100,000
MARNA VENABLE BRADY TRUST					
712	8820 5819100	MARNA VENABLE BRADY TRUST	\$ 50,000	\$ 75,000	\$ 75,000
MARNA VENABLE BRADY TRUST TOTAL			\$ 50,000	\$ 75,000	\$ 75,000

ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
LIBRARY SPECIAL FUNDS
SYSTEM-WIDE TOTALS

20-Aug-19

FUN\DEPT	ACCT	DESCRIPTION	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	Tentative BUDGET FY 19-20
<u>\$15 MILLION G.O. BONDS, DEBT SERVICE</u>					
723	8110	5177000 DEBT SERVICE	0	0	0
723	8110	5713180 PROPERTY APPR (DEBT SVS.)	0	0	0
723	8110	5713180 TAX COLLECTOR (DEBT SVS.)	0	0	0
723	8110	5719920 RESERVES	0	0	0
723	8110	5719100 TRANSFER OUT			
<u>\$15 MILLION G.O. BONDS, DEPT. SVS. TOTAL</u>			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>SPECIAL FUNDS TOTAL</u>			<u>\$ 565,456</u>	<u>\$ 552,875</u>	<u>\$ 594,464</u>

**ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
COUNTY-FURNISHED SUPPORT SERVICES
BUDGET DETAIL**

FUND	DEPT	ACCT	COUNTY AGENCY	FINAL BUDGET FY 17-18	FINAL BUDGET FY18-19	TENATIVE BUDGET FY 19-20
701	8110	5713150	PROPERTY APPRAISER (General Func Ed Crapo	\$ 302,910	\$ 309,164	\$ 317,439
701	8110	5713180	TAX COLLECTOR (General Fund) John Power	375,422	386,685	398,286
701	8110	5713193	OTHER PROFESSIONAL SERVICES Personnel Division	96,303	99,192	100,779
701	8110	5713193	OTHER PROFESSIONAL SERVICES Purchasing Division	89,360	92,041	93,514
701	8110	5713193	OTHER PROFESSIONAL SERVICES Risk Management	25,434	26,197	26,616
701	8110	5713193	OTHER PROFESSIONAL SERVICES County Attorney	15,950	16,429	16,691
701	8110	5713193	OTHER PROFESSIONAL SERVICES Equal Opportunity	50,745	52,267	53,104
701	8110	5713210	ACCOUNTING & AUDITING Finance & Accounting	169,131	179,561	176,992
701	8110	5713210	OTHER PROFESSIONAL SERVICES Public Relations	5,000	0	5,356
701	8110	5714982	DATA PROCESSING Department of Information Services	13,372	13,773	13,993
723	8110	5717000	TAX COLLECTOR (Debt Serv. Fund)	0		
723	8110	5717000	PROPERTY APPRAISER (Debt Svs.Fur Ed Crapo	0		
COUNTY SERVICES TOTAL				\$ 1,143,627	\$ 1,175,309	\$ 1,202,771

ALACHUA COUNTY LIBRARY DISTRICT
TENTATIVE FY 19-20 BUDGET
LIBRARY CAPITAL PROJECTS
SYSTEM-WIDE TOTALS

			20-Aug-19		
FUND	DEPT	ACCOUNT DESCRIPTION	FINAL BUDGET FY 17-18	FINAL BUDGET FY 18-19	TENATIVE BUDGET FY 19-20
731	8110	571-4600 REPAIR & MAINTENANCE	\$ 765,211	\$ 695,100	\$ 1,075,000
731	8110	571-5100 OFFICE MATERIALS & SUPPLIES	327,947	439,000	256,500
731	8110	571-6100 LAND PROFESSIONAL SERVICES			
731	8110	571-6200 CAPITAL OUTLAY			
731	8110	571-6200 ARCHER BRANCH			100,000
731	8110	571-6201 ALACHUA BRANCH PROJECT			75,000
731	8110	571-6201 TOWER BRANCH PROJECT	1,780,000		
731	8110	571-6200 LIBRARY PARTNERSHIP	1,925,000		
731	8110	571-6200 WALDO EXPANSION	799,000	725,000	
731	8110	571-6200 HEADQUARTERS RENOVATION	100,000	100,000	503,000
731	8110	571-6200 MILLHOPPER BRANCH	60,000		
731	8110	571-6400 FLEET REFURBISHMENT	0	73,000	45,000
731	8110	571-6430 OFFICE FURN & COMPUTER EQUIII	322,000		
LIBRARY CAPITAL PROJECTS TOTAL			\$ 6,079,158	\$ 2,032,100	\$ 2,054,500

ALACHUA COUNTY LIBRARY DISTRICT
 TENTATIVE SUMMARY OF BUDGET BY FUND
 FISCAL YEAR 2019-20

	SPECIAL REVENUE FUNDS					CAPITAL PROJECTS	MEMORANDUM TOTAL
	GENERAL FUND	State Aid	Misc Grants & Donations	Marna Venable Brady Trust	0 MILLS		
	1.1825						1.1825
CASH & INVESTMENT BALANCE BROUGHT FORWARD:	\$7,448,931	\$0	\$637,000	\$2,571,104	\$7,899,220		\$18,556,255
Estimated Revenues							
Ad Valorem Taxes	\$18,020,696						\$18,020,696
Charges for Services	\$111,885						\$111,885
Prior years taxes	\$40,000						\$40,000
Miscellaneous	\$137,403		\$15,000				\$152,403
Rents and Royalties	\$92,289						\$92,289
Interest Earnings	\$175,000			\$200,000	\$33,000		\$408,000
Intergovernmental	\$0	\$419,464					\$419,464
Reserve for Undercollections	(\$928,864)	\$0	(\$750)	(\$12,066)			(\$943,980)
Transfer In			\$75,000		\$1,508,211		\$1,583,211
TOTAL ESTIMATED REVENUE & OTHER FINANCING SOURCES:	\$25,097,340	\$419,464	\$726,250	\$2,759,038	\$9,438,131		\$38,440,223
Appropriations							
Salaries	\$12,749,168						\$12,749,168
Expenses	\$5,709,118						\$5,709,118
Capital Outlay		\$419,464	\$100,000				\$519,464
Reserves	\$891,588						\$891,588
Transfer Out	\$1,508,211			\$75,000			\$1,583,211
TOTAL APPROPRIATIONS:	\$20,858,085	\$419,464	\$100,000	\$75,000	\$2,054,500		\$23,507,049
ENDING CASH AND INVESTMENT BALANCE:	\$4,239,255	\$0	\$626,250	\$2,684,038	\$7,383,631		\$14,933,174