



2016 Final Budget

**BUCKS COUNTY FREE LIBRARY
BUCKS COUNTY, PENNSYLVANIA**

**FINAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2016**

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Prepared By:

Martina Kominarek
Chief Executive Officer
and
John Doran
Chief Financial Officer

BUCKS COUNTY FREE LIBRARY

BUCKS COUNTY, PENNSYLVANIA

FINAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2016

To obtain copies of this document, please visit our website at www.buckslib.org
or contact

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Message from the Library Board

The Bucks County Free Library serves our communities as a learning resource and public gathering place. We play an essential role in giving people free access to information and pathways to knowledge. In this digital age we are needed more than ever.

Our 2016 Operating and Capital budget will help us accomplish the community priorities and objectives reflected in our 2014-2017 strategic plan. Our citizens will benefit from increased funding from both the County of Bucks and the Commonwealth of Pennsylvania. In 2016:

- We will support high bandwidth, wireless connectivity, and public access computers at all our locations.
- We will host interactive story times, stay and play sessions in our children's areas, and lively educational public performances of music and stories.
- We will provide a robust physical and electronic collection of books, movies, and music that serves a diversity of reading, listening, and viewing interests.
- We will offer inviting spaces for study, work, and connecting with others by conducting regular maintenance, ongoing physical improvements, and capital projects in all our facilities.

In 2016, we'll celebrate 60 years of operations as a County library system. The materials and services we offer through our seven branches have changed since 1956, but our role is the same. Our work continues to be important because we provide valuable opportunities for lifelong learning and engagement for people at all ages and states in life.

Bucks County has every reason to be proud of its libraries!

Roberta Foerst, President
Constance Moore, Vice President
Richard Rogers, Treasurer
Gerald Balchis, Secretary
William Draper, Trustee
Daniel Johansson, Trustee
Lawrence Jones, Trustee

Message from the Chief Executive Officer

The library is a hub of knowledge, culture, communication, and connections.

Connect to the Online World: In 2015, we piloted a new Help Desk function in four of our branches, offering computer and device diagnostics and repair services to the public. In 2016, we'll increase the number of branches where this popular new service is offered.

Create Young Readers: Thanks in part to a Pennsylvania Keystone grant, we'll open an innovative early learning space in our Langhorne branch. Penn's Little Village will be a miniature Pennsylvania town where children can build early literacy skills through play.

Satisfy Curiosity: Via our e-library at buckslib.org where we offer access to a variety of unique research and online learning tools, including a wealth of resources offered as part of the Pennsylvania Power Library network.

Stimulate Imagination: Summer Reading has long been our centerpiece program for children and teens. In 2016, we'll invite adults to help us accomplish a county wide goal to log at least 2 million minutes of reading over the summer.

Visit a Comfortable Place: We will open the Bensalem and Yardley-Makefield branches an additional night (Thursday) each week. Doylestown will be open until 6pm on Fridays, instead of 5pm. We will continue to make improvements to outdoor spaces and seating areas in all branches.

See you at the library!

A handwritten signature in black ink, appearing to read 'Martina Kominiarek', written in a cursive style.

–Martina Kominiarek
Chief Executive Officer

Bucks County Free Library Overview

Service Area

As a County library system, the Bucks County Free Library (BCFL) service area includes all of Bucks County. BCFL's seven branch libraries are located in Bensalem, Doylestown, Langhorne, Levittown, Lower Makefield, Perkasie, and Quakertown. As a designated Pennsylvania public library district and system, BCFL collaborates on county wide projects, shares a public catalog, and provides support services to 11 additional Bucks County public libraries. These libraries are independently governed and managed by their own local boards and directors.

Statistics

Population:	625,249
Registered Users:	181,664
Checkouts:	2,885,456
Collection Size:	498,511

In-Person Services

- Books, movies, music, newspapers, and magazines
- Special collections, such as board games, book club bags, exercise bags, early learning kits, educational toys, and cake pans
- Public access computers and free Wi-Fi access
- Copier/printers and high-resolution digital scanners
- Meeting rooms, group study rooms, and quiet study rooms
- Early learning programs, such as story times
- Help Desk assistance, including one-on-one assistance with technology and computer or device repair
- Passport Application Services (Bensalem)

Virtual Services

- Downloadable audiobooks, e-books, and magazine subscriptions
- Streaming videos and music
- Research databases, including business and genealogy
- Tutoring and homework help via Brainfuse
- Online learning via Lynda.com
- Early learning games via Let's Play School

**Bucks County Free Library
Strategic Plan
2014-2017**

Overview

The Bucks County Free Library Board is committed to providing outstanding services to residents of Bucks County through its seven branches in Bensalem, Doylestown, Perkasié, Langhorne, Levittown, Quakertown, and Yardley-Makefield. In 2014, the Board initiated a planning process to establish service priorities for branch library services through 2017.

A committee of Bucks County residents from throughout the county participated in two day-long sessions led by library consultant June Garcia. During these meetings committee members evolved a vision for what Bucks County could and should be like and how the library can help make this happen. Based on their in-depth discussion and thoughtful consideration, the Community Planning Committee recommended that the library adopt the following service priorities, listed in alphabetical order:

Connect to the Online World: Everyone will have robust access to the ever-growing resources on the Internet.

Create Young Readers: Young children (ages five and under) will have programs and services designed so that they will enter school ready to read, write, and listen.

Express Creativity: Everyone will have the tools and training they need to express their creativity.

Satisfy Curiosity: Everyone will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Stimulate Imagination (Children): Children (ages 6-11) will have materials and programs that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

Stimulate Imagination (Teens and Adults): Teens and adults will have timely access to a variety of new and popular materials in current and emerging formats.

Visit a Comfortable Place: Everyone will have attractive, safe, and welcoming places to meet and interact with others, read, or work.

Goals and Objectives

Goals are listed by target audience. Listed first are the goals that apply to all residents, followed by the goals for specific audiences based on age, in chronological order. If two goals serve the same target audience, they are listed in alphabetical order by the service response.

Visit a Comfortable Place

Everyone will have attractive, safe, and welcoming places to meet and interact with others, read, or work.

- 1.1 By December 31, 2017, the attendance at library facilities will increase from 1,019,505 (FY2013) to 1,200,000.
- 1.2 By December 31, 2017, the number of registered borrowers will increase from 190,420 (FY2013) to 200,000.
- 1.3 Annually, at least 90% of library visitors will indicate that the library was an attractive, safe, and welcoming place.

Satisfy Curiosity

Everyone will have the resources they need to explore topics of personal interest and continue to learn throughout their lives

- 2.1 Annually, the circulation of children's non-fiction will be at least 110,000.
- 2.2 Annually, the circulation of adult and teen nonfiction will be at least 300,000.
- 2.3 Annually, a minimum of 10,000 people will register for a library-sponsored online class.
- 2.4 Annually, staff will provide a minimum of 8,000 one-on-one technology assistance sessions.
- 2.5 Annually, a minimum of 90% of adults and teens surveyed who were looking for information or materials to explore a topic of personal interest will indicate the library's collection was very good or excellent.
- 2.6 Annually, a minimum of 90% of people who attended a library program will evaluate the program as very good or excellent.

Connect to the Online World

Everyone will have robust access to the ever-growing resources on the Internet.

- 3.1 By December 31, 2017, the number of hits on the library's web site will increase from 1,260,395 (FY2013) to 1,550,000.
- 3.2 Annually, customers will have a minimum of 175,000 sessions of use on library provided Internet access computers or devices.

- 3.3 By December 31, 2017, the number of people who connect to the Internet via the Library's Wi-Fi access will increase from 40,000 (FY2013) to 70,000.
- 3.4 FY2017, 75% of web site users surveyed will rate the Library's web site as informative and easy to use.

Express Creativity

Everyone will have the tools and training they need to express their creativity.

- 4.1 Annually, a minimum of 90% of people who attended a library program designed to support or enhance their creativity will evaluate the training as very good or excellent.
- 4.2 Annually, a minimum of 2,000 people will attend a library program designed to support or enhance their creativity.

Create Young Readers

Young children (ages five and under) will have programs and services designed so that they will enter school ready to read, write, and listen.

- 5.1 By December 31, 2017, the circulation of materials for preschoolers will increase from 421,785 (FY2013) to 475,000.
- 5.2 By December 31, 2017, the number of young children attending a program in the library or at a non-library location will increase from 29,522 (FY2013) to 40,000.
- 5.3 By December 31, 2017, the number of young children who register for the Summer Reading Program, including Kindergarten Here I Come, will increase from 1,803 (FY2013) to 5,000.
- 5.4 Annually, a minimum of 90% of parents and caregivers surveyed will indicate that the library's services for young children are very good or excellent.

Stimulate Imagination: Children

Children (ages 6-11) will have materials and programs that stimulate their imaginations and provide pleasurable reading, viewing, and listening experiences.

- 6.1 By December 31, 2017, the circulation of children's fiction will increase from 277,778 (FY 2013) to 300,000.
- 6.2 By December 31, 2017, the circulation of children's media (CDs, DVDs, games, etc.) will increase from 180,954 (FY 2013) to 192,000.

- 6.3 By December 31, 2017, the number of children who attend a library sponsored or co-sponsored program designed to stimulate their imagination will increase from 47,492 (FY2013) to 55,000.
- 6.4 By December 31, 2017, the number of children who register for the Summer Reading Program will increase from 5,423 (FY2013) to 7,500.

Stimulate Imagination: Teens and Adults

Teens and adults will have timely access to a variety of new and popular materials in current and emerging formats.

- 7.1 Annually, the circulation of adult fiction will be at least 740,000.
- 7.2 Annually, the circulation of teen materials (fiction and sound books) will be at least 75,000.
- 7.3 By December 31, 2017, the circulation of adult media (CDs, video games, DVDs etc.) will increase from 623,787 (FY2013) to 700,000.
- 7.4 By December 31, 2017, the circulation of downloadable content (e-audio, e-books, e-magazines) will increase from 244,151 (FY2013) to 1,000,000.
- 7.5 By FY2017, a minimum of 85% of adults and teens surveyed will indicate that they found something good to read, listen to, or view in the library’s collection.
- 7.6 Annually, a minimum of 90% of adults and teens surveyed will indicate that they received the material they reserved in a timely manner.

Community Planning Committee Members

Dan Bates
President, Lower Bucks Chamber of Commerce
Lynn Bush
Chief Clerk, County of Bucks
Sandy Cody
Author
Priscilla Estes
President, Bucks County Neighbors
Caitlin Griffo
Tutor, Early Literacy, Education
Jamie Gwynn
Assistant to the Township Manager, Northampton Township
Anne-Marie Mettus
Photographer, Business Owner

Kimberly McManus
Bensalem Resident
Kelly Pagliei
Program Coordinator, Saint Mary Medical Center
H. Joseph Phillips
Principal, Phillips & Donovan Architects
Amber Schlosser
Teacher, Palisades High School
Ed Shannon
Lower Southampton Township Supervisor
Noel Weiss
Business and Project Management Consultant
Linda Wolfson
Executive Director, Vita Education Services

**APPROVED BY THE BCFL BOARD OF DIRECTORS
NOVEMBER 18, 2014**

BUCKS COUNTY FREE LIBRARY 2016 BUDGET							
GENERAL OPERATING BUDGET							
	2014 Budget	2015 Budget	2015 Actual	% of Budget	2016 Budget	2015 Actual vs 2016 Budget Variance	2015 Actual vs 2016 Budget %
INCOME							
COUNTY ALLOCATION	5,857,100.00	5,857,100.00	5,857,100.00	100%	6,003,000.00	145,900.00	102%
STATE AID	2,636,849.11	2,636,849.11	2,644,721.44	100%	2,684,306.18	39,584.74	101%
LATE FEES	290,000.00	284,000.00	275,579.15	97%	269,000.00	(6,579.15)	98%
DONATIONS - GENERAL (new budget item)	-	-	121,636.09	N/A	60,000.00	(61,636.09)	49%
DONATIONS - EITC (new budget item)	-	-	62,500.00	N/A	60,000.00	(2,500.00)	96%
GRANTS (new budget item)	-	-	75,556.03	N/A	31,864.44	(43,691.59)	42%
PHOTOCOPIER INCOME	43,500.00	43,500.00	58,305.01	134%	53,000.00	(5,305.01)	91%
VENDING MACHINE (new budget item)	-	-	5,596.82	N/A	5,000.00	(596.82)	89%
DISBROW TRUST INCOME	136,069.21	136,000.00	159,152.00	117%	149,912.73	(9,239.27)	94%
TOTAL REVENUE	8,963,518.32	8,957,449.11	9,260,146.54	103%	9,316,083.35	55,936.81	101%
PERSONNEL EXPENSES							
SALARIES & WAGES	4,236,459.55	4,241,530.26	3,991,667.61	94%	4,406,800.46	415,132.85	110%
BENEFITS	1,061,749.33	1,012,103.43	899,852.63	89%	1,104,800.92	204,948.29	123%
WORKER'S COMP	41,547.00	42,000.00	36,588.70	87%	40,119.00	3,530.30	110%
Breakage (Turnover)	-	(62,661.37)			(217,695.78)	(217,695.78)	
TOTAL PERSONNEL	5,339,755.88	5,232,972.32	4,928,108.94	94%	5,334,024.60	405,915.66	108%
MATERIALS							
BOOKS	706,500.00	625,000.00	634,161.61	101%	705,500.00	71,338.39	111%
AUDIO VISUAL	340,000.00	340,000.00	236,543.93	70%	213,000.00	(23,543.93)	90%
TOYS	30,000.00	30,000.00	9,245.27	31%	5,000.00	(4,245.27)	54%
SUBSCRIPTIONS & MICROFORMS	71,000.00	71,000.00	30,192.86	43%	30,000.00	(192.86)	99%
DATABASES	150,000.00	110,000.00	117,238.87	107%	104,000.00	(13,238.87)	89%
DOWNLOADS & STREAMING	150,000.00	260,158.00	440,017.07	169%	387,400.00	(52,617.07)	88%
PLATFORM FEES	40,000.00	51,342.00	29,975.00	58%	42,600.00	12,625.00	142%
TOTAL MATERIALS	1,487,500.00	1,487,500.00	1,497,374.61	101%	1,487,500.00	(9,874.61)	99%

BUCKS COUNTY FREE LIBRARY 2016 BUDGET

GENERAL OPERATING BUDGET

	2014 Budget	2015 Budget	2015 Actual	% of Budget	2016 Budget	2015 Actual vs 2016 Budget Variance	2015 Actual vs 2016 Budget %
GENERAL & ADMINISTRATIVE EXPENSES							
ACCOUNTING/AUDIT/PR SERVICES	55,000.00	46,350.00	45,682.15	99%	48,475.00	2,792.85	106%
ADVERTISING - PUBLIC RELATIONS	-	10,000.00	3,320.44	33%	12,500.00	9,179.56	376%
ADVERTISING - PERSONNEL	-	5,000.00	2,163.82	43%	4,000.00	1,836.18	185%
VISA/MC FEES	9,000.00	9,000.00	12,545.00	139%	12,900.00	355.00	103%
CONTRACT SERVICES	122,500.00	101,600.00	34,621.73	34%	67,680.00	33,058.27	195%
PHOTOCOPIER LEASE	30,217.56	30,217.56	41,813.72	138%	43,166.04	1,352.32	103%
LEGAL SERVICES	50,000.00	50,000.00	14,868.00	30%	30,000.00	15,132.00	202%
LIBRARY PROGRAMS - CONTRACTED	60,191.56	25,000.00	65,102.18	260%	103,864.44	38,762.26	160%
MEALS & TRAVEL	33,000.00	50,350.00	36,437.78	72%	37,600.00	1,162.22	103%
MEMBERSHIP DUES	79,350.00	60,938.76	83,332.10	137%	85,096.73	1,764.63	102%
POSTAGE	17,200.00	24,000.00	27,276.14	114%	27,860.00	583.86	102%
PRINTING (new budget item)	-	-	-	n/a	22,000.00	22,000.00	n/a
PROFESSIONAL EDUCATION	47,000.00	40,000.00	67,391.34	168%	54,500.00	(12,891.34)	81%
STATE AID TO CPLs	308,299.18	308,300.00	308,300.00	100%	313,849.00	5,549.00	102%
VENDING MACHINE SUPPLIES	-	3,000.00	4,158.57	139%	5,000.00	841.43	120%
SUPPLIES - GENERAL	43,000.00	48,479.19	46,277.22	95%	55,500.00	9,222.78	120%
SUPPLIES - MATERIALS	44,000.00	68,988.00	53,470.10	78%	69,000.00	15,529.90	129%
SUPPLIES - PROGRAMMING	5,000.00	17,250.00	45,418.36	263%	43,600.00	(1,818.36)	96%
TOTAL G&A EXPENSES	903,758.30	898,473.51	892,178.65	99%	1,036,591.21	144,412.56	116%
PROPERTY & OVERHEAD EXPENSES							
BUILDING SUPPLIES	59,250.00	59,500.00	56,893.64	96%	57,200.00	306.36	101%
COMPUTER EQUIP & SUPPLIES	84,377.00	90,677.00	100,359.78	111%	135,629.37	35,269.59	135%
BUILDING & EQUIPMENT REPAIR	61,000.00	55,000.00	45,159.19	82%	151,345.00	106,185.81	335%
DELIVERIES - SUPPLIES	4,035.00	4,035.00	3,945.62	98%	4,035.00	89.38	102%
DELIVERIES - GAS & REPAIRS	23,035.00	29,500.00	21,407.66	73%	16,000.00	(5,407.66)	75%
DELIVERIES - INSURANCE	2,930.00	2,930.00	2,930.00	100%	2,930.00	-	100%
FURNITURE & SHELVING	-	20,000.00	62,147.28	311%	80,000.00	17,852.72	129%
BUILDING & GROUNDS CONTRACT SVCS	159,745.00	184,745.00	172,039.90	93%	116,600.00	(55,439.90)	68%
HVAC	38,580.00	38,580.00	30,036.68	78%	36,778.00	6,741.32	122%
INSURANCE	16,158.00	16,158.00	15,524.90	96%	16,165.00	640.10	104%
INTEGRATED ON-LINE SYSTEM	124,252.07	166,614.07	183,000.85	110%	200,587.24	17,586.39	110%
JANITORIAL	136,920.00	151,000.00	127,829.17	85%	121,468.12	(6,361.05)	95%
PBX	13,550.00	13,550.00	15,984.50	118%	17,000.00	1,015.50	106%
SOFTWARE	70,615.00	69,760.40	33,376.08	48%	90,463.30	57,087.22	271%
TELEPHONE	11,500.00	11,500.00	10,764.58	94%	14,450.16	3,685.58	134%
TELECOMMUNICATIONS	83,588.48	80,145.56	65,660.29	82%	78,566.60	12,906.31	120%
UTILITIES	323,250.00	323,250.00	293,837.03	91%	296,000.00	2,162.97	101%
WASTE REMOVAL	16,803.90	16,803.90	17,540.56	104%	17,849.50	308.94	102%
TOTAL P&O EXPENSES	1,229,589.45	1,333,748.93	1,258,437.71	94%	1,453,067.29	194,629.58	115%
SUM OF EXPENSES	8,960,603.63	8,952,694.76	8,576,099.91	96%	9,311,183.10	735,083.19	109%
NET INCOME/LOSS OVER EXPENSES	2,914.69	4,754.35	684,046.63		4,900.25		

* = does not include funds applied to asset purchases

2016 Operating Budget Highlights

This report discusses the highlights and variances, whether a line item has increased or decreased, for all amounts \$10,000 or more. Comparisons are based on 2016 projected expenditures to 2015 actual expenditures. The operating budget does not include any plans for expenditure of capital funds to cover routine operations.

As with any budget, this is a road map and management's best estimate based on current conditions. If the budgeted amount of revenue is not received or there is an unanticipated spike in costs, the library's management team will strategically delay certain purchases or reduce expenses accordingly.

Revenue

County and State Aid increased \$185,485. BCFL received a 2.5% increase from the County of Bucks equal to \$145,900 and a 1.8% increase from the Commonwealth for \$39,585

The Chief Financial Officer and internal management have reviewed our budget practices from prior years. BCFL will be recognizing in the budget, two categories not in the 2015 budget, donations and grants. In an attempt to bring greater transparency to our budget we have made these additions:

- Our donation budget in 2016 is \$120,000. This includes \$60,000 from the Commonwealth's Earned Income Tax Credit (EITC) funding and \$60,000 from our donation streams. In late 2015, we hired a Development Officer to increase our exposure with annual giving and increase donation opportunities.
- We budgeted \$31,864 for two grants, Franklin Institute – Science in Summer and the County of Bucks Area on Aging.

Personnel Expenses

Personnel expenditures projected for 2016 are increased by \$415,133 compared to actual 2015 personnel expenditures. Rising costs of healthcare continue to be a concern. In 2016 BCFL contracted for a healthcare package that includes the same medical benefits to employees, but higher copays and other out of pocket expenses. Premiums decreased by 1%

The 2016 budget reflects several positions were budgeted for in 2015 but put on hold because of uncertainty about the Pennsylvania budget. These include the ILS & Technical Services Manager (Collection Development), Web and Graphic Designer (IT), and Community Engagement Manager (Administration).

The 2016 budget also includes some new positions. In order to better support the new Help Desk service in the branches, two new Help Desk positions have been added to the staff roster. In order to support Penn's Little Village in Langhorne, an Assistant Library Manager has been added. Finally, in order to open Bensalem and Yardley-Makefield branches more hours, clerical positions have been added.

Bargaining Unit Wages: BCFL and bargaining unit employees negotiated 2% wage increases for 2016 and 2017. The new Collective Bargaining Agreement incorporates larger amounts of paid time off for part-time employees to reflect the increasing importance of our part-time workforce to operations.

Management and Non-Represented Wages: In contrast to bargaining unit employees, management and non-represented employees at BCFL do not receive automatic annual salary increases. In order to accomplish goals for offering attractive compensation within the framework, a one-time performance bonus in 2016 changed from a flat rate to a percentage award based on performance levels. Management and non-represented employees will receive long-term disability at a cost of \$11,000.

Collection Material Expense

There is no change in BCFL's material budget for 2016.

General & Administrative Expense

Consulting costs will increase \$33,000. These include both one-time and ongoing expenditures. One-time consulting expenditures include outside accounting firm review all of our financial policies; an engineering study for the replacement of the Doylestown metal roof, and technical specialists to migrate the phone system to VOIP. Additional funds have been allocated for public programs, fundraising needs and a countywide planning study.

Legal fees will increase \$15,000. Legal advice will be needed for review and policy creation for employee background checks per the state statute.

Library programs will increase \$38,700 due to secure EITC and grant funding. Printing costs will increase \$22,000. Printing is a new line item that includes the cost of printing newsletters, solicitations and related fundraising materials which promote our annual and planned giving campaigns, bequests and other giving opportunities.

Our Professional Education budget has decreased \$12,900, though it is important to maintain. We will focus on customer service training this year. Special donation funds allow BCFL to pay for certification programs, higher education, and specialized training.

The Supplies-Materials budget line item will increase \$15,530. This is funded by State County Coordination funds. Some of our material suppliers can ship a best seller directly to our branches. We are reviewing this process to determine if outsourcing will be more cost effective for us.

Property & Overhead Expense

Computer Equipment and Supplies will increase \$35,000. BCFL's phone system must be replaced in 2016 in order to meet current standards and federal e-rate funding requirements. The hardware and installation cost of this project will be \$29,194. This increase will also cover several server replacements.

Building Repairs will increase \$106,000. Three offices in Administration will be built for \$70,000 to accommodate new support staff. Doylestown and Yardley parking lots will be repaired the Langhorne HVAC controls will be replaced.

BCFL has allocated \$80,000 in 2016 for furniture and shelving, an increase of \$17,853. Mobile shelving allows us to offer customer-oriented libraries by creating more seating and more flexible spaces.

Grounds contract services will decrease by \$55,400. In 2015, our snow removal costs were extraordinary and we were able to properly prune all of our trees and will not need to prune again for several years.

ILS fees increased \$17,586 to the IT budget. A new program that reports our statistics was added to the ILS (Sirsi) program.

The software budget increased \$57,000. We will purchase three new packages for server, desktop and anti-virus programs and purchase a donor database program.

Telecommunications will increase \$12,000 due to an e-rate refund issue with a former service provider.

Bucks County Free Library			
Capital Budget			
2016-2018			
	2016	2017	2018
Capital Projects			
Penn's Little Village			
- Structures	55,000.00		
- Early Learning Equipment & Supplies	50,000.00		
- Professional Architect Fees	100,000.00		
- Base Bid our portion	819,040.00		
- Service Desk	40,000.00		
- Furniture & Storage	40,100.00		
- Library Shelving	39,374.30		
- Change Orders/Retainage	10,000.00		
- Signage	8,000.00		
Service Desk - DY		65,000.00	
High Reach Lift - DY		30,000.00	
Doylestown Elevator		60,000.00	
Restroom - DY TS Area		65,000.00	
BN - Ceiling Tiles and Lighting	50,000.00		
Total	1,211,514.30	220,000.00	-
County Projects - Information only			
DY -Windows		200,000.00	
LV- HVAC Units	100,000.00		
BN - Roof	50,000.00		
IT - HVAC			10,000.00
DY - Metal Roof			285,000.00
Total County Capital Projects	150,000.00	200,000.00	295,000.00

2016-2018 Capital Budget Highlights

At this time, BCFL plans to use our capital funds account to complete these projects. BCFL will apply for grants and search for other funding sources, such as potential donors or favorable variance from our operating budget, to cover the costs of these projects. Our Capital projects for the years 2016-2018 are listed below.

2016

Penn's Little Village - \$1,161,514.30

In 2015, BCFL received a Pennsylvania Keystone Grant for structural and programmatic improvements at our Langhorne branch. Some expenditures for this project were made in 2015 and others will be made in 2016. This matching grant partially funds Penn's Little Village, an early learning center for very young children and their parents or caregivers. Penn's Little Village offers children and their caregivers a fun and interactive way to build literacy, special and motor skills needed for school success.

Funds to complete this project come from:

State Keystone Grant - \$430,324.00
Capital Funds held with Vanguard and TD Bank- \$409,189.25
Langhorne Building Endowment - \$230,000.00
2015 - Operating - \$90,651.57
2016 - Operating - \$1,349.48

Levittown HVAC units - \$100,000

Three HVAC units, installed in 1995, are scheduled to be replaced. The County of Bucks will directly bid this project.

Bensalem Roof, Ceiling Tiles and Lighting - \$100,000

The roof at Bensalem was installed in 1998 and has surpassed its useful life. Several leaks have occurred in the last few years. Ceiling tiles and some lighting need to be replaced. The County of Bucks will directly bid the roof project. Passport funds will be used for ceiling tiles replacement and lighting improvements.

2017

Doylestown Service Desk - \$65,000

This desk dates to the opening of the building (1988). It is worn and damaged and needs to be replaced. A new configuration will better reflect today's service needs.

High-Reach Lift \$30,000

The high-reach lift is original to the building (1988) and manually operated. It will be replaced with a safer, more efficient piece of equipment. The new lift will accommodate more than one person, allow for inside and outside use, and have a higher reach than the old lift.

Doylestown Elevator Rehabilitation - \$60,000

The Doylestown elevator is original to the building (1988) should be reviewed and possibly overhauled.

Doylestown Restroom Renovations - \$65,000

Staff restrooms in the back hallway are original to the building (1988). After renovation, BCFL will open these restrooms to the public to accommodate the high amount of public traffic in the building.

Doylestown Window Replacement - \$200,000

The windows in Doylestown are original to the building (1988) and need to be replaced. Seals are visibly broken. New windows will be more energy efficient and reduce heating and cooling costs. The County of Bucks will directly bid this project.

2018

Doylestown Metal Roof Replacement – \$285,000

The Doylestown metal roof is original to the building (1988). It is visibly rusted and damaged. This is a specialty roof, so a professional engineering study will be conducted in 2016 to determine replacement plans and costs. A reasonable estimate for this project is \$285,000, but will confirm this with a professional estimates and alternatives. The County of Bucks will directly bid this project.

Doylestown HVAC Unit – \$10,000

Based on our capital replacement schedule, the HVAC unit (1997) above the IT office in Doylestown, is nearing the end of its useful life and will be replaced. This area is central for all of our servers, phone systems and related systems.

Bucks County Free Library					
General and Reserve Funds					
2016					
	General Fund	Operating Reserve	ILS Replacement	Leavetime Liability	Capital Reserve
Balance 1/1/2016	\$ 403,805.64	\$ -	\$ -	\$ -	\$ 1,799,138.59
Additions - 2016					
- 2016 Budget Revenue	9,316,083.35				
- 2016 Other Revenue*					191,133.00
- transfer of unrestricted investments		2,500,000.00	500,000.00	230,000.00	207,052.08
- Penn's Little Village - Keystone grant					430,324.00
- Penn's Little Village - endowment funds					410,000.00
Usage - 2016					
- 2016 Budget Expenses	9,311,183.10				
- 2016 Capital Purchases - Bensalem ceiling					50,000.00
- 2016 Penn's Little Village project	92,001.05				1,069,513.25
Balance 12/31/2016	\$ 316,704.84	\$ 2,500,000.00	\$ 500,000.00	\$ 230,000.00	\$ 1,918,134.42
*- other revenue includes: passport income, book sales, lost and damaged fines, lost card fees					

2016 General and Reserve Funds

Prior to 2016, BCFL had several unrestricted investments held by TD Bank and the Vanguard Group. The funds were the accumulation of non-budgeted income items such as lost card fees, lost and damaged fines, meeting room, book sales and passport income. The funds also included several bequests.

In 2016, BCFL will establish reserve funds to allow more sustainability for the future. These reserve funds include:

General Operating Reserve – These funds will support operations in the event of funding delays primarily by the County or State. The minimum amount to be designated as operating reserve will be an amount sufficient to maintain ongoing operations for three (3) months. In 2016, the total amount of this fund will be \$2,500,000.

ILS Replacement – These funds will cover the cost for replacing the Integrated Library System, also known as a Library Management System, which tracks the collection, assists in ordering and bills paid and patron accounts. In 2016, the total amount of this fund will be \$500,000.

Leave time Liability – These funds will cover the leave time liability that is recorded in the accounting system. In 2016, the total amount of this fund will be \$230,000.

Capital Reserve – These funds will be used to cover future capital needs over and above any County allocation. Funds deposited into this account will occur only after the Operating, ILS and Leave Time fund balances have been reached. The balance in this fund is unlimited and will be evaluated against future capital replacement needs.

Additions and Usage

General Fund

\$92,001.05 from the General Fund will cover Penn's Little Village furniture, mobile shelves and professional fees.

Capital Reserve

We will fund \$1,069,513.25 of capital funds for Penn's Little Village and \$50,000 towards Bensalem's ceiling tile and lighting replacement project. Any non-budgeted income will be held in the Capital Reserve Fund for future capital needs.

Locations

Bensalem

3700 Hulmeville Road
Bensalem, PA 19020-4491

Doylestown

150 S. Pine Street
Doylestown, PA 18901-4932

Langhorne

301 S. Pine Street
Langhorne, PA 19047-2829

Levittown

7311 New Falls Road
Levittown, PA 19055-1006

Perkasie

491 Arthur Avenue
Perkasie, PA 18944-1033

Quakertown

401 West Mill Street
Quakertown, PA 18951-1248

Yardley Makefield

1080 Edgewood Road
Yardley, PA 19067-1648