



2017 Final

Operating and Capital

Budget

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

**FINAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2017**

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Prepared By:

Martina Kominiarek
Chief Executive Officer
and
John J. Doran III
Chief Financial Officer

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
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Daniel Johansson, Trustee
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Budget Message from the Chief Executive Officer

2017

In 2016, the Bucks County Free Library continued to provide our communities with strong collections of all types of materials for checkout and download, access to online resources for research and learning, and interactive programs for all ages.

We added hours of service to our Bensalem, Doylestown, and Yardley-Makefield branches. We replaced the carpet at our Quakertown branch, and gave the library a facelift with new furniture and shelving. We installed a video editing studio for public use at our Yardley-Makefield branch. We replaced 25 year-old windows at our Bensalem and Yardley branches with energy efficient tinted windows.

Children, teens, and adults logged more than 3 million reading minutes over the summer as part of our Summer Reading Challenge. Hundreds of very young children visited Penn's Little Village, the new pint-sized early learning town we opened inside our Langhorne branch in late summer. We expanded public Help Desk service hours and our Help Desk Specialists helped more than 8,000 library users with their technology by repairing or upgrading their hardware and answering tech help questions.

In 2017, we will expand our reach by offering Help Desk services and pop-up children's programming visits outside our walls. A new bookmobile will empower us to promote our services and check out library materials at outreach events. We will upgrade and improve our website and catalog so that our library users can more easily access information. With funding support from the Levittown Friends, we will upgrade furniture and shelving at the Levittown branch, giving it a facelift. We will replenish and install new early learning toys and activities in children's areas at all of our branches. Finally, we have increased our materials budget for 2017 and will develop collections of materials that are stronger than ever.

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, Perkasio, 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, Perkasie, 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:

- 1. **Connect to the Online World:** Everyone will have robust access to the ever-growing resources on the Internet.*
- 2. **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.*
- 3. **Express Creativity:** Everyone will have the tools and training they need to express their creativity.*
- 4. **Satisfy Curiosity:** Everyone will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.*
- 5. **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. **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. **Visit a Comfortable Place:** Everyone will have attractive, safe, and welcoming places to meet and interact with others, read, or work.*

Goals and Objectives

Library staff developed target goals based on the service priorities recommended by the Community Planning Committee. Goals state the benefit that Bucks County residents will receive because the library supports a specific service response. Objectives are measurable targets that articulate how the library will support each goal by offering specific services and programs.

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

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Linda Wolfson

Executive Director, Vita Education Services

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

2017 Operating Budget Highlights

This report discusses the highlights and significant variances. Comparisons are based on 2017 projected revenue and expenditures to 2016 actuals. 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 will remain the same at \$6,003,000 and \$2,684,306, respectively. Other items to note:

- General and EITC Donation revenue will be projected at the 2016 rate.
- We have reduced revenue from fines since the increase of online resources does not carry any late fees. Book and related collection material circulation has decreased over the last few years.
- We will submit a grant for improvements to Froggy's Garden in Doylestown.
- We have added a portion of the Passport fees to cover the purchase of an outreach vehicle, similar to a Bookmobile, to promote services outside of our buildings.

Personnel Expenses

Personnel expenditures projected for 2017 are increased by \$173,265 compared to actual 2016 personnel expenditures. Rising costs of healthcare continue to be a concern and have projected a 7% increase in healthcare premiums.

The 2016 budget reflected two positions; Web and Graphic Designer (IT), and Community Engagement Manager (Administration) that were not hired and abolished. The only new position in the 2017 budget will be a Special Projects Administrator (Administration).

In 2016, we provided a new carrier for our 403b plan. Our new plan has more attractive investments and lower participant fees. We anticipate more employees will be attracted to this plan and eligible for matching contributions.

Bargaining Unit Wages: BCFL and bargaining unit employees negotiated 2% wage increases for 2017.

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 2017 ranging from 3%-5% will be awarded based on performance levels. We will review salaries and cost of living changes this year and make any necessary corrections to the salary ranges for the 2018 budget.

Collection Material Expense

We have increase the material budget \$12,500.

General & Administrative Expense

We will provide more library programs and increase our outreach efforts by \$9,191. The cost of our Inter-library loan service has increased by \$9,273. This service allows BCFL to loan collection material between other systems in the United States.

The Supplies-Materials budget line item will increase \$21,900. This is funded by State County Coordination funds as we move towards shipping collection material, such as best sellers, directly to our branches. We are hiring a consultant to determine if outsourcing will be more cost effective for us.

As we increase our outreach and public programs, our supplies for these programs will increase. We project an increase of \$28,399 that includes Science in Summer, Summer Reading, District funding and outreach events.

Property & Overhead Expense

In 2016, we opened Penn's Little Village in our Langhorne branch. We have increased our budget \$17,878 for building supplies (restroom and small repairs) to the meet the demand for this attraction.

We purchased mobile shelving and furniture for the Quakertown branch remodeling and carpet repair in 2016. In 2017, we will purchase mobile shelving units for Bensalem, reupholster old furniture and replace new furniture for all branches. Overall, we will reduce the amount spent on these items by \$109,310.

Grounds contract services will increase by \$99,738. In 2016, our snow removal costs were minimal, but we need to ensure we have funds for 2017 storms. We also are making landscape improvements to Froggy's garden for \$30,000, and will apply for grant assistance.

We plan on taking our services outside of the library walls. We plan to purchase an outreach vehicle to provide services to senior and children centers, as well as parts of the county that do not have library services. We have budgeted \$75,000 to put towards a purchase of a Bookmobile and related equipment.

We will put our janitorial services out to bid and anticipate the cleaning costs to increase. All of our branches will have their carpets cleaned in 2017. This increases the janitorial service budget by \$51,836

The software budget decreased \$34,571. We will purchase software packages for our servers, desktops and anti-virus programs, a donor database program and ILL software in 2016 and only need to budget for the maintenance cost in 2017.

BUCKS COUNTY FREE LIBRARY 2017 BUDGET							
GENERAL OPERATING BUDGET							
	2015	2016	2016	%	2017	2016 Actual vs	2016 Actual vs
	Budget	Budget	Actual	of Budget	Budget	2017 Budget	2017 Budget
						Variance	%
INCOME							
COUNTY ALLOCATION	5,857,100.00	6,003,000.00	6,003,000.00	100%	6,003,000.00	-	100%
STATE AID	2,636,849.11	2,684,306.18	2,684,306.18	100%	2,684,306.18	-	100%
LATE FEES	284,000.00	269,000.00	258,000.00	96%	254,000.00	(4,000.00)	98%
DONATIONS - GENERAL	-	60,000.00	66,541.61	111%	60,000.00	(6,541.61)	90%
DONATIONS - EITC	-	60,000.00	60,000.00	100%	60,000.00	-	100%
GRANTS	-	31,864.44	37,859.44	119%	41,864.44	4,005.00	111%
PASSPORT INCOME - portion	-	-	-	N/A	50,000.00	50,000.00	N/A
PHOTOCOPIER INCOME	43,500.00	53,000.00	59,840.00	113%	53,000.00	(6,840.00)	89%
VENDING MACHINE	-	5,000.00	5,000.00	100%	5,000.00	-	100%
DISBROW TRUST INCOME	136,000.00	149,912.73	149,912.73	100%	137,500.00	(12,412.73)	92%
TOTAL REVENUE	8,957,449.11	9,316,083.35	9,324,459.96	100%	9,348,670.62	24,210.66	100%
PERSONNEL EXPENSES							
SALARIES & WAGES	4,241,530.26	4,406,800.46	4,094,148.43	93%	4,415,752.69	321,604.26	108%
BENEFITS	1,012,103.43	1,104,800.92	1,006,993.23	91%	1,076,878.76	69,885.53	107%
WORKER'S COMP	42,000.00	40,119.00	39,383.75	98%	40,119.00	735.25	102%
Breakage (Turnover)	(62,661.37)	(217,695.78)	-	-	(218,959.80)	(218,959.80)	-
TOTAL PERSONNEL	5,232,972.32	5,334,024.60	5,140,525.41	96%	5,313,790.65	173,265.24	103%
MATERIALS							
BOOKS	625,000.00	705,500.00	695,000.00	99%	696,200.00	1,200.00	100%
AUDIO VISUAL	340,000.00	213,000.00	210,000.00	99%	210,200.00	200.00	100%
TOYS	30,000.00	5,000.00	6,000.00	120%	6,500.00	500.00	108%
SUBSCRIPTIONS & MICROFORMS	71,000.00	30,000.00	30,000.00	100%	31,000.00	1,000.00	103%
DATABASES	110,000.00	104,000.00	104,100.00	100%	104,100.00	-	100%
DOWNLOADS & STREAMING	260,158.00	387,400.00	417,800.00	108%	427,400.00	9,600.00	102%
PLATFORM FEES	51,342.00	42,600.00	24,600.00	58%	24,600.00	-	100%
TOTAL MATERIALS	1,487,500.00	1,487,500.00	1,487,500.00	100%	1,500,000.00	12,500.00	101%
GENERAL & ADMINISTRATIVE EXPENSES							
ACCOUNTING/AUDIT/PR SERVICES	46,350.00	48,475.00	50,145.00	103%	50,000.00	(145.00)	100%
ADVERTISING - PUBLIC RELATIONS	10,000.00	12,500.00	5,201.67	42%	5,125.00	(76.67)	99%
ADVERTISING - PERSONNEL	5,000.00	4,000.00	2,784.00	70%	4,000.00	1,216.00	144%
VISAMC FEES	9,000.00	12,900.00	12,578.00	98%	12,900.00	322.00	103%
CONTRACT SERVICES	101,600.00	67,680.00	55,000.00	81%	59,158.00	4,158.00	108%
PHOTOCOPIER LEASE	30,217.56	43,166.04	35,590.91	82%	33,000.00	(2,590.91)	93%
LEGAL SERVICES	50,000.00	30,000.00	40,000.00	133%	40,000.00	-	100%
LIBRARY PROGRAMS - CONTRACTED	25,000.00	103,864.44	57,808.75	56%	67,000.00	9,191.25	116%
MEALS & TRAVEL	50,350.00	37,600.00	36,648.00	97%	36,700.00	52.00	100%
MEMBERSHIP DUES	60,938.76	85,096.73	73,393.15	86%	82,667.00	9,273.85	113%
POSTAGE	24,000.00	27,860.00	31,000.00	111%	31,060.00	60.00	100%
PRINTING	-	22,000.00	11,788.58	54%	12,000.00	211.42	102%
PROFESSIONAL EDUCATION	40,000.00	54,500.00	52,480.00	96%	43,593.00	(8,887.00)	83%
STATE AID TO CPLs	308,300.00	313,849.00	313,849.00	100%	313,849.00	-	100%
VENDING MACHINE SUPPLIES	3,000.00	5,000.00	3,943.64	79%	5,000.00	1,056.36	127%
SUPPLIES - GENERAL	48,479.19	55,500.00	35,554.44	64%	42,500.00	6,945.56	120%
SUPPLIES - MATERIALS	68,988.00	69,000.00	63,099.60	91%	85,000.00	21,900.40	135%
SUPPLIES - PROGRAMMING	17,250.00	43,600.00	50,565.82	116%	78,964.44	28,398.62	156%
TOTAL G&A EXPENSES	898,473.51	1,036,591.21	931,430.56	90%	1,002,516.44	71,085.88	108%
PROPERTY & OVERHEAD EXPENSES							
BUILDING SUPPLIES	63,535.00	61,235.00	42,122.19	69%	60,000.00	17,877.81	142%
COMPUTER EQUIP & SUPPLIES	90,677.00	135,629.37	103,715.29	76%	100,880.00	(2,835.29)	97%
BUILDING & EQUIPMENT REPAIR	55,000.00	151,345.00	70,000.00	46%	77,000.00	7,000.00	110%
GAS & REPAIRS	29,500.00	16,000.00	15,283.64	96%	16,000.00	716.36	105%
FURNITURE - REPAIR & REPLACEMENT	20,000.00	80,000.00	169,310.00	212%	60,000.00	(109,310.00)	35%
BUILDING & GROUNDS CONTRACT SVCS	184,745.00	116,600.00	102,262.38	88%	172,000.00	69,737.62	168%
OUTREACH VEHICLE (new item)	-	-	-	N/A	75,000.00	75,000.00	N/A
HVAC	38,580.00	36,778.00	42,673.00	116%	37,840.00	(4,833.00)	89%
INSURANCE	19,088.00	19,095.00	19,393.00	102%	19,700.00	307.00	102%
INTEGRATED ON-LINE SYSTEM	166,614.07	200,587.24	198,431.74	99%	223,270.00	24,838.26	113%
JANITORIAL	151,000.00	121,468.12	127,113.78	105%	178,950.00	51,836.22	141%
PBX	13,550.00	17,000.00	20,000.00	118%	22,500.00	2,500.00	113%
SOFTWARE	69,760.40	90,463.30	110,477.66	122%	75,905.70	(34,571.96)	69%
TELEPHONE	11,500.00	14,450.16	20,555.20	142%	21,600.00	1,044.80	105%
TELECOMMUNICATIONS	80,145.56	78,566.60	78,363.90	100%	77,829.28	(534.62)	99%
UTILITIES	323,250.00	296,000.00	284,597.63	96%	291,000.00	6,402.37	102%
WASTE REMOVAL	16,803.90	17,849.50	18,480.00	104%	18,480.00	-	100%
TOTAL P&O EXPENSES	1,333,748.93	1,453,067.29	1,422,779.41	98%	1,527,954.98	105,175.57	107%
SUM OF EXPENSES	8,952,694.76	9,311,183.10	8,982,235.38	96%	9,344,262.07	362,026.69	104%
NET INCOME/LOSS OVER EXPENSES	4,754.35	4,900.25	342,224.58		4,408.55		

2017-2019 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 2017-2019 are listed below.

2017

Doylestown Service Desk – \$35,000

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.

Administrative Offices - \$70,000

Three offices will be built on the second floor of the Doylestown branch in the Administration Department. This project has been through the bidding process and will cost around \$70,000. This is a capital project and was approved for funding in the 2016 operating budget. Since it was not completed in 2016, the funds were held over for 2017.

Bensalem Roof, Ceiling Tiles and Lighting – \$110,000

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 which is estimated at \$60,000. Capital funds will be used for ceiling tiles replacement and lighting improvements which is estimated at \$50,000.

Yardley Sidewalk Replacement - \$50,000

The sidewalks around the Yardley-Makefield branch will be repaired. This is a capital project and remaining funds from the 2016 operating year have been held for this project.

Outreach Bookmobile - \$150,000

One of our strategic goals is to take library services out beyond our walls. A Bookmobile will allow us to provide services to senior centers, market days, daycare and summer camps as well as parts of the county that lack in library services. Our Operating budget will provide \$75,000 of this cost.

Bensalem HVAC units - \$35,000

Two HVAC units at the Bensalem branch will be replaced. The County of Bucks will directly bid this project.

Doylestown IT HVAC Unit – \$25,000

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. The County of Bucks will directly bid this project.

Perkasie HVAC unit - \$25,000

The Perkasie meeting room HVAC unit will be replaced. The County of Bucks will directly bid this project.

2018

Doylestown Restroom Renovations – \$100,000

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 Elevator Rehabilitation – \$60,000

The Doylestown elevator is original to the building (1988) and is an engineering review is in the 2017 operating budget. Depending on the review the elevator may be overhauled.

Yardley Fire Alarm System - \$45,000

The Yardley-Makefield branch fire alarm system is original to the building (1990) and needs to be replaced to keep it in compliance with local ordinances and standards.

Doylestown Window Replacement – \$230,000

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.

2019

Levittown Fire Alarm System - \$50,000

The Levittown branch fire alarm system is original to the building (1990) and needs to be replaced to keep it in compliance with local ordinances and standards.

Doylestown Fire Suppression System - \$75,000

The fire suppression system at the Doylestown branch is original to the building (1988) and needs to have an engineering review and possible certain components will need to be replaced.

Doylestown Metal Roof Replacement – \$225,000

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 completed by early 2017 to determine replacement plans and costs. A reasonable estimate for this project is \$225,000, but will confirm this with a professional estimates and alternatives. The County of Bucks will directly bid this project.

**Bucks County Free Library
Capital Budget
2017-2019**

<u>Capital Projects</u>	2017	2018	2019
Service Desk - DY	35,000.00		
Administrative Offices	70,000.00		
Bensalem Ceiling Tiles and Lighting	50,000.00		
Yardley Sidewalks	50,000.00		
Bookmobile	75,000.00		
Restroom - DY TS Area		100,000.00	
Doylestown Elevator		60,000.00	
Yardley Fire Alarm System		45,000.00	
Levittown Fire Alarm System			50,000.00
Doylestown Fire Suppression System			75,000.00
Total	280,000.00	205,000.00	125,000.00

County Projects - Information only	2017	2018	2019
BN - HVAC	35,000.00		
Bensalem Roof	60,000.00		
Doylestown IT - HVAC	25,000.00		
PK - Meeting Room HVAC	25,000.00		
Doylestown Window Replacement		230,000.00	
DY - Metal Roof			225,000.00
Total County Capital Projects	145,000.00	230,000.00	225,000.00

2017 General and Reserve Funds

In 2016, BCFL established 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. The current balance necessary for this fund is \$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. The current balance necessary for this fund is \$500,000.

Leave time Liability – These funds will cover the leave time liability that is recorded in the accounting system. The current balance necessary for this fund is \$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

\$120,000 from the 2016 General Fund will be transferred to the Capital Fund for Administration office construction (\$70,000) and Yardley-Makefield sidewalk improvements (\$50,000).

Capital Reserve

\$303,200 will be added to the Capital Fund during 2017. \$205,000 of capital improvements will be made in 2017 and details can be found in the 2017-2019 capital budget section.

Bucks County Free Library					
General and Reserve Funds					
2017					
	General Fund	Operating Reserve	ILS Replacement	Leavetime Liability	Capital Reserve
Balance 1/1/2017	\$ 403,805.64	\$ 2,500,000.00	\$ 500,000.00	\$ 230,000.00	\$ 2,050,397.75
Additions - 2017					
- 2017 Budget Revenue	9,371,083.35				
- 2016 Operating Carryover - Admin Office Construction					70,000.00
- 2016 Operating Carryover - YA Sidewalk Replacement					50,000.00
- 2017 Operating Funds - Bookmobile					75,000.00
- 2017 Lost Card (not included in operating budget)					7,200.00
- 2017 Book Sales (not included in operating budget)					33,000.00
- 2017 Lost and Damaged Items (not included in operating budget)					23,000.00
- 2017 Passport (not included in operating budget)					120,000.00
Usage - 2017					
- 2017 Budget Expenses	9,367,011.07				
- DY Service Desk					(35,000.00)
- Administrative Office Construction					(70,000.00)
- YA Sidewalks replacement					(50,000.00)
- Bookmobile					(150,000.00)
- Bensalem Ceiling Tiles & Lighting					(50,000.00)
Balance 12/31/2017	\$ 407,877.92	\$ 2,500,000.00	\$ 500,000.00	\$ 230,000.00	\$ 2,073,597.75

Locations

Bensalem

3700 Hulmeville Road
Bensalem, PA 19020

Doylestown

150 South Pine Street
Doylestown, PA 18901-4932

Langhorne

301 South Pine Street
Langhorne, PA 19047-2829

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

Levittown

7311 New Falls Road
Levittown, PA 19055-1006