

BUCKS COUNTY
FREE LIBRARY  **ESTABLISHED 1956**

**2020 Operating and
Capital Budget**

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

2020 OPERATING AND CAPITAL BUDGET

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John J. Doran III
Chief Financial Officer

BUCKS COUNTY FREE LIBRARY
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2020 OPERATING AND CAPITAL BUDGET

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or contact

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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, adult ability tools, early learning kits, educational toys, and tools
- 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 2020 BUDGET							2019 Actual vs	2019 Actual vs
GENERAL OPERATING BUDGET							2020 Budget	2020 Budget
	2018	2019	2019	%	2020			
	Budget	Budget	Actual	of Budget	Budget	Variance	%	
INCOME								
COUNTY ALLOCATION	6,003,000.00	6,003,000.00	6,003,000.00	100%	6,003,000.00	-	100%	
STATE AID	2,684,306.18	2,684,306.18	2,725,180.17	102%	2,930,719.25	205,539.08	108%	
LATE FEES	205,000.00	204,580.00	229,200.00	112%	223,000.00	(6,200.00)	97%	
DONATIONS - GENERAL	79,000.00	113,000.00	140,127.00	124%	125,400.00	(14,727.00)	89%	
DONATIONS - EITC	25,000.00	25,000.00	34,000.00	136%	34,000.00	-	100%	
GRANTS	31,864.44	26,500.00	27,523.24	104%	26,500.00	(1,023.24)	96%	
PASSPORT INCOME - portion	79,774.26	105,000.00	105,000.00	100%	105,000.00	-	100%	
PHOTOCOPIER INCOME	63,250.00	62,500.00	73,208.68	117%	70,000.00	(3,208.68)	96%	
VENDING MACHINE	4,000.00	4,000.00	3,574.72	89%	4,000.00	425.28	112%	
INTEREST	-	1,800.00	1,800.00	N/A	2,000.00	200.00	111%	
DISBROW TRUST INCOME	137,500.00	153,000.00	166,155.78	109%	170,000.00	3,844.22	102%	
TOTAL REVENUE	9,312,694.88	9,382,686.18	9,508,769.59	101%	9,693,619.25	184,849.66	102%	
PERSONNEL EXPENSES								
SALARIES & WAGES	4,146,946.05	4,278,026.75	4,104,635.67	96%	4,417,656.00	313,020.33	108%	
BENEFITS	988,924.18	1,030,339.82	1,007,369.56	98%	1,098,862.18	91,492.62	109%	
WORKER'S COMP	56,906.00	56,906.00	50,625.50	89%	60,000.00	9,374.50	119%	
Breakage (Turnover)	(205,394.63)	(232,652.16)			(229,370.36)	(229,370.36)		
TOTAL PERSONNEL	4,987,381.60	5,132,620.41	5,162,630.73	101%	5,347,147.83	184,517.10	104%	
MATERIALS								
BOOKS	696,200.00	695,200.00	688,500.00	99%	695,200.00	6,700.00	101%	
AUDIO VISUAL	182,900.00	133,000.00	138,000.00	104%	130,000.00	(8,000.00)	94%	
TOYS	10,500.00	10,500.00	10,500.00	100%	8,000.00	(2,500.00)	76%	
SUBSCRIPTIONS & MICROFORMS	31,000.00	31,000.00	31,000.00	100%	31,000.00	-	100%	
DATABASES	135,400.00	132,450.00	132,450.00	100%	150,050.00	17,600.00	113%	
DOWNLOADS & STREAMING	519,400.00	571,250.00	575,000.00	101%	590,000.00	15,000.00	103%	
PLATFORM FEES	24,600.00	26,600.00	26,600.00	100%	26,600.00	-	100%	
TOTAL MATERIALS	1,600,000.00	1,600,000.00	1,602,050.00	100%	1,630,850.00	28,800.00	102%	
GENERAL & ADMINISTRATIVE EXPENSES								
ACCOUNTING/AUDIT/PR SERVICES	61,620.00	59,700.00	59,700.00	100%	64,220.00	4,520.00	108%	
ADVERTISING - PUBLIC RELATIONS	3,625.00	13,625.00	6,191.67	45%	18,500.00	12,308.33	299%	
ADVERTISING - PERSONNEL	2,500.00	2,000.00	592.00	30%	2,000.00	1,408.00	338%	
VISA/MC FEES	25,600.00	26,340.00	19,394.07	74%	19,500.00	105.93	101%	
CONTRACT SERVICES	67,800.00	40,350.00	30,246.00	75%	34,450.00	4,204.00	114%	
PHOTOCOPIER LEASE	42,000.00	38,400.00	37,194.18	97%	40,800.00	3,605.82	110%	
LEGAL SERVICES	35,000.00	27,500.00	27,500.00	100%	27,500.00	-	100%	
LIBRARY PROGRAMS - CONTRACTED	73,750.00	50,000.00	64,088.00	128%	95,000.00	30,912.00	148%	
MEALS & TRAVEL	34,250.00	48,300.00	40,456.46	84%	49,652.00	9,195.54	123%	
MEMBERSHIP DUES	91,220.00	89,712.00	86,279.77	96%	94,874.50	8,594.73	110%	
POSTAGE	41,400.00	42,400.00	17,033.34	40%	24,550.00	7,516.66	144%	
PRINTING	15,000.00	15,000.00	15,000.00	100%	32,000.00	17,000.00	213%	
PROFESSIONAL EDUCATION	47,135.00	61,817.00	55,109.50	89%	44,697.00	(10,412.50)	81%	
STATE AID TO CPLs	313,849.00	313,849.00	313,849.00	100%	342,660.00	28,811.00	109%	
VENDING MACHINE SUPPLIES	4,000.00	4,000.00	2,699.55	67%	3,000.00	300.45	111%	
SUPPLIES - GENERAL	45,750.00	57,040.00	40,086.00	70%	73,400.00	33,314.00	183%	
SUPPLIES - MATERIALS	230,000.00	230,000.00	207,500.00	90%	210,000.00	2,500.00	101%	
SUPPLIES - PROGRAMMING	94,504.44	62,029.00	88,509.25	143%	87,330.00	(1,179.25)	99%	
TOTAL G&A EXPENSES	1,229,003.44	1,182,062.00	1,111,428.79	94%	1,264,133.50	152,704.71	114%	
PROPERTY & OVERHEAD EXPENSES								
BUILDING SUPPLIES	55,000.00	61,000.00	57,000.00	93%	57,500.00	500.00	101%	
COMPUTER EQUIP & SUPPLIES	92,741.74	103,780.00	100,338.00	97%	105,000.00	4,662.00	105%	
BUILDING & EQUIPMENT REPAIR	77,000.00	74,000.00	98,730.68	133%	106,000.00	7,269.32	107%	
DELIVERIES - GAS & REPAIRS	24,000.00	32,000.00	20,626.00	64%	26,000.00	5,374.00	126%	
FURNITURE & SHELIVING	117,500.00	90,500.00	97,331.00	108%	90,000.00	(7,331.00)	92%	
BUILDING & GROUNDS CONTRACT SVCS	187,115.00	151,800.00	136,250.36	90%	156,800.00	20,549.64	115%	
HVAC	52,508.00	44,338.00	43,690.41	99%	44,338.00	647.59	101%	
INSURANCE	18,730.00	20,920.00	19,681.00	94%	19,920.00	239.00	101%	
INTEGRATED ON-LINE SYSTEM	182,560.38	182,211.35	164,269.00	90%	164,900.00	631.00	100%	
JANITORIAL	140,770.00	141,048.50	143,759.10	102%	149,185.60	5,426.50	104%	
PBX	25,500.00	8,000.00	8,212.37	103%	8,000.00	(212.37)	97%	
SOFTWARE	106,591.02	156,146.59	150,000.00	96%	142,562.83	(7,437.17)	95%	
TELEPHONE	18,000.00	18,000.00	18,045.27	100%	18,720.00	674.73	104%	
TELECOMMUNICATIONS	79,441.36	72,744.33	72,476.83	100%	80,104.25	7,627.42	111%	
UTILITIES	295,000.00	288,000.00	254,105.00	88%	262,000.00	7,895.00	103%	
WASTE REMOVAL	18,794.12	18,794.12	19,028.88	101%	18,794.12	(234.76)	99%	
TOTAL P&O EXPENSES	1,491,251.62	1,463,282.89	1,403,543.90	96%	1,449,824.80	46,280.90	103%	
SUM OF EXPENSES	9,307,636.66	9,377,965.30	9,279,653.42	99%	9,691,956.13	412,302.71	104%	
NET INCOME/LOSS OVER EXPENSES	5,058.22	4,720.88	229,116.17		1,663.12			
* = does not include funds applied to asset purchases								
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2020 Operating Budget Highlights

This report discusses the highlights and significant variances. Comparisons are based on 2020 projected revenue and expenditures to 2019 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

We will receive a total of \$2,725,180, a \$205,539 (9.18%) increase for State Aid in 2020. County funding will remain the same at \$6,003,000. In 2019, we received many donations and have only budgeted the amount that we are certain will be received in 2020.

Personnel Expenses

We will work with our insurance broker to keep healthcare premium increases to 10% or less.

Bargaining Unit Wages: Bargaining unit employees are in the last year of a three-year contract. Included in this contract is a 2% wage increase.

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. We have not budgeted a salary increase in 2020 and the performance bonus will remain the same as in 2017.

Collection Material Expense

The material budget is \$1,630,850, increasing \$28,800, to purchase more online materials.

General & Administrative Expense

As our Outreach vehicle hits the road and we offer more programs and performers, we have included funds to promote these items as well as our regular services. This will be accomplished by newspaper, Facebook and other social media advertising. We have increased Advertising - Public Relations by \$12,308 and Contracted Performers by \$20,912. We are in the process of re-branding our image. This will require new printing of letterhead and envelopes, truck panels. We also need to re-order cloth patches and badges for our children badge and Let's Play School programs. Our printing costs will increase \$17,000.

With our increase of State Funding, the Pass-Thru amount to five community libraries will increase \$28,811. We have increase our general supplies for DIY studio, the Outreach vehicle and our general programs by \$33,314.

Property & Overhead Expense

During 2020, we will trim, remove and replant several trees at our Bensalem, Doylestown and Langhorne locations. We have also increased our budget for snow removal over 2019, which we had minimal snow events. This has increased our budget by \$20,550.

2020-2022 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 2020-2022 are listed below.

2020

IT Server Room Generator - \$35,000

The IT department servers are located in the Doylestown Branch. Our check-out system, computer and internet access all rely on these servers and they need to be operational during a power outage in Doylestown. We have worked with an engineer to determine a system that would fit our needs and will to purchase the system.

Doylestown Window Replacement 1st and 2nd Floor– \$300,000

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. This project will take place over 2020-2021.

Doylestown Carpet Replacement- \$200,000

When the mobilization of Doylestown is completed, we will need to replace the carpet in the entire branch floor. This includes carpet under the former racks, removal and replacement of various carpets throughout the sections.

Branch Wall and Mobile Shelving - \$50,000

Funds used towards the completion of multi-year branch shelving replacement program.

Perkasie Brick Façade Repair and Replacement - \$95,000

Many of the bricks need to be placed at the Perkasie branch. This project is funded by a bequest received in 2018 and the Friends of the Pierce Library.

Bensalem Interior Lighting and Ceiling Tiles - \$35,000

The wall lighting and ceiling tiles need to be refitted with new lighting.

Levittown Window Replacement - \$175,470

This project will provide more natural light into the building by removing the existing windows and making them larger. This project was awarded by the Commonwealth of Pennsylvania Keystone Grant and our match portion is \$87,735.

Doylestown Flat Roof Replacement - \$400,000

In 2019-2020, the Doylestown metal roof will be replaced. The remainder of the roof, above Collection Management and Administration, will have an engineering assessment, put out to bid and replaced. This project will take place over 2020-2021. We plan on using the County Capital Funds to cover the cost of this project.

2021

Yardley Kitchen - \$50,000

This kitchen is original with the building and needs to be upgraded to fit staff needs. We will seek funding from the Disbrow Charitable Remainder Trust.

Windows Overlooking Doylestown Backyard Garden - \$200,000

We will install windows on the rear portion of the Doylestown branch to match the existing section of windows. This will allow a larger view of the Backyard garden and bring in more natural light.

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. We will work with the County Fire Marshal.

Levittown HVAC replacements - \$60,000

According to our capital replacement program, the Levittown HVAC units will be up for replacement.

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. We will work with the County Fire Marshal.

2022

Bensalem Parking Lot Resurfacing - \$100,000

According to our capital replacement program, the Bensalem parking lot will be up for replacement. The County of Bucks will directly bid this project.

Doylestown Fire Suppression System - \$300,000

The water and sprinkler system is original to the building (1987) and has been fixed and patched over the years. It is time to replace and update. This project will require input from an Engineer and the County Fire Marshal.

Quakertown Fire Suppression System - \$200,000

The water and sprinkler system is original to the building (1984) and has been fixed and patched over the years. It is time to replace and update. This project will require input from an Engineer and the County Fire Marshal.

2020 General and Reserve Funds

Listed below are the additions and subtractions to all of our General and Reserve Funds.

General Fund

This fund is our general operating account. It acts as the account to receive allocations from State and County government, as well as funds from fines, grants, donations and other revenue sources. This account is also used to cover all of our operating expenses, such as payroll, general and administrative and overhead costs.

Capital Fund

Not to be confused with our Capital Reserve Fund, this account holds funds for immediate capital needs. When bequests or large non-operating funds are received, they are deposited into this account. A determination is made as to hold for immediate capital needs or to transfer to our Capital Reserve Fund.

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

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 General Operating Reserve fund balance has been reached. The balance in this fund is unlimited and will be evaluated against future capital replacement needs.

Collection Material Endowment – This fund was established to provide an additional source of funding for purchases of collection materials (books, audio material, downloads, etc.). Revenue from book sales, lost and damaged fees and memorial donations, may be deposited into this account. We may use the interest, dividends and appreciation of stock, within a total return policy, to transfer to our operating budget.

Additions and Usage

General Fund

Only revenue and expenses from the 2020 operating budget.

Covenant Bank Capital Fund

We received a bequest of \$47,824, designated for the Perkasio branch in 2018. We also received a commitment from the Friends of the Samuel Pierce Library for \$60,000. These funds will be put towards the Perkasio Brick Façade Renovation. \$35,000 will be used for the Bensalem Interior Lighting and \$50,000 for the Branch Wall and Mobile Shelving project. This will complete the mobilization project of all our branches.

Operating Reserve Fund

We do not plan on any additions or usage of this fund.

Capital Reserve

We anticipate \$110,000 will be added to the Capital Fund from meeting room and passport revenue during 2020. Investment interest, dividends or gains/losses are not included in this budget. \$522,735 of capital improvements will be transfer from this account in 2020 and details can be found in the 2020-2022 capital budget section.

Collection Material Endowment

We anticipate \$30,000 being added to this endowment, from book sales, memorial donations and lost and damaged fees in 2020. There are no plans to spend any of this fund in 2020.

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