



## Bucks County Free Library

### REQUEST FOR LEGAL SERVICES PROPOSALS

#### ADDENDUM A

#### Bucks County Free Library Background, Scope of Services, and Billing

##### Background

The Bucks County Free Library (BCFL) is a seven-branch county library system with locations in Bensalem, Doylestown, Langhorne, Levittown, Lower Makefield, Perkasie, and Quakertown. The county library system was founded in 1956 by a resolution of the Bucks County Commissioners. The library is governed by a 7-member board appointed by the County Commissioners.

BCFL is not a department of Bucks County government. It is considered a component unit or agency of county government. As a component unit of government or agency that serves an educational purpose, BCFL additionally has 501(c)(3) status as a non-profit entity. BCFL is obligated to follow all laws and regulations applicable to both government and 501(c)(3) entities.

Of BCFL's approximate \$9.4 million annual revenue, about \$8.9 million, or 95% is public funding, including about \$6 million county general fund dollars and \$1.8 million state library subsidy dollars. The remainder of revenue is from grants, fundraising, library fees, and miscellaneous sales. Major expenditures include personnel (\$5 million), physical and electronic library materials (\$1.8 million), and facilities and information technology operations (\$1.5 million). The remaining expenditures include public programs, miscellaneous services, and general administration.

BCFL typically employs 100-120 people total. The majority of employees are in a bargaining unit and are represented by AFSCME District Council 88. The bargaining unit currently includes 10 full-time and 72 part-time positions. The remaining workforce currently includes 25 full time management and non-represented positions.

As a designated Pennsylvania public library district and system, BCFL provides some services to 11 additional public libraries in Bucks County. These "member libraries" are independently funded, governed, and managed by their own local boards and staff. BCFL receives state funding to help offset costs of services that BCFL provides to these member libraries. Technology services to member libraries are governed by a contract ("Consortium Agreement") and annual service level agreements. These contracts are maintained by BCFL and negotiated with member libraries.

More information about BCFL can be found on the library's website at [www.buckslib.org](http://www.buckslib.org).



### Scope of Services

Services are listed in order of frequency of need. As high as 80% of library legal need relates to employment, labor, and individual personnel and related matters. Historically, BCFL has typically averaged a need for about 150 hours annually of legal work. Depending on conditions there have been years where the legal need was half that amount as well as years where the legal need was double that amount.

- Advise on employment and labor matters, including individual personnel actions. Review and assist with personnel and related policies. Lead collective bargaining. Participate in labor-management relations.
- Review and assist with library policies, particularly those related to Pennsylvania library privacy and First Amendment issues. Representative policies include the library's meeting room policy, behavior policy, and video surveillance policy. Advise on individual issues that arise related to intellectual freedom, freedom of speech, access to library services, library privacy, and First Amendment issues.
- Advise the Library Board on board policy issues, such as by-laws, Right to Know, and Sunshine laws. Attend board and committee meetings as requested. Advise on general governance issues as needed.
- Review grants and contracts. Assist with revising or drafting and negotiating technology and library service contracts with member libraries.
- Advise on general non-profit, municipal, and corporate issues.
- Advise on responses to subpoenas, court orders, and requests for information from third parties.
- Defend on lawsuits, administrative claims, or other legal claims and disputes.
- Perform other legal services as needed.

### Billing

- Bills should be submitted monthly.
- Each bill should have a distinct invoice number.
- All charges for services by attorneys and paralegals must be itemized based on actual time in one-tenth (.10) increments.
- Bills should reflect a description of specific tasks and identify the attorney or paralegal working on each task.
- Time should be chronologically listed unless a different format has been requested.
- Fees and disbursements should be totaled separately.
- Prior unpaid balances should not be added to a later invoice.

Travel time should be billed only to the extent the attorney or paralegal is working directly on BCFL matters during travel. Photocopying may be billed at the maximum of 10 cents per page. Expenses for experts may be billed as a disbursement provided the arrangement is directed or approved in advance by BCFL.