



2022 Operating and Capital Budget

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

2022 OPERATING AND CAPITAL BUDGET

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Message from the Chief Executive Officer

2022

We are looking forward to a busy and productive year.

In January, after more than a year of planning and work behind the scenes we will migrate to a new catalog and check out system called OCLC Wise. The search interface will make it easier for everyone to find what they want at the library. It comes with exciting new features, such as reading recommendation e-mails, new item alerts, and linked accounts.

We have budgeted to complete capital improvements according to our planned replacement schedule, such as HVACs and roofs. Whether we will be able to proceed will depend on the supply chain as well as increased labor costs. In addition to basic infrastructure, we will be focusing on improving outdoor spaces, particularly at our Bensalem and Doylestown branches. When we were forced to move programs and activities outdoors because of COVID we learned how treasured and valuable these spaces are to our patrons.

We will continue to support strong e-library and physical collections. Checkouts of e-materials exploded beginning in 2020 with the COVID shutdown and demand continues to rise. In order to meet public need for fresh, new materials to read, view, and listen to, we have allocated extra funds to the materials budget.

Finally, we are proud that during these times, that our community continues to value libraries as an essential part of their lives. We continue to receive wonderful feedback from patrons of all ages. This budget is a reflection on what is important to you.

See you at the library!

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, Perkasié, 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

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
- Resume help with JobNow
- Online learning via Lynda.com
- Early learning games via Let's Play School

BUCKS COUNTY FREE LIBRARY 2022
GENERAL OPERATING BUDGET - continued

PROPERTY & OVERHEAD EXPENSES

BUILDING SUPPLIES	168,000.00	55,000.00	80,000.00	25,000.00
COMPUTER EQUIP & SUPPLIES	108,800.00	100,500.00	100,800.00	300.00
BUILDING & EQUIPMENT REPAIR	106,950.00	60,000.00	115,000.00	55,000.00
DELIVERIES - GAS & REPAIRS	29,400.00	25,000.00	28,900.00	3,900.00
FURNITURE & SHELVING	107,500.00	30,000.00	101,200.00	71,200.00
BUILDING & GROUNDS CONTRACT SVCS	155,300.00	157,000.00	187,500.00	30,500.00
HVAC	44,698.80	35,000.00	44,338.00	9,338.00
INSURANCE	24,031.00	24,500.00	27,200.00	2,700.00
INTEGRATED ON-LINE SYSTEM	170,880.00	195,000.00	182,480.00	(12,520.00)
JANITORIAL	151,110.00	118,000.00	122,574.88	4,574.88
PBX	2,500.00	2,500.00	3,000.00	500.00
SOFTWARE	158,522.76	156,000.00	152,103.41	(3,896.59)
TELEPHONE	22,320.00	19,444.80	21,888.00	2,443.20
TELECOMMUNICATIONS	35,275.28	60,000.00	48,093.96	(11,906.04)
UTILITIES	242,000.00	237,000.00	245,000.00	8,000.00
WASTE REMOVAL	22,122.00	20,000.00	21,258.00	1,258.00
TOTAL P&O EXPENSES	1,549,409.84	1,294,944.80	1,481,336.25	186,391.45
SUM OF EXPENSES	9,409,976.39	8,528,791.80	9,412,666.56	883,874.76
NET INCOME/LOSS OVER EXPENSES	5,835.77	215,102.22	4,031.40	(211,070.82)

*NOTE: State changed Aid distribution from January to July 2020

2022 Operating Budget Highlights

This report discusses the highlights and significant variances. Comparisons are based on 2022 projected revenue and expenditures to 2021 projects 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

The County and State allocations will remain the same as in 2021. During 2020, the State changed their funding cycle from January to July, and we received some of our 2021 funds in 2020. We have adjusted to their schedule in 2022. In 2021, we received grants to cover our COVID-19 expenses.

Personnel Expenses

We will work with our insurance broker to keep healthcare premium increases to 5% or less.

Bargaining Unit Wages: Bargaining unit contract is up for renewal in January 2022.

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. This will be reviewed after the union contract is negotiated.

Collection Material Expense

In 2021, we put an additional \$75,000 funds into the material budget and we plan on providing additional \$9,000 in 2022 to purchase more books and online materials.

General & Administrative Expense

In 2022, our Outreach vehicle will visit more locations and continue using Beanstack for our online program assistance. We plan on increasing in person programs and performers by \$17,000. We will increase our professional education as new learning opportunities arise.

The Pass-Thru amount to five community libraries will actually stay the same, the change in the State's funding cycle makes it appear as an increase. It is just a timing of payments.

Property & Overhead Expense

We will continue to purchase cleaning products to keep our patrons and staff safe, the county helped us with this expense in 2021 and we included an increase of \$25,000 for 2022 in building supplies. We have plans to seal and stripe our Quakertown and Yardley parking lots. We plan to spend an additional \$55,000 to complete these and several other projects.

Safety of our patrons and staff are very important. We will review all furniture and plan to replace all fabric seating and other items that are not within current health standards. During 2022, we will enhance our Doylestown, Bensalem and Perkasie outdoor spaces. We have also increased our budget \$30,500 for snow removal over 2021, which we had minimal snow events. We had minimal HVAC repairs in 2021, but have funds available in 2022. During 2020, we switched fiber optic companies, and should save \$13,580 in 2022.

2022-2024 Capital Budget Highlights

At this time, BCFL plans to use our C&N Bank 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 additional projects. Our Capital projects for the years 2022-2024 are listed below.

2022

Levittown and Bensalem HVAC replacements - \$216,590

According to our capital replacement program, the Levittown and Bensalem HVAC units need to be replaced. We received bids in early December 2021.

Doylestown – Front Path Garden- \$90,000

The Doylestown walkway from the parking lot to the front door, will be upgraded with new benches, trees, planting and interesting things along the way.

Perkasie Pierce Garden Upgrade - \$35,000

The Pierce garden has been neglected and need to be spruced up.

Bensalem front garden Upgrade - \$25,000

We will plan additional trees, flowers and shrubs to upgrade the Bensalem entrance.

Bensalem Back Wall Repair and Window installation - \$79,900

We received a bid on this project in December 2021 and plan on completing this project in 2022.

IT Transit Van Replacement – \$45,000

We plan to replace our 2010 van and through Co-Stars.

Langhorne Roof and Gutter Replacement - \$95,000

These gutters are failing and according to our capital replacement plan and inspections, the roof needs to be replaced as well. We will submit a request for bids.

OCLC-wise ILS replacement - \$230,000

We are in the process of moving from our current provider Sirsi to a newer, more efficient and flexible platform. This process has already begun and will be completed in 2022.

Yardley Kitchen Move and Windows - \$170,000

Working with our engineer, we have decided to make more public space and move the staff lounge into the work room, including staff bathrooms. We have made a grant request to the Keystone Grant program.

2023

Yardley – LED Lighting – 50,000

LED lighting is becoming standard and we will work first with the Yardley branch to install new lighting fixtures and bulbs. This should help us reduce our overall electric costs.

IT Server Room Generator - \$70,000

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.

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 2022-2023 and will be put out to bid.

Doylestown Flat Roof Replacement - \$800,000

In 2019-2020, the Doylestown metal roof was replaced. The remainder of the roof, above Collection Management and Administration, will have an engineering assessment, put out to bid and replaced. This project was bid out in 2021, but the cost of materials was double and not readily available. We will try again in 2023. We plan on using the County Capital Funds to help cover the cost of this project.

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.

2024

Quakertown Roof Replacement - \$150,000

Original to the building, we will hire an engineering firm to review and guide us. This project will be put out to bid.

Levittown Sidewalk Replacement and Repair - \$20,000

According to our capital replacement plan, we will inspect the sidewalks to see if they need to be replaced or repaired.

Doylestown Children's Area HVAC - \$30,000

According to our capital replacement plan, the HVAC unit will need to be replaced.

Quakertown Fire Suppression System - \$200,000

We will work with the County to replace this system and use their capital funds for payment.

2022 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 unrestricted 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 are deposited into this account.

Additions and Usage

General Fund

Only revenue and expenses from the 2022 operating budget.

C&N Bank Capital Fund

In early 2020, we transferred funds from our Vanguard Capital Reserve to fund projects in our Capital budget. Due to the pandemic, most projects were put on hold until 2022. The balance in this account can cover all our 2022 capital projects.

Operating Reserve Fund

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

Vanguard Capital Reserve

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

Collection Material Endowment

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

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