



2026

**Operating and
Capital Budget**

2026 Operating and Capital Budget

Bucks County Free Library Bucks County, Pennsylvania

Prepared by:

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Message from the Chief Executive Officer

2026

I am pleased to present Bucks County Free Library's Annual Operating and Capital Budget for Fiscal Year 2026. Guided by our mission—"Expanding minds with opportunities for learning and discovery in welcoming spaces"—this budget serves as a comprehensive financial plan to sustain core services and maintain safe, welcoming branches.

Our 2026 priorities, aligned with the Library's 2023–2026 Strategic Plan, focus on:

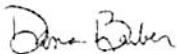
- Digital Equity & Access: Expanding e-resources, digital literacy, and diverse materials.
- Community Engagement: Delivering programs and outreach that foster literacy and connection.
- Service Excellence: Strengthening staffing models and specialized training.
- Facilities & Infrastructure: Investing in safe, modern spaces and technology.

In 2026, the total General Operating expenditures are budgeted at \$10.9M, a nearly 7% increase over last year. We are grateful to the County of Bucks for allocating an additional \$497,000 to the Library—the first increase in a decade—allowing us to maintain current operations and service levels throughout 2026. This funding will support staffing, programming, collections, technology, and critical facility needs.

Even with the boost in County funding, we are mindful of the financial constraints of serving a growing system and meeting increased demand with finite resources. The BCFL team is thoughtfully evaluating our capacity for growth and identifying under-resourced areas that require investment. We recognize that not every area of need can be addressed in the next fiscal year. Over the next year, we will be enlisting the support of industry experts to help us devise a comprehensive Strategic plan to ensure Bucks County Free Library's sustainable growth and quality of service.

Bucks County Free Library remains one of the County's most valued and beloved institutions. Strong libraries build strong communities, enhancing well-being and resilience. Bucks County residents depend on their local library, and we're committed to being your trusted destination for lifelong learning, information, access, and entertainment – today and for years to come.

The library is here for everyone, and we can't wait to welcome you!



Dana Barber
Chief Executive Officer

Bucks County Free Library Overview

Service Area

As the County library system, the Bucks County Free Library (BCFL) service area includes all of Bucks County. BCFL's seven branches are located in Bensalem, Doylestown, Langhorne, Levittown, Perkasie, Quakertown, and Yardley-Makefield. The library's service range extends beyond its physical branches to include a robust collection of e-books, e-audio, and other downloadable and streaming materials.

Founded in 1956 by a resolution of the Bucks County Commissioners, BCFL is governed by a seven-member board appointed by the Commissioners. As a designated Pennsylvania public library district and system, BCFL coordinates the sharing of physical resources and extends e-material borrowing privileges to card holders at 11 District member libraries in Bucks County. These libraries are independently funded, governed and managed by their own local boards and directors, but collaborate with BCFL on countywide projects and benefit from a shared public catalog and support services provided by BCFL.

In addition to lending materials, BCFL offers a wide range of services to support lifelong learning and community engagement. These include literacy programs for all ages, technology access and training, educational workshops, and programming that fosters creativity and skill-building. Through these services, BCFL helps residents connect, learn, and thrive—enriching lives and strengthening our community.

Statistics as of 12/1/2025:

Population:	645,984	Collection Size:	363,414
Visitation:	896,021	Checkouts:	1,520,113
Registered Users:	108,900	ELibrary Checkouts:	792,601

In-Person Services

- Books, movies, music, newspapers, and magazines
- Special collections: such as board games, book club bags, exercise bags, adult ability devices, early learning kits, educational toys, and tools
- Public access computers and free Wi-Fi access
- Passport applications and photos
- Copier/printers and high-resolution digital scanners
- Meeting rooms, group study rooms, and quiet study rooms
- Early learning programs, such as story times
- Literacy programs on information, technology, health, finance, civics and more

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 LinkedIn Learning

2026 General Operating Budget				
	2025	2025	2026	2025 Actual vs 2026 Budget
	Budget	Actual	Budget	Variance
INCOME				
COUNTY ALLOCATION	6,003,000.00	6,003,000.00	6,500,000.00	497,000.00
STATE AID	3,540,129.06	3,616,185.85	3,829,538.12	213,352.27
LATE FEES	161,000.00	104,050.00	70,000.00	(34,050.00)
DONATIONS - ANNUAL GIVING	110,000.00	143,790.00	135,000.00	(8,790.00)
DONATIONS - BUCKS FOR BOOKS	-	39,241.41	35,000.00	(4,241.41)
DONATIONS - EITC	74,400.00	68,000.00	68,000.00	-
IT UNIT COST CONTRIBUTIONS	-	23,599.52	29,270.25	5,670.73
GRANTS	1,500.00	6,500.00	1,500.00	(5,000.00)
PASSPORT INCOME - portion	58,000.00	58,000.00	-	(58,000.00)
PHOTOCOPIER INCOME	53,000.00	65,000.00	65,000.00	-
VENDING MACHINE	3,000.00	7,000.00	7,000.00	-
INTEREST	2,400.00	8,567.00	4,800.00	(3,767.00)
DISBROW TRUST INCOME	190,000.00	162,537.66	162,537.66	-
TOTAL REVENUE	10,196,429.06	10,305,471.44	10,907,646.03	602,174.59
PERSONNEL EXPENSES				
SALARIES & WAGES	4,491,968.48	3,977,210.00	4,884,192.95	906,982.95
BENEFITS	1,020,666.92	821,812.00	1,055,838.51	234,026.51
WORKER'S COMP	36,000.00	30,751.00	37,031.00	6,280.00
Breakage (Turnover)	(240,613.22)	-	(185,610.13)	(185,610.13)
TOTAL PERSONNEL	5,308,022.18	4,829,773.00	5,791,452.33	961,679.33
MATERIALS				
BOOKS	554,000.00	522,740.00	559,000.00	36,260.00
AUDIO VISUAL	75,000.00	75,000.00	75,000.00	-
TOYS	4,000.00	4,160.00	4,000.00	(160.00)
SUBSCRIPTIONS & MICROFORMS	46,000.00	36,075.00	35,000.00	(1,075.00)
DATABASES	264,899.00	230,915.52	224,487.00	(6,428.52)
DOWNLOADS & STREAMING	1,038,502.00	919,302.15	1,104,700.00	185,397.85
TOTAL MATERIALS	1,982,401.00	1,788,192.67	2,002,187.00	213,994.33
GENERAL & ADMINISTRATIVE EXPENSES				
ACCOUNTING/AUDIT/PR SERVICES	59,850.00	60,000.00	67,500.00	7,500.00
ADVERTISING - PUBLIC RELATIONS	12,000.00	10,400.00	10,400.00	-
ADVERTISING - PERSONNEL	2,000.00	1,000.00	1,200.00	200.00
VISA/MC FEES	20,175.00	29,811.00	25,680.00	(4,131.00)
CONTRACT SERVICES	156,265.00	160,000.00	184,839.84	24,839.84
PHOTOCOPIER LEASE	34,395.00	24,957.00	28,788.00	3,831.00
LEGAL SERVICES	30,000.00	47,500.00	50,400.00	2,900.00
LIBRARY PROGRAMS - CONTRACTED	82,400.00	75,000.00	119,000.00	44,000.00
MEALS & TRAVEL	25,100.00	7,000.00	30,900.00	23,900.00
MEMBERSHIP DUES	104,106.00	121,567.73	126,647.10	5,079.37
PLATFORM FEES	8,500.00	4,462.50	4,462.50	-
POSTAGE	9,550.00	10,000.00	6,700.00	(3,300.00)
PRINTING	7,100.00	20,000.00	19,425.00	(575.00)
PROFESSIONAL EDUCATION	52,071.00	22,000.00	52,304.00	30,304.00
STATE AID TO CPLs	505,208.00	511,119.00	547,384.03	36,265.03
VENDING MACHINE SUPPLIES	3,000.00	6,200.00	7,000.00	800.00
SUPPLIES - GENERAL	56,300.00	47,000.00	53,700.00	6,700.00
SUPPLIES - MATERIALS	250,000.00	125,000.00	192,000.00	67,000.00
SUPPLIES - PROGRAMMING	50,000.00	50,000.00	54,200.00	4,200.00
TOTAL G&A EXPENSES	1,468,020.00	1,333,017.23	1,582,530.47	249,513.24

2026 General Operating Budget (Continued)

	2024 Budget	2024 Actual	2025 Budget	2024 Actual vs 2025 Budget Variance
PROPERTY & OVERHEAD EXPENSES				
BUILDING SUPPLIES	60,000.00	62,000.00	70,000.00	8,000.00
COMPUTER EQUIP & SUPPLIES	110,700.00	91,775.00	94,458.24	2,683.24
BUILDING & EQUIPMENT REPAIR	113,500.00	70,575.00	59,100.00	(11,475.00)
DELIVERIES - GAS & REPAIRS	39,000.00	29,600.00	39,200.00	9,600.00
FURNITURE & SHELVING	50,000.00	8,000.00	120,000.00	112,000.00
BUILDING & GROUNDS CONTRACT SVCS	157,500.00	136,238.00	214,217.00	77,979.00
HVAC	46,129.12	55,111.00	59,490.00	4,379.00
INSURANCE	25,900.00	31,961.00	33,842.00	1,881.00
INTEGRATED ON-LINE SYSTEM	195,900.00	193,100.00	193,100.00	-
JANITORIAL	132,122.40	145,540.00	165,920.00	20,380.00
SOFTWARE	176,407.98	147,000.00	122,673.81	(24,326.19)
TELEPHONE	6,780.00	7,450.00	6,960.00	(490.00)
TELECOMMUNICATIONS	32,063.40	19,000.00	23,065.32	4,065.32
UTILITIES	264,000.00	288,755.00	296,000.00	7,245.00
WASTE REMOVAL	23,886.16	24,795.00	30,280.00	5,485.00
TOTAL P&O EXPENSES	1,433,889.06	1,310,900.00	1,528,306.37	217,406.37
SUM OF EXPENSES	10,192,332.24	9,261,882.90	10,904,476.17	1,642,593.27
NET INCOME/LOSS OVER EXPENSES	4,096.82	1,043,588.54	3,169.86	(1,040,418.68)

2026 Operating Budget Highlights

This report discusses the highlights and significant variances. Comparisons are based on 2026 projected revenue and expenditures to 2025 projected 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 allocation was increased about 8% and State Aid about 7% in 2026. All other revenue estimates will remain conservative.

Personnel Expenses

We signed a three-year contract in early 2025 with our union and agreed to provide an increase of 2% each year. Our non-represented employees will receive a 2% increase as well.

Collection Material Expenses

Download and Streaming purchases will increase while all other collection material will remain the same as 2025.

General & Administrative Expenses

We will increase training opportunities for all staff, hire a Strategic Planning consultant and hire a firm to help us find a Human Resource Manager and a Chief Financial Officer. We plan to offer more children's and adult programs/performers. Collection material processing expenses will increase as we will put these services out to bid. This is due to the closure of Baker and Taylor in 2025.

Property & Overhead Expenses

Continue to ensure we have ample funds for snow removal and landscape maintenance, and will begin planning for dedicated learning and discovery spaces at each of our branches.

2026-2030 Capital Budget

Capital Projects	2026	2027	2028	2029
Service Desks	200,000.00			
IT - Server Room Rehab	100,000.00			
BN - Ceiling and Lighting	281,661.94			
IT - DY wiring	40,000.00			
PK - Upper Windows asnd Siding Replacement	200,000.00			
QT - Roof Replacement	492,837.24			
BN - HVAC#1 - Meeting Room		125,000.00		
PK - HVAC #1		130,000.00		
DY - HVAC Unit 4 - Meeting Room		75,000.00		
DY - HVAC Unit 5 - Admin		75,000.00		
HVAC Controls & VAV replacements		200,000.00		
YA - Parking Lot		125,000.00		
BN - Parking Lot		375,000.00		
DY - Main Entrance Sidewalk & Extension/retaining wall		125,000.00		
QT - Parking Lot			175,000.00	
IT - Server Replacements - Wolverine			14,000.00	
IT - Remaining branch wiring			180,000.00	
DY - Dryvit			75,000.00	
PK - Carpet			80,000.00	
LV - Roof				200,000.00
DY - parking lot				400,000.00
Utility Truck				90,000.00
Total	1,314,499.18	1,230,000.00	524,000.00	690,000.00
County and Other Funding - Information only	2026	2027	2028	2029
DCED - QT Roof	492,837.24			
DCED - Bensalem Lights and Ceiling Tiles	281,661.94			
County of Bucks - BN Parking Lot		200,000.00		
Keystone Grant - PK HVAC Unit		65,000.00		
County of Bucks - DY Parking Lot (funds from 2028 and 2029)				400,000.00
Total Other Funded Capital Projects	774,499.18	265,000.00	-	400,000.00
Total from BCFL Capital Project Fund	540,000.00	965,000.00	524,000.00	290,000.00

2026-2029 Capital Budget Highlights

At this time, BCFL plans to use our C&N Bank capital funds account to complete the 2026 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 2026-2029 are listed below.

2026

Branch Service Desk Replacements – \$200,000

We will be looking at replacing our service desks allowing more functionality.

IT Server Room Rehab - \$100,000

With the purchase and installation of the new servers, we plan on restoring the Server Room to make it more efficient. Engineering specifications are to be completed by 12/31/2025 and this project should be completed at the end of 2026.

Bensalem Ceiling Tile and Lighting - \$281,661.94

We have received a DCED grant which will cover the entire cost of replacing the ceiling tiles and purchase/installation of updated lights. This project will be put out to bid.

Doylestown IT Wiring - \$40,000

The internal ethernet in all branches should be updated and re-wired. We will be starting with the Doylestown branch first.

Perkasie Upper Windows and Siding Replacement - \$200,000

The upper windows began leaking in 2024. This project will be put out to bid.

Quakertown Roof Replacement - \$492,837.24

Original to the building, we have received a DCED grant which will cover the entire cost of replacing the roof and hiring a general contractor to guide us through the project. This project will be put out to bid.

2027

Bensalem HVAC Unit 1 Replacement - \$125,000

This unit is slated to be replaced based on its useful life. This project will be put out to bid.

Perkasie HVAC Unit 1 replacement - \$130,000

We will apply for a Keystone grant to replace the main HVAC unit in the Perkasie branch. This project will be put out to bid.

Doylestown HVAC Unit 4 – Meeting Room - \$75,000

This unit is slated to be replaced based on its useful life. This project will be put out to bid.

Doylestown HVAC Unit 5 – Administration - \$75,000

This unit is slated to be replaced based on its useful life. This project will be put out to bid.

HVAC Controls and VAV replacements - \$200,000

The control system for all Doylestown and Langhorne units is beginning to fail and we plan to have an Engineering Firm help us with this process. The project will be put out to bid.

Yardley Parking Lot Replacement - \$125,000

We have been repairing this parking lot for several years and plan to completely replace our portion. This project will be put out to bid.

Bensalem Parking Lot Replacement - \$375,000

We have been repairing this parking lot for several years and plan to completely replace it all. We will ask the County to fund this project.

Doylestown Main Entrance and Parking Lot Sidewalk and Extension - \$125,000

Replace the front sidewalk to remove any tripping hazards and extend the parking lot sidewalk all the way to the staff parking lot. This will make a safer walking area for staff and patrons. This project will be put out to bid.

2028**Quakertown Parking Lot Replacement - \$175,000**

We have been repairing this parking lot for several years and plan to completely replace it all.

IT Server Replacements - \$14,000

According to our replacement schedule, the Wolverine server will need to be replaced.

IT Remaining Branch Wiring - \$180,000

Completion of the updated wiring of the internal ethernet in all branches. This project will be put out to bid.

Doylestown Dryvit replacement - \$75,000

Replacement of all the exterior Dryvit at the Doylestown branch. We have been cleaning it for almost a decade and it needs to be replaced. This project will be put out to bid.

Perkasie Carpet Replacement - \$80,000

Replace the carpet in the entire Perkasie branch, including work room and meeting room. This project will be bid out.

2029**Levittown Roof Replacement - \$200,000**

The roof is scheduled to be replaced per our Capital Project list. We will assess this in 2028 to determine if it is necessary in 2029.

Doylestown Parking Lot Replacement - \$400,000

We have been repairing this parking lot for several years and plan to completely replace it all. We will ask the County to fund this project.

Utility Truck - \$90,000

Our Facilities truck, purchased in 2015 will need to be replaced. We will use the State CoStars program to obtain the best price.

[illegible]

2026 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 where a determination is made by the CEO and CFO 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: Two DCED-ARPA grants will be received for the Bensalem – Ceiling and Lighting (\$281,661.94) and the Quakertown – Roof Replacement (\$492,837.24) projects. All other revenue and expenses are solely for the 2026 operating budget.

C&N Bank Capital Fund: \$540,000 will be used to cover all of the remaining 2026 capital projects.

Operating Reserve Fund: We do not plan on any additions or usage of this fund.

Vanguard Capital Reserve: We included a modest addition of meeting room fees. We do not plan on any withdrawals from this fund.

Collection Material Endowment: We estimate that \$20,500 will be added to this fund from memorial donations, book sales and lost and damaged items. We do not plan on any withdrawals from this fund.

Locations

Bensalem

3700 Hulmeville Road
Bensalem, PA 19020

Doylestown

150 South Pine Street
Doylestown, PA 18901

Langhorne

301 South Pine Street
Langhorne, PA 19047

Levittown

7311 New Falls Road
Levittown, PA 19055

Perkasie

491 Arthur Avenue
Perkasie, PA 18944

Quakertown

401 West Mill Street
Quakertown, PA 18951

Yardley-Makefield

1080 Edgewood Road
Yardley, PA 19067