



2021 Operating and Capital Budget

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

2021 OPERATING AND CAPITAL BUDGET

Prepared By:

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

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or contact

John J. Doran III
Chief Financial Officer
Bucks County Free Library
150 South Pine ST
Doylestown, PA 18901
Phone: (215) 348-0332

Budget Message from the Chief Executive Officer

2021

This year we all learned to do things differently. The pandemic certainly has changed our personal and business lives. In 2019, we offer more in-person programs than ever before, with over 10,000 additional people of all ages attending. We were so excited by what we could achieve in 2020. Instead we found ourselves learning new ways to deliver virtual and curbside services. Our e-collections and website became more important than ever.

We found out a lot about ourselves. We found out that we are a necessary part of the community. We found that patrons need to have access to our materials, whether for personal or profession use, 24-7. We increased our online presence. Downloads, streaming and database use went through the roof. Though we were closed beginning in March, in June we reopened with curbside service, which is still in place, and we reopened our buildings in July.

We are excited about what we have planned for 2021. We will continue to increase our physical and online collections for pleasure, research, learning, and continue to offer interactive programs for all ages.

Our new outreach vehicle will pop up at community events, market days, parks, and other special places for our staff to take what we do best directly to you. We hope to bring back in-person story times along with programs and performers, but are committed to keeping our virtual presence strong.

Most important, we are focusing funds toward keeping our buildings, our visitors, and our staff safe. This includes continued regular cleaning of all library surfaces, enhancing our outside areas, replacing windows in Doylestown, and upgrading our HVAC units in Levittown and Bensalem.

At the Board and executive level, we have completed a long-term facilities plan for all branches, which we will use as a guide for both short term and long term renovation and improvements moving forward.

I want to personally thank you for keeping our libraries a part of your life. We are looking forward to a busy and productive year.

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, 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 (some of these are temporarily suspended): 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
- 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
- Resume help with JobNow
- Online learning via Lynda.com
- Early learning games via Let's Play School

**BUCKS COUNTY FREE LIBRARY 2021
GENERAL OPERATING BUDGET - continued**

PROPERTY & OVERHEAD EXPENSES

BUILDING SUPPLIES	57,500.00	145,000.00	168,000.00	23,000.00
COMPUTER EQUIP & SUPPLIES	105,000.00	62,153.36	108,800.00	46,646.64
BUILDING & EQUIPMENT REPAIR	106,000.00	59,493.50	106,950.00	47,456.50
DELIVERIES - GAS & REPAIRS	26,000.00	20,000.00	29,400.00	9,400.00
FURNITURE & SHELVING	90,000.00	26,269.19	107,500.00	81,230.81
BUILDING & GROUNDS CONTRACT SVCS	156,800.00	70,000.00	155,300.00	85,300.00
HVAC	44,338.00	25,000.00	44,698.80	19,698.80
INSURANCE	19,920.00	19,920.00	24,031.00	4,111.00
INTEGRATED ON-LINE SYSTEM	164,900.00	164,900.00	170,880.00	5,980.00
JANITORIAL	149,185.60	125,000.00	151,110.00	26,110.00
PBX	8,000.00	2,500.00	2,500.00	-
SOFTWARE	142,562.83	149,000.00	158,522.76	9,522.76
TELEPHONE	18,720.00	20,000.00	22,320.00	2,320.00
TELECOMMUNICATIONS	80,104.25	91,115.56	35,275.28	(55,840.28)
UTILITIES	262,000.00	230,000.00	242,000.00	12,000.00
WASTE REMOVAL	18,794.12	20,000.00	22,122.00	2,122.00
TOTAL P&O EXPENSES	1,449,824.80	1,230,351.61	1,549,409.84	319,058.23
SUM OF EXPENSES	9,691,956.12	8,829,860.01	9,409,976.39	580,116.38
NET INCOME/LOSS OVER EXPENSES	1,663.13	1,325,176.15	5,835.77	(1,319,340.38)

*NOTE: State changed Aid distribution from January to July

2021 Operating Budget Highlights

This report discusses the highlights and significant variances. Comparisons are based on 2021 projected revenue and expenditures to 2020 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 State and County allocations will remain the same as in 2020. During 2020, the State changed their funding cycle from January to July, and we received some of our 2021 funds in 2020. In 2020, we received many donations and have only budgeted the amount that we are certain will be received in 2021.

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 2021.

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

The material budget is \$1,757,300.15, increasing \$78,081.09, to purchase more materials.

General & Administrative Expense

The pandemic reduced our overall 2020 expenses. We plan on bringing back several of our services when the time is safe for us. We plan on increasing our programs and performers, \$23,000, whether in person or virtual. We will increase our professional education as new learning opportunities arise.

The Pass-Thru amount to five community libraries will actually state the same, the change in the State's funding cycle makes it appear as a decrease. It is just a timing of payments. With our branches being open, hopefully all of 2021, we will need more supplies for the branches \$11,100 and our collection material department \$35,000.

Property & Overhead Expense

We will continue to purchase cleaning products to keep our patrons and staff safe, increasing \$23,000 in building supplies. In 2020, we did not replacement any computers. Our computer replacement program will re-start, costing us \$46,646.64 over 2020. We have plans to seal and stripe our Doylestown parking lot, repave our Bensalem entranceway, change our outdoor lights in Langhorne to LED and seal, stripe and fill cracks in the Bensalem parking lot. Along with additional repairs, we are allocating an additional \$47,456.50 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 2021, we will enhance our outdoor spaces. We have also increased our budget for snow removal over 2020, which we had minimal snow events. This has increased our budget by \$85,300.

We had minimal HVAC repairs in 2020, but have funds available if necessary. Our Janitorial services will be out for bid, so we anticipate an increase. During 2020, we switch fiber optic companies, potential saving us \$55,840.28 and lastly, we hope not to be closed for any period in 2021 and increased the cost of utilities.

2021-2023 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 2021-2023 are listed below.

2021

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 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 2021-2022. This project will be put out to bid.

Levittown Window Replacement - \$175,470

This project, begun in 2020 and will be completed in early 2021, 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.

Levittown HVAC replacements - \$60,000

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

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.

Bensalem HVAC replacement - \$40,000

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

Langhorne and Perkasio Gutter Replacement - \$24,000

We have found that these gutters are failing and will obtain bids for replacement.

Doylestown Flat Roof Replacement - \$400,000

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 will take place over 2021-2022. We plan on using the County Capital Funds to cover the cost of this project.

2022

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.

Quakertown Roof Replacement - \$150,000

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

Bensalem Back Wall Replacement - \$75,000

We have noticed cracks in the rear wall and will hire an engineering firm and contractor to determine the source of the problem and repair. This project will probably be put out to bid.

2023

Yardley Kitchen - \$50,000

The kitchen, original to the building, needs to be updated. This project will probably be put out to bid.

Levittown Sidewalk Replacement and Repair - \$20,000

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

Langhorne Roof Replacement - \$45,000

According to our capital replacement plan, the roof will be inspected to see if the need to be replaced.

Bensalem Parking Lot Resurfacing - \$100,000

According to our capital replacement program, the Bensalem parking lot will be up for replacement. We will probably put this project out to bid.

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

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

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.

2021 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, may be deposited into this account. Beginning in 2021, we will use the interest, dividends and appreciation of stock, within a total return policy (4%), to transfer to our operating budget.

Additions and Usage

General Fund

Only revenue and expenses from the 2021 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, projects were put on hold until late 2020 and into 2021. There are enough dollars in this fund to cover all our 2021 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 anticipate \$27,000 being added to this endowment, from book sales, memorial donations and lost and damaged fees. Few plan to use \$95,314.20 (4%) of the total for collection material expenses.

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