

BUCKS COUNTY FREE LIBRARY
(A Component Unit of Bucks County)

FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION

YEAR ENDED DECEMBER 31, 2021

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936 Easton Rd., PO Box 754, Warrington, PA 18976
70 W. Oakland Ave., Ste. 203, Doylestown, PA 18901 | 130 Almshouse Rd., Suite 201A, Richboro, PA 18954
215-343-2727 | www.bbco-cpa.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Bucks County Free Library
Doylestown, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of Bucks County Free Library (a nonprofit corporation and a component unit of the County of Bucks) as of and for the year ended December 31, 2021 and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of Bucks County Free Library as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bucks County Free Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bucks County Free Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bucks County Free Library's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bucks County Free Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bucks County Free Library's basic financial statements. The schedule of functional expenses and schedule of revenue and expenses by individual location are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of functional expenses and schedule of revenue and expenses by individual location is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Bee, Bergvall and Company, P.C.
Certified Public Accountants

Warrington, PA
April 19, 2022

BUCKS COUNTY FREE LIBRARY
MANAGEMENT’S DISCUSSION AND ANALYSIS
December 31, 2021

Bucks County Free Library is a special purpose government unit as described in Governmental Accounting Standards. The Library additionally is a not-for-profit organization incorporated as a 501(c)(3) organization; and is registered with the Pennsylvania Bureau of Charitable Organizations to raise funds from the general public. A fiduciary Board of Directors appointed by the Bucks County Commissioners governs the Library.

The objective of the MD&A is to “enhance the understandability and usefulness of the general purpose financial reports of state and local governments to the citizenry, legislative and oversight bodies, and investors and creditors.” It is a discussion of the Library’s current year results for the year that ended December 31, 2021 with the prior year, placing emphasis on the current year. Please read it in conjunction with the transmittal letter at the front of this report and the Bucks County Free Library’s financial statements which immediately follow this section.

FINANCIAL HIGHLIGHTS (OVERVIEW):

Management believes that the Library System’s financial condition is, at the present time, stable.

- The Library System’s Net Position increased by \$1,174,996 in 2021 due to a strong stock market, reduction in operating costs, and an increase in grants and contributions.
- Operating Revenue during this period decreased by \$1,733,657 from the prior year. This is mainly due to a change in the State funding cycle. Total Operating and Administrative expenses had a decrease of \$372,460, mainly to a difficulty in hiring staff due to COVID and the “Great Resignation.” It should be noted that 2021 expenses included \$1,285,451 of depreciation.
- The Library System’s primary source of revenue is from the County of Bucks, the total of which represents approximately 67% of the Library System’s total operating revenue for 2021.

OVERVIEW OF THE FINANCIAL STATEMENTS

This financial report consists of four parts: Management’s Discussion and Analysis (MD&A), the basic financial statements, the notes to the financial statements, and supplemental information. This MD&A represents management’s analysis of the Library System’s financial condition and performance. Summary financial statement data and other management tools were utilized for analysis. These financial statements report information about the Library using the full accrual method of accounting as utilized by similar not-for-profits in the private sector. These statements offer short and long-term financial information about its activities.

BUCKS COUNTY FREE LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Description of the Basic Financial Statements: The Statement of Net Position (Balance Sheet) shows our liabilities and net worth and provides information about the nature and amounts of investments and resources (assets) and the liabilities to the Library creditors at the year-end. It provides the financial position on a full accrual historical cost basis; the Statement of Activities provides details about revenues, expenses, and net position by invested in capital assets and unrestricted. Furthermore, it presents the result of business activities over the course of the fiscal year and how net position has changed during the year. The Statement of Cash Flows reports the sources and uses of cash from operating and investment activities by using the direct method and is designed to provide information about the Library's cash receipts and disbursements during the period. The Notes to the Financial Statements provide required disclosures and other information essential to a full understanding of the material data provided in the financial statements. The notes present information about the Library System's accounting policies, significant accounts and activities, obligations, commitments and subsequent events, if any.

Condensed Comparative Financial Statements

The following chart summarizes the financial position of the Library as of December 31, 2021 and 2020.

Statements of Net Position

	<u>2021</u>	<u>2020</u>
Assets		
Current Assets	\$ 1,839,693	\$ 2,394,980
Investments	17,509,214	15,269,443
Capital Assets, net	<u>2,742,642</u>	<u>3,320,713</u>
Total Assets	<u>\$ 22,091,549</u>	<u>\$ 20,985,136</u>
Liabilities		
Current Liabilities	\$ 414,086	\$ 461,863
Compensated Absences	<u>204,345</u>	<u>225,151</u>
Total Liabilities	<u>618,431</u>	<u>687,014</u>
Net Position		
Net Investment in Capital Assets	2,742,642	3,320,713
Restricted Assets	4,716,261	4,209,623
Unrestricted		
Unrestricted: Board Designated	12,792,953	11,059,819
Unrestricted: Undesignated	<u>1,221,262</u>	<u>1,707,967</u>
Total Net Position	<u>21,473,118</u>	<u>20,298,122</u>
Total Liabilities and Net Position	<u>\$ 22,091,549</u>	<u>\$ 20,985,136</u>

BUCKS COUNTY FREE LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021

Condensed Comparative Financial Statements (Continued)

The following chart shows the revenues and expenses of the governmental activities for December 31, 2021 and 2020.

Statements of Activities

	<u>2021</u>	<u>2020</u>
Operating Revenues		
State and Local Funding	\$ 7,954,509	\$ 9,912,907
Fines	157,057	108,445
Copy/Printer Income	49,602	34,527
Grants	119,932	5,367
Contributions	748,818	660,591
Miscellaneous	<u>19,640</u>	<u>61,378</u>
Total Operating Revenues	<u>9,049,558</u>	<u>10,783,215</u>
 Operating and Administrative Expenses	 <u>9,860,691</u>	 <u>10,233,151</u>
 Operating Income	 (811,133)	 550,064
 Nonoperating Revenue		
Interest Income	564,895	472,608
Investment Realized & Unrealized Gains/(Losses)	1,415,724	1,460,719
Gain on Sale of Asset	<u>5,510</u>	<u>-</u>
Total Nonoperating Revenue	<u>1,986,129</u>	<u>1,933,327</u>
 Increase in Net Position	 1,174,996	 2,483,391
 Net Position-Beginning of Year	 <u>20,298,122</u>	 <u>17,814,731</u>
Net Position-End of Year	<u>\$ 21,473,118</u>	<u>\$ 20,298,122</u>

Analysis of Overall Financial Position: Total operating revenues in 2021 were \$9,049,558, a decrease over 2020. Bucks County General Fund allocation to Bucks County Free Library revenue was \$6,003,000 in 2021, the same as 2020. State Aid to Local Libraries and County Coordination was \$1,222,277, State Aid for District Libraries was \$729,233 in 2021. This represents a decrease over 2020 State funding due to a change in annual distribution dates. Together, County and State aid account for 88% of the Library's operating revenues.

BUCKS COUNTY FREE LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021

Condensed Comparative Financial Statements (Continued)

Significant Transactions and Changes in Individual Funds: There were no significant activities to report in this period.

Budgetary Analysis: Capital project grants and Special Funds income (donation and permanently/temporarily restricted income) were not budgeted as revenue in 2021, but appear in the Schedule of Functional Expenses as expenditures.

Capital Assets and Long-Term Debt: Capital improvements additions of \$53,650 included the replacement of windows at the Levittown branch, carpet replacement at the Doylestown branch, façade replacement at the Perkasio branch and completion of the Doylestown elevator. For the year ended December 31, 2021, capital assets consisted of the following:

	<u>12/31/2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2021</u>
Capital Assets Being Depreciated:				
Building Improvements	\$ 5,408,896	\$ 47,095	\$ (5,988)	\$ 5,450,003
Furniture and Fixtures	1,633,550	31,410	(93,884)	1,571,076
Vehicles	226,971	41,825	(29,282)	239,514
Library Book Collections	<u>7,347,881</u>	<u>592,540</u>	<u>-</u>	<u>7,940,421</u>
Total Capital Assets	14,617,298	712,870	(129,154)	15,201,014
 Accumulated Depreciation	 <u>(11,296,585)</u>	 <u>(1,285,451)</u>	 <u>123,664</u>	 <u>(12,458,372)</u>
 Net Capital Assets	 <u>\$ 3,320,713</u>	 <u>\$ (572,581)</u>	 <u>\$ (5,490)</u>	 <u>\$ 2,742,642</u>

Investments: The investments listed below are either restricted by the donor or board designated. This table lists the name of the investment and the restriction:

<u>Investment Name</u>	<u>Restriction or Designation</u>
Collection Material Endowment	Endowment established to provide total return funding (4%) into the operating budget for collection enhancement purchases. This includes books, audio material, databases and e-resources.
Capital Reserve	Established to provide capital improvement funds over and above government allocations or operating budget limitations.
General Operating Reserve	Established to provide at least three months of funding in the event of a delay of government funding.

(Continued)

BUCKS COUNTY FREE LIBRARY
MANAGEMENT’S DISCUSSION AND ANALYSIS
December 31, 2021

<u>Investment Name</u>	<u>Restriction or Designation</u>
Disbrow	Yardley – Designated by donor as Yardley only and solely for business related materials and programs. May be “widely interpreted” to benefit the whole library system, such as county wide databases and programs, but must maintain strong local Yardley focus. Funds administered by outside firm which awards annual amount of interest to BCFL based on their formula.
Bucks County Foundation	Fund established for an additional opportunity for the general public to give to the library mission, without giving directly to the library. Fund administered by outside firm which awards annual amount of interest to BCFL based on their formula.
Lehigh Valley Community Foundation	Fund established for an additional opportunity for the general public, including Central and Upper Bucks County to give to the library mission, without giving directly to the library. Fund administered by outside firm which awards annual amount of interest to BCFL based on their formula.

Currently Known Facts, Decisions, or Conditions: The Library has evaluated events of the COVID-19 coronavirus and uncertainties have arisen which are likely to impact our investment results. We currently do not use our investment returns for operating income and capital needs for 2021 have already been set aside. However, the related financial impact and duration cannot be reasonably estimated at this time.

CONTACTING THE LIBRARY’S FINANCIAL MANAGEMENT

If you have any questions about this report or need additional financial information, contact the Bucks County Free Library at 150 South Pine Street, Doylestown, Pennsylvania, 18901 or by phone at (215) 348-0332.

BUCKS COUNTY FREE LIBRARY

STATEMENT OF NET POSITION

December 31, 2021

ASSETS

	<u>2021</u>
Current Assets	
Cash and Cash Equivalents	\$ 1,796,958
Accounts Receivable	<u>42,735</u>
Total Current Assets	<u>1,839,693</u>
Investments	
Unrestricted	12,792,953
Restricted	93,613
Beneficial Interest in Perpetual Trust	<u>4,622,648</u>
Total Investments	<u>17,509,214</u>
Capital Assets	15,201,014
Less: Accumulated Depreciation	<u>(12,458,372)</u>
Net Capital Assets	<u>2,742,642</u>
TOTAL ASSETS	<u>\$ 22,091,549</u>

LIABILITIES AND NET POSITION

Current Liabilities	
Accounts Payable and Accrued Expenses	\$ 238,608
Accrued Salaries and Payroll Taxes	<u>175,478</u>
Total Current Liabilities	<u>414,086</u>
Compensated Absences	<u>204,345</u>
Total Liabilities	<u>618,431</u>
Net Position	
Net Investment in Capital Assets	2,742,642
Restricted	4,716,261
Unrestricted	
Unrestricted: Board Designated	12,792,953
Unrestricted: Undesignated	<u>1,221,262</u>
Total Net Position	<u>21,473,118</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 22,091,549</u>

The notes to the financial statements are an integral part of this statement.

BUCKS COUNTY FREE LIBRARY

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2021

	<u>2021</u>
Operating Revenues	
State Aid	\$ 1,951,509
Local	
County of Bucks Aid	6,003,000
Fines	157,057
Copy/Printer Income	49,602
Grants	119,932
Contributions	748,818
Miscellaneous	<u>19,640</u>
Total Operating Revenues	<u>9,049,558</u>
Operating Expenses	
Program Services	
Library	7,669,517
Pennsylvania Aid	199,885
Technical	648,473
Support Services	
Management and General	<u>1,342,816</u>
Total Operating Expenses	<u>9,860,691</u>
Operating Income	<u>(811,133)</u>
Nonoperating Revenue	
Interest Income	564,895
Investment Realized & Unrealized Gains/(Losses)	1,415,724
Gain/(Loss) on Sale of Asset	<u>5,510</u>
Total Nonoperating Revenue	<u>1,986,129</u>
Change in Net Position	1,174,996
Net Position - Beginning of Year	<u>20,298,122</u>
Net Position - End of Year	<u>\$ 21,473,118</u>

The notes to the financial statements are an integral part of this statement.

BUCKS COUNTY FREE LIBRARY

STATEMENT OF CASH FLOWS

December 31, 2021

	<u>2021</u>
Cash flows from operating activities:	
Receipts from customers and users	\$ 206,659
Receipts from intergovernmental support	8,074,441
Miscellaneous cash income	19,640
Contributions	748,818
Payments to suppliers	(4,741,227)
Payments to employees	<u>(3,678,892)</u>
Net cash provided by operating activities	<u>629,439</u>
Cash flows from (used in) capital and related financing activities:	
Purchase of property and equipment	(712,869)
Sale of property and equipment	5,490
Gain/(loss) on sale of equipment	<u>5,510</u>
Net cash from (used in) capital and related financing activities	<u>(701,869)</u>
Cash flows from investing activities:	
Purchase of investments	(1,599,281)
Sale and maturities of investments	775,217
Interest and other income received	<u>564,891</u>
Net cash provided by investing activities	<u>(259,173)</u>
Net increase (decrease) in cash and cash equivalents	(331,603)
Cash and cash equivalents, beginning of year	<u>2,128,561</u>
Cash and cash equivalents, end of year	<u>\$ 1,796,958</u>

Reconciliation of Operating Income to Net Cash
Provided by Operating Activities

Operating Income	\$ (811,133)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	1,285,451
(Increase) decrease in:	
Accounts receivable	223,704
Increase (decrease) in:	
Accounts payable and accrued expenses	(82,259)
Accrued salaries and payroll taxes	34,482
Compensated absences	<u>(20,806)</u>
Total adjustments	<u>1,440,572</u>
Net cash provided by operating activities	<u>\$ 629,439</u>

The notes to the financial statements are an integral part of this statement.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 1. Summary of Significant Accounting Principles

Reporting Entity: Bucks County Free Library (Library) is a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code. The Library consists of seven branches that provide library services to over 275,000 cardholders throughout Bucks County. As a free public library, the Library provides material, information and programs through its network. These resources are available to residents of all ages. The Library is considered a component unit of Bucks County because of the significance of its operational and/or financial relationship with the County.

Accounting Basis: The Library conforms to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units as prescribed by the Governmental Accounting Standards Board (GASB).

The Library's financial statements are presented using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are incurred. The financial statements are presented using the economic resource measurement focus. This means that all assets and liabilities (whether current or noncurrent) associated with the activity is included on the Statement of Net Position. The operating statement presents increases (revenues) and decreases (expenses) in Total Net Position.

Revenue Recognition: Operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the Library. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as investment earnings, result from nonexchange transactions.

When both restricted and unrestricted resources are available for use, it is the Library's policy to use board discretion as to which resources to use first, restricted or unrestricted, as they are needed for their intended purpose.

Deferred Outflows/Inflows of Resources: In addition to assets, the statement of financial position will sometimes report a separate section of deferred outflows of resources. This separate financial element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Library does not have any items that qualify for reporting in this category.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 1. Summary of Significant Accounting Principles (Continued)

Deferred Outflows/Inflows of Resources: (continued)

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Library does not have any items that qualify for reporting in this category.

Tax Exempt Status: The Library is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. No current tax obligation exists on the Federal or State level. Additionally, the Library has been classified as a library that is not a private foundation under Section 509(a)(2).

Estimates: The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Contributions: Contributions that are restricted by the donor are reported as increases in unrestricted net position if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net position depending on the nature of the restrictions. When a restriction expires, temporarily restricted net position is reclassified to unrestricted net position.

Functional Expenses: Expenses are allocated to the various programs based on direct charges for those items specifically identified with the respective programs. Other charges are allocated in accordance with appropriate bases.

County Dependency: The primary source of funding for this Library is a contribution from Bucks County. During 2021, the contribution was \$6,003,000 from Library Tax Revenue and \$441,000 from a donation of in-kind rent. The contribution represents approximately 71% of the Library's operating revenues.

Cash and Cash Equivalents: The Library considers all highly liquid instruments with an original maturity of three months or less to be cash equivalents.

Budget: The Library adopts and maintains a yearly budget. The budget is subject to correction and changes during the year at the discretion of the Board of Directors.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 1. Summary of Significant Accounting Principles (Continued)

Inventory: The Library does not maintain inventory. Books and periodicals, with useful lives of one year or more, are considered to be capital assets and are depreciated accordingly.

Capital Assets: Betterments and replacements of major assets are capitalized at cost. Maintenance, repairs and minor replacements are expensed. The Library capitalizes all capital asset expenses over \$2,500 with an estimated useful life in excess of one year. Library books, with a useful life extending beyond one year that comprises the Library's collection, are recorded as capital assets. Because of their nature and relevance to the Library's operations; they are capitalized despite individually being below the \$2,500 capitalization threshold.

The cost and accumulated depreciation of property sold or retired are removed from the related assets and accumulated depreciation accounts and the resultant gain or loss is recorded. Depreciation is provided for financial reporting purposes on the straight-line method at rates based on estimated useful lives as follows:

Building and Improvements	39 years
Furniture and Equipment	3 - 7 years
Vehicles	8 years
Library Books and Material	4 years

Restricted Assets: Certain cash and investments have been classified as restricted assets on the statement of net position because of donor imposed restrictions on their use.

Investments: Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their quoted fair values in the statement of net position. Unrealized gains and losses are included in the change in net position. Donated investments are reflected as contributions at their market values at the date of receipt. For the year ended December 31, 2021, all investments were held common stocks, mutual funds, real estate, or other investments (reported at market value). Interest earnings, realized gains and losses, and unrealized gains and losses are reported in revenues.

Donated Services: Volunteers periodically donate their time to the Library's program services and fundraising activities. An amount has not been recognized in the accompanying statement of activities for these volunteer efforts because they did not meet the requirements for recognition.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 1. Summary of Significant Accounting Principles (Continued)

In-kind Contributions: In addition to cash contributions, the Organization also receives donated facilities. These goods and services are recorded at their estimated fair value at the time of receipt. The County of Bucks provides six library sites free of rent charges. The Pierce Library Association provides the Samuel Pierce Branch Library site at an annual rent of \$1. The corresponding in-kind contributions received for the year ended December 31, 2021 reflected in these financial statements consisted of \$441,000 in donated facilities.

Compensated Absences: The Library's policy permits employees to accumulate unused vacation and sick time. These benefits are payable to employees upon separation of services. All leave time is accrued when incurred in the financial statements. A liability for these amounts is reported. At December 31, 2021, the liability for accrued compensated absences is \$204,345.

Advertising: All advertising costs are expensed when incurred.

Net Position: Net position is presented in classifications as defined as follows:

Net investment in capital asset - consists of capital assets including restricted capital assets net of accumulated depreciation and reduced by the outstanding balances of borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted - these resources are segregated because they represent the funds restricted by the donor.

Unrestricted - includes all other amounts that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Subsequent Events: We have evaluated subsequent events through the date of this report, which is the date the financial statements were available to be issued.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 2. Defined Contribution Retirement Plan

The Library offers an open retirement plan for all employees upon employment. Upon completion of one year of service, based on the meaning of the Plan, the Library will match the employee's contribution up to 5% of their compensation and up to 7% after 9 years of service after working 1,000 hours or more. The employees are vested within the plan over a period of five years at which time they become fully vested. If the employee leaves the employ of the Library prior to 100% vesting they will lose the matching portions of the contributions that are not yet vested. Vesting in the plan will occur consistent with the following:

After Year 2: 20% vesting
After Year 3: 40% vesting
After Year 4: 60% vesting
After Year 5: 100% vesting

Contributions to the plan were \$105,385 for the year ended December 31, 2021.

NOTE 3. Cash and Investments

Fair Value Measurements: The Library categorizes its fair value measurements within the hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Library has the following recurring fair value measurements as of December 31, 2021 that were all considered Level 1:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>
Short Term Reserves	\$ 181,151	\$ 181,151	\$ -
Common Stocks	4,441,498	4,441,498	-
Mutual Funds: Domestic Equity	5,322,666	5,322,666	-
Mutual Funds: Int'l Equity	3,068,211	3,068,211	-
Mutual Funds: Int'l Bond	1,300,860	1,300,860	-
Mutual Funds: Fixed Income	3,194,828	3,194,828	-
Total	<u>\$ 17,509,214</u>	<u>\$ 17,509,214</u>	<u>\$ -</u>

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 3. Cash and Investments (Continued)

Custodial Credit Risk - Deposits: The Library does not have a deposit or investment policy for interest rate risk or custodial credit risk. In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. The Library's banking institution provides a letter stating that they follow the Commonwealth of Pennsylvania Act 72, where all funds in excess of federal depository insurance limits held by the bank are collateralized in public funds secured on a pooled basis.

At year-end, the amount shown on the statement of net positions was \$1,796,958, and the bank balance was \$1,880,542. Of the bank balance, \$250,000 was covered by bank depository insurance. Any balances exceeding depository insurance are exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Library's name. At December 31, 2021, the amount in excess of this insurance was \$1,630,542.

Custodial Credit Risk - Investment: For an investment, this is the risk that, in the event of a failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The Library maintains its investments at various financial institutions. The Securities Investors Protection Corporation ("SIPC"), a non-government entity, replaces missing stocks and other securities in customer accounts held by its members, up to \$500,000, including \$250,000 in cash, if a member broker or bank broker subsidiary fails. The Library maintains its investments in brokerage accounts covered by SIPC.

Credit Risk: In accordance with accounting standards the Library is required to disclose the credit quality rating of fixed income securities: The bond mutual funds are not rated by Standard & Poor's.

Market Risk: Market risk is the risk that changes in market prices- such as interest rates and equity prices will affect the fair value of its holdings. The Vanguard investments consisted of 73% of the Library's total investments. The remaining 27% of the Library's total investments are in trust.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 4. Capital Assets

Capital Assets consist of the following at December 31, 2021:

	<u>12/31/2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2021</u>
Capital Assets Being Depreciated:				
Building Improvements	\$ 5,408,896	\$ 47,095	\$ (5,988)	\$ 5,450,003
Furniture and Fixtures	1,633,550	31,410	(93,884)	1,571,076
Vehicles	226,971	41,825	(29,282)	239,514
Library Book Collections	<u>7,347,881</u>	<u>592,540</u>	<u>-</u>	<u>7,940,421</u>
Total Capital Assets	14,617,298	712,870	(129,154)	15,201,014
 Accumulated Depreciation	<u>(11,296,585)</u>	<u>(1,285,451)</u>	<u>123,664</u>	<u>(12,458,372)</u>
 Net Capital Assets	<u>\$ 3,320,713</u>	<u>\$ (572,581)</u>	<u>\$ (5,490)</u>	<u>\$ 2,742,642</u>

NOTE 5. Operating Leases

The Library leases office equipment under an operating lease agreement which requires a monthly payment in the amount of \$1,208 and expiring December 2024. Lease expense under all operating leases, including charges for additional usage, for the year ended December 31, 2021, was \$27,135.

NOTE 6. Litigation and Contingencies

During the normal course of performing its duties for the general public which it serves, the Library is subject to potential lawsuits and complaints. At December 31, 2021 there were no claims that management feels would have material effect of the Library's financial position.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 7. Restricted Assets

The Library has investments restricted for use by the donor. At December 31, 2021 the purpose restrictions by donors were as follows:

<u>Fund</u>	<u>Restriction</u>	<u>Balance at</u> <u>12/31/21</u>
Disbrow	Designated by donor as Yardley only and solely for business related materials and programs. May be “widely interpreted” to benefit the whole library system, such as county wide databases and programs, but must maintain strong local Yardley focus. Funds administered by outside firm which awards annual amount of interest to BCFL based on their formula.	\$ 4,622,648
Bucks Cty Foundation	Fund established for an additional opportunity for the general public to give to the Library mission, without giving directly to the Library. Fund administered by outside firm which awards annual amount of interest to BCFL based on their formula.	52,687
Lehigh Valley Community Foundation	Fund established for an additional opportunity for the general public to give to the Library mission, without giving directly to the Library. Fund administered by outside firm which awards annual amount of interest to BCFL based on their formula.	40,926
EITC Funds	Designated by the donor as part of the Educational Improvement Tax Credit (EITC) program designated for education improvement.	<u>-</u>
	Total	<u>\$ 4,716,261</u>

The Library has been designated the income beneficiary of the assets contained in an irrevocable perpetual trust being held by an independent investment manager, in accordance with the Last Will and Testament of Hamilton G. Disbrow, Jr. The provision of the trust does not give ownership of any amount of principal to the Library. Further, the Library has no voice in the appointment of the investment manager or their investment decisions. The Library receives only annual income distributions during the fiscal year. Given the nature of the promises, as well as the inability to compute the present value of the perpetual income stream of the trust, the Library recorded \$4,622,648 as a beneficial interest, which is the total fair market value of the principal upon which its income distributions are based as permanently restricted assets.

For the year ended December 31, 2021, the Library received income from the irrevocable trust of \$178,523 which has been included in unrestricted income in accordance with the specifics of the trust in the statement of activities. Also, an increase in the fair value of the beneficial interest of \$336,666 has been recorded as restricted activity for the year ended December 31, 2021 in accordance with the specifics of the trust in the statement of activities.

BUCKS COUNTY FREE LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

NOTE 8. Board Designated Net Position

The Board has designated the following funds at December 31, 2021 for the purpose restrictions as follows:

<u>Fund</u>	<u>Board Designation</u>	<u>Balance at</u> <u>12/31/21</u>
Collection Material Endowment	Endowment established to provide total return funding (4%) into the operating budget for collection enhancement purchases. This includes books, audio material, databases and e-resources.	\$ 3,754,450
General Operating Reserve	These funds will support operations in the event of funding delays primarily by the County or State. The minimum amount to be designated as operating reserve will be an amount sufficient to maintain ongoing operations for three (3) months. These funds will be used to cover future capital needs over and above any government allocations or operating budget limitations.	2,500,000
Capital Reserve		<u>6,538,503</u>
	Total	<u>\$ 12,792,953</u>

SUPPLEMENTAL INFORMATION

BUCKS COUNTY FREE LIBRARY

SCHEDULE 1
SCHEDULE OF FUNCTIONAL EXPENSES

December 31, 2021

	<u>Library</u> <u>Services</u>	<u>Digital and</u> <u>Technical</u>	<u>Program Service</u> <u>Total</u>	<u>Management</u> <u>and General</u>	<u>Total</u>
Salaries and Wages	\$ 2,931,736	\$ 206,564	\$ 3,138,300	\$ 554,268	\$ 3,692,568
Payroll Taxes and Benefits	<u>628,519</u>	<u>66,943</u>	<u>695,462</u>	<u>168,495</u>	<u>863,957</u>
Total Salaries and Employment Expenses	3,560,255	273,507	3,833,762	722,763	4,556,525
Professional Services	368,954	-	368,954	80,108	449,062
Periodical Subscriptions	36,562	-	36,562	-	36,562
Audiovisual/CD Rom Materials	110,209	-	110,209	-	110,209
Electronic Information	1,291,992	-	1,291,992	-	1,291,992
Toys	-	-	-	-	-
Supplies	219,650	-	219,650	15,102	234,752
Printing and Advertising	7,031	-	7,031	3,607	10,638
Telecommunications and Telephone	284	84,473	84,757	-	84,757
Utilities	233,245	-	233,245	-	233,245
Building Repairs and Maintenance	127,319	-	127,319	-	127,319
Postage	412	-	412	3,105	3,517
Travel and Conference	1,406	473	1,879	154	2,033
Staff Development	8,354	3,114	11,468	4,936	16,404
Lease Expense	-	27,135	27,135	-	27,135
Computer Equipment	-	158,617	158,617	1,272	159,889
Insurance	19,004	1,200	20,204	4,919	25,123
Technology and Network	265,910	99,884	365,794	6,392	372,186
Equipment Maintenance and Rent	19,975	-	19,975	-	19,975
Vehicle Expense	24,187	70	24,257	-	24,257
Depreciation	1,285,451	-	1,285,451	-	1,285,451
Bank Fees	11,461	-	11,461	48,391	59,852
Dues and Membership	77,856	-	77,856	11,067	88,923
Facility Usage	-	-	-	441,000	441,000
State Aid to Public Libraries	<u>199,885</u>	<u>-</u>	<u>199,885</u>	<u>-</u>	<u>199,885</u>
Total Expenses	<u>\$ 7,869,402</u>	<u>\$ 648,473</u>	<u>\$ 8,517,875</u>	<u>\$ 1,342,816</u>	<u>\$ 9,860,691</u>

BUCKS COUNTY FREE LIBRARY

SCHEDULE 2
SCHEDULE OF REVENUES AND EXPENSES
BY INDIVIDUAL LOCATION

December 31, 2021

	<u>Administrative</u>	<u>Outreach</u>	<u>District Consultant</u>	<u>Information Technology</u>	<u>Children's Services</u>	<u>Access Services</u>	<u>Facilities</u>
Income							
County Funding	\$ 6,003,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid	1,222,276	-	729,233	-	-	-	-
Donations	652,258	-	-	-	-	-	-
Copy/Printer Income	-	-	-	-	-	-	-
Fines	-	-	-	-	-	-	-
Lost Card	-	-	-	-	-	-	-
Lost and Damaged Material	-	-	-	-	-	-	-
Miscellaneous Grants	33,372	-	3,000	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-
Passport Income	-	-	-	-	-	-	-
Vending Machine Income	-	-	-	-	-	-	-
Book Sales	-	-	-	-	-	-	-
Realized/Unrealized Gain (Loss)	-	-	-	-	-	-	-
Interest Income	180,807	-	-	-	-	-	-
Gain (Loss) on Disposal of Asset	-	-	-	-	-	-	-
Meeting Room Income	-	-	-	-	-	-	-
Total Income	<u>8,091,713</u>	<u>-</u>	<u>732,233</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses							
Salaries and Wages	554,268	-	70,452	206,564	(2,582)	163,103	310,529
Payroll Taxes and Benefits	168,495	-	14,428	66,943	-	39,976	101,121
Professional Services	80,108	-	21,116	-	8,961	-	28,874
Periodical Subscriptions	-	-	-	-	-	-	-
Audiovisual/CD Rom Materials	-	-	-	-	-	-	-
Electronic Information	-	-	50,280	-	-	17,911	-
Toys	-	-	-	-	-	-	-
Supplies	15,102	-	7,332	-	33,952	2,039	74
Printing and Advertising	3,607	-	237	-	1,143	3,444	2,207
Telecommunications and Telephone	-	-	-	84,473	-	-	-
Utilities	-	-	-	-	-	-	-
Building Repairs and Maintenance	-	-	-	-	-	-	115,270
Postage	3,105	-	46	-	5	11	-
Travel and Conference	154	-	128	473	-	82	1,096
Staff Development	4,936	-	6,835	3,114	380	-	-
Lease Expense	-	-	-	27,135	-	-	-
Computer Equipment	1,272	-	-	158,617	-	-	-
Insurance	4,919	-	-	1,200	-	1,200	17,804
Technology and Network	6,392	-	10,495	99,884	-	254,960	-
Equipment Maintenance and Rent	-	-	-	-	-	-	18,863
Vehicle Expense	-	-	-	70	-	218	23,453
Depreciation	-	-	-	-	-	-	-
Kiosk Fees	19	-	-	-	-	-	-
Dues and Membership	11,067	-	9,313	-	-	67,829	-
Facility Usage	441,000	-	-	-	-	-	-
State Aid to Public Libraries	199,885	-	-	-	-	-	-
Miscellaneous Expense	-	-	-	-	-	-	-
Total Expenses	<u>1,494,329</u>	<u>-</u>	<u>190,662</u>	<u>648,473</u>	<u>41,859</u>	<u>550,773</u>	<u>619,291</u>
Net Income Over (Under) Expenses	<u>\$ 6,597,384</u>	<u>\$ -</u>	<u>\$ 541,571</u>	<u>\$ (648,473)</u>	<u>\$ (41,859)</u>	<u>\$ (550,773)</u>	<u>\$ (619,291)</u>

<u>Library Center</u>	<u>Levittown</u>	<u>James A Michener</u>	<u>Penwood</u>	<u>Samuel Pierce</u>	<u>Yardley Makefield</u>	<u>Bensalem</u>	<u>Capital & Investments</u>	<u>Collection Management</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,003,000
-	-	-	-	-	-	-	-	-	1,951,509
1,388	1,485	1,738	645	1,202	5,571	5,750	78,781	-	748,818
6,769	13,365	6,841	2,662	2,936	4,244	12,785	-	-	49,602
106,795	9,175	8,689	4,500	6,430	11,190	10,278	-	-	157,057
-	-	-	-	-	-	-	-	-	-
630	887	538	429	613	1,591	588	-	-	5,276
-	-	-	-	-	-	-	83,564	-	119,936
280	-	10	55	-	180	-	-	-	525
-	-	-	-	-	-	-	-	-	-
1,085	-	-	-	-	-	-	-	-	1,085
3,221	1,215	3,417	86	1,230	2,277	1,110	-	-	12,556
-	-	-	-	-	-	-	1,415,724	-	1,415,724
-	-	-	-	-	-	-	384,084	-	564,891
-	-	-	-	-	-	-	5,510	-	5,510
-	-	26	150	-	-	22	-	-	198
<u>120,168</u>	<u>26,127</u>	<u>21,259</u>	<u>8,527</u>	<u>12,411</u>	<u>25,053</u>	<u>30,533</u>	<u>1,967,663</u>	<u>-</u>	<u>11,035,687</u>
448,318	293,174	344,743	195,877	208,389	312,724	263,125	-	323,884	3,692,568
77,526	37,745	75,005	39,107	45,518	70,654	52,357	-	75,082	863,957
60,744	34,260	41,109	37,988	17,579	33,322	32,403	52,088	510	449,062
-	-	-	-	-	-	-	-	36,562	36,562
-	-	-	-	-	-	-	-	110,209	110,209
-	-	-	-	-	-	-	-	1,223,801	1,291,992
-	-	-	-	-	-	-	-	-	-
4,577	2,659	3,903	1,335	2,292	2,137	2,970	-	156,380	234,752
-	-	-	-	-	-	-	-	-	10,638
-	-	-	-	-	-	284	-	-	84,757
62,383	21,183	56,066	24,656	30,382	19,686	18,889	-	-	233,245
2,806	2,104	1,929	1,350	876	1,568	1,416	-	-	127,319
4	-	4	-	-	-	331	-	11	3,517
20	8	23	8	30	11	-	-	-	2,033
-	-	-	-	-	-	-	-	1,139	16,404
-	-	-	-	-	-	-	-	-	27,135
-	-	-	-	-	-	-	-	-	159,889
-	-	-	-	-	-	-	-	-	25,123
-	-	-	-	-	-	455	-	-	372,186
893	-	-	219	-	-	-	-	-	19,975
-	-	-	-	-	-	-	-	516	24,257
-	-	-	-	-	-	-	1,285,451	-	1,285,451
10,545	194	170	59	77	211	205	48,372	-	59,852
-	-	-	-	-	-	-	-	714	88,923
-	-	-	-	-	-	-	-	-	441,000
-	-	-	-	-	-	-	-	-	199,885
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>667,816</u>	<u>391,327</u>	<u>522,952</u>	<u>300,599</u>	<u>305,143</u>	<u>440,313</u>	<u>372,435</u>	<u>1,385,911</u>	<u>1,928,808</u>	<u>9,860,691</u>
<u>\$ (547,648)</u>	<u>\$ (365,200)</u>	<u>\$ (501,693)</u>	<u>\$ (292,072)</u>	<u>\$ (292,732)</u>	<u>\$ (415,260)</u>	<u>\$ (341,902)</u>	<u>\$ 581,752</u>	<u>\$ (1,928,808)</u>	<u>\$ 1,174,996</u>