

August 20, 2020

Board of Trustees
Westhampton Free Library
7 Library Avenue
Westhampton Beach, New York 11978

Dear Members of the Board of Trustees and Management,

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Westhampton Free Library as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered Westhampton Free Library's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Westhampton Free Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Westhampton Free Library internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

1. Although extremely common in small organizations such as the Westhampton Free Library, since we prepare your financial statements, and not a staff member of the Library, we are required by the AICPA to advise you that there is a lack of separation of duties over your "financial reporting process".

This communication is intended solely for the information and use of management.

Sincerely,

Baldessari & Coster LLP

WESTHAMPTON FREE LIBRARY

**FINANCIAL REPORT
WITH
ADDITIONAL INFORMATION**

JUNE 30, 2020

WESTHAMPTON FREE LIBRARY

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
Westhampton Free Library
7 Library Avenue
Westhampton Beach, New York 11978

We have audited the accompanying basic financial statements of the governmental activities and each major fund of Westhampton Free Library as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

INDEPENDENT AUDITOR'S REPORT

(Continued)

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Westhampton Free Library, as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and the schedule of funding progress for the retiree health plan on pages 5 through 9 and 22 through 24 be presented to supplement the basic financial statements. Such information, 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.

Certified Public Accountants
Stewart Manor, New York
August 20, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

Using This Annual Report

This annual report consists of three parts- *management's discussion and analysis* (this section), the *basic financial statements*, and *required supplementary information*. The basic financial statements include information that presents two different views of the Library:

- The first three columns of these financial statements includes information on the Library's funds under the modified accrual method. These *Fund Financial Statements* focus on current financial resources and provide a more detailed view about the accountability of the Library's sources and uses of funds.

The adjustment column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full-accrual method.

- The *government-wide financial statement* columns provide both long-term and short-term information about the Library's overall financial status. The statement of net position and the statement of activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short term as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Condensed Financial Information:

The table below compares key financial information in a condensed format between the current year and the prior year, in thousands of dollars:

	<u>June 30,</u> <u>2020</u>	<u>June 30,</u> <u>2019</u>	<u>Increase</u> <u>(Decrease)</u>
Assets:			
Current assets	\$ 2,531	\$ 2,410	\$ 121
Capital assets	<u>8,560</u>	<u>8,601</u>	<u>(41)</u>
Total Assets	<u>11,091</u>	<u>11,011</u>	<u>80</u>
Liabilities:			
Long-term debt	3,054	3,470	(416)
Other liabilities	<u>127</u>	<u>122</u>	<u>5</u>
Total Liabilities	<u>3,181</u>	<u>3,592</u>	<u>(411)</u>
Net Position:			
Net investment in capital assets	5,725	5,356	369
Unrestricted	<u>2,185</u>	<u>2,063</u>	<u>122</u>
Total Net Position	<u>\$ 7,910</u>	<u>\$ 7,419</u>	<u>\$ 491</u>
Revenue:			
Tax revenues	\$ 2,299	\$ 2,261	\$ 38
Contracts with other districts	831	803	28
Other revenue	<u>440</u>	<u>101</u>	<u>339</u>
Total Revenue	3,570	3,165	405
Expenses - Library services	<u>3,079</u>	<u>2,966</u>	<u>113</u>
Change in net position	491	199	292
Net position - beginning of year	<u>7,419</u>	<u>7,220</u>	<u>199</u>
Net Position- End Of Year	<u>\$ 7,910</u>	<u>\$ 7,419</u>	<u>\$ 491</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

The Library As A Whole

- The Library's net position increased by \$490,818 this year. This was primarily due to the GASB 34 adjustments (see note 12) such as the capitalization of capital outlay and the reclassification of the principal portion of the bonds payable from the income statement to the balance sheet. Both of these items are currently expensed under the fund method of accounting but are either capitalized or reduce debt under the GASB 34 reporting model.
- The Library's primary source of revenue is from property taxes, which represents 64 percent of total revenue. This revenue totaled \$2,298,913 for the year ending June 30, 2020. In the prior year, tax revenues totaled \$2,261,049 and represented 71 percent of total revenue.
- As is typical of service agencies, salaries and benefits are a significant expense of the Library, representing 59 percent of the Library's total expenses. These expenses totaled \$1,801,652 for the year ending June 30, 2020. In the prior year, salaries and benefits totaled \$1,752,078 and represented 59 percent of total expenses.

The Library Funds:

Our analysis of the Library's major funds are included in the three columns of pages 10 through 13 on the respective statements. The fund columns provide detailed information about the most significant funds – not the Library as a whole. The Library Board has the ability to create separate funds to help manage money for specific purposes and to maintain accountability for certain activities. Currently, the Library has two major funds, the General Fund and Capital Fund.

The fund balance of the General Fund increased during the year from \$2,051,114 to \$2,059,253. The fund balance of the Capital Fund increased from \$237,465 to \$349,417. Statements detailing the revenues and expenditures for these funds are included in this report.

Budgetary Highlights:

The following are explanations for the significant variations between the Library's final budget and the actual results of the General Fund:

- The Library had a favorable variance in the contracts with other districts budget line of \$72,549. The Library budgets this number conservatively since revenues can fluctuate depending upon the number of residents from neighboring un-served library districts who sign up with the Westhampton Free Library for service. These neighboring districts can choose from a number of neighboring libraries for service.
- More gift and donation income was received than had been anticipated due to the generosity of the Friends of the Library and several members of the community.

MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

Budgetary Highlights: (Continued)

- There was an unfavorable variance of \$18,409 for adult program income. Due to the COVID-19 pandemic, the Library conducted fewer programs than originally anticipated.
- The budget line for health insurance was underspent by \$45,768. This was due to the fact that 1) there were changes in personnel and fewer employees required coverage, and 2) the Library budgeted for the possibility that one of its staff who has waived health coverage, would elect to have it. During the fiscal year, none of the eligible employees opted for coverage.
- The budget line for pension was underspent by \$10,545. The Library attributes this to personnel changes and that lower contributions were required.
- The budget lines for books-print, audio and video were all underspent. The Library attributes this to the fact that many of the materials that were ordered prior to the fiscal year-end, were not received until after the fiscal year-end because of publishing and shipping restraints related to the pandemic.
- The budget lines for adult programs, teen programs, as well as children's programs were all underspent. Due to the COVID-19 pandemic many of the planned programs were cancelled. The budget line for other programs appears to be overspent because many of these program costs which had been paid for are typically offset by sponsorship or other receipts which were not received as a result of the pandemic.
- The budget line for office and library supplies were overspent because more were required during construction. Additionally, some purchases of minor furniture and equipment were reclassified to this account as they were not in excess of the threshold to be considered capital expenses.
- The budget line for professional fees – audit, legal and bond was underspent because fewer legal services were required than had been anticipated.
- The budget line for building repairs and maintenance was overspent by \$69,689. In addition to paying for routine maintenance, numerous unexpected repairs were required to the Attic and the HVAC system.
- The budget line for furniture and equipment was overspent due to furniture purchased for the café area and new flooring for the meeting room to provide a stable floor for the exercise classes. The Library anticipates that it will receive grant funding to partially pay for these expenditures.

MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

Capital Assets:

During the fiscal year the Library purchased \$283,222 of fixed assets (capital outlay). The expenditures were for a variety of items such as the attic reconstruction, computer equipment, shelving, furniture, etc. The Library also discarded obsolete equipment with the original cost of \$1,000.

Debt Administration:

Long term debt consisted of bonds payable and the debt that the Library had to its employees for unused sick and vacation time (compensated absences). During the fiscal year ending June 30, 2020, the Library made its annual principal payment of \$410,000, which reduced the bonds payable from \$3,245,000 at June 30, 2019 to \$2,835,000 at June 30, 2020. Interest, which is paid two times per year, totaled \$128,575. The liability for compensated absences at June 30, 2020 was \$219,061. This represents a decrease of \$857 from the previous year.

Currently Known Conditions:

The Library budget vote for the 2020-2021 fiscal year was approved by the taxpayers. The anticipated tax revenues will be 2,340,227. This represents a 1.80% increase over the 2019-2020 fiscal year budget.

**WESTHAMPTON FREE LIBRARY
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET
JUNE 30, 2020**

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total of Funds</u>	<u>Adjustments (Note 12)</u>	<u>Statement of Net Position</u>
Assets:					
Cash and cash equivalents	\$ 1,626,041	\$ 27,460	\$ 1,653,501	\$	\$ 1,653,501
Contract district receivable	830,549		830,549		830,549
Payments in lieu of taxes receivable	10,487		10,487		10,487
Other receivable	469		469		469
Internal receivable		321,957	321,957	(321,957)	
Prepaid expenses	34,499		34,499		34,499
Deposits	1,500		1,500		1,500
Capital assets, net of depreciation				8,560,147	8,560,147
Total Assets	<u>\$ 2,503,545</u>	<u>\$ 349,417</u>	<u>\$ 2,852,962</u>	<u>\$ 8,238,190</u>	<u>\$ 11,091,152</u>
Liabilities:					
Accounts payable	\$ 58,935		\$ 58,935		\$ 58,935
Accrued payroll and related items	63,400		63,400		63,400
Accrued interest payable				4,661	4,661
Internal payables	321,957		321,957	(321,957)	
Non-current liabilities:					
Compensated absences				219,061	219,061
Bonds payable				2,835,000	2,835,000
Total Liabilities	<u>\$ 444,292</u>	<u>\$ 0</u>	<u>\$ 444,292</u>	<u>\$ 2,736,765</u>	<u>\$ 3,181,057</u>

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET
JUNE 30, 2020

	General Fund	Capital Fund	Total of Funds	Adjustments (Note 12)	Statement of Net Position
Fund Balances/Net Position:					
Nonspendable (prepaids and deposits)	\$ 35,999	\$	\$ 35,999	\$ (35,999)	
Committed for specific purposes	506,161	349,417	855,578	(855,578)	
Unassigned	1,517,093		1,517,093	(1,517,093)	
Total Fund Balance	2,059,253	349,417	2,408,670	(2,408,670)	
Total Liabilities And Fund Balance	\$ 2,503,545	\$ 349,417	\$ 2,852,962		
Net Position:					
Net investment in capital assets				5,725,147	5,725,147
Unrestricted				2,184,948	2,184,948
Total Net Position				\$ 7,910,095	\$ 7,910,095

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
STATEMENT OF ACTIVITIES AND GOVERNMENTAL
FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2020

	General Fund	Capital Fund	Total of Funds	Adjustments (Note 12)	Statement of Activities
Revenues:					
Tax revenues and related items	\$ 2,298,913	\$	\$ 2,298,913	\$	2,298,913
Contracts with other districts	830,549		830,549		830,549
Payments in lieu of taxes	10,487		10,487		10,487
State aid and grants	1,777	357,731	359,508		359,508
Gifts and donations	17,809		17,809		17,809
Interest income	3,668		3,668		3,668
Copier income	5,853		5,853		5,853
Adult program income	37,591		37,591		37,591
Lost material reimbursement	1,296		1,296		1,296
Other income	3,984		3,984		3,984
Total Revenues	\$ 3,211,927	\$ 357,731	\$ 3,569,658	\$ 0	\$ 3,569,658

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
STATEMENT OF ACTIVITIES AND GOVERNMENTAL
FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2020

	General Fund	Capital Fund	Total of Funds	Adjustments (Note 12)	Statement of Activities
Expenditures/Expenses For Library services:					
Salaries and benefits	\$ 1,802,509	\$	\$ 1,802,509	\$ (857)	\$ 1,801,652
Library materials and programs	306,657		306,657		306,657
Library operations	258,291		258,291		258,291
Building operations	260,313		260,313		260,313
Capital outlay	37,443	245,779	283,222	(283,222)	
Depreciation				323,975	323,975
Debt service:					
Principal	410,000		410,000	(410,000)	
Interest	128,575		128,575	(623)	127,952
Total Expenditures/Expenses	<u>3,203,788</u>	<u>245,779</u>	<u>3,449,567</u>	<u>(370,727)</u>	<u>3,078,840</u>
Excess (Deficiency) of Revenues over Expenditures	8,139	111,952	120,091	370,727	
Other Financing Sources (Uses):					
Transfer to Capital Projects fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Excess (Deficiency) Of Revenues Over Expenditures and Other Financing Uses	8,139	111,952	120,091	(120,091)	
Change In Net Position				490,818	490,818
Fund balance/net position - beginning of year	<u>2,051,114</u>	<u>237,465</u>	<u>2,288,579</u>	<u>5,130,698</u>	<u>7,419,277</u>
Fund Balance/Net Position - End Of Year	<u>\$ 2,059,253</u>	<u>\$ 349,417</u>	<u>\$ 2,408,670</u>	<u>\$ 5,501,425</u>	<u>\$ 7,910,095</u>

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1: Summary of Significant Accounting Policies

The accounting policies of Westhampton Free Library conform to accounting principles generally accepted in the United States of America as applicable to governmental units. Accordingly, in June 1999, the Governmental Accounting Standards Board issued Statement No. 34, *Basic Financial Statements – and Managements Discussion and analysis – for State and Local Governments*. Some of the significant changes in the statement include the following:

- A management’s Discussion and Analysis section providing an analysis of the Library’s overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Library’s activities.
- A change in the fund financial statements to focus on the major funds.

The following is a summary of the significant accounting policies:

- A. Reporting Entity:** The Westhampton Free Library is located in the Town of Southampton, New York and coordinates the raising of its real estate tax revenues with the Westhampton Beach Union Free School District. The Board of Trustees is responsible for the approval of the annual budget and oversight of the Library management’s control and disbursement of funds and maintenance of assets. The Library’s management is solely responsible for day-to-day operations.
- B. Management Focus, Basis of Accounting and Financial Statement Presentation:** The Library’s basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library’s major funds).

Government-Wide Financial Statements: The Government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The Statement of Net Position includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library’s net position is reported in three parts- net investment in capital assets; restricted net position; and unrestricted net position.

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1: Summary of Significant Accounting Policies (Continued)

**B. Management Focus, Basis of Accounting and Financial Statement Presentation:
(Continued)**

Fund Financial Statements: Governmental fund financial statements are reported using the modified accrual basis of accounting prescribed by the Governmental Accounting Standards Board. Under this method, revenues are recognized in the period in which they become both measurable and available. The Library considers all revenues reported in the governmental funds to be available if the revenues are collected within a reasonable period of time after fiscal year end, except for real property taxes, which are considered to be available if they are collected within sixty days after the end of the fiscal year. Fees and other income items other than interest income are recorded when received in cash. Expenditures are recognized in the period in which the liability is incurred. However, debt service expenditures, if applicable, are recorded only when a payment is due.

The Library reports on the following funds:

General Fund: This fund is established to account for resources devoted to the general services that the Library performs for its taxpayers. General tax revenues and other sources of revenues used to finance the fundamental operation of the Library are included in this fund.

Capital Fund: This fund is established to account for resources devoted to construction and renovation of the Library.

- C. Capital Assets:** Capital assets are defined by the Library as assets with an initial cost of \$500 or more and an estimated useful life of more than two years. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Library books and materials are not capitalized. The land is not depreciated.

Depreciation on all assets (other than land) is provided on the straight-line basis over the following estimated useful lives:

Computer equipment	5 years
Other equipment	5 to 10 years
Furniture and other equipment	10 to 20 years
Building	50 years
Building improvements	20 to 40 years

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1: Summary of Significant Accounting Policies (Continued)

D. Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

E. Fund Balance Classifications: The Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* that defines the different types of fund balances that a governmental entity must use for financial reporting purposes. They are as follows:

Nonspendable: This includes amounts that cannot be spent because they are either not in spendable form (i.e. inventories, prepaid expenses, etc.) or they are legally or contractually required to be maintained intact.

Restricted: This includes amounts with constraints placed on the use of resources. These constraints can be externally imposed by creditors, grantors, contributors, or imposed by laws and regulations.

Committed: This includes amounts that can only be used for the specific purposes pursuant to constraints imposed by formal action of the Library's Board. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned: This includes amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. The Library Board is not required to impose or remove the constraint. Assignments of fund balance cannot be made if it would result in a negative unassigned fund balance.

Unassigned: This includes the residual classification for the Library's general fund. This classification represents fund balance that has not been assigned to other funds, assigned for specific purposes, restricted, or committed.

F. Order of Use of Restricted/Unrestricted Net Position and Fund Balance: When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Library's policy is to apply restricted net position first. Expenditures incurred from unrestricted resources are applied to committed fund balance as determined by the Board, then to assigned fund balance, and then to the unassigned fund balance.

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1: Summary of Significant Accounting Policies (Continued)

G. Investments: The Library's investment policies are governed by State statutes and its own written investment policy. Permissible investments for the Library include special time deposit accounts, certificates of deposit, obligations of the United States of America and the State of New York, as well as most investments permitted by General Municipal Law.

NOTE 2: Concentration of Credit Risk

The Library maintains its cash balances at three banks. At year end, the Library's carrying amount of deposits was \$1,652,501 (excludes petty cash) and the bank balance was \$1,660,926. Of the bank balance, \$664,242 was covered by federal depository insurance. The remaining balance of \$996,684 was covered by collateral held by the Library's agent.

NOTE 3: Cash and Cash Equivalents

The Library has defined cash and cash equivalents to include demand deposits, and short-term investments with a maturity of three months or less.

NOTE 4: Capital Assets

A summary of changes in general fixed assets is as follows:

	Balance as of 7/1/2019	Additions	Adjustments & Deletions	Balance as of 6/30/2020
Assets not being depreciated:				
Land	\$ 700,000	\$ 0	\$ 0	\$ 700,000
Artwork	1,500	0	0	1,500
Assets being depreciated:				
Building and improvements	8,618,719	191,194	0	8,809,913
Computer equipment	145,653	20,223	(1,000)	164,876
Furniture and other equipment	755,396	71,805	0	827,201
Total	10,221,268	283,222	(1,000)	10,503,490
Accumulated depreciation	(1,620,368)	(323,975)	1,000	(1,943,343)
Net Book Value	\$ 8,600,900	\$ (40,753)	\$ 0	\$ 8,560,147

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 5: Accounts Payable

Accounts payable consisted of unpaid invoices at June 30, 2020.

NOTE 6: Compensated Absences Payable

The Library has an accumulated liability as of June 30, 2020 for unused sick and vacation pay amounting to \$219,061. Of the total liability, \$12,249 is expected to be paid within one year.

NOTE 7: Bonds Payable

In October 2007, the taxpayers approved a \$7,827,820 bond issue by the Suffolk County Development Agency in order to finance the construction of its new Library building. The bonds are payable until June 15, 2028 and have an interest rate that increases from 3.25% to 4.25% over their term.

In June 2018, the Library elected to call the bonds that were scheduled to mature in 2027 and 2028. As a result, the remaining bonds payable are scheduled to mature in June 2026, and they have interest rates that increase from 3.625% to 4.125% over their term.

As of June 30, 2020, the Library's liability for bonds payable is \$2,835,000. Future payments are as follows:

<u>Year Ended</u> <u>June 30,</u>	<u>Principal</u> <u>Payments</u>	<u>Interest</u> <u>Payments</u>	<u>Total</u> <u>Payments</u>
2021	\$ 430,000	\$ 113,405	\$ 543,405
2022	445,000	96,850	541,850
2023	460,000	79,050	539,050
2024	480,000	60,650	540,650
2025	500,000	41,450	541,450
2026	520,000	21,450	541,450
Total	<u>\$ 2,835,000</u>	<u>\$ 412,855</u>	<u>\$ 3,247,855</u>

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 8: Long Term Debt

A summary of changes in long-term debt for the year ended June 30, 2020 is as follows:

	Balance			Non-current liabilities		
	7/1/2019	Increases	Reductions	6/30/2020	Due within one year	Due after one year
Compensated absences \$	219,918	\$ 0	\$ 857	\$ 219,061	\$ 12,249	\$ 206,812
Bonds payable	<u>3,245,000</u>	<u>0</u>	<u>410,000</u>	<u>2,835,000</u>	<u>430,000</u>	<u>2,405,000</u>
Total	<u>\$ 3,464,918</u>	<u>\$ 0</u>	<u>\$ 410,857</u>	<u>\$ 3,054,061</u>	<u>\$ 442,249</u>	<u>\$ 2,611,812</u>

NOTE 9: Retirement Plan

The Library maintains a 403(b) defined contribution retirement plan for its eligible employees. In order to qualify, employees must complete the required enrollment forms, be a minimum of 21 years of age, have completed three months of service and be regularly scheduled to work 35 or more hours per week. If an employee satisfies these requirements, the Library will contribute 5% of each participant's annual salary. The Plan also allows employees to make tax deferred contributions up to the maximum amount allowed by the Internal Revenue Code. The Library's retirement contribution for the year ending June 30, 2020 was \$66,690, for 2019 it was \$48,787 and for 2018 it was \$44,807.

NOTE 10: Lease Commitment

In January 2017, the Library entered into a lease agreement for three copiers. The agreement requires 60 monthly payments of \$799. In January and February 2018, the Library entered into another agreement for an additional two copiers. The 2018 agreements require 60 monthly payments of \$165 and \$239 respectively. For the fiscal year ending June 30, 2020 the Library made lease payments of approximately \$14,436. The future minimum lease commitment is detailed as follows:

Year Ending June 30,	Lease Commitment
2021	\$ 14,436
2022	10,441
2023	4,848
2024	2,663
2025	<u>0</u>
Total	<u>\$ 32,388</u>

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 11: Funds Committed for Specific Purposes

A summary of changes in assigned funds for the year ending June 30, 2020 are as follows:

	<u>Balance as of 7/1/2019</u>	<u>Funds Committed (Uncommitted)</u>	<u>Funds Expensed</u>	<u>Balance as of 6/30/2020</u>
Funds Committed For:				
General Fund:				
Sick and Vacation payouts	\$ 125,615	\$ 0	\$ 0	\$ 125,615
Programs	23,882	27,479	(44,717)	6,644
Professional development	36,137	0	(1,449)	34,688
Long-term maintenance	207,614	0	(18,400)	189,214
Budget stabilization	150,000	0	0	150,000
Capital Fund:				
Attic Project	<u>237,465</u>	<u>357,731</u>	<u>(245,779)</u>	<u>349,417</u>
Total	<u>\$ 780,713</u>	<u>\$ 385,210</u>	<u>\$ (310,345)</u>	<u>\$ 855,578</u>

WESTHAMPTON FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 12: Reconciliation of Fund Financial Statements to Government-Wide Financial Statements

Total fund balance and the net change in fund balance of the Library’s governmental fund differs from net position and changes in net position of the governmental activities reported in the statement of net position and statement of activities. This difference primarily results from the long-term economic focus of the statement of net position and statement of activities versus the current financial resources focus of the governmental fund balance sheet and statement of revenue, expenditures, and change in fund balance. The following are reconciliations of fund balance to net position and the net change in fund balance to the net change in net position:

Total Fund Balance - Modified Accrual Basis \$ 2,408,670

Amounts reported in the statement of net position are different because:

- Capital assets are not financial resources, and are not reported in the funds. 8,560,147
- Interest expense on the bond liability is not accrued in the funds (4,661)
- Compensated absences are included as a liability. (219,061)
- Bonds payable in future periods are not reported in the funds (2,835,000)

Total Net Position - Full Accrual Basis \$ 7,910,095

Net Change in Fund Balance - Modified Accrual Basis \$ 120,091

Amounts reported in the statement of activities are different because:

- Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities, these costs are allocated over their estimated useful lives as depreciation:
 - Capital outlay 283,222
 - Depreciation expense (323,975)
- (Increase)/decrease in the items reported as expenditures in the statements of activities, not in the fund statements:
 - Compensated absences 857
 - Interest on bonds payable 623
- Repayments of principal on bonds payable are not an expense in the statement of activities, rather a reduction of the liability 410,000

Change in Net Position - Full Accrual Basis \$ 490,818

WESTHAMPTON FREE LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:				
Tax Revenues and related items:				
Westhampton Beach UFSD	\$ 2,298,875	\$ 2,298,875	\$ 2,298,913	\$ 38
Operating Revenues:				
Contracts with other districts	758,000	758,000	830,549	72,549
Payments in lieu of taxes	8,421	8,421	10,487	2,066
State aid and grants	2,700	2,700	1,777	(923)
Gifts and donations	11,500	11,500	17,809	6,309
Interest income	6,000	6,000	3,668	(2,332)
Copier income	6,750	6,750	5,853	(897)
Adult program income	56,000	56,000	37,591	(18,409)
Lost material reimbursement	2,500	2,500	1,296	(1,204)
Fine income	0	0	459	459
Other income	0	0	3,525	3,525
Total Operating Revenues	<u>851,871</u>	<u>851,871</u>	<u>913,014</u>	<u>61,143</u>
Non-Operating Revenue:				
Transfer from unappropriated fund balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 3,150,746</u>	<u>\$ 3,150,746</u>	<u>\$ 3,211,927</u>	<u>\$ 61,181</u>
Expenditures:				
Salaries and Benefits:				
Salaries	\$ 1,351,998	\$ 1,351,998	\$ 1,427,991	\$ (75,993)
Health insurance	232,000	232,000	186,232	45,768
Social Security	103,428	103,428	103,962	(534)
Pension	56,145	56,145	66,690	(10,545)
Workers' compensation insurance	12,250	12,250	12,825	(575)
Unemployment insurance	6,000	6,000	2,905	3,095
Disability insurance	2,000	2,000	1,044	956
Employee Assistance Program	900	900	860	40
Total Salaries and Benefits	<u>\$ 1,764,721</u>	<u>\$ 1,764,721</u>	<u>\$ 1,802,509</u>	<u>\$ (37,788)</u>

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON-SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures: (Continued)				
Library Materials and Programs:				
Books - print	\$ 68,000	\$ 68,000	\$ 45,774	\$ 22,226
Books - electronic format	77,000	77,000	74,809	2,191
Periodicals	13,500	13,500	8,781	4,719
Audio	17,000	17,000	8,707	8,293
Video	45,500	45,500	26,393	19,107
Programs - adult (net of cash receipts of \$1,678)	85,500	85,500	75,199	10,301
Programs - children	53,500	53,500	32,534	20,966
Programs - teen	15,250	15,250	6,558	8,692
Programs - other (net of cash receipts of \$27,479)	7,000	7,000	27,902	(20,902)
Total Library Materials and Programs	<u>382,250</u>	<u>382,250</u>	<u>306,657</u>	<u>75,593</u>
Library Operations:				
SCLS basic service fee	21,000	21,000	20,524	476
Office and library supplies	24,500	24,500	42,017	(17,517)
PALS - automation	16,500	16,500	13,799	2,701
Photocopier rental, repair and maintenance	21,000	21,000	19,508	1,492
Printing and publicity	30,500	30,500	32,217	(1,717)
Postage	11,250	11,250	8,867	2,383
Professional fees - audit, legal and bond	30,000	30,000	19,196	10,804
Professional fees - payroll service	17,250	17,250	14,673	2,577
Professional fees - tech support	500	500	835	(335)
Professional fees - support and other	900	900	0	900
Flex Spending Account Fees	1,100	1,100	1,188	(88)
Software	9,000	9,000	13,162	(4,162)
Marketing and promotion	24,000	24,000	25,374	(1,374)
Telecommunications	9,500	9,500	7,248	2,252
Conferences and travel	26,000	26,000	22,610	3,390
Professional memberships	4,000	4,000	5,333	(1,333)
Administration classes	3,000	3,000	3,481	(481)
Professional development	0	0	1,449	(1,449)
Media licenses	500	500	552	(52)
Miscellaneous expense	3,750	3,750	6,258	(2,508)
Total Library Operations	<u>\$ 254,250</u>	<u>\$ 254,250</u>	<u>\$ 258,291</u>	<u>\$ (4,041)</u>

The accompanying notes are an integral part of the financial statements.

WESTHAMPTON FREE LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Balances</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures: (Continued)				
Building Operations:				
Building repairs and maintenance	\$ 40,500	\$ 40,500	\$ 110,189	\$ (69,689)
Janitorial services	57,000	57,000	50,260	6,740
Landscaping	8,000	8,000	6,695	1,305
Electricity	41,500	41,500	41,338	162
Insurance	38,000	38,000	33,714	4,286
Gas/fuel	5,500	5,500	5,134	366
Water and sewer	2,250	2,250	1,650	600
Security	2,750	2,750	1,769	981
Garbage removal	2,200	2,200	2,100	100
Custodial supplies	6,000	6,000	7,464	(1,464)
Total Building Operations	<u>203,700</u>	<u>203,700</u>	<u>260,313</u>	<u>(56,613)</u>
Capital Outlay:				
Furniture and equipment	7,250	7,250	37,443	(30,193)
Total Capital Outlay	<u>7,250</u>	<u>7,250</u>	<u>37,443</u>	<u>(30,193)</u>
Debt Service:				
Bond principal			410,000	
Bond interest			128,575	
Total Debt Service	<u>538,575</u>	<u>538,575</u>	<u>538,575</u>	<u>0</u>
Total Expenditures	<u>3,150,746</u>	<u>3,150,746</u>	<u>3,203,788</u>	<u>(53,042)</u>
Excess Of Revenues Over Expenditures	0	0	8,139	8,139
Other Financing Sources (Uses):				
Transfer to Capital Projects fund	0	0	0	0
Excess Of Revenues And Other Financing Sources Over Expenditures	0	0	8,139	8,139
Budgetary fund balance - beginning of year	<u>2,051,114</u>	<u>2,051,114</u>	<u>2,051,114</u>	<u>2,051,114</u>
Budgetary Fund Balance - End Of Year	<u>\$ 2,051,114</u>	<u>\$ 2,051,114</u>	<u>\$ 2,059,253</u>	<u>\$ 2,059,253</u>

The accompanying notes are an integral part of the financial statements.