REPORT ON HELLERTOWN AREA LIBRARY HELLERTOWN, PENNSYLVANIA FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

HELLERTOWN AREA LIBRARY

Financial Statements - Modified Cash Basis

For the Year Ended December 31, 2021



HUTCHINSON, GILLAHAN & FREEH, P.C.

ACCOUNTANTS, AUDITORS & CONSULTANTS

May 18, 2022

To the Board of Directors Hellertown Area Library 409 Constitution Avenue Hellertown, PA 18055

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

We have reviewed the accompanying financial statements of Hellertown Area Library (a nonprofit organization), which comprise the Statement of Assets, Liabilities and Net Assets – Modified Cash Basis as of December 31, 2021, and the related Statements of Revenues, Expenses and Changes in Net Assets – Modified Cash Basis and Functional Expenses – Modified Cash Basis. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; 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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Hellertown Area Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting.

Emphasis of Matter

As discussed in Note 14 to the financial statements, the United States is currently operating under a state of National Emergency due to the Coronavirus Pandemic. Our opinion is not modified with respect to this matter.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Respectfully submitted,

Hutchinson, Gillahan & Freeh, P.C.

FINANCIAL STATEMENTS

HELLERTOWN AREA LIBRARY

Statement of Assets, Liabilities and Net Assets (Modified Cash Basis) Year Ended December 31, 2021

<u>ASSETS</u>	WITHOUT DONG	-	
	UNDESIGNATED	DESIGNATED	TOTAL
CURRENT ASSETS:			
Cash and Cash Equivalents	\$ 44,523	\$ 48,776	\$ 93,299
TOTAL CURRENT ASSETS	44,523	48,776	93,299
LONG-TERM ASSETS:			
Long-Term Investments (Note 5)	299,377		299,377
TOTAL LONG-TERM ASSETS	299,377	-	299,377
FIXED ASSETS:			
Buildings, Equipment and Furniture (Note 7)			
Net of Depreciation	394,386		394,386
TOTAL FIXED ASSETS	394,386	-	394,386
TOTAL ASSETS	\$ 738,286	\$ 48,776	\$ 787,062
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Payroll Liabilities	\$ 2,619	_	\$ 2,619
TOTAL CURRENT LIABILITIES	2,619	-	2,619
LONG-TERM LIABILTIES			
TOTAL LONG-TERM LIABILTIES			
TOTAL LIABILITIES	2,619	-	2,619
	705 007	40 770	704.440
NET ASSETS	735,667	48,776	784,443
TOTAL NET ASSETS AND LIABILITIES	\$ 738,286	\$ 48,776	\$ 787,062

HELLERTOWN AREA LIBRARY

Statement of Revenues, Expenses and Changes in Net Assets (Modified Cash Basis)

Year Ended December 31, 2021

	WIT				
			BOARD		
PUBLIC SUPPORT REVENUES	UND	ESIGNATED	DESIGNATED	TOT	AL
Government Grants	\$	190,743	\$ -	\$ 19	90,743
Contributions, Gifts and Bequests		28,292	7,792	3	36,084
Investment Income		8,646	6		8,652
Fundraising (net of expenses)		7,474	-		7,474
Program Fees		992	-		992
Library Operations		7,742	-		7,742
Miscellaneous		1,045	-		1,045
Unrealized Gain on Securities		13,767			13,767
TOTAL PUBLIC SUPPORT AND REVENUES		258,701	7,798	26	66,499
NET ASSETS RELEASED FROM RESTRICTIONS					
Assets Released from Restriction		3,600	(3,600)		-
Board Destignated Transfer		(20,000)	20,000		
TOTAL ASSETS RELEASED FROM RESTICTION		(16,400)	16,400		
TOTAL PUBLIC SUPPORT, REVENUES, AND					
RECLASSIFICATIONS		242,301	24,198	26	66,499
EVDENCES AND LOSSES					
EXPENSES AND LOSSES Program - Library Services		187,034	_	15	87,034
Administrative Expenses		22,803			22,803
Fundraising Expenses		4,902	-	2	4,902
TOTAL EXPENSES AND LOSSES		214,739		2	14,739
TOTAL EXI LINGLO AND EGGGLG		211,700			1 1,1 00
NET CHANGES IN ASSETS		27,562	24,198	Ę	51,760
NET ASSETS AT BEGINNING OF YEAR		708,105	24,578	73	32,683
NET ASSETS AT END OF YEAR	\$	735,667	\$ 48,776	\$ 78	84,443

HELLERTOWN AREA LIBRARY Statement of Functional Expenses (Modified Cash Basis) Year Ended December 31, 2021

PROGRAM	
SERVICES	

	S	ERVICES	i																										
SALARIES AND WAGES		IBRARY SERVICE		SEMENT NERAL		UND AISING	TOTAL																						
Salaries and Wages	\$ 93,167		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$ 8,000		\$	4,000	\$ 105,167
Payroll Tax Expenditures	-	6,304		1,803	•	902	9,009																						
TOTAL SALARIES AND WAGES		99,471		9,803		4,902	 114,176																						
COLLECTION EXPENSES																													
Books		19,437		-		-	19,437																						
Periodicals		2,035		-		-	2,035																						
Software/CD Rom		133		-		-	133																						
Audiovisual Materials		3,946		-		-	3,946																						
Library Supplies/Catalog		706		-		-	706																						
Electronic Information		295					295																						
TOTAL COLLECTION EXPENSES		26,552					 26,552																						
OPERATING EXPENSES																													
Equipment Rental		3,120		347		-	3,467																						
Office and Computer Supplies		442		49		-	491																						
Computer Equipment and Software		744		83		-	827																						
Furniture		66		7		-	73																						
Insurance and Bonding		4,130		459		-	4,589																						
Building Maintenance		6,223		692		-	6,915																						
Utilities		4,060		451		-	4,511																						
Postage and Freight		1,227		-		-	1,227																						
Telephone		869		97		-	966																						
Public Relations/Program Expenses		4,804		534		-	5,338																						
Internet		1,023		114		-	1,137																						
Contracted Services		10,075		1,119		-	11,194																						
Licenses and Permits		-		263		-	263																						
Professional Fees		-		4,525		-	4,525																						
Bank and Credit Card Fees				1,568			 1,568																						
TOTAL OPERATING EXPENSES		36,783		10,308			 47,091																						
TOTAL EXPENSES BEFORE DEPRECIATION		162,806		20,111		4,902	 187,819																						
Depreciation Expense		24,228		2,692		<u> </u>	 26,920																						
TOTAL EXPENSES	\$	187,034	\$	22,803	\$	4,902	\$ 214,739																						

Note 1 - Organization

The Hellertown Area Library Association is a not-for-profit corporation organized under the laws of the Commonwealth of Pennsylvania for the purpose of providing library services to the residents of the Borough of Hellertown and Lower Saucon Township.

Note 2 - Summary of Significant Accounting Policies

Basis of Accounting

The Organization prepares its financial statements on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under the modified cash basis of accounting, revenues are recognized when received rather than when earned, and expenses are recognized when paid rather than incurred with the exception of capital assets, which are capitalized and depreciated or deducted against any grant revenue used in the acquisition of the asset. Consequently, accounts receivable, trade accounts payable, and accrued expenses are not included in the financial statements as of December 31, 2021. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

On August 18, 2016, FASB issued ASU 2016-14, Note for Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. Hellertown Area Library has presented these statements accordingly.

The Organization is required to report information regarding its financial position and activities based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follow:

Net assets without donor restrictions

Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions

Net assets subject to stipulations imposed by donors, grantors and other external sources. Some restrictions are temporary in nature; those restrictions will be met by actions of the Non-Profit Organization or by the passage of time. Other restrictions are perpetual in nature, whereby the donor or law or regulation has stipulated the funds be maintained in perpetuity.

Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence and/or nature of any donor or external restrictions.

Cash and Cash Equivalents

The Organization considers all unrestricted, highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Fixed Assets

Furniture, equipment and capital improvements are recorded at cost. An asset valued at \$500 or more and having an estimated useful life that extends beyond the year of acquisition is capitalized and depreciated over its useful life. All assets are depreciated using the straight-line method of depreciation over the estimated useful life of the asset.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates. Significant estimates used in preparing these financial statements included depreciation expense for the year ended December 31, 2021 of \$26,920.

Investments

Investments are carried at fair value. Unrealized gains and losses are included in investment income (loss) in the accompanying statement of Revenues, Expenses and Changes in Net Assets.

Appropriations

The Organization receives appropriations from the Commonwealth of Pennsylvania, Lower Saucon Township, and the Borough of Hellertown.

For the year ended December 31, 2021, the Library received the following major appropriations:

Commonwealth of Pennsylvania	\$ 35,663
Borough of Hellertown	54,816
Lower Saucon Township	 100,264
TOTAL APPROPRIATIONS	\$ 190,743

Major Sources of Support

Operating revenues are derived principally from State and Municipal aid and foundation grants.

The Organization also receives support from the public in the form of contributions, legacies, and bequests.

Contributed Facilities, Materials and Services

Contributed facilities, material, equipment, and services are reflected as contributions in the accompanying statements at their estimated values at day of receipt. No amounts have been reflected in the statements for volunteers' donated services, however, a substantial number of volunteers have donated significant amounts of their time in the Organization's service.

Allocation of Expenses by Function

As Reported in the Statement of Functional Expenses, expenses of the Organization have been allocated to the following function reporting classifications:

Program Services - Library Services

Management and General

Fundraising

The Organization's method for allocating expenses among the functional reporting classifications which cannot be specifically identified as program or supporting service are based on estimates made for time spent by key personnel between functions, space occupied by function, consumption of supplies and postage by function, and other objective bases.

Expenditure/Expenses

The major expenditure/expenses of the Library include salaries and wages, purchases of books and periodicals, audio-visual supplies, and depreciation of capital assets.

Income Taxes

The organization is exempt from Federal Income Taxes under section 501 (c) (3) of the Internal Revenue code and, therefore, has made no provision for federal income taxes in the accompanying financial statements. In addition, the organization has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509 (a) of the Internal Revenue Code. There was no unrelated business taxable income for 2021. The Organization has reviewed the tax positions for each of the open tax years (2018 through 2020) or expected to be taken in its 2021 tax return and has concluded that there are no significant uncertain tax positions that would require recognition in the financial statements.

Note 3 - Inexhaustible Collections

The Library has no inexhaustible collections. Books used in the circulating library have not been capitalized because their estimated useful lives are less than one year. The books and audiovisual aids are expended by the Hellertown Public Library when paid.

Note 4 – Cash and Cash Equivalents

Cash and Cash Equivalents are presented in the financial statements to represent the aggregate of cash funds on hand, as well as time and demand deposits held at financial institutions.

At December 31, 2021, cash and cash equivalents consist of:

	WITH	WITHOUT DONOR RESTRICTIONS						
	UNDE	SIGNATED	_	BOARD BIGNATED				
Cash in Banks	\$	44,411	\$	48,776				
Petty Cash		112						
TOTAL CASH PER FINANCIAL STATEMENTS	\$	44,523	\$	48,776				

All funds listed above, with the exception of \$22,893 in a Vanguard Money Market Fund, are on deposit with federally insured institutions. At no time throughout the year did the bank accounts exceed the \$250,000 insured limit. The Library has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk.

All highly liquid investments with a maturity of less than three months, when purchased, are considered cash equivalents.

Note 5 - Investments

Investments are stated at fair value and are summarized as follows as of December 31, 2021:

	COST		FAIR VALUE	_	ARRYING VALUE
Vanguard Growth Fund	\$	71,785	\$ 81,970	\$	81,970
Vanguard Balanced Fund		69,820	92,627		92,627
Vanguard Bond Index Fund		29,703	30,028		30,028
Vanguard All World Index Fund		22,500	22,140		22,140
Vanguard Value Index Fund		67,500	 72,612		72,612
TOTAL	\$	261,308	\$ 299,377	\$	299,377

The following schedule summarizes the investment return and its classification in the statement of Revenue, Expenses and Changes in Net Assets:

	WITHOUT DONOR RESTRICTIONS								
	UNDE	SIGNATED	_	ARD NATED		TOTAL			
Interest	\$	-	\$	6	\$	6			
Dividends, Net		8,646		_		8,646			
TOTAL INVESTMENT INCOME		8,646		6		8,652			
Realized Gains		-		-		-			
Unrealized Gains (Losses)		13,767				13,767			
TOTAL	\$	22,413	\$	6	\$	22,419			

Note 6 - Fair Value Measurements

Fair values of investments measured on a recurring basis at December 31, 2021 are as follows:

		FAIR VALUE MEASURMENTS AT DECEMBER 31, USING QUOTED PRICES								
	FAIR VALUE		IN A Marke Iden Ass		IN ACTIVE SIGNARKETS FOR IDENTICAL OB ASSETS		N ACTIVE SIGN RKETS FOR O PENTICAL OBSI ASSETS IN		_	GIGNIFICANT OBSERVABLE INPUTS (Level 3)
DECEMBER 31, 2021				-						
Vanguard Growth Fund	\$	81,970	\$	81,970	\$	-	\$	-		
Vanguard Balanced Fund		92,627		92,627		-		-		
Vanguard Bond Index Fund		30,028		30,028		-		-		
Vanguard All World Index Fund		22,140		22,140		-		-		
Vanguard Value Index Fund		72,612		72,612		<u>-</u>		<u>-</u>		
TOTAL INVESTMENTS	\$	299,377	\$	299,377	\$		\$	<u> </u>		

Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions, as noted in Level 1. Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset. Level 3 inputs are unobservable inputs used to measure fair value to the extent that observable inputs are not available.

Note 7 - Capital Assets

Capital Assets consist of the following:

	BEGINNING			DISPOSALS &	& ENDIN		
	B	ALANCE	AD	DITIONS	RETIREMENTS	В	ALANCE
Building	\$	569,215	\$	3,600	\$ -	\$	572,815
Equipment & Furniture		210,086					210,086
		779,301		3,600	-		782,901
Less: Accumulated Depreciation		(361,595)		(26,920)			(388,515)
TOTAL	\$	417,706	\$	(23,320)	<u>-</u>	\$	394,386

Depreciation charged to expense was \$26,920 for the year ended December 31, 2021.

Note 8 - Net Assets Without Donor Restrictions

Board Designated

Board designated net assets are to be used as follows:

Capital & Technology	\$ 48,776
TOTAL	\$ 48,776

Note 9 - Commitments and Contingencies

The Organization receives a substantial amount of its support from state and local governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's programs and activities. See Note 14.

Note 10 - Leases

The Organization leases land from the Borough of Hellertown. The lease amount is \$1 per year and expires on March 19, 2091.

The Organization leased two Copiers on August 18, 2018, the lease amount is \$146 per month with the first payment due September 18, 2018 and the last payment due on November 18, 2022. In August 2021, the Organization renegotiated the lease to save overage charges. Commencing in November 2021, the monthly payment increased to \$221.

Future minimum rental payments under these leases are as follows:

YEAR ENDING DECEMBER 31,	AMOUNT	
2022	\$	2,431
TOTAL	\$	2,431

Note 11 - Library Service Agreements

The Organization entered into a Library Services Agreement (the "Joint Agreement") with the Township of Lower Saucon to provide library services for the residents of the Township of Lower Saucon pursuant to the provisions of Section 1539 of the Pennsylvania Second Class Township Code and the Pennsylvania Library Act. The Joint Agreement became effective on January 1, 2016. The term of the Joint Agreement was five years from the effective date. Under the Joint Agreement, the Township of Lower Saucon was to pay the Organization a yearly sum to cover operating costs of the Organization. In 2016 and thereafter during the five-year term of the Joint Agreement, the minimum yearly sum paid by the Township was \$90,161.64 paid in installments of \$7,513.47 per month. Due to the COVID pandemic, a Memorandum of Understanding (the "MOU") was executed in October 2020, which extended the term of the Joint Agreement to January 1, 2022. Under the MOU, the Township of Lower Saucon was to pay the Organization a yearly sum of \$100,264.00 paid in installments of \$8,355.33 per month. The Township and the Organization subsequently agreed to extend the Joint Agreement as between them and as modified by the MOU one additional month to January 31, 2022. See Note 14.

The Borough of Hellertown (the "Borough") was also a party to the Joint Agreement. Under the Joint Agreement, the Organization agreed to provide library services for the residents of the Borough of Hellertown pursuant to the provisions of Section 46202 of the Pennsylvania Borough Code and the Pennsylvania Library Act. The Agreement as between the Organization and the Borough also became effective on January 1, 2016. The term of the Joint Agreement as between the Organization and the Borough was also five years from the effective date. In 2016 and thereafter during the five-year term of the Joint Agreement, the minimum yearly sum paid by the Borough was \$49,336.26 paid in installments of \$4,113.86 per month. Due to the covid pandemic, the Borough also joined in the MOU that was executed in October 2020, which extended the term to January 1, 2022. Under the MOU, the Borough was to pay the Organization a yearly sum of \$54,816.00 paid in installments of \$4,568.00 per month. The Borough and the Organization subsequently agreed to extend the Joint Agreement as between them and as modified by the MOU one additional month to January 31, 2022.

A new Library Services Agreement (the "New Borough Agreement") was entered into effective February 1, 2022, between the Organization and the Borough which provided for a term of two years from the effective date. Under the New Borough Agreement, the Borough of Hellertown shall pay the Organization a minimum yearly sum of \$59,174 paid in installments of \$4,931.16 per month.

The yearly minimum payments may be supplemented subject to the request of the Organization to Borough Council, and an approval of the additional supplemental payment for each subsequent year by Borough Council. Either the Organization or the Borough party may terminate the New Borough Agreement by providing written notice to the other prior to September 1st of any calendar year. The Termination shall then be effective in the subsequent calendar year.

Note 12 - Availability of Liquidity of Financial Assets

The following reflects the Organization's financial assets as of the date of these financial statements, reduced by amounts not available for general use because of contractual or donor-imposed restrictions, as well as board designations within one year of the financial statement date.

Cash and Cash Equivalents Investments	\$	93,299 299,377
Financial assets at year end		392,676
Less those unavailable for general expenditures within one year, due to: Contractual or donor-imposed restrictions		-
Board designations		(48,776)
Financial assets available to meet cash needs for general expenditures within one year	<u>\$</u>	343,900

Note 13 – Related Party

The Organization has a board member that is a council member/officer with Lower Saucon Township. The Organization has a library services agreement with Lower Saucon Township.

The Organization has a board member that is a council member/officer with The Borough of Hellertown. The Organization has a library services agreement with the Borough of Hellertown.

Note 14 - Subsequent Events

On March 13, 2020, the President of the United States declared a national emergency concerning the novel coronavirus disease (COVID-19) outbreak.

The full impact of the coronavirus continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition and future results of operations. Management is actively monitoring the situation and its impact on the Organization's financial condition. Given the daily evolution of the coronavirus and the global responses to curb its spread, the Organization is currently not able to estimate the effects of the coronavirus on its results of operations and financial condition.

While the Organization considers these disruptions to be temporary, if it continues, the situation could have an adverse effect on the Organization's future operations.

The Organization's Joint Agreement with the Township of Lower Saucon ("LST") as extended, expired on January 31, 2022. The Organization has continued discussions with LST for an interim agreement that would apply effective February 1, 2022, to December 31, 2022 but no agreement has been reached to date. Early in 2022, LST authorized a \$50,000 donation to the Organization and directed its solicitor to commence legal action if, at any point, the Organization denied free library services to the residents of Lower Saucon Township. Under the advice of counsel, the Organization did not accept this payment. The Organization has continued to provide free library services to LST residents for the time-being.

Management has implemented a plan to make-up for the shortfall in the Organization's income due to the cut-off of funding from LST by requesting additional funding from the Borough of Hellertown, cutting expenses, and increasing fundraising efforts with the residents of Hellertown and the surrounding area. In early 2022, the Borough of Hellertown contributed an additional \$75,000 to the Organization and community members donated \$50,000 to the Organization. Failure to consistently obtain additional funding could have an adverse effect on the Organization's ability to provide library services to the community in the future.

The Organization has evaluated subsequent events through May 18, 2022, the date on which the financial statements are available to be issued.