

**HOBOKEN FREE PUBLIC LIBRARY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**REPORT ON AUDIT OF  
FINANCIAL STATEMENTS  
AND SUPPLEMENTAL SCHEDULES  
YEARS ENDED DECEMBER 31, 2019 AND 2018**

**HOBOKEN FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

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**INDEPENDENT AUDITOR'S REPORT**

Board of Trustees of the  
Hoboken Free Public Library  
Hoboken, New Jersey 07030

**Report on the Financial Statements**

We have audited the accompanying balance sheet - regulatory basis of the Hoboken Free Public Library (A Component Unit of the City of Hoboken) for the year ended December 31, 2019, the related statement of revenues, expenditures and changes in fund balance - regulatory basis for the year then ended, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents. The financial statements for the year ended December 31, 2018 were audited by other auditors whose report dated July 11, 2019 expressed an adverse opinion on the U.S. Generally Accepted Accounting Principles because of the significance of the requirement that the Hoboken Free Public Library prepare and present its financial statements on the regulatory basis of accounting.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion 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, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1 of the financial statements, the financial statements are prepared by the Hoboken Free Public Library on the basis of the financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the Hoboken Free Public Library as of December 31, 2019 and 2018, or changes in financial position for the years then ended.

***Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statements referred to above present fairly, in all material respects, the regulatory basis balance sheet as of December 31, 2019 and 2018, the regulatory basis statements of revenues, expenditures and changes in fund balance - regulatory basis for the years then ended, in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

***Other Matters***


***Other Information***


Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Hoboken Free Public Library's basic financial statements. The supplementary information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information listed in the table of contents are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 supplemental information listed in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 10, 2020 on our consideration of the Hoboken Free Public Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hoboken Free Public Library's internal control over financial reporting and compliance.

  
Steven D. Wielkotz, C.P.A.  
Registered Municipal Accountant  
No. CR00413

  
WIELKOTZ & COMPANY, LLC  
Certified Public Accountants  
Pompton Lakes, New Jersey

September 10, 2020

**HOBOKEN FREE PUBLIC LIBRARY**  
**COUNTY OF HUDSON, STATE OF NEW JERSEY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**  
**DECEMBER 31, 2019 AND 2018**

<b><u>ASSETS</u></b>	<b><u>Ref.</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
General Fund			
Cash and Cash Equivalents:			
Checking	C	\$ 4,530,540	\$ 3,521,503
Petty Cash	C	248	612
Certificates of Deposit	C	-	260,068
Grants Receivable	D	1,055,980	255,980
Prepaid Expense	E	17,937	1,360
<b>TOTAL ASSETS</b>		<b>\$ <u>5,604,705</u></b>	<b>\$ <u>4,039,523</u></b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>			
Liabilities:			
Accounts Payable	F	\$ <u>125,239</u>	\$ <u>77,564</u>
Fund Balance:			
Restricted:			
Capital Projects	C	5,401,557	3,885,939
Accumulated Sick and Vacation	C	77,909	76,020
Total Fund Balance		<u>5,479,466</u>	<u>3,961,959</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>		<b>\$ <u>5,604,705</u></b>	<b>\$ <u>4,039,523</u></b>

The accompanying "Notes to the Financial Statements" are an integral part of this financial statement.

**HOBOKEN FREE PUBLIC LIBRARY**  
**COUNTY OF HUDSON, STATE OF NEW JERSEY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**COMPARATIVE STATEMENT OF OPERATIONS**  
**CHANGE IN FUND BALANCE - REGULATORY BASIS**

Revenue and Other Income Realized	Ref.	UNRESTRICTED		RESTRICTED		Total December 31, 2019	UNRESTRICTED		RESTRICTED		Total December 31, 2018
		Unrestricted	Accumulated Sick and Vacation	Capital Projects	Accumulated Sick and Vacation		Unrestricted	Capital Projects	Accumulated Sick and Vacation		
City of Hoboken -											
Budget Appropriation	A	5,780,509	-	-	-	5,780,509	5,475,754	-	-	-	5,475,754
State Aid	A	21,909	-	-	-	21,909	21,886	-	-	-	21,886
Fines and Fees	A	33,186	-	-	-	33,186	35,160	-	-	-	35,160
Interest	A	38,466	-	-	-	38,466	51,510	-	-	-	51,510
Donations	A	12,154	-	-	-	12,154	51,145	-	-	-	51,145
Grants	A	800,000	-	-	-	800,000	-	-	-	-	-
		6,686,224	-	-	-	6,686,224	5,635,455	-	-	-	5,635,455
<b>Expenditures</b>											
Payroll Expense:	B	2,929,451	-	-	-	2,929,451	2,764,457	-	-	-	2,764,457
General Operations Expense	B	520,161	-	-	-	520,161	425,986	-	-	-	425,986
Subscriptions and Publications	B	459,987	-	-	-	459,987	417,180	-	-	-	417,180
Technology	B	184,909	-	-	-	184,909	106,228	-	-	-	106,228
Professional Staff Development	B	8,354	-	-	-	8,354	6,646	-	-	-	6,646
Community Programming	B	108,963	-	-	-	108,963	94,986	-	-	-	94,986
Travel and Lileage	B	4,785	-	-	-	4,785	7,007	-	-	-	7,007
Advertising	B	91,476	-	-	-	91,476	49,402	-	-	-	49,402
Library Branch	B	192,057	-	-	-	192,057	185,079	-	-	-	185,079
Capital Improvements	B	183,550	-	485,024	-	668,574	98,579	4,469,845	-	-	4,568,424
		4,683,693	-	485,024	-	5,168,717	4,155,550	4,469,845	-	-	8,625,395
Excess or (Deficit) of Revenues Over Expenditures		2,002,531	-	(485,024)	-	1,517,507	1,479,905	(4,469,845)	-	-	(2,989,940)
Fund Balance January 1	L-1	-	76,020	3,885,939	-	3,961,959	-	6,868,692	83,207	-	6,951,899
Transfer of Net Assets		(2,002,531)	-	2,000,642	1,889	-	(1,479,905)	1,487,092	(7,187)	-	-
Fund Balance December 31	L-1	-	77,909	5,401,537	-	5,479,466	-	3,885,939	76,020	-	3,961,959

The accompanying "Notes to the Financial Statement" are an integral part of this financial statement

**HOBOKEN FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of Funds**

The Governmental Accounting Standards Board (GASB) is the recognized standard setting body for establishing governmental generally accepted accounting and financial reporting principles. GASB Codification establishes seven fund types and two account groups to be used by general purpose governmental units when reporting financial position and results of operations in accordance with generally accepted accounting principles (GAAP).

The accounting policies of the Library conform to the accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Library accounts for its financial transactions through the following separate fund which differs from the fund structure required by generally accepted accounting principles:

General Fund - Resources and expenditures for governmental operations of a general nature.

**Basis of Accounting**

A modified accrual basis of accounting is followed, with minor exceptions. Modifications from the accrual basis are as follows:

Revenues are recorded as received or determinable.

Expenditures are recorded as incurred.

Inventories of Supplies - The cost of inventories of supplies is recorded as expenditures at the time individual items are purchased. The cost of inventories is not included on the Balance Sheet.

Fixed Assets - Property and equipment purchased by the General Fund are recorded as expenditures at the time of purchase and are not capitalized. A General Fixed Assets Account Group has not been established to account for library property and equipment purchased either by Library or the City.



**HOBOKEN FREE PUBLIC LIBRARY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018  
(continued)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (continued)**

**Description of Funds, (continued)**

Contributed Services - The Library is located on property owned by the City of Hoboken. Rent is provided free of charge by the City. At various times during the year, volunteers performed services for the Library without remuneration. The fair value of these costs is not reported in the financial statements.

Investments - Investments are stated at cost. Investments are limited to bonds or obligations of guarantee by the Federal government and bonds or other obligations of Federal or local units.

**NOTE 2 - FINANCIAL REPORTING ENTITY**

The Governmental Accounting Standards Board Statement 14 requires that disclosure be made in the financial statements regarding the financial reporting entity of governmental units.

The financial reporting entity consists of the primary government organizations for which the primary government is financially accountable and other organizations for which the primary government is not accountable but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

A component unit is a legally separate organization for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and either the primary government is able to impose its will on the organization; or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. A primary government may also be financially accountable for another entity when the other entity is fiscally dependent on the primary government.

The Hoboken Free Public Library is a component unit of the primary government the City of Hoboken. The Board of the Hoboken Free Public Library is appointed by the Council of the City of Hoboken and the Hoboken Free Public Library is fiscally dependent on the City of Hoboken for a major portion of its revenue through the budget of the City of Hoboken.

**HOBOKEN FREE PUBLIC LIBRARY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018  
(continued)**

**NOTE 3 - CASH AND CASH EQUIVALENTS**

The Library considers petty cash, change funds, cash in banks and certificates of deposit as cash and cash equivalents.

**Deposits**

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey which are insured by the Federal Deposit Insurance Corporation (FDIC), or by any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund.

New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal five percent of the average daily balance of public funds; or

If the public funds deposited exceed 75 percent of the capital funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

All collateral must be deposited with the Federal Reserve Bank, the Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

At December 31, 2019, the book value of the Library's deposit was \$4,530,788 and the bank balances were \$4,741,679. The insured and collateral status of the year end bank balances were as follows:

Checking/Money Market	\$3,171,073
NJ CMF	<u>1,570,606</u>
	<u>\$4,741,679</u>

**HOBOKEN FREE PUBLIC LIBRARY  
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**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018  
(continued)**

**NOTE 3 - CASH AND CASH EQUIVALENTS, (continued)**

**New Jersey Cash Management Fund**

All investments in the Fund are governed by the regulations of the Investment Council, which prescribe specific standards designed to insure the quality of investments and to minimize the risks related to investments. In all the years of the Division of Investment's existence, the Division has never suffered a default of principal or interest on any short-term security held by it due to the bankruptcy of a securities issuer; nevertheless, the possibility always exists, and for this reason a reserve is being accumulated as additional protection for the "Other-than-State" participants. In addition to the Council regulations, the Division sets further standards for specific investments and monitors the credit of all eligible securities issuers on a regular basis.

As of December 31, 2019, the Library had \$1,570,606 on deposit with the New Jersey Cash Management Fund.

**Custodial Credit Risk - Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposit may not be returned to it. New Jersey Statutes require cash to be deposited only in New Jersey based banking institutions that participate in New Jersey Governmental Depository Protection Act (GUDPA) or in a qualified investment established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. As of December 31, 2019, \$-0- of the Library's bank balance of \$4,741,679 was exposed to custodial credit risk.

**Interest Rate Risk**

The Library does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, New Jersey Statutes 40A:5-15(a) limit the length of time for most investments to 397 days.

**HOBOKEN FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018**  
**(continued)**

**NOTE 3 - CASH AND CASH EQUIVALENTS, (continued)**

**Credit Risk**

New Jersey Statutes 40A:5-15(a) limit municipal investment maturities to those specified in the Statutes. The type of allowance investments are: bonds of the United States of America or the local unit or school districts of which the local unit is part of; obligations of federal agencies not exceeding 397 days; government money market funds; the State of New Jersey Cash Management Plan; local government investment pools; or repurchase of fully collateralized securities.

**Concentration of Credit Risk**

The Library places no limit on the amount it may invest in any one issuer.

**NOTE 4 - ACCUMULATED VACATION AND SICK PAY**

Under the existing policies of the Library, employees are allowed to accumulate (with certain restrictions) unused sick and vacation pay over the life of their working careers and to redeem such unused leave time in cash upon death, retirement or by extended absence immediately preceding retirement.

It is estimated that the current cost of such unpaid compensation would approximate \$77,909. The Library has set aside separate funds from the General Fund to fund the current portion of this liability.

**NOTE 5 - EMPLOYEE RETIREMENT SYSTEMS**

Those Library employees who are eligible for pension coverage are enrolled in the State Public Employees' Retirement System (PERS) and included within the City's Pension Plan.

The System is a cost-sharing multiple-employer contributory defined benefit plan which was established in January 1955, under the provisions of N.J.S.A. 43:15A. The System is considered a component unit of the State of New Jersey and is included along with other State-administered pension trust funds in the general purpose financial statements of the State.

Financial information pertaining to this system is contained in the City's Report of Audit.

**HOBOKEN FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018**  
**(continued)**

**NOTE 6 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION**

On December 15, 2007, the Library implemented the Government Accounting Standards Board Statement No. 45, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". This statement provides a more complete, reliable and decision-useful financial statement in regards to the costs and financial obligations that governments occur when they provide postemployment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees.

Financial information pertaining to postemployment benefits other than pensions is contained in the City's report of audit.

**NOTE 7 - CONTINGENT LIABILITIES**

Legal Counsel advises us there are no pending lawsuits against the Library which would have a material effect on the financial statements.

**NOTE 8 - STRATEGIC CAPITAL IMPROVEMENT PLAN**

The Library developed a strategic capital improvement plan which, among other things, includes the renovations to the lower, main, second and third levels of the building, exterior stabilization. The project is estimated to cost \$11,600,000 to be completed in phases, the first phase of construction began in January 2017 and was completed in January 2018. In November 2019, the Library made additional changes for the new Capital Master Plan costing an estimated \$17,536,908 with the new total of \$29,136,908. The Library currently has \$5,401,557 reserved for this project, of which \$4,345,577 is held in cash and investments and amounts of \$800,000 and \$255,908 of grants receivable from the New Jersey Historical Trust and City of Hoboken, respectively.

**NOTE 9 - UNRESTRICTED FUND BALANCE**

As of December 31, 2019, the Library appropriated the 2019 unspent funds from the Unrestricted Fund to the Restricted Capital Projects Fund.

**HOBOKEN FREE PUBLIC LIBRARY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018  
(continued)**

**NOTE 10 - SUBSEQUENT EVENTS**

The Library has evaluated subsequent events through September 10, 2020, the date which the financial statements were available to be issued and no other items were noted for disclosure.

**NOTE 11. OTHER MATTERS**

On March 9, 2020 Governor Phil Murphy signed Executive Order No. 103 that declared a State of Emergency and Public Health Emergency across all 21 counties in New Jersey in response to address the novel coronavirus (COVID-19) outbreak. At the time of this report, the overall effects of the COVID-19 pandemic are unknown. In efforts to reduce the spread of the virus, many companies and organizations have either reduced staff or closed down, thus creating restraints that will have a detrimental impact on the Library's fund-raising capacity. The Library will continue to monitor the situation closely.

**HOBOKEN FREE PUBLIC LIBRARY**  
**COUNTY OF HUDSON, STATE OF NEW JERSEY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**  
**SCHEDULE OF BUDGET REVENUES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>2019 Budget</u>	<u>Realized</u>	<u>Excess or (Unrealized)</u>
City of Hoboken - Budget Appropriations	\$ 5,780,509.00	\$ 5,780,509.00	\$ -
State Aid	21,000.00	21,909.00	(909.00)
Fines and Fees	30,000.00	33,186.00	(3,186.00)
Interest	40,000.00	38,466.00	1,534.00
Donations	5,000.00	12,154.00	(7,154.00)
Grants	<u>-</u>	<u>800,000.00</u>	<u>(800,000.00)</u>
	<u>\$ 5,876,509.00</u>	<u>\$ 6,686,224.00</u>	<u>\$ (809,715.00)</u>

**HOBOKEN FREE PUBLIC LIBRARY**  
**COUNTY OF HUDSON, STATE OF NEW JERSEY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**  
**SCHEDULE OF BUDGET EXPENDITURES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019 Budget	Paid or Charged	Unexpended Balance (Deficit)
<b>Payroll Expenses:</b>			
Salaries	\$ 1,887,474	\$ 1,700,831	\$ 186,643
Overtime	65,000	48,590	16,410
Payroll Taxes and Unemployment Insurance	145,000	142,470	2,530
Pension	180,000	188,378	(8,378)
Health Insurance	800,000	812,411	(12,411)
Workers Compensation Insurance	35,000	36,771	(1,771)
<b>Total Payroll Expenses</b>	<u>3,112,474</u>	<u>2,929,451</u>	<u>183,023</u>
<b>Library Operational Expenses:</b>			
<b>General Operations:</b>			
Audit	9,000	8,500	500
Legal	50,000	15,847	34,153
Consultants	60,000	76,525	(16,525)
Property and Casualty Insurance	120,000	167,768	(47,768)
Office Supplies	100,000	70,033	29,967
Maintenance	90,000	93,572	(3,572)
Security	15,000	9,995	5,005
Utilities and Phones	80,000	77,105	2,895
Inter-Library Loan	1,000	816	184
<b>Total General Operations</b>	<u>525,000</u>	<u>520,161</u>	<u>4,839</u>
<b>Subscription and Publications:</b>			
Print Materials	180,000	181,425	(1,425)
Non-Print Materials	100,000	96,002	3,998
Online Database and eBooks	100,000	126,108	(26,108)
Periodical	18,000	18,035	(35)
Hoboken Historical Collection	45,000	38,417	6,583
<b>Total Subscriptions and Publications</b>	<u>443,000</u>	<u>459,987</u>	<u>(16,987)</u>
<b>Technology:</b>			
BCCLS	94,000	83,079	10,921
Equipment Purchase	92,000	100,905	(8,905)
Technical Support Services	3,000	925	2,075
<b>Total Technology</b>	<u>189,000</u>	<u>184,909</u>	<u>4,091</u>
<b>Library Operational Expenses:</b>			
<b>Professional Staff Development:</b>			
Staff Development	5,000	5,065	(65)
Conventions and Seminars	6,000	2,449	3,551
Memberships and Dues	3,000	840	2,160
<b>Total Professional Staff Development</b>	<u>14,000</u>	<u>8,354</u>	<u>5,646</u>
Community Programming	100,000	108,963	(8,963)
Travel and Mileage	10,000	4,785	5,215
Advertising	75,000	91,476	(16,476)
<b>Library Branch:</b>			
Materials, Utilities and Personnel	334,000	192,057	141,943
<b>Non-recurring Costs:</b>			
Facilities Improvement	202,500	66,722	135,778
Furniture	135,000	27,688	107,312
Technology	140,000	89,140	50,860
<b>Total Non-Recurring Costs</b>	<u>477,500</u>	<u>183,550</u>	<u>293,950</u>
Capital Improvements	596,535	946,535	(350,000)
<b>Total Library Operational Expenses</b>	<u>2,239,035</u>	<u>2,180,616</u>	<u>58,419</u>
<b>Total Expenditures</b>	<u>\$ 5,876,509</u>	<u>\$ 5,630,228</u>	<u>\$ 246,281</u>
<b>Analysis of Budget Expenditures</b>			
Cash Disbursements	C	\$ 4,652,595	
Prepaid Expense (Increase)/ Decrease	L-1	(16,577)	
Accounts Payable Increase/ (Decrease)	L-1	47,675	
Capital Improvements Appropriations		<u>946,535</u>	
		<u>\$ 5,630,228</u>	



**HOBOKEN FREE PUBLIC LIBRARY**  
**FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**

	L-1	Total	Operating	NJCMF	Donations	Certificate of Deposit	Construction Account	Petty Cash Account
Balance December 31, 2018	L-1	3,782,183	705,159	1,193,527	71,887	260,068	1,550,930	612
<b>Increased by Receipts:</b>								
Borough Budget	A	5,780,509	5,780,509	-	-	-	-	-
State Aid	A	21,909	21,909	-	-	-	-	-
Donations	A	12,154	12,069	-	-	-	85	-
Fines, Rentals and Miscellaneous	A	33,186	33,186	-	-	-	-	-
Interest	A	38,466	-	27,079	-	1,348	10,039	-
Transfers	A	1,669,667	-	350,000	-	-	1,309,671	9,996
		<u>7,555,891</u>	<u>5,847,673</u>	<u>377,079</u>	<u>-</u>	<u>1,348</u>	<u>1,319,795</u>	<u>9,996</u>
<b>Decreased by Expenditures:</b>								
Budget Expenditures	B	4,652,595	4,642,235	-	-	-	-	10,360
Capital Expenditures	B	485,024	-	-	-	-	485,024	-
Transfers	A	1,669,667	1,408,251	-	-	261,416	-	-
		<u>6,807,286</u>	<u>6,050,486</u>	<u>-</u>	<u>-</u>	<u>261,416</u>	<u>485,024</u>	<u>10,360</u>
Balance December 31, 2019	L-1	<u>4,530,788</u>	<u>502,346</u>	<u>1,570,606</u>	<u>71,887</u>	<u>-</u>	<u>2,385,701</u>	<u>248</u>

HOBOKEN FREE PUBLIC LIBRARY  
COUNTY OF HUDSON, STATE OF NEW JERSEY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)  
STATEMENT OF GRANTS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2019

		Garden State Historic Preservation Trust Fund	City of Hoboken Grant Match Garden State Historic Preservation	Total
<b>BALANCE - DECEMBER 31, 2018</b>	L-1	\$ -	\$ 255,980	\$ 255,980
Grants awards during the year	A	800,000	-	800,000
Grants received during the year		-	-	-
<b>BALANCE - DECEMBER 31, 2019</b>	L-1	<u>\$ 800,000</u>	<u>\$ 255,980</u>	<u>\$ 1,055,980</u>

**CITY OF HOBOKEN**  
**FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**STATEMENT OF PREPAID EXPENSE**

**FOR THE YEAR ENDED DECEMBER 31, 2019**

<b>BALANCE - DECEMBER 31, 2018</b>	L-1	\$	1,360
<b>Increased by:</b>			
Cash Disbursements	B		<u>17,937</u>
			19,297
<b>Decreased by:</b>			
Expenditures	B		<u>1,360</u>
<b>BALANCE - DECEMBER 31, 2019</b>	L-1	\$	<u><u>17,937</u></u>

**CITY OF HOBOKEN**  
**FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**STATEMENT OF ACCOUNTS PAYABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

<b>BALANCE - DECEMBER 31, 2018</b>	L-1	\$	77,564
<b>Increased by:</b>			
Expenditures	B		<u>4,700,270</u>
			4,777,834
<b>Decreased by:</b>			
Cash Disbursements	B		<u>4,652,595</u>
<b>BALANCE - DECEMBER 31, 2019</b>	L-1	\$	<u><u>125,239</u></u>



**WIELKOTZ & COMPANY** LLC  
CERTIFIED PUBLIC ACCOUNTANTS

STEVEN D. WIELKOTZ, CPA, RMA, PSA  
MATTHEW B. WIELKOTZ, CPA, PSA  
PAUL J. CUVA, CPA, RMA, PSA  
JAMES J. CERULLO, CPA, RMA, PSA  
THOMAS M. FERRY, CPA, RMA, PSA

HEADQUARTERS  
401 WANAQUE AVENUE  
POMPTON LAKES, NEW JERSEY 07442  
(973)-835-7900

NEWTON OFFICE  
100B MAIN STREET  
NEWTON, NEW JERSEY 07860  
(973)-835-7900

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees of the  
Hoboken Free Public Library  
Hoboken, New Jersey 07465

We have audited the financial statement-regulatory basis of the Hoboken Free Public Library and for the year ended December 31, 2019, and have issued our report thereon dated September 10, 2020. Our report disclosed that, as described in Note 1 to the Financial Statements-regulatory basis, the Hoboken Free Public Library prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; audit requirements as prescribed by the division of Local Government Services, Department of Community Affairs, State of New Jersey; and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements-regulatory basis, we considered the Hoboken Free Public Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements-regulatory basis, but not for the purpose of expressing an opinion on the effectiveness of the Hoboken Free Public Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Hoboken Free Public Library's internal control.

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 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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Hoboken Free Public Library's financial statements-regulatory basis are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Hoboken Free Public Library internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hoboken Free Public Library internal controls and compliance. Accordingly, this communication is not suitable for any other purpose.



Steven D. Wielkocz, C.P.A.  
Registered Municipal Accountant  
No. CR00413



WIELKOTZ & COMPANY, LLC  
Certified Public Accountants  
Pompton Lakes, New Jersey

September 10, 2020

**HOBOKEN FREE PUBLIC LIBRARY**  
**(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**GENERAL COMMENTS**

The bid threshold with a qualified purchasing agent in accordance with N.J.S.A. 40A:11-3 (as amended) is \$40,000.

N.J.S.A. 40A:11-2 contains definitions for terms used throughout N.J.S.A. 40A:11-1 et seq. and was amended under P.L. 1999, c.440. It includes as subsection (23) the term 'competitive contracting', which is defined as "the method described in sections 1 through 5 of P.L. 1999, c.440 (C.40:11-4.1 through C.40A:11-4.5) of contracting for specialized goods and services in which formal proposals are solicited from vendors' formal proposals are evaluated by the purchasing agent or counsel; and the governing body awards a contract to a vendor or vendors from among the formal proposals received."

N.J.S.A. 40A:11-3 was amended with P.L. 1999, c.440 to raise the bid threshold and require award by governing body resolution. "When the cost or price of any contract awarded by the purchasing agent in the aggregate does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids and bidding therefore, except that the governing body may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations."

N.J.S.A. 40A:11-15 was amended with P.L. 1999, c.440 to extend the base contract period. "Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection (a) of N.J.S.A. 40A:11-5 may be awarded for a period not exceeding 12 consecutive months."

The governing body of the Library has the responsibility of determining whether the expenditures in any category will exceed the bid threshold within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Library Counsel's opinion should be sought before a commitment is made.

The minutes indicate that bids were requested by public advertising for the following items: none.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any material or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear cut violation existed. No violations were disclosed.

Our examination of expenditures did not reveal any individual payments for contracts or agreements in excess of the statutory threshold "for the performance of any work or the furnishing or hiring of any materials or supplies," other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S.40A:11-6.

**HOBOKEN FREE PUBLIC LIBRARY  
(A COMPONENT UNIT OF THE CITY OF HOBOKEN)**

**GENERAL COMMENTS  
(continued)**

**40:54-12.1 PURCHASES NOT REQUIRING ADVERTISEMENTS FOR BIDS**

The Board of Trustees of the Free Public Library of any municipality or of a Joint Free Public Library may, within the limits of funds appropriated or otherwise made available to the Board, purchase the following without advertising for bids therefore: (1) library materials including books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter, and audiovisual and other materials of a similar nature; (2) necessary binding or rebinding of library materials; and (3) specialized library services.

**EXPENDITURES**

Vouchers, payrolls and other documents supporting claims paid in 2019 were examined on a test basis.


**RECOMMENDATIONS**


None

**APPRECIATION**

We wish to express our appreciation of the assistance and courtesies rendered by the Library officials during the course of the audit.

Should any questions arise as to the audit comments please do not hesitate to call us.

  
Steven D. Wielkocz, C.P.A.  
Registered Municipal Accountant  
No. 413

  
WIELKOTZ & COMPANY, LLC  
Certified Public Accountants  
Pompton Lakes, New Jersey