

ENOCH PRATT FREE LIBRARY

A COMPONENT UNIT OF THE
CITY OF BALTIMORE, MARYLAND

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED

JUNE 30, 2020



ENOCH PRATT *free* LIBRARY

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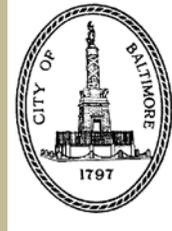
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INTRODUCTORY SECTION

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CITY OF BALTIMORE

Brandon Scott, Mayor



ENOCH PRATT FREE LIBRARY

400 Cathedral Street
Baltimore, Maryland 21201-4484

December 31, 2020

Enoch Pratt Free Library Board of Trustees

Enclosed is the Enoch Pratt Free Library's (the Library) Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2020. The CAFR was prepared by the Library's Business Office, which is responsible for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures. We believe that the data, as presented, is accurate in all material aspects; that it is presented in a manner designed to fairly set forth the financial position and changes in financial position of the Library; and, that all disclosures necessary to enable the reader to gain the maximum understanding of the Library's financial affairs have been provided.

The CAFR is presented in three sections: introductory, financial, and statistical. The introductory section includes this transmittal letter, the Library's organization chart, a list of its principal officials and a neighborhood service areas map. The financial section includes the Independent Auditor's Report, Management's Discussion and Analysis (MD&A), and basic financial statements with related notes. The statistical section provides various demographic and Library usage tables generally presented on a multi-year basis.

Management has provided a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of a MD&A. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The Library's MD&A can be found immediately following the report of the independent auditor in the Financial Section of the CAFR.

Reporting Entity

The Library was created by the Maryland General Assembly through Chapter 181 of the Acts of 1882. The legislation enabled the Mayor and City Council of Baltimore to accept a donation from Enoch Pratt for the establishment of and perpetual endowment of a Free Public Library to be known as "The Enoch Pratt Free Library of Baltimore City." It also provided for the appointment and incorporation of Trustees for the management of the Library. The Library's bylaws call for no fewer than nine and no more than fifty Trustees who must be residents of Baltimore City. Trustees serve for life or until resignation. The Trustees appoint the Chief Executive Officer of the Library who is responsible for the administration of the Library. Shortly after the Library was created, the system was composed of a Central Library and four branches. Today, the Library is composed of the Central Library and 21 branches. It also provides outreach services through mobile services and deposit collections.

In addition to its role as the public library for Baltimore City residents, the Library was designated by the Maryland General Assembly in 1971 as the State Library Resource Center (SLRC). The SLRC is responsible for providing and expanding access to specialized library materials and services that are necessary for coordinated, efficient, and economical library services in the State of Maryland.

COVID-19 Pandemic

On March 13, 2020 the Library closed all buildings to public access, following City and State health official guidelines in response to the COVID-19 Pandemic. In rapid answer to the challenging environment, the Library introduced alternative services models including expansion of the books by mail program, development of virtual programming, drive-in Wi-Fi, and increased availability of eMaterials. In June 2020, the Library began Sidewalk Service at several locations, allowing a contact-free way to check out and pick up books and other materials. The Library continues to expand and adapt services while closed to general public access through acquisition and circulation of mobile hotspots and tablets, remote printing, and limited appointment based computer access.

Economic Conditions and Outlook

The COVID-19 Pandemic has provided a series of financial challenges, to which the Library has been able to strategically respond. Funding from Baltimore City's General Fund accounted for 38% of the Library's total operating support and revenue. At the onset of the pandemic, the City of Baltimore enacted several cost saving initiatives including instituting a hiring freeze, negotiating a furlough with the managerial and professional employees (MAPS) of Baltimore beginning in FY21, and limiting other discretionary costs. As a result of a teleworking environment for most of the final quarter of FY21 and other cost reductions, the Library was able to return to the Baltimore City General fund \$1.1M in savings. City of Baltimore funding to the Library for FY22 is projected to be constrained due to reductions in projected Baltimore City General Fund revenue. The Library has continued strategic costs reduction plans, such that no impact to modified services is forecasted for FY22.

The State of Maryland provided 48% of the Library's total operating support and revenue in several categories. First, it provided \$6.5 million in Library per capita aid, which is provided to all jurisdictions in the State, based on a formula that takes into account population and wealth of the jurisdiction. Second, it provides \$11 million for the Library's role as the SLRC based on a formula that provides \$1.81 for each of Maryland's citizens. Third, the State provided \$3.0 million in continued support of a 30% expansion in service hours first implemented in early 2018. The State of Maryland's financial support for expanded hours is pledged through Fiscal Year 2022. Finally, the State provided \$2.4 million in direct support of retirement costs of certain library employees who are members of the State's Pension and Retirement Systems.

In FY20, the State of Maryland's provided \$94M in capital project support; \$1M was provided for the renovation of the Hampden neighborhood branch, and \$93M recognized in completion of the 5 year renovation of the State Library Resource Center, control of which was transferred to the City of Baltimore at conclusion of the project during the fiscal year.

Gifts, Contributions and Bequests accounted for 7% of the Library's total operating support and revenue. During FY20, and projected for FY21, the Library has seen a reduction in overall giving, driven by reductions in event based fundraising due to COVID-19 pandemic restrictions.

Through the second quarter of FY21, there continues to be speculation as to the impact of the COVID-19 Pandemic on State and Local revenues, as well as Federal relief that may come available. Future funding levels at both the City of Baltimore and State of Maryland are uncertain, but at this time the Library does not foresee major operational funding constraints. Private funding, including market performance, has assumed greater importance during the Local and State funding ups and downs, and this is expected to continue in the future.

Major Activities

Programmatic and operating highlights from FY20 include: launch of Digital eCards available to all Maryland residents in August 2019; creation of Enoch Pratt's Diversity Equity and Inclusion (DEI) Council in October 2019, who's award winning work continues to establish inclusive and equitable processes for both employees and customers; participating in the City of Baltimore's Fall 2019 Brilliant Baltimore, the uniting of the Baltimore Book Festival and Light City, with programming at each of 22 locations; opening an official Passport Acceptance Facility in January 2020 at the Central Library/State Library Resource Center, accepting passports applications on behalf of the U.S. State Department; and as referenced above rapid response to service offerings in response to the COVID-19 Pandemic.

December 11, 2019 the Enoch Pratt Free Library Boards of Trustees and Directors approved a new 5 year strategic plan for the Library. The plan outlines 6 goals, listed below, and within each goal a series of specific objectives.

Enoch Pratt Free Library Strategic Plan FY 2020-2024, identified goals

1. Financial Sustainability
2. Strategic Partnerships
3. Expanded Community Engagement and Communications
4. Equitable and Responsive Programs and Outreach
5. Positive, Responsive, and Equitable Staff Development and Organizational Culture
6. Literacy

Please see Management's Discussion and Analysis for details on major capital projects during FY20.

Acknowledgements

The preparation of this report could not be accomplished without the dedicated efforts of the Library's accounting staff and others in the Business Office. We thank them and all others who contributed to its preparation.

This report is being forwarded to the Baltimore City Board of Estimates who will have an opportunity to review the report. Hopefully the Board of Estimates and members of the public will find this report informative and helpful.

Finally, we would like to thank the Board of Trustees for their continued interest and support in planning and conducting the financial operations of the Library in a responsible and progressive manner.

Respectively submitted,



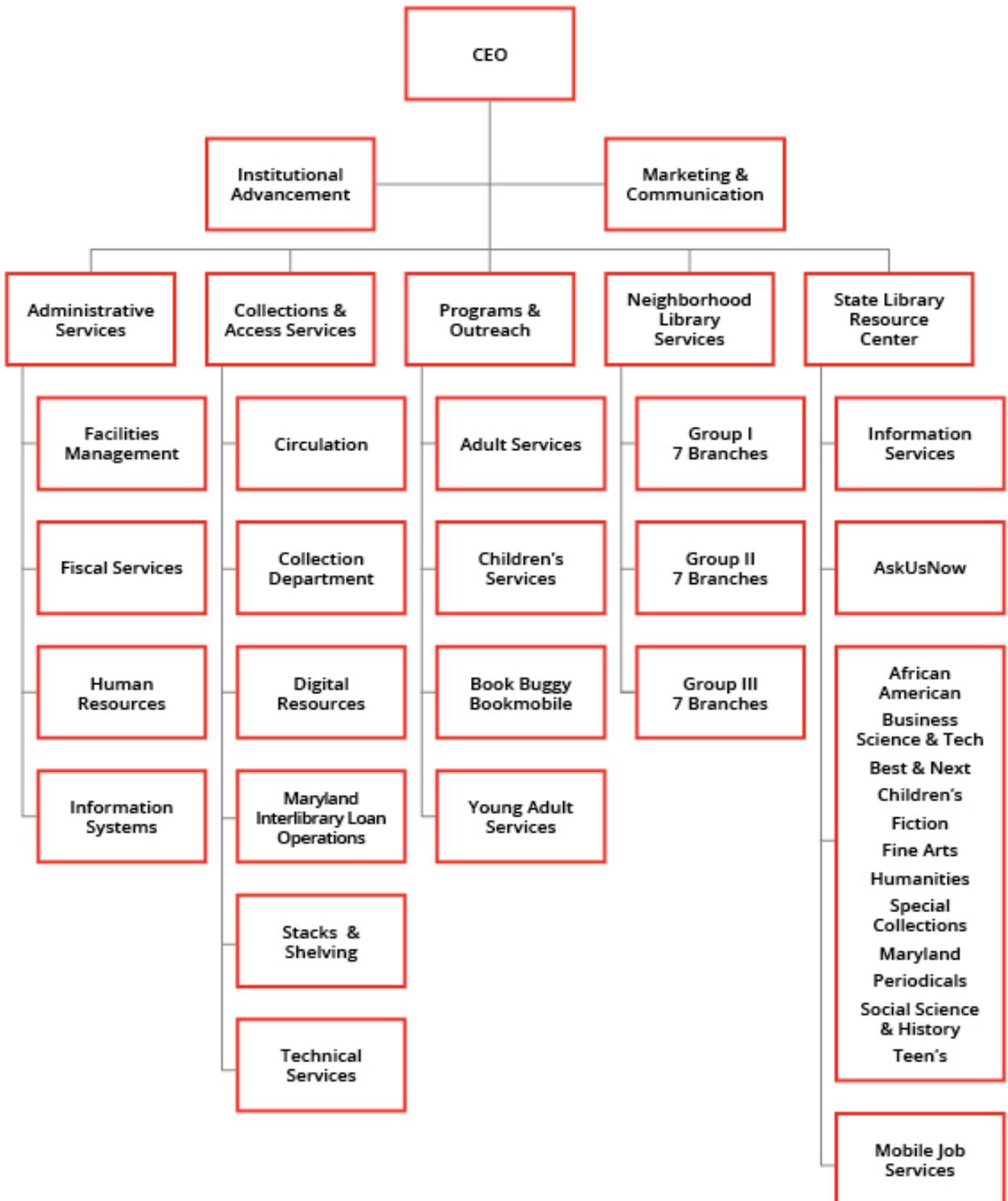
Gordon E. Krabbe
Chief Operating Officer



Stanley Estremsky, CPA
Chief Financial Officer

ENOCH PRATT FREE LIBRARY

Organization Chart



ENOCH PRATT FREE LIBRARY

List of Principal Officials

Chair	Benjamin Rosenberg, Esq. (T/D)
Immediate Past Chair	Patricia Lasher. (T/D)
Vice Chair BOT.....	Mychelle Farmer, M.D. (T/D)
Vice Chair BOD	Nancy Hackerman (T/D)
Vice Chair BOD	Jeffrey H. Scherr. (T/D)
Treasurer.....	Mark Kaufman (T)
Secretary.....	Beulah Perdue Sabundayo (D)
Trustee/Director.....	Virginia K. Adams
Trustee/Director.....	Kenneth S. Aneckstein, Esq.
Director.....	Sandra Berman
Director.....	Steven Boothe
Director.....	Sarah K. Brandt
Director.....	Mark Caplan
Trustee/Director.....	Mary H. DeKuyper
Director.....	Edward S. Delaplaine, II
Director.....	Derrick Dickens
Trustee/Director.....	Nancy Dorman
Trustee.....	Christine M. Espenshade
Director.....	Susan K. Gauvey
Trustee/Director.....	Sandra P. Gohn, Esq.
Trustee/Director.....	Robert S. Hillman
Director.....	Jacob Hodes
Trustee/Director.....	Allan D. Jensen, M.D.
Trustee/Director.....	Verna Jones-Rodwell
Trustee.....	Alexander W. Koff, Esq.
Director.....	Lisa Lipsky
Director.....	Sayra Wells Meyerhoff
Trustee/Director.....	James Dabney Miller
Trustee/Director.....	Elizabeth K. Moser
Director.....	Robert Nye
Director.....	Lidia Paz-Baker
Trustee/Director.....	Kate Rawson Powell
Trustee/Director.....	Vernon A. Reid
Trustee/Director.....	Paul S. Sarbanes
Director.....	Kurt Schmoke
Director.....	Mary Ann Scully
Director.....	Robert L. Waldman Esq.

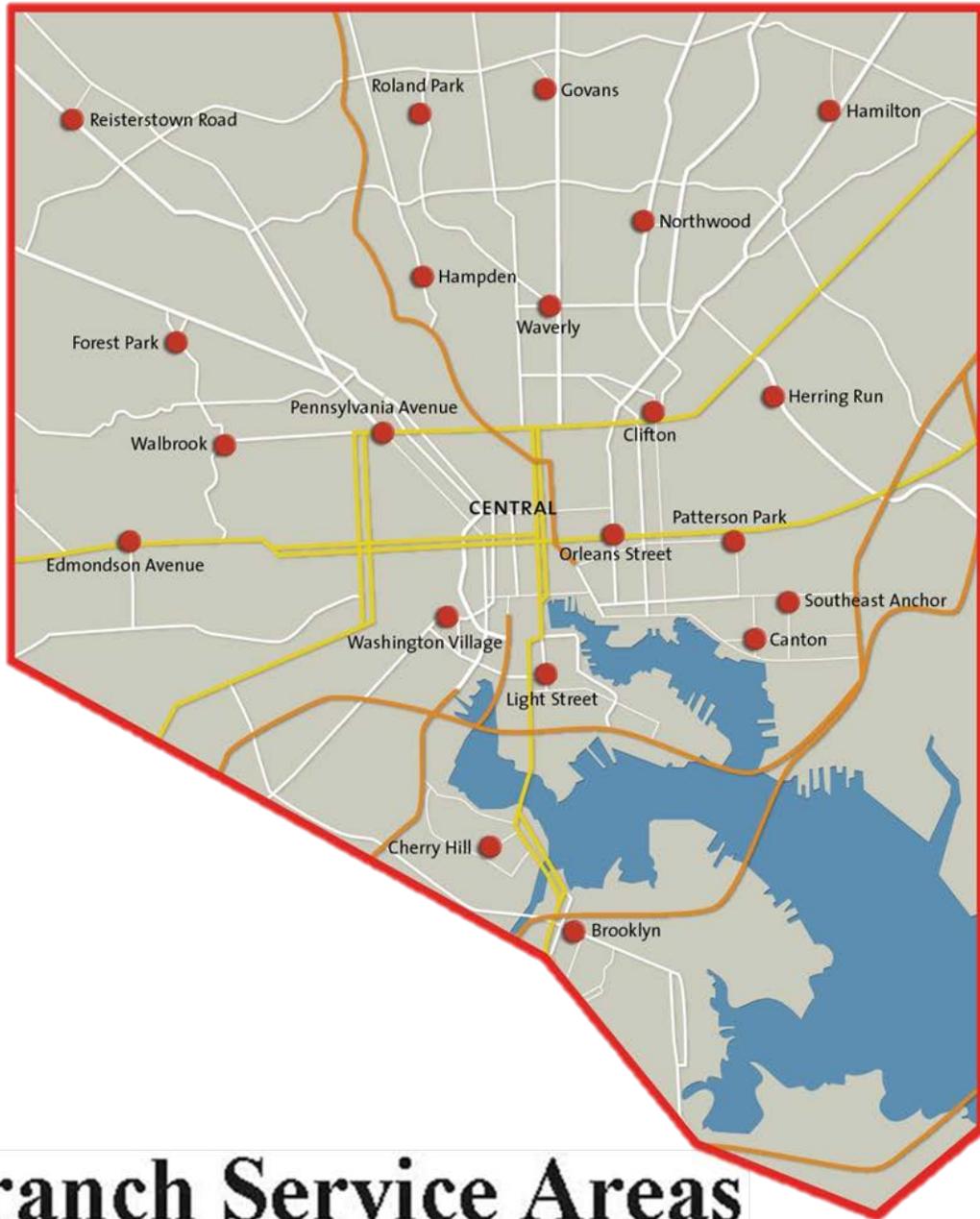
Administrative Staff

Heidi Daniel	Chief Executive Officer
Gordon Krabbe.....	Chief Operating Officer
Stanley Estremsky	Chief Financial Officer
Michael Walsh.....	Chief Information Officer
Robin Moran.....	Chief, Human Resources
John Richardson	Chief, Facilities Management
Kelli Shimabukuro	Chief, Programs & Outreach
Herbert Malveaux.....	Chief, Neighborhood Library Services
Wesley Wilson	Chief, State Library Resource Center
Darcell Graham	Chief, Collection Access & Services
Meghan Mc Corkell	Director, Communications and Marketing
Cynthia Monahan	Director, Institutional Advancement



ENOCH PRATT *free* LIBRARY

your journey starts here



Branch Service Areas

Baltimore, Maryland

www.prattlibrary.org

FINANCIAL SECTION

CITY OF BALTIMORE

BILL HENRY
Comptroller



DEPARTMENT OF AUDITS JOSH PASCH, CPA

City Auditor
100 N. Holliday Street Room 321, City Hall Baltimore,
MD 21202
Telephone: 410-396-4783
Telefax: 410-545-3961

INDEPENDENT AUDITOR'S REPORT

To the Honorable Bill Henry, Comptroller
and other Members of the
Board of Estimates of the
City of Baltimore, MD

Board of Trustees of the
Enoch Pratt Free Library
Baltimore, Maryland

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Enoch Pratt Free Library (the 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

The Library's 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 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 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library, as of June 30, 2020, and the respective budgetary comparison of the General Fund and Special Revenue – Other Fund 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 and budgetary comparison information on pages 3 – 8 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The introductory and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The introductory and statistical sections has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 31, 2020 on our consideration of the 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 Library's internal control over financial reporting and compliance.



Josh Pasch, CPA
City Auditor

Baltimore, Maryland
December 31, 2020

ENOCH PRATT FREE LIBRARY

Management's Discussion and Analysis

For the Year Ended June 30, 2020

As management of the Enoch Pratt Free Library (the Library), we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with the financial statements, which can be found on pages 9 through 33 of this report.

Overview of the Financial Statements

The following discussion and analysis are intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements comprise three components: 1) entity-wide financial statements, 2) governmental fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Entity-wide financial statements. *The entity-wide financial statements* are designed to provide readers with a broad overview of the Library's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Library's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The *statement of activities* presents information showing how the Library's net position changed during fiscal year 2020. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the entity-wide financial statements report functions of the Library that are principally supported by taxes and intergovernmental revenues (*governmental activities*). The Library has no functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*).

The Library is incorporated in the basic financial statements of the City of Baltimore as a blended component unit. The Library's entity-wide financial statements include only the financial position and results of operation of the Library itself and are not intended to present fairly the financial position of the City of Baltimore taken as a whole. The Library has no component units.

The entity-wide financial statements can be found on pages 9 and 10 of this report.

Governmental Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library are governmental funds.

ENOCH PRATT FREE LIBRARY

Management's Discussion and Analysis

For the Year Ended June 30, 2020

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the entity-wide financial statements. However, unlike the entity-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the entity-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the entity-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Library maintains four individual governmental funds (general, special revenue - grants, special revenue – other, and permanent). Information on all four funds is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances.

The basic governmental fund financial statements can be found on pages 11 to 13 of this report.

Proprietary funds. The Library maintains no proprietary funds.

Fiduciary funds. The Library maintains no fiduciary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the entity-wide and fund financial statements. The notes to the basic financial statements can be found on pages 16 through 33 of this report.

Other information. The Library adopts annual appropriated budgets for its General Fund, Special Revenue - Other Fund and Permanent Fund. Budgetary comparison statements have been provided for the General Fund and the Special Revenue - Other Fund to demonstrate compliance with budgets and can be found on pages 14 and 15 of this report.

ENOCH PRATT FREE LIBRARY
Management's Discussion and Analysis
For the Year Ended June 30, 2020

Entity-wide Financial Analysis

Analysis of net position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities by \$216,722,800 at the close of fiscal year 2020.

By far the largest portion of the Library's net position (79%) reflects capital assets (e.g., books, land, buildings, equipment, fine arts, and special collections). The Library uses these capital assets to provide services to citizens and users; consequently, these assets are *not* available for future spending.

Statement of Net Position
(Rounded to Nearest Hundred Dollars)

	Governmental Activities
	30-Jun-20
Assets	
Current and other assets.....	\$ 57,731,800
Capital assets.....	172,370,500
Total assets.....	230,102,300
Liabilities	
Liability for compensated absences.....	4,603,500
Other liabilities.....	8,776,000
Total liabilities.....	13,379,500
Net Position	
Invested in capital assets.....	171,949,200
Restricted.....	31,340,900
Unrestricted.....	13,432,700
Total net position.....	\$ 216,722,800

Analysis of changes in net position. The Library's net position overall increased by \$92,065,100 during fiscal year 2020. This change in net position is driven by capital activity of \$95.4M, whereas the Library's net position decreased by \$3.8M when reviewing operational activity exclusively. This operational use of net assets was the result of operating costs surrounding completion of the Central Library renovation and grand-reopening celebration, which was pre-funded in prior years by private donors.

ENOCH PRATT FREE LIBRARY
Management's Discussion and Analysis
For the Year Ended June 30, 2020

Revenue	Governmental Activities FY2020
Program revenue:	
Charges for services	\$ 500,000
Operating grants and contributions	27,439,600
Capital grants and contributions	95,431,800
General revenue:	
Baltimore City general fund	18,442,700
Realized Investment income	2,668,200
Unrealized Gain on Investments	(705,700)
Total Revenues.....	143,776,600
Transfers for Capital Activity.....	6,303,000
Operating Expenses	45,408,500
	51,711,500
Changes in net position	92,065,100
Net position – beginning of year	124,657,700
Net position – end of year	\$ 216,722,800

Financial Analysis of the Government's Funds

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Library's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable resources*. Such information is useful in assessing the Library's financing requirements. In particular, *spendable fund balances* may serve as a useful measure of a Library's net resources available for spending at the end of the fiscal year. Types of governmental funds reported by the Library include the General Fund, Special Revenue Funds, and a Permanent Fund.

As of the end of fiscal year 2020, the Library's governmental funds reported combined ending fund balances of \$49,377,100a decrease of \$4.1, in comparison with the prior fiscal year. Of this total, \$42,173,200 constitutes spendable fund balances, with \$26,870,900 to be used for purposes restricted by donor stipulations. The remainder of fund balance totaling \$7,203,900 is reserved to indicate that it is not available for new spending because it is non-spendable as required by donors. Earnings derived from the non-spendable balances may be used for new spending and are included in the spendable fund balance above.

ENOCH PRATT FREE LIBRARY
Management's Discussion and Analysis
For the Year Ended June 30, 2020

Revenues for governmental functions overall totaled \$48,344,800 in the fiscal year ended June 30, 2020 which represents a decrease of 3% from the fiscal year ended June 30, 2019. This reduction is attributable to a 23% reduction in gifts, contributions, and bequests, and unfavorable market conditions at the close of FY20, which resulted in an overall decrease in investment income of 42%. Expenditures for governmental functions, totaling \$46,101,700, decreased by 9% from the fiscal year ended June 30, 2019. In the fiscal year ended June 30, 2020, expenses exceeded revenues when including transfers to fund capital acquisitions for governmental functions by \$3,833,000

Capital Asset Administration

Capital assets. The Library's investment in capital assets for its governmental activities as of June 30, 2020, amounts to \$172,370,500 (net of accumulated depreciation). This investment in capital assets includes library books, land, buildings and improvements, equipment, construction in process, fine arts and special collections.

Capital Assets – Net of Depreciation
(Rounded to Nearest Hundred Dollars)

	Governmental Activities 2020
Library books and materials	\$ 15,984,500
Land	1,676,400
Buildings and improvements	147,318,800
Vehicles	150,800
Equipment	1,345,500
Construction in progress	3,263,100
Fine arts	2,219,300
Special collections	412,100
Total	\$ 172,370,500

On September 14, 2019 the Library celebrated the grand re-opening of the Central Library/State Library Resource Center, with nearly 9,000 members of the community attending. The renovation project totaled \$115 million, spanned 5 years, with the State of Maryland Department of General Services managing and contributing \$93M to the project, the City of Baltimore contributing \$5.4M, and private donors funding \$16.6M. In a year of increased programming, prior to closure to the public in March 2020, the Central Library saw a 134% increase in program attendance.

In addition, renovation of the Hampden branch continued through FY20. The renovation is projected for completion in early FY21, with re-opening planned when State and City health guidelines permit. Total costs of the building Hampden renovation is projected to total \$3M, with an additional \$225,000 to fund a refreshed collection. During the branch closure service to the community has continued through a partnership with the Hampden Family Center.

ENOCH PRATT FREE LIBRARY
Management's Discussion and Analysis
For the Year Ended June 30, 2020

See Note 5 to the Basic Financial Statements for additional information on the Library's capital assets.

Economic Factors

The COVID-19 Pandemic has negatively impacted the Library's fiscal results this year. Constrained private and public funding and a volatile investment market presented a challenging fiscal environment at the close of the year. Fortunately, the Library has established reserves of spendable net assets of \$42.2M and prudent fiscal practices to weather this difficult economic outlook. Public support is anticipated to be flat at best, with employee cost inflations resulting in effect a reduction in public funding. The Library will continue to provide the best possible services to our City and State customers.

Budget to Actual Comparison

Please refer to page 14 and 15 for budget to actual comparison.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in the Library's financials. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Stanley Estremsky, CPA
Chief Financial Officer
400 Cathedral Street
Baltimore, Maryland 21201

ENOCH PRATT FREE LIBRARY
Statement of Net Position
June 30, 2020
(Rounded to the Nearest Hundred Dollars)

		Governmental Activities
Assets		
Cash	\$	7,048,400
Equity in City's Pooled Cash and Cash Equivalents		1,350,500
Investments (At Market)		46,524,600
Accounts Receivable - Due from Grantors		889,900
Prepaid Expenses		1,918,400
Capital Assets (Net of Accumulated Depreciation):		
Library Books and Materials		15,984,500
Buildings and Improvements		147,318,800
Vehicles		150,800
Equipment		1,345,500
Capital Assets (Nondepreciable):		
Land		1,676,400
Fine Arts		2,219,300
Special Collections		412,100
Construction in Progress		3,263,100
Total Assets	\$	230,102,300
Liabilities		
Accounts Payable	\$	2,331,100
Accrued Liabilities		1,421,800
Estimated claims		194,700
Advances Payable - City's General Fund		750,000
Capital Obligations:		
Due within one year.....		319,200
Due in more than one year.....		102,100
Deferred Revenue - Advances from Grantors		3,657,100
Compensated Absences:		
Due within one year.....		1,728,600
Due in more than one year.....		2,874,900
Total Liabilities		13,379,500
Net Position		
Invested in Capital Assets		171,949,200
Restricted:		
Nonexpendable		4,470,000
Expendable		26,870,900
Unrestricted:		
Nonexpendable		2,733,900
Expendable		10,698,800
Total Net Position		216,722,800
Total Liabilities and Net Assets	\$	230,102,300

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

ENOCH PRATT FREE LIBRARY
 Statement of Activities
 Year Ended June 30, 2020
 (Rounded to the Nearest Hundred Dollars)

<u>Functions/Programs</u>	<u>Transfers for Capital Activity and Expenses</u>	<u>Program Revenues</u>		<u>Capital Grants and Contributions</u>	Net (Expense)
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>		Revenue and Changes in Net Position
Governmental Activities:					
Information Services	\$ 51,711,500	\$ 500,000	\$ 27,439,600	\$ 95,431,800	\$ 71,659,900
Total Governmental Activities	\$ 51,711,500	\$ 500,000	\$ 27,439,600	\$ 95,431,800	\$ 71,659,900
General Revenues:					
Baltimore City General Fund					\$ 18,442,700
Realized Investment Income					2,668,200
Unrealized Loss on Investments					(705,700)
Total General Revenues.....					<u>20,405,200</u>
Change in Net Position					92,065,100
Net Position – Beginning					<u>124,657,700</u>
Net Position – Ending					<u><u>\$ 216,722,800</u></u>

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

ENOCH PRATT FREE LIBRARY
Balance Sheet – Government Funds
June 30, 2020
(Rounded to the Nearest Hundred Dollars)

	General Fund	Special Revenue - Grants Fund	Special Revenue - Other Fund	Permanent Fund	Total Governmental Fund
Assets					
Cash	\$ 667,200	\$ 112,700	\$ 5,855,600	\$ 412,900	\$ 7,048,400
Equity in City's Pooled Cash and Cash Equivalents ...	1,318,300	-	32,200	-	1,350,500
Investments (At Market)	-	2,622,600	22,844,300	21,057,700	46,524,600
Accounts Receivable	-	884,200	5,700	-	889,900
Prepaid Expenses.....	433,300	1,146,900	303,500	34,700	1,918,400
Due from Other Funds.....	677,600	-	-	-	677,600
Total Assets	3,096,400	4,766,400	29,041,300	21,505,300	58,409,400
Liabilities					
Current Liabilities:					
Accounts Payable	212,500	202,800	1,907,800	8,000	2,331,100
Accrued Liabilities	990,800	263,400	167,600	-	1,421,800
Estimated Claims.....	194,700	-	-	-	194,700
Advances Payable - City's General Fund	750,000	-	-	-	750,000
Due to Other Funds	-	643,100	32,900	1,600	677,600
Advances from Grantors.....	-	3,657,100	-	-	3,657,100
Total Liabilities	2,148,000	4,766,400	2,108,300	9,600	9,032,300
Fund Balance					
Nonspendable	-	-	-	7,203,900	7,203,900
Restricted for specific purposes	-	-	18,598,700	8,272,200	26,870,900
Committed	644,500	-	-	-	644,500
Unassigned	303,900	-	8,334,300	6,019,600	14,657,800
Total Fund Balance	948,400	-	26,933,000	21,495,700	49,377,100
Total Liabilities and Fund Balance	\$ 3,096,400	\$ 4,766,400	\$ 29,041,300	\$ 21,505,300	\$ 58,409,400

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets are used in governmental activities are not financial resources and therefore are not reported in the funds.....	172,370,500
The Accounts Payable Liability associated with Capital Assets are also not reported in the funds.....	(421,300)
The Liability for Compensated Absences does not require the use of current financial resources and is reported in the funds.	(4,603,500)
Net position of governmental activities.....	\$ 216,722,800

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

ENOCH PRATT FREE LIBRARY
Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended June 30, 2020
(Rounded to the Nearest Hundred Dollars)

	General Fund	Special Revenue - Grants Fund	Special Revenue - Other Fund	Permanent Fund	Total Governmental Funds
Support and Revenues					
Support					
Baltimore City - General Fund	\$ 18,442,700	\$ -	\$ -	\$ -	\$ 18,442,700
Federal Grants	-	442,000	-	-	442,000
State Grants	6,501,400	14,351,500	-	-	20,852,900
Other Grants	-	202,000	-	-	202,000
Fringe Benefits Paid Directly By the State ...	2,393,200	-	-	-	2,393,200
Gifts, Contributions and Bequests	-	-	3,549,500	-	3,549,500
Total Support.....	27,337,300	14,995,500	3,549,500	-	45,882,300
Revenues					
Fines, Fees and Other	63,300	-	436,700	-	500,000
Realized Investment Income	25,000	-	1,444,200	1,199,000	2,668,200
Unrealized Loss on Investments	-	-	(256,100)	(449,600)	(705,700)
Total Revenue	88,300	-	1,624,800	749,400	2,462,500
Transfer for Capital Activity.....	(741,100)	(1,066,900)	(4,388,800)	(106,200)	(6,303,000)
Total Support and Revenue Available for Operations.....	26,684,500	13,928,600	785,500	643,200	42,041,800
Expenditures					
Operating Expenses.....	27,437,600	13,928,600	4,636,800	98,700	46,101,700
Operating Expenses.....	27,437,600	13,928,600	4,636,800	98,700	46,101,700
Excess of Support and Revenue over Expenditures - Net Change in Fund Balances	(753,100)	-	(3,851,300)	544,500	(4,059,900)
Fund Balances - Beginning of Year.....	1,701,500	-	30,784,300	20,951,200	53,437,000
Fund Balances - End of Year.....	\$ 948,400	\$ -	\$ 26,933,000	\$ 21,495,700	\$ 49,377,100

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

ENOCH PRATT FREE LIBRARY
Reconciliation of the Statement of Activities to the Statement of Revenues, Expenditures, and
Changes in Fund Balances
Year Ended June 30, 2020
(Rounded to the Nearest Hundred Dollars)

Amounts reported for governmental activities in the statement of activities (page 10) are different because:

Net change in fund balances - total governmental funds (page 12).....	\$	(4,059,900)
<p style="margin-left: 40px;">Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeds depreciation expense.</p>		
		96,196,300
<p style="margin-left: 40px;">The Liability for Compensated Absences does not require the use of current financial resources and, therefore, is not reported as an expenditure in governmental funds. This is the amount by which the liability changed in the current period.....</p>		
		<u>(71,300)</u>
Change in net position of governmental activities (page 10)	\$	<u><u>92,065,100</u></u>

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

ENOCH PRATT FREE LIBRARY

Statement of Revenue, Expenditures, and Changes in Fund Balances – Budget and Actual
 General Fund
 Year Ended June 30, 2020
 (Rounded to the Nearest Hundred Dollars)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Support and Revenue:				
Support:				
Baltimore City - General Fund.....	\$ 19,508,994	\$ 18,362,400	\$ 18,442,700	\$ 80,300
State Grants.....	6,500,000	6,500,000	6,501,400	1,400
Fringe Benefits Paid Directly By the State.....	2,393,200	2,393,200	2,393,200	-
Total Support.....	28,402,194	27,255,600	27,337,300	81,700
Revenues				
Fines, Fees and Other.....	145,000	145,000	63,300	(81,700)
Interest Income.....	25,000	25,000	25,000	-
Total Revenue.....	170,000	170,000	88,300	(81,700)
Transfer for Capital Activity	-	-	(741,100)	(741,100)
Total Support and Revenue Available for Operations	28,572,194	27,425,600	26,684,500	(741,100)
Expenditures.....	28,572,194	27,425,600	26,574,000	851,600
Excess of Revenue and Support over Expenditures.....	\$ -	\$ -	110,500	\$ 110,500
Fund Deficit Beginning of Year.....			193,400	
Fund Balances, End of Year.....			\$ 303,900	
Adjustments to Reconcile to GAAP Basis:				
Addition of of Encumbrances Outstanding.....			1,847,800	
Less: Accounts Payable and Accrued Expenses not Recorded for Budgetary			(1,203,300)	
Fund Balance - End of Year (GAAP Basis).....			\$ 948,400	

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

ENOCH PRATT FREE LIBRARY

Statement of Revenue, Expenditures, and Changes in Fund Balances – Budget and Actual

Special Revenue – Other Fund

Year Ended June 30, 2020

(Rounded to the Nearest Hundred Dollars)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Support and Revenue:				
Support:				
Gifts, Contribution and Bequest.....	\$ 3,328,500	\$ 3,328,500	\$ 3,549,500	\$ 221,000
Total Support.....	3,328,500	3,328,500	3,549,500	221,000
Revenue:				
Fines, Fees and Other.....	-	-	436,700	436,700
Investment Income.....	2,160,667	2,160,667	1,188,100	(972,567)
Total Revenue.....	2,160,667	2,160,667	1,624,800	(535,867)
Transfer for Capital Activity	(2,757,800)	(2,757,800)	(4,388,800)	(1,631,000)
for Operations.....				
....	2,731,367	2,731,367	785,500	(1,945,867)
Expenditures.....	8,410,197	8,410,197	3,985,300	4,424,897
Excess of Expenditures over Revenue and Support.....	<u>\$ (5,678,830)</u>	<u>\$ (5,678,830)</u>	(3,199,800)	<u>\$ 2,479,030</u>
Fund Balance, Beginning of Year.....			32,040,600	
Fund Balance, End of Year.....			<u>\$ 28,840,800</u>	
Adjustments to Reconcile to GAAP Basis:				
Less Accounts Payable not Recorded for Budgetary Purposes.....			(1,907,800)	
Fund Balance - End of Year (GAAP Basis).....			<u>\$ 26,933,000</u>	

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

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

1. Summary of Significant Accounting Policies

A. Reporting Entity

Maryland law created the Enoch Pratt Free Library (Library) in 1882, which enabled the City of Baltimore (City) to accept a donation from Enoch Pratt to establish “The Enoch Pratt Free Library of Baltimore City.” The City owns the Library buildings; however a self-perpetuating Board of Trustees administers its operations. In 1971, the Maryland General Assembly designated the Library as the State Library Resource Center.

The Library receives funds from the City and State in the form of appropriations and grants, private donations, gifts and grants made directly to the Board of Trustees, as well as an endowment from the Enoch Pratt Trust Fund. The City’s Department of Finance operates as a service agency for the Library, providing such services as general accounting, payroll, disbursements and other services. The Library is subject to the budgetary control and expenditure authorization of the City concerning the appropriations included in the General Fund of the Library.

The Library is incorporated in the basic financial statements of the City as a blended component unit in accordance with criteria established by the Governmental Accounting Standards Board.

Oversight responsibility is demonstrated by financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters. Based on the aforementioned criteria, there are no component units for which the Library exercises oversight authority.

The basic financial statements of the Library are prepared from the records of the City and the Library. The governmental fund statements pertain to the operations of the Library and do not reflect those activities related to capital projects or debt service, as these are the responsibility of the City and reflected in its basic financial statements. The accounting and financial reporting policies of the Library included in this report conform to accounting principles generally accepted in the United States and reporting standards as promulgated by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

These basic financial statements, as presented, reflect only the financial position and results of operations of the Library. They are not intended to present fairly the financial position of Baltimore City taken as a whole or the results of its operations in conformity with accounting principles generally accepted in the United States.

B. Basis of Presentation, Basis of Accounting

Basis of Presentation

Entity-wide Financial Statements. The statement of net position and the statement of activities display information about the overall financial position and activities of the Library. These statements are reported using the economic resources measurement focus

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

and the accrual basis of accounting. The activities of the Library are primarily financed through property taxes, intergovernmental revenues, and other non-exchange transactions. Revenues are recorded when earned and expenses are recorded at the time the liability is incurred, regardless of when the related cash flows take place.

Program revenues include: (a) fines, fees, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Governmental Fund Financial Statements. The fund financial statements provide information about the Library's governmental funds. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Revenues applicable to the current fiscal year and collected soon after year-end are recognized as revenue. Expenditures expected to be paid from currently available resources are recorded when the related fund liability is incurred, except for payments for compensated absences, which are recognized as expenditures when paid.

The Library reports the following major governmental funds:

- *General Fund.* This is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund.
- *Special Revenue - Grants Fund.* These funds account for revenues derived from certain governmental grants and other revenue sources that are restricted by law or administrative action to expenditures for specific purposes.
- *Special Revenue - Other Fund.* The proceeds include the spendable portion of gifts and endowments received by the Library.
- *Permanent Fund.* The proceeds include the non-spendable portion of the Library's Endowment.

Measurement Focus, Basis of Accounting

Entity-wide Financial Statements. The entity-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the City gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Expenditures are recorded when the related fund liability is incurred, except for compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds.

Under the terms of the grant agreements, the Library funds certain programs by a combination of specific cost-reimbursement grants, categorical grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Library's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical grants, and then by general revenues.

C. Specific Accounting Practices

Equity in the City's Pooled Cash and Cash Equivalents

Except for the Library Trustees' investments and special revenue fund cash, the City of Baltimore has custody of Library funds. The cash balances of City funds are pooled and invested by the City for the purpose of increasing earnings through investment activities. The pool's investments are reported at fair value at June 30, 2020, based on market prices. The individual funds' portions of the pool's fair value are presented as "Equity in the City's Pooled Cash and Cash Equivalents."

Cash

Cash includes demand deposits.

Investments

Investment securities held by the Library are presented in the financial statements at market value at June 30, 2020, which approximates fair value.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of receipt. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings	40-50 years
Building Improvements	20-50 years
Vehicles & Equipment	5 years
Library Books and Materials	10 years

The Library's capitalization thresholds are: \$50,000 for buildings, improvements; and \$5,000 for vehicles and equipment. Book acquisitions are capitalized as a collection based on total purchases for the fiscal year. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Investments

The Library's investments are composed of the following four types of funds:

1. Principal Spendable, Income Restricted.
2. Principal Spendable, Income Unrestricted.
3. Principal Nonspendable, Income Restricted.
4. Principal Nonspendable, Income Unrestricted.

The last two funds are permanent endowments for which donors have stipulated as a condition of the gift that the principal be maintained in perpetuity. The terms of the gift stipulate how earnings are to be used, either for a restricted or unrestricted purpose. In accordance with classic trust law, the Library follows the policy of allocating gains and losses from appreciation or depreciation to the principal.

Compensated Absences

The liability for compensated absences reported in the entity-wide financial statements consists of unpaid, accumulated annual sick and vacation balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who are currently eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, approved requisitions and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in the General Fund. Encumbrances are treated as commitments of fund balances in this fund because they do not constitute expenditures or liabilities. Encumbrances are reported with expenditures in the General Fund budgetary basis financial statement.

Fund Balance/Net position

In accordance with GASB 54, the governmental fund financial statement fund balances are classified as follows:

- Non-spendable – Includes fund balance amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
- Restricted – Includes fund balance amounts that can be spent only for specific purposes because of limitations imposed by creditors, grantors, or contributors or by enabling legislation or constitutional provisions.
- Committed – Includes the gross value of all encumbrances. Encumbrances do not represent a liability, as contracts, purchase orders, and approved requisitions may be cancelled based on terms of the agreements and availability of financial resources.
- Unassigned – Represents that residual classification in the General Fund and includes all spendable amounts not contained in the four classifications described above.

Net position in the government-wide statements are categorized as follows:

- Invested in Capital Assets – consists of capital assets, net of accumulated depreciation.
- Restricted Net Position - net position that have third party limitations on their use.
- Unrestricted Net Position – all net position that are not included in the categories identified above.

Order of Fund Balance Spending Policy

When an expense is incurred that can be paid using restricted or unrestricted resources (net position), the Library's policy is to first apply toward restricted resources and then toward unrestricted resources. In governmental funds, the Library's policy is to first apply the expenditure toward restricted fund balance then to other, less-restrictive classifications.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Sick, Vacation and Personal Leave

Employees earn one day of sick leave for each completed month of service and there is no limitation on the number of sick days that employees can accumulate. A portion of unused sick leave earned annually during each twelve-month base period may be converted to cash at a maximum of three days, computed on an attendance formula. Upon retirement with pension benefits, or termination of employment after completion of twenty or more years of service without pension benefits, employees receive one day's pay for every four sick leave days accumulated and unused at the day of separation or one day's pay for every three such days, depending on the employee's bargaining unit. Under any other such conditions of separation, unused sick leave is forfeited. Sick leave benefit expenditures are not recorded until paid, except that vested and expected to be vested unused sick leave is recorded when leave is earned in the entity-wide statements. The liability is not expected to be reduced in the succeeding year.

Individuals employed with the City as of June 30, 2015 with unused vacation or personal leave balances had all previously accumulated vacation or personal leave transferred into legacy vacation and/or legacy personal leave accounts. Employees shall not transfer any vacation leave accrued after June 30, 2016 into the legacy vacation or legacy personal leave accounts.

Beginning on July 1, 2015, City employees may accumulate a maximum of 45 vacation days. At the beginning of each fiscal year City employees received four personal leave days. The maximum current vacation (non-legacy) days that can be carried from year to year is 45 days. City employees are not allowed to carry over personal leave days. Leave may be taken through time off or paid upon termination or retirement. The legacy vacation and personal leave accounts are available for use upon exhaustion of the leave stored in the current vacation account. Legacy vacation accounts shall be permanently closed upon reaching a zero balance. Individuals beginning employment with the City after June 30, 2015 shall not have a legacy vacation or personal leave account. Accumulated vacation and personal leave is recorded in the entity-wide financial statements.

Interfund Transactions

Transfers of Expenditures (Reimbursements) - Reimbursement of expenditures made by one fund for another that are recorded as expenditures in the reimbursing fund and as a reduction of expenditures in the reimbursed fund.

Transfers for capital activity in the Statement of Revenues, Expenditures and Changes in Fund Balances for Governmental Funds, represents the transfer of revenues to fund acquisition of capital items including the Library's books and materials collection, equipment, and building improvements. The corresponding assets are reflected in the entity-wide financial statements.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

2. Budget Process and Budgetary Basis of Accounting

Annual budgets are adopted for the General Fund, all Special Revenue Funds, except for Grants Revenue Funds, and the Permanent Fund, on a basis consistent with accounting principles generally accepted in the United States, except for certain miscellaneous revenues and expenditures which are not budgeted and encumbrances which are recognized as expenditures for budgetary purposes.

The Library's General Fund results from the City's budget process. The budget of the City is a detailed operating plan, which identifies estimated costs and results in relation to estimated revenues. The budget includes: (1) the programs, projects, services, and activities to be provided during the fiscal year, (2) the estimated resources (inflows) and amounts available for appropriation, and (3) the estimated charges to appropriations. The budget represents a process through which policy decisions are made, implemented, and controlled. The City Charter prohibits expending funds for which there is no legal appropriation.

The following procedures establish the budgetary data reflected in the basic financial statements:

Original Budget

- (1) City agencies submit their anticipated annual budget needs to the Department of Finance during December.
- (2) From December through March, the Mayor and the Department of Finance analyze, review, and refine the budget submittals.
- (3) In April, the Director of Finance sends its recommended budget plan to the Board of Estimates. The Board then holds hearings and the recommended budget is amended as necessary. Citizens have the opportunity to offer input before the Board votes on the budget.
- (4) In May, a majority vote of the Board of Estimates approves the total budget and sends it to the City Council. The Board of Estimates must submit the proposed budget for the next fiscal year to the City Council at least 45 days before the beginning of said fiscal year. The Board of Estimates prepares a proposed Ordinance of Estimates to be submitted to the City Council. The Ordinance of Estimates is the legal authority for the enactment of the budget.
- (5) The City Council then holds hearings on the proposed Ordinance of Estimates, with additional citizen input before it votes in June. The City Council shall adopt the budget at least five days before the beginning of the fiscal year. The City Council then sends the approved Ordinance of Estimates to the Mayor.
- (6) The Mayor then either approves the total Ordinance of Estimates, or disapproves some items and approves the rest of the Ordinance of Estimates.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

The Library's Board of Trustees reviews and approves a Special Revenue - Other Fund and Permanent Fund budget based on anticipated contributions, investment income and needs for the forthcoming year at its June meeting.

Final Budget

The final budgetary data presented in the basic financial statements reflects the following changes to the original budget:

- (1) Appropriations for a particular program, purpose, activity, or project may, upon the recommendation of the head of the municipal agency concerned and the Director of Finance, and with the approval of the Board of Estimates, be carried over to the subsequent fiscal year to carry out the initial appropriation objectives. All appropriations not carried over lapse at the end of the fiscal year in which they were made. In addition, funds encumbered for contracts, purchase orders, approved requisitions or other actual commitments, as well as funds dedicated to grant programs and capital improvements are carried out over the ensuing fiscal year until utilized or cancelled.
- (2) The adopted budget is prepared and appropriated on an agency, program, activity, and object of expenditure basis by fund. Purchase orders, which result in an operating or capital overrun, are not released until additional appropriations are made available. Expenditures for each adopted operating budget may not legally exceed appropriations at the agency level. Administratively, the Department of Finance has the authority to move appropriations between activities of the same program within the same agency. The Board of Estimates has the authority to transfer appropriations between programs within the same agency. Only the City Council can transfer appropriations between agencies.
- (3) The City Charter permits further appropriations for programs included in the original Ordinance of Estimates made necessary by material changes in circumstances and additional appropriations for new programs or grant awards which could not reasonably be anticipated when formulating the original Ordinance of Estimates.

Budgetary data, as revised, is presented in the basic financial statements for the General Fund and Special Revenue - Other Fund. Final budgetary data excludes prior year amounts reserved for encumbrances for appropriate comparison to actual expenditures.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

3. Reconciliation of Entity-wide and Fund Financial Statements

A summary reconciliation of the difference between total fund balance as reflected on the governmental funds balance sheet and the net position for governmental activities as shown on the entity-wide statement of net position is presented on the face of the governmental funds balance sheet. The asset and liability elements which comprise the reconciliation difference stem from governmental funds using the current financial resources measurement focus and the modified accrual basis of accounting while the entity-wide financial statements use the economic resources measurement focus and accrual basis of accounting.

A summary reconciliation of the difference between net changes in fund balance as reflected on the governmental funds statement of revenues, expenditures and changes in fund balances, and change in net position for governmental activities as shown on the entity-wide statement of activities is presented in an accompanying schedule to the governmental funds statement of revenues, expenditures and changes in fund balances. The revenue and expense elements which comprise the reconciliation difference stem from governmental funds using the current financial resources measurement focus and the modified accrual basis of accounting, while the entity-wide financial statements use the economic resources measurement focus and accrual basis of accounting.

4. Deposits and Investments

A. Cash Deposits

As of June 30, 2020, the Library's cash balances totaled \$7,048,400 of the cash balance, \$500,000 was insured through the Federal Depository Insurance Corporation (FDIC). The remaining \$6,548,400 was collateralized with pooled securities held by the financial institutions' trust departments. These securities are held in the name of the financial institution and not that of the Library.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

B. Investments

The Board of Trustees (the Board) of the Enoch Pratt Free Library of Baltimore City is independent and authorized by Maryland Law and the Enoch Pratt bequest to make investments. The Board accomplishes the daily management of the Library's investments through an external investment advisor who acts as a fiduciary for the Library and is charged to use a conservative approach within guidelines set by the Board which consider the probable safety of investments, avoidance of speculative investments, and investing as people of prudence, discretion, and intelligence would in a similar situation. Adherence to those guidelines is monitored by the Library's Board Finance Committee through review of quarterly reports and meetings.

The Library's invested assets, at fair value, at June 30, 2020 are presented below (rounded to nearest hundred dollars):

	Fair Value
Debt Securities:	
U.S. Treasury Bill.....	\$ 1,134,600
Fixed Income Fund.....	6,909,800
Asset Backed	412,300
Domestic Corporate Bonds.....	3,911,100
Money Market Fund.....	7,283,300
Municipal Bonds.....	278,400
Total Debt Securities.....	19,929,500
Other:	
Stocks.....	26,595,100
Total Investments.....	\$ 46,524,600

These investments relate to the following funds (rounded to nearest hundred dollars):

	Cost	Fair Value
Special Revenue - Grants Fund	\$ 2,500,800	\$ 2,622,600
Special Revenue - Other Fund	21,783,700	22,844,300
Permanent Fund	20,080,100	21,057,700
Total	\$ 44,364,600	\$ 46,524,600

The Library had an unrealized loss of \$705,700 and a realized gain of \$2,668,200 or a total gain of \$1,962,500 on investments during fiscal year 2020. Cost for purposes of computing gain or loss is the historical cost of the individual investments. The calculation of realized gains and losses is independent of the calculation of the change in the fair value of investments. Realized gains and losses of the current period include unrealized amounts from prior periods.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of an entity's investment in a single issuer. As of June 30, 2020 the Library did not have any single investment that's market value exceeded 5% of the total investments.

Foreign Currency Risk

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. It is the Board's policy that external managers demonstrate sensitivity to currency risk. As of June 30, 2020, the Library had no exposure to foreign currency risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates of debt investments will adversely affect the fair value of an investment. The Library uses Segmented Time Distribution as a measure of interest rate sensitivity for bonds. The Board has no fixed income interest rate policy. The time risk of debt investments is presented in the table below.

<u>Asset Type</u>	<u>Investment Maturities (In Years)</u>				
	<u>Fair Value</u>	<u>Less than 1</u>	<u>1 to 5</u>	<u>N/A</u>	<u>Greater than 5</u>
U.S. Treasury Bill.....	\$ 1,134,600	\$ -	\$428,500	\$ -	\$ 706,100
Fixed Income Fund.....	6,909,800	-	-	6,909,800	-
Asset Backed.....	412,300	-	296,300	-	116,000
Domestic Corporate Bonds.....	3,911,100	-	123,700	-	3,787,400
Money Market Fund.....	7,283,300	7,283,300	-	-	-
Municipal Bonds.....	278,400	-	-	-	278,400
Total Debt Securities	\$19,929,500	\$ 7,283,300	\$848,500	\$6,909,800	\$ 4,887,900

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

Credit Risk by Quality

Credit risk is the risk that the issuer or other counterpart to an investment will not fulfill its obligation. The Library Board's policy is that at least ninety percent of the fixed income portfolio be in investment grade bonds rated BAA or better. The Library's rated debt investments as of June 30, 2020 were rated by a nationally recognized statistical rating agency and are presented below using the Moody's rating scale:

<u>Asset Type</u>	<u>Quality Ratings</u>							
	<u>Fair Value</u>	<u>Aaa</u>	<u>Aa1, Aa2,</u> <u>Aa3</u>	<u>A1, A2, A3</u>	<u>Baa1, Baa2,</u> <u>Baa3</u>	<u>Ba1, Ba2,</u> <u>Ba3</u>	<u>B1, B2, B3</u>	<u>Not Rated</u>
U.S. Treasury Bill.....	\$ 1,134,557	\$1,134,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Income Fund.....	6,909,779	-	-	-	-	-	-	6,909,779
Asset Backed.....	412,317	-	209,425	202,892	-	-	-	-
Domestic Corporate Bonds.....	3,911,134	-	40,996	800,532	2,703,368	246,609	38,979	80,650
Money Market Fund.....	2,281,341	-	-	-	-	-	-	2,281,341
Certificates of Deposit.....	-	-	-	-	-	-	-	-
Municipal Bonds.....	278,389	-	278,389	-	-	-	-	-
Foreign Corporate Bonds.....	-	-	-	-	-	-	-	-
	<u>\$14,927,517</u>	<u>\$1,134,557</u>	<u>\$528,810</u>	<u>\$1,003,424</u>	<u>\$2,703,368</u>	<u>\$246,609</u>	<u>\$ 38,979</u>	<u>\$9,271,770</u>

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

5. Capital Assets

Capital assets activity for the year ended June 30, 2020, was as follows (rounded to nearest hundred dollars):

<u>Class</u>	<u>Balance 30-Jun-19</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 30-Jun-20</u>
Capital assets, not being depreciated				
Land	\$ 1,676,400	\$ -	\$ -	\$ 1,676,400
Fine arts	2,219,300	-	-	2,219,300
Special collections	412,100	-	-	412,100
Construction in progress	6,907,100	99,747,600	(103,391,600)	3,263,100
Total capital assets, not being depreciated	<u>11,214,900</u>	<u>99,747,600</u>	<u>(103,391,600)</u>	<u>7,570,900</u>
Capital assets, being depreciated				
Buildings and improvements	71,148,400	103,513,700	-	174,662,100
Vehicles.....	504,100	-	-	504,100
Equipment	1,937,000	591,000	(188,200)	2,339,800
Library books and materials	37,724,600	1,491,700	(4,654,400)	34,561,900
Total capital assets, being depreciated	<u>111,314,100</u>	<u>105,596,400</u>	<u>(4,842,600)</u>	<u>212,067,900</u>
Less depreciation for:				
Buildings and improvements	25,514,500	1,828,800	-	27,343,300
Vehicles.....	300,500	52,800	-	353,300
Equipment	832,700	349,800	(188,200)	994,300
Library books and materials	19,924,800	3,307,000	(4,654,400)	18,577,400
Total accumulated depreciation	<u>46,572,500</u>	<u>5,538,400</u>	<u>(4,842,600)</u>	<u>47,268,300</u>
Total capital assets, being depreciated, net ..	<u>64,741,600</u>	<u>100,058,000</u>	<u>-</u>	<u>164,799,600</u>
Information Services capital assets, net	<u>\$ 75,956,500</u>	<u>\$ 199,805,600</u>	<u>\$ (103,391,600)</u>	<u>\$ 172,370,500</u>

Depreciation expense was charged to functions/programs of the Library for the fiscal year ended June 30, 2020, as follows (rounded to nearest hundred dollars):

Governmental activities:

Information Services	<u>\$ 5,538,400</u>
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ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

6. General Long-Term Obligations

Long-term liabilities and activity for the year ended June 30, 2020 were as follows (rounded to nearest hundred dollars):

Governmental Activities

	Balance <u>July 1, 2019</u>	<u>Increases</u>	Balance <u>June 30,</u> <u>2020</u>	Amounts Due Within <u>One Year</u>
Compensated absences	<u>\$ 4,532,200</u>	<u>\$ 71,300</u>	<u>\$ 4,603,500</u>	<u>\$1,728,600</u>

Liquidations of compensated absences occur in the General Fund and Special Revenue - Grants Fund.

7. Interfund Balances and Activity

Balances due to/from other funds at June 30, 2020 were as follows (rounded to nearest hundred dollars):

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Special Revenue - Grants	\$ 643,100
General Fund	Special Revenue - Other	32,900
General Fund	Permanent	1,600
		<u>\$ 677,600</u>

8. Advances from Grantors

Advances from grantors in the amount of \$3,657,100 in the Special Revenue - Grants Fund is grant funds received as of June 30, 2020, for which related expenditures have not been incurred as of June 30, 2020.

9. Leases

A. Operating Lease

The Library has entered into operating leases for rental of various pieces of equipment and real property. All leases contain cancellation provisions and are subject to annual appropriations by the City and State governments, as well as the Board of Trustees. During fiscal year 2020, rent and lease expenditures approximated \$348,600 for all types of leases, including significant real property and short-term equipment rentals. These expenditures were made primarily from the General and Special Revenue – Other Fund.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

B. Capital Lease

The Library entered into several capital lease agreements for vehicles, with interest rates varying from 2.5% to 2.7%. Lease expenditures totaled \$52,800 for the fiscal year. Such agreements are included with capital lease obligations.

Capital lease obligations at June 30, 2020, total \$150,800.

Future minimum lease payments as of June 30, 2020 are as follows:

2021	\$	48,700
2022		37,900
2023		32,100
2024		32,100
	\$	<u>150,800</u>

10. Retirement System

Full-time Library employees are required to participate in either the City of Baltimore's Employee Retirement System (ERS) or the Maryland State Teachers' Retirement System (MSTR). Placement into either system is based upon the employee's job position and function. All employees have the ability to participate in the City of Baltimore's 457 Deferred Compensation plan.

City of Baltimore Employee Retirement System (ERS)

The ERS is a cost sharing multiple plan that covers City employees. The ERS Plan provides service retirement benefits as well as death and disability benefits. Only the Mayor and City Council may amend the ERS Plan Provisions. The reduction of benefits is precluded by the City Code. All employees hired subsequent to June 30, 2014 have two options a 401a contributory non-hybrid or a hybrid contributory defined benefit "D" Plan. The hybrid contributory defined benefit plan waiting period is one year. Employees have 150 days of employment to select between the two plans. Employees who do not select a plan after 150 days of employment will automatically default into the hybrid contributory defined benefit "D" plan. The mandatory contribution to each of the plan's is 5%.

Maryland State Teachers' Retirement System.

Members of the Maryland State Teachers' Retirement System (MSTR) are required to contribute 7% annually. The contribution requirements of the System members, as well as the State and participating governmental employers are established and may be amended by City Schools of Trustees for the System. Contributions are deducted from participant's salary and wage payments and are remitted to the State on a regular, periodic basis.

Further information on the retirement plans, including publicly available financial reports can be obtained from the following websites:

City of Baltimore's Employees' Retirement System: www.bcera.org

Maryland State Retirement and Pension System: www.sra.state.md.us

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

11. Risk Management

The Library's risk management is administered through the City's Office of Risk Management, which lies within the City's Finance Department. The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City's risk financing techniques include a combination of risk retention through self-insurance and risk transfer through the purchase of commercial insurance. The risk management program services all claims for risk of loss, including general liability, property and casualty, workers' compensation, unemployment compensation, automobile physical damage and bodily injury, and sundry other risks. Commercial insurance coverage is provided for each property damage claim in excess of \$500,000 with a cap of \$550,000,000. Library settled claims have not exceeded this commercial coverage in any of the past three years. As of June 30, 2020 the liability associated with unpaid estimated claims for the Library was \$194,700 included in the Statement of Net Position.

The City also provides medical insurance coverage for employees and retirees. Employees are required to pay a percentage of the annual cost of the medical plans and the remaining costs are paid by the City. During fiscal year 2020, the Library's cost for such coverage was \$3,685,300.

12. Postemployment Benefits

Baltimore City administrative policy provides that other postemployment benefits, other than pension benefits, be provided to all eligible employees of the City. As of July 1, 2008, to be eligible for participation, employees must have completed 5 years of service prior to retirement. These benefits include certain healthcare and life insurance benefits. The City of Baltimore provides other postemployment benefits (OPEB) to all qualified City employees. The OPEB Plan is a contributory, multiple employer defined benefit plan. The benefit and contribution provisions of the Plan are established and may be amended by the City. The Plan provides postemployment healthcare, prescription and life insurance benefits to retirees and their beneficiaries. Retirees may choose from a variety of health plan options and levels of coverage updated annually.

In order to effectively manage the Plan, the City established an OPEB Trust Fund. All retiree and City contributions are deposited into the Trust Fund and all retiree related health and life insurance benefits are paid from the Trust Fund. The City also contracted with the Board of Trustees of the Employees' Retirement System of the City of Baltimore, Maryland to act as investment manager for the Trust Fund. BNY Mellon Bank Asset Servicing is the Trust Fund's asset custodian. The Plan does not issue standalone financial statements; however, the OPEB Trust Fund is included in the City's financial statement as a fiduciary fund.

As of July 1, 2018, the last published statistics; there were 14,977 retirees receiving these benefits, with an additional 1,026 retirees eligible but not receiving benefits. For calendar year 2020 retirees with 15 of service or greater, the City reimbursed 50% of the premium cost incurred by pre-Medicare retirees and their dependents. The City also reimbursed 50% of the cost for Medicare supplement for each retiree or dependent eligible for Medicare. The City reimburses 20% of the premium cost for retirees with between 10 to

ENOC PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

15 years of service; retirees with at least 5 years of service are eligible for coverage however the City does not contribute to premium costs.

During fiscal year 2020, these other postemployment benefits, including plan earnings and actuarial adjustments amounted to \$172 million. This amount includes all Plan activity which includes employees from other City departments and the Baltimore City Public School System. The City does not allocate these costs to individual agencies, therefore none of these costs are charged to the Library and included in these financials.

13. Fringe Benefits Paid Directly by the State of Maryland

The State of Maryland, by agreement with the political subdivisions, mandates professional and certain other employees of the Library to join the Maryland State Teachers' Retirement System. See Note 10 for details of the retirement plan. The State is responsible for the payment of the pension costs for these individuals. The amount of pension contribution paid by the State for eligible Library employees approximated \$2,393,200 for fiscal year 2020. The State payments are based on an annual State budget appropriation and such payments could be rescinded if funds were not appropriated. These payments are also subject to possible State audit exceptions in subsequent fiscal years

14. Commitments and Contingencies

The Library receives a substantial amount of its support from the State of Maryland and Baltimore City. A significant reduction in the level of support may have an effect on the Library's programs and activities.

The Library participates in several State and Federal grant programs. Entitlement to grant resources is generally conditioned upon compliance with terms and conditions of the grant agreements and applicable Federal and State regulations, including the expenditure of the resources for eligible purposes. Substantially all grants are subject to financial and compliance audits in accordance with grantors' requirements. Any disallowances as a result of these audits become a liability of the Library. As of June 30, 2020, the Library estimates that no material liabilities will result from such audits.

The Library may be party to legal proceedings, which normally occur in its operations. The Library Board of Trustees utilizes the Baltimore City Law Department to address such proceedings. In December 2020, the Library was made aware of an award against the Library from a proceeding that originated in 2017. While the ultimate outcome and funding is uncertain, the amount of the full judgement has been included as a liability and expenditure in these statements. In the opinion of Library's Management, there are no additional legal proceedings that would have a material impact on the financial statements of the Library.

ENOCH PRATT FREE LIBRARY

Notes to the Basic Financial Statements

Year Ended June 30, 2020

15. Contributed Services

A substantial number of unpaid volunteers have made significant contributions of their time to develop the Library's programs, principally in the areas of information services, programming, and support services. The value of these services, estimated to be \$283,300 during fiscal year 2020, has not been recorded in the accompanying financial statements.

16. Income Tax Status

Under applicable provisions of the Internal Revenue Code, the Library is not subject to income taxes, except for unrelated business income, if any.

17. Subsequent Events

There were no reportable subsequent events through the date of report issuance December 31, 2020.

STATISTICAL SECTION

ENOCH PRATT FREE LIBRARY

Governmental Revenues by Source and Total Governmental Expenditures Last Ten Fiscal Years (Rounded to the Nearest Hundred Dollars) UNAUDITED

Year ending June 30,	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Revenues					
Baltimore City - General Fund	\$18,442,700	\$19,267,400	\$16,260,600	\$14,457,900	\$15,914,600
Federal Grants	442,000	595,300	579,600	527,700	70,100
State Grants	20,852,900	19,061,500	19,091,400	16,011,900	16,126,700
Other Grants	202,000	503,500	1,041,000	1,077,900	223,200
Fringe Benefits Paid Directly by the State	2,393,200	2,135,400	2,138,000	2,233,100	2,169,800
Gifts, Contributions, Bequests	3,549,500	4,584,200	3,860,800	4,481,200	5,951,400
Fines, Fees and Other	500,000	377,000	914,000	242,000	194,700
Investment Income	2,668,200	2,111,500	683,300	508,200	525,500
Gain (Loss) on Investments	(705,700)	1,284,600	6,517,700	4,428,000	443,500
Total	<u>\$48,344,800</u>	<u>\$49,920,400</u>	<u>\$51,086,400</u>	<u>\$43,967,900</u>	<u>\$41,619,500</u>
Expenditures					
Total	<u>\$46,101,700</u>	<u>\$46,096,700</u>	<u>\$44,488,200</u>	<u>\$41,308,000</u>	<u>\$40,941,800</u>
Year ending June 30,	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Revenues					
Baltimore City - General Fund	\$16,795,900	\$16,139,800	\$15,705,900	15,141,600	15,264,600
Federal Grants	214,800	54,800	115,400	194,700	-
State Grants	16,352,400	15,522,600	16,627,600	15,769,400	16,427,500
Other Grants	77,700	855,800	361,600	139,400	75,800
Fringe Benefits Paid Directly by the State	2,171,900	2,061,000	1,700,300	1,792,500	1,811,700
Gifts, Contributions and Bequests	7,441,100	5,988,600	2,718,200	2,146,800	2,062,700
Fines, Fees and Other	264,300	279,200	325,300	279,800	323,000
Investment Income	588,100	554,500	561,900	484,200	569,400
Gain (Loss) on Investments	1,342,100	3,578,000	3,578,000	287,100	4,473,200
Total	<u>\$45,248,300</u>	<u>\$45,034,300</u>	<u>\$41,694,200</u>	<u>36,235,500</u>	<u>\$41,007,900</u>
Total	<u>\$40,306,300</u>	<u>\$37,270,600</u>	<u>\$38,360,400</u>	<u>\$36,441,500</u>	<u>\$37,360,500</u>

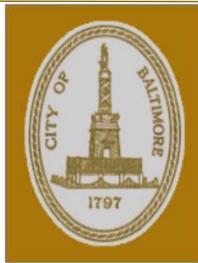
Source: Library Financial Records

ENOCH PRATT FREE LIBRARY
Miscellaneous Statistics – Last Ten Fiscal Years
UNAUDITED

<u>Year</u>	<u>Baltimore City Population</u>	<u>Maryland Population</u>	<u>Year</u>	<u>Number of Employees (FTE)</u>	<u>Cataloged Book Volumes</u>
2020	590,479	6,080,183	2020	467	2,626,762
2019	602,495	6,062,917	2019	499	2,526,030
2018	611,648	6,079,602	2018	489	2,541,433
2017	620,131	5,773,552	2017	439	2,252,397
2016	622,104	5,928,814	2016	392	2,034,344
2015	621,342	5,884,563	2015	419	2,282,492
2014	619,493	5,828,289	2014	407	2,454,952
2013	620,961	5,773,552	2013	416	2,427,856
2012	637,418	5,699,478	2012	414	2,386,554
2011	636,919	5,633,597	2011	420	2,307,284

<u>Year</u>	<u>Library Materials Circulated</u>	<u>Reference Services Provided</u>	<u>Year</u>	<u>Sailor Database Downloads</u>	<u>Library Web Site Page Views</u>
2020	1,793,100	1,319,024	2020	1,035,998	3,902,701
2019	1,727,556	1,731,558	2019	1,267,240	3,891,767
2018	1,308,014	1,647,212	2018	1,759,438	3,971,247
2017	1,099,633	1,640,128	2017	1,718,757	3,726,571
2016	1,186,928	2,025,590	2016	3,039,970	4,880,051
2015	1,292,000	1,831,207	2015	993,945	5,360,236
2014	1,274,204	1,819,572	2014*	952,268	5,900,829
2013	1,267,824	1,790,975	2013	1,428,566	15,874,587
2012	1,253,984	1,929,131	2012	2,040,887	13,996,119
2011	1,247,485	1,735,640	2011	2,173,047	12,095,231

* The Library began using Google Analysis in FY 2014 in an effort to more accurately record page views and continues to use. Prior to that, computer generated “trolling” searches were being counted which overstated legitimate user statistics.



**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**

Honorable Bill Henry, Comptroller,
and Other Members of the
Board of Estimates of the
City of Baltimore, Maryland

Board of Estimates
Enoch Pratt Free Library
Baltimore, Maryland

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Enoch Pratt Free Library (the 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, and have issued our report thereon dated December 31, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the 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, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 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. 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.

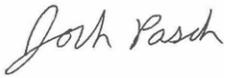
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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 Library's financial statements are free from 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Josh Pasch, CPA
City Auditor

Baltimore, Maryland
December 31, 2020

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