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# METROPOLITAN LIBRARY COMMISSION 2020-2021 ESTIMATE OF NEEDS



AND FINANCIAL STATEMENT OF THE FISCAL YEAR 2020-2021

METROPOLITAN LIBRARY COMMISSION OF THE COUNTY OF <u>OKLAHOMA</u> COUNTY STATE OF OKLAHOMA

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk. After approval by the Excise Board and the Levies are made, both statements should be signed by the appropriate Board Members. One complete signed copy must be sent to the State Auditor and Inspector, Suite 39, 2401 NW 23<sup>rd</sup> Street, Oklahoma City, OK 73107. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

THE ESTIMATE OF NEEDS FOR FISCAL YEAR 2020-2021

STATEMENT OF THE FISCAL YEAR 2019-2020

PREPARED BY Charisse Dye

SUBMITTED TO THE OKLAHOMA COUNTY

EXCISE BOARD THIS 25th DAY OF SEPTEMBER 2020

METROPOLITAN LIBRARY COMMISSION

Chair Dr. Ann Caine

Secretary Mr. Larry White

Treasurer Dr. Dennis Shockley

Clerk Ms. Charisse Dye



# METROPOLITAN LIBRARY COMMISSION FISCAL YEAR 2020-2021 ESTIMATE OF NEEDS

# AND FINANCIAL STATEMENT OF THE FISCAL YEAR 2019-2020

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Letter and Certifications:					Page
Letter to Excise Board	•••••	•••••	•••••••	•••••	1
Affidavit of Publication	••••••••••••••••••	••••••	•••••••	••••••	2
Exhibits:					
Exhibit "A" Library Commission Fund	Filed	Yes		No	
Exhibit "G" Sinking Fund	Filed	Yes		No	
Exhibit "J" Capital Project Funds	Filed	Yes		No	
Exhibit "Y" Certificate of Excise Board Estimate of Needs	Filed	Yes		No	
Publication Sheet Filed With County Budget	Filed	Yes		No	
Exhibit "Z" Publication (When not filed with County Budge	t) Filed	Yes		No	

# METROPOLITAN LIBRARY COMMISSION FISCAL YEAR 2020-2021 ESTIMATE OF NEEDS

### AND FINANCIAL STATEMENT OF THE FISCAL YEAR 2019-2020

# OKLAHOMA COUNTY, METROPOLITAN LIBRARY COMMISSION STATE OF OKLAHOMA, COUNTY OF OKLAHOMA COUNTY, ss:

To the County Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O.S. 1991 Section 3002, we submit herewith for your consideration, the within statement of the fiscal condition of the Metropolitan Library Commission, County of Oklahoma County, State of Oklahoma, for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The same have been prepared in conformity to Statute, in relation to which be it further noted that:

- 1. We, the members of the Metropolitan Library Commission of said County and State, do hereby certify that the Statements herein submitted show the true and correct condition of the fiscal affairs of said Metropolitan Library Commission for the fiscal year ending noted above that said statements comprise a "full and accurate statement of the assessments, receipts and expenditures of the preceding year, made out in detail under separate heads 'as required by 19 O.S. 1991 Section 345; and approval was had at an official session of said Commission on September 17, 2020.
- 2. And we further certify that the estimates of the several amounts necessary for current expenses for the fiscal year noted above as shown under "Schedule 8" were prepared and that the same have been correctly entered, and that all estimates made are entered as prepared by Department Heads for the respective purposes herein set out. We further certify that the sums requested for salaries are calculated and based upon authority of salary statutes currently effective and applicable in this county.
- 3. We further certify that the estimated income from sources other than ad valorem tax, shown on "schedule 4", may reasonably be expected to be collected as a revenue during the ensuing fiscal year, and is not in excess of the 90% of the amounts collected for the same sources during the previous fiscal year ending June 30.

Dated at the office of the Metropolitan Library Commission at Oklahoma City, Oklahoma, this 25th day of September, 2020.

Chair Dr. Ann Caine
Secretary Mr. Larry White
Treasurer Dr. Dennis Shockley
Clerk Ms. Charisse Dye

Filed this 25th day of September, 2020 Secretary and Clerk of Excise Board, Oklahoma County, Oklahoma.

#### AFFIDAVIT OF PUBLICATION

# STATE OF OKLAHOMA, COUNTY OF OKLAHOMA COUNTY

Personally appeared before me, the undersigned Notary Public, <u>Charisse Dye</u>, Deputy Executive Director of Finance of the Metropolitan Library Commission aforesaid, says: That she complied with the law by having the financial statement for the fiscal year ending June 30, 2020 and the estimated needs and the estimated income from sources other than ad valorem taxes, for the fiscal year beginning July 1, 2020 and ending June 30, 2021 published in one issue of The Journal Record, a legally-qualified newspaper published of general circulation, in said county, a copy of which, together with proof of publication, is herewith attached, marked Exhibit "Z", and made a part of hereof.

# 14000212 EXP. 01/08/22

\_\_\_\_Ms. Charisse Dye

Subscribed and sworn to before me this 25th day of September, 2020.

Notary Public

My Commission Expires

Metropolitan Library Commission

Oklahoma County

We have compiled the 2019-20 financial statements and 2020-2021 Estimate of Needs (9S.A. & I. Form 268BR98) included in the accompanying prescribed form in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements and schedules have been prepared on a prescribed basis of accounting that demonstrates compliance with basis and the budget laws of the State of Oklahoma which is a basis of accounting other than generally accepted accounting principles.

Our compilation was limited to presenting, in the form prescribed by the State Auditor and Inspector of Oklahoma, information that is the representation of management. We have not audited or reviewed the accompanying financial statement and schedules referred to above and, accordingly; do not express an opinion or any other form of assurance on them.

These financial statements and schedules are presented in accordance with the requirements of the State of Oklahoma are not intended to be a presentation in conformity with generally accepted accounting principles. This report is intended solely for the information and use of the Metropolitan Library Commission of Oklahoma County and for filing with the State Auditor and Inspector of Oklahoma and should not be used for any other purpose. Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements and schedules, they might influence the user's conclusions about the financial position and the results of operations. Accordingly, these financial statements and schedules are not designed for those who are not informed about such differences.

Deputy Executive Director of Finance

September 25, 2020

EXHIBIT "A"	PAGE 1
Schedule 1, Current Balance Sheet - June 30, 2020	
	Amount
ASSETS:	
Cash Balance June 30, 2020	\$ 2,245,637.00
Investments	29,921,986.00
TOTAL ASSETS	\$ 32,167,623.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ •
Reserve on Interest on Warrants	•
Reserves from Schedule 8	 1,092,921.00
TOTAL LIABILITIES AND RESERVES	\$ 1,092,921.00
CASH FUND BALANCE JUNE 30, 2020	\$ 31,074,702.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$ 32,167,623.00

Schedule 2, Revenue and Requirements - FYE June 30, 2020		<u> </u>	
	 Detail		Total
REVENUE:			
Cash Balance June 30, 2019 (Cash Fund Balance)	\$ 27,563,276.87		
Cash Fund Balance Transferred From Prior Years	116,710.00		
Current Ad Valorem Tax Apportioned (include.prior yr tax & homestead)	39,679,167.97		
Miscellaneous Revenue Apportioned	913,805.00		
TOTAL REVENUE		\$	68,272,959.84
REQUIREMENTS:			
Claims Paid by Warrants Issued	\$ 36,105,336.84	1	
Reserves From Schedule 8	1,092,921.00		
TOTAL REQUIREMENTS		\$	37,198,257.84
ADD: CASH FUND BALANCE AS PER BALANCE SHEET JUNE 30, 2020		\$	31,074,702.00
TOTAL REQUIREMENTS AND CASH FUND BALANCE	· · · · · · · · · · · · · · · · · · ·	\$	68,272,959.84

Schedule 3, Cash Fund Balance Analysis - June 30, 2020		Amount
ADDITIONS:		
Miscellaneous Revenue Collected In Excess of Estimates - Net	\$	422,485.00
Warrants estopped, Cancelled or Converted		•
Fiscal Year 2019-20 Lapsed Appropriations		26,969,677.16
Fiscal Year 2018-19 Lapsed Appropriations		116,710.00
Ad Valorem Tax Collections in Excess of Estimate		2,224,520.84
Prior Years Ad Valorem Tax		1,341,309.00
TOTAL ADDITIONS	\$	31,074,702.00
DEDUCTIONS:		
Supplemental Appropriations		-
Current Tax in process of Collection		•
TOTAL DEDUCTIONS	\$	•
Cash Fund Balance as per Balance Sheet June 30, 2020		
Composition of Cash Fund Balance:		
Cash	i	31,074,702.00
Cash Fund Balance as per Balance Sheet June 30, 2020	\$	31,074,702.00

# EXHIBIT "A"

Schedule 4, Miscellaneous Revenue	T		-		
Juneous T, Miscellaneous nevenue	+	2019-20	ACC	OLINT	
SOURCE	AMOUNT			AMOUNT	
SOUNCE	١,	ESTIMATED		COLLECTED	
1000 CHARGES FOR SERVICES:	<del>  '</del>	LITHVIATED	<del></del>	COLLECTED	
	5		٠		
1111 Library Fees 1112 Services Fees		-	\$	•	
1113 Library Fines & Fees		250 200 00	Ì	355 044 00	
1114 Other -		259,289.00	1	255,044.00	
	s	250 200 00	\$	- JEE 044.00	
Total Charges For Services	13	259,289.00	13	255,044.00	
INTERGOVERNMENTAL REVENUES:					
2000 INTERGOVERNMENTAL REVENUES -LOCAL SOURCES	}		l		
2111 Local Contributions	1		1		
2112 Local Governmental Reimbursements	1				
2113 Local Payments I lieu of Tax Revenue					
2114 Other -					
Total - Local Sources	<del> </del>		<u> </u>		
3000 INTERGOVERNMENTAL REVENUES -STATE SOURCES:	1		1		
3111 County Sales Tax -OTC	1				
3112 Other - OTC			1		
Sub-total - OTC	<u> </u>				
3211 State Grants	\$	169,780.00	\$	236,276.00	
3212 State Payments in Lieu of Tax Rev.	1				
3213 Homestead Exemption Reimb.			l		
3214 Additional Homestead Exempt.			1		
3215 Other -			l		
Total State Sources	\$	169,780.00	\$	236,276.00	
4000 INTERGOVERNMENTAL REVENUES - FEDERAL SOURCES:	T		Π		
4111 Federal Grants			l		
4112 Reimbursement - Federal			1		
4113 Federal Payments in Lieu of Tax Revenue			l		
4114 Other -	i				
Total Federal Sources	\$		\$		
Grand Total Intergovernmental Revenue	\$		\$		
5000 MISCELLANEOUS REVENUE:	T				
5111 Interest on investments			\$	418,196.00	
5112 Rental or Lease of Property					
5113 Sale of Property			1		
5114 Space Rental			1		
5115 Insurance Recoveries					
5116 Insurance Reimbursement					
5117 Return check Charges	1		1		
5118 Utility Reimbursement					
5119 Vending Machine Commissions					
5120 Cibcessuibs (Sales, Etc.)					
5121 Donations					
5122 Other -				4,289.00	
Total Miscellaneous Revenue	\$	-	\$	422,485.00	
6000 NON-REVENUE RECEIPTS:	Ī		Ī		
6111 Contributions from Other Funds					
	1.	420.000.00	1	042.005.00	
Grand Total Library Commission Fund	\$	429,069.00	\$	913,805.00	

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Page 2b

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<u> </u>							
<u> </u>	2019-20 ACCOUNT	BASIS AND	<del></del>		2020-21 ACCOUNT		
	OVER	LIMIT OF ENSUING	CHARGEABLE		ESTIMATED BY		APPROVED BY
<u> </u>	(UNDER)	ESTIMATE	INCOME	<del></del> _	GOVERNING BD	<u> </u>	EXCISE BOARD
						١.	
\$	-	%		\$	•	\$	•
l	/4.245.00\						
	(4,245.00)	90.00%			229,537.76		229,537.76
	- (4.345.00)				200 527 75		
\$	(4,245.00)		<del></del>	\$	229,537.76	\$	229,537.76
	(4,245.00)						
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\$	55 A05 00	00.00%		<del></del>	212.540.40	<u> </u>	242.542.42
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\$	422,485.00					<u></u>	
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' <b>\$</b>	484,736.00			\$	442,186.16	s	442,186.16
<u> </u>	707,750.00	<u> </u>		1 4	-172,100.10	<u> </u>	772,100.10

EXHIBIT "A" PAGE				
Schedule 5, Expenditures Library Fund Cash Account of Current and All Prior Years				
CURRENT AND ALL PRIOR YEARS				
Cash Fund Balance Reported to Excise Board June 30, 2019	\$	27,563,276.87		
Cash Fund Balance Transferred Out		•		
Cash Fund Balance Transferred In		•		
Adjusted Cash Balance	\$	27,563,276.87		
Ad Valorem Tax Apportioned to Year in Caption (include. prior yr & homestead)		39,679,167.97		
Miscellaneous Revenue (Schedule 4)		913,805.00		
Cash Fund Balance Forward From Preceding Year		116,710.00		
Prior Expenditures Recovered		-		
TOTAL RECEIPTS	\$	40,709,682.97		
TOTAL RECEIPTS AND BALANCE	\$	68,272,959.84		
Warrants of Year in Caption (Warrants Paid)		36,105,336.84		
Interest Paid Thereon		•		
TOTAL DISBURSEMENTS	\$	36,105,336.84		
CASH BALANCE JUNE 30, 2020	\$	32,167,623.00		
Reserve for Warrants Outstanding	\$	•		
Reserve for Interest on Warrants				
Reserve From Schedule 8		1,092,921.00		
TOTAL LIABILITIES AND RESERVE	\$	1,092,921.00		
DEFICIT: (Red Figure)		•		
CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR	\$	31,074,702.00		

Schedule 6, Library Board fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	TOTAL
Warrants Outstanding June 30, 2019 of Year in Caption	\$ -
Warrants Registered During Year	38,093,551.74
TOTAL	\$ 38,093,551.74
Warrants Paid During Year	38,093,551.74
Warrants Converted to Bonds or Judgements	
Warrants Cancelled	
Warrants Estopped by Statute	
TOTAL WARRANTS RETIRED	\$ 38,093,551.74
BALANCE WARRANTS OUTSTANDING JUNE 30, 2019	\$ •

Schedule 7, 2019 Ad Valorem Tax Account		
2019 Net Valuation Certified To County Excise Board \$7,970,017,633 5.2 ,Mills	I	Amount
Total proceeds of Levy as Certified for 2019-2020	\$	38,365,563.00
Additions:		
Deductions:	-	
Gross Balance Tax	\$	38,365,563.00
Less Reserve for Delinquent Tax		3,614,104.00
Reserve for Protest Pending		-
Balance Available Tax	\$	34,751,459.00
Deduct 2019 Tax Apportioned (including prior year tax and homestead)		39,679,167.97
Net Balance Tax in process of Collection or		-
Excess Collections	\$	4,927,708.97

EXHIBIT "A"

PAGE 3b

Schedule 9, Library Comm	nission Fund Investments						
	Investments		Liquidations		Barred	Investments	
INVESTED IN	On Hand	Since	By Collections	Amortiz.	by	On Hand	
	June 30,2019	Purchased	of Cost Premium		Court	June 30, 2020	
Certificates of Deposit	\$ 1,473,380.17	\$ 39,836.10	\$ 17,777.83	\$ -	\$ -	\$ 1,495,438.44	
U. S. Treasury Bills	13,856,305.83	23,873,135.20	21,788,392.20	·	-	15,941,048.83	
U.S. Treasury Notes	<u> </u>	-	-	•	-	•	
U. S. Agency Notes	10,399,337.52	21,086,161.21	19,000,000.00		-	12,485,498.73	
TOTAL INVESTMENTS	\$ 25,729,023.52	\$ 44,999,132.51	\$ 40,806,170.03	\$ -	\$ -	\$ 29,921,986.00	

EXHIBIT "A" page 4 Schedule 8(a), Report of Prior Year's Expenditures Fiscal Year Ending June 30, 2019 Reserves Warrants SOURCE Balance Original Appropriations 6/30/2018 Since Lapsed Issued Appropriations 92 LIBRARY BOARD BUDGET ACCOUNT: x 27,288,798.00 92a Personal Services 92b Part Time Help 92c Travel (included in 92d) 92d Maintenance and Operation 721,396.25 \$ 721,396.25 \$ 7,313,647.00 1,266,818.65 \$ 92e Capital Outlay 1,383,528.65 \$ 116,710.00 29,565,490.00 92f Intergovernmental 92g Other -92 TOTAL \$ 2,104,924.90 \$ 1,988,214.90 \$ 116,710.00 \$ 64,167,935.00 93 93a Personal Services 93b Part Time Help 93c Travel 93d Maintenance and Operation 93e Capital Outlay 93f Intergovernmental 93g Other -93 TOTAL 94 94a Personal Services 94b Part Time Help 94c Travel 94d Maintenance and Operation 94e Capital Outlay 94f Intergovernmental 94g Other -94 TOTAL \$ 98 OTHER USERS 98a Other deductions 98 Total **TOTAL LIBRARY BOARD FUND ACCOUNT** SUBJECT TO WARRANT ISSUE: 99 provisions for Interest on Warrants **GRAND TOTAL LIBRARY BOARD FUND** 2,104,924.90 1,988,214.90 116,710.00 64,167,935.00

ESTIMATE OF NEEDS FOR THE FISCAL YEAR	
PURPOSE:	
Current Expense	
Pro rata share of County Assessor's Budget as determined by County Excise Board	
Pro rata snare or County Assessor's Budget as determined by County excise board	
GRANT TOTA L - Library Board Fund	

page 4b Fiscal Year 2020-21 Fiscal Year Ending June 30, 2020 Net Amount Reserves Lapsed Balance Needs as Approved by Warrants Estimated by County SU PPLEMENTAL Issued Known To Be Excise Board Governing ADUSTMENT Appropriations Unencumbered CANCELLED Board ADDED x 2,563,136.00 \$ 28,351,070.79 \$ 28,351,070.79 27,288,798.00 \$ 24,725,662.00 8,127,553.36 5,495,338.84 234,930.00 1,583,378.16 8,127,553.36 7,313,647.00 857,991.00 29,565,490.00 5,884,336.00 22,823,163.00 32,714,711.00 \$ 32,714,711.00 69,193,335.15 \$ 1,092,921.00 \$ 26,969,677.16 \$ 69,193,335.15 64,167,935.00 \$ 36,105,336.84 \$ \$ \$ \$

			7				
• [	•	64,167,935.00	36,105,336.84	1,092,921.00	26,969,677.16	69,193,335.15	69,193,335.15
		, , , , , , , , , , , , , , , , , , , ,				Estimate of	Approved by
						Needs by	County
						Governing Board	Excise Board
	Ť					\$ 69,193,335.15	\$ 69,193,335.15
						69 193 335 15	69.193.335.15

#### CERTIFICATE OF EXCISE BOARD ESTIMATE OF NEEDS FOR 2020-21

Page 2

EXHIBIT "Y"		
County Excise Board's Appropriation	Library	Sinking Fund
of Income and Revenue	Fund	Exc. Homest.
Appropriation Approved & Provision Made	\$ 69,193,335.15	
Appropriation of Revenues:		
Excess of Assets Over Liabilities	31,074,702.00	
Unclaimed Protest Tax Refunds		
Miscellaneous Estimated Revenues	442,186.16	
Est. Value of Surplus Tax in Process		
Total Other Than 2020 Tax	31,516,888.16	
Balance Required	37,676,446.99	
Add Allocation For Delinquency	3,767,644.70	to a contract of the contract
Total Required for 2020 Tax	\$ 41,444,091.69	
Rate of Levy Required :	5.2 Mills	

We further certify that the net assessed valuation of the property, subject to ad Valorem taxes, after the amount of all Homestead Exemption have been deducted in the said County as finally equalized and certified by the State Board of Equalization for the current year 2019-20 is as follows:

VALUATION AND LEVIES EXCLU	DING HOMES							
COUNTY	Real	Real		Personal	Public Service		Total	
This County	\$	6,593,041,295.00	\$	1,030,468,583.00	\$	346,507,755.00	\$	7,970,017,633.00
Total Valuation	\$	6,593,041,295.00	\$	1,030,468,583.00	\$	346,507,755.00	\$	7,970,017,633.00

and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, we thereupon upon made the levies therefor as provided by Law as follows:

Library Fund 5.2 Mills

Sinking Fund

Mills

Total 5.2 Mills

and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2020 without regard to any protest that may be filed against any levies, as required by 68 O. S. 1991, Section 2869.

Dated at <u>Okla County</u> Oklahoma, this <u>The day of October</u>, 2020

# Journal Record Publishing Company

101 N Robinson Suite 101 Oklahoma City, OK 73102

# PUBLISHER'S AFFIDAVIT

Estimate of Needs

NUMBER

10/01/2020

PUBLICATION DATES

Metropolitan Library Commission

LEGAL NOTICE

STATE OF OKLAHOMA

s.s

COUNTY OF OKLAHOMA

I, of lawful age, being duly sworn, am a legal representative of The Journal Record of Oklahoma City, Oklahoma, a daily newspaper of general circulation in Oklahoma County, Oklahoma, printed in the English Language and published in the City of Oklahoma City, in Oklahoma County, State of Oklahoma, continuously and uninterruptedly published in the County for a period of more than 104 consecutive weeks prior to the first publication of the attached notice, and having a paid general subscription circulation therein and with admission to the United States mails as paid second-class mail matter.

That said notice a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement on the ABOVE LISTED DATE(S).

Jennifer Rogers, Public Notice Coordinator

Subscribed and sworn before me this 1st day of October, 2020

MaRanda Beeson, Notary Public OF OKLINGTON

Comission Number:

10001243

My Comission Expires:

02/18/2022

Order Number

Publisher's Fee

11923388

\$ 107.80

Page 1 of 2

\*\*\* PLACEHOLDER \*\*\*

If you see this text, there was an issue with running your affidavit.

Please try again.

Metro Jubrary

#### (MS11923388)

das 497 (10-1-2020)