

**CHICKASAW REGIONAL LIBRARY SYSTEM  
FINANCIAL STATEMENTS  
AND  
AUDITORS' REPORT  
JUNE 30, 2013**



**Jackson & Fox  
A Professional Corporation  
Certified Public Accountants  
Ardmore, Oklahoma**

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**MISSION STATEMENT**

**“The Mission of the Chickasaw Regional Library System is to provide free, open and equal access to informational, educational, cultural, and recreational materials and services to all members of the community.”\***

\*Adopted by the Board of Trustees in May, 2004

**BACKGROUND**

**Today, the Chickasaw Regional (Public) Library System (CRLS) serves approximately 96,316 in the five (5) county area of Atoka, Carter, Johnston, Love and Murray. At the end of FY 2013 CRLS had 68,080 registered borrowers, correlating to 71% of the population of the region. This is an increase of 1,686 library customers; and an increase from 69% to 71% of the service area population.**

Multi-County Library Systems were established and are regulated in Oklahoma as set forth by Title 65, Article 4, Section 202-206 of the Oklahoma Statutes. The Chickasaw Regional (Public) Library System (CRLS) was established in the 1960s in accordance with Title 65 of the Statutes as member counties voted to approve ad valorem taxes to support the multi-county library system. Today, CRLS has eight (8) libraries operating in the five (5) Oklahoma counties of Carter, Atoka, Johnston, Love and Murray.

Presently, financial support for CRLS is at two (2) mills per \$1,000 assessed valuation in all five counties. CRLS is the lowest funded library system per capita in Oklahoma. Most multi-county system libraries in the state are funded at a four (4) mill level for all or the majority of

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their counties. Pioneer (Multi-County) Library System, headquartered in Norman, is now funded at six (6) mills. Municipal single county libraries are at five (5) + mills.

**TRUSTEES**

CRLS is governed by thirteen (13) Trustees who are appointed by the city and county commissioners for the respective communities they represent. In compliance with Oklahoma State Statute 65:4-101, Carol Stewart was appointed to replace Cleo LeVally who had served the legal limit of her term. Karen Lewis was appointed to replace Janice Price who had served her legal limit of her term. Mary Mueller was appointed to complete the remaining term of Jessica Muller-tilley, who moved from the area. In the spring of 2013, the Oklahoma State Legislature passed legislation that allows cities that have a branch within the library system and a population under 2,000 to have a representative to the Board of Trustees. This applies to the City of Wilson, Oklahoma.

FY 2013 Trustees are as follows:

<u>Board Member</u>	<u>Represents</u>	<u>Location</u>
Christy Mordy	City	Ardmore
John Veazey	County	Carter
Marvin Leeper	City	Atoka
Glenda Graham-Byrd	County	Atoka
Shawn Tinsley	City	Davis
Carol Stewart	City	Healdton
Karen Lewis	City	Lone Grove
Larry Milligan	County	Johnston
Beth Willis	City	Marietta
Melodye Griffin	County	Love

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Mary Mueller	City	Sulphur
Jim Kennedy	City	Tishomingo
Debbie Thomson	County	Murray

**PERSONNEL**

Paid employees for FY 2013 include eighteen (18) full-time professional, paraprofessionals and other support staff along with approximately three (3) part-time personnel. For accounting purposes, branch managers who work 30+ hours per week are considered “full-time” employees. Total personnel expenditures of \$960,503 for FY 2013 were over the budget estimate by \$60,500. This has been justified by management because of the **significant increase in programming and customer assistance** at all libraries and the need to cover branch libraries when the branch managers need to be away for training and personal time. CRLS continues to use a technology consultant who is under contract for all IT work and responsibilities. This cost is reflected in the contractual area of the budget.

Feedback from customers continues to tell us that CRLS’ most important assets are our employees. They appreciate the quality and friendly atmosphere and service, and the fact that CRLS employees go above and beyond to provide them with the information, resources and services they need. CRLS personnel continue to strive for excellence.

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**SERVICES**

In the spirit of “free public access” endorsed, promoted and practiced by libraries throughout the United States, CRLS serves the citizens in the five-county region and beyond in a multitude of ways. CRLS provides information and access to information in a seamless manner in many formats: print, electronic within the library and to remote locations (home, office, etc.), specialized on-line databases, instruction through classes and individual assistance as needed, programs for young people and adults, film (DVDs), music (tape and CD), and microfilm (i.e., *The Ardmoreite* from beginning of publication). Services include, but are not limited to, reference, reader’s advisory and Interlibrary Loan. Many of CRLS customers do not know how to access specialized information, resources, employment applications and other forms without the assistance of skilled reference personnel. In 2012/2013, CRLS staff taught over 306 small group and individual classes on various aspects of technology. This represents over 400 hours of Headquarters staff time. E-Reader classes have been particularly popular. Many customers need help downloading E-books and learning more about their particular E-reader device. Whenever possible, CRLS partners with other state, regional and local community organizations to provide resources and programs with a cost savings and some resources that would not be readily available without these networks. All CRLS libraries have meeting rooms that are available and **free** to the public. At the Ardmore Headquarters, CRLS has five (5) NetBook computers which are checked out to library customers in good standing. Several branch libraries have laptop computers that can be checked out and used in the facility only.

**ANNUAL CIRCULATION & USE OF LIBRARIES**

Customer use of all CRLS libraries and resources for FY 2013 totals 1,273,758, up significantly over last year. This includes circulation of materials, use of public access computers, in-house use of materials (newspapers, reference books, periodicals, microfilm,

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etc.), program attendance and reference questions. This correlates to 10.3 transactions or uses per capita.

A statistical review of use of CRLS libraries shows the following breakdown for FY 2013:

Circulation-----	992,230	-----(up 592,938)
Computer/Internet-----	45,926	-----(up 3,790)
In-house Use-----	217,810	----- (down 578)
Program Attendance-----	16,715	----- (up 4,489)
Interlibrary Loan-----	1,077	----- (down 110)

With the exception of Interlibrary Loan and in-house use, all user statistics are up significantly over FY 2012. Interlibrary loans are marginally down and is attributed to a \$1.50 charge per interlibrary loan to assist with postage for out of System loans. All CRLS libraries have an increasing number of people using wireless services both in the facilities and in our parking lots. During FY 2012 it was not possible to track use of wireless services outside of the building using affordable technology. In 2013, we have been able to track wireless use on a relatively reliable basis...but not perfect by any means. This is partially reflected in the large increase in Internet usage for the year. Management and IT are working on a better solution to measure this use more accurately.

Approximately \$201,474 was spent in FY 2013 to provide informational and recreational materials, as well as electronic access, in an effort to better serve our public. This includes over \$60,000 in E-Rate discounts for Internet and Telecommunications access. These discounts are discussed later in this report. While traditional print formats are important CRLS focus is on offering more electronic online resources throughout the region to reach more

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citizens and those who have been classified as “non-users” and/or “non-readers.” All of CRLS’ Databases can be used remotely, but statistical data for these services difficult to track. In FY 2013, CRLS spent approximately \$10,495 on databases.

At the conclusion of FY 2013, records show that CRLS (system-wide) has approximately 166,930 bound (print) volumes and 93,305 titles. During FY 2013, 3,628 bound volumes were added and 15,189 were deselected (removed). The System has 106 subscriptions in periodicals and newspapers. Staff makes every effort to keep CRLS’ collections current and relevant, as well as create more shelf space for new materials. A total of 51 Licensed Databases are available for CRLS patrons. These Databases are available to patrons within CRLS libraries and are accessible remotely at their home and/or at their office. CRLS belongs to a Consortium (OverDrive) for E-books, making thousands of titles available to library customers. CRLS purchases 385 separate E-Book subscriptions to add to the consortium in FY2013.

**FINANCIAL OVERVIEW FOR FISCAL YEAR 2011/2012**

FY 2013 Budget (Income & Expenditures)	-	\$1,617,868
FY 2013 Actual Income	-	\$1,547,227
FY 2013 Expenditures	-	\$1,382,217
FY 2013 Expenditures (with depreciation)	-	\$1,559,125

The major portion of CRLS’ funding comes from county ad valorem taxes of two (2) mills, as mentioned above. Ad valorem generated \$1,317,097 in income for FY 2013, as compared with \$1,270,605 for FY 2012 reflecting an increase of \$46,492 in income.



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Another source of CRLS' income is State Aid, administered by the Oklahoma Department of Libraries (ODL). FY 2013 State Aid of \$61,639 was received. Because of funding cuts at the state level, state aid continues to be reduced annually. This downward trend will continue for the foreseeable future due to budget cuts at the state level. The formula is based on population and the square miles within the multi-county district.

"Other income" for CRLS varies from year to year, depending on projects, programming, available grant funding and miscellaneous income. Another variation in income is shown in the area of "Royalty Income" from the Michael Bevins estate. In FY 2013 royalty income was \$12,709, down from the previous year of \$18,089. The difference reflects the variation in profit and loss for the energy industry for mineral rights.

Funding for programming is a small but important part of CRLS' income. While it is a marginal dollar amount of the overall budget, it is significant in the "value added" range of CRLS' services targeting young people, families and adults. It supports the fact that community businesses, organizations and individuals feel that CRLS' programming for infants and toddlers, young people and adults is important for our communities. Funding for programming includes donations and grants. In FY 2013, CRLS received approximately \$33,973, thanks to a special anonymous \$20,000 grant. This income does not reflect matching "grants" from the Oklahoma Humanities Council (OHC) for "Let's Talk About It, Oklahoma" programs. We received \$3,955 from OHC in FY 2013. In FY 2012/13, CRLS has focused on increasing and improving programming to teens and "tweens." This has been especially true in Ardmore where we have more resources to devote to programming. Statistics for this type of programming are up significantly!

One important source of funding for CRLS for the past twelve (12) years that is not directly reflected in the budget is the Universal Service (aka E-Rate) discounts for telephone and

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Internet services for schools, public libraries and rural health departments. For CRLS, the FY 2013 discount for Internet and telephone services for all libraries was over \$60,000. Annually, it varies depending on the discount percentage which is based on the free and reduced school lunch rate for each local district in which the community library is located. Universal Service discounts are approved by the Schools and Libraries Division (SLD) of the Universal Service Administration Company, a division of the Federal Communication Commission (FCC). As previously noted, there is a multi-tiered annual application process which is complex, time consuming and problematic at best. While the discounts for these services are absolutely essential for CRLS to provide high speed Internet access and efficient telephone and operating systems, these discounts are extremely important. It must be noted that to obtain these discounts one must work through the worst of the federal bureaucratic process! Oklahoma USF program funds regional toll free lines for CRLS which provides a significant cost savings on calls between branch libraries and Headquarters.

Federal law, *The Communications Internet Protection Act* (CIPA), mandated that all public libraries receiving federal funding must filter public access computers. The iPrism Filtering System, one of the least intrusive filtering systems, was installed throughout CRLS libraries. In FY 2011, the System spent \$4,192 on iPrism for a three (3) year contract which expires in FY 2013.

**TECHNOLOGY**

In January 2011, the consulting firm Turn-Key Information Technology was hired to maintain and improve all technology access and systems. In today's fast paced, information driven, "instant gratification" society, technology is of critical importance to those CRLS serves.

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Security of records and personal information is also a high priority. There is no going “backwards” where technology is concerned.

In the fall of 2010 it was announced that the Oklahoma Department of Libraries (ODL) would receive a \$2.3 million grant from the National Telecommunications and Information Administration (NTIA) through the Broadband Technology Opportunities Program (BTOP), part of the American Recovery and Reinvestment Act passed by Congress in 2009. The Bill and Melinda Gates Foundation pledged one (1) million dollars in matching funds for the BTOP grant. This \$3.3 million funding has provided increased broadband speed and other technological improvements for 44 rural Oklahoma libraries that submitted the requested data and support letters within the strict deadline periods.

For CRLS, the BTOP grant, known as “**OkConnect**”, provides increased Internet speeds and other technology hardware and services valued at \$286,100.00. There were five (5) CRLS libraries cited for the improvements and upgrades. They are the Ardmore Headquarters, Atoka County, Love County, Johnston County and the Parker Library in Sulphur, Murray County. Broadband speeds were significantly increased in the spring of 2012 in all of these libraries with the exception of Atoka. Atoka received upgrades in the summer of 2012 and now has faster Internet speeds. (See attached for details.) In 2012/13 “state of the art” video conferencing equipment was installed at four (4) CRLS “OKConnect” Libraries. The old video equipment was moved to the Johnston County Library. The new systems are located at Ardmore Headquarters, Love County, Atoka County and Parker Memorial Library. Staff training on a statewide basis for the use of this equipment has been ongoing. Promoting the equipment for customer use is also ongoing and challenging.

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**PROGRAMS**

**CRLS' programming includes, but is not limited to, the following:**

- **Summer Reading Program (SRP)**

CRLS participates in the statewide program sponsored by the Oklahoma Department of Libraries. Five (5) or more programs were held at each CRLS library at the end of May and through July. The theme for FY 2013 was **Dream Big Read**. Funding to engage regional performers, such as magicians, ventriloquists, puppeteers and professional storytellers is supported by local business, organizations and private partners. SRP in FY 2013 included more teen programs. Total program attendance for children and teens system-wide for the past three (3) years is as follows:

FY 2013	-	4,704 (Summer 2012)
FY 2011	-	4,157
FY 2010	-	3,437

This includes children and their caregivers and teens/"tweens" for 65 programs during May-July, 2012.

- **Preschool Story Time Programs**

From September through May all CRLS libraries have story time programs for preschool children at least once a week. Ardmore also hosts a lapsit program for infants (6 months and over), toddlers and their parents.

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- **Teen Book Club** – The Teen Book Club, developed in 2009, continues to be a popular program. Teen programs have increased significantly since and include book clubs, Friday afternoon games, movies and a myriad of teen/tween programs. In FY 2013, System wide, 85 programs were done for teens/tweens with approximately 1,231 young people attending system-wide.
  
- **Breakfast with Characters**-In November 2012, CRLS Ardmore Friends sponsored a “Breakfast with Characters” (favorite Story Book Characters) as part of CRLS fundraising campaign for the Headquarters renovation. Some of our teens dressed up like favorite story book characters to read and entertain young children, their parents and grandparents. Over 173 people attended a great party, had breakfast and enjoyed our story book characters. The project cleared \$1,700.
  
- **“Let’s Talk About It, Oklahoma”**  
For many years CRLS has hosted this reading and discussion series which is a theme based program. It is funded by the Oklahoma Humanities Council and partially funded by the National Endowment for the Humanities. Each theme-based series has four (4) to five (5) literary works pre-selected for participants to read and discuss with a guest scholar and as a group. In FY 2013, CRLS sponsored six (6) “Let’s Talk About It, Oklahoma” programs. Approximately 26 programs were held with 351 people attending.

**Fall 2012**

Healdton Community Library  
Wilson Public Library  
Johnston County Library  
Davis Public Library  
Love County Library

**Spring 2013**

CRLS Ardmore

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- **Annual Brunch for School Librarians and Administrators**

Each year in August CRLS invites school library media specialists, their aides and school administrators from all five counties to join us for brunch, a guest speaker and an update on “what is new” at CRLS libraries, as well as other state and national information that will be important to them as they begin the school year. This is a unique outreach opportunity to remind educators that CRLS libraries and staff are here to help them with resources for their students and faculty. We provide updates on CRLS and statewide databases, as well as other new sources of information. In August 2012 we had approximately 50 attend this event. Several of our state legislators also joined us to hear our speakers, mix and mingle.

- **Miscellaneous Programs**

Throughout the year CRLS libraries sponsored a variety of programs such as author programs with book signings by local and regional authors, movies, musicians and speakers on specialized subjects, such as genealogy, photography and other topics of interest. Some of our children’s programs included “Fancy Nancy” and “Captain Underpants” celebrations for youngsters and their families.

In FY 2013, CRLS staff presented 1161 programs for all citizens with approximately 16,715 people attending system-wide. These numbers are up from past years due to a lot of special innovative programming.

- **Computer Classes**

For the past thirteen (13) years CRLS has offered free computer classes to the public. In FY 2013 a total of 306 classes have been offered system-wide in Ardmore and Branch communities. Classes on résumé writing have been well received. Staff assists people individually with job applications and other government forms daily. With the popularity of E-Readers, over 500 people have attended CRLS’ classes on downloading electronic books.

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Throughout the year library personnel do many off-site visits to schools and community organizations providing a variety of special programs. These programs are not documented in this report, but can be if needed. There are no fees in connection with this type of programming.

Please Note: In order to better meet the needs and expectations of citizens of all ages, all socio-economic levels and multiple education levels, CRLS gives strong focus, planning and energy to programming. This is one more way to promote the value of the public library as an essential community resource center and reach a variety of citizens who have not been library users in the past. It is important to note this supplementary programming is being done with creative planning and scheduling of staff hours **without** hiring additional staff. In FY 2013, attendance at CRLS programs of all types was up over past years.

**GRANTS**

For FY 2013 a continuing education grant for \$1,637 was received from ODL for four staff members to attend the OLA conference. The monies came from Federal LSTA funds awarded through ODL for use in Oklahoma. Multiple grants were awarded by various foundations and pledged for the renovation of the Ardmore Headquarters. These totaled approximately \$308,000.

**EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT**

The Board of Trustees and “management team” place a high value on training, continuing education and professional development for CRLS staff at all levels. Technology is increasingly critical to the services and resources that CRLS provides on a daily basis. In the

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fast paced world of rapidly changing technology, constant “new” trends, as well as increasing demands from the public and multiple levels of the government, it is critical that CRLS personnel be trained and knowledgeable in information retrieval, providing excellent service and “survival techniques” in dealing with the nuances of the public. Yes, the CRLS team serves the public at its best and at its worst. We help those who take “The Public Library” for granted...and even those who **still** think we are a part of and funded by the Chickasaw Nation!

For these reasons, CRLS invests money, time and energy in staff development by encouraging and requiring all staff to attend training, workshops and conferences. Paraprofessional staff are encouraged to attend classes for certification and advanced certification. These classes are offered through a collaborative effort of the Oklahoma Department of Libraries (ODL) and the Oklahoma Library Association (OLA). Continuing education and certification completion, along with other professional commitments, is taken into consideration during annual evaluations and in salary increases.

During FY 2013, twenty (20) CRLS employees and six (6) trustees attended a variety of continuing education programs and workshops. This number varies from year to year, depending on how one counts the various workshops and conference programs and how many new employees are required to attend certification classes.

In FY 2013, CRLS spent approximately \$18,098 on continuing education dues and lodging for workshops and conferences. This portion of CRLS’ budget and expenditures is important and necessary to keep our staff on the “cutting edge” of the library/information business, as well as good customer service habits and techniques. In the spring of 2013, the Oklahoma Library Association (OLA) held its annual conference at the Convention Center in Ardmore. Nine (9) CRLS Ardmore staff members served on the OLA Local Arrangements Committee to help plan, organize and put on the conference that hosted over 600 people in Ardmore. This was an



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enlightening experience and helped develop and strengthen leadership qualities for many CRLS staff members. In addition, CRLS was able to send every staff member to conference and host several Trustees at Conference events and meetings.

**DONATIONS OF NOTE**

Throughout the year, clubs and individuals donate books, cash, films and other library materials to be added to CRLS' collections or used for book sales. Others make cash donations of varying amounts for different reasons, i.e., a "thank you"; a gift in honor of or in memory of an individual; and for special books or materials to be added to the collection.

**OUTREACH, PUBLICITY AND PUBLIC RELATIONS**

Understanding and communicating with the citizens and communities CRLS serves is a challenge about which we are passionate. We promote the value of our libraries, our resources, our services and our programming at every opportunity. We write articles for our community newspapers, "PSAs" for all radio and TV stations and the cable company. We invite reporters, photographers and legislators to attend special events and programs for unusual stories and photo opportunities. We send cards to congratulate people and organizations on being in the news and other special types of events.

At every opportunity we encourage Trustees, "Friends" and employees to advocate on behalf of:

1. CRLS
2. Quality library services throughout Oklahoma and
3. "Freedom of Access" and user privacy for all library customers

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**ON THE HORIZON**

In late 2010, CRLS was awarded a \$50,000 renovation grant from the Oklahoma Department of Libraries to renovate the Ardmore Headquarters Library to provide better customer service and create defined spaces for young children, “tweens” and teens. We also had a matching grant from Southern Oklahoma Memorial Foundation. Planning the renovation in 2011 and on into FY 2012 was a lengthy process. Once we established a budget of \$459,078, we began the initial phases of fundraising. By the end of FY 2013 \$308,000 had been raised from gifts and donations, as well as contributions or pledges from local and regional foundations. The Board of Trustees pledged \$50,000 from CRLS funds. Each Trustee personally donated money for the project. Fundraising has successfully continued on into FY 2013. The project will move forward sometime during FY 2014. The Board of Trustees and management continue to recognize that CRLS must go to the citizens for a millage increase in the near future. At two (2) mills, CRLS is the lowest funded library system in the State of Oklahoma. The timing for an election is still under discussion but is the priority goal of the “Long Range Plan” of 2009-2012.

As noted above, most year’s ad valorem income increases slightly, especially in the growing counties like Carter. **But, an increase in millage is critical for the survival of the System if we are to continue to provide the level of services that our citizens expect, enjoy and deserve.**

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**DIRECTOR'S STATEMENT**

It continues to be an honor to serve as Executive Director of the Chickasaw Regional (Public) Library System. It is a privilege to work with outstanding Trustees, many dedicated staff members and supportive communities. CRLS has made much progress in the past seventeen (17) plus years. But we still have miles to go. Renovating the Ardmore Headquarters Library and increasing the millage in each county will be an enormous hurdle and require a huge investment of time and resources from staff, Trustees and "Friends."

For additional information contact Lynn A. McIntosh at (580) 223-3164.

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Powering the  
Possibilities

## What the OkConnect project means to the Chickasaw Regional Public Library System and area residents

Five public libraries in the Chickasaw Regional Public Library System are participating. All will have their Internet connection speeds increased from the current 1.54 mpbs to between 10 and 100 mpbs.

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### Ardmore Headquarters Library

Internet Connection Speed will increase from the current 1.54 mbps to 100 mbps

New Technology and Equipment includes:

- 6 Laptop Computers
- 8 Lending Laptop Computers
- 1 Room-Based Video Conferencing System
- 6 Desktop-Based Video Conferencing Bundles (webcams and headphones)

New Local Area Network Equipment includes:

- 1 Terminating Router
- 1 WiFi Router
- 1 Switch
- 1 Firewall Security Appliance

Estimated Value of Grant to Ardmore Headquarters Library                      \$60,986.00

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**Atoka County Library**

Internet Connection Speed will increase from the current 1.54 mbps to 30 mbps

New Technology and Equipment includes:  
1 Room-Based Video Conferencing System

New Local Area Network Equipment includes:  
1 Terminating Router  
1 WiFi Router  
1 Switch  
1 Firewall Security Appliance

Estimated Value of Grant to Atoka County Library      \$89,501.00

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**Johnston County Library in Tishomingo**

Internet Connection Speed will increase from the current 1.54 mbps to 20 mbps

New Local Area Network Equipment includes:  
1 Terminating Router

1 WiFi Router  
1 Switch

1 Firewall Security Appliance

Estimated Value of Grant to Johnston County Library      \$37,035.00

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**Love County Library in Marietta**

Internet Connection Speed will increase from the current 1.54 mbps to 10 mbps

New Technology and Equipment includes:  
1 Room-Based Video Conferencing System

New Local Area Network Equipment includes:  
1 Terminating Router  
1 WiFi Router  
1 Switch  
1 Firewall Security Appliance

Estimated Value of Grant to Love County Library      \$42,386.00

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**Mary E. Parker Memorial Library in Sulphur**

Internet Connection Speed will increase from the current 1.54 mbps to 30 mbps

New Technology and Equipment includes:  
1 Room-Based Video Conferencing System

New Local Area Network Equipment includes:  
1 Terminating Router  
1 WiFi Router  
1 Switch  
1 Firewall Security Appliance

Estimated Value of Grant to Mary E. Parker Memorial Library        \$56,192.00

Total Estimated Value of Grant to Chickasaw Regional Public Library System    \$286,100.00

Customers of the libraries will also have access to special Learning and Career Software to assist students with homework; and job seekers with resume creation, interviewing skills and job testing.

The Library System will also receive assistance from the Oklahoma Department of Libraries in completing its annual application for the federal E-Rate program to reflect the new technologies the five libraries are receiving. (E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund. It makes Internet access more affordable for schools and libraries in America, and provides support to telecommunications companies that give discounts to eligible schools and libraries.)

**Chickasaw Regional Library System  
 Combined Government-Wide and Fund Financial Statements  
 Statement of Budget to Actual  
 For the fiscal year ended June 30, 2013  
 (Unaudited)**

	<b>Proposed Budget</b>	<b>Approved Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b><u>REVENUES</u></b>				
Ad Valorem Taxes	\$ 1,161,096	\$ 1,180,868	\$ 1,317,097	\$ 136,229
Oklahoma Department of Libraries:				
State Aid	65,000	65,000	64,439	(561)
Other Grant Revenues	250,000	280,000	164,826	(115,174)
Interest Revenue	3,000	2,000	1,142	(858)
Miscellaneous & Gift Revenue	90,000	90,000	12,709	(77,291)
<b>Total Revenues</b>	<b>1,569,096</b>	<b>1,617,868</b>	<b>1,560,213</b>	<b>(57,655)</b>
<b><u>EXPENDITURES</u></b>				
Current -				
Staff Expenditures	825,000	900,000	960,503	(60,503)
Supplies & Other Expenditures	308,852	290,000	328,390	(38,390)
Capital Outlay -	320,244	317,868	2,548	315,320
Library Materials	115,000	110,000	94,473	15,527
Equipment and Furnishings		-		
<b>Total Expenditures</b>	<b>1,569,096</b>	<b>1,617,868</b>	<b>1,385,914</b>	<b>231,954</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Other Sources (Uses)				
Depreciation	-	-	(176,908)	(176,908)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>				
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,609)</b>	<b>\$ (2,609)</b>

The above does include library construction receipts and expenditures

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INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Chickasaw Regional Library System  
Ardmore, Oklahoma

We have audited the accompanying financial statements of the governmental activities and general fund of Chickasaw Regional Library System, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note A; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements- cash basis, that are free from material misstatement, whether due to error or fraud.

**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.

Management has elected to use the cash basis of accounting, whereby income is recorded when received and expenses are recorded when paid. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective assets, liabilities, and net position-cash basis of the governmental activities and general fund of Chickasaw Regional Library System, as of June 30, 2013, and the respective changes in revenues,



expenses, and net positions-cash basis and general fund cash flows-cash basis, thereof for the year then ended in conformity with the cash basis of accounting.

#### **Other Matters**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2013, on our consideration of the Chickasaw Regional Library System'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* and should be considered in assessing the results of our audit.

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 through 23 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.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The accompanying supplemental information, including the schedule of federal and state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used in the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statement as a whole.

Ardmore, Oklahoma  
October 31, 2012

**Chickasaw Regional Library System**  
**Government-Wide Statement of Assets, Liabilities and Net Position-Cash Basis and**  
**Governments Funds Assets, Liabilities and Fund Balances-Cash Basis**  
**June 30, 2013**

<u>ASSETS AND OTHER DEBITS</u>	<u>General</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
Assets:			
Cash and Cash Equivalents	\$ 833,814		\$ 833,814
Grant Cash - Note D	1,023		1,023
Receivables – Note E	120,317		120,317
Prepaid Expenses			
Property, Plant and Equipment:			
Vehicles	134,051		134,051
Land	166,000		166,000
Building	636,306		636,306
Materials Collection	1,069,146		1,058,919
Equipment and Furniture	1,115,495		1,115,594
Less: Accumulated Depreciation	(2,398,388)		(2,398,388)
Deferred Outflows of Resources			0
Other Debits			0
Total Assets and Other Debits	\$ 1,677,764	0	\$ 1,667,636
<u>LIABILITIES, FUND BALANCE/NET ASSETS</u>			
Liabilities:			
Accounts Payable	\$ 0		\$ 0
Accrued Payroll and Related Costs	11,077		11,077
Due to Other Funds			
Total Liabilities	11,077	0	11,077
Deferred Inflow of Resources	0	0	0
Fund Balances:			
Nonspendable	712,482	(712,482)	0
Spendable			
Committed	1,023	(1,023)	0
Assigned	0	0	0
Unassigned	953,182	(953,182)	0
Total Equity and Other Credits	1,666,687	(1,666,687)	0
Total Liabilities Fund Balances	\$ 1,677,764		0
Net Position:			
Invested in Capital Assets		712,482	712,482
Spendable			
Committed		1,023	1,023
Unassigned		953,182	953,182
Total Net Assets		\$ 1,666,687	\$ 1,666,687

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

**Chickasaw Regional Library System**  
**Government-Wide Statement of Revenues, Expenses, and Changes in Net Position-Cash**  
**Basis and Governmental Fund Statement of Revenues, Expenditures and Changes in Fund**  
**Balances-Cash Basis**  
**For the Fiscal Year Ended June 30, 2013**

	<b>General Fund</b>	<b>Statement Adjustments of Activities</b>
<b><u>EXPENDITURES</u></b>		
Current--		
Staff Expenditures	\$ 960,503	\$ 960,503
Supplies & Other Expenditures	30,994	30,994
Operations	298,345	298,345
Capital Outlay		
Equipment/Furnishing & Other		
Fixed Assets-Depreciation	176,908	176,908
Total Expenditures	1,466,750	1,466,750
<b><u>REVENUES</u></b>		
Ad Valorem, Sales Tax &		
City Support	1,317,097	1,317,097
Oklahoma Dept of Libraries	2,800	2,800
State Aid	61,639	61,639
Other Grants/Donations	164,826	164,826
Other Revenues	12,709	12,709
Interest Revenue	1,142	1,142
Total Revenues	1,560,213	1,560,213
<b>CHANGE IN NET POSITION</b>	93,463	93,463,
<b>FUND BALANCE/NET ASSETS, JULY 1, 2012</b>	1,573,224	1,573,224
<b>FUND BALANCE/NET ASSETS JUNE 30, 2013</b>	\$ 1,666,687	\$ 1,666,687

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

**Chickasaw Regional Library System**  
**Governmental Fund Statement of Cash Flows - Cash Basis**  
**Year ended June 30, 2013**

**Cash flows from Operating Activities:**

Cash received from taxes, grants, gifts and charges	\$ 1,559,071
Cash paid to suppliers for goods, services and program expenses	(328,390)
Cash paid to and for employees	<u>(960,503)</u>
 Net cash provided (used) by operations	 270,178

Cash flows from capital and related financing activities:

Capital investment	
Informational materials	\$ (93,444)
Automated Equipment	(2,548)
Building	
Furniture & Fixtures	
Net cash provided (used) by capital and related financing activities	<u>(95,992)</u>

**Cash flows from Investing Activities**

Investment (interest income)	<u>1,142</u>
Net cash provided (used) from investing activities	<u>1,142</u>

Net increase in cash and cash equivalents 175,328

Cash and cash equivalents July 1, 2012 659,509

Cash and cash equivalents June 30, 2013 \$ 834,837

Reconciliation of operating income to

net cash provided (used) by operating activities:	
Operating income	\$ 93,463
Adjustments to reconcile operating income to net cash provided by operations	15,486
Decrease in prepaid expenses	(17,558)
Decrease in Receivables	1,484
Depreciation	176,908
Increase in liabilities	<u>395</u>
Cash provided by operating activities	<u><u>\$ 270,178</u></u>

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

**Chickasaw Regional Library System**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note A - Organization**

Chickasaw Regional Library System (the Library) is organized under Title 65, Article 4 of the Oklahoma Statutes to operate as a multi-county public library system. The participating counties are Atoka, Carter, Johnston, Love and Murray, which have authorized special tax levies to provide funding for the support of the Library.

**Note B – Summary of Significant Accounting Policies**

The accounting policies of the Library conform to generally accepted accounting principles, as applicable to governmental units. The *Governmental Accounting Standards Board* is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The new financial reporting requirements of *Governmental Accounting Standards Board (GASB) Statements No. 34* have been implemented with the presentation of the year end June 30, 2009, financial statements. The more significant of Chickasaw Regional Library System's accounting policies are described below.

The Financial Reporting Entity – The Chickasaw Regional Library System is an independent special purpose district established under Title 65 Article 4, Public Library Systems, of the Oklahoma statutes. These statutes authorize and empower counties, cities and towns to join in the creation, development, and operation and maintenance of public libraries systems to serve multi-county districts. Title 65 authorizes special tax levies for the support of library systems to serve multi-county systems established under this act. Under *Governmental Accounting Standards Board (GASB) No. 14*, the system is defined as a Special—Purpose Governmental Unit.

Basis of Presentation—Fund Accounting – The Library uses funds and account groups to report on its financial position and results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The Statement of Net Position along with the Statement of Revenues, Expenditures, and Changes in Net Assets and Statement of Cash Flows display information about the reporting government as a whole.

1. Basis of Accounting

The Library prepares its financial statements on the cash basis of accounting. Under this method, support and other revenues are recognized when received rather than when earned and expenses are recognized when paid rather than when incurred. The cash basis of accounting is a comprehensive basis of accounting other than generally accepted accounting principles. However, the Library does capitalize and depreciate fixed assets. Also, payroll taxes are recorded as liabilities in the period the liability is incurred.

2. Budgets

The Library is required by state law to adopt an annual budget. The budget adopted by the Board of Trustees is a non-appropriated budget in that it is a financial plan approved in a manner authorized by statute but not created by an appropriations bill, which is signed into law.

3. Depreciation

Property and equipment are recorded at cost. Depreciation of property and equipment is provided using the straight-line method over the estimated service lives of the assets. Service lives are 30 years for building and 5-7 years for all other assets.

**Chickasaw Regional Library System  
Notes to Financial Statements - Continued  
June 30, 2013**

**4. Contributed Facilities**

The Library occupies without charge certain premises located in government-owned buildings. The estimated fair rental value of the premises is not included on the financial statements as it is not determinable at this time.

**5. Grants**

The Library records income from grants in the period received.

**6. Cash and Cash Equivalents**

The Library considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Investments are reported at fair value, which is determined using a selected basis. Short-term investments are reported at cost, which approximates fair value.

**7. Income Taxes**

No provision is made for income taxes. The Library is exempt from taxes under the Internal Revenue Code.

**Note C - Employee Benefits**

**1. Retirement**

The Library maintains two retirement plans; a deferred compensation plan under Internal Revenue Code Section 457, wherein the Library contributed up to 7% of an employee's salary after five or more years of consecutive service and a 403 (b) plan wherein the Library contributes up to 7% after five or more consecutive years of service. The Library froze entrance into the IRC Section 457 plan and makes all employee contributions into the new plan. Contributions for the year ended June 30, 2013 were \$43,678.

**2. Compensated Absences**

Compensated absence is paid for terminating employees up to 240 hours of accumulated annual leave. No sick leave or holiday leave is vested. Total potential liability for compensated absences at June 30, 2013, was \$61,972.

**Note D - Commitments and Contingencies and Restricted Assets**

**Federal Grants**

The Library was approved as the recipient for a Federal Library construction grant for Tishomingo, Oklahoma. The grant is a matching grant and Tishomingo has to raise matching funds. The schedule below details the funds raised, grants received and expenditures incurred. The remaining cash is included on the balance sheet as grant cash.

The Library undertook the expansion and renovation of the Mary E. Parker Memorial Library, Sulphur branch in Sulphur, Oklahoma. As of June 30, 2011 construction is complete, but funding and/or commitments are not complete.

	Johnston County, Oklahoma	Mary E. Parker Memorial Library	Total
Beginning Committed Cash	\$ 1,022	\$ 0	\$ 1,022
Interest Income	1	0	1
Total Local Support	0	0	0
Total Grants, Contributions	1,023	0	1023
Construction Costs	0	0	0
Committed Cash	1,023	0	\$ 1,023

**Chickasaw Regional Library System  
Notes to Financial Statements - Continued  
June 30, 2013**

The \$1,023 of committed cash is restricted by third parties for the specific use of library construction. The remaining net assets in the amount of \$1,655,536 are unrestricted by third parties.

Unrestricted net assets	\$ 1,655,536
Committed net assets	<u>1,023</u>
Total Net Assets	<u>\$ 1,656,559</u>

**Note E - Related Parties**

In order to facilitate support for the Library in the local communities, local chapters known as Friends of the Library are established to receive contributions for library improvements. Each chapter has an advisory board. Some of these chapters have separately incorporated as IRS Code 501-(c)-(3) non-profit organizations. They raise funds for informational materials, fixtures and equipment, and construction funds for the local community library. The Receivables balance of \$120,317 is for funds advanced for the completion of the Mary Parker Library in Sulphur..

**Note F - Concentrations of Credit Risk**

During the year, the Library maintained deposits of cash in excess of the federally insured amounts. However, the Bank has pledged sufficient collateral to secure the deposits. The following schedule discloses the insured and collateralized amounts.

The Library's bank deposits are categorized below per GASB Statement 3 to give an indication of the level of risk assumed at year-end. Deposits of the Library are carried at cost. The carrying amount of deposits is stated in the balance sheet as "cash" and "certificates of deposits and savings."

Deposits by type at June 30, 2013, are as follows:

Deposits	Risk Category			Bank Balance	Financial Statement Carrying Amount
	1	2	3		
Demand deposits	\$ 33,803	-0-	\$ -0-	\$ 25,645	\$ 33,803
Certificates of Deposit	-0-	-0-	-0-	-0-	-0-
Money Market	-0-	800,011	-0-	800,011	800,011
Totals	<u>\$ 33,803</u>	<u>\$ 800,011</u>	<u>\$ -0-</u>	<u>\$825,656</u>	<u>\$833,814</u>

- (1) Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- (2) Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- (3) Uncollateralized.

**Note G - Economic Dependency**

The Library receives a substantial portion of its support from ad valorem tax levies in the counties in which it operates. Any change in Oklahoma statutes regarding library tax levies, were they to occur, might have a significant effect on the Library's operations.

**Chickasaw Regional Library System**  
**Notes to Financial Statements – Continued**  
**June 30, 2013**

**Note H - Risk Management**

The Library 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 Library carries commercial insurance for risks of loss, including workers' compensation and general liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**Note I – Changes in Capital Assets**

The following provides a summary of changes in capital assets:

	Land	Automated Equipment	Building	Furniture and Fixtures	Informational Materials	Vehicles	Totals
Balance July 1, 2012	\$ 166,000	\$ 762,466	\$636,306	\$ 350,581	\$1,050,623	\$ 134,051	\$ 3,100,027
Increases	0	2,548	0	0	94,473	0	97,021
Decreases	0	0	0	0	75,950	0	75,950
Balance June 30, 2013	166,000	765,014	636,306	350,581	1,069,146	134,051	3,121,098
Accumulated Depreciation Balance July 1, 2012	0	610,326	387,927	296,802	871,044	131,331	2,297,430
Increase	0	57,502	7,148	15,181	94,357	2,720	176,908
Decrease	0	0	0	0	75,950	0	75,950
Balance June 30, 2013	0	667,828	395,075	311,983	889,451	134,051	2,398,388
Net Governmental Activities Balance June 30, 2013	\$ 166,000	\$ 97,186	\$ 241,231	\$ 38,598	\$ 179,695	\$ 0	\$ 722,710

The Library estimates that certain informational materials deteriorate, are lost, or become outdated. Therefore the Library has estimated a decrease in informational materials approximately equivalent to amounts recorded prior to June 30, 2003 (10 years).

**Note J – Subsequent Events**

Management has evaluated all events subsequent to the balance sheet date of June 30, 2013 through the date of issuance of these financial statements, October 31, 2013, and has determined that there are no subsequent events that require disclosure under generally accepted accounting principles.



**CHICKASAW REGIONAL LIBRARY SYSTEM**

**SUPPLEMENTAL INFORMATION**

**Chickasaw Regional Library System  
Schedule of Program and Support  
Services Expenses - Cash Basis  
Year ended June 30, 2013  
(Unaudited)**

Salaries	\$ 758,649
Payroll Taxes	63,116
Employee Benefits	138,739
Contractual Expense	135,947
Equipment Repair and Maintenance	9,907
Supplies	30,994
Postage	8,297
Janitorial	13,320
Insurance	13,012
Utilities, Telephone	19,219
Vehicle Operations	11,110
Dues	3,079
Continuing Education	6,194
Travel and Mileage	8,824
Revaluation	22,811
Outreach Expense	25,950
Miscellaneous, other	<u>19,725</u>
TOTAL	<u><u>\$1,288,893</u></u>

**Chickasaw Regional Library System**  
**Schedule of Federal and State Financial Assistance**  
**Year ended June 30, 2013**  
**(Unaudited)**

<u>Program Sources</u>	<u>CFDA Number</u>	<u>Project Amount</u>	<u>Receipts Recognized</u>	<u>Expenses Paid</u>
State of Oklahoma:				
Oklahoma Department of Libraries State Aid		\$ 61,639	\$ 61,639	\$ 61,639
Ardmore Headquarters Renovation		2,800		
United States Government passed through the Oklahoma Department of Libraries				
Library Sciences and Technology Act 45.310				
Continuing Education Grant		1,637	1,637	1,637
National Endowment for the Humanities passed Through the Oklahoma Humanities Council				
Let's Talk About It		767	767	767
Let's Talk About It		767	767	767
Let's Talk About It		576	576	576
Let's Talk About It		897	897	897
Let's Talk About It		948	948	948
		<hr/>	<hr/>	<hr/>
Total State of Oklahoma Assistance		<u>\$ 70,031</u>	<u>\$ 67,231</u>	<u>\$ 67,231</u>

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

Board of Directors  
Chickasaw Regional Library System  
Ardmore, Oklahoma

We have audited the accompanying financial statements of the governmental activities of Chickasaw Regional Library System (the Library), as of and for the year ended June 30, 2013, which collectively comprise the Library's basic financial statements and have issued our report thereon dated October 31, 2013. Those financial statements are presented on the cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles and, accordingly, are not intended to present financial position and results of operations in accordance with generally accepted accounting principles. 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.

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 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 that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters:

As part of obtaining reasonable assurance about whether the 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.

Ardmore, Oklahoma  
October 31, 2013