

**CLATSKANIE LIBRARY DISTRICT**

**ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2020**

CLATSKANIE LIBRARY DISTRICT  
June 30, 2020

ELECTED BOARD OF DIRECTORS

<u>Name and Address</u>	<u>Position</u>	<u>Term Expires</u>
Zack B. Gibson PO Box 1327 Clatskanie, Oregon 97016	Chairman - Resigned - December 10, 2019	June 30, 2021
James W. Gibson PO Box 1540 Clatskanie, Oregon 97016	Vice-Chairman	June 30, 2023
Joan McDowell PO Box 1265 Clatskanie, Oregon 97016	Director	June 30, 2023
Amie Kopecky PO Box 1422 Clatskanie, Oregon 97016	Director - Appointed - August 13, 2019	June 30, 2021
Nikole Young 24529 Cox Rd. Rainier, Oregon 97016	Director - Appointed - March 3, 2020	June 30, 2021
Becki Horness PO Box 1121 Clatskanie, Oregon 97016	Director	June 30, 2023

APPOINTED OFFICIALS

Elizabeth Kruse, Library Director  
19245 Kallio Road  
Clatskanie, Oregon 97016

CLATSKANIE LIBRARY DISTRICT  
Financial Statements  
For the Year Ended June 30, 2020

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**William D. Cote, CPA, PC**  
**Certified Public Accountant**  
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Gearhart, Oregon 97138

Board of Directors  
Clatskanie Library District  
PO Box 577  
Clatskanie, Oregon 97016

**INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

I have reviewed the accompanying modified cash basis financial statements of the governmental activities and each major fund of Clatskanie Library District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the District's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of 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 that are free from material misstatement whether due to fraud or error.

*Accountant's Responsibility*

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. I believe that the results of my procedures provide a reasonable basis for my conclusion.

### *Accountant's Conclusion*

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the modified cash basis of accounting.

### *Basis of Accounting*

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My conclusion is not modified with respect to this matter.

### *Other Matter*

The accompanying supplementary information on pages 20 and 21 (the budgetary comparison schedules) is presented for purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. This supplementary information has been subjected to the review procedures applied in my review of the basic financial statements. I am not aware of any material modifications that should be made to this supplementary information. I have not audited the budgetary comparison schedule and, accordingly do not express an opinion on such information.

The accompanying supplementary information on page 22 (management's representation of fiscal affairs) is presented for purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. I have not audited or reviewed the *Management Representation of Fiscal Affairs*, and I do not express an opinion, a conclusion, nor provide any assurance on it.



William D. Cote, CPA

August 24, 2020

**BASIC FINANCIAL STATEMENTS**

CLATSKANIE LIBRARY DISTRICT  
Statement of Net Position - Modified Cash Basis  
Governmental Activities  
June 30, 2020

ASSETS

Cash and investments	\$119,134
Land	22,000
Depreciable capital assets, net of depreciation	77,562
	-----
Total Assets	\$218,696
	=====

LIABILITIES

Payroll withholdings	\$6,829
----------------------	---------

NET POSITION

Net investment in capital assets	\$99,562
Restricted for building expansion	4,615
Unrestricted	107,690
	-----
Total Net Position	211,867
	-----
Total Liabilities and Net Position	218,696
	=====

CLATSKANIE LIBRARY DISTRICT  
Statement of Activities - Modified Cash Basis  
For the Year Ended June 30, 2020

General Government Disbursements:	
Personal services	(\$173,070)
Materials and services	(51,407)
Depreciation	(14,810)
	-----
Total Governmental Disbursements	(239,287)
Program Receipts:	
Charges for services	3,452
Grants and contributions	8,259
	-----
Total Program Receipts	11,711
	-----
Disbursements, Net of Program Receipts	(227,576)
General Receipts:	
Current year taxes	176,358
Prior year taxes	6,342
Strategic investment program	27,687
Interest income	2,986
Other income	898
	-----
Total General Receipts	214,271
	-----
Decrease in Net Position	(13,305)
Net Position - June 30, 2019	225,172
	-----
Net Position - June 30, 2020	\$211,867
	=====



CLATSKANIE LIBRARY DISTRICT  
Balance Sheet - Modified Cash Basis  
Governmental Funds  
June 30, 2020

	General Fund	Building Expansion Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash and investments	\$65,916	\$53,218	\$119,134
Total Assets	\$65,916	\$53,218	\$119,134
<b>LIABILITIES</b>			
Payroll withholdings	\$6,829	\$ --	\$6,829
<b>FUND BALANCE</b>			
Restricted for building expansion	\$ --	\$4,615	\$4,615
Unrestricted Fund balance			
Committed	--	49,754	49,754
Assigned	57,936	--	57,936
Unassigned	--	--	--
Total Unrestricted Fund Balance	57,936	49,754	107,690
Total Fund Balance	57,936	54,369	112,305
Total Liabilities and Fund Balance	\$64,765	\$54,369	\$119,134

Reconciliation of Fund Balances to Net Position:

Total Fund Balance as shown above	\$112,305
Amounts reported in the Statement of Net Position are different because:	
Capital assets of \$653,218, net of accumulated depreciation of \$553,656 are not financial resources and, therefore not reported in the funds.	99,562
Net Position reported in the Statement of Net Position	\$211,867

CLATSKANIE LIBRARY DISTRICT  
Statement of Receipts, Disbursements and  
Changes in Fund Balances - Modified Cash Basis  
Governmental Funds  
For the Year Ended June 30, 2020

	General Fund	Building Expansion Fund	Total Governmental Funds
	-----	-----	-----
<b>RECEIPTS:</b>			
Current year taxes	\$176,358	\$ --	\$176,358
Prior years taxes	6,342	--	6,342
Interest income	1,835	1,151	2,986
Grants and contributions	8,259	--	8,259
Fees, fines and charges for services	3,452	--	3,452
Strategic investment program	27,687	--	27,687
Other income	898	--	898
	-----	-----	-----
TOTAL RECEIPTS	224,831	1,151	225,982
	-----	-----	-----
<b>DISBURSEMENTS:</b>			
Current:			
Personal services	173,070	--	173,070
Materials and services	51,407	--	51,407
Capital outlay:	23,570	--	23,570
	-----	-----	-----
TOTAL DISBURSEMENTS	248,047	--	248,047
	-----	-----	-----
Receipts Over (Under) Disbursements	(23,216)	1,151	(22,065)
	-----	-----	-----
Fund Balance, June 30, 2019	81,152	53,218	134,370
	-----	-----	-----
Fund Balance, June 30, 2020	\$57,936	\$54,369	\$112,305
	=====	=====	=====

**Reconciliation of the Governmental Funds Change in  
Fund Balances to the Change in Net Position:**

Net Decrease in Fund Balances as shown above	(\$22,065)
Additions to Capital Assets on the Statement of Net Position	23,570
Depreciation Expense Reported in the Statement of Activities	(14,810)
	-----
Decrease in Net Position	(\$13,305)
	=====

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. ORGANIZATION

The Clatskanie Library District is a municipal corporation organized in 1985 under provisions of Oregon Revised Statutes Chapter 357 for the purpose of operating a library. The District is governed by a five-member elected Board of Directors. Day to day operations are delegated to a library director who is responsible to the Board.

Component units, as established by GASB Statement No. 14, are separate organizations that are included in the District's reporting entity because of the significance of their operational or financial relationship with the District. The District has no component units as defined in GASB Statement No. 14. The District also has no related organization, joint ventures, or jointly governed organizations as defined in the Statement.

B. BASIS OF PRESENTATION

Government-Wide Financial Statements

The Statement of Net Position – Modified Cash Basis and Statement of Activities – Modified Cash Basis display information about the District as a whole. They include all funds of the District except for fiduciary funds. The District has governmental activities only. Governmental activities of the District are financed through taxes, intergovernmental revenues, and user fees. All interfund activities such as transfers in/out and interfund receivables/payables are eliminated in the government wide financial statements. Program revenues included in the Statement of Activities include charges for fines, copies and other charges to library patrons and capital and operating grants.

Fund Financial Statements

The Balance Sheet – Modified Cash Basis and the Statement of Receipts, Disbursements and Changes in Fund Balances – Modified Cash Basis display information about the District's separate funds.

Governmental Fund Types

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, receipts, and disbursements. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Cont.)

B. BASIS OF PRESENTATION, (Cont.)

Governmental Fund Types, (Cont.)

The reporting emphasis of fund financial statements is on major governmental funds, each of which is displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds. A fund is considered major if it is the primary operating fund or if its total assets, liabilities, revenues or expenditures are at least 10 percent of the corresponding total for all governmental funds combined. The funds used to account for the District's activities are as follows:

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. The principal revenue sources are property taxes and charges for services.

Building Expansion Fund

The Building Expansion Fund is a capital projects fund used to account for the accumulation of funds for the specific purpose of providing appropriate facilities to meet the needs of the library. This fund is also used to accumulate funds for disaster recovery. This is a major fund. The principal revenue source is interest on investments.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

MEASUREMENT FOCUS

In the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the "economic resources" measurement focus, within the limitations of the modified cash basis of accounting as defined below. Therefore, capital assets acquired from cash transactions and related depreciation expense is reported on these government-wide financial statements.

In the fund financial statements, the "current financial resources" measurement focus as applied to the modified cash basis of accounting is used. Therefore, only current resources and obligations are reported in these financial statements.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Cont.)

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING, (Cont.)

BASIS OF ACCOUNTING

The District's financial statements are presented on the modified cash basis of accounting. Under this basis, revenues are recorded when received for both the fund and government-wide financial statements. Expenditures are recorded when cash is disbursed, with the exception of payroll withholdings which are expensed when paychecks are issued rather than when the withholding is paid.

This modified cash basis of accounting is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The modified cash basis conforms to the provisions of Oregon Local Budget Law.

D. CASH AND INVESTMENTS

The District's cash and investments consist of deposits in a checking account and deposits in the State of Oregon Local Government Investment Pool. The investments with the State Treasurer's Local Government Investment Pool are stated at fair value which approximates cost. The Local Government Investment Pool operates as a demand deposit account and therefore these deposits are reported as cash in the financial statements.

The District maintains cash and investments in a common pool that is available for use by all funds. Each funds portion of this pooled cash is displayed on the modified cash basis Balance Sheet.

E. PROPERTY TAXES

Real and personal property taxes become a lien against the property as of July 1 each year. Property taxes are payable in three installments, following the lien date, on November 15, February 15, and May 15. Property tax collections are distributed by the County monthly except for the month of November, when such distributions are made weekly. Taxes unpaid on May 16 are considered delinquent. As of June 30, 2020 the District has \$9,342 of uncollected property taxes. Columbia County can enforce tax liens through sale of the property, if taxes remain unpaid. All property taxes receivable are due from owners of property within the District.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Cont.)

F. CAPITAL ASSETS

Capital assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at estimated fair value at the date of donation. The District's policy is to capitalize all capital additions having a useful life greater than one year. Further, it is the District's policy to capitalize all individual items of equipment with a cost of \$5,000 or greater, land improvements with a cost of \$10,000 or greater, and buildings and building improvements with a cost of \$25,000 or greater. All books are capitalized regardless of cost. Improvements and other capital outlay that significantly extend the useful life of an asset are capitalized. Costs incurred for ordinary repairs and maintenance are expensed as incurred and are not capitalized.

Depreciation is recorded using the straight-line method over the following estimated useful lives:

Machinery and equipment	5 to 15 years
Buildings and improvements	20 to 75 years
Books	10 years

G. USE OF RESTRICTED RESOURCES

It is the District's policy to use restricted resources first, and then unrestricted resources as they are needed when an expense is incurred for purposes for which both restricted and unrestricted net position are available for use.

H. NET POSITION

Net position represent the difference between assets and liabilities in the government-wide financial statements. Net position is reported in the following categories:

- a) Net investment in capital assets – this consists of the cost of capital assets, net of accumulated depreciation.
- b) Restricted Net Position – consists of net position with restrictions placed on its use either by external groups such as grantors, donors, creditors or other governments, or that are restricted by enabling legislation.
- c) Unrestricted Net Position – this consists of all other net position that does not meet the definition of "restricted" or "invested in capital assets".

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Cont.)

I. FUND BALANCE

Fund balance represents the difference between assets and liabilities in the fund financial statements. Fund balances are classified as follows:

- a) Nonspendable fund balance – consists of fund balance legally required to be maintained intact.
- b) Restricted fund balance – consists of fund balance with restrictions placed on the use either by external groups such as grantors, donors, creditors or other governments; or that are restricted by enabling legislation.
- c) Committed fund balance – consists of unrestricted fund balance with constraints imposed by the District’s Board of Directors. The District commits fund balance by the creation of a separate fund to account for committed amounts or thru the adoption of a resolution. Committed amounts cannot be used for any other purpose unless the District’s Board of Directors takes the same action to remove or change this constraint. The District’s committed fund balance at June 30, 2020 represents amounts set aside in the building expansion fund for building construction and improvements.
- d) Assigned fund balance – consists of unrestricted fund balance that is intended to be used for a specific purpose. The District’s Board of Directors has the authority to assign amounts for a specific purpose. The District’s assigned fund balance at June 30, 2020 represents the amount that is intended to fund appropriations in the following year.
- e) Unassigned fund balance – consists of unrestricted fund balance that is available for any purpose.

When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, the District considers committed amounts to be reduced first, followed by assigned amounts, and then unassigned amounts.

J. ESTIMATES

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

2. CASH AND INVESTMENTS

Cash and investments, recorded at fair value, consist of the following at June 30, 2020:

**Cash**

Cash on hand	\$ 40
Checking – Umpqua Bank	5,937

**Investments**

Oregon Local Government Investment Pool	<u>113,157</u>
Total	<u>\$ 119,134</u>

Deposits

Deposits with financial institutions are comprised of bank demand deposits. Deposits are secured by federal deposit insurance. Deposits in excess of federal depository insurance, if any, are covered by the Public Funds Collateralization Program (PFCP) administered by the Oregon Office of the Treasurer. The PFCP is a shared liability structure for participating bank depositories. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer.

Credit Risk - Investments

The District has no investment policy for credit risk, but Oregon Revised Statutes governing cash management are followed. These statutes authorize the District to invest in banker's acceptances, time certificates of deposit, repurchase agreements, obligations of the United State Government and its agencies and instrumentalities, and the Oregon State Treasurer's Local Government Investment Pool. The State Treasurer's Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission as an investment company and is unrated. Oregon Statutes and the Oregon Investment Council govern the Pool's investment policies. The State Treasurer is the investment officer for the Pool and is responsible for all funds in the Pool. These funds must be invested and managed as a prudent investor would, exercising reasonable care, skill and caution. Investments in the Pool are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The Oregon Audits Division of the Secretary of State's Office audits the Pool annually. The financial statements are available at [www.ost.state.or.us](http://www.ost.state.or.us).



CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

2. CASH AND INVESTMENTS, (Cont.)

Custodial Credit Risk

Custodial Credit Risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. The total checking accounts balances per the June 30, 2020 bank statements is \$8,924, all of which is covered by FDIC insurance.

Interest Rate Risk

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the Oregon Short-Term Fund Board. The District has not adopted a formal investment policy that explicitly limits investment maturities as a means of managing its exposure to fair value loss arising from increasing interest rates. At June 30, 2020 the District held no investments that have a maturity date.

Concentrations of Credit Risk

The District has a concentration of investments consisting of amounts invested in the Local Government Investment Pool.

3. CAPITAL ASSETS

The changes in Capital Assets for the year ended June 30, 2020 is as follows:

	<u>Balances</u> <u>06/30/19</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances</u> <u>06/30/20</u>
<b><u>Nondepreciable</u></b>				
Land	\$ 22,000	--	--	\$ 22,000
<b><u>Depreciable</u></b>				
Buildings & improvements	164,594	--	--	164,594
Equipment	125,475	11,650	--	137,125
Books	317,579	11,920	--	329,499
Total Depreciable Assets	607,648	23,570	--	631,218
<b><u>Less Accumulated Depr. For:</u></b>				
Buildings & improvements	(135,088)	( 6,473)	--	(141,561)
Equipment	(124,637)	( 977)	--	(125,614)
Books	(279,121)	( 7,360)	--	(286,481)
Total Accumulated Depr.	(538,846)	(14,810)	--	(553,656)
<b>Net Capital Assets</b>	<b><u>\$ 90,802</u></b>	<b><u>\$ 8,760</u></b>	<b><u>\$ --</u></b>	<b><u>\$ 99,562</u></b>

The District's depreciation expense for the year ending June 30, 2020 was \$14,810.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

**4. PENSION PLAN**

The District contributes to the Oregon Public Employees Retirement Fund (OPERF), a cost-sharing multi-employer define benefit pension plan administrated by the Oregon Public Employee Retirement System, (PERS), and Oregon Public Service Retirement Plan (OPSRP), a hybrid pension plan with two components: the Pension Program(defined benefit) and the Individual Account Program (defined contribution). OPSRP is administered by PERS, the agency. Public employees hired on or after August 20, 2003 became part of OPSRP, unless membership was previously established in PERS. PERS provide retirement and disability benefits, post-employment healthcare benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. All fill-time employees are covered by the plan after six months of employment. Benefits generally vest after five years of service. Retirement is allowed at age 58 with unreduced benefits, but retirement is generally allowed at age 55 with reduce benefits. Retirement benefits are based on salary and length of service calculated using a formula and are payable in a lump sum or monthly using several payment options. PERS is administered under Oregon Revised Statue Chapter 238. ORS Chapter 238.620 establishes the Public Employees Retirement Board as the governing body of PERS. PERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to PERS, P.O. Box 23700, Tigard, OR 97281-3700 or by calling 888-320-7377.

**FUNDING POLICY**

The rate for employee contribution is established by law at 6% of employee compensation. The rate of employer contribution is set by the Public Employees Retirement Board, base upon actuarial valuations. The rates shown below are based on the actuarial valuation of the system as of December 31, 2017, and are subject to change as a result of subsequent valuations or legislative amendments.

Beginning January 1, 2004, PERS member contribution will go into the Individual Account Program (IAP) portion of OPSRP. PERS members retain their existing PERS accounts, but any future member contributions will be deposited in the member’s IAP, not into the member’s PERS account.

Employer contributions rates as a percentage of covered payroll effective July 1, 2019 through June 30, 2021 is as follows:

Tier1/Tier2	26.43%
OPSRP General Service	18.95%

The District’s contribution to the PERS pension program for the year ended June 30, 2020 was \$21,162 on covered payroll of \$93,389.

The District has elected to make the 6% contribution to the individual account program on behalf of covered employees. The District’s contribution to the individual account program for the year ended June 30, 2020 was \$5,630 on covered payroll of \$93,839.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

4. PENSION PLAN (cont.)

ANNUAL PENSION COST

Employer contributions are calculated in conformance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as a percentage of covered payrolls. Therefore, the contributions transmitted to the System are equal to Annual Required Contribution (ARC), and there is no Net Pension Obligation (NPO) necessary to amortize any unmade contributions. The required contribution was determined as part of December 31, 2017 actuarial valuation using the Entry Age Normal cost method. Significant assumptions include (a) a rate of return on the investment of present and future assets of 7.20% per year, (b) projected salary increases of 3.50% per year attributable to general wage adjustments, with additional increase for promotion and longevity that vary by age and service, (c) projected inflation rate of 2.5% per year, (d) healthcare cost increases scaling down from 6.5% in 2018 to 4.2% in 2093, and (e) demographic assumptions that were chosen to reflect the best estimate of emerging experiences of the members of the System.

STATE AND LOCAL GOVERNMENT RATE POOL

The District joined the State and Local Government Pool (SLGRP) with other independent Oregon Employers. Accordingly, information base on actuarial valuation report is not available for individual districts. The unfunded actuarial liability allocated to the District from the pooled SGLRP as of December 31, 2018, the date of the most recent actuarial valuation, is \$181,356. This allocation was based on the proportion of the District's covered payroll to the covered payroll of the SGLRP. The actuarial valuation was made using the Entry Age Normal cost method. Significant assumptions include (a) a rate of return on the investment of present and future assets of 7.20% per year, (b) projected salary increases of 3.50% per year attributable to general wage adjustments, with additional increase for promotion and longevity that vary by age and service, (c) projected inflation rate of 2.5% per year, (d) healthcare cost increases scaling down from 7.1% in 2019 to 4.1% in 2094, and (e) demographic assumptions that were chosen to reflect the best estimate of emerging experience of the members of the System.

PERS RETIREMENT HEALTH INSURANCE ACCOUNT

PLAN DESCRIPTION

The District contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefits other postemployment benefit plan administered by PERS. RHIA pays monthly contribution towards the cost of Medicare companion health insurance premiums of eligible retirees. ORS 238.420 establishes this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

5. RISK MANAGEMENT

The District 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 District carries commercial insurance to cover the risk of loss including workers' compensation, property damage, general liability, automobile liability and employee dishonesty coverage. There has been no reduction in commercial insurance coverage from fiscal year 2019 to 2020. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

6. BUDGETS AND BUDGETARY ACCOUNTING

The District is required by state law to budget all governmental funds. A budget is prepared for each governmental fund in accordance with the modified cash basis of accounting and with legal requirements as set forth in the Oregon Local Budget Law.

On or before June 30 of each year, the District enacts a resolution adopting the budget, making appropriations and levying property taxes for the ensuing fiscal year. Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members of the District's Board of Directors and an equal number of citizens residing within the District. The budget committee presents the budget to the Board of Directors for budget hearings prior to enactment of the resolution. The Board of Director's final resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations.

The legal level of control at which expenditures may not legally exceed appropriations is the District's library services program. The library services program consists of the sum of the following object categories: personal services, materials and services and capital outlay. The original budget document contains more specific, detailed information for these expenditure categories.

Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget for additional appropriations that are no more than 10% of the fund's original appropriations may be adopted by the District's Board of Directors. A supplemental budget for additional appropriations in excess of 10% of the fund's original appropriations requires hearings before the public, publications in newspapers, and approval by the District's Board of Directors. Appropriations lapse as of year-end.

Original and supplemental budgets may be modified by the use of appropriation transfers between object categories. Such transfers require approval by the District's Governing Board. The District did not make any budget modifications during the year ending June 30, 2020. Consequently, the original and final budget amounts are the same.

The District did not over-expend any budgeted appropriations during the fiscal year ended June 30, 2020.

CLATSKANIE LIBRARY DISTRICT  
Notes to the Financial Statements  
Fiscal Year Ended June 30, 2020

7. COVID 19 - PANDEMIC

Through August 21, 2020 the District has not experienced any significant financial impacts due to the Covid-19 pandemic. The District has made an evaluation of the potential impacts from the pandemic and anticipates that the District could experience a reduction in tax collections. To alleviate the potential reduction in property tax revenue the District continues to be prudent in its spending.

**OTHER SUPPLEMENTARY INFORMATION**

CLATSKANIE LIBRARY DISTRICT  
 Budgetary Comparison Schedule - Modified Cash Basis  
 General Fund  
 For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget - Over (Under)
<b>RECEIPTS:</b>				
Current year taxes	\$174,644	\$174,644	\$176,358	\$1,714
Prior years taxes	8,000	8,000	6,342	(1,658)
Interest income	1,500	1,500	1,835	335
Grants	1,060	1,060	8,103	7,043
Contributions	275	275	156	(119)
Fees and fines	4,240	4,240	3,452	(788)
Anticipated SIP	25,000	25,000	27,687	2,687
Other income	1,600	1,600	898	(702)
<b>TOTAL RECEIPTS</b>	<b>216,319</b>	<b>216,319</b>	<b>224,831</b>	<b>8,512</b>
<b>DISBURSEMENTS:</b>				
<b>Current:</b>				
<b>Personal services</b>				
Wages and payroll taxes	122,000	122,000	126,021	4,021
Medical insurance	14,700	14,700	19,054	4,354
PERS	27,500	27,500	26,792	(708)
Workmen's Comp/Unemployment tax	3,500	3,500	1,203	(2,297)
<b>Total personal services</b>	<b>167,700</b>	<b>167,700</b>	<b>173,070</b>	<b>5,370</b>
<b>Materials and services</b>				
Accounting	5,172	5,172	5,172	0
Alarm system	550	550	539	(11)
Audit/review	2,800	2,800	2,800	0
Buildings and ground maintenance	3,000	3,000	4,883	1,883
Books, magazines & newspapers	15,500	15,500	15,161	(339)
Computer software	1,900	1,900	458	(1,442)
Election	750	750	1,007	257
Insurance	3,000	3,000	2,895	(105)
Supplies	4,000	4,000	2,422	(1,578)
Janitorial service & supplies	2,880	2,880	2,247	(633)
Legal and publishing	1,200	1,200	931	(269)
Library system computers	10,100	10,100	10,095	(5)
Programming	2,000	2,000	945	(1,055)
Postage	475	475	235	(240)
Telephone & utilities	7,000	7,000	6,655	(345)
Office equipment maintenance	3,200	3,200	953	(2,247)
Office equipment/furniture	1,500	1,500	2,306	806
Interlibrary expense	2,700	2,700	2,244	(456)
Travel, training & membership	550	550	238	(312)
Public access system	4,000	4,000	1,000	(3,000)
Banking	400	400	141	(259)
<b>Total materials and services</b>	<b>72,677</b>	<b>72,677</b>	<b>63,327</b>	<b>(9,350)</b>
Capital outlay: New equipment	12,000	12,000	11,650	(350)
<b>TOTAL LIBRARY SERVICES</b>	<b>252,377</b>	<b>252,377</b>	<b>248,047</b>	<b>(4,330)</b>
Operating contingency	25,771	25,771	--	(25,771)
<b>TOTAL DISBURSEMENTS</b>	<b>278,148</b>	<b>278,148</b>	<b>248,047</b>	<b>(30,101)</b>
Receipts over (under) disbursements	(61,829)	(61,829)	(23,216)	38,613
FUND BALANCE, June 30, 2019	64,329	64,329	81,152	16,823
FUND BALANCE, June 30, 2020	\$2,500	\$2,500	\$57,936	\$55,436

CLATSKANIE LIBRARY DISTRICT  
 Budgetary Comparison Schedule - Cash Basis  
 Building Expansion Fund  
 For the Year Ended June 30, 2020

	Original Budget -----	Final Budget -----	Actual -----	Variance with Final Budget - Over (Under) -----
<b>RECEIPTS:</b>				
Interest income	\$1,300	\$1,300	\$1,151	(\$149)
 <b>DISBURSEMENTS:</b>				
Capital outlay	49,649	49,649	0	(49,649)
Receipts Over (Under) Disbursements	(48,349)	(48,349)	1,151	49,500
Fund Balance, June 30, 2019	58,349	58,349	53,218	(5,131)
Fund Balance, June 30, 2020	\$10,000	\$10,000	\$54,369	\$44,369
	=====	=====	=====	=====



**CLATSKANIE LIBRARY DISTRICT**  
**P.O. Box 577**  
**Clatskanie, OR 97016**  
**503-728-3732**

**MANAGEMENT REPRESENTATION OF FISCAL AFFAIRS**  
**REQUIRED BY OREGON STATE REGULATIONS**

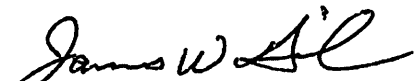
Fiscal Year Ended June 30, 2020

The Clatskanie Library District is subject to, and responsible for, compliance with various laws, rules, and regulations relating to its operation and finances. Among such laws, rules, and regulations are the requirements prescribed in Municipal Audit Law (ORS Chapter 297) and the Minimum Standards for Review of Oregon Municipal Corporations (OAR 162, division 40) including, but not limited to:

- (a) Deposit of public funds with financial institutions (ORS Chapter 295).
- (b) Indebtedness limitations, restrictions, and repayment.
- (c) Budgets legally required (ORS Chapter 294).
- (d) Insurance and fidelity bonds in force or required by law.
- (e) Programs funded from outside sources.
- (f) Authorized investment of surplus funds (ORS Chapter 294)
- (g) Public contracts, purchasing, and improvements (ORS Chapters 279A, 279B, and 279C).

The management of the Clatskanie Library District is aware of the requirements of Oregon laws and administrative rules concerning each of the above requirements and has complied, in all material respects, with such requirements. Further, we are not aware of any violations or possible violations of laws, rules, or regulations, whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.

The Board Members and the Clatskanie Library District were covered the entire year ended June 30, 2020 by a \$25,000 bond.

  
James W. Gibson, Board Chairman

August 24, 2020