

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**ANNUAL FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2019**

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**DISTRICT OFFICIALS  
JUNE 30, 2019**

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***Chair***

Stephen Hillis  
Madras, Oregon

***Vice Chair***

Susan Stovall  
Madras, Oregon

***Board Members***

Karen Esvelt  
Madras, Oregon

Guy Chittenden  
Madras, Oregon

Royce Embanks  
Madras, Oregon

***Executive Director***

Jane Ellen Innes  
241 SE Seventh St.  
Madras, Oregon 97741

***Registered Agent***

David Glenn  
Glenn, Reeder & Gassner, LLP  
205 SE Fifth Street  
Madras, Oregon 97741

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**TABLE OF CONTENTS  
YEAR ENDED JUNE 30, 2019**

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	<b>Page</b>
DISTRICT OFFICIALS	
INDEPENDENT AUDITORS' REPORT.....	1
MANAGEMENT'S DISCUSSION & ANALYSIS .....	4
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements	
Statement of Net Position – Modified Cash Basis .....	10
Statement of Activities – Modified Cash Basis.....	11
Fund Financial Statements	
Balance Sheet – Governmental Funds – Modified Cash Basis .....	12
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds – Modified Cash Basis .....	13
Notes to Financial Statements .....	14
OTHER SUPPLEMENTARY INFORMATION	
General Fund – Schedule of Revenues, Expenditures and Changes in Fund Balance Modified Cash Basis – Budget and Actual .....	34
Building and Improvement Fund – Schedule of Revenues, Expenditures and Changes In Fund Balance Modified Cash Basis – Budget and Actual .....	36
Schedule of Expenditures and Appropriations .....	37
Schedule of Property Tax Transactions .....	38
OTHER INFORMATION	
Schedule of Top Property Taxpayers .....	39
AUDIT COMMENTS AND DISCLOSURES REQUIRED BY STATE REGULATIONS.....	40

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Jefferson County Library District  
Madras, Oregon

We have audited the accompanying modified cash basis financial statements of the governmental activities and each major fund of the Jefferson County Library District, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District'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 modified cash basis of accounting described in Note 1; this includes determining that the modified 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 that are free from material misstatement, whether due to error or fraud.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of Jefferson County Library District, as of June 30, 2019, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis accounting described in Note 1.

### **Basis of Accounting**

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

### **Other Matters**

#### *Other Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jefferson County Library District's financial statements. The Management's Discussion and Analysis, Budget and Actual statements, Schedule of Expenditures and Appropriations and the Schedule of Property Tax Transactions are presented for purposes of additional analysis and are not a required part of the financial statements.

The Budget and Actual statements, Schedule of Expenditures and Appropriations and the Schedule of Property Tax Transactions, as listed in the table of contents, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of 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 statements as a whole.

The Management's Discussion and Analysis, as listed in the table of contents, has not been subject to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

*Other Information*

The schedule of top property taxpayers has not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide assurance on the information contained in the report.

*Prior – Year Comparative Information*

We have previously audited the District's 2018 modified cash basis financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated November 13, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent in all material respects, with the audited financial statements from which it has been derived.

*Report on Other Legal and Regulatory Requirements*

In accordance with the *Minimum Standards for Audits of Oregon Municipal Standards*, we have also issued a report titled "Independent Auditors' Report Required by Oregon State Regulations" dated December 6, 2019, which is also not a required part of the financial statements. The purpose of that report is to address specific matters required by the State of Oregon.

PRICE FRONK & CO.  
Certified Public Accountants & Consultants

By:   
Welsey B. Price, III – a partner

December 6, 2019

## **MANAGEMENT'S DISCUSSION & ANALYSIS**

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2019**

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As management of the Jefferson County Library District, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2019. We encourage readers to consider the information presented here in conjunction with additional information found within the body of the audited financial statements.

**Financial Highlights**

The assets of the District exceeded its liabilities at June 30, 2019, by \$1,964,661. Of this amount \$1,104,139 is unassigned.

Total net position increased by \$155,319.

As of June 30, 2019, the District's General Fund reported an ending fund balance of \$596,458, an increase of \$149,466.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

***Basis of Accounting***

The District has elected to present its financial statements on the modified cash basis of accounting. This is a basis of accounting other than accounting principles generally accepted in the United States of America. Basis of accounting is a reference to *when* financial events are recorded, such as the timing for recognizing revenues, expenses and related assets and liabilities. Under the District's modified cash basis of accounting, revenues and expenses and related assets and liabilities are recorded when they result from cash transactions, except for recording of capital assets, related depreciation and long-term debt, in the government-wide financial statements for all activities.

As a result of the use of the modified cash basis of accounting, certain assets and their related revenues (*such as accounts receivable and revenue for billed or provided services not yet collected*) and certain liabilities and their related expenses (*such as accounts payable and expenses for goods or services received but not yet paid and accrued expenses and payroll liabilities*) are not recorded in these financial statements. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the modified cash basis of accounting.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2019**

***Government-wide Financial Statements***

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

The *Statement of Net Position* presents information on all the District's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. The *Statement of Activities* presents information showing how the District's net position changed during the fiscal year ended June 30, 2019.

Each of these government-wide financial statements, the *Statement of Net Position* and the *Statement of Activities*, distinguish functions of the District that are supported primarily by intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all, or a significant portion of their costs through user fees and charges (*business-type activities*). The District had no business-type activities for the year ended June 30, 2019. The governmental activities of the District include library support services and operation and maintenance of facilities in conjunction with youth and community programs. Capital assets and related debt are supported primarily by property taxes.

The government-wide financial statements can be found on pages 10 and 11 of this report. A comparison to the prior year of the summarized modified cash basis Statement of Net Position is as follows:

**Summarized Statement of Net Position**

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Change</u>
<b>Assets</b>			
Current assets	\$ 1,233,217	\$ 1,057,969	\$ 175,248
Non-current assets	<u>732,072</u>	<u>751,414</u>	<u>(19,342)</u>
<b>TOTAL ASSETS</b>	<u>1,965,289</u>	<u>1,809,383</u>	<u>155,906</u>
<b>Liabilities</b>	<u>628</u>	<u>41</u>	<u>587</u>
<b>Net Position</b>			
Net investment in capital assets	732,072	751,414	(19,342)
Restricted for grant programs	128,450	126,344	2,106
Unassigned	<u>1,104,139</u>	<u>931,584</u>	<u>172,555</u>
<b>TOTAL NET POSITION</b>	<u>\$ 1,964,661</u>	<u>\$ 1,809,342</u>	<u>\$ 155,319</u>

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2019**

A summarized comparison to the prior year of the modified cash basis Statement of Activities is as follows:

**Summarized Statement of Revenues, Expenditures and Changes in Net Position**

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Change</u>
Revenues Received			
Property taxes	\$ 628,496	\$ 608,537	\$ 19,959
Grants and contributions	12,532	15,042	(2,510)
Interest	22,464	11,163	11,301
Charges for services and miscellaneous	52,412	59,385	(6,973)
 Total Revenues	 715,904	 694,127	 21,777
 Total Expenses Paid	 560,585	 599,434	 (38,849)
 Changes in net position	 155,319	 94,693	 60,626
 Net position - Beginning of year	 1,809,342	 1,714,649	 94,693
 Net position - End of year	 \$ 1,964,661	 \$ 1,809,342	 \$ 155,319

***Fund Financial Statements***

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Jefferson County Library District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. A reconciliation from the General Fund Balance Sheet to the government-wide Statement of Net Position and a reconciliation from the

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
YEAR ENDED JUNE 30, 2019

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General Fund Statement of Revenues, Expenditures and Changes in Fund Balance to the government-wide Statement of Activities have been included in this report.

The District reported activity in two governmental funds during the fiscal year ended June 30, 2019, the General Fund and the Building & Improvement Fund. Information is presented in the Governmental Fund Balance Sheet – Modified Cash Basis and in the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance – Modified Cash Basis for these funds.

The basic governmental fund financial statements can be found on pages 12 and 13 of this report.

***Notes to the Financial Statements***

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 15 of this report.

***Other Information***

The District has included other supplementary information beginning on page 34 including budgetary comparisons for each fund and schedules required under Standards for the Audits of Oregon Municipal Corporations.

**Government-wide Financial Analysis**

Net position at a specific point in time serves as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities by \$1,964,661 at June 30, 2019.

Of the District's net position, 37% reflects its investment in capital assets (e.g., land and improvements, buildings and improvements, furniture and equipment), less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets to provide services to its patrons; consequently, these assets are not available for future spending. Although, the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves will not be used to liquidate these liabilities.

The District had \$128,450 of unspent grant proceeds at year end that were considered restricted net position. The remaining 56% of the District's net position, \$1,104,139 may be used to meet the District's on-going obligations to patrons, citizens and creditors.

As of June 30, 2019, the District reports positive balances in all its categories of net position (net investment in capital assets, restricted and unrestricted) for the government as a whole and for the governmental activities.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2019**

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***Governmental Activities***

The District's governmental activities increased the District's net position by \$155,319 during the year ended June 30, 2019, compared to an increase of \$94,693 in the prior year. The most significant changes from the prior year were decreases in payroll related expenditures.

**Financial Analysis of the District's Funds**

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. Particularly, unassigned fund balance may serve as a useful measure of a government's net resources available for spending as of the end of the fiscal year.

As of June 30, 2019, \$596,458 is the reported General Fund ending fund balance for the District, an increase of \$149,466. The Building & Improvement Fund reported a fund balance of \$636,131 as of June 30, 2019, an increase of \$25,195 due primarily from continued strength in rental revenues and limited expenditures in anticipation of the new library building in the future.

**General Fund Budgetary Highlights**

Revenues were \$28,703 under budget, due to fewer grants received than budgeted by \$69,695 but offset in part by an increase in property taxes received and interest earned. Expenditures were \$290,653 below budget, due primarily to unused payroll related expenditures of \$102,588, unused appropriated grants of \$72,339 and unused capital outlay of \$46,430.

**Capital Asset and Debt Administration**

***Capital Assets***

The District's investment in capital assets for its governmental activities as of June 30, 2019, is \$732,072, net of accumulated depreciation. This investment in capital assets includes the District's land, buildings, furniture and equipment. The District's new capital assets included information technology equipment and building improvements. The cost of newly acquired capital assets was \$9,266 during the fiscal year ending June 30, 2019. The District's depreciation expense on capital assets was \$28,608 for the year. The District did not dispose of any assets during the year. Additional information on the District's capital assets is included in Note 4 on pages 20 and 21 of this report.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED JUNE 30, 2019**

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***Long-term Debt***

The District did not have outstanding long-term debt in fiscal year 2019, as its debt was paid in full during the prior year.

**Key Economic Factors and Budget Information for the Future**

- The Board has approved additional spending as part of a PERS buy down to reduce pension liability.
- The Board has also begun updating information systems and related hardware in order to support an RFID tracking system and greater online content availability.
- A long-term goal of the library is to increase the size of the facility. Funding will be raised through donations, rent from acquired properties, grants and low interest rate loans.
- Effective July 1, 2019, the rates will change to 25.19% for Tier 1/Tier 2, 20.51% for OPSRP general employees and 25.24% for OPSRP.

**Requests for Information**

This financial report is designed to provide a general overview to those parties interested in the District's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Library Director, Jefferson County Library District, 241 SE 7<sup>th</sup> Street, Madras, Oregon 97741.

## **BASIC FINANCIAL STATEMENTS**

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
JUNE 30, 2019  
(WITH COMPARATIVE TOTALS FOR JUNE 30, 2018)**

	<b>Governmental Activities</b>	
	<b>2019</b>	<b>2018</b>
<b>ASSETS</b>		
Cash and investments	\$ 1,233,217	\$ 1,057,969
Land	291,147	291,147
Depreciable capital assets	991,015	984,299
Assets not yet placed in service	10,636	8,086
Accumulated depreciation	(560,726)	(532,118)
<b>TOTAL ASSETS</b>	<b>1,965,289</b>	<b>1,809,383</b>
<b>LIABILITIES</b>		
Credit card liabilities	628	41
<b>NET POSITION</b>		
Net investment in capital assets	732,072	751,414
Restricted for grant programs	128,450	126,344
Unassigned	1,104,139	931,584
<b>TOTAL NET POSITION</b>	<b>\$ 1,964,661</b>	<b>\$ 1,809,342</b>

See notes to financial statements

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**MADRAS, OREGON**

**STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS**  
**YEAR ENDED JUNE 30, 2019**  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2018)

	<b>Governmental Activities</b>	
	<b>2019</b>	<b>2018</b>
Expenses paid		
Library services	\$ 560,585	\$ 599,434
Program revenues received		
Charges for services	52,412	59,385
Operating grants and contributions	12,532	15,042
Total program revenues	64,944	74,427
Net program expenses	(495,641)	(525,007)
General revenues received		
Property taxes levied for general purposes	628,496	608,537
Earnings on investments	22,464	11,163
Total general revenues	650,960	619,700
Change in net position	155,319	94,693
Net position - Beginning of year	1,809,342	1,714,649
Net position - End of year	\$ 1,964,661	\$ 1,809,342

See notes to financial statements

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**BALANCE SHEET - GOVERNMENTAL FUNDS  
MODIFIED CASH BASIS**

JUNE 30, 2019

(WITH COMPARATIVE TOTALS FOR JUNE 30, 2018)

	<u>General</u>	<u>Building and Improvement</u>	<u>Total</u>	
			<u>2019</u>	<u>2018</u>
<b>ASSETS</b>				
Cash and investments	\$ 597,086	\$ 636,131	\$ 1,233,217	\$ 1,057,969
<b>TOTAL ASSETS</b>	<u>\$ 597,086</u>	<u>\$ 636,131</u>	<u>\$ 1,233,217</u>	<u>\$ 1,057,969</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities				
Credit card liabilities	\$ 628	\$	\$ 628	\$ 41
Fund Balances				
Restricted for grant programs		128,450	128,450	126,344
Assigned for capital acquisitions		507,681	507,681	484,592
Assigned for film center programs	6,076		6,076	5,483
Unassigned	590,382		590,382	441,509
<b>TOTAL FUND BALANCES</b>	<u>596,458</u>	<u>636,131</u>	<u>1,232,589</u>	<u>1,057,928</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 597,086</u>	<u>\$ 636,131</u>	<u>\$ 1,233,217</u>	<u>\$ 1,057,969</u>
 Total fund balance, above			 \$ 1,232,589	 \$ 1,057,928
 Amounts reported for governmental activities in the Statement of Net Position are different because:				
Capital assets used in governmental activities are not spendable resources and, therefore, not reported as assets in the funds.			<u>732,072</u>	<u>751,414</u>
Total net position - governmental activities (page 10).			<u>\$ 1,964,661</u>	<u>\$ 1,809,342</u>

See notes to financial statements

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS - MODIFIED CASH BASIS  
YEAR ENDED JUNE 30, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2018)**

	General	Building and Improvement	Total	
			2019	2018
Revenues received				
Property taxes	\$ 628,496	\$	\$ 628,496	\$ 608,537
Interest	12,922	9,542	22,464	11,163
Grants	12,532		12,532	15,042
Rental income	610	37,303	37,913	48,128
Program services revenue	2,340		2,340	1,850
Fees, fines and miscellaneous	8,826		8,826	8,128
Film Center	3,333		3,333	1,279
Total revenues received	<u>669,059</u>	<u>46,845</u>	<u>715,904</u>	<u>694,127</u>
Expenditures paid				
Current				
Library services	508,916	16,737	525,653	566,120
Capital outlay	3,570	12,020	15,590	11,269
Debt service				
Principal				70,000
Interest				1,190
Total expenditures paid	<u>512,486</u>	<u>28,757</u>	<u>541,243</u>	<u>648,579</u>
Excess of revenues over expenditures	<u>156,573</u>	<u>18,088</u>	<u>174,661</u>	<u>45,548</u>
Other financing sources (uses)				
Operating transfer out	(7,107)		(7,107)	(800)
Operating transfer in		7,107	7,107	800
	<u>(7,107)</u>	<u>7,107</u>		
Net changes in fund balances	149,466	25,195	174,661	45,548
Fund balances - Beginning of year	<u>446,992</u>	<u>610,936</u>	<u>1,057,928</u>	<u>1,012,380</u>
Fund balances - End of year	<u>\$ 596,458</u>	<u>\$ 636,131</u>	<u>\$ 1,232,589</u>	<u>\$ 1,057,928</u>
Total net change in fund balances, above			\$ 174,661	\$ 45,548
Amounts reported for governmental activities in the Statement of Activities are different because:				
The governmental funds report capital outlay as an expenditure whereas the cost of those assets is capitalized and depreciated for the Statement of Activities.			9,266	8,086
Depreciation and gains and losses on the disposal of capital assets are not included in the funds since they are not a current use of resources.			(28,608)	(28,941)
Current payments of long-term debt reduce the liability on the statement of net position but are recorded as an expenditure in the governmental fund.				70,000
Change in net position - governmental activities (page 11).			<u>\$ 155,319</u>	<u>\$ 94,693</u>

See notes to financial statements

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

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

***The District***

Jefferson County Library District was formed by passage of a tax base measure in May 2000, and began operations July 1, 2000. The District provides library services to the City of Madras and surrounding areas. Property taxes are levied in Jefferson County and Wasco County.

***Government-wide and Fund Financial Statements***

The government-wide financial statements (i.e. the Statement of Net Position – Modified Cash Basis and the Statement of Activities – Modified Cash Basis) report information on all of the activities of the government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business activities or fiduciary funds.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

***Measurement Focus, Basis of Accounting and Financial Statement Presentation***

The government-wide Statement of Net Position and the Statement of Activities utilize the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income and changes in net position. All modified cash basis assets and liabilities (whether current or noncurrent, financial or nonfinancial) associated with their activities are reported.

The fund financial statements utilize the current financial resources measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable resources during a given period. These funds use fund balance as their measure of available spendable resources at the end of the period.

The government-wide Statement of Net Position and Statement of Activities and the fund financial statements utilize the modified cash basis of accounting. This basis recognizes assets, liabilities, net assets/fund balance, revenues and expenditures/expenses when they result from cash transactions.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

***Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued***

The District also recognizes long-term debt and capital assets on its modified cash basis Statement of Net Position, including a provision for depreciation. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

***Cash and Investments***

Cash includes amounts in demand deposits and amounts in investment pools that have the general characteristics of demand deposit accounts, such as the Jefferson County Treasurer’s Investment Pool.

***Capital Assets***

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the District as assets with initial, individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. In the governmental fund statements, capital assets are charged to expenditures as purchased.

Depreciation on exhaustible assets is recorded as an allocated expense in the Statement of Activities with accumulated depreciation reflected in the Statement of Net Position and is calculated on the straight-line basis over the estimated useful lives of the assets. The District does not capitalize its book collection.

***Fund Balance Reporting***

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54)*. This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

1. *Nonspendable*, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable and property held for resale (unless the proceeds are restricted, committed or assigned),

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

---

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

***Fund Balance Reporting – Continued***

2. Restricted fund balance category includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers or through enabling legislation,
3. Committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the District's governing board (the District's highest level of decision-making authority),
4. Assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed and
5. Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

The District reduces restricted amounts first when expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) amounts are available. The District reduces committed amounts first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

***Property Taxes***

Property taxes are assessed on a July 1 – June 30 fiscal year basis. The taxes are levied July 1 and property owners have the option of paying the full amount November 15 or February 15 less a discount, or paying in three installments, November 15, February 15 and May 15. Property taxes attach as an enforceable lien July 1 and are considered delinquent if not paid by the following May 15. The Jefferson County Tax Collector is the tax collection agent for all taxing entities within Jefferson County. The Wasco County Treasurer is the tax collection agent for all taxing entities within Wasco County.

Tax revenue is considered received when in the hands of the County as the intermediary collecting agency. Unrecorded taxes receivable at June 30, 2019, amounted to \$34,778.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

---

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

***Debt***

In the government-wide financial statements, long-term debt is reported as a liability in the statement of net position. There are no payments recorded in the current fund financial statements as the District paid its long-term debt in full during the prior year.

Additionally, the District uses series of credit cards to finance public programs and general operations. The District's general fund pays the debts.

***Financial Reporting Entity***

The District's financial statements include the accounts of all District operations. The criteria for including organizations as component units within the District's reporting entity, as set forth in Section 2100 of the Government Accounting Standards Board's (GASB's) *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- The organization is legally separate (can sue and be sued in its own name).
- The District holds the corporate powers of the organization.
- The District appoints a voting majority of the organization's board.
- The District is able to impose its will on the organization.
- The organization has the potential to impose a financial benefit/burden on the District.
- There is fiscal dependency by the organization on the District.

Both the Jefferson County Library Association and Friends of Jefferson Public Library were examined as potential component units. The District does not hold powers to impose its will or affect board decision. Based on the aforementioned criteria, the District has no component units and is not a component unit of any other entity.

***Appropriations and Budgetary Controls***

The District is subject to provisions of the Oregon Revised Statutes which set forth local budget law procedures. A budget is prepared for each fund on the modified cash basis of accounting. Expenditure budgets are appropriated by major program in the fund. Budgeted expenditures at the appropriation level may not be legally overspent.

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

***Appropriations and Budgetary Controls – Continued***

In accordance with state law, appropriations terminate June 30, and goods and services delivered during the ensuing year must be charged against the ensuing year's appropriations. Encumbrances are not reported in the financial statements.

***Net Position***

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition of those assets. Net position is reported as restricted when there are limitations imposed on the use either through enabling legislation or through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

***Comparative Information***

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

***Use of 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.

**NOTE 2 – ORGANIZATION AND FUND STRUCTURE**

The District was formed for the purpose of providing library services for Jefferson County and surrounding areas. It is organized with an elected board consisting of five members.

***General Fund***

The General Fund is utilized to account for the operation of the District. Property taxes and grants are its principal sources of revenue. Personnel costs and materials and supplies are the major expenditures of the fund.

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

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**NOTE 2 – ORGANIZATION AND FUND STRUCTURE – CONTINUED**

***Building and Improvement Fund***

The Building and Improvement Fund is utilized to save funds for future expansion. Interest income and transfers from the General Fund are its principal sources of revenue and capital outlay will be its principal type of expenditure.

**NOTE 3 – CASH AND INVESTMENTS**

The District's investment of cash funds is regulated by the Oregon Revised Statutes. Under these guidelines, cash funds may be invested in bank accounts, general obligation issues of the United States and certain states and certain guaranteed investments issued by banks. During the year, the District purchased allowable investment instruments but did not participate in any repurchase or reverse repurchase agreements.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. State statutes require that all bank deposits in excess of the FDIC or FSLIC insurance amounts be collateralized through the Oregon State Treasurer's Public Funds Collateralization Program. This program provides a structure for specified depositories to participate in a shared liability collateral pool. Securities pledged by individual institutions may range from 10% to 110% of public fund deposits depending on the financial institution's level of capitalization as determined by its federal regulatory authority. The aggregate Oregon public fund collateral pledged at June 30, 2019, was \$1,489,403,521 for reported public funds of \$2,339,141,395. The custodian, Federal Home Loan Bank of Seattle, is the agent for the depository bank. The securities pledged are designated as subject to the Pledge Agreement between the depository bank, custodian bank and Office of the State Treasurer (OST) and are held for the benefit of OST on behalf of the public depositors. The District's funds were held by financial institutions that participated in the State Treasurer's program and were in compliance with statutory requirements.

Cash and investments at June 30, 2019, consisted of the following:

Demand deposits	\$	86,279
Petty cash		150
Jefferson County Treasurer Investment Pool		<u>1,146,788</u>
	\$	<u>1,233,217</u>

The District participates in the Jefferson County Treasurer's external investment pool, a non-SEC regulated, open-ended, no-load diversified portfolio created under Oregon Revised Statutes Chapter 294.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 3 – CASH AND INVESTMENTS – CONTINUED**

The Treasurer has calculated the fair value of the underlying investments of the pool and the District's share of market value is reflected above. The portfolio's maturities are regulated by state statute and the County's investment policy.

***Investments***

The Cash with the County Treasurer is carried at cost, which approximates fair market value. Such government pool investments are not required to be categorized in accordance with Governmental Accounting Standards Board Statements because they are not evidenced by securities that exist in physical or book entry form.

***Interest Rate Risk***

The District does not have a formal investment policy that limits maturities as a means of managing its exposure to fair value losses arising from increasing interest rates beyond the limits provided in state statutes.

***Credit Risk***

State law limits investments to obligations of the United States Treasury and United States Government agencies and instrumentalities, certain bankers' acceptances, repurchase agreements, certain high-grade commercial paper and corporate bonds and obligations of states and municipalities. The District has no investment policy that would further limit its investment choices.

***Custodial Credit Risk***

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments that are in the possession of an outside party. The funds held with the County Treasurer are not deemed to be a security, which is a transferable financial instrument that evidences ownership and is, therefore, not subject to custodial credit risk.

**NOTE 4 – CAPITAL ASSETS**

The District uses estimated useful lives as follows:

Buildings	30-40 years
Improvements	7-15 years
Equipment	5-7 years

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

**NOTE 4 – CAPITAL ASSETS – CONTINUED**

Depreciation expense for the year ended June 30, 2019, amounted to \$28,608. The District has elected not to capitalize and depreciate its reading and audio visual collection.

Changes in the District's capital assets were as follows:

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance June 30, 2019</u>
<i>Capital assets not being depreciated</i>				
Land	\$ 291,147	\$	\$	\$ 291,147
Assets not yet placed in service	<u>8,086</u>	<u>4,000</u>	<u>(1,450)</u>	<u>10,636</u>
	<u>299,233</u>	<u>4,000</u>	<u>(1,450)</u>	<u>301,783</u>
<i>Capital assets being depreciated</i>				
Buildings	673,802			673,802
Improvements	112,187	1,696		113,883
Furniture and equipment	<u>198,310</u>	<u>5,020</u>		<u>203,330</u>
	984,299	6,716		991,015
Less accumulated depreciation	<u>(532,118)</u>	<u>(28,608)</u>		<u>(560,726)</u>
Governmental activities capital assets, net	<u>\$ 751,414</u>	<u>\$ (17,892)</u>	<u>\$ (1,450)</u>	<u>\$ 732,072</u>

**NOTE 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. To reduce the risk of incurring material losses related to the above, the District pays annual insurance premiums to a special districts supplier. Limitations on claims are as follows: general liability up to \$500,000 and excess liability up to \$5,000,000. The District also carries insurance for property coverage, crime, workers' compensation and employee health insurance. In the public entity risk pool through Special Districts Insurance Services (SDIS), the District does retain some risk of loss. Since the SDIS trust is a nonassessable trust, the District cannot be required to contribute funds beyond its annual contributions to cover the claims of any other member. In the event of the insolvency of the trust, each member or former member of the trust will continue to be liable for the payment of its own claims and liabilities arising during the period of membership.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 5 – RISK MANAGEMENT – CONTINUED**

The trust's reserves have been sufficient to pay the claims of all members to date and the District believes that the likelihood of insolvency of the trust to be remote. Therefore, no liability for claims has been accrued as of June 30, 2019. No losses were incurred during the year ended June 30, 2019, or the 3 years prior, which were greater than the District's coverage.

**NOTE 6 – PROPERTY TAX LIMITATIONS**

The District is currently subject to constitutional property tax limitation provisions that specify a maximum allowable tax of \$5 for public schools and \$10 for other local government entities for each \$1,000 assessed value of property. The limitation does not include taxes to repay bonded debt or certain special assessments.

Under an additional constitutional limitation, the maximum assessed value of property for 1997-98 was reduced to 90% of each property's assessed value for the 1995-96 tax year. Increases to the assessed value are limited to 3% per year, with exceptions for new property and certain improvements. For the 1997-98 tax year, the totals of most taxing district operating levies in the state were reduced by approximately 17%. For subsequent years, the tax rates for each taxing district are permanently fixed based on the 1997-98 levy. Voters of a local taxing district may approve a tax that exceeds this limitation. Elections related to tax levies or bond measures require 50% of the registered voters to cast ballots to be valid except for general elections in even-numbered years.

**NOTE 7 – DEFINED BENEFIT PENSION PLAN**

**General Information about the Pension Plan**

***Plan Description***

The Oregon Public Employees Retirement Systems (PERS or the System) provides statewide defined benefit and defined contribution plans for eligible employers such as units of state government, political subdivisions, community colleges and school districts. For the District and other eligible employers that have joined the State and Local Government Rate Pool, PERS is a cost-sharing, multiple-employer system. PERS is administered under Oregon Revised Statutes (ORS) Chapter 238, 238A and Internal Revenue Code Section 401(a) by the Public Employees Retirement Board. The Board has the authority under state statutes to amend the Plan's benefits and contribution rates. PERS issues publicly available financial reports that include financial statements and required supplementary information. The reports can be obtained from the Oregon Public Employees Retirement System, PO Box 23700, Tigard, Oregon 97281-3700 or by calling 1-503-598-7377

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

***Plan Description – Continued***

or at [www.oregon.gov/pers](http://www.oregon.gov/pers). The Plan currently covers 145,863 inactive members (or their beneficiaries) receiving benefits, 45,993 inactive members not receiving benefits and 175,997 active members.

The Plan offers retirement and disability benefits, post-employment healthcare benefits, annual cost of living increases and death benefits to Plan members and beneficiaries. Benefits differ depending upon employee entry date. PERS Tier One/Tier Two plans and the Oregon Public Service Employee's Retirement Plan (OPSRP) established for employees hired after August 29, 2003, are established by state statutes to provide benefits for state and local governments and their employees. The authority to establish and amend the benefit provisions of the Plan rests with the Oregon Legislature.

***Benefits Provided***

**Tier One/Tier Two Retirement Benefit ORS Chapter 238**

*Pension Benefits.* The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2% for police and fire employees, 1.67% for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under a formula plus annuity (for members who were contributing before August 21, 1981), or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of 5 calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). Police and fire members are eligible for retirement after reaching age 50. Also, Tier One police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

*Death Benefits.* Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

***Benefits Provided – Continued***

**Tier One/Tier Two Retirement Benefit ORS Chapter 238 – Continued**

- the member died as a result of injury sustained while employed in a PERS covered job or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

*Disability Benefits.* A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

*Benefit Changes.* After Retirement Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes.

**OPSRP Individual Account Program (OPSRP IAP)**

*Pension Benefits.* An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of 5 calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

*Death Benefits.* Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

*Recordkeeping.* OPERS contracts with VOYA Financial to maintain IAP participant records.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

***Contributions***

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. The employer contribution rates during the period were based on the December 31, 2016, actuarial valuation valuation as subsequently modified by 2017 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2017. Employer contributions for the year ended June 30, 2019, were \$29,922, excluding amount to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2019, were 19.97% for Tier 1/Tier 2 employees and 15.06% and 19.83% for general service employees and police and fire OPSRP employees, respectively, in addition to the required 6% IAP contribution.

***Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

The District reports on the modified cash basis of accounting; therefore, the District does not report pension liabilities, deferred outflows of resources nor deferred inflows of resources related to pensions on its Statement of Position. PERS reported that the District's proportionate share of the Plan's net pension liability was \$351,383 at the Plan measurement date. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2019, the District's proportion was .0023%. At the Plan measurement date, PERS reported that the District's proportionate share of pension expense was \$68,242.

***Actuarial Assumptions***

The employer contribution rates effective July 1, 2017, through June 30, 2019, were set using the projected unit credit actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years. For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

***Actuarial Assumptions – Continued***

liabilities being amortized over 16 years. The total pension liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions:

- valuation date of December 31, 2016, rolled forward to June 30, 2018,
- experience study report in 2016, published September 2017
- actuarial cost method using normal entry age
- amortization method amortized as a level percentage of payroll as layered amortization bases over a closed period: Tier 1/Tier 2 UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
- asset valuation using market value of assets method
- inflation rate of 2.50%
- investment rate of return of 7.20%
- projected salary increases of 3.50% in overall payroll growth
- cost of living adjustment (COLA) - blend of 2.0% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision; blend based on service
- mortality rates based on health retirees and beneficiaries using RP-2014 healthy annuitant, sex-distinct, generational with Unisex, social security data scale, with collar adjustments and set-backs as described in the valuation. For active members, RP-2014 healthy annuitant, sex-distinct, generational with Unisex, social security data scale, with collar adjustments and set-backs as described in the valuation. Disabled retiree mortality rates using RP-2014 disabled retirees, sex-distinct, generational with Unisex, social security data scale.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2016 Experience Study which reviewed experience for the 4 year period ending on December 31, 2016.

***Long-term Expected Rate of Return***

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2019 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

***Long-term Expected Rate of Return – Continued***

assumptions team and the Oregon Investment Council’s (OIC) investment advisors. The table below shows Milliman’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Compounded Annual Return (Geometric)</u>
Core Fixed Income	9.60%	4.07%
Short-Term Bonds	9.60%	3.68%
Bank/Leverage loans	3.60%	5.19%
High Yield Bonds	1.20%	5.74%
Large/Mid Cap US Equities	16.17%	6.30%
Small Cap US Equities	1.35%	6.68%
Micro Cap US Equities	1.35%	6.79%
Developed Foreign Equities	13.48%	6.91%
Emerging Foreign Equities	4.24%	7.69%
Non-US Small Cap Equities	1.93%	7.25%
Real Estate (REITS)	2.50%	6.69%
Real Estate (Property)	10.00%	5.55%
Timber	1.13%	5.61%
Farmland	1.13%	6.12%
Infrastructure	2.25%	6.67%
Private Equities	17.50%	8.33%
Commodities	1.13%	3.79%
Hedge Fund of Funds - Diversified	1.50%	4.06%
Hedge Fund - Event-driven	0.38%	5.59%
<b>Total</b>	<b>100.00%</b>	
 Assumed Inflation - Mean		 2.50%

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

**NOTE 7 – DEFINED BENEFIT PENSION PLAN – CONTINUED**

**OPSRP Individual Account Program (OPSRP IAP) – Continued**

***Discount Rate***

The discount rate used to measure the total pension liability was 7.2% for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

***Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.2%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.2%) or 1-percentage-point higher (8.2%) than the current rate:

	<b>1 % Decrease 6.20%</b>	<b>Current Discount Rate 7.20%</b>	<b>1 % Increase 8.20%</b>
District's proportionate share of the net pension liability (asset)	\$ 587,277	\$ 351,383	\$ 156,713

The District does not report this liability under modified cash basis accounting.

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS financial report.

***Changes in Plan Provisions Subsequent to Measurement Date***

We are not aware of any changes subsequent to the June 30, 2019, Measurement Date and the net pension liability (asset) proportionate shares provided by OPERS have not been included in the modified cash basis financial statements.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 8 – OTHER POST-EMPLOYMENT BENEFITS**

***General Information about the OPEB Plan***

Oregon Public Employees Retirement System (PERS or the System) administers the Retirement Health Insurance Account (RHIA) cost-sharing, multiple-employer defined benefit Other Postemployment Benefit (OPEB) plan (the Plan) for units of state government, political subdivisions, community colleges and school districts, containing multiple actuarial pools. Plan assets may be used to pay the benefits of the employees of any employer that provides OPEB through the Plan. Contributions are mandatory for each employer that is a member of PERS. As of June 30, 2018, there were 904 participating employers.

PERS is administered in accordance with Oregon Revised Statutes (ORS) Chapter 238, Chapter 238A, and Internal Revenue Code Section 401(a). The Oregon Legislature has delegated authority to the Public Employees Retirement Board (Board) to administer and manage the System. All members of the Board are appointed by the governor and confirmed by the State Senate. The governor designates the chairperson. One member must be a public employer manager or a local elected official, one member must be a union-represented public employee or retiree and 3 members must have experience in business management, pension management or investing.

***Contributions***

Contributions for employers are recognized on the accrual basis of accounting. Employer contributions to PERS are calculated based on creditable compensation for active members reported by employers. Employer contributions are accrued when due pursuant to legal requirements. These are amounts normally included in the employer statements cut off as of the fifth of the following month.

***Plan Membership***

RHIA was established by ORS 238.420. The plan was closed to new entrants hired on or after August 29, 2003. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have 8 years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had 8 years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage and (3) enroll in a PERS-sponsored health plan.

As of June 30, 2019, the inactive RHIA plan participants currently receiving benefits totaled 46,033, and there were 56,200 active and 15,215 inactive members who meet the requirements to receive RHIA benefits when they retire.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 8 – OTHER POST-EMPLOYMENT BENEFITS – CONTINUED**

***OPEB Liabilities, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

The District reports on the modified cash basis of accounting; therefore, the District does not report OPEB liabilities/(assets), deferred outflows of resources nor deferred inflows of resources related to OPEB on its Statement of Net Position. PERS reported that the District's proportionate share of the net OPEB liability/(asset) was (\$2,200) at the Plan measurement date. The net OPEB liability/(asset) was measured as of June 30, 2018, and the total OPEB liability/(asset) used to calculate the net OPEB liability/(asset) was determined by an actuarial valuation as of December 31, 2016. The District's proportion of the net pension liability/(asset) was based on a projection of the District's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2019, the District's proportion was .0020%. At the Plan measurement date, PERS reported that the City's proportionate share of OPEB income was \$206.

***Actuarial Assumptions***

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown below are based on the 2016 Experience Study, which reviewed experience for the 4-year period ended on December 31, 2016.

The total OPEB liability in the July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Actuarial cost method - Entry Age Normal
- Inflation - 2.50%
- Long-term expected rate of return - 7.20%
- Discount rate - 7.20%
- Salary increases - 3.50%
- Retiree healthcare participation - Healthy retirees: 38%; Disabled retirees: 20%

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 8 – OTHER POST-EMPLOYMENT BENEFITS – CONTINUED**

***Actuarial Assumptions – Continued***

- Mortality rates are based on healthy retirees and beneficiaries. RP-2000 sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation. For active members mortality rates are a percentage of healthy retiree rates that vary by group as described in the valuation. For disabled retirees mortality rates are a percentage (70% for males, 95% for females) of the RP-2000 Sex-distinct, generational per Scale BB, disabled mortality table.

***Discount Rate***

The discount rate used to measure the total OPEB liability at June 30, 2017, and June 30, 2018, was 7.50% and 7.20% respectively. The projection of cash flows used to determine the discount rate assumed that contributions from contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the RHIA plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments for the RHIA plan was applied to all periods of projected benefit payments to determine the total OPEB liability.

***Long-term Expected Rate of Return***

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. More information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means are included in the PERS' audited financial statements.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

**NOTE 8 – OTHER POST-EMPLOYMENT BENEFITS – CONTINUED**

***Sensitivity of the Employer's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate***

The following presents the net OPEB liability/(asset) of the Plans as of June 30, 2018, calculated using the discount rate of 7.20%, as well as what the RHIC net OPEB liability/(asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20%) or 1-percentage-point higher (8.20%) than the current rate:

	<b>1 % Decrease</b>	<b>Current</b>	<b>Discount Rate</b>	<b>1 % Increase</b>
	<b>6.20%</b>	<b>7.20%</b>	<b>7.20%</b>	<b>8.20%</b>
District's proportionate share of the net pension liability (asset)	\$ (1,281)	\$ (2,200)		\$ (2,982)

**NOTE 9 – DEFERRED COMPENSATION PLAN**

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all District employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, death, disability, resignation or retirement.

Monies accumulated by the District under the Plan have been deposited with AIG and have been invested in mutual funds. These deposits are not subject to the collateral requirements by Oregon law.

Plan assets are held in trust with AIG serving as trustee for the exclusive benefit of the plan participants and their beneficiaries. The assets will not be diverted for any other purpose. The District's beneficial ownership of plan assets will be for the exclusive benefits of participants and beneficiaries. The District has little administrative involvement and does not perform the investing functions for the Plan, nor does it contribute.

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019**

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**NOTE 10 – INTERFUND TRANSFERS**

The District made the following transfers associated with future capital outlay by the building and improvement fund:

	<u>Transfer Out</u>	<u>Transfer In</u>
General fund	\$ 7,107	\$
Building and improvement fund		7,107
	\$ 7,107	\$ 7,107

**NOTE 11 – SUBSEQUENT EVENTS**

On November 26, 2019, the Juniper Branch of Family Finders, a local not-for-profit organization, agreed to bequest all their assets to the Jefferson County Library District. These assets include real estate located at 21 South East D St. in Madras, Oregon, the proceeds from an investment account, and other various items such as the organization’s genealogical research materials. The investment account proceeds are valued at approximately \$93,000, while the values of real estate and other assets not readily estimable as of the report date. The assets will become part of the District’s materials and will be restricted as to their use. The restrictions generally are to promote genealogical research in Jefferson County. The District is expected to accept this bequest at their December 10, 2019, meeting of the board members. Management has evaluated subsequent events for potential disclosure through December 6, 2019, the date the financial statements were available to be issued.

**OTHER SUPPLEMENTARY INFORMATION**

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2019**

	Budget		Actual	Over (Under)
	Original	Final		Final Budget
<b>Revenues received</b>				
Property taxes	\$ 602,235	\$ 602,235	\$ 628,496	\$ 26,261
Program service revenue	2,300	2,300	2,340	40
Grants	82,227	82,227	12,532	(69,695)
Interest	2,600	2,600	12,922	10,322
Film center revenue	2,000	2,000	3,333	1,333
Rental income	2,000	2,000	610	(1,390)
Fees and miscellaneous	4,400	4,400	8,826	4,426
Total revenues received	<u>697,762</u>	<u>697,762</u>	<u>669,059</u>	<u>(28,703)</u>
<b>Expenditures paid</b>				
<b>Personnel services</b>				
Payroll	262,447	262,447	201,594	(60,853)
Payroll taxes	28,727	28,727	17,420	(11,307)
Pension plan contribution	43,400	43,400	29,922	(13,478)
Employee benefits	62,245	62,245	45,295	(16,950)
	<u>396,819</u>	<u>396,819</u>	<u>294,231</u>	<u>(102,588)</u>
<b>Materials and services</b>				
Advertisements	7,868	7,868	2,421	(5,447)
Bank charges	100	100		(100)
Board expenses	1,350	1,350	196	(1,154)
Patron materials	78,200	78,200	66,999	(11,201)
Collection agency	1,000	1,000	886	(114)
Computer and software expense	800	800	667	(133)
Consultant fees	2,500	2,500		(2,500)
Copier expense	6,000	6,000	6,248	248
Craft supplies	1,200	1,200	1,196	(4)
Fees and dues	6,700	6,700	3,282	(3,418)
Grants expense	75,500	75,500	3,161	(72,339)
Insurance	7,135	7,135	6,318	(817)
DPLS	15,000	15,000	14,457	(543)
ORBIS	4,500	4,500	3,963	(537)
Data line	6,800	6,800	6,974	174
Janitorial	6,500	6,500	5,110	(1,390)
Legal, accounting and audit	31,742	31,742	31,966	224
Library cards	1,150	1,150		(1,150)
Maintenance and repairs	18,250	18,250	19,819	1,569
Miscellaneous	2,150	2,150	1,012	(1,138)
Office supplies	2,000	2,000	1,051	(949)
Postage and delivery	2,050	2,050	805	(1,245)
Processing	3,100	3,100	3,444	344
Program expenses	12,975	12,975	10,423	(2,552)

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL - CONTINUED  
YEAR ENDED JUNE 30, 2019**

	Budget		Actual	Over (Under)
	Original	Final		Final Budget
Expenditures paid - continued				
Materials and services - continued				
Staff database	4,000	4,000	3,865	(135)
Training	2,500	2,500	992	(1,508)
Travel, lodging and meals	2,650	2,650	924	(1,726)
Utilities - annex	5,100	5,100	3,616	(1,484)
Utilities and telephone	14,400	14,400	10,387	(4,013)
Vehicle maintenance	900	900	1,199	299
Film center expense	2,000	2,000	3,184	1,184
Website hosting	200	200	120	(80)
	<u>326,320</u>	<u>326,320</u>	<u>214,685</u>	<u>(111,635)</u>
Capital outlay				
Building and improvement	1,000	1,000		(1,000)
Office equipment and furniture	49,000	49,000	3,570	(45,430)
	<u>50,000</u>	<u>50,000</u>	<u>3,570</u>	<u>(46,430)</u>
Contingency	<u>30,000</u>	<u>30,000</u>		<u>(30,000)</u>
	<u>30,000</u>	<u>30,000</u>		<u>(30,000)</u>
Total expenditures paid	<u>803,139</u>	<u>803,139</u>	<u>512,486</u>	<u>(290,653)</u>
Excess of revenues over (under) expenditures	(105,377)	(105,377)	156,573	261,950
Other financing sources (uses)				
Transfer from Building and Improvement Fund	283,000	283,000		(283,000)
Transfer to the Building and Improvement Fund	(275,000)	(275,000)	(7,107)	267,893
Net change in fund balance	(97,377)	(97,377)	149,466	246,843
Fund balance - Beginning of year	471,421	471,421	446,992	(24,429)
Fund balance - End of year	<u>\$ 374,044</u>	<u>\$ 374,044</u>	<u>\$ 596,458</u>	<u>\$ 222,414</u>

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**BUILDING AND IMPROVEMENT FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2019**

	Budget		Actual	Over (Under) Final Budget
	Original	Final		
Revenues received				
Interest	\$ 1,917	\$ 1,917	\$ 9,542	\$ 9,542
Rental income	49,200	49,200	37,303	(11,897)
Total Revenues	<u>51,117</u>	<u>51,117</u>	<u>46,845</u>	<u>(2,355)</u>
Expenditures paid				
Materials and services	26,125	26,125	16,737	(9,388)
Capital outlay	610,900	610,900	12,020	(598,880)
Contingency	15,000	15,000		(15,000)
	<u>652,025</u>	<u>652,025</u>	<u>28,757</u>	<u>(623,268)</u>
Excess of revenues over (under) expenditures	<u>(600,908)</u>	<u>(600,908)</u>	<u>18,088</u>	<u>620,913</u>
Other financing sources				
Transfer from General Fund	275,000	275,000	7,107	(267,893)
Transfer to General Fund	(283,000)	(283,000)		283,000
	<u>(8,000)</u>	<u>(8,000)</u>	<u>7,107</u>	<u>15,107</u>
Net change in fund balance	(608,908)	(608,908)	25,195	634,103
Fund balance - Beginning of year	<u>608,908</u>	<u>608,908</u>	<u>610,936</u>	<u>2,028</u>
Fund balance - End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 636,131</u>	<u>\$ 636,131</u>

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**SCHEDULE OF EXPENDITURES AND APPROPRIATIONS  
YEAR ENDED JUNE 30, 2019**

	<u>Actual</u>	<u>Appropriation</u>	<u>Amount Under (Over) Appropriation</u>
<b>General Fund</b>			
Personnel services	\$ 294,231	\$ 396,819	\$ 102,588
Materials and services	214,685	326,320	111,635
Capital outlay	3,570	50,000	46,430
Transfers	(7,107)	275,000	282,107
General operating contingency		30,000	30,000
	<u>\$ 505,379</u>	<u>\$ 1,078,139</u>	<u>\$ 572,760</u>
<b>Building and Improvement Fund</b>			
Materials and services	\$ 16,737	\$ 26,125	\$ 9,388
Capital outlay	12,020	610,900	598,880
Transfers	7,107	283,000	275,893
Contingency		15,000	15,000
	<u>\$ 35,864</u>	<u>\$ 935,025</u>	<u>\$ 899,161</u>

**JEFFERSON COUNTY LIBRARY DISTRICT  
MADRAS, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS  
YEAR ENDED JUNE 30, 2019**

<u>Tax Year</u>	<u>Beginning Balance and 2018-19 Levy</u>	<u>Net Adjustments</u>	<u>Interest (Discount)</u>	<u>Collections</u>	<u>Uncollected June 30, 2019</u>
<b>Jefferson County</b>					
2018-19	\$ 638,845	\$ (782)	\$ (16,414)	\$ 603,116	\$ 18,533
2017-18	15,709	353	(1)	7,345	8,716
2016-17	7,141	381		3,283	4,239
2015-16	3,318	417		2,516	1,219
2014-15	1,458	269		1,395	332
2013-14	220	(8)		27	185
2012-13	103	(8)		26	69
2011-12	49	2		6	45
Prior	817				817
	<u>\$ 667,660</u>	<u>\$ 624</u>	<u>\$ (16,415)</u>	<u>\$ 617,714</u>	<u>\$ 34,155</u>
<b>Wasco County</b>					
2018-19	\$ 10,936	\$ (36)	\$ (281)	\$ 10,309	\$ 310
2017-18	313	(1)		157	155
2016-17	169	(1)		71	97
2015-16	106	(1)		70	35
2014-15	48	1		34	15
2013-14	8	(1)		3	4
2012-13	5	(1)		2	2
Prior	5				5
	<u>11,590</u>	<u>(40)</u>	<u>(281)</u>	<u>10,646</u>	<u>623</u>
Total Tax Revenue	<u>\$ 679,250</u>	<u>\$ 584</u>	<u>\$ (16,696)</u>	<u>628,360</u>	<u>\$ 34,778</u>
Land Sales or Foreclosures				<u>136</u>	
Total				<u>\$ 628,496</u>	

## **OTHER INFORMATION**

# JEFFERSON COUNTY LIBRARY DISTRICT

MADRAS, OREGON

## SCHEDULE OF TOP PROPERTY TAXPAYERS

YEAR ENDED JUNE 30, 2019

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	<u>Organization Name</u>	<u>Tax Amount</u>
1	Portland General Electric Company	\$ 3,537,194.84
2	Gas Transmission Northwest Corporation	642,177.83
3	PacifiCorp	511,335.93
4	Bright Wood Corporation	505,951.21
5	Keith Manufacturing Co/Keith Investments	241,209.80
6	Warm Springs Power Enterprises	232,755.69
7	BNSF Railway	201,239.67
8	Apple, Inc.	184,531.73
9	Safeway Inc.	145,066.64
10	CenturyLink	140,078.29
11	Union Pacific Railroad Company	139,964.90
12	East Cascade Retirement Community, LLC	97,749.05
13	Ponderosa Land & Cattle Company, LLC	97,122.01
14	Pratum Co-op	87,402.72
15	Verizon Communications	85,578.35
16	Helena Agri-Enterprises, LLC	84,638.76
17	Aero Air, LLC, dba Erickson Aero Tanker	76,798.86
18	Knight, Philip H. & Penelope P.	74,118.98
19	Central Oregon Seeds, Inc.	71,006.70
20	TDS Baia Broadband, LLC	62,347.67

**AUDIT COMMENTS AND DISCLOSURES**

**REQUIRED BY STATE REGULATIONS**

**INDEPENDENT AUDITORS' REPORT  
REQUIRED BY OREGON STATE REGULATIONS**

Board of Directors  
Jefferson County Library District  
Madras, OR

We have audited the basic financial statements of Jefferson County Library District (the District) as of and for the year ended June 30, 2019, and have issued our report thereon dated December 6, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

***Compliance***

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements 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.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Authorized investment of surplus funds (ORS Chapter 294).**

In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

***OAR 162-10-0230 Internal Control***

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

This report is intended solely for the information and use of the board of directors and management of Jefferson County Library District and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

PRICE FRONK & CO.  
Certified Public Accountants & Consultants

By:   
Welsey B. Price, III - a partner

December 6, 2019