

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, September 16, 2020 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #868 4341 2536
Grants Pass branch, 200 NW C Street 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey, President	John Harelson

Agenda Items	Action	Responsible	Time
Call to Order		P. Fahey	
Standing Items			
1. Approval of agenda	Motion	P. Fahey	5 min
2. Approval of consent agenda		P. Fahey	
a. August 19 minutes			
b. Resolution 2020-026 CRF Grant			
3. Public comment		P. Fahey	5 min
4. Correspondence		P. Fahey	
5. Training: United for Libraries Short Takes		K. Lasky	10 min
Employee Engagement Survey	Report	Coraggio Group	15 min
Strategic Planning Preparation			
1. Community Profile	Report	T. Stover	10 min
Staff Reports			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Hay	5 min
Action Items			
1. Library director annual evaluation process	Discussion	P. Fahey	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		P. Fahey	
Executive session: Performance Review			
To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)		P. Fahey	10 min
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
October 21, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, August 19, 2020 at 5:30 pm
Virtual Meeting
Call 669-900-9128. Meeting ID #880 0677 2144

Members present: John Harelson, Gina Marie Agosta, Laurel Samson, Beecher Ellison, Pat Fahey

Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Library Foundation Executive Director Rebecca Stoltz, and Library Foundation Liaison David Mannix

CALL TO ORDER. Mr. Fahey called the meeting to order at 5:30 pm.

STANDING ITEMS

Approval of agenda. Mr. Fahey moved action item #2 to #1.

Approval of consent agenda. Below are items included in the consent agenda.

- **Approval of July 15 meeting minutes.** No changes were requested.
- **Policies, second reading:**
- Resolution 2020-024, CRF Grant
- Resolution 2020-025, Collins Foundation Grant

Motion: Ms. Samson moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Training: United for Libraries Short Takes. The Board of Directors watched an American Library Association video about library advocacy.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated August 19, 2020. The following are highlights:

- Staff is planning to host Student Hours at the Library in partnership with the school district for first term of school year, and as needed. Ms. Lasky reviewed the proctor and tutor job descriptions. Proctor and tutor will be hired through a temp agency.
 - **Action:** Mr. Harelson asked that Ms. Lasky confer with legal counsel that the district will not incur liabilities for temporary employees contracted through a staffing agency.
- The community needs assessment is moving along. Community profile and staff survey results will be shared at a later meeting. The library is not conducting a traditional patron survey this year, instead it is asking open ended questions via postcards, holding key informant interviews, and focus groups.

- Laptops and hotspots are now available for checkout.
- A Stone Soup Storybook Walk will start next week in the windows of participating businesses downtown.
- Shelf Shopper is a new program offered to patrons who would like book selections from staff.
- Ms. Lasky is the incoming president for the Oregon Library Association.
- The library is in the midst of its annual financial audit.

Financial report. Ms. Hay reviewed the July Financial Statement memo dated July 31, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through July 2020, the Profit & Loss statement for grants through July 2020, and the Balance Sheet as of July 31, 2020.

Motion: Ms. Agosta moved to increase Ms. Lasky’s authority to authorize Cascade Communications contracted work up to \$17,000. Mr. Ellison seconded. The motion passed unanimously.

ACTION ITEMS

FY19-20 Annual Report. Ms. Lasky presented the FY19-20 Annual Report.

Motion: Mr. Ellison moved to accept the library director’s FY19-20 annual report. Ms. Agosta seconded. The motion passed unanimously.

TRSD IGA for Williams branch property. Ms. Samson reported that the library district has been working with TRSD on a contract regarding the property that the Williams branch is on.

Motion: Mr. Ellison moved to approve the TRSD IGA as presented. Ms. Agosta seconded. The motion passed unanimously.

Pandemic procedure: Operations. Ms. Singer presented the pandemic procedure with emphasis on safety for patrons, volunteers, and staff. The board discussed what happens if anyone is noncompliant.

Motion: Mr. Harelson moved to approve the adoption of the pandemic procedure. Ms. Agosta seconded. The motion passed unanimously.

Library director annual evaluation report. Mr. Fahey reported that the goal is to create a standardized process for the library director’s annual evaluation report. Mr. Harelson reminded the board that the annual report should be kept in mind during the evaluation process.

Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation has been using wealth identification software in preparation for the capital campaign.

Facilities Oversight Task Force. Mr. Ellison reported that at the last meeting they discussed an upgrade to the electrical system at the Illinois Valley branch. Repairs are also needed for the HVAC system.

ANNOUNCEMENTS

Comments from board members. no comments.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, September 16.

ADJOURNMENT

The meeting adjourned at 6:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

**BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT**

In the Matter of Authorizing)
Expenditure of a State of Oregon) Resolution No. 2020-026
Coronavirus Relief Fund Grant Offered)
to Josephine Community Library District

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2020-2021 budget on May 20, 2020 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$18,466 grant from the State of Oregon-Coronavirus Relief in support of health and safety in response to Covid-19; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$18,466 grant from the State of Oregon is authorized for expenditure in fiscal year 2020-21 for Covid-19 Relief, which promotes the health and safety of volunteers, patrons and employees, providing personal protective equipment.

DONE AND DATED this 16th day of September 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

2020 Josephine County Community Profile Summary Report

Prepared by Josephine Community Library District staff
for the Board of Directors

DRAFT September 14, 2020

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Executive summary

This Josephine County Community Profile is part of a larger community needs assessment being conducted by Josephine Community Library District. The goal is to learn how the libraries can better serve the people of Josephine County and their information needs. This report is a summary of the community profile research, which largely reflects the pre-pandemic environment.

Josephine County in southern Oregon has a population of 87,487 and includes two incorporated towns: Grants Pass and Cave Junction. The population is growing, either at a 5.8 percent rate over the next 10 years, or even faster at 1.2 percent per year.

Josephine County has one of the higher percentages of seniors in the country, with 41.6 percent being over 55 years old. The number has increased over the past 10 years.

Although the county has a predominantly white racial makeup, the county might be more ethnically diverse than previously believed. The U.S. Census reported 86 percent white, 7 percent Hispanic, and 3 percent multiracial. By contrast, ethnicities of school-aged children are reported as 77 percent white, 12 percent Hispanic, and 7 percent multiracial.

Two school districts serve Josephine County families: Grants Pass District 7 and Three Rivers School District. Between the two districts there are 28 K-12 schools, with a total enrollment of 10,737 students. About 578 (5 percent) of students are homeschooled.

The Josephine County on-time graduation rate is 74 percent. While 90 percent of people 25 and older have a high school diploma, nearly 60 percent have some college, and 17 percent have at least four years of college.

Health care, education, and retail continue to be the top area employers, although businesses have difficulty recruiting employees. In February 2020, the unemployment rate was 5.3 percent, but in July 2020 the rate was 10.7 percent because of the pandemic.

In 2018, the median family income in Josephine County was \$46,046. Seventeen percent of residents are below the poverty line, and 26.8 percent of children live in poverty.

There are 38,853 households, with 66.8 percent home ownership. Demand for home purchases and rentals is outstripping the supply. Grants Pass has been reported as having the third most unaffordable housing market in the U.S., with 63 percent of renters spending more than 50 percent of their income on rent. In the 2018-19 school year, 951 students experienced homelessness.

As of February 2020, there were 636 registered nonprofit organizations in Josephine County.

According to state voter registration records, 34 percent of Josephine County voters are Republican, 21 percent are Democratic, and 37 percent are nonaffiliated voters.

About 19,000 Josephine County residents (19.5 percent) do not have access to broadband Internet.

Library staff plan to refresh this community profile at least once every three years.

Introduction

Josephine Community Library District is conducting a community needs assessment to learn how the libraries can better serve the people of Josephine County. This 2020 effort aligns with the library's mission to enrich the community through access to quality library services across Josephine County.

The needs assessment seeks to answer the question “What are information needs and trends in Josephine County, and to what extent are these needs being met?”

This Josephine County community profile is a foundational component of the needs assessment, seeking to answer the questions “What is this community like, and what trends or changes are emerging?”

While this profile represents the external environmental scan of the community needs assessment, other components include the library's internal collection and program assessments as well as outreach including key informant interviews, focus groups, and at-large community postcard questions.

These assembled components will form the community needs assessment, which should offer the library board of directors sufficient information to embark on its three-year strategic planning process starting in 2021.

For this Josephine County community profile, library staff researched characteristics and trends in the following categories:

- Geography
- Demographics
- Civic life
- Information consumption

This report is a summary of this research. The detailed research report containing all data source references is available.

Most of research reflected in this profile reflects the pre-pandemic environment which started in March 2020. Wherever available, however, data and findings associated with changes wrought by the pandemic are noted.

This is the first community profile researched and developed by the library. Library staff plan to refresh this profile at least every three years to maintain an accurate picture of the community so that the library can better respond to residents' information needs.

Geography

Josephine County (population 87,487) is located in southern Oregon. Grants Pass (population 37,202) is the county seat. The one other incorporated town in the county is Cave Junction (population 2,323). The county is made up of 1,642 square miles or 1,050,843 acres. The county is located north of California's Siskiyou County, south of Douglas County, east of Curry County, and west of Jackson County (see Figure 1).

A large percent of the county is federal land, including Bureau of Land Management (BLM) and United States Forest Service (USFS) lands, the Rogue River and Siskiyou National Forests, and a portion of the Kalmiopsis Wilderness.

The Rogue River, designated a Wild and Scenic river, bisects the northern portion of the county and is one of the most important features of local geography.

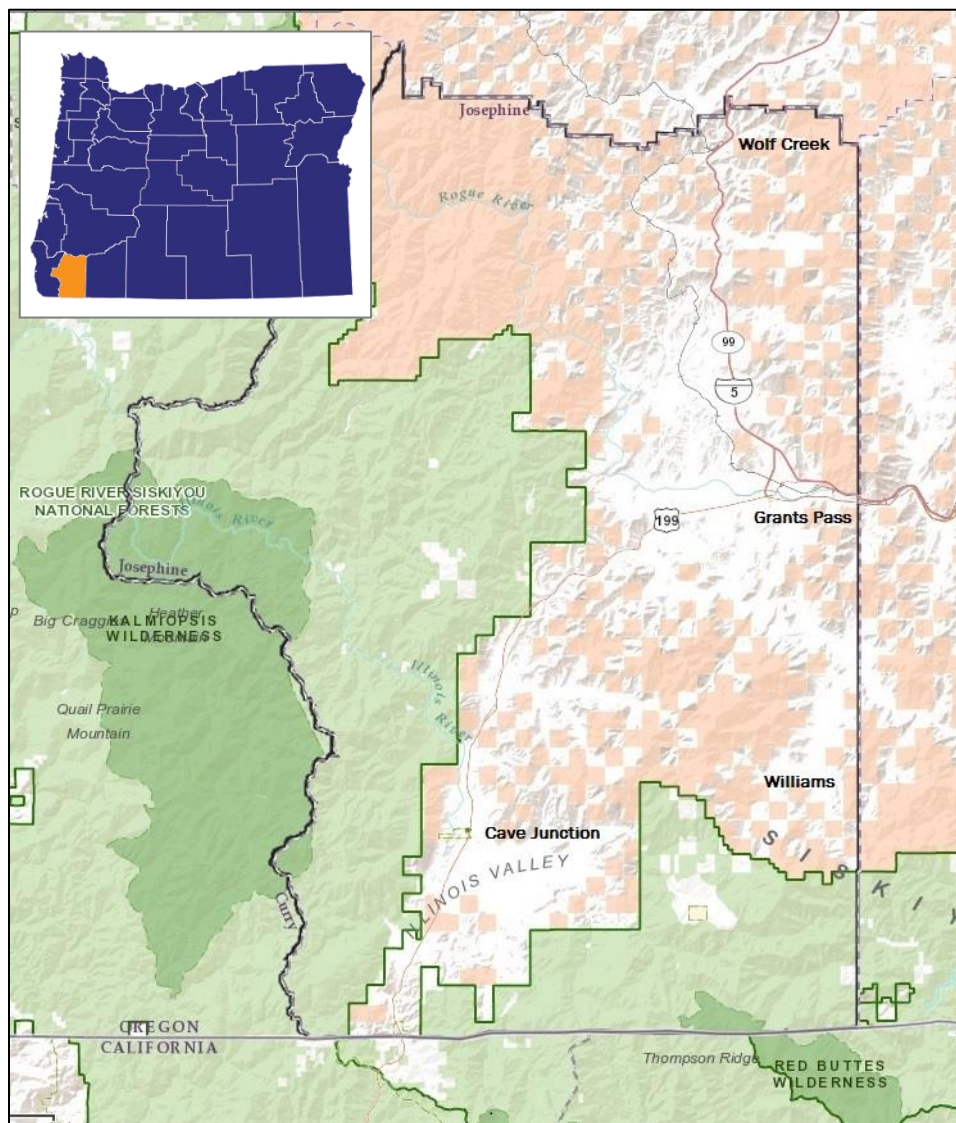


Figure 1. Josephine County, Oregon (Josephine County GIS).

Demographics

With its population of 87,487, Josephine County is considered rural, with approximately 57 percent of the population living outside the urban area of Grants Pass, population 37,202. In the past 10 years, Josephine County population has seen a 5.8 percent increase, according to the U.S. Census. If this trend continues, the projected county population could be 92,561. Another data source, the Portland State University Population Research Center estimates county growth at 1.2 percent per year for 20 years. By this measure, Josephine County population could reach 99,753 by 2030.

Age

Compared with the rest of the state and the U.S., Josephine County has a high percentage (41.6 percent) of residents 55 years and older. Residents 55-74 years make up nearly 31 percent of the population, and residents 75 and older make up nearly 11 percent. Since 2010, the number of people 65 to 74 years has increased by 28.8 percent countywide.

Children ages birth to 19 years make up 21 percent of the population. Of that, five percent are children under five years.

Young adults between 20 and 34 years old make up 15 percent of the population, and those between 35 and 54 years make up 21 percent.

Race and ethnicity

The U.S. Census Bureau defines race as self-identification in one or more social groups whereas ethnicity is a determination of cultural identity, specifically Hispanic origin.

Race and ethnicity statistics reported by the Census differs from those reported by the local school districts. The following table shows ethnic identification from the two sources:

Ethnicity	As reported by the U.S. Census	School-aged children in the two local school districts
White	86.7%	77.8%
Hispanic	7.6%	12%
Multiracial	3.3%	7%
Asian	1.3%	<1%
Black	0.4%	<1%
American Indian/Alaskan Native	0.4%	<1%
Native Hawaiian/Pacific Islander	0.4%	<1%

Education

Southern Oregon Head Start serves preschool children in 10 locations throughout Josephine County in addition to 18 private preschools and childcare centers.

Two school districts serve Josephine County families: Grants Pass District 7 has schools within Grants Pass, and Three Rivers School District has schools throughout the rest of the county. Between the two districts, there are 13 elementary schools, two elementary/middle schools, five middle schools, five high schools, and three alternative schools.

In the 2018-19 school year, K-12 enrollment was 10,737. Of this, 6,028 students were enrolled in Grants Pass District 7 and 4,709 were enrolled in Three Rivers School District.

Southern Oregon Education Service District (SOESD) reports that in the 2018-19 school year, there were 578 homeschooled students in Josephine County in which the parent was the registered instructor and not using an online school. Of these, 220 are in the Grants Pass District 7 service area and 358 are in the Three Rivers School District service area. The two closest home school testing locations are in Gold Hill and Medford in Jackson County.

According to the National Center for Education Statistics, the Josephine County graduation rate was 74 percent in the 2016-17 school year. The Oregon graduation rate was 79 percent, and the national graduation rate was 85 percent.

The Oregon State Higher Education Coordinating Commission reports that 120 residents of Josephine County received their GED in 2019, representing 2.2 percent of the state total. The average age of Josephine County recipients is 21 years old. Four testing locations are offered in Josephine County, the most popular being Rogue Community College.

In Josephine County, for the 2018-19 school year, about 47 percent of high school seniors enrolled in a two- or four-year college within one year of graduating. This compares with 62 percent statewide.

The Rogue Community College (RCC) district spans Josephine and Jackson counties with five locations for three main campuses and five additional learning centers. Josephine County includes the RCC Redwood campus and Small Business Development Center in Grants Pass and the Illinois Valley Learning Center and the Illinois Valley Business Entrepreneurial Center in Kerby. Josephine County student enrollment is nearly 8,400 students attending either Redwood Campus and the learning centers in Grants Pass or Kerby.

About 90 percent of the Josephine County population 25 and older has at least a high school diploma, with nearly 60 percent having at least some college, and 17.2 percent having at least four years of college (Josephine County Census Profile).

Employment

According to the Grants Pass & Josephine County Chamber of Commerce 2017 report on major employers, the following were the top five largest employers in Josephine County:

1. Asante Three Rivers Medical Center, 1,450 employees
2. Rogue Community College, 900 employees
3. Grants Pass District 7, 756 employees
4. Three Rivers School District, 605 employees
5. Masterbrand Cabinet Company, 500 employees

The Grants Pass & Josephine County Chamber of Commerce Profile for 2020 reports the following as the five top industries in Josephine County with 2027 projections:

Industry	Number of employees in 2017	Number of employees forecast for 2027
1. Health care	18,480	24,610
2. Retail	18,110	19,090
3. Leisure and hospitality	14,580	16,510
4. Government (federal, state, local)	14,280	15,100
5. Professional and business services	9,290	10,650

In 2019, the State of Oregon Employment Department reported that the top four job-creating industries included private education and health services, professional and business services, financial activities, and manufacturing. In spite of new job creation, the Grants Pass & Josephine County Chamber of Commerce reported in its 2017 Business Survey that 71 percent of local businesses had trouble recruiting employees.

In February 2020, the unemployment rate was 5.3 percent. As of July 2020, because of the COVID-19 pandemic, the July 2020 unemployment rate ballooned to 10.7 percent.

Income and poverty

According to the U.S. Census, as of 2018, the median family income in Josephine County was \$46,046 compared with \$60,293 nationwide. Seventeen percent of residents have an income below the poverty line, compared with 12.6 percent across Oregon. The percentage of children under 18 living in poverty in Josephine County is at 26.8 percent, compared with the national rate of 19.5 percent.

Housing

In 2018, Census.gov reports 38,853 households in Josephine County with 66.8 percent home ownership. The median value of owned homes is \$251,000, with monthly mortgage payments of \$1,381. Median gross rent is \$860.

The Rogue Valley Association of Realtors indicates that the 2019 existing home sales prices in urban areas increased by 51.1 percent over the past five years. New home sales prices in urban areas increased by 35.4 percent over the past five years. Rural home sale prices increased by 39.4 percent over the past five years.

In 2017 Josephine County declared a housing emergency, caused by an increasing population and lack of new home construction. Fewer homes for purchase and fewer available rentals increased monthly rent prices throughout the county, especially in Grants Pass (The Oregonian, November 2017). As of December 2019, Grants Pass was listed as having the third most unaffordable housing market in the country, with 63 percent of renters spending more than 50 percent of their income on rent.

The Oregon Housing Alliance indicates that in the 2018-19 school year, 951 students experienced homelessness. The school district report cards indicate that 17 percent (1,786 children) of the Grants Pass District 7 and Three Rivers School District combined student body was mobile.

Civic life and recreation

Nonprofit organizations

The Oregon Secretary of State reports that as of February 2020, there were 636 registered nonprofit organizations in Josephine County. Nearly 60 percent of these nonprofit organizations provide public benefit ranging youth services and medical assistance to animal rescue and the arts. Religious organizations make up 20 percent of all registered nonprofits.

Political affiliation

Josephine County is politically more conservative than the state overall. According to the State of Oregon voter registration records as of February 2020, 34 percent of Josephine County voters registered as Republican compared with 25 percent statewide and 21 percent registered as Democratic compared with 35 percent statewide. Nonaffiliated voters are similar to the state with 37 percent in Josephine County and 34 percent statewide.

Recreation

Josephine County contains two of the 81 designated Wild and Scenic Rivers in the nation: Rogue River and Illinois River. The Rogue River flows through the northern half of the county and 41.6 river miles are within the Wild and Scenic River corridor. The recreation section of the Rogue River begins just west of Grants Pass, continuing downstream for 26 river miles. This section is easily accessed and used by jetboats, rafters, kayakers, and fishermen.

Oregon contains five federally recognized recreation areas with one within Josephine County: the Oregon Caves National Monument, located east of Cave Junction. The National Park Service indicates that in 2018 visitors of the Oregon Caves National Monument spent \$4.8 million.

Josephine County contains three of Oregon's state recreation areas, including Illinois River State Park near Cave Junction, Wolf Creek Inn State Heritage Site, and Golden State Heritage Site near Wolf Creek.

Josephine County manages 20 designated recreation sites including parks, boat ramps, and campgrounds. These areas include approximately 1,350 acres and 304 camping sites.

Information consumption

Josephine County residents obtain their information from the Internet, traditional media sources, books and films, and local libraries.

Technology and Internet access

According to Census Quick Facts, 87.8 percent of Josephine County households have a computer compared with 91.8 percent statewide. Also, 78.4 percent of Josephine County households have access to high-speed broadband Internet, compared with 83.9 percent statewide. BroadBand Now concurs that 19,000 Josephine County residents (19.5 percent) do not have access to broadband Internet and 35.7 percent either don't have access or it's limited to just one Internet provider.

The communities surrounding the rural library branches in Illinois Valley, Williams, and Wolf Creek are especially affected by the digital divide with many households unable to access the Internet.

The library is the area's only source of free high-speed wireless access where one is not obligated to be part of a specific program or to purchase food or coffee to use an establishment's wireless Internet connection. In 2019, more than 15,000 computer sessions were logged by library patrons, and about 42,750 patron devices connected to the library's wireless network.

Media sources

Josephine County has two local newspapers: The Daily Courier published five times a week, and the Illinois Valley news published weekly. Two radio stations broadcast widely from Josephine County: KAJO 1270 AM and KLDR 98.3 FM. Five television stations (affiliates of ABC, CBS, NBC, FOX and PBS) broadcast to Josephine County residents from studios in Medford or Ashland in Jackson County.

Additional newspapers and radio stations broadcasts based in Medford/Jackson County are received by Josephine County residents.

Information retail

Four book retailers in Josephine County include Oregon Books & Games, My Bookstore, Iguana Comics, and Aquarius Books and Gifts, all located in Grants Pass. Video World in Grants Pass offers DVD and game rentals and purchases and is the only video retailer in Josephine County.

Libraries

Josephine Community Library District manages four library branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. The library checks out books, ebooks, audiobooks, DVDs, items in the Library of Things to Josephine County residents who are library cardholders. A host of online instructional and research resources are also available to library cardholders. The libraries all have Internet-connected computer workstations available for patron use during open hours. Free broadband wireless access at all four branches is also available to all.

The schools in Grants Pass District 7 and Three Rivers School District operate their school libraries. Rogue Community College has a library which also includes access to the Southern Oregon University library in Ashland. Josephine County operates a law library from its offices in Grants Pass.

Key findings

The following are the top 10 most interesting facts uncovered by this community profile:

1. The population is growing, either at a 5.8 percent increase over the next 10 years, or even faster at 1.2 percent per year.
2. Josephine County has one of the higher percentages of seniors in the country, with 41.6 percent being over 55 years old. The number has increased over the past 10 years.
3. The county might be more ethnically diverse than previously believed. The U.S. Census reported 86 percent white, 7 percent Hispanic, and 3 percent multiracial. By contrast, ethnicities of school-aged children are reported as 77 percent white, 12 percent Hispanic, and 7 percent multiracial.
4. Homeschooled children make up a significant (5 percent) part of the student population, with 578 homeschooled children out of a total enrollment of 10,737.
5. While 90 percent of people 25 and older have a high school diploma, nearly 60 percent have some college, and 17 percent have at least four years of college.
6. Health care, education, and retail continue to be the top area employers, although businesses have trouble recruiting employees.
7. In February 2020, the unemployment rate was 5.3 percent, but because of the pandemic in July 2020 the rate was 10.7 percent.
8. In Josephine County, 17 percent of residents are below the poverty line, and 26.8 percent of children live in poverty.
9. Demand for home purchases and rentals is far outstripping the supply, causing prices for both to rise significantly. Grants Pass has been reported as having the third most unaffordable housing market in the U.S., with 63 percent of renters spending more than 50 percent of their income on rent. In the 2018-19 school year, 951 students experienced homelessness.
10. About 19,000 Josephine County residents (19.5 percent) do not have access to broadband Internet.

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TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: September 16, 2020
SUBJECT: Library director's report

Action

- Library director contacted SDAO and Hornicker Cowling LLP regarding contracting with a temporary services agency to hire two part-time employees for Student Hours at the Library, per board discussion at the August board meeting. Both agencies counseled that contracting with a temporary services agency would not pose any liability to the district. Due to the nature of the short-term program and funding from grants, contracting with a temporary services agency is recommended by management. Library director set up initial paperwork with Express Employment Professionals, a local temporary services agency to hire a part-time proctor and a tutor. *(See attached Student Hours at the Library Memo)*. Library director requests a vote of the board to contract with Express Employment Professionals for Student Hours at the Library program beginning September 28. Funds for the program will be paid for by private grants and State of Oregon CARES Act Coronavirus Relief Funds (CRF).

General Updates

- Facilities will begin limited access hours for the public beginning the week of September 28. The Library Reopening Plan has been updated to reflect timeline for chapters three through five. This encompasses the return of volunteers, appointments to use public computers, and patron access to library buildings on a limited basis. *(See attached weekly schedule and Library Reopening Plan)*.
- Received a third grant of \$18,465 from the State of Oregon CARES Act Coronavirus Relief Fund (CRF) for Library COVID Response, including reimbursement of costs to renovate workstation configurations in the technical services area, install touchless sinks, and purchase disinfecting supplies and personal protective equipment. The library may continue to request reimbursement for COVID expenses every six weeks through November until a cap of \$250,000 is reached or until the funds are depleted. The library has received a total \$38,532 from CRF so far.

Stories

- **In Grants Pass**, from a grateful patron: "Thank you so, so much for your consideration and for all you are doing to keep this town in reading material. I have been more than impressed with the way you are handling this difficult time."
- **In Illinois Valley**, the large wooden Josephine Community Library was struck during curbside service by a hit-and-run vehicle. The post and sign were left on the ground in the parking lot alongside several pieces of someone's car. The branch manager filed a police report.
- **In Wolf Creek**, during curbside service, a regular patron came to pick up their requested materials. As the branch manager chatted with him, the patron said "It's really nice to be able to pick up my holds and have a nice conversation with a real person, even if we do have to wear masks and keep our distance." Even in this time of everything virtual, the library is still a place to make human connections.

- In Williams, branch manager addressed concerns over perceived overnight camping in library parking lot by working with library director to establish open lines of communication and renewed relationship with Williams residents and TRSD employees.

Successes

- [Storybook Walk](#) in downtown Grants Pass was a big success! Chamber of Commerce and local businesses, including the Daily Courier, helped promote the event. Planning next event in Cave Junction, after wildfires cease and smoke dissipates.

Challenges

- Anticipated increase in items returned (book drops) will require the purchase of additional carts and book drop inserts to accommodate 96-hour quarantining process determined by review of the [REALM Project](#). State of Oregon CARES Act Coronavirus Relief Fund (CRF) for Library COVID Response should reimburse the additional expenses.
- In Wolf Creek, a spigot on the front of the building has been damaged by people attempting to get water without a key. It now steadily drips water and is under repair.

Imperative #1 Enhance program quality and customer service

- Online public access catalog statistics continue to be an important indicator of engagement during closure. Activity compared to prior year reflects increased patron engagement.

	Online catalog logins		
	Aug '19	Aug '20	% +/-
Grants Pass	2,383	3050	22%
Illinois Valley	338	609	44%
Williams	63	86	27%
Wolf Creek	31	42	26%
System Total	2,815	3,787	26%
	Online catalog requests placed		
	Aug '19	Aug '20	% +/-
Grants Pass	1,427	2,938	51%
Illinois Valley	312	576	46%
Williams	54	81	33%
Wolf Creek	35	22	-59%
System Total	1,828	3,617	49%

- Develop a [Southern Oregon Wildfire Resource](#) library guide on the website to support families, first responders, and community members working to mitigate the impact of wildfires in the area.
- Developed [Health and Wellness](#), and [Election Law](#) resource guide on the website in accordance with Oregon Public Library Standards.

- Implemented [Shelf Shopper](#) program, a service to select books for patrons unable to browse.
- Implemented new virtual book club for middle schoolers in August and currently accepting registrations. Participants will receive a copy of the book.
- Added more laptops from FreeGeek for check-out to meet increasing demand.
- Submitted 2020-21 application for Ready to Read grant to the State Library.
- Continued work on the 2020 Community Needs Assessment. Community postcard questions were distributed, and answers received and recorded. Six key informant interviews and four Zoom focus groups conducted to discover information needs of Josephine County young adults and the Latinx community. The community profile report will be presented at the September board meeting.
- Wrapped up 12-week virtual Summer Reading Program in partnership with the Daily Courier.

Imperative #2 Nurture a work culture that values and supports its staff and volunteers

- Hired new library assistant in technical services on September 8. Recruitment for a communications library assistant is still in progress.
- Scheduled volunteers for shifts beginning the week of September 14. Planned volunteer shifts around curbside and student hours and potential patron hours.
- VolunTEENS working from home to support the library, reviewing book lists and other activities.
- Completed employee engagement survey. Coraggio Group to present at September board meeting.
- Staff attended Northwest Interlibrary Loan Conference September 9-11.
- Staff attended several webinars regarding COVID-related patron behaviors in anticipation of limited reopening. Information gleaned will be incorporated into messaging, signage, handouts, and talking points for staff greeting patrons as they return to a very different library experience.

Imperative #3 Enhance the facilities across the library systems

- All easements have been obtained for the Wolf Creek broadband build out and the construction has been completed by Hunter Communications. Hunter will schedule the install after wildfire is under control.
- Completed ethernet cabling and router switch relocation at Illinois Valley branch.
- UV book sanitizers installed and used at both Illinois Valley and Grants Pass branch.
- Complete technical services area remodel at the Grants Pass branch.
- New sinks and automated faucets installed in public bathrooms at all branches.
- Scheduling Illinois Valley HVAC and electrical bids has been delayed due to wildfire.

Imperative #4 Develop efficient operating systems and structures.

- Annual financial audit is in progress. AFR will be presented to the board at the October board meeting.
- Implementing pre-processed(pre-cataloged) materials from Ingram is delayed due to vendor.

- Library director and technical services manager continue to serve on Jackson County Library's RFP committee to review ILS vendors. Jackson County will select new vendor by September 30 and launch new ILS by March 2021. Josephine Community Library's ILS compatibility with Jackson County will impact future resource sharing systems.
- Update library reopening plan to allow for vulnerable populations to have access to in-facility services at different times with limited occupancy.

Imperative #5 Build awareness and expand partnerships

- In partnership with Grants Pass School District 7, refined the program overview and budget for Student Hours at the Library. Submitted a grant request of \$46,008 to the Oregon Health Authority CARES Act Coronavirus Relief Fund (CRF) for the Student Hours at the Library program through the library foundation. The library has been invited to the Chaney Family Foundation grant program review on October 15 in support of the \$10,000 grant request for Student Hours at the Library. Rotary Club of Grants Pass has committed \$1,000 to the program and plans to raise additional funds after launch. *(See attached Student Hours at the Library Memo).*
- Sunny Wolf Charter School library days are set to begin Tuesday, September 29 (subject to change). The students and staff will not be in the library building, instead they will be placing requests and the books will be delivered to classrooms.
- Working with Wildlife Images to provide library materials for students attending Wildlife Academy Critter Campus, a fee-based program developed to support distance learning for Josephine County students.
- Received limited response to Community Question pre-stamped post-cards, likely a result of pandemic impact.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 AM							
6 AM				Returns cart #1 #2 Wednesday @ close, pull out Thursday @ close, quarantine until Tuesday	Returns cart #3, #4 Thursday @ close, pull out Friday @ close, quarantine until Wednesday	Returns wagon Friday @ close, pull out Monday 8am, quarantine until Thursday	
7 AM		Clean	Clean	Clean	Clean	Clean	
8 AM		Student Hours	Student Hours	Student Hours	Student Hours	Student Hours	Volunteers
9 AM							Clean
10 AM							
11 AM							
12 PM		Clean	Clean	Clean	Clean	Curbside	Curbside
1 PM			Volunteers	Volunteers	OPAC Appointments (1 hour)	Grab n Go Senior Hours - GP and IV only	Grab n Go Public Hours
2 PM							
3 PM							
4 PM					Clean and reshelve browsed items	Clean and reshelve browsed items	Clean and reshelve browsed items
5 PM							
6 PM				22			

Plan to reopen libraries

Plan presumes frequent sanitizing of surfaces, adequate personal protective equipment for staff and volunteers, and compliance with regulatory orders.

<https://govstatus.egov.com/or-covid-19>

Chapter 0–aligns with Oregon Phase 1

- confirm all buildings are cleaned, sanitized, and deemed safe for staff to return
 - continue to telework when possible
 - stagger schedules in GP to minimize contact
 - follow CDC/OHA/OSHA recommendations for PPE
- stock all branches with cleaning supplies and PPE
- review all pending projects to determine priorities
- prepare policy for e-card transition to standard card
- resume weeding processes
 - create weeding lists for all branches
 - process previously weeded materials
- complete tech services processing for all pending materials

Chapter 1–Return book and materials (May 28) aligns with Oregon Phase 1

- open book drops
 - allow quarantine period by opening drops Thursday/Friday, process the following Wednesday
 - check in after quarantined and cleaned unless item held
 - shelve returned items
- assign staff to assist with processing
 - branch managers
 - GP- public services director, maintenance coordinator, plus two additional (rotating)
- communicate across all platforms
 - signage on drops (delayed check in, no donations accepted)
- resume courier runs using designated staff back-up branch managers
- begin ordering pre-cataloged print materials based on tech services capacity

Chapter 2– Open for curbside service (June 12) aligns with Oregon Phase 1

- begin curbside check-out service for held items
 - Friday/Saturday at all branches
 - maintain control of number processed based on staff capacity
- assign staff to assist with processing
 - branch managers, with one additional library assistant shift weekly in IV
 - GP- public services director, plus three additional (rotating)
- communicate across all platforms
 - process may vary by branch
 - instructional signage outside buildings
 - revise Polaris notifications
- process backlogged suggestions for purchase

Chapter 3 Volunteers return (September 14)

- begin reintegrating specific volunteer departments
 - as needed, based on staff-tested procedures for services offered
 - restrict to branches/areas that allow proper distancing
 - assign specific shifts to minimize number of people in buildings
 - require PPE and sanitizing procedures
 - restrict lounge seating
- finalize building modifications to maximize space
 - remove excess chairs and floor displays
 - move OPACs or use laptops in other areas
 - remove toys and play structure from children's library
 - reorganize technical services area
 - acrylic panels installed at patron service desks
- calculate safe maximum occupancy for each building
- remove newspapers
- remove all seating except designated OPAC stations
- remove AWE computer and all toys and games from children's library

Chapter 4 Open for computer appointments (September 30)

- schedule appointments for 30-minute public computer sessions
 - Wednesdays 1-4pm
 - sanitize between patrons
 - limit number of computers to ensure physical distance
 - continue offering curbside print service for emailed requests

Chapter 5- Open for limited service (October 1)

- open buildings to the public for limited 30-minute "Grab and Go" services
 - all branches for all patrons Fridays and Saturdays 1-4pm
 - Grants Pass and Illinois Valley branches add Thursdays 1-4pm for seniors
 - continue curbside pick-up Fridays and Saturdays 12-4pm
- all safety precautions clearly defined and enforced by staff at entrance
 - offer sanitizer, mask, gloves, reconfigured library map, entry time and exit time reminder
 - monitor number of patrons in buildings at one time
 - one door to enter, one door to exit at all buildings
 - physical distancing precautions, floor decals provide guidance
 - curbside assistance provided as alternative to mask
- designate areas throughout library for patrons to place browsed items for cleaning
- place returned items in designated bins, not on desks
- encourage use of new self-hold and self-checkout processes
- staff and volunteers limited to minimal "assistance at a distance"
- no programs, public meetings, book donations, bookstore access, or public restrooms

Chapter 6 Open for full service (TBD)

- return furniture, OPACs, children's library items
- open buildings with no restrictions
- invite volunteers to return for usual schedule and processes
- limit attendees at programs/public meetings based on room capacity

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky**
DATE: **September 16, 2020**
SUBJECT: **Student Hours at the Library program overview**

Student Hours at the Library offers a community-based solution to the problem of families needing to home-school because of the COVID-19 pandemic. Working parents — especially essential workers — need support for their children’s learning. Many homes lack technology access and know-how and this creates serious inequities. Students experiencing poverty or homelessness are at risk of a more severe learning slide, further increasing inequities that can affect students throughout their lives.

Program details

Through Student Hours at the Library, Josephine Community Library District will partner with the two area school districts to provide district-referred secondary students with tutoring, homework help, and computer and wireless access in a safe learning environment at the library during specific hours each weekday.

Referred middle and high school students: Students will be referred by the school district.

Recognizing that families of color are most severely affected by the pandemic, Grants Pass District 7 will prioritize Black, indigenous, and students of color including Latinx students. Library staff will establish student registration procedures as appropriate to the partnership with each school district. With available space, the library might open registration to the clients of other community partners such as the Department of Health and Human Services, Josephine County Health Department, Court-Appointed Special Advocates (CASA), College Dreams, Boys & Girls Club, and YMCA.

A safe and resourced learning environment: A tutor at each location will assist students with their schoolwork. A safety proctor at each location will ensure that the established safety protocols (disinfecting, masks, distancing) are enforced before, during, and after the student hours each day. Library staff have documented all pandemic protocols, prepared safe tutoring areas, and established distanced computer use.

Offered at the Grants Pass and Illinois Valley libraries: Up to 20 students may participate in the program at the Grants Pass library each day, and up to 10 students may participate at the Illinois Valley library each day. These numbers are based on the space available to provide for appropriate distancing. Students may come once a week or daily depending on their needs. The libraries have the furniture and equipment needed for the program including wi-fi and Internet access. Students or the schools will provide any necessary schoolwork supplies. The schools will provide Chromebook laptops, transportation, and lunches for the participating students.

Monday to Friday 8 am to 12 noon: The program will start no earlier than September 28 in Grants Pass, and about a month later in Illinois Valley. Referred and registered students will have access to tutoring assistance, computers (if needed), and wi-fi for a four-hour block Monday through Friday. The libraries will be closed to the general public during Student Hours. The program will run through the end of the school term in December.

No cost to families: Grant funding is being secured for the first quarter of the program (September through December). If the school districts must continue full- or part-time remote instruction for a second quarter, in January the library will evaluate the program, make improvements, and secure funding for program continuance through the next term. The program ends when schools are open for full-time instruction once again.

Program budget

This budget assumes a 20-week program from September through January. For Grants Pass, this is about 16 weeks of instruction plus four weeks for pre-program planning and post-program evaluation and next steps. The Illinois Valley program would start one month later, for 12 weeks of instruction plus four weeks for planning and evaluation.

Contracting with a temporary employment agency to handle payroll nets the district significant cost savings compared with handling the recruitment and payroll in-house, especially considering the costs of in-house insurance, education assistance, professional development, and vacation and sick time.

REVENUE	
Oregon Health Authority Coronavirus Relief Fund for nonprofits (pending)	\$46,008
State of Oregon Coronavirus Relief Fund for municipalities (planned reimbursement)	\$5,362
Chaney Family Foundation (pending, program review on Oct 15)	\$10,000
Rotary Club of Grants Pass (committed)	\$1,000
Total Revenue	\$62,370
EXPENSE	
Grants Pass tutor. Base pay up to \$25/hour, with benefits, taxes, and agency fee, up to \$36.75/hour * 30 hours/week= \$1,102.50/week for 20 weeks.	\$22,050
Grants Pass safety proctor. Base pay \$14/hour, with benefits, taxes, and agency fee to \$21/hour * 30 hours/week=\$630/week for 20 weeks.	\$12,600
Illinois Valley tutor. Base pay up to \$25/hour, with benefits, taxes, agency fee, up to \$36.75/hour * 30 hours/week=\$1,102.50/week for 16 weeks.	\$17,640
Illinois Valley safety proctor. Base pay \$14/hour, with benefits, taxes, and agency fee to \$21/hour * 30 hours/week=\$630/week for 16 weeks.	\$10,080
Total Expense	\$62,370

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: September 16, 2020
SUBJECT: August 2020 Financial Statement

Accounting

- The net income for the general fund on the P&L of -\$169,754 does not equal the Balance Sheet net income of -\$91,617. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -\$169,754 plus \$78,137 (net income of special funds only) equals -\$91,617.
- There was no invoicing for August 2020 household scholarships.
- LGIP interest rate remains at 1.00%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$0 for current year tax levy and \$4.202 of prior year's tax levy income in August 2020; total year to date tax revenue is \$12,953.
- Non-resident card fees for the month of August were \$520.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$2,641, and \$1,380 for special funds in August. Total year to date collection development purchases are \$26,758 for all funds.

Special Contracts

- Special contracts include \$3,600 for technical/grant writing to Stover Writing Services in the month of August.

Grants

- Total of grant expenses for the month of August is \$44,041.
- Total revenue received from grants in FY21 is \$116,736 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$123,195 in the district checking account. The Grants Pass maintenance fund totals \$15,357 and is held in a savings account with People's Bank. LGIP account "General Pool 6000" represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals \$1,001,982 and a reserve fund of \$150,430. Cash Drawers at the four branches total \$390, and \$19,846 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$1,311,187 including \$276,820 in restricted grant funds, maintenance fund and reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
August 2020

	Actual August-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ -	\$ -	\$ 1,425,000	\$ (1,425,000)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 4,202	\$ 12,953	\$ 27,200	\$ (14,247)	\$ 27,200
4100 - Fines and Fees	\$ 264	\$ 272	\$ -	\$ 272	\$ -
4102 - Non-Resident Card Fees	\$ 520	\$ 520	\$ 45,000	\$ (44,480)	\$ 45,000
4200 - Interest Income	\$ 1,114	\$ 2,595	\$ 22,000	\$ (19,405)	\$ 22,000
4300 - Other Revenues	\$ -	\$ 310	\$ -	\$ 310	\$ -
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 6,100	\$ 16,650	\$ 1,519,200	\$ (1,502,550)	\$ 1,519,200
Expense					
5000 - Personal Services	\$ 53,864	\$ 129,959	\$ 843,600	\$ (713,641)	\$ 843,600
5200 - Collection Development	\$ 2,641	\$ 25,362	\$ 175,000	\$ (149,638)	\$ 175,000
5300 - Technical Services	\$ 470	\$ 470	\$ 42,600	\$ (42,130)	\$ 42,600
5400 - Building Improvements	\$ 1,269	\$ 1,335	\$ 13,800	\$ (12,465)	\$ 13,800
5500 - Facilities & Equipment	\$ 477	\$ 1,386	\$ 49,800	\$ (48,414)	\$ 49,800
5600 - Computer Maintenance	\$ 20	\$ 20	\$ 13,800	\$ (13,780)	\$ 13,800
5700 - Insurance	\$ -	\$ -	\$ 9,400	\$ (9,400)	\$ 9,400
5800 - Travel & Training	\$ 869	\$ 4,363	\$ 44,200	\$ (39,837)	\$ 44,200
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ -	\$ -	\$ 17,500	\$ (17,500)	\$ 17,500
6650 - Patron Services and Supplies	\$ -	\$ -	\$ 9,100	\$ (9,100)	\$ 9,100
6660 - Volunteer Support	\$ 10	\$ 22	\$ 2,900	\$ (2,878)	\$ 2,900
6670 - Events at Library	\$ 50	\$ 50	\$ 13,200	\$ (13,150)	\$ 13,200
6680 - Communication & Outreach	\$ 1,584	\$ 1,200	\$ 30,500	\$ (29,301)	\$ 30,500
6690 - Special Contracts	\$ 4,835	\$ 9,245	\$ 95,500	\$ (86,255)	\$ 95,500
6699 - Legal Administration	\$ -	\$ 17	\$ 2,000	\$ (1,983)	\$ 2,000
6700 - Administrative Support	\$ 1,693	\$ 2,336	\$ 19,900	\$ (17,564)	\$ 19,900
6800 - Telecommunications	\$ 185	\$ 842	\$ 15,200	\$ (14,358)	\$ 15,200
6850 - Utilities	\$ 2,585	\$ 4,642	\$ 40,600	\$ (35,958)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 70,552	\$ 181,248	\$ 1,448,600	\$ (1,267,352)	\$ 1,448,600
Net Ordinary Income	\$ (64,452)	\$ (164,598)	\$ 70,600	\$ (235,198)	\$ 70,600
Net Income	\$ (64,452)	\$ (164,598)	\$ 70,600	\$ (235,198)	\$ 70,600

**Josephine Community Library District
Enhanced Library Services
August 2020**

	Revenue Collected through FY20	Revenue Year to Date FY21	Annual Budget	Total Revenue	Expenditure Spent through FY20	Expenditure Year to Date FY21	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - Covid 19	4,098	0	4,098	4,098	0	(4,098)	(4,098)	0
Carolyn Rice	0	1,765	1,765	1,765	(1,765)	0	(1,765)	0
Carpenter Foundation - erate	16,000	0	16,000	16,000	(10,695)	(5,305)	(16,000)	0
Collins Foundation - Inclusive Weg	0	58,000	58,000	58,000	0	(5,156)	(5,156)	52,844
Covid Relief Fund - State of Oregon	6,562	31,971	40,000	38,533	(6,562)	(19,699)	(26,261)	12,272
Dorothy Thompson Fund - 2020	0	0	25,000	0	(8,878)	(1,804)	(10,681)	(10,681)
Friends of the Library	29,804	0	20,100	29,804	(27,019)	(1,206)	(28,225)	1,579
Ford Family Foundation	0	25,000	25,000	25,000	0	(240)	(240)	24,760
JCLF	27,411	0	40,000	27,411	(25,023)	(3,856)	(28,879)	(1,468)
Josephine County Economic Dev - erate	16,000	0	16,000	16,000	0	(832)	(832)	15,168
Kay Jean Turner - 2019	0	0	2,000	0	(2,000)	0	(2,000)	(2,000)
Ready to Read Program 2020	11,367	0	11,367	11,367	(1,760)	(1,845)	(3,605)	7,762
Total	111,242	116,736	259,330	227,978	(83,702)	(44,041)	(127,743)	100,235

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of July 31, 2020**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		15,000		16,505	31,505
Transfer per Lease Agreement for 2019/2020	10,000	Expenses				
Interest Earned	47	GP hot water heater	630	WM A/C	4,383	
	<u>31,505</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV facia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u><u>15,357</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u>12,006</u>		<u>3,351</u>	<u>15,357</u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	630					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District
Balance Sheet
 As of August 31, 2020

Aug 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	123,195.05
1010 · People's Bank-Savings	15,356.80
1100 · General Pool 6000	1,001,982.25
1110 · LGIP - Reserve Fund	150,429.53
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00

Total Checking/Savings	<u>1,291,340.63</u>
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,845.94
1500 · Interfund Loans	2,957.79

Total Other Current Assets	<u>22,803.73</u>
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Total Current Assets	<u>1,314,144.36</u>
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Fixed Assets

1610 · Furniture and Equipment	303,130.91
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Total Fixed Assets	<u>303,130.91</u>
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TOTAL ASSETS	<u><u>1,617,275.27</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	111.40
Total 2100 · Payroll Liabilities	<u>111.40</u>
2400 · Deferred Revenues(audit)	11,775.10
2900 · Interfund loan payables	2,957.79

Total Other Current Liabilities	<u>14,844.29</u>
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Total Current Liabilities	<u>14,844.29</u>
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Total Liabilities	14,844.29
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Equity

3900 · General Fund Balance	2,226,264.88
3910 · GP Maint Fund Balance	852.59
3915 · Fund Balance Appropriated	-836,200.00
3920 · Capital Asset Investments	303,130.91
Net Income	-91,617.40

Total Equity	<u>1,602,430.98</u>
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TOTAL LIABILITIES & EQUITY	<u><u>1,617,275.27</u></u>
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