

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

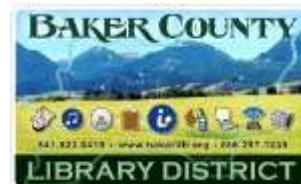
Tuesday, Mar 7, 2023, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library  
2400 Resort St, Baker City

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- |       |   |        |
|-------|---|--------|
| I.    | <b>CALL TO ORDER</b>  | Rohner |
| II.   | <b>Consent agenda (ACTION)</b>  | Rohner |
|       | a. Additions/deletions from the agenda  |        |
|       | b. Minutes of previous meeting  |        |
| III.  | <b>Conflicts or potential conflicts of interest</b>   | Rohner |
| IV.   | <b>Open forum for general public, comments &amp; communications</b>   | Rohner |
|       | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. |        |
| V.    | <b>OLD BUSINESS</b>   |        |
|       | a. None   |        |
| VI.   | <b>NEW BUSINESS</b>   |        |
|       | a. <b>FY23-24 Budget Committee &amp; Schedule</b>   | Stokes |
|       | b. <b>Unattended Children Policy (ACTION)</b>   | Stokes |
| VII.  | <b>REPORTS</b>  |        |
|       | a. Director   | Stokes |
|       | b. Finance  | Hawes  |
| VIII. | <b>Next meeting: Apr 11, 2023</b>   | Rohner |
| IX.   | <b>ADJOURNMENT</b>  | Rohner |

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The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics in bold and marked with an asterisk\* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

# Library Board Meeting – Annotated Agenda

Tuesday, Mar 7, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- I. CALL TO ORDER Rohner
- II. Consent agenda (**ACTION**) Rohner
  - a. Additions/deletions from the agenda
  - b. Minutes of previous meeting

### *Attachments:*

- II.b.i. Board meeting minutes, Feb 14 2023

- III. Conflicts or potential conflicts of interest Rohner
- IV. Open forum for general public, comments & communications Rohner
- V. OLD BUSINESS
  - a. None
- VI. NEW BUSINESS

- a. FY23-24 Budget Committee & Schedule Stokes

### *Attachments:*

- VI.a.i. Budget Calendar

For schedule planning, the Board Packet includes a schedule of legal publication window dates and meetings. I propose that the Budget Committee meet on Wednesday, May 24.

In preparation for the April Board Meeting, I will email all Budget Committee appointive members a notification of the meeting date, and request they let me know if they are still willing and available to serve. *We will need to recruit at least one new participant.* Please let me know if you have any nominations. At last year's meeting, Bob Savage stated it would be his final year of service.

## **Appointive Members**

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2022	5/2024
2	Linda Collier	Halfway	5/2022	5/2024
3	<del>Bob Savage</del>	<del>Baker City</del>	<del>5/2020</del>	<del>5/2022</del>
4	Joy Leamaster	Baker City	5/2021	5/2023
5	Ann Mehaffy	Baker City	5/2021	5/2023

- b. Unattended Children Policy (**ACTION**) Stokes

### *Attachments:*

- VI.b.i. Current - Unattended Children Policy
- VI.b.ii. Proposed Revision - Unattended & Missing Children Policy

# Library Board Meeting – Annotated Agenda

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Tuesday, Mar 7, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

I am proposing a comprehensive update to the Unattended Children Policy, based on a model from Deschutes Public Library. The new version is double the length at 2 pages. Major changes include:

- a new reference about parental responsibility to determine what library materials are “age appropriate” for their children
- clarification for the age and situations for which library staff action will be taken and procedure when finding a child unattended
- citation of the ORS for Child Neglect II
- protocols for children left at the library at closing time, and reported lost/missing
- New application of the policy to vulnerable persons with special needs, disabilities, or injuries.

Included in the Board Packet are the current policy and new proposed policy.

## VII. REPORTS

### a. Director

Stokes

- *To be delivered at meeting*

### b. Finance

Hawes

*Attachments:*

- VII.b.i. Financial Reports, Mar 2023
- VII.b.ii. Approved bills list, Mar 2023

## VIII. Next meeting: **Apr 11, 2023**

Rohner

Please let me know if you have any agenda items to request.

## IX. ADJOURNMENT

Rohner



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<p><b>Call to Order</b></p>	<p>The meeting was held in the Archive Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra <b>Rohner</b>, Beth <b>Bigelow</b>, and Betty <b>Palmer</b> and; attending online is Joan <b>Spriggs</b>. Also present is the retiring director, Gary <b>Dielman</b>. Attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. In addition, one guest attended in person, Ashley McClay.</p> <p>Noted that Gary Dielman had sent in his official resignation letter January 31. Therefore, he is officially not a board member and cannot vote tonight.</p> <p>Rohner called the meeting to order at 12:02 pm. Four directors are present at the start of the meeting which constitute a quorum.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. Stokes is adding an item to the agenda to new business for bank account authorized signers. There were no changes to the minutes. <b>Palmer made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (4 yea, Rohner, Palmer, Bigelow, Spriggs) by those present.</b></p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p><b>Public Comment</b></p>	<p>Rohner moved to public comments. Stokes had no comments but reported that several people had dropped into his office recently to say they appreciated our great facility and staff help.</p>
<p><b>OLD BUSINESS:</b></p>	<p>None</p>
<p><b>NEW BUSINESS:</b> <b>Board Member Resignation and Recognition</b></p>	<p>Stokes said that on January 31, 2023 he received written notice by email from board member Gary Dielman, his intent to resign from the library board. The email was addressed to Board President Kyra Rohner and himself. Rohner asked Dielman what date he wanted the resignation to be effective. Dielman said that it is effective on the date of his email.</p> <p>Stokes said that on behalf of the Board we would like to take this opportunity to express our deep gratitude for his dedication and invaluable contributions. According to service history records, Gary has served at least 31 years on the library board with 22 of those years as Board president.</p> <p>Stokes presented Dielman with a plaque to celebrate over 3 decades of service</p>



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	<p>which he read to the group. Dielman thanked the group. Dielman recalled that he started working with the library in about 1985. Discussion on his several years of service. Rohner thanked Dielman for bringing her on the board and mentorship.</p> <p>Dielman talked about the historic documents and photos that are stored in the cabinets in the archive room. Stokes talked about a long range strategic plan of moving the Archive Room materials into another room with better climate control. The old Reference Room would be much better suited for archival storage.</p>
<p><b>Appointment to Fill Board Vacancy</b></p>	<p>Rohner moved to the Board Vacancy agenda item.</p> <p>Stokes told the board that Ashley McClay has submitted her candidacy for consideration of being appointed to the board seat vacated by Dielman. A Candidate Application form and resume are included with the board packets. The board will recall that McClay has been a supporter of the library events this past year and attended several recent board meetings.</p> <p>Stokes asked the directors to please read through the materials. Ashley is present and available to answer any questions.</p> <p>Rohner asked McClay what most interests her about being on the library board. McClay described becoming aware of and concerned about a surge in ideologically-motivated efforts to restrict or remove materials in libraries. She is interested in supporting inclusiveness, fairness, and Constitutional rights. She would like to support the library in any area. Palmer said she expects McClay's involvement and awareness of happenings across Baker County will be a valuable asset.</p> <p>Stokes reminded the group that the term McClay is filling will end in June. She has already submitted her candidacy materials for the ballot. Bigelow thanked McClay for attending some of the meetings and showing interest in the library. There were no further questions.</p> <p>Rohner said she would entertain a motion and asked for further discussion, there was none. <b>Bigelow made a motion to appoint Ashley McClay to fill the vacated Director position; Palmer seconded; motion passed unanimously (4 yea, Rohner, Bigelow, Palmer and Spriggs).</b></p> <p>Stokes said that the swearing in will be at the next meeting. Ashely said that she has a schedule conflict with the March meeting. Stokes said that is not a problem, the induction can be on the April meeting agenda.</p>
<p><b>May 2023 Election</b></p>	<p>Stokes told the board that two positions will expire at the end of June 2023; both Position 4 (formerly Gary Dielman) and Position 5 (Joan Spriggs). The Election for those positions will be included with the May 2023 ballot. Stokes</p>



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	<p>included this agenda item for board discussion of whether these members will be seeking re-election or if recruitment efforts are needed.</p> <p>Spriggs said she intend to run again and will get her application in by March.</p> <p>McClay said she has already turned her application in to the County Clerk.</p> <p>No further action is needed.</p>
<p><b>Policy Update - Use of Vehicles Policy, Per Diem Rates</b></p>	<p>Stokes said that the District’s employee reimbursement rates for travel mileage and meals need to be updated, especially given the inflation spike. He included four options in the packets for the board to consider.</p> <p>After surveying peer entities, he said, most all now follow the current IRS rates. BCLD has less travel mileage reimbursement in recent years both because we have acquired district vehicles for use, and because of the pandemic and more remote meeting options being offered.</p> <p>The first two options presented are just changing the rates alone, 2019 mileage rate, the second mileage and per diem rates. Option 3 is a brief expansion with verbiage explaining the policy and tying it to the IRS rates. All options are proposed to include an idea he got from the City, which allow staff the option of using their own vehicles even if City vehicles are available, but at half of the reimbursement rate. Discussion on potential reasons for use of a private vehicle.</p> <p>Option 4 is modeled from an Indiana library policy. It is most comprehensive and covers scenarios we haven’t yet encountered but may need in a future occasion such as air flight and auto rentals. Palmer said that usually the agency will make the flight plans and registration so it is all paid for by the company. Stokes reviewed the content of the option.</p> <p>Rohner said that she prefers option 4; it covers everything and is clear. However, she did not see the statement about reimbursing 50% of personal vehicle use, which she likes. Stokes said that he meant to include that element, but must have overlooked it; he will add that. Rohner suggested a paragraph from Option 3 into Option 4, Transportation paragraph inserted under Automobile rentals; Palmer wanted to put that in front of the section. Palmer asked McClay if she is interested in making a motion.</p> <p><b>McClay made a motion to approve Option 4, with the addition of the paragraph from Option 3; Bigelow seconded; passed unanimously by 5 yea (all board members present).</b></p> <p>Rohner asked about board email accounts. With the recent change in Email providers, Perry will take a look at what Director emails are still there and where they are going. In general, the district emails do forward to personal emails. Some discussion.</p>



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<p><b>Bank Account Signers</b></p>	<p>Rohner moved to the new agenda item. Bank Account Signatures.</p> <p>Hawes said that with Dielman’s retirement, we need to update the signature cards on all of the District bank accounts, including Sage. The General Fund Checking Account historically has all of the current board members on it. At the moment this includes Perry, Gary, Betty, Kyra, Beth and Joan. We need to remove Gary and add Ashley to this account. The Sage Checking Account included Kyra, Gary and Perry; we will remove Gary and add Beth Bigelow. This account has historically had 3 authorized signers. Since we are making these changes we can add all of the board, if that is desirable. With some discussion, the board decided to make the changes recommended and leave just three on Sage.</p>
<p><b>REPORTS:</b> <b>Director</b></p>	<p>Stokes gave his administrative report:</p> <p><b>Facility</b> - Ed believes the contractor has finally resolved major roof leaks and now has a new leak detection tool he had recommended. The equipment will detect moisture and help identify areas to work on. Ed has also been replacing ceiling tiles.</p> <p>Stokes has posted signs that the library is a “<i>Fragrance Free Zone</i>”. There were two incidents in the past 3 months in which a disabled patron who has chemical sensitivities collapsed at the front desk with breathing difficulty possibly triggered by VOCs in the library air.</p> <p>The District received an Energy Management Assessment Report from Energy Trust of Oregon (ETO). Palmer noted our first year rating is 33%. Stokes said he was informed that is high score for a first year program participant. Rohner asked if this is the same organization from which we received grants this last year. Stokes replied, yes, ETO has issued several \$1,000 incentive payments for achieving energy management goals. Ed was recognized as the MVP for the “Best Peer Mentor” and received an award certificate. Ed is now working on a grant for a solar project to fund installation of solar panels on the south side of the library to support our energy needs. The grant funder has three separate \$100,000 grants available. We have applied for this for a few years but have not yet won. Stokes is hoping we can qualify this time with a boost from our ETO program participation.</p> <p><b>Friends &amp; Foundation</b>- The Winter book sale was very successful. It collected \$600 on the first day. Bigelow said she went last week and was pleased with the selection.</p> <p>The Foundation is working on a Joint Venture Contract for its management of dedicated funds for the Tower of Books project. As you recall, this is an art sculpture piece created by local artist Tom Novak with a literature theme. He continues to raise funds for bronze casts of the sculpture. If the goal is reached,</p>



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	<p>Novak plans to donate one of the casts to the library.</p> <p><b>Technology</b></p> <p>Password Security – One of Bryan’s first initiatives has been moving the staff to a new password management software. He created a guidelines document he is sharing with staff. On his direction we are quickly moving away from the password tool formerly used since it was reported to have experienced significant security breaches in the last year.</p> <p>The State Library announced it will discontinue its support for statewide access to the Learning Express Database in October, which offers comprehensive sample tests, SAT’s, MS Office and other software tutorials. Stokes said it is a great resource, but does not get much usage. He is considering keeping the service one more year and highlighting it with marketing. The cost for BCLD is quoted at about \$2,000 a year.</p> <p>Stokes is working on updating our website to a new platform. A training session from SDAO talked about the requirement to have an ADA accessible website. Currently ours is about 75% accessible; it needs to be improved to 100%. Anything less than this is vulnerable to a lawsuit. Special Districts is recommending a website host vendor that will help migrate to one they recommend and are using. That will cost about \$200 a month. Several districts have already moved.</p> <p><b>Training</b></p> <p>The Special Districts Association (SDAO) annual conference was in February; both Christine and Perry attended virtual sessions, such as the “Public Meetings” and “Public Employees and the First Amendment” workshops. Stokes had the opportunity to advocate for District this week with Rep. Cliff Bentz, per SDAO counsel. Stokes attended sessions titled “Is Your website ADA compliant” and “Managing Conflict with fellow board members”. He said we fortunately don’t have conflict issues but it is good to be aware of how things can go wrong and be prepared.</p>
<p><b>Finance Report</b></p>	<p>Hawes shared the Financial Reports and Stokes displayed a digital view on the monitor and via Zoom. Hawes gave an overview of the financial reports:</p> <p>The <b>General Fund</b> has received tax turnovers of \$18,231 on February 1, 2023. An ECF reimbursement request for \$1,350 was filed with the USAC to support the 18 hotspots the library has available to loan out to patrons (the monthly cost is \$40.01 each totaling \$720.18 a month; of this we receive \$450 a month reimbursed through the program); we have another 4 months funding available through this program.</p> <p>The General Fund <b>Personnel Services</b> is on target in total at 62.5% spent. The PERS expense line is a little low, the February wages will be reported later this</p>





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week and the payment will be made at the end of the month (usually 27th).

In **Materials & Services**, starting with the Book Budget, checks were written to Ingram \$4,140.89 for the monthly book order, EBSCO \$1,400 for the annual subscription to Fiction Core Collection, and the VISA included \$2,240 in DVD and electronic movie purchases. The book budget is at 62.9% spent (a little under the anticipated 67% for). In Facilities, a check to Alpine Alarm of \$974.40 for the annual alarm monitoring contract for this library and a check to Stan's Heating \$276.25 for the Huntington library quarterly HVAC services. The monthly janitorial contract of \$2,200 is paid on the first so this check was written a couple weeks ago. The annual liability insurance to SDAO of \$24,340 for District liability coverage including flood coverage of \$2,263. And a check to CNA of \$350 for the annual officers bond. Other checks of interest include a check to Grumpy's Repair of \$775.06 for repairs to the bookmobile and to Showcases \$307.51 for book processing supplies. There are 2 checks to Ed Staub & Sons, one for \$412.78 for heating fuel at the Haines library and one for \$1269.10 for heating fuel in Halfway; the second invoice came yesterday so we took advantage of getting a \$25.90 discount on the price if we paid it by 2/19/2023, the timing doesn't always work to take advantage of this, but we could this time.

The General Fund cash balance is at \$1,066,000 which is ahead of anticipated for this time of year. The District should end the year with a healthy contingency of at least the budgeted amount of \$550,000.

The **Other Funds** wrote one check to VISA for \$67.00 for monthly Amazon shipping costs. It received \$428.85 in Amazon book sale revenues in January. The total book sale revenues to date is \$2,546.35; we have budgeted to transfer \$4,000 from this fund to the General Fund to support the book budget; with 5 months remaining in the fiscal year, it seems likely the goal of \$4,000 will be reached. Other Funds has a total cash balance of \$183,773.

The **Capital Investment Fund** has written one check for \$46,272.28 to pay the balance due on the roof project due to Landmark Contracting LLC. The exact dollar amount was transferred into the General Fund checking which is used to enable the Capital Investment Fund to write checks rather than to create another checking account. The remaining cash balance is \$65,076; we have budgeted to transfer \$15,000 into this fund from the General Fund which can be done any time. The transfer will increase the cash to about \$80,000.

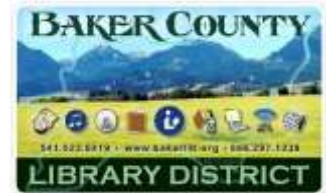
The **Sage Fund** had no income this month. This fund wrote 4 small courier checks totaling \$1,312.72, a check to VISA of \$174.12 for software subscriptions, a check to OCLC \$890.11 for EZProxy subscription, and replaced a lost check of \$700 to a new courier now covering the Ontario route. At the end of January, Sage wrote a check towards sponsorship of the Evergreen Conference for \$1,250. Finance reports were emailed to Beth for her review



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	<p>and included an Accounts Receivable report as there are 5 member libraries that have not paid their annual memberships totaling \$21,234. Beth will send out reminders. The current cash balance in Sage is \$244,921.</p> <p>The Approved Bills Lists (ABL) printouts are for four (4) funds this month. These include activities in checking accounts since the last meeting date for review. The checks were signed by authorized board members present at the meeting who also initial the lists.</p> <p>Rohner needed to leave the meeting about 1:00 pm.</p> <p>There were no further questions. Stokes reported he told the Foundation about the potential audit fee for next year.</p>
<b>Next Meeting</b>	<p>The next regular board meeting will be March 7, 2023 at 12:00pm (Noon). As a reminder, this meeting was moved up one week from March 14 as Stokes will be on vacation.</p>
<b>Adjourn</b>	<p>Rohner adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>



## 2023-2024 Budget Calendar

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### A. MEETING – BOARD (Regular)

**Tuesday, Apr 11, 12.00 pm**

Regular Board Meeting - Budget proposal preview

### B. PUBLICATION 1

**April 25 - May 2**

Publish 1st Notice of First Budget Committee Meeting\*  
(one publication, 5 - 30 days before hearing)

\*Also publish online.

### C. MEETING – BOARD (Regular)

**May 9, 12.00 pm**

Regular Board Meeting - Budget proposal review

### D. MEETING – BUDGET COMMITTEE 1

**Wednesday, May 24, 5.00 - 7.00 pm**

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

### E. MEETING – BUDGET COMMITTEE 2

**Thursday, May 25, 5.00 - 7.00 pm**

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

### F. PUBLICATION 2

**May 30 - Jun 1**

Publish financial summaries and Notice of Budget Hearing  
(one publication, 5 – 30 days before hearing)

\*Also publish online.

### G. MEETING – BOARD (Regular)

**June 13, 12.00pm**

Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

### H. Before July 15

Deliver notice of property tax form LB-50 to County Tax Assessor

## Unattended Children

The Baker County Library welcomes and encourages library use by children. Providing quality materials and services to young people is one of our primary responsibilities. Parents and guardians are advised, however, that the Library is a busy, public place and that they are responsible for monitoring and regulating their children's behavior, safety, and welfare while on library premises. Although it is a Library priority to provide a safe and appropriate environment for visitors of all ages, the Library staff is not responsible for providing long- or short-term care for unattended children.

**For the safety and comfort of both children and visitors of all ages, the Library recommends that a responsible adult/caregiver maintain audible and visible supervision of their children *under the age of ten* as they use the Library.**

Children aged **ten** and older may use the Library unattended subject to the Rules of Conduct and policies of the Baker County Library. Caregivers who choose to leave a child unattended must first ensure that the child is capable of proper library behavior and of observing Library expectations for appropriate use of library materials. Caregivers who neglect to provide proper supervision of their child and regulate disruptive behavior may be asked to leave the Library with their child. Parents/legal guardians will be held responsible for damage to Library property caused by their children. Library staff members are required by law to report suspected child abuse to state agencies or local law enforcement.

Library staff members will be guided by this policy in situations, such as

- An unattended child is found frightened or crying in the Library
- An unattended child is perceived to be endangering him- or herself, or that another person in the library poses a perceived threat to the unattended child
- An unattended child exhibits inappropriate or disruptive behavior in violation of the Rules of Conduct
- An unattended child has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will make a reasonable attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the local Police Department.

Approved by the Board of Directors: 6/18/07

Date(s) of Revision: 2/11/13

## Unattended & Missing Children Policy

Baker County Library District (BCLD) welcomes families and children. This policy is intended to clarify expectations and requirements of caregivers and children in the library, and to provide guidelines in the event a child is left unattended, or reported lost or missing.

Parents and caregivers\* should recognize that:

- Our libraries are busy, public places with limited staff resources designed to serve persons of all ages and viewpoints with a wide range of educational and recreational collections, programs and services.
- Parents or caregivers, and not library staff, are responsible for the behavior, safety and supervision of their children when using the library. The library does not have facilities or staffing to provide childcare.
- The library supports parents and caregivers in their authority of providing supervision and guidance of their own children's reading, viewing and listening choices.
- Staff are trained to provide information and recommendations on request, but may not assume the role of a parent in determining whether materials used by children and teens are "age appropriate", or when access restrictions are necessary.
- Parents may request an alert note on their child's library account for a generic, viewpoint-neutral, access restriction, but this applies only to checkout of items, not in-library access.

"Caregiver" means the person responsible for supervision and care of a child during the temporary absence of the parent or legal guardian or custodian.

### I. RULES AND REGULATIONS—CHILD (age 0-9) LEFT UNATTENDED DURING OPEN HOURS

- A) Children aged 6 and younger must be accompanied and supervised at all times by a parent or responsible caregiver who is in the immediate vicinity and within line of sight of the child.
- B) The library does not consider anyone age 11 and younger to be a responsible caregiver.
- C) If a child aged 6 and younger is found unattended, library staff will accompany the child in order to find the caregiver. If the caregiver is not found a staff member will stay with the child until someone can be located via phone or other means. If the caregiver cannot be located within 15 minutes the staff member will call the appropriate legal authority. Library staff will not take or compel the child out of the building.
- D) Library staff cannot prevent a minor child from leaving the building.
- E) A library user having custody or control of a child under 10 years of age is expected to comply with ORS 163.545.

**163.545 Child neglect in the second degree.** (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.

If staff determines that a child under the age of 10 is unattended for such a period of time as

## Unattended & Missing Children Policy

may be likely to endanger the health or welfare of such child, or the unattended child's behavior is in violation of the library's Code of Conduct, library staff will contact the parent and inform them they must not leave the child unattended. If the parent cannot be contacted, or does not arrive within fifteen minutes, the library staff will contact the appropriate legal authority.

Staff will consider the following criteria for determining if the child has been left unattended for such a period of time as may be likely to endanger the health or welfare of the child:

- More than 6 hours without food
- Child appears ill, extremely fatigued, or at imminent reasonable risk of suffering serious injury from exposure to weather
- Child requests frequent assistance from library staff for personal needs (i.e., restroom, food, medicine, etc.)

### II. RULES AND REGULATIONS—CHILD (age 0-16) LEFT UNATTENDED AT CLOSING

- A) The Library District does not accept responsibility or liability for minors left at the Library after closing time. In the event that a minor is left at the Library at closing time, staff will attempt to contact a parent or caregiver. If a parent or caregiver is not available within fifteen minutes of closing, staff will notify the appropriate legal authority.
- B) The Library Use Restrictions Policy describes in further detail the sanctions and process that will apply if a person fails or refuses to appropriately supervise his/her child.

### III. RULES AND REGULATIONS—CHILD REPORTED LOST OR MISSING

- A) When a child is reported as missing, the library manager, or designee, will implement "Code Adam" procedures:
1. Obtain a detailed description of the child, including age, clothing, and physical description.
  2. Inform all staff and volunteers present
  3. Assign all available staff and volunteers to search for the child, both inside and outside the building
  4. Monitor all exits
  5. Obtain an image from the library security system, if possible.
- B) If the child is not found within ten minutes, law enforcement is called.

### IV. RULES AND REGULATIONS—CHILD (age 0-18) WITH SPECIAL NEEDS OR DISABILITIES

- A) Rules I - III are also applicable to a child under 18 years of age who has special needs or disabilities and requires a level of care that is above normal for the child's age, and to a vulnerable adult who is known, suspected, or reported to have:
- a. A cognitive impairment, such as dementia;
  - b. An intellectual or developmental disability; or
  - c. A brain injury.

1:57 PM

**Baker County Library District  
Profit & Loss Budget Performance  
March 2023**

03/06/23

Accrual Basis

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
<b>Income</b>					
4000 · Current Year Tax Levy					
4001 · Current Tax Levy	0.00	905,861.34	988,002.00	91.7%	988,002.00
4006 · Local Option Levy	0.00	402,000.70	380,000.00	105.8%	380,000.00
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 4000 · Current Year Tax Levy</b>	<b>0.00</b>	<b>1,307,862.04</b>	<b>1,368,002.00</b>	<b>95.6%</b>	<b>1,368,002.00</b>
<b>4005 · Prior Year Taxes</b>					
4011 · Levy 1st year prior	0.00	19,844.76			
4012 · Levy 2nd year prior	0.00	15,293.47			
4013 · Levy 3rd year prior	0.00	13,241.11			
4014 · Levy 4th year prior	0.00	2,457.35			
4015 · Levy 5th year prior	0.00	122.47			
4016 · Levy 6th year prior	0.00	36.29			
4017 · Levy 7+ prior years	0.00	282.72			
4005 · Prior Year Taxes - Other	0.00	0.00	55,000.00	0.0%	55,000.00
<b>Total 4005 · Prior Year Taxes</b>	<b>0.00</b>	<b>51,278.17</b>	<b>55,000.00</b>	<b>93.2%</b>	<b>55,000.00</b>
4020 · Other Taxes/Bond Priors-LandSale	0.00	0.00	500.00	0.0%	500.00
4060 · State Ready-2-Read Grant	0.00	8,488.00	8,500.00	99.9%	8,500.00
4066 · Grant Revenue	0.00	0.00	4,000.00	0.0%	4,000.00
<b>4100 · Fines and Fees</b>					
4101 · Fines	76.50	5,445.55			
4102 · Copies	78.95	1,688.87			
4103 · Fax	2.00	415.70			
4104 · Lost/damaged item reimb	10.00	993.82			
4105 · Library card replacement	3.00	120.00			
4106 · Non-resident card fees	1.00	156.00			
4110 · Misc and weekly over/short	1.20	29.68			
4100 · Fines and Fees - Other	0.00	0.00	13,000.00	0.0%	13,000.00
<b>Total 4100 · Fines and Fees</b>	<b>172.65</b>	<b>8,849.62</b>	<b>13,000.00</b>	<b>68.1%</b>	<b>13,000.00</b>
4200 · Interest Income	0.00	9,990.84	12,000.00	83.3%	12,000.00
<b>4300 · Other Revenues</b>					
4302 · Donations	0.00	150.20	1,000.00	15.0%	1,000.00
4303 · Program Support	0.00	395.00			
4307 · E-Rate Refunds	2,365.18	8,419.64	7,500.00	112.3%	7,500.00
4308 · Rebate Refunds	0.00	5,000.00			
4309 · Friends Bookshop Sales	0.00	73.46			
4310 · Summer BookSale visa sales	0.00	0.00			
4318 · Insurance Proceeds	0.00	369.00			
4320 · Other Revenues - Miscellaneous	0.00	712.97	1,000.00	71.3%	1,000.00
<b>Total 4300 · Other Revenues</b>	<b>2,365.18</b>	<b>15,120.27</b>	<b>9,500.00</b>	<b>159.2%</b>	<b>9,500.00</b>

*2/27/2023  
County Tax  
Turnovers  
\$40,808.50*

*3/16 Submitted  
reimb. forms  
online for  
E-Rate; 4 months  
Internet services*

*E-Rate 4727.82 (8 mo.)  
ECF 3689.82 (5 mo.)  
+ 2/19/23 \$1450. - applied for reimb  
3 months services  
for hot spots*

*OK 3/16/2023*

## Baker County Library District Profit & Loss Budget Performance March 2023

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
4330 · Sage Fiscal Agency Fee	0.00	0.00	2,235.00	0.0%	2,235.00
4500 · Transfer Income	0.00	0.00	4,000.00	0.0%	4,000.00
4800 · Other Financing Sources	0.00	0.00	3,500.00	0.0%	3,500.00
4999 · Beginning Cash					
4999.1 · Checking cash on hand	0.00	27,652.93			
4999.2 · LGIP cash on hand	0.00	554,995.12			
4999 · Beginning Cash - Other	0.00	0.00	550,000.00	0.0%	550,000.00
<b>Total 4999 · Beginning Cash</b>	<b>0.00</b>	<b>582,648.05</b>	<b>550,000.00</b>	<b>105.9%</b>	<b>550,000.00</b>
<b>Total Income</b>	<b>2,537.83</b>	<b>1,984,236.99</b>	<b>2,030,237.00</b>	<b>97.7%</b>	<b>2,030,237.00</b>
<b>Gross Profit</b>	<b>2,537.83</b>	<b>1,984,236.99</b>	<b>2,030,237.00</b>	<b>97.7%</b>	<b>2,030,237.00</b>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
<b>5001 · District salaries</b>					
<b>5100 · Baker Branch</b>					
5102 · Admin, Library Director	7,381.34	66,252.14	88,585.00	74.8%	88,585.00
5105 · Admin, Business Manager	2,643.00	25,626.75	34,371.00	74.6%	34,371.00
5129 · Lib Assoc II, TechSvc/ Serials	2,871.79	25,710.28	34,472.00	74.6%	34,472.00
5131 · Admin I, Community Svcs	3,463.66	33,134.62	44,875.00	73.8%	44,875.00
5132 · Lib Tech I, TechSvc/Catalog Asst	1,985.06	19,464.00	25,719.00	75.7%	25,719.00
5133 · Lib Tech I, TechSvc/ Media	2,726.40	26,310.00	35,446.00	74.2%	35,446.00
5134 · Admin I, Tech/Catalog Specialist	4,155.08	37,199.30	49,861.00	74.6%	49,861.00
5135 · Librarian I, Circ/Office Mgr	3,589.70	31,973.84	43,090.00	74.2%	43,090.00
5136 · Library Asst, Public Svc/Desk	1,435.09	11,510.15	21,387.00	53.8%	21,387.00
5137 · Library Tech II, Youth Services	3,100.93	27,761.04	37,215.00	74.6%	37,215.00
5138 · Library Tech I, TechSvc/Acqstn	1,155.52	10,579.03	14,395.19	50.8%	28,357.00
5139 · Library Asst, Pages/Shelving	1,450.30	14,395.19	28,357.00	50.8%	28,357.00
5150 · Lib Asst III Bookmobile	868.31	8,006.22	16,460.00	48.6%	16,460.00
5152 · Admin, IT Systems Manager	3,951.99	23,496.14	50,123.00	46.9%	50,123.00
5156 · IT Specialist & Asst	0.00	7,800.23	5,012.00	155.6%	5,012.00
5174 · Lib Tech I, Facilities Specialist	2,953.60	26,537.75	35,446.00	74.9%	35,446.00
5194 · Vacation Subs & Special Projects	1,169.55	13,814.28	12,982.00	106.4%	12,982.00
5195 · Staff Training	0.00	758.86	3,245.00	23.4%	3,245.00
5198 · Severance Payout	0.00	0.00	0.00	0.0%	0.00
<b>Total 5100 · Baker Branch</b>	<b>44,901.32</b>	<b>410,329.82</b>	<b>566,646.00</b>	<b>72.4%</b>	<b>566,646.00</b>
<b>5200 · Branches, Lib Asst III</b>					
5202 · Haines	878.86	9,197.35	6,124.00	150.2%	6,124.00
5203 · Halfway	1,520.84	13,221.47	14,928.00	88.6%	14,928.00
5204 · Richland	1,207.61	13,090.60	16,460.00	79.5%	16,460.00

*mar = 9 1/2 mos = 75%*

*ok*



## Baker County Library District Profit & Loss Budget Performance March 2023

03/06/23

Accrual Basis

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
5205 · Huntington	1,068.38	10,952.55	16,460.00	66.5%	16,460.00
5206 · Sumpter	1,324.05	12,027.93	16,460.00	73.1%	16,460.00
5209 · Branch Training	166.50	2,094.57	12,662.00	16.5%	12,662.00
<b>Total 5200 · Branches, Lib Asst III</b>	<b>6,166.24</b>	<b>60,584.47</b>	<b>83,094.00</b>	<b>72.9%</b>	<b>83,094.00</b>
5700 · Grant Wages & Related Expense					
5706 · Teen Intern Grant OLA	0.00	2,256.29			
<b>Total 5700 · Grant Wages &amp; Related Expense</b>	<b>0.00</b>	<b>2,256.29</b>			
<b>Total 5001 · District salaries</b>	<b>51,067.56</b>	<b>473,170.58</b>	<b>649,740.00</b>	<b>72.8%</b>	<b>649,740.00</b>
5400 · Payroll Taxes & Benefits					
5401 · Group Insurance					
5401.1 · Health Insurance	11,255.49	94,637.10	0.00	100.0%	0.00
5401.3 · Group Insurance Liability	0.00	0.00	6,000.00	0.0%	6,000.00
5401 · Group Insurance - Other	0.00	0.00	139,034.00	0.0%	139,034.00
<b>Total 5401 · Group Insurance</b>	<b>11,255.49</b>	<b>94,637.10</b>	<b>145,034.00</b>	<b>65.3%</b>	<b>145,034.00</b>
5403 · Life Insurance	0.00	810.28	1,040.00	77.9%	1,040.00
5404 · PERS Retirement	0.00	79,149.86	123,905.00	63.9%	123,905.00
5405 · Federal Employer Taxes	3,854.06	35,526.78	49,705.00	71.5%	49,705.00
5406 · State Employer Taxes	239.56	684.95	3,898.00	17.6%	3,898.00
5407 · Workmans Comp Ins	23.93	1,110.88	1,949.00	57.0%	1,949.00
<b>Total 5400 · Payroll Taxes &amp; Benefits</b>	<b>15,373.04</b>	<b>211,919.85</b>	<b>325,531.00</b>	<b>65.1%</b>	<b>325,531.00</b>
<b>Total 5000 · Personal Services</b>	<b>66,440.60</b>	<b>685,090.43</b>	<b>975,271.00</b>	<b>70.2%</b>	<b>975,271.00</b>
6000 · Materials and Services					
6100 · Books & Periodicals					
6110 · Adult Books	1,874.15	27,085.53	35,000.00	77.4%	35,000.00
6120 · Children/Juv Books	1,111.35	8,992.44	12,000.00	74.9%	12,000.00
6121 · Teen/YA (young adult) Books	595.45	4,645.89	6,000.00	77.4%	6,000.00
6130 · Reference Books	394.90	816.70	7,500.00	10.9%	7,500.00
6134 · Electronic Subscriptions	0.00	14,804.64	30,000.00	49.3%	30,000.00
6140 · Periodicals	449.99	12,434.82	13,000.00	95.7%	13,000.00
6150 · Audio	154.89	1,630.02	4,000.00	40.8%	4,000.00
6160 · Video/DVD	74.86	13,553.16	15,000.00	90.4%	15,000.00
6172 · Elder Care Kits - book expense	0.00	0.00	1,000.00	0.0%	1,000.00
6177 · LSTA Grant Youth Books	0.00	0.00	2,500.00	0.0%	2,500.00
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6100 · Books &amp; Periodicals</b>	<b>4,655.59</b>	<b>83,963.20</b>	<b>126,000.00</b>	<b>66.6%</b>	<b>126,000.00</b>
6200 · Catalog Services					
6201 · SAGE Network	0.00	15,084.00	15,100.00	99.9%	15,100.00

*OK on Total*

*77.9% will be submitted  
63.9% Mar 1  
71.5% Mar 1  
17.6% soon  
57.0%*

*Check 3/07  
Ingram  
\$3,601.02*

## Baker County Library District Profit & Loss Budget Performance March 2023

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
6204 · Content Subscr(OCLC,LibraryElf)	0.00	1,128.27	2,500.00	45.1%	2,500.00
6200 · Catalog Services - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6200 · Catalog Services</b>	<b>0.00</b>	<b>16,212.27</b>	<b>17,600.00</b>	<b>92.1%</b>	<b>17,600.00</b>
<b>6300 · Facilities &amp; IT Maintenance</b>					
6310 · Building & Grounds Maintenance					
6310.1 · Roof Repair Expense	0.00	0.00	2,000.00	0.0%	2,000.00
6310.5 · Pandemic Expenses	0.00	0.00	1,500.00	0.0%	1,500.00
6311 · Branch building expenses	0.00	1,727.43	15,000.00	31.5%	15,000.00
6312 · Snow Removal	0.00	1,155.00	3,000.00	38.5%	3,000.00
6313 · Library of Things expense	0.00	74.95			
6310 · Building & Grounds Maintenance - Other	942.53	16,286.37	40,000.00	40.7%	40,000.00
<b>Total 6310 · Building &amp; Grounds Maintenance</b>	<b>942.53</b>	<b>22,243.75</b>	<b>61,500.00</b>	<b>36.2%</b>	<b>61,500.00</b>
6320 · Janitorial Supplies					
6321 · Janitorial Contract	2,200.00	7,600.00	25,000.00	70.4%	25,000.00
6322 · Janitorial Supplies	0.00	1,828.24	3,000.00	60.9%	3,000.00
<b>Total 6320 · Janitorial Supplies</b>	<b>2,200.00</b>	<b>19,428.24</b>	<b>28,000.00</b>	<b>69.4%</b>	<b>28,000.00</b>
6340 · Equipment Lease	0.00	1,488.23	2,500.00	59.5%	2,500.00
6345 · Computer Maintenance					
6345.1 · Computer - Maintenance	0.00	4,845.98	10,000.00	48.5%	10,000.00
6345.2 · Software subscriptions	1,000.00	13,761.45	12,800.00	107.5%	12,800.00
6345.3 · Comp Tech - Branch Travel	0.00	0.00	1,000.00	0.0%	1,000.00
6345.4 · Computer - Hardware	0.00	5,435.90	6,000.00	90.6%	6,000.00
6345.5 · Pandemic / ECF Funds	0.00	7,078.20	10,700.00	66.2%	10,700.00
6345.71 · Lego-Robotics Club	0.00	0.00	1,000.00	0.0%	1,000.00
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6345 · Computer Maintenance</b>	<b>1,000.00</b>	<b>31,121.53</b>	<b>41,500.00</b>	<b>75.0%</b>	<b>41,500.00</b>
<b>Total 6300 · Facilities &amp; IT Maintenance</b>	<b>4,142.53</b>	<b>74,281.75</b>	<b>133,500.00</b>	<b>55.6%</b>	<b>133,500.00</b>
6400 · Bookmobile & Vehicle Operations					
6410 · Bookmobile & Vehicle Fuel	OK -39.62 (discount on fuel)	3,528.73	4,500.00	78.4%	4,500.00
6420 · Bkmbi & Vehicle Maintenance	0.00	3,104.49	10,000.00	31.0%	10,000.00
6400 · Bookmobile & Vehicle Operations - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6400 · Bookmobile &amp; Vehicle Operations</b>	<b>-39.62</b>	<b>6,633.22</b>	<b>14,500.00</b>	<b>45.7%</b>	<b>14,500.00</b>
6600 · Corporate Costs					
6610 · Insurance					
6613 · SDIS Liability	0.00	22,427.00	19,500.00	115.0%	19,500.00
6614 · Flood Insurance	0.00	2,263.00	2,500.00	90.5%	2,500.00
6610 · Insurance - Other	0.00	0.00	0.00	0.0%	0.00

## Baker County Library District Profit & Loss Budget Performance March 2023

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
<b>Total 6610 · Insurance</b>	0.00	24,690.00	22,000.00	112.2%	22,000.00
6620 · Travel, Training, Prof Developmnt	0.00	1,160.74	4,000.00	29.0%	4,000.00
6630 · Election	0.00	0.00	3,500.00	0.0%	3,500.00
6640 · Auditor	0.00	8,500.00	8,500.00	100.0%	8,500.00
6641 · Bookkeeping Supplies & Services	0.00	68.07	2,000.00	3.4%	2,000.00
6660 · Association Dues	60.00	3,747.85	3,600.00	104.1%	3,600.00
6680 · Marketing/ Publication	0.00	1,808.08	10,000.00	18.1%	10,000.00
6690 · Financial Mgmt Fees					
6690.1 · Checking Account Fees	0.00	227.09			
6690.2 · Pool 5291 Fees	0.00	31.05			
6690.3 · PayPal Transaction Fees	0.00	134.47			
6690.4 · Quick Books Direct Deposit Fees	0.00	443.00			
6690 · Financial Mgmt Fees - Other	0.00	0.00	1,380.00	0.0%	1,380.00
<b>Total 6690 · Financial Mgmt Fees</b>	0.00	835.61	1,380.00	60.6%	1,380.00
6691 · Legal Administration	0.00	0.00	3,600.00	0.0%	3,600.00
6692 · Professional services	0.00	956.30	1,200.00	79.7%	1,200.00
6696 · Public Programs					
6696.2 · Library of Things	0.00	767.42			
6696.3 · Adult Program expense	0.00	601.71			
6696.4 · Grant-SLO Worksource	0.00	0.00	0.00	0.0%	0.00
6696 · Public Programs - Other	0.00	507.44	3,300.00	15.4%	3,300.00
<b>Total 6696 · Public Programs</b>	0.00	1,876.57	3,300.00	56.9%	3,300.00
<b>Total 6600 · Corporate Costs</b>	60.00	43,643.22	63,080.00	69.2%	63,080.00
6700 · Other Operating Expenses					
6720 · Branch Mileage	225.04	2,368.44	4,500.00	52.6%	4,500.00
6730 · Library Services Supplies	79.99	12,780.47	20,500.00	62.3%	20,500.00
6731 · Youth Programs					
6731.2 · Summer Reading (SRP)	0.00	2,402.42	6,000.00	40.0%	6,000.00
6731.3 · Storytime	0.00	2,608.56	3,200.00	81.5%	3,200.00
6731.4 · Other Youth Programs	0.00	710.62	1,000.00	71.1%	1,000.00
6731.42 · R2R Ready-To-Read program	0.00	1,029.00	0.00	100.0%	0.00
6731.5 · Teen Activities	0.00	165.84	500.00	33.2%	500.00
6731.51 · Teen Services OLA Grant	0.00	2,930.34	1,600.00	183.1%	1,600.00
6731.6 · Makerspace Club	0.00	1,012.80	2,000.00	50.6%	2,000.00
6731.7 · Battle of the Books Program	0.00	125.00	700.00	17.9%	700.00
6731.8 · Bikes-for-Books Program	0.00	0.00			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6731 · Youth Programs</b>	0.00	10,984.58	15,000.00	73.2%	15,000.00
6740 · Postage & Freight	0.00	627.07	1,500.00	41.8%	1,500.00
6750 · Utilities					

## Baker County Library District Profit & Loss Budget Performance March 2023

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
<b>6751 · Garbage</b>					
6751.1 · Baker-Baker Sanitary	0.00	1,299.00	2,100.00	61.9%	2,100.00
6751.2 · Haines-Baker Sanitary	32.00	160.00	350.00	45.7%	350.00
6751.3 · Halfway-LaRue Sanitary	26.63	213.15	200.00	106.6%	200.00
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%	0.00
6751.5 · Huntington-Baker Sanitary	37.00	195.00	350.00	55.7%	350.00
6751 · Garbage - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6751 · Garbage</b>	<b>95.63</b>	<b>1,867.15</b>	<b>3,000.00</b>	<b>62.2%</b>	<b>3,000.00</b>
<b>6752 · Heating Fuel</b>					
6752.1 · Baker-Cascade Natural Gas	1,915.07	8,226.96	7,400.00	111.2%	7,400.00
6752.2 · Haines-Ed Staub	0.00	1,347.76	3,000.00	44.9%	3,000.00
6752.3 · Halfway-Ed Staub	0.00	2,550.10	2,500.00	102.0%	2,500.00
6752.5 · Huntington (None, Electric)	0.00	0.00	0.00	0.0%	0.00
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	609.69	1,500.00	40.6%	1,500.00
6752 · Heating Fuel - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6752 · Heating Fuel</b>	<b>1,915.07</b>	<b>12,734.51</b>	<b>14,400.00</b>	<b>88.4%</b>	<b>14,400.00</b>
<b>6753 · Water/Sewer</b>					
6753.1 · Baker-City of Baker City	0.00	1,525.49	2,200.00	69.3%	2,200.00
6753.2 · Haines-City of Haines	0.00	704.00	1,100.00	64.0%	1,100.00
6753.3 · Halfway-City of Halfway	0.00	656.00	1,100.00	59.6%	1,100.00
6753.4 · Richland (NEOHA agreement)	38.46	310.12	500.00	62.0%	500.00
6753.5 · Huntington-City of Huntington	85.00	680.00	1,100.00	61.8%	1,100.00
6753 · Water/Sewer - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6753 · Water/Sewer</b>	<b>123.46</b>	<b>3,875.61</b>	<b>6,000.00</b>	<b>64.6%</b>	<b>6,000.00</b>
<b>6754 · Electric</b>					
6754.1 · Baker - OTEC	1,153.62	9,332.07	15,300.00	61.0%	15,300.00
6754.2 · Haines - OTEC	102.36	809.09	1,600.00	50.6%	1,600.00
6754.3 · Halfway-Idaho Power	0.00	750.48	1,200.00	62.5%	1,200.00
6754.4 · Richland (NEOHA agreement)	518.39	2,309.83	3,500.00	66.0%	3,500.00
6754.5 · Huntington-Idaho Power	0.00	994.08	1,500.00	66.3%	1,500.00
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	257.01	900.00	28.6%	900.00
6754 · Electric - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6754 · Electric</b>	<b>1,774.37</b>	<b>14,452.56</b>	<b>24,000.00</b>	<b>60.2%</b>	<b>24,000.00</b>
<b>6750 · Utilities - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Total 6750 · Utilities</b>	<b>3,908.53</b>	<b>32,929.83</b>	<b>47,400.00</b>	<b>69.5%</b>	<b>47,400.00</b>
<b>6756 · Telecommunications</b>					
<b>6756.0 · Telephone</b>					
6756.1 · Baker - BendTel	169.12	1,333.91	2,100.00	63.5%	2,100.00
6756.2 · Haines - Cascade/Reliance	74.40	591.65	850.00	69.6%	850.00
6756.3 · Halfway - Pine Telephone	37.09	360.90	500.00	72.2%	500.00

## Baker County Library District Profit & Loss Budget Performance March 2023

	Mar 23	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
6756.4 · Richland - Eagle Telephone	41.01	319.84	550.00	58.2%	550.00
6756.5 · Huntington - CenturyTel	0.00	662.29	1,000.00	66.2%	1,000.00
6756.6 · Sumpter - CenturyLink/Qwest	1.91	320.25	600.00	53.4%	600.00
6756.8 · Cellular Service-Verizon	0.00	671.12	1,400.00	47.9%	1,400.00
6756.0 · Telephone - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6756.0 · Telephone</b>	<b>323.53</b>	<b>4,259.96</b>	<b>7,000.00</b>	<b>60.9%</b>	<b>7,000.00</b>
<b>6757.0 · Internet</b>					
6757.1 · Baker - Link Oregon	0.00	720.00	2,000.00	36.0%	2,000.00
6757.2 · Haines - Cascade/Reliance	71.95	647.55	900.00	72.0%	900.00
6757.3 · Halfway - Pine Tel	91.95	827.55	950.00	87.1%	950.00
6757.4 · Richland - Pine Tel	45.00	405.00	350.00	115.7%	350.00
6757.5 · Huntington -CenturyTel	0.00	3,593.48	5,500.00	65.3%	5,500.00
6757.6 · Sumpter - CenturyLink/Qwest	0.00	807.60	1,300.00	62.1%	1,300.00
6757.8 · Bookmobile - Verizon hot spot	0.00	280.74	300.00	93.6%	300.00
6757.0 · Internet - Other	0.00	0.00	0.00	0.0%	0.00
<b>Total 6757.0 · Internet</b>	<b>208.90</b>	<b>7,281.92</b>	<b>11,300.00</b>	<b>64.4%</b>	<b>11,300.00</b>
<b>6756 · Telecommunications - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>Total 6756 · Telecommunications</b>	<b>532.43</b>	<b>11,541.88</b>	<b>18,300.00</b>	<b>63.1%</b>	<b>18,300.00</b>
<b>Total 6700 · Other Operating Expenses</b>	<b>4,745.99</b>	<b>71,232.27</b>	<b>107,200.00</b>	<b>66.4%</b>	<b>107,200.00</b>
<b>Total 6000 · Materials and Services</b>	<b>13,564.49</b>	<b>295,965.93</b>	<b>461,880.00</b>	<b>64.1%</b>	<b>461,880.00</b>
<b>7000 · Capital Outlay</b>	<b>0.00</b>	<b>6,835.00</b>	<b>25,000.00</b>	<b>27.3%</b>	<b>25,000.00</b>
<b>7500 · Debt Service</b>	<b>0.00</b>	<b>1,000.00</b>	<b>2,000.00</b>	<b>50.0%</b>	<b>2,000.00</b>
<b>8000 · Transfers &amp; Contingency</b>					
8005 · Transfers					
8005.1 · Transfer-Technology Fund	0.00	0.00	1,000.00	0.0%	1,000.00
8005.2 · Transfer-Severence Liab Fund	0.00	0.00	0.00	0.0%	0.00
8005.3 · Transfer-Election Fund	0.00	0.00	0.00	0.0%	0.00
8005.4 · Transfer-Capital Inv Fund	0.00	0.00	15,000.00	0.0%	15,000.00
<b>Total 8005 · Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>	<b>16,000.00</b>
<b>8000 · Transfers &amp; Contingency - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>550,086.00</b>	<b>0.0%</b>	<b>550,086.00</b>
<b>Total 8000 · Transfers &amp; Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>566,086.00</b>	<b>0.0%</b>	<b>566,086.00</b>
<b>Total Expense</b>	<b>80,005.09</b>	<b>988,891.36</b>	<b>2,030,237.00</b>	<b>48.7%</b>	<b>2,030,237.00</b>
<b>Net Income</b>	<b>-77,467.26</b>	<b>995,345.63</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>

*Cash balance + Pool @ 2/28/23  
\$ 1,067,185.58*

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03/06/23

Accrual Basis

## Baker Co Library - Other Funds *& Capital Inv Fund* Profit & Loss Budget Overview July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<i>✶</i> 4400.0 · OTHER USES Funds				
4415.0 · LITERACY Department				
4415.1 · Beginning Cash Literacy	1,039.62	1,000.00	39.62	104.0%
4415.9 · Interest Income Literacy	13.95	50.00	-36.05	27.9%
<b>Total 4415.0 · LITERACY Department</b>	<b>1,053.57</b>	<b>1,050.00</b>	<b>3.57</b>	<b>100.3%</b>
4420.0 · MEMORIAL Department				
4420.1 · Beginning Cash Memorial	82,272.68	82,000.00	272.68	100.3%
4420.2 · Contributions				
4420.21 · Baker Contributions	4,325.00			
4420.23 · Halfway Contributions	230.00			
4420.2 · Contributions - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 4420.2 · Contributions</b>	<b>4,555.00</b>	<b>2,000.00</b>	<b>2,555.00</b>	<b>227.8%</b>
4420.5 · Grant Income	0.00	20,000.00	-20,000.00	0.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	2,546.35	4,000.00	-1,453.65	63.7%
4420.80 · Other Revenues	6,890.00			
<b>Total 4420.7 · Other Revenue</b>	<b>9,436.35</b>	<b>4,000.00</b>	<b>5,436.35</b>	<b>235.9%</b>
4429.9 · Interest Income Memorial	953.41	900.00	53.41	105.9%
<b>Total 4420.0 · MEMORIAL Department</b>	<b>97,217.44</b>	<b>108,900.00</b>	<b>-11,682.56</b>	<b>89.3%</b>
4430.0 · SEVERANCE Liability Dept				
4430.1 · Beginning cash Severance Liab	92,233.01	77,000.00	15,233.01	119.8%
4430.9 · Interest Income Severance Liab	1,238.26	1,000.00	238.26	123.8%
<b>Total 4430.0 · SEVERANCE Liability Dept</b>	<b>93,471.27</b>	<b>78,000.00</b>	<b>15,471.27</b>	<b>119.8%</b>
4524.0 · TECHNOLOGY Department				
4524.1 · Beginning cash Technology	5,365.70	5,000.00	365.70	107.3%
4524.8 · Transfer from General Fund	0.00	1,000.00	-1,000.00	0.0%
4524.9 · Interest income Technology	72.04	50.00	22.04	144.1%
<b>Total 4524.0 · TECHNOLOGY Department</b>	<b>5,437.74</b>	<b>6,050.00</b>	<b>-612.26</b>	<b>89.9%</b>
<b>Total 4400.0 · OTHER USES Funds</b>	<b>197,180.02</b>	<b>194,000.00</b>	<b>3,180.02</b>	<b>101.6%</b>
<i>✶</i> 4600 · CAPITAL INVESTMENT Fund				
4600.1 · Beginning Cash Capital Invest	104,638.17	121,189.00	-16,550.83	86.3%
4600.5 · Capital Inv - Grant Income	5,250.00	22,000.00	-16,750.00	23.9%
4600.8 · Transfer from General Fund	46,272.28	15,000.00	31,272.28	308.5%
4600.9 · Interest Income Capital Invest	1,460.57	1,000.00	460.57	146.1%

*TO DO*  
*15,000.00 Transfer TO DO*

*Ch 3/6/23*

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Total 4600 · CAPITAL INVESTMENT Fund	157,621.02	159,189.00	-1,567.98	99.0%
Total Income	354,801.04	353,189.00	1,612.04	100.5%
Expense				
* 6000 · Other Uses Fund				
6200 · Literacy Department	0.00	2,000.00	-2,000.00	0.0%
6300 · Memorial Department				
6320 · Personnel - Wages & Related	0.00	4,500.00	-4,500.00	0.0%
6350 · General Memorial M&S	9,178.96	0.00	9,178.96	100.0%
6364.5 · Amazon Book Sales Expenses	550.09			
6399 · Transfer to General Fund	0.00	4,000.00	-4,000.00	0.0%
6300 · Memorial Department - Other	0.00	83,950.00	-83,950.00	0.0%
Total 6300 · Memorial Department	9,729.05	92,450.00	-82,720.95	10.5%
6400 · Technology Department	0.00	6,500.00	-6,500.00	0.0%
6430 · Severance Liability Dept	0.00	93,000.00	-93,000.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	84.00			
6900 · Misc. bank charges - Other	0.00	50.00	-50.00	0.0%
Total 6900 · Misc. bank charges	84.00	50.00	34.00	168.0%
Total 6000 · Other Uses Fund	9,813.05	194,000.00	-184,186.95	5.1%
* 6600 · CAPITAL INVESTMENT Expense				
6600.1 · Facilities Maint & Repair	46,272.33	159,189.00	-112,916.67	29.1%
Total 6600 · CAPITAL INVESTMENT Expense	46,272.33	159,189.00	-112,916.67	29.1%
Total Expense	56,085.38	353,189.00	-297,103.62	15.9%
Net Income	298,715.66	0.00	298,715.66	100.0%

1-check  
Elkhorn  
Graphics  
\$75.00

Current Cash Balances  
- Memorial + Depts

Memorial Ckg \$11,858.93  
Pool - mem 71,867.81  
- Tech 5,437.74  
- Literacy 1,053.57  
- Severance 93,471.27

171,839.39  
Total \$183,698.32

Current Cash Balance  
- Capital Investment Fund  
\$111,348.69

Ch 3/6/23

# Baker Co Library - Sage Fund Profit & Loss Budget Overview

July 2022 through ~~June 2023~~ *March*

	Jul '22 - Jun 23	Budget	Over Budget	% of Budget
<b>Income</b>				
4000 · Membership Dues	246,892.00	245,000.00	1,892.00	100.8%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	0.00	60,000.00	-60,000.00	0.0%
4012 · LSTA Grant #1- Indirect Charges	0.00	4,700.00	-4,700.00	0.0%
<b>Total 4010 · Grant Revenue</b>	<b>0.00</b>	<b>64,700.00</b>	<b>-64,700.00</b>	<b>0.0%</b>
4300 · Other Revenues	0.00	3,500.00	-3,500.00	0.0%
4999 · Beginning Cash	195,672.15	175,000.00	20,672.15	111.8%
<b>Total Income</b>	<b>442,564.15</b>	<b>488,200.00</b>	<b>-45,635.85</b>	<b>90.7%</b>
<b>Expense</b>				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	48,003.30	80,500.00	-32,496.70	59.6%
5102 · Business Manager- CH	4,704.54	6,955.00	-2,250.46	67.6%
<b>Total 5100 · Sage Staff Salaries &amp; Wages</b>	<b>52,707.84</b>	<b>87,455.00</b>	<b>-34,747.16</b>	<b>60.3%</b>
5200 · Sage Payroll Taxes & Benefits				
5204 · PERS Retirement	11,978.39	22,700.00	-10,721.61	52.8%
5205 · Fed SS Employer Taxes	4,032.14	6,300.00	-2,267.86	64.0%
5206 · State Employer Taxes	123.26	400.00	-276.74	30.8%
5207 · Workmans Comp	15.07	40.00	-24.93	37.7%
66000 · Payroll Expenses	66.21	150.00	-83.79	44.1%
<b>Total 5200 · Sage Payroll Taxes &amp; Benefits</b>	<b>16,215.07</b>	<b>29,590.00</b>	<b>-13,374.93</b>	<b>54.8%</b>
<b>Total 5000 · Sage Personal Services</b>	<b>68,922.91</b>	<b>117,045.00</b>	<b>-48,122.09</b>	<b>58.9%</b>
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	0.00	0.00	0.0%
6110 · Administrative Services (BCLD)	0.00	2,231.00	-2,231.00	0.0%
6120 · Bank Fees	0.00			
6130 · Courier Services & Supplies				
6131 · LSTA Courier Grant	44,825.00	60,000.00	-15,175.00	74.7%
6132 · Sage Courier Expense	21,657.04	44,000.00	-22,342.96	49.2%
6133 · Courier Supplies	192.24	1,200.00	-1,007.76	16.0%
<b>Total 6130 · Courier Services &amp; Supplies</b>	<b>66,674.28</b>	<b>105,200.00</b>	<b>-38,525.72</b>	<b>63.4%</b>
6140 · Dues & Subscriptions	3,119.03	5,000.00	-1,880.97	62.4%
6160 · Legal Services	0.00	0.00	0.00	0.0%
6180 · Postage & Freight	8.95	60.00	-51.05	14.9%
6190 · Printing	0.00	25.00	-25.00	0.0%
6200 · Supplies, Office	305.94	500.00	-194.06	61.2%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	46,928.32	71,563.00	-24,634.68	65.6%

*no income*

*2 couriers checks*

*Banks \$640  
Mcdonald \$634.00*

*Ch 3/6/2023*



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03/06/23

Accrual Basis

**Baker Co Library - Sage Fund**  
**Profit & Loss Budget Overview**  
 July 2022 through ~~June 2023~~ *March*

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6210.3 - Technical Services (Marchive)	3,767.21	5,500.00	-1,732.79	68.5%
<b>Total 6210 - Technical Services &amp; Maint</b>	<b>50,695.53</b>	<b>77,063.00</b>	<b>-26,367.47</b>	<b>65.8%</b>
6220 - Technology				
6220.1 - Equinox/ Support Subscriptions	398.08			
6220.2 - Development	842.82			
6220 - Technology - Other	0.00	6,000.00	-6,000.00	0.0%
<b>Total 6220 - Technology</b>	<b>1,240.90</b>	<b>6,000.00</b>	<b>-4,759.10</b>	<b>20.7%</b>
6240 - Telecommunications	0.00	400.00	-400.00	0.0%
6250 - Training & Prof Development	1,250.00	1,000.00	250.00	125.0%
6260 - Travel	0.00	2,000.00	-2,000.00	0.0%
6263 - Member Credits Expense	0.00	0.00	0.00	0.0%
<b>Total 6000 - Materials &amp; Services</b>	<b>123,294.63</b>	<b>199,479.00</b>	<b>-76,184.37</b>	<b>61.8%</b>
7000 - Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
8000 - Contingency	0.00	21,676.00	-21,676.00	0.0%
<b>Total Expense</b>	<b>192,217.54</b>	<b>353,200.00</b>	<b>-160,982.46</b>	<b>54.4%</b>
<b>Net Income</b>	<b>250,346.61</b>	<b>135,000.00</b>	<b>115,346.61</b>	<b>185.4%</b>

*Current Cash Balance*  
*\$ 230,978.74*

*Ch 3/6/23*

# Approved Bills List

## Baker County Library District

3/6/2023 1:47 PM

Register: 1000 · US Bank Checking  
 From 02/15/2023 through 03/15/2023  
 Sorted by: Date, Type, Number/Ref

*March 2023*  
*General Fund*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/15/2023	30477 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00			-11,567.11
02/15/2023	30478 ✓	Voided Check	6000 · Materials and S...	printer error				-11,567.11
02/15/2023	30479 ✓ <i>ok on purchase order</i>	Cashway Lumber Co.	2000 · Accounts Payable	Account 01034...	31.71			-11,598.82
02/15/2023	90468	CenturyLink Qwest (...)	-split-	Online Pmt, Ac...	138.36			-11,737.18
02/15/2023	90469	US Bank Visa (Corp...	-split-	Online Paymen...	10,143.83	VISA		-21,881.01
02/15/2023			1100 · General Pool 52...	Conf#3658948 ...			23,000.00	1,118.99
02/21/2023			-split-	Fines & Fees			146.29	1,265.28
02/27/2023			5000 · Personal Servic...	Sage Fund Rei...			1,916.22	3,181.50
02/27/2023	90470 ✓	PERS	-split-	02728 Retirem... <i>ok</i>	14,153.85	Retirement		-10,972.35
02/27/2023	90471 ✓	Idaho Power	-split-	Account 22063...	249.38			-11,221.73
02/27/2023			1100 · General Pool 52...	Conf# 3666439...			15,000.00	3,778.27
02/28/2023			5000 · Personal Servic...	Cobra Reimb			915.22	4,693.49
02/28/2023			-split-	Sage Reimb			10,141.37	14,834.86
02/28/2023	30481 ✓ <i>ok</i>	GEO Net (aka Davis ...)	6000 · Materials and S...	Patron Services...	25.00			14,809.86
02/28/2023	30482 ✓	Philip Herrera	4100 · Fines and Fees:...	Reimburse Los...	16.45			14,793.41
02/28/2023		QuickBooks Payroll ...	-split-	Created by Pay...	4,176.04	Sage payroll		10,617.37
02/28/2023		QuickBooks Payroll ...	-split-	Created by Pay...	34,510.91	Payroll		-23,893.54
02/28/2023			1100 · General Pool 52...	Conf# 3666418...			50,000.00	26,106.46
03/01/2023	Sage8174	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	5,965.33	Sage vendor		20,141.13
03/01/2023	30483 ✓	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...	2,200.00	<i>ok monthly contractor</i>		17,941.13
03/01/2023	30484 ✓	Hanson-Fillmore, Ge...	6000 · Materials and S...	Branch Mileage	25.22			17,915.91
03/01/2023	30485 ✓	Cuevas, Lourdes (ve...	6000 · Materials and S...	Branch Mileage	25.22			17,890.69
03/01/2023	30486 ✓	Blue Mountain Eagle...	6000 · Materials and S...	Account BE30...	51.00			17,839.69
03/01/2023	30487 ✓	Portland Business Jo...	6000 · Materials and S...	Account 50777...	145.00			17,694.69
03/01/2023	30488 ✓	ARROS Electric Inc.	6000 · Materials and S...	Invoice 3906	95.00			17,599.69
03/01/2023	30489 ✓	BendTel	6000 · Materials and S...	Account 20003...	169.12			17,430.57
03/01/2023	30490 ✓	Costco Wholesale	6000 · Materials and S...	Member# 0001...	60.00			17,370.57
03/01/2023	30491 ✓	Cengage Learning - ...	6000 · Materials and S...	Account 17964...	394.90			16,975.67
03/01/2023	30492 ✓	City of Sumpter	2000 · Accounts Payable	Reimburse Libr...	866.70			16,108.97
03/01/2023	30493 ✓	Northeast Oregon Ho...	-split-	Richland Libra...	556.85			15,552.12
03/01/2023	30494 ✓	Streamline	6000 · Materials and S...	Invoice FE147...	1,000.00	✓		14,552.12
03/01/2023	30495 ✓	Valley Metal and He...	6000 · Materials and S...	Invoice 018901	250.00			14,302.12
03/01/2023	90472 ✓	AFLAC	-split-	Online Payment	318.11			13,984.01
03/01/2023	5478 ✓	Adamson, Edward C	-split-	Direct Deposit		X		13,984.01
03/01/2023	5480 ✓ <i>First # verified</i>	Armstrong, Gail E	-split-	Direct Deposit		X		13,984.01
03/01/2023	5481 ✓	Bogart, Theresa D	-split-	Direct Deposit		X		13,984.01
03/01/2023	5483 ✓	Bowling, Graysen A	-split-	Direct Deposit		X		13,984.01
03/01/2023	5484 ✓	Bradford, Maurianne	-split-	Direct Deposit		X		13,984.01
03/01/2023	5487 ✓	Craigmile, Rebecca R	-split-	Direct Deposit		X		13,984.01
03/01/2023	5488 ✓	Cuevas, Lourdes E	-split-	Direct Deposit		X		13,984.01

*OK 3/6/2023*

Baker County Library District

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Register: 1000 · US Bank Checking  
 From 02/15/2023 through 03/15/2023  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2023	5489	Dunn, Jerry Ann T	-split-	Direct Deposit		X		13,984.01
03/01/2023	5490	Garcia-Gonzales, Me...	-split-	Direct Deposit		X		13,984.01
03/01/2023	5491	Gaslin, Kalina C	-split-	Direct Deposit		X		13,984.01
03/01/2023	5493	Hanley, Shauna S	-split-	Direct Deposit		X		13,984.01
03/01/2023	5494	Hanson-Fillmore, Ge...	-split-	Direct Deposit		X		13,984.01
03/01/2023	5495	Harrison, Rose M	-split-	Direct Deposit		X		13,984.01
03/01/2023	5496	Hawes, A Christine	-split-	Direct Deposit		X		13,984.01
03/01/2023	5498	Moyer, Robert P	-split-	Direct Deposit		X		13,984.01
03/01/2023	5499	Nuttall, John G	-split-	Direct Deposit		X		13,984.01
03/01/2023	5500	O'Dell, Tatum A	-split-	Direct Deposit		X		13,984.01
03/01/2023	5501	Pearson, Diana	-split-	Direct Deposit		X		13,984.01
03/01/2023	5502	Peterson, Candace M	-split-	Direct Deposit		X		13,984.01
03/01/2023	5503	Saunders, Sydney L	-split-	Direct Deposit		X		13,984.01
03/01/2023	5504	Snyder, Courtney B	-split-	Direct Deposit		X		13,984.01
03/01/2023	30496 ✓	Castillo, Fabian Arenas	-split-		477.54			13,506.47
03/01/2023	30497 ✓	Cuzick, Kaycee L	-split-		410.94			13,095.53
03/01/2023	30498 ✓	MacNaughton, Aman...	-split-		978.39			12,117.14
03/01/2023	5479	Ames, Bryan C	-split-	Direct Deposit		X		12,117.14
03/01/2023	5482	Bowers, Sylvia S	-split-	Direct Deposit		X		12,117.14
03/01/2023	5485	Brockman, John R	-split-	Direct Deposit		X		12,117.14
03/01/2023	5486	Cottrell, Cynthia A	-split-	Direct Deposit		X		12,117.14
03/01/2023	5492	Grammon, Melissa N	-split-	Direct Deposit		X		12,117.14
03/01/2023	5497	Minnigaliera, Ekateri...	-split-	Direct Deposit		X		12,117.14
03/01/2023	5505	Spry, Heather E	-split-	Direct Deposit		X		12,117.14
03/01/2023	5506	Stokes, Perry N	-split-	Direct Deposit		X		12,117.14
03/01/2023	5507 ✓	Valentine, Donna M	-split-	Direct Deposit		X		12,117.14
03/02/2023			-split-	Fines & Fees			group 172.65	12,289.79
03/02/2023	30499 ✓	Special Districts Insu...	-split-	03-0026696; G...	11,699.05		medical insurance	590.74
03/02/2023	90473a ✓	CenturyLink Internet...	2000 · Accounts Payable	Online Paymen...	449.44			141.30
03/02/2023	90473b ✓	CenturyLink Century...	2000 · Accounts Payable	Online Paymen...	82.64			58.66
03/06/2023	30500 ✓	Stokes, Perry (vendor)	6000 · Materials and S...	Expense Reimb...	74.86			-16.20
03/06/2023	30501 ✓	Library Journal	6000 · Materials and S...	ID 000077753	157.99			-174.19
03/06/2023	30502 ✓	Baker City Oregonian	6000 · Materials and S...	001-15603; Per...	96.00			-270.19
03/06/2023	90474 ✓	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	1,915.07		utility	-2,185.26
03/06/2023	90475 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	1,153.62		utility	-3,338.88
03/06/2023	90476 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	102.36			-3,441.24
03/07/2023	30503 ✓	Alpine Alarm Comm...	2000 · Accounts Payable	Invoice MON4...	195.00			-3,636.24
03/07/2023	30504 ✓	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	246.50			-3,882.74
03/07/2023	30505 ✓	Black Distributing, Inc.	-split-	Account 00254...	349.31			-4,232.05
03/07/2023	30506 ✓	Center Point Publishi...	2000 · Accounts Payable	Invoice 199211...	134.82			-4,366.87

OK ✓  
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Baker County Library District

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Register: 1000 · US Bank Checking  
 From 02/15/2023 through 03/15/2023  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/07/2023	30507 ✓	City of Haines	2000 · Accounts Payable	Account 81; Li...	88.00			-4,454.87
03/07/2023	30508 ✓	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00			-4,536.87
03/07/2023	30509 ✓	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00			-4,621.87
03/07/2023	30510 ✓	Coast To Coast Com...	2000 · Accounts Payable	Customer # 37...	79.99			-4,701.86
03/07/2023	30511 ✓	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	33.29			-4,735.15
03/07/2023	30512 ✓	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	3,601.02 ✓			-8,336.17
03/07/2023	30513 ✓	LaRue Sanitary Service	2000 · Accounts Payable	Library Utiliti...	26.63			-8,362.80
03/07/2023	30514 ✓	MTE Communications	2000 · Accounts Payable	Account 05715...	10.86			-8,373.66
03/07/2023	30515 ✓	Pine Telephone Syste...	2000 · Accounts Payable	Account 00000...	172.81			-8,546.47
03/07/2023	30516 ✓	Quill	2000 · Accounts Payable	Account 28626...	796.50			-9,342.97
03/07/2023	30517 ✓	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	146.35			-9,489.32
03/07/2023	30518 ✓	Sumpter Valley Mus...	2000 · Accounts Payable	Expense Reimb...	57.00			-9,546.32
03/07/2023	30519 ✓	Tony's Tree Service	2000 · Accounts Payable	Payment on Ac...	350.00 ✓			-9,896.32
03/07/2023	30520 ✓	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	250.83			-10,147.15
03/07/2023	30521 ✓	US Linen & Uniform	2000 · Accounts Payable	VOID: reprint t...		X		-10,147.15
03/07/2023	30522 ✓	Verizon Wireless	2000 · Accounts Payable	Account 64221...	884.70			-11,031.85
03/07/2023	30524 ✓	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	230.14			-11,261.99
03/07/2023	90477 ✓	CenturyLink Qwest (...)	2000 · Accounts Payable	Online Pmt, Ac...	138.36			-11,400.35
03/07/2023		<i>Last #</i>	1100 · General Pool 52...	Conf# 3671392...			15,000.00	3,599.65
03/15/2023	30523 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00			3,299.65

*books monthly order*

*✓ verified number sequence - All accounted for.*

*Series*  
 30000 Regular checks  
 5000 Direct Deposit payroll  
 90000 Online Payments

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Approved Bills Report  
Baker Co Library - Other Funds

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Register: 1000 - US Bank Checking Memorial  
From 02/15/2023 through 03/07/2023

March 2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2023	1966 ✓	void	6000 - Other Uses Fun...	VOID: printing...		X		11,933.93
02/28/2023	1967 ✓	Elkhorn Graphics LLC	6000 - Other Uses Fun...	Customer ID B...	75.00			11,858.93

✓ verified check sequence

Capital Inv. Fund - NO Activity

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Approved Bills List  
Baker Co Library - Sage Fund

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Register: 1000 · US Bank Checking  
From 02/14/2023 through 03/07/2023  
Sorted by: Date, Type, Number/Ref

Bills Paid  
March 2023



Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/27/2023	2397 ✓	Reed, Kathy (Courier)	6000 · Materials & Ser...	Courier Service...	700.00			244,223.33
02/27/2023	2398 ✓	MacDonald, Maxine ...	-split-	Courier Service...	1,187.00			243,036.33
02/27/2023	8175	PERS	-split-	02728 Online ...	1,916.22			241,120.11
02/27/2023	8176 ✓	Baker County Librar...	5000 · Sage Personal S...	Online Transfe...	1,916.22			239,203.89
02/27/2023	2022-19		5000 · Sage Personal S...	Reverse duplic...			1,916.22	241,120.11
02/28/2023		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75			241,118.36
02/28/2023	8173 ✓	Baker County Librar...	-split-	Expense Reimb...	10,141.37			230,976.99
02/28/2023		QuickBooks Payroll ...	-split-	Created by Pay...	4,176.04			226,800.95
02/28/2023	2022-18		2900 · Due to General ...	reverse duplica...			5,965.33	232,766.28
02/28/2023	2022-20		5000 · Sage Personal S...	Reverse duplic...			4,176.04	236,942.32
03/01/2023	8174	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	5,963.58			230,978.74
03/01/2023	5476 ✓	A Christine Hawes	-split-	Direct Deposit		X		230,978.74
03/01/2023	5477 ✓	Elizabeth A Ross	-split-	Direct Deposit		X		230,978.74
03/07/2023	2399 ✓	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	640.00			230,338.74
03/07/2023	2400 ✓	MacDonald, Maxine ...	6000 · Materials & Ser...	Courier Services	634.00			229,704.74

Verified number sequence  
Series  
5000 Direct Deposit  
2000 Regular checks  
8000 Online Payments

Ch 3/6/2023