

Baker County Library District

Board of Directors

Regular Meeting Agenda

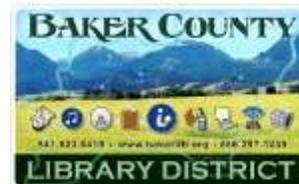
Tuesday, Sep 13, 2022, 12:00 – 1:00 pm

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. | CALL TO ORDER | Rohner |
| II. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Rohner |
| IV. | Open forum for general public, comments & communications | 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. | OLD BUSINESS | |
| | a. None | |
| VI. | NEW BUSINESS | |
| | a. SDAO/SDIS Best Practice Program discussion | Stokes/Hawes |
| | b. Unite Against Banned Books advocacy (ACTION) | Stokes |
| | i. Resolution 2022-23.04 Against Banned Books | |
| | ii. Approval of Organizational Partnership with UABB | |
| | c. Discussion of Antiracism Statement | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Oct 11, 2022 | Rohner |
| IX. | ADJOURNMENT | Rohner |

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

Monday, Sep 13, 2022, 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, Jul 12 2022 (Aug meeting cancelled)

- 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. SDAO/SDIS Best Practice Program discussion Stokes/Hawes

Attachments:

- VI.a.i. SDIS Board Member Education Program

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2023 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around the Board. To receive credit, a district representative must complete the Best Practices Survey. *The deadline to complete the survey is Nov. 4, 2022.*

To receive our full discount this year, the Library Board will need to complete the following by November 1, 2022.

- **SDAO/SDIS training – Boardmanship 301 video – ALL BOARD MEMBERS**
<https://www.sdao.com/boardmanship-301>
Every board member must watch this video series to receive the 2% discount. Please let me know when you complete the series. It will take 1.5 hours.
- **Board Member Education Program — ENROLL Two Board members**
To receive credit in this category at least two members of the board will need to enroll in the SDAO Board Leadership Academy. <https://www.sdao.com/sdao-board-leadershipacademy>. Please note, the board members do not need to complete the program by November 1, 2022. They only need to register for the program. Please see attachment for a complete description of the program. **I would like to discuss having two members enroll in the leadership academy to receive the credit.**

Library Board Meeting – Annotated Agenda

Monday, Sep 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

b. Unite Against Banned Books advocacy (**ACTION**)

Stokes

i. Resolution Against Banned Books

Attachments:

- VI.b.i. Resolution No. 2022-23.04 Against Banned Books

The U.S. is currently in the throes of a tsunami of censorship efforts across the country, reportedly generated, funded, and channeled by special-interest organizations in pursuit of a political agenda. For a bulwark defense, the American Library Association (ALA) has launched the [Unite Against Book Bans](#) campaign through which it provides a variety of resources for advocacy and education about the vital role of libraries as guardians of First Amendment rights.

The resolution presented for Board consideration is adapted from a template provided on the UABB website. I recommend the Board approve this resolution to demonstrate a unified and tenacious commitment to the value of Intellectual Freedom. I have chosen the timing of this resolution to coincide with the annual Banned Books Week campaign occurring this month. Board approval will demonstrate strong organizational support for Intellectual Freedom advocacy efforts.

ii. Approval of Organizational Partnership with UABB

Attachments:

- VI.b.ii. UABB Partnership Letter

I recommend that BCLD submit its name as an “[Organizational Partner](#)” for the UABB campaign. Approval of this partnership with the Letter of Agreement indicates that BCLD shares core principles and authorizes UABB to publicly list BCLD in marketing materials as an official partner organization.

c. Discussion of Antiracism Statement

Stokes

Attachments:

- VI.c.i. Antiracism Statement
- VI.c.ii. [Forbes. “Anti-racism: Why Your DEI Agenda Will Never Be A Success Without It”](#). Dec 15 2020.

Presented here is an “Antiracism Statement” for the Library Board to consider for approval at a future meeting.

Such statements are being adopted by organizations throughout the country as a means of explicitly reaffirming a commitment by the administration to egalitarianism. This statement was created and approved by the Josephine Community Library District and is being proposed for adoption by Library Districts throughout Oregon.

The benefit of an anti-racist statement is that by publicly acknowledging systemic racism and wealth inequality both in society and the workplace, staff are empowered to be sensitive to potential existing systems of oppression and to be proactive in making systems more equitable in all respects, such as in policy, employment practices, and public services.

Library Board Meeting – Annotated Agenda

Monday, Sep 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Statements help build public awareness that its publicly funded agency is considerate of systematic barriers to equitable service such as unconscious and conscious bias, and its leadership is committed to pursuing remedies.

Criticism of such statements comes from both sides of the political spectrum. On the left, Progressives may charge that they are mere words – a performative virtue-signal/salute of an agency’s public position in the national conversation about race and racism; they provide buzzword cover while failing to compel substantive action. On the right, Conservatives may allege that they are an outgrowth of “Critical Race Theory” (CRT) and part of an “anti-American”/neo-Marxist/“Woke” campaign of socio-political class division that simplistically and harmfully separates the world into liberationists versus oppressors or oppressed versus oppressors.

If approved, this statement would be posted on our policy page.

VII. REPORTS

a. Director

Stokes

Reports to be shared at the meeting.

Administration

Associations

Friends & Foundation

Facilities & vehicles

Grants

Programs & services

Personnel

Safety & Security

Technology

b. Finance

Hawes

Attachments:

- VII.b.i. Financial Reports, Sep 2022
- VII.b.ii. Approved bills list, Sep 2022

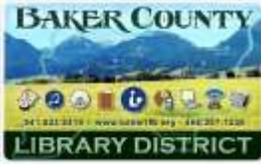
VIII. Next meeting: Oct 11, 2022

Rohner

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

IX. ADJOURNMENT

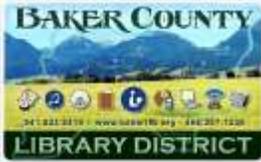
Rohner



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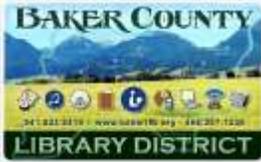
<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Gary Dielman, and Joan Spriggs. Also attending in person were Perry Stokes, Director and Christine Hawes, Business Manager. Both Kyra Rohner and Beth Bigelow attended the meeting via zoom.</p> <p>There were no other guests present.</p> <p>It was noted that this is the first month of the new fiscal year and that we will begin meeting on a new day of the week and time for regular board meetings. The change was adopted at the June meeting and became effective in July as the second Tuesday each month at noon.</p> <p>Kyra Rohner called the meeting to order at 12:00pm. There is a quorum with 3 directors present at the start of the meeting. Beth Bigelow joined shortly after at 12:08pm..</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from last month. There were no changes to either. Dielman made a motion to approve the Consent Agenda as presented; Spriggs seconded; motion passed unanimously (3 yea; Rohner, Dielman, Spriggs); unanimous by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. Stokes had no correspondence or public comments to share.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>



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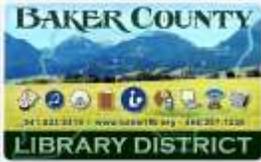
<p>NEW BUSINESS: Election of Officers</p>	<p>Rohner moved to the next agenda item, the Election of Officers. This past year, she has been the President and Betty Palmer has been the Vice-President.</p> <p>Officer elections are held every year per the board bylaws. Rohner asked if anyone else was interested in an officer position; there were none. Dielman asked Rohner if she was willing to continue to serve as the President; she responded yes. Dielman asked Stokes if he knew what Palmer wanted to do. Stokes responded that he did not but she had not told him that she didn't want to continue in the position. She does have several more years of her Director term. Dielman moved that the nominations be closed.</p> <p>Dielman made a motion that the current slate of officers with Kyra Rohner as President and Betty Palmer as Vice-President continue for another year; Spriggs seconded; 3 yea (Dielman, Spriggs, Rohner), motion passed unanimously by those present.</p> <p>Beth Bigelow logged in on Zoom at 12:08pm. Rohner updated Bigelow, saying that we just approved the election of officers, approving the current slate of officers to continue for another year. Bigelow said that Palmer was en route to the coast and had said that she was going to log in through her phone. Bigelow sent Palmer a text to see if she was available. Stokes also sent her a phone link to join the Zoom meeting. There was a short pause while waiting for Palmer to respond. With no response, it was apparent that she was not able to join the meeting.</p>
<p>New Fiscal Year Business: Establish regular meeting schedule</p>	<p>Rohner moved to the next action item, establishing the regular meeting date and time. She asked for discussion. Spriggs said that the mid-day meeting worked really well for her to be able to drive to Baker City. Rohner asked if Palmer had said anything about whether or not the day worked for her; Bigelow said yes it did; she had talked to Palmer.</p> <p>Dielman made a motion to approve Resolution No 2022-23.01 Establishing a regular meeting day, time, and location for the year ; Spriggs seconded; 4 yea (Rohner, Dielman, Spriggs, Bigelow); Rohner said that the resolution passes approving the new meeting time.</p>



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<p>Appoint Agents of Record</p>	<p>Rohner moved to the next item. Stokes said this is an annual resolution approving the agent of record. Clarke & Clarke has done a great job for the District. He recommends we continue with them.</p> <p>Spriggs made a motion to approve Resolution No 2022-23.02 Appointing Clarke & Clarke Insurance of Baker City as the agents of record; Dielman seconded; motion passed with 4 yea (Rohner, Dielman, Spriggs, Bigelow).</p>
<p>Authorizing Auto Pay for Select Vendors</p>	<p>Stokes said the next resolution is also a housekeeping item allowing Hawes to make automatic payments online which means less checks for the board to sign. There were no changes to the list.</p> <p>Dielman made a motion to continue business as usual, adopting Resolution No 2022-23.03 Authorizing vendors for online and automatic payment of bills in 2022-23; Spriggs seconded; no further discussion; 4 yea, motion passed unanimously.</p>
<p>REPORTS: Director</p>	<p>Rohner moved to reports.</p> <p>Stokes gave the administrative report:</p> <p>Facilities - The courtesy phone is up and running. It is located outside at the northeast corner of the building by the north parking lot. It was covered by the Baker City Herald with a front-page article. We posted an announcement on our social media. This has been one of the most responded to social media posts we have ever had, Stokes said. He displayed the library Facebook page to show that over 7,000 people have responded. 182 clicked like/loved. Usage has been an average of 10 calls per day since it was launched. Stokes has gotten several inquiries from other libraries around the state that want to replicate it at their library. Dielman asked about the cost. Stokes said that the unit hardware cost about \$2,000; there is a monthly fee of \$25 for the VOIP service subscription. The phone is programmed to allow outgoing calls only, 20 minute maximum, and only calls in the U.S.</p>



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HVAC work - The AC has been deficient during the heat wave. Ed discovered that the refrigerant is low, causing insufficient cooling ability. The recharge supplies are hard to come by. Ed made some repairs that were found. There was discussion about the upcoming heat wave; we have to cool the building a little more than usual during Miners Jubilee because of the traffic with the doors being opened more often.

Library Roof - the roof repair work is in progress. The contractor started right after the July 4th holiday. If all goes well, the bulk of the work should be complete before next weekend. They are “re-skinning” the roof, installing a new membrane. Ed has gotten one bid from the same contractor to put a new roof on the Haines Library for \$36,000; per rules, we will have to get 2 more informal quotes before we can proceed. Stokes said there is no urgency for that project; we may be able to wait a year or more.

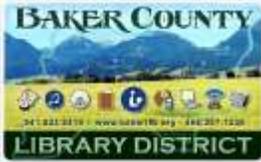
Programs - Stokes reviewed other library items of interest on the Facebook page. Public engagement is good, relative to peer libraries. Recently, we shared photos of the bookmobile in the July 4th parade.

Teen summer intern - Kalina held a teen event for star-gazing. The advertisement was a good exhibition of the telescopes the library offer for check out, Stokes said. Attendance was low, however, which is typical of our history of YA and Adult programs.

Temp IT Assistant Position - Bryan Ames started mid-June and will work through August. He has already helped resolve some long standing issues, including the SmartAlec mobile printing. Dielman asked how much printing costs the patron. Stokes said the first 5 pages for the day are free, subsequent pages are 10 cents each for black/white; he reviewed other charges, as well. Mobile printing costs are the same as printing from a library computer station. He described the printing process.

Vehicles - the Bookmobile had an overheating issue while he was away and was taken in for repair. A faulty thermostat was found to be the issue, which was an easy fix.

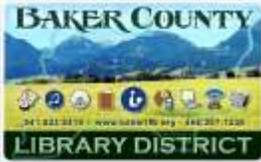
Landscape - Ed installed the creeping thyme along the river. Most



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	<p>are in bloom. The plants will eventually drape down the side of the riverbank. The Friends provided funding for this project.</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies are available for those attending on zoom. There are two sets of financial reports. A preliminary look at the fiscal year just ended June 30, 2022. And the new fiscal year starting with July 2022. The report may take a little longer this time.</p> <p>Looking at the prior fiscal year reports ended June 30, 2022: The General Fund received four tax turnovers in June totaling \$46,390; as compared to the prior June 2021 of \$43,961, this is an increase of \$2,429. The fiscal year Tax Revenues totaled \$1,274,354 compared to the budget of \$1,361,684 or 93.6% received. Hawes said that Stokes did a great job of budgeting.</p> <p>Highlighting a few of the larger revenue lines, the Grant Revenue total of \$20,577 includes Worksource Oregon \$9,000 (spent on equipment), ECF funds of \$6,577 (reimbursement for Kajeet subscription) and OSL Teen Intern of \$5,000 (in progress this summer). The E-Rate funds received of \$6,948, we received the majority of these funds before June 30 with a receivable posted of \$80.76 at June 30. The Rebate Refunds of \$12,288 were HVAC rebates through the Energy Trust of Oregon \$7,479 and OTEC \$4,809. Sage paid the annual fiscal agency fee of \$2,160 in June. Other Funds Memorial transferred \$3,400 of the \$4,000 budgeted as that is what it had available to contribute to the book budget. Other Financing Sources of \$2,000, is the ODOT Easement that the board approved, this needed to be booked as an Account Receivable on June 30th. In total, Revenues are at 95% of budget.</p> <p>In Personnel Services, District salaries are at 97% of budget. The July payroll accruals have not yet been posted to the books. There is an ample \$16,000 cushion for the accrual. There will also be payroll tax accrual posted with plenty of room to cover that. The health insurance budget already has 12 payments posted to the books at 99% of budget. In total, Personnel Services is at 96% of budget.</p> <p>In Materials & Services, There are a few checks to review. Checks</p>

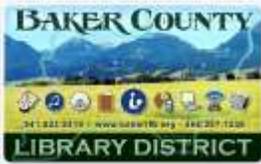


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that were included in this report include Heaven's Best \$600 for the Haines Library carpets, Goertzen Janitorial \$2,200 for the June contract, Computype \$1,733 for spine label order, and the City of Sumpter \$912.79 for the Sumpter Library's share of the museum building heating and electricity expenses for January through June.

Highlighting the budget lines, the book budget is at 80% spent; there were some orders placed in June to spend some of these funds. Building & Grounds has a line for Pandemic Expenses including Valley Metal & Heating \$4,999 for 3 air purifier systems and Goertzen \$3,900 (\$325 a month) for additional covid related cleaning. Building & Grounds is at 96% spent. The janitorial contract budget line is slightly overspent but was paid at the actual contract amount. The Computer budget has a line for Pandemic Supplies. This line includes the Kajeet Hotspot subscription of \$6,577 (which was reimbursed) and SafeSpace \$1,080 subscription. Overall the computer budget is at 74% spent. The Pandemic expense lines were included in hopes of additional funding approval, but that likely will not happen. Hawes has read newsletters that say the funding is over. Moving to the Public Programs budget line, it is 97% spent. It includes the Grant SLO Worksource line which shows \$9,179 for the purchase of 6 laptops and kit supplies for the grant. Library Services also has a Pandemic Supplies line for masks purchased last August of \$2,610 and is 75% spent. Utilities budget lines are 87% spent in total. In review of the individual utility lines, most of them already have 12 payments with a few small exceptions that won't make much difference when they come in. In the Telecommunications budget, the telephone expenses are 90% spent. Looking at Internet expenses at 93% spent, the E-Rate reimbursements were submitted mid-June; all but one has been refunded. There is one invoice to come. As you recall, we are reimbursed at 80% of the cost of Internet at 5 locations; the vendor for the Baker Library bills E-Rate directly. We apply for that funding but they handle the invoicing directly. We are billed for our 20% portion of \$120 a month (\$600 a month without the supplement). In total, Materials & Services is at 84.5% of budget. The cash carryover balance is \$582,079 or \$32,000 more than estimated. Following the General fund financial report were Accounts Receivable and Accounts Payable summary reports for review.



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Looking at the **Other Funds** financial report. Memorial received Amazon Book Sales of \$3,709 for the year. The Friends reimbursed \$1,704 for two projects; \$1,000 for the creeping thyme plants along the boardwalk and \$704 for a portable electronic piano board for patron checkout.

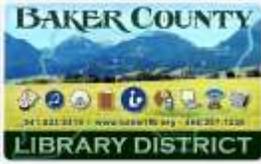
The **Capital Investment Fund** started the fiscal year with \$158,594. It received transfers totaling \$32,289 from the General Fund and spent a total of \$87,063. As you recall, the expenses were the new boiler \$45,063 and a down payment on the roof contract of \$45,000. The cash carry over balance is \$104,559.

Behind the Other Funds financial report is the Memorial Funds detail of designated funds. These funds are separated by categories we use to report in the Audit. She reviewed highlights of the Restricted, Committed, Assigned and non-designated funds in this fund.

Next, the **Sage Fund** financial report shows revenues at 99% collected. The Personnel Services is already on the accrual method with 12 months posted. In Materials & Services the Courier Services is slightly over budget. Other expense lines are on target or under budget, so the overall M&S budget is at 98% spent. The Cash carryover is \$195,672; it has well exceeded the estimated carryover.

Looking at the financial reports for the new fiscal year beginning July 1, this report will be much shorter. The budget has been posted for all 4 funds. **General Fund** beginning cash exceeded the anticipated carryover by \$32,000. Noteworthy checks include Ingram \$3,321, Cengage subscriptions of \$2,204 and LEO Libraries of Eastern Oregon \$3,665 for membership and Library2Go subscription. **Other Funds** has a beginning cash of \$180,790 compared to budgeted carryover of \$165,000; that's \$15,000 more than anticipated. **Capital Investments Fund** had a cash carryover of \$104,559 compared to its anticipated budget of \$121,189. And the **Sage Fund** carried over \$195,672 compared to \$175,000 budgeted; an increase of \$20,672. Sage wrote a large check to Orbis Cascade of \$44,825. This courier is the backbone for the Sage Library System. It pays this vendor every year in July.

The Approved Bills Lists include printouts for all 3 funds. Those on



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	<p>Zoom received an electronic copy of these reports. Checks were signed by the board members present at the meeting.</p> <p>There were no further questions.</p>
Next Meeting	<p>Rohner said the agenda says that the next regular board meeting will be Tuesday, August 9, 2022 at 12:00pm (Noon).</p>
Adjourn	<p>The meeting was adjourned at 12:55pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT

Board Member Education Program

Special Districts Association of Oregon (SDAO) recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

PROGRAM BENEFITS

District directors that participate in this program will:

- Better understand the roles and responsibilities of being a special district director.
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

ELIGIBILITY AND ENROLLMENT

Eligible individuals will need to complete an [enrollment form](#) and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings. The Library District has a budget for board training.

PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.

PROGRAM MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or pre-approved affiliate.

Module I: Board Member Basics

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

Module 2: Statutory Responsibilities

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Risk Management

- Analyzing Exposure to Risk
- ADA Compliance
- General Risk Management
- Contingency Plans: Disaster Preparedness and Succession Planning

Module 4: Human Resources

- Evaluating your Executive Director/General Manager/Fire Chief
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

Bronze Certificate

Participants will need to complete modules 1-2 to receive a bronze level certificate.

Silver Certificate

Participants will need to complete bronze level requirements and module 3 to receive a silver level certificate.

Gold Certificate

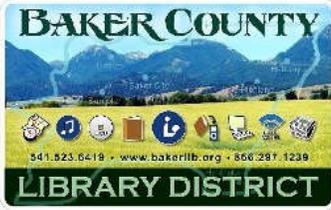
Participants will need to complete silver level requirements and module 4 to receive a gold level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.

TRACKING AND COMPLETION OF PROGRAM

Participants will track their progress by using the [self-tracking worksheet](#). Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to memberservices@sdao.com.

Participants that successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference and mention on SDAO's social media and newsletter.



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2022-23.04

Against Book Bans

Sep 13 2022



WHEREAS, reading is a foundational skill, critical to future learning and to exercising our democratic freedoms; and

WHEREAS, libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs; and

WHEREAS, books are tools for understanding complex issues; and

WHEREAS, limiting young people’s access to books does not protect them from life’s complex and challenging issues; and

WHEREAS, young people deserve to see themselves reflected in a library’s collection; and

WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read; and

WHEREAS, removing and banning books from public libraries or public schools is a slippery slope to government censorship and the erosion of our country’s commitment to freedom of expression; and

WHEREAS, a large majority of Americans across the political spectrum oppose book bans; and

WHEREAS, book bans harm communities; then

THEREFORE, BE IT RESOLVED that the **Directors of the Board for Baker County Library District** endorse the following statement:

Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents’ children about what they read.

We are united against book bans.

THEREFORE, BE IT FURTHER RESOLVED that we as **Baker County Library District** will act to protect the rights of everyone to access a variety of books, in schools, in libraries, in bookstores, online, and elsewhere.

ADOPTED by the Board of Directors of Baker County Library District this 13th day of Sep, 2022 by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature

Presiding Officer, BCLD Board

ATTEST: _____

Signature: Perry Stokes
District Secretary



We are organizations representing parents, educators and librarians, students and readers, authors and publishers, community and advocacy organizations, businesses and workers, nonprofits and faith groups, elected officials and civic leaders, and concerned citizens who are united against book bans. While we come from different walks of life, we all believe in the following principles:

1. **Reading is a foundational skill**, critical to future learning and to exercising our democratic freedoms.
2. **Books are tools for understanding complex issues.** Limiting young people’s access to books does not protect them from life’s complex and challenging issues.
3. **Individuals should be trusted** to make their own decisions about what to read.
4. **Parents should not be making decisions** for other parents’ children.
5. **Young people deserve to see themselves** reflected in a library’s books.

A large majority of Americans agree with these principles and are opposed to book bans. However, efforts to ban books, especially in schools and libraries, are occurring in unprecedented numbers across the country. The American Library Association's Office for Intellectual Freedom tracked 729 attempts to ban or restrict books and services in libraries, schools, and universities in 2021, resulting in the removal or restriction of more than 1,597 individual book titles. By comparison, the ALA tracked 377 challenges targeting 566 books in 2019.

What is also shocking is the rise in state and local legislation which will make censorship easier, or even allow the criminal prosecution of librarians or teachers for simply doing their jobs—ensuring the public has access to a variety of ideas and perspectives. We fear that the centers of knowledge for families and communities are in jeopardy.

That’s why we, the undersigned organizations, call on anyone in a position of power to protect the rights of everyone to access a variety of books, in libraries and elsewhere.

We call on all policymakers to Unite Against Book Bans.

Authorized signature:

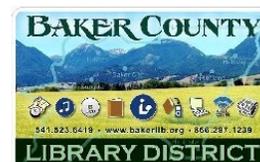
Organization name (as it should appear on partner web page):

Name:

Date: _____

I authorize my organization’s name to be publicly listed in Unite Against Book Bans materials.

Partners to this statement agree to uphold the principles of the campaign, provide their name for the campaign website and materials, promote the campaign to their constituencies, share information of importance with the campaign coordinators and to their constituencies, and participate in occasional convenings of campaign partners.



ANTI-RACISM STATEMENT

Adopted: 9/13/2022

Last revised: _____

We, at Baker County Library District, stand with American Library Association (ALA) and the Black Caucus of the American Library Association (BCALA) in condemning violence and racism toward Black people and people of color. We stand with ALA and BCALA against the systemic and systematic social injustices and racism endured by Black people and people of color. We also stand with the [Oregon Library Association](#) (OLA), [Asian/Pacific American Librarians Association](#) (APALA), [Chinese American Librarians Association](#) (CALA), [REFORMA](#), and [American Library Association](#) (ALA) to condemn hate crimes and racist language towards Asian, Asian-American, and Pacific Islander communities.

Baker County Library District is actively committed to antiracist values, which informs all policy development, operational procedures, and staff and volunteer training for the library. We urge library patrons to look out for actions and policies that condone bigotry, systemic racism, and prejudicial misinformation and to do their part to eliminate them in our organization and community.

We urge staff, volunteers, and patrons to actively support and protect Black, Indigenous, Latin, and people of color communities from discrimination and hateful actions and find ways to serve as allies to our fellow community members across the county, state, and country.

Library staff, volunteers, and patrons are charged with the responsibility to report instances of bias and racism in support of our racially and socially marginalized communities. For more information and assistance, contact [Oregon Hate and Bias Information and Reporting](#).

We are dedicated to amplifying the diverse voices of our communities and authors of color as we evolve to connect our diverse communities to reliable resources, technology, and information, envisioning a community where diverse ideas and people come together to share knowledge, experiences, and perspectives.

We embrace the American Library Association's [Code of Ethics](#) and the [Library Bill of Rights](#) — adopted in 1939 and supplemented with modern [interpretations](#) to evolve with the times. We also acknowledge the [historical legacy of unequal access that public libraries have in the United States](#) and we are actively involved in rebuilding an equitable institution.

DIVERSITY, EQUITY & INCLUSION

Anti-Racism: Why Your DEI Agenda Will Never Be A Success Without It

Carmen Morris Former Contributor*I develop leadership diversity and inclusion strategy for business.*

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Dec 15, 2020, 06:57am EST



Listen to article 8 minutes

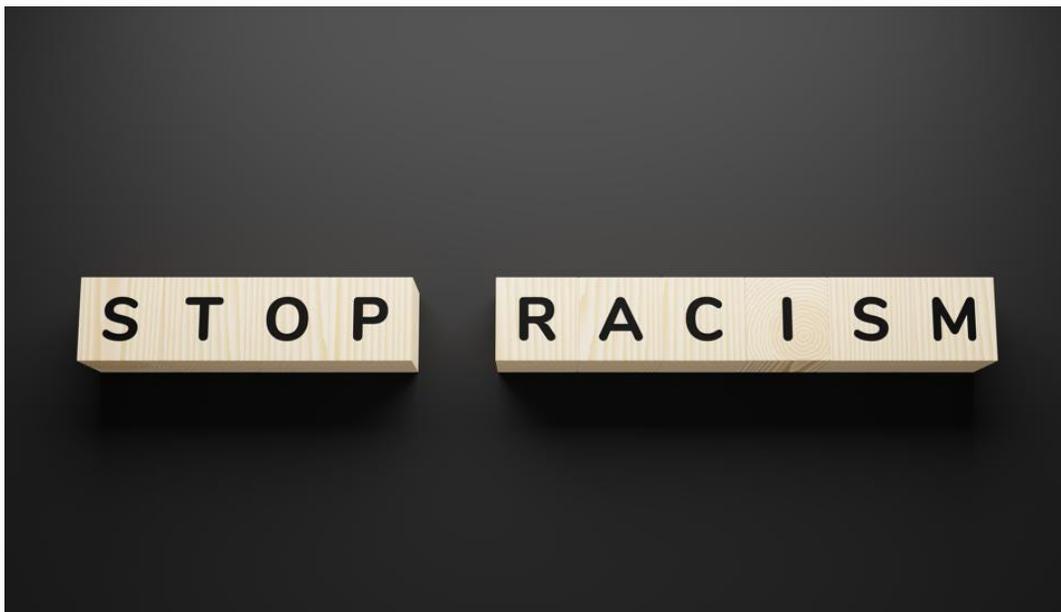
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Many conversations on race equity, have centered around how best to bring about the required changes, to enable more equitable workplace environments. They have largely promoted activities where people of color are afforded the same career changes as their white colleagues, be it through structural changes, or projects to extend learning around cultural differences.

However, leaders have largely sought to develop the race equality agenda, without the acknowledgment that there are no effective solutions for systematic and behavioral change an active realization of anti-racism.



Anti-racism is central to the diversity, equity and inclusion agenda GETTY

Most often, [the anti-racist agenda](#) is left out of conversations around organizational development, in favor of broad brush, superficial conversations and unhelpful initiatives, such as [unconscious bias](#) training. Such discussions and training

activities not only minimize the importance of the anti-racist practice, but also act as a catalyst for the redesigning of processes that change the veneer, that further reinforcing exclusionary practices. Anti-racism lies at the heart of the DEI agenda, and initiatives that fail to underpin it, risk imminent failure.

Are We Being True to Racial Equity?

Diversity and inclusion is not a trend. Nor is it a [PR and marketing exercise](#), to make an organization appear inclusive, when in fact, it is not. The race equity agenda is about ensuring that anti-racist practice is a wholesome part of organizational practice, embedded into the systemic functioning of a business, which supports best in class, equitable outcomes for employees and customers.

Racial equity is part and parcel of the overall diversity and inclusion agenda and is characterized by learning, and activities, that include anti-racism within systemic, and cultural change agendas, which are prioritized by an organization. It is also part of an organization's performance and growth metrics.

MORE FOR YOU

Stuff You Shouldn't Say To Disabled People

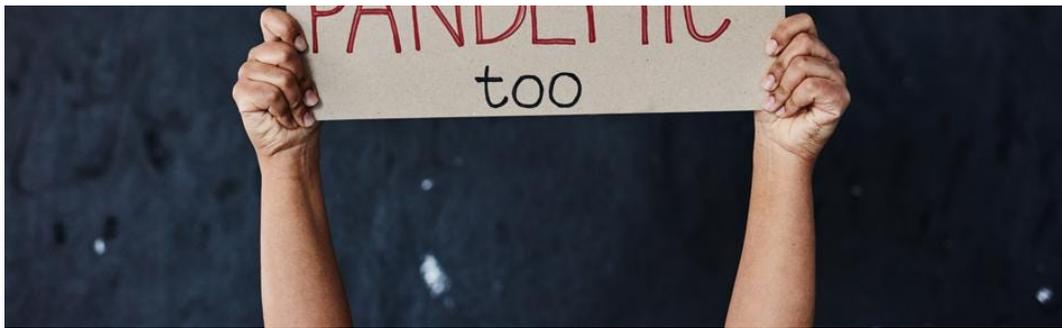
3 Ways Disability Culture Has Been Changing

I'm Right And You're Wrong: Social Media Sins

Similar to the ways in which leadership mustered capacity to employ initiatives and support for employees at the beginning of the Covid-19 pandemic, they must be clear and cognizant of the need to initiative real and authentic solutions to create anti-racist environments. The pandemic that is racism, has swept across the globe with an impact largely unnoticed, except for those who have lived experience of its discouraging and debilitating effects.

Organizational change will only be developed through the establishment of an organizational culture of anti-racism and this must inevitably be built into all solutions that aspire to develop and foster racially inclusive environments.





Racism will be ended through an anti-racist mindset GETTY

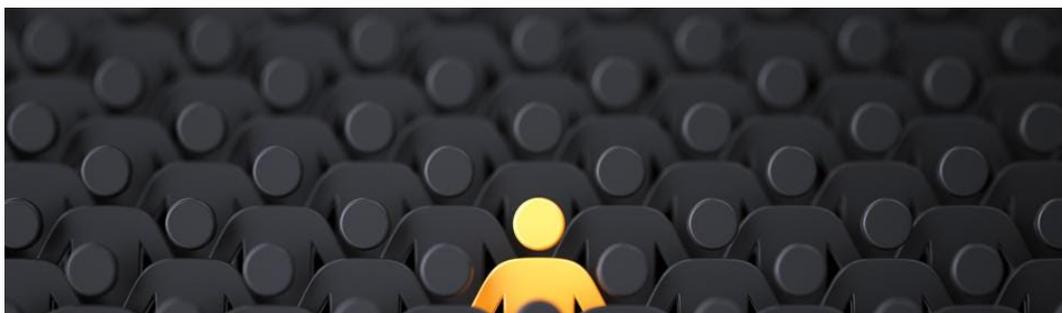
Organizational initiatives around increasing racial equity, do not amount to charitable work, to be undertaken by employees who are unqualified in the specialist nature of the field, in an effort to set them up to take the blame when it all goes wrong. They are not engagements to be dealt out to mediocre consultants or exposure or because they are genuinely 'passionate' about the subject area.

Racial equity is about cultural and systematic change. It is about ridding organizations of the barriers to inclusion and supporting the development of a truly anti-racist agenda, one that involves cultural and structural change. It is about dismantling systemic inequity within organizations so that everyone has the opportunities and resources necessary to thrive.

Identity as Part of the Anti-Racist Agenda

The root causes of systemic racism have been the subject of an increasing discourse around racial equity and anti-racist work, of late. As leadership attempts to roll out initiatives to promote and embed racial equity, they must be cognizant of the need to implement organizational fixes that ensure that identity is part of the overall agenda. Racism, based as it is upon color, identity, and homogeneous dominance, is integral to the systemically driven processes that support reinforced cultural, organizational, and managerial aspects of marginalization.

Diverse cultural identities are the mainstay of an organization that is pro-active around diversity and inclusion, and support the anti-racist agenda through an appreciation of difference. It is important to recognize that diversity, equity, and inclusion work, will not deliver best in class results if identity is not recognized as central to the development of the anti-racist agenda.





Identity is a key part of the diversity and inclusion agenda GETTY

The understanding of identity is an aspect of diversity, equality, and inclusion that is often left out of initiatives and can lead to a disassociation with the reality of lived experience. Issues around intersectionality, that are central to race and inclusion and impacts belonging are marginalized whenever initiatives, fail to underscore the agenda with a robust recognition of identity.

Let us be clear. Any activity to promote and embed racial equity will fail if it is driven by leaders who believe that emotional allyship with the race equality agenda, is enough to support Black and Brown employees equitably. Worse still, performative allyship, driven by the need to appear to be progression the race equity agenda, only serves to further marginalize people of color, and nullifies the importance of identity as an underpinning value within conversations, or initiatives to support racial equality. DEI work and antiracism, are not the same, but positions of equity will be nullified without input around identity.

Anti-Racism is Not An Inconvenience

Past efforts to engage with race within diversity, equity, and inclusion work has not centered on anti-racism. Instead, they have focused heavily on that which espouses the recognition of employees as being equal, almost in a way that seeks to reaffirm organizational support for non-racist behaviors. This, rather than subjecting them to actions that would promote anti-racism as part of organizational value.

As a consequence, Black and Brown employees have inevitably, and continuously been treated less favorably in the workplace environment, governed by the system of rules, designed to exclude them via barriers that impede their progress.

Most DEI solutions do not address the root causes of racism, and it is for this reason that they have been woefully inadequate in supporting change at the systemic level. A lack of racial equity will not be fixed if the root causes are not addressed. Certainly, this can present as an uncomfortable, and inconvenient topic for leadership, who in general, are from a homogeneous background. However, persevere we all must, if we are to deliver on the agenda, that so many in leadership, across industry sectors, have publicly committed to, via their statements.



Authentic initiatives for racial equity may present as inconvenient for many. GETTY

This process will be a lengthy one. There are no quick-fix solutions, and leaders and managers must endeavor to be true to their commitments, in a real and authentically driven way. This is not about symptomatic management, where organizations try to manage the symptoms, rather than develop the cure. Equity and inclusion is about [dismantling racist systems](#) that promote exclusion, whilst enabling Black and Brown employees to thrive on an equal footing.

Anti-racism is intentional. Gloss over, band-aid solutions are to be relegated to the past. It is time for managers and leaders to drive forward authentic solutions that deliver exceptional, anti-racist results. This is not about being non-racist. It involves being anti-racist and developing authentic and symbiotic relationships with Black and Brown employees, and communities to promote racial inclusion. We must redefine the status quo of thought leadership, and practice to be inclusive and anti-racist if we are truly to deliver on the agenda.

Follow me on [Twitter](#) or [LinkedIn](#). Check out my [website](#).



Carmen Morris

Follow

I have over 25 years experience in diversity and inclusion. I support C-Suite and HR leaders to embrace and embed diversity and inclusion, and roll out... [Read More](#)

Editorial Standards

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4:16 PM

09/07/22

Accrual Basis

General Fund
Baker County Library District
Profit & Loss Budget Performance

July 2022 through ~~June 2023~~ *SEPTEMBER 15, 2022*

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	0.00	988,002.00	-988,002.00	0.0%
4006 · Local Option Levy	0.00	380,000.00	-380,000.00	0.0%
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%
Total 4000 · Current Year Tax Levy	0.00	1,368,002.00	-1,368,002.00	0.0%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	2,235.90			
4012 · Levy 2nd year prior	855.00			
4013 · Levy 3rd year prior	558.98			
4014 · Levy 4th year prior	505.77			
4005 · Prior Year Taxes - Other	0.00	55,000.00	-55,000.00	0.0%
Total 4005 · Prior Year Taxes	4,155.65	55,000.00	-50,844.35	7.6%
4020 · Other Taxes/Bond Priors-LandSale	0.00	500.00	-500.00	0.0%
4060 · State Ready-2-Read Grant	0.00	8,500.00	-8,500.00	0.0%
4066 · Grant Revenue	0.00	4,000.00	-4,000.00	0.0%
4100 · Fines and Fees				
4101 · Fines	1,677.16			
4102 · Copies	284.30			
4103 · Fax	126.50			
4104 · Lost/damaged item reimb	436.10			
4105 · Library card replacement	38.00			
4106 · Non-resident card fees	47.00			
4110 · Misc and weekly over/short	-9.09			
4100 · Fines and Fees - Other	0.00	13,000.00	-13,000.00	0.0%
Total 4100 · Fines and Fees	2,599.97	13,000.00	-10,400.03	20.0%
4200 · Interest Income	1,095.34	12,000.00	-10,904.66	9.1%
4300 · Other Revenues				
4302 · Donations	84.85	1,000.00	-915.15	8.5%
4303 · Program Support	395.00			
4307 · E-Rate Refunds	0.00	7,500.00	-7,500.00	0.0%
4308 · Rebate Refunds	1,000.00			
4309 · Friends Bookshop Sales	39.78			
4310 · Summer BookSale visa sales	0.00			
4318 · Insurance Proceeds	369.00			
4320 · Other Revenues - Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
Total 4300 · Other Revenues	1,888.63	9,500.00	-7,611.37	19.9%
4330 · Sage Fiscal Agency Fee	0.00	2,235.00	-2,235.00	0.0%
4500 · Transfer Income	0.00	4,000.00	-4,000.00	0.0%

*0.0% OK
 Tax revenues
 come in Nov.*

CR 9/07/2022

Baker County Library District Profit & Loss Budget Performance July 2022 through ~~June 2023~~ 9/15/22

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
4800 · Other Financing Sources	0.00	3,500.00	-3,500.00	0.0%
4999 · Beginning Cash				
4999.1 · Checking cash on hand	27,652.93			
4999.2 · LGIP cash on hand	554,995.12			
4999 · Beginning Cash - Other	0.00	550,000.00	-550,000.00	0.0%
Total 4999 · Beginning Cash	582,648.05	550,000.00	32,648.05	105.9%
Total Income	592,387.64	2,030,237.00	-1,437,849.36	29.2%
Gross Profit	592,387.64	2,030,237.00	-1,437,849.36	29.2%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · Admin, Library Director	21,964.10	88,585.00	-66,620.90	24.8%
5105 · Admin, Business Manager	8,632.26	34,371.00	-25,738.74	25.1%
5129 · Lib Assoc II, TechSvc/ Serials	8,479.55	34,472.00	-25,992.45	24.6%
5131 · Admin I, Community Svcs	10,848.51	44,875.00	-34,026.49	24.2%
5132 · Lib Tech I, TechSvc/Catalog Asst	6,556.45	25,719.00	-19,162.55	25.5%
5133 · Lib Tech I, TechSvc/ Media	8,724.72	35,446.00	-26,721.28	24.6%
5134 · Admin I, Tech/Catalog Specialist	12,268.82	49,861.00	-37,592.18	24.6%
5135 · Librarian I, Circ/Office Mgr	10,435.64	43,090.00	-32,654.36	24.2%
5136 · Library Asst, Public Svc/Desk	3,572.13	21,387.00	-17,814.87	16.7%
5137 · Library Tech II, Youth Services	9,155.46	37,215.00	-28,059.54	24.6%
5138 · Library Tech I, TechSvc/Acqstn	3,553.91			
5139 · Library Asst, Pages/Shelving	4,614.88	28,357.00	-23,742.12	16.3%
5150 · Lib Asst III Bookmobile	2,845.06	16,460.00	-13,614.94	17.3%
5152 · Admin, IT Systems Manager	5,166.05	50,123.00	-44,956.95	10.3%
5156 · IT Specialist & Asst	4,059.16	5,012.00	-952.84	81.0%
5174 · Lib Tech I, Facilities Specialist	8,719.36	35,446.00	-26,726.64	24.6%
5194 · Vacation Subs & Special Projects	4,849.23	12,982.00	-8,132.77	37.4%
5195 · Staff Training	571.36	3,245.00	-2,673.64	17.6%
5198 · Severance Payout	0.00	0.00	0.00	0.0%
Total 5100 · Baker Branch	135,016.65	566,646.00	-431,629.35	23.8%
5200 · Branches, Lib Asst III				
5202 · Haines	3,072.78	6,124.00	-3,051.22	50.2%
5203 · Halfway	4,145.31	14,927.00	-10,781.69	27.8%
5204 · Richland	4,348.34	16,460.00	-12,111.66	26.4%
5205 · Huntington	3,804.07	16,460.00	-12,655.93	23.1%
5206 · Sumpter	3,888.58	16,460.00	-12,571.42	23.6%

$\frac{3mo}{12} = 25\%$

OK

Baker County Library District Profit & Loss Budget Performance July 2022 through June 2023 *9/15/22*

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5209 · Branch Training	842.01	12,662.00	-11,819.99	6.6%
Total 5200 · Branches, Lib Asst III	20,101.09	83,093.00	-62,991.91	24.2% <i>OK</i>
5700 · Grant Wages & Related Expense				
5706 · Teen Intern Grant OLA	<i>③ OSL \$5,000</i> 2,256.29 → <i>grant rec'd for Summer Intern + programming</i>			
Total 5700 · Grant Wages & Related Expense	2,256.29			
Total 5001 · District salaries	157,374.03	649,739.00	-492,364.97	24.2%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	34,407.97	0.00	34,407.97	100.0%
5401.3 · Group Insurance Liability	0.00	6,000.00	-6,000.00	0.0%
5401 · Group Insurance - Other	0.00	139,034.00	-139,034.00	0.0%
Total 5401 · Group Insurance	34,407.97	145,034.00	-110,626.03	23.7%
5403 · Life Insurance	270.90	1,040.00	-769.10	26.0%
5404 · PERS Retirement	30,693.96	123,905.00	-93,211.04	24.8%
5405 · Federal Employer Taxes	11,679.62	49,705.00	-38,025.38	23.5%
5406 · State Employer Taxes	90.65	3,898.00	-3,807.35	2.3%
5407 · Workmans Comp Ins	715.83	1,949.00	-1,233.17	36.7%
Total 5400 · Payroll Taxes & Benefits	77,858.93	325,531.00	-247,672.07	23.9%
Total 5000 · Personal Services	235,232.96	975,270.00	-740,037.04	24.1% <i>OK</i>
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	11,142.86	35,000.00	-23,857.14	31.8%
6120 · Children/Juv Books	1,330.41	12,000.00	-10,669.59	11.1%
6121 · Teen/YA (young adult) Books	1,118.25	6,000.00	-4,881.75	18.6%
6130 · Reference Books	189.00	7,500.00	-7,311.00	2.5%
6134 · Electronic Subscriptions	7,565.64	30,000.00	-22,434.36	25.2%
6140 · Periodicals	622.95	13,000.00	-12,377.05	4.8%
6150 · Audio	341.55	4,000.00	-3,658.45	8.5%
6160 · Video/DVD	1,405.81	15,000.00	-13,594.19	9.4%
6172 · Elder Care Kits - book expense	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	0.00	2,500.00	-2,500.00	0.0%
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%
Total 6100 · Books & Periodicals	23,716.47	126,000.00	-102,283.53	18.8% <i>Ingram \$3362.05</i>
6200 · Catalog Services				
6201 · SAGE Network	0.00	15,100.00	-15,100.00	0.0%
6204 · Content Subscr(OCLC,LibraryElf)	1,117.67	2,500.00	-1,382.33	44.7%
6200 · Catalog Services - Other	0.00	0.00	0.00	0.0%

Baker County Library District Profit & Loss Budget Performance

July 2022 through ~~June 2023~~ *9/15/22*

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 6200 · Catalog Services	1,117.67	17,600.00	-16,482.33	6.4%
6300 · Facilities & IT Maintenance				
6310 · Building & Grounds Maintenance				
6310.1 · Roof Repair Expense	0.00	2,000.00	-2,000.00	0.0%
6310.5 · Pandemic Expenses	650.00	1,500.00	-850.00	43.3%
6311 · Branch building expenses	1,576.73	15,000.00	-13,423.27	10.5%
6312 · Snow Removal	0.00	3,000.00	-3,000.00	0.0%
6310 · Building & Grounds Maintenance - Other	2,705.59	40,000.00	-37,294.41	6.8%
Total 6310 · Building & Grounds Maintenance	4,932.32	61,500.00	-56,567.68	8.0%
6320 · Janitorial Supplies				
6321 · Janitorial Contract	3,750.00	25,000.00	-21,250.00	15.0%
6322 · Janitorial Supplies	499.88	3,000.00	-2,500.12	16.7%
Total 6320 · Janitorial Supplies	4,249.88	28,000.00	-23,750.12	15.2%
6340 · Equipment Lease	505.65	2,500.00	-1,994.35	20.2%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	1,697.67	20,500.00	-18,802.33	8.3%
6345.2 · Software subscriptions	2,084.19	13,000.00	-10,915.81	16.0%
6345.3 · Comp Tech - Branch Travel	0.00	1,000.00	-1,000.00	0.0%
6345.4 · Computer - Hardware	623.55	6,000.00	-5,376.45	10.4%
6345.5 · Pandemic / ECF Funds	2,784.24			
6345.71 · Programs -Robotics Club	0.00	1,000.00	-1,000.00	0.0%
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%
Total 6345 · Computer Maintenance	7,189.65	41,500.00	-34,310.35	17.3%
Total 6300 · Facilities & IT Maintenance	16,877.50	133,500.00	-116,622.50	12.6%
6400 · Bookmobile & Vehicle Operations				
6410 · Bookmobile & Vehicle Fuel	941.29	4,500.00	-3,558.71	20.9%
6420 · BkmbL & Vehicle Maintenance	894.13	10,000.00	-9,105.87	8.9%
6400 · Bookmobile & Vehicle Operations - Other	0.00	0.00	0.00	0.0%
Total 6400 · Bookmobile & Vehicle Operations	1,835.42	14,500.00	-12,664.58	12.7%
6600 · Corporate Costs				
6610 · Insurance				
6613 · SDIS Liability	0.00	19,500.00	-19,500.00	0.0%
6614 · Flood Insurance	0.00	2,500.00	-2,500.00	0.0%
6610 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 6610 · Insurance	0.00	22,000.00	-22,000.00	0.0%
6620 · Travel, Training, Prof Developmnt	-110.33 <i>OK</i>	4,000.00	-4,110.33	-2.8% <i>OK</i>
6630 · Election	0.00	3,500.00	-3,500.00	0.0%

Baker County Library District Profit & Loss Budget Performance July 2022 through June 2023 *9/15/22*

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6640 · Auditor	0.00	8,500.00	-8,500.00	0.0%
6641 · Bookkeeping Supplies & Services	0.00	2,000.00	-2,000.00	0.0%
6660 · Association Dues	1,529.00	3,600.00	-2,071.00	42.5%
6680 · Marketing/ Publication	348.71	10,000.00	-9,651.29	3.5%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	69.90			
6690.2 · Pool 5291 Fees	20.25			
6690.3 · PayPal Transaction Fees	26.07			
6690.4 · Quick Books Direct Deposit Fees	159.00			
6690 · Financial Mgmt Fees - Other	0.00	1,380.00	-1,380.00	0.0%
Total 6690 · Financial Mgmt Fees	275.22	1,380.00	-1,104.78	19.9%
6691 · Legal Administration	0.00	3,600.00	-3,600.00	0.0%
6692 · Professional services	50.00	1,200.00	-1,150.00	4.2%
6696 · Public Programs				
6696.2 · Grant-SLO Worksource	0.00	0.00	0.00	0.0%
6696 · Public Programs - Other	20.00	3,300.00	-3,280.00	0.6%
Total 6696 · Public Programs	20.00	3,300.00	-3,280.00	0.6%
Total 6600 · Corporate Costs	2,112.60	63,080.00	-60,967.40	3.3%
6700 · Other Operating Expenses				
6720 · Branch Mileage	737.20	4,500.00	-3,762.80	16.4%
6730 · Library Services Supplies	1,924.35	20,500.00	-18,575.65	9.4%
6731 · Youth Programs				
6731.2 · Summer Reading (SRP)	1,516.24	6,000.00	-4,483.76	25.3%
6731.3 · Storytime	1,020.00	3,200.00	-2,180.00	31.9%
6731.4 · Other Youth Programs	0.00	1,000.00	-1,000.00	0.0%
6731.42 · R2R Ready-To-Read program	0.00	0.00	0.00	0.0%
6731.5 · Teen Activities	0.00	500.00	-500.00	0.0%
6731.51 · Teen Services OLA Grant	3,121.35 ⁽³⁾	1,600.00	1,521.35	195.1%
6731.6 · Makerspace Club	254.33	2,000.00	-1,745.67	12.7%
6731.7 · Battle of the Books Program	0.00	700.00	-700.00	0.0%
6731.8 · Bikes-for-Books Program	0.00			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%
Total 6731 · Youth Programs	5,911.92	15,000.00	-9,088.08	39.4%
6740 · Postage & Freight	99.98	1,500.00	-1,400.02	6.7%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	483.50	2,100.00	-1,616.50	23.0%
6751.2 · Haines-Baker Sanitary	64.00	350.00	-286.00	18.3%
6751.3 · Halfway-LaRue Sanitary	48.00	200.00	-152.00	24.0%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	84.00	350.00	-266.00	24.0%

ok (3) Recd 5,000 grant in June; this is program supplies for the grant (3) wages + supplies = \$5,377

Baker County Library District Profit & Loss Budget Performance

July 2022 through ~~June 2023~~ 9/15/22

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6751 · Garbage - Other	0.00	0.00	0.00	0.0%
Total 6751 · Garbage	679.50	3,000.00	-2,320.50	22.7%
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	48.22	7,400.00	-7,351.78	0.7%
6752.2 · Haines-Ed Staub	0.00	3,000.00	-3,000.00	0.0%
6752.3 · Halfway-Ed Staub	0.00	2,500.00	-2,500.00	0.0%
6752.5 · Huntington (None, Electric)	0.00	0.00	0.00	0.0%
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	1,500.00	-1,500.00	0.0%
6752 · Heating Fuel - Other	0.00	0.00	0.00	0.0%
Total 6752 · Heating Fuel	48.22	14,400.00	-14,351.78	0.3%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	235.15	2,200.00	-1,964.85	10.7%
6753.2 · Haines-City of Haines	176.00	1,100.00	-924.00	16.0%
6753.3 · Halfway-City of Halfway	164.00	1,100.00	-936.00	14.9%
6753.4 · Richland (NEOHA agreement)	48.95	500.00	-451.05	9.8%
6753.5 · Huntington-City of Huntingtn	170.00	1,100.00	-930.00	15.5%
6753 · Water/Sewer - Other	0.00	0.00	0.00	0.0%
Total 6753 · Water/Sewer	794.10	6,000.00	-5,205.90	13.2%
6754 · Electric				
6754.1 · Baker - OTEC	2,013.33	15,300.00	-13,286.67	13.2%
6754.2 · Haines - OTEC	211.50	1,600.00	-1,388.50	13.2%
6754.3 · Halfway-Idaho Power	176.18	1,200.00	-1,023.82	14.7%
6754.4 · Richland (NEOHA agreement)	168.26	3,500.00	-3,331.74	4.8%
6754.5 · Huntington-Idaho Power	160.28	1,500.00	-1,339.72	10.7%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	900.00	-900.00	0.0%
6754 · Electric - Other	0.00	0.00	0.00	0.0%
Total 6754 · Electric	2,729.55	24,000.00	-21,270.45	11.4%
6750 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 6750 · Utilities	4,251.37	47,400.00	-43,148.63	9.0%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	331.75	2,100.00	-1,768.25	15.8%
6756.2 · Haines - Cascade/Reliance	193.53	850.00	-656.47	22.8%
6756.3 · Halfway - Pine Telephone	108.94	500.00	-391.06	21.8%
6756.4 · Richland - Eagle Telephone	80.23	550.00	-469.77	14.6%
6756.5 · Huntington - CenturyTel	164.82	1,000.00	-835.18	16.5%
6756.6 · Sumpter - CenturyLink/Qwest	78.46	600.00	-521.54	13.1%
6756.8 · Cellular Service-Verizon	230.19	1,400.00	-1,169.81	16.4%
6756.0 · Telephone - Other	0.00	0.00	0.00	0.0%

Baker County Library District Profit & Loss Budget Performance

July 2022 through ~~June 2023~~ *9/15/22*

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 6756.0 · Telephone	1,187.92	7,000.00	-5,812.08	17.0% ✓
6757.0 · Internet				
6757.1 · Baker - Link Oregon	0.00	2,000.00	-2,000.00	0.0%
6757.2 · Haines - Cascade/Reliance	215.85	900.00	-684.15	24.0%
6757.3 · Halfway - Pine Tel	275.85	950.00	-674.15	29.0%
6757.4 · Richland - Pine Tel	135.00	350.00	-215.00	38.6%
6757.5 · Huntington - CenturyTel	898.20	5,500.00	-4,601.80	16.3%
6757.6 · Sumpter - CenturyLink/Qwest	201.90	1,300.00	-1,098.10	15.5%
6757.8 · Bookmobile - Verizon hot spot	840.65	300.00	540.65	280.2%
6757.0 · Internet - Other	0.00	0.00	0.00	0.0%
Total 6757.0 · Internet	2,567.45	11,300.00	-8,732.55	22.7% ✓
6756 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	3,755.37	18,300.00	-14,544.63	20.5% ✓
Total 6700 · Other Operating Expenses	16,680.19	107,200.00	-90,519.81	15.6% ✓
Total 6000 · Materials and Services	62,339.85	461,880.00	-399,540.15	<i>Overall 13.5% ✓ OK</i>
7000 · Capital Outlay	0.00	25,000.00	-25,000.00	<i>NO < 25% 0.0%</i>
7500 · Debt Service	0.00	2,000.00	-2,000.00	0.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	0.00	0.00	0.0%
8005.3 · Transfer-Election Fund	0.00	0.00	0.00	0.0%
8005.4 · Transfer-Capital Inv Fund	0.00	15,000.00	-15,000.00	0.0%
Total 8005 · Transfers	0.00	16,000.00	-16,000.00	0.0%
8000 · Transfers & Contingency - Other	0.00	550,086.00	-550,086.00	0.0%
Total 8000 · Transfers & Contingency	0.00	566,086.00	-566,086.00	0.0%
Total Expense	297,572.81	2,030,236.00	-1,732,663.19	14.7%
Net Income	294,814.83	1.00	294,813.83	<i>N/A 29,481,483.0%</i>

Baker County Library District
Balance Sheet
 As of September 15, 2022

CASH REPORT
General Fund

Sep 15, 22

ASSETS

Current Assets

Checking/Savings

1000 · US Bank Checking
 1100 · General Pool 5291

5,609.07

311,209.86

Total Checking/Savings

316,818.93

Accounts Receivable

1200 · Accounts Receivable

568.45

Total Accounts Receivable

568.45

Other Current Assets

1317 · A/R State of Oregon
 1400 · Property Tax Rec. (audit only)
 1460 · A/R Employee Draws

2,000.00

48,663.68

300.00

Total Other Current Assets

50,963.68

Total Current Assets

368,351.06

TOTAL ASSETS

368,351.06

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable

3,569.11

Total Accounts Payable

3,569.11

Other Current Liabilities

2100 · Payroll Liabilities
 2115 · State Form OQ Liability
 2116 · STT Statewide Transit Tax
 2190 · PERS - Deferred Comp

292.09

142.82

33.46

Total 2100 · Payroll Liabilities

468.37

2300 · Accrued Wages Payable(audit)

46,942.64

2400 · Deferred Revenues(audit)

48,663.68

2490 · Prepaid Reimbursement

915.22

Total Other Current Liabilities

96,989.91

Total Current Liabilities

100,559.02

Total Liabilities

100,559.02

Equity

3000 · Opening Bal Equity
 3900 · Fund Balance "Unappropriated"
 Net Income

-1,126,618.37

1,099,595.58

294,814.83

Total Equity

267,792.04

TOTAL LIABILITIES & EQUITY

368,351.06

Ch 9/7/2022

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09/07/22

Accrual Basis

Baker Co Library - Other Funds Profit & Loss Budget Overview July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
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	2.49	50.00	-47.51	5.0%
Total 4415.0 · LITERACY Department	1,042.11	1,050.00	-7.89	99.2%
4420.0 · MEMORIAL Department				
4420.1 · Beginning Cash Memorial	82,272.68	82,000.00	272.68	100.3%
4420.2 · Contributions	0.00	2,000.00	-2,000.00	0.0%
4420.5 · Grant Income	0.00	20,000.00	-20,000.00	0.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	901.18	4,000.00	-3,098.82	22.5%
Total 4420.7 · Other Revenue	901.18	4,000.00	-3,098.82	22.5%
4429.9 · Interest Income Memorial	171.57	900.00	-728.43	19.1%
Total 4420.0 · MEMORIAL Department	83,345.43	108,900.00	-25,554.57	76.5%
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	221.53	1,000.00	-778.47	22.2%
Total 4430.0 · SEVERANCE Liability Dept	92,454.54	78,000.00	14,454.54	118.5%
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	12.89	50.00	-37.11	25.8%
Total 4524.0 · TECHNOLOGY Department	5,378.59	6,050.00	-671.41	88.9%
Total 4400.0 · OTHER USES Funds	182,220.67	194,000.00	-11,779.33	93.9%
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	0.00	15,000.00	-15,000.00	0.0%
4600.9 · Interest Income Capital Invest	251.13	1,000.00	-748.87	25.1%
Total 4600 · CAPITAL INVESTMENT Fund	110,139.30	159,189.00	-49,049.70	69.2%
Total Income	292,359.97	353,189.00	-60,829.03	82.8%

Expense

6000 · Other Uses Fund

*Amazon book
Sales Aug
\$741.67*

*Energy Trust
Rebate*

*① moved GF
deposit to
Capital Inv.
fund.*

Ch 9/7/2022

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
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	1,228.00 (2)	0.00	1,228.00	100.0%
6364.5 · Amazon Book Sales Expenses	78.47 (3)			
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	1,306.47	92,450.00	-91,143.53	1.4%
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	24.00			
6900 · Misc. bank charges - Other	0.00	50.00	-50.00	0.0%
Total 6900 · Misc. bank charges	24.00	50.00	-26.00	48.0%
Total 6000 · Other Uses Fund	1,330.47	194,000.00	-192,669.53	0.7%
6600 · CAPITAL INVESTMENT Expense				
6600.1 · Facilities Maint & Repair	0.05	159,189.00	-159,188.95	0.0%
Total 6600 · CAPITAL INVESTMENT Expense	0.05	159,189.00	-159,188.95	0.0%
Total Expense	1,330.52	353,189.00	-351,858.48	0.4%
Net Income	291,029.45	0.00	291,029.45	100.0%

② CK #1956
 Past Perfect
 \$ 725.00
 renew photo
 archive software
 ② Rems GF
 \$ 508.-
 bicycles
 purchased
 SRP w/
 bikes - 4 books
 funds
 ③ CK #1955
 Visa
 \$ 60.-
 postage to
 the books

BAKER COUNTY LIBRARY DISTRICT
Memorial Funds Report
 Fiscal Year 2022-2023 Designated funds

	Original date recd	Original Fund	CASH BASIS			Other (Adjustmt)	Accrual BASIS	
			Balance At June 30, 2022	Income fiscal year	Spent fiscal year		YTD Balance	
RESTRICTED Grant & Other Balances:								
Fountain restoration funds (2007)	10/2007	\$2,500.00	\$655.39				\$655.39	original donations Oct-Dec 2007 G.Cameron \$2700 for fountain restoration; \$2500 used in error
OCF Grant - Sumpter Library (Orig \$7500 11/2007)	6/2009	\$7,500.00	\$508.43				\$508.43	4/2015 verified grant balance
Grant - VROOM (\$10,000; 11/19/2016)	11/2016		\$1,582.88				\$1,582.88	grant activity/ balance
Leo Adler - Community Grant	12/2016		\$2,050.00				\$2,050.00	grant for shelving for Record Courier archive records
Grant - Digitization Project	Feb-20	\$500.00	\$500.00				\$500.00	grant for digitization project (from BCCultural Coalition)
Leo Adler Grant - Digitizing Baker County History	Jun-21	\$10,000.00	\$10,000.00				\$10,000.00	matching grant for digitization project
Grant - OSL Worksource	4/13/2022	\$3,900.00	\$0.00				\$0.00	Oregon State Library, grant to promote Worksource kits/program
SUB-TOTAL RESTRICTED FUNDS							\$15,296.70	sub-total RESTRICTED
COMMITTED Donations (donor designated purpose):								
Branch contributions - Sumpter	10/2010		\$0.00				\$0.00	7/13/20 used to freshen up Sumpter museum mural Ck1916
Summer Reading Program: 2020 Bike- For-Books Program	9/2019		\$1,399.00		(\$508.00)		\$891.00	Masonic Lodge donated funds for Bikes-For-Books, 9/2019 \$1125, 11/21 \$1000; Reimb GF for bike purchases last FY
Memorial donations -Archive Project funds	9/2015		\$0.00				\$0.00	funds designated to Archive/history projects; funds spent on Past Perfect software updated 9/27/21 Ck1940 \$475-300=175 bal from general memorial
Memorial donations - Basche Historic Photo Collection	10/2015		\$0.00				\$0.00	designated to maintain historic photo collection; funds spent on past perfect software update 9/14/2020 Ck1920
Halfway Library - Masonic Lodge donation June 2021	Jun-21	\$2,000.00	\$2,000.00				\$2,000.00	donation to benefit Halfway library building
			\$0.00				\$0.00	
SUB-TOTAL COMMITTED FUNDS							\$2,891.00	subtotal COMMITTED
ASSIGNED FUNDS (designated by Director or Board):								
Estate of E.Barger Bequest (designated as Contingency Reserve)	7/2013	allocated	\$0.00				\$0.00	bequest funds re-purposed at board mtg 01/11/21
Barger Bequest - Assigned for Adler matching grant, future	7/2013	\$20,000.00	\$20,000.00				\$20,000.00	Board meeting 01/11/21 - board approved allocation of bequest; Res2020-21.05
Barger Bequest - Assigned for Multi-Year digitization project		\$24,478.91	\$20,421.16				\$20,421.16	Board meeting 01/11/21 - board approved allocation of bequest; Project title "Digitizing Baker County History for Preservation & Greater Access"; American Digital, Ck 1933 5/26/21 \$4057.75
	7/2013							
Barger Bequest - to be moved to Foundation	7/2013	\$20,000.00	\$0.00				\$0.00	Board meeting 01/11/21 - board approved allocation of bequest; Res2020-21.05
Tylka Family Trust - non-designated by donor; Director assigned	03/2019	\$16,323.80	\$8,708.80				\$8,708.80	PS used \$7615 for purchase of ScanPro equip 12/2018
Amazon book sales (board assigned to support book budget)	6/30/2015	Not Applic	\$479.08	\$901.18	(\$121.12)		\$1,259.14	Annual transfer of funds to Gen Fund book budget (\$3,400 is included in Amazon book sales calculation)
(Amazon, continued/ transfer shown separate from expenses)								
Adler biography sales (Funds are deposited in GF)			\$0.00				\$0.00	
Election Reserve (designated by director for election expense)	6/30/2015	Not Applic	\$5,780.00				\$5,780.00	budgeted savings for board of director elections
SUB-TOTAL ASSIGNED FUNDS							\$56,169.10	subtotal ASSIGNED
NON-Designated/Unassigned Donations:								
Memorial donations - other small non-designated	various		\$100.00				\$100.00	
Memorial donations - In memory of C.Wickam			\$385.00				\$385.00	
Memorial donations - In memory of ...			\$0.00				\$0.00	
Memorial donations - In memory of ...			\$0.00				\$0.00	
General Memorial Funds:								
Memorial - Interest income, net of bank fees, other misc income	6/30/2014	Not Applic	\$4,034.29	\$171.57	(\$24.00)		\$4,181.86	accumulated net interest income; used for misc mem exp
Memorial - Purchases from memorial funds			\$0.00				\$0.00	deduct from line above
Memorial - Past Perfect archive photo software			\$0.00		(\$720.00)		(\$720.00)	8/25/22 renew PastPerfect software for photo collection
Memorial - Friends purchases			\$0.00	\$1,704.00		(\$1,704.00)	\$0.00	Friends library projects support (\$1000 landscape plants, \$704 port keyboard)
Memorial - balance to bank adjustment			\$0.00				\$0.00	
Memorial - accrued expenses/ adjustment			\$0.00				\$0.00	A/P paid in July
NET General Memorial Funds, Total							\$3,461.86	NET General Memorial Funds Available
Cash Balance in Memorial Funds			\$78,604.03	\$2,776.75	(\$1,373.12)	(\$1,704.00)	\$78,303.66	* balance updated at 08/31/2022CH

Ch 9/9/2022

Cash Report

Baker Co Library - Other Funds
Balance Sheet
 As of September 13, 2022

Sep 13, 22

ASSETS

Current Assets

Checking/Savings

1000 · US Bank Checking Memorial

7,251.34 — *memorial*

1095 · LGIP #6243 Capital Invstmt Fund

110,139.25 +

Total Checking/Savings

117,390.59

Other Current Assets

1090 · LGIP 5511 Other Uses Fund

1120 · Memorial Dept

20,836.06

1121 · Memorial-Election Reserve

5,780.00

1122 · Memorial-Barger Bequest

44,478.91

1160 · Technology Dept

5,378.59 +

1170 · Literacy Dept

1,042.11 +

1180 · Severance Liability Dept

92,454.54 +

memorial + ckg
 78,346.31 +

Total 1090 · LGIP 5511 Other Uses Fund

169,970.21

Total Other Current Assets

169,970.21

Total Current Assets

287,360.80

TOTAL ASSETS

287,360.80

LIABILITIES & EQUITY

Equity

390 · Computer closing account

-41,505.10

3920 · Fund Balance Memorial

73,465.97

3950 · Fund Balance Literacy

1,045.01

3970 · Fund Balance Technology Repl

8,538.28

3980 · Fund Balance Severance

81,742.34

3990 · Fund Bal- Capital Improvmt

158,594.03

3999 · Fund Cash Adj Account

-285,549.18

Net Income

291,029.45

Total Equity

287,360.80

TOTAL LIABILITIES & EQUITY

287,360.80

OK 9/7/22

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09/07/22

Accrual Basis

Baker Co Library - Sage Fund Profit & Loss Budget Overview July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	0.00	245,000.00	-245,000.00	0.0%
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%
Total 4010 · Grant Revenue	0.00	64,700.00	-64,700.00	0.0%
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%
Total Income	195,672.15	488,200.00	-292,527.85	40.1%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	12,677.20	80,500.00	-67,822.80	15.7%
5102 · Business Manager- CH	1,189.35	6,955.00	-5,765.65	17.1%
Total 5100 · Sage Staff Salaries & Wages	13,866.55	87,455.00	-73,588.45	15.9%
5200 · Sage Payroll Taxes & Benefits				
5204 · PERS Retirement	3,513.83	22,700.00	-19,186.17	15.5%
5205 · Fed SS Employer Taxes	1,060.79	6,300.00	-5,239.21	16.8%
5206 · State Employer Taxes	9.88	400.00	-390.12	2.5%
5207 · Workmans Comp	3.95	40.00	-36.05	9.9%
66000 · Payroll Expenses	16.50	150.00	-133.50	11.0%
Total 5200 · Sage Payroll Taxes & Benefits	4,604.95	29,590.00	-24,985.05	15.6%
Total 5000 · Sage Personal Services	18,471.50	117,045.00	-98,573.50	15.8%
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	4,868.41	44,000.00	-39,131.59	11.1%
6133 · Courier Supplies	0.00	1,200.00	-1,200.00	0.0%
Total 6130 · Courier Services & Supplies	49,693.41	105,200.00	-55,506.59	47.2%
6140 · Dues & Subscriptions	0.00	5,000.00	-5,000.00	0.0%
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	35.00	500.00	-465.00	7.0%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	11,146.84	71,563.00	-60,416.16	15.6%

membership billings usually go out in October.

9/12/22 PERS \$1909.80 reimb to GF; paid online

② 6 checks written to small couriers in ~~8~~ August \$3,243.80

① Ch #2332 issued in July, lost in mail; reissued Ch# 2335 8/3/22; check was delivered to vendor

9/10/22 \$5,573.42 Tech. contract payment; final amt; new contract starts in Sept.

Ch 9/7/22

1:50 PM

09/07/22

Accrual Basis

Baker Co Library - Sage Fund
Profit & Loss Budget Overview
July through September 2022

	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6210.3 · Technical Services (Marchive)	161.36	5,500.00	-5,338.64	2.9%
Total 6210 · Technical Services & Maint	11,308.20	77,063.00	-65,754.80	14.7%
6220 · Technology	0.00	6,000.00	-6,000.00	0.0%
6240 · Telecommunications	0.00	400.00	-400.00	0.0%
6250 · Training & Prof Development	0.00	1,000.00	-1,000.00	0.0%
6260 · Travel	0.00	2,000.00	-2,000.00	0.0%
6263 · Member Credits Expense	0.00	0.00	0.00	0.0%
Total 6000 · Materials & Services	61,045.56	199,479.00	-138,433.44	30.6%
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%
Total Expense	79,517.06	353,200.00	-273,682.94	22.5%
Net Income	116,155.09	135,000.00	-18,844.91	86.0%

Baker Co Library - Sage Fund
Balance Sheet
As of September 13, 2022

Cash Report

Sep 13, 22

ASSETS	
Current Assets	
Checking/Savings	
1000 · US Bank Checking	113,616.35
Total Checking/Savings	113,616.35
Total Current Assets	113,616.35
TOTAL ASSETS	113,616.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2115 · State Form OQ liability	17.78
2116 · STT Statewide Transit Tax	13.79
Total 2100 · Payroll Liabilities	31.57
Total Other Current Liabilities	31.57
Total Current Liabilities	31.57
Total Liabilities	31.57
Equity	
3000 · Opening Balance Equity	103,619.37
3001 · Cash Adjustment Account	-195,672.15
32000 · Owners Equity	89,482.47
Net Income	116,155.09
Total Equity	113,584.78
TOTAL LIABILITIES & EQUITY	113,616.35

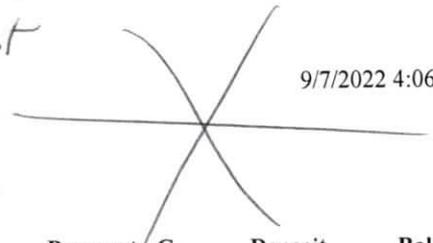
Beth usually sends out annual membership billings in October; with average of \$30,000/mo in expenses, Sage has 3+ months in checking.

CH 9/7/2022

Approved Bills List
Baker County Library District
General Fund
September 2022

9/7/2022 4:06 PM

Register: 1000 · US Bank Checking
From 08/15/2022 through 09/15/2022
Sorted by: Date, Type, Number/Ref



Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/15/2022			-split-	Zettle		X	0.87	12,663.51
08/15/2022	30183 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		12,363.51
08/16/2022			-split-	Zettle		X	34.23	12,397.74
08/17/2022			-split-	Zettle		X	6.07	12,403.81
08/18/2022			-split-	Zettle		X	5.48	12,409.29
08/19/2022			-split-	Fines & Fees		X	185.12	12,594.41
08/20/2022			-split-	Zettle		X	50.40	12,644.81
08/21/2022			-split-	Zettle		X	12.68	12,657.49
08/23/2022			5000 · Personal Servic...	Cobra Reimb		X	915.22	13,572.71
08/23/2022			4300 · Other Revenues...	Donation		X	40.00	13,612.71
08/23/2022			6000 · Materials and S...	Expense Reimb		X	193.50	13,806.21
08/23/2022			6000 · Materials and S...	Expense Reimb		X	335.21	14,141.42
08/25/2022			-split-	Fines & Fees		X	85.35	14,226.77
08/25/2022	30184 ✓	US Bank Visa (Corp...	-split-	4485-5945-555...	6,619.71	X	VISA	7,607.06
08/25/2022	30185 ✓	Baker City (water ve...	6000 · Materials and S...	Account 12760...	188.12	X		7,418.94
08/25/2022	30186 ✓	BendTel	6000 · Materials and S...	Account 20003...	160.08	X		7,258.86
08/25/2022	30187 ✓	Museum of Natural ...	6000 · Materials and S...	Invoice #DINO...	300.00			6,958.86
08/25/2022	30188 ✓	Valley Metal and He...	-split-	Invoices # 018...	548.10			6,410.76
08/25/2022	30189 ✓	The Windshield Doctor	6000 · Materials and S...	Invoice ID# 28...	339.00			6,071.76
08/25/2022	30190 ✓	Baker County Chamb...	6000 · Materials and S...	Membership In...	135.00	X		5,936.76
08/25/2022	30191 ✓	Demco, Inc.	2000 · Accounts Payable	Cust 360009040	901.12			5,035.64
08/26/2022	90378 ✓	PERS	5000 · Personal Servic...	02728; PERS ...	55.36	X		4,980.28
08/26/2022	90379 ✓	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	18.36	X		4,961.92
08/26/2022	90380 ✓	Idaho Power	-split-	Account 22063...	296.15	X		4,665.77
08/26/2022	90381 ✓	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	82.48	X		4,583.29
08/26/2022	90382 ✓	CenturyLink Internet...	6000 · Materials and S...	Online Paymen...	449.10	X		4,134.19
08/26/2022	90383 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	1,617.62	X	electric	2,516.57
08/29/2022	90384 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	118.34	X		2,398.23
08/31/2022			-split-	Sage reimb Expense Reimb...	Net=0	X	① 10,953.38	13,351.61
08/31/2022			4100 · Fines and Fees:...	Paypal Zettle		X	179.76	13,531.37
08/31/2022			6000 · Materials and S...	Service Charge	27.95	X		13,503.42
08/31/2022	30198	Goertzen Janitorial S...	-split-	Janitorial Contr...	2,200.00	X	contract janitor	11,303.42
08/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	① 5,378.21	X	payroll	5,925.21
08/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	35,421.46	X	payroll	-29,496.25
08/31/2022			1100 · General Pool 52...	Funds Transfer ...		X	60,000.00	30,503.75
09/01/2022	8136 ✓	SAGE ✓ Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	① 5,575.17	X		24,928.58
09/01/2022	30192 ✓	Arenas, Jose E	-split-		705.87	X	paychecks	24,222.71
09/01/2022	30193 ✓	Castillo, Fabian Arenas	-split-		510.66	X		23,712.05
09/01/2022	30194 ✓	Cuzick, Kaycee L	-split-		546.97	X		23,165.08
09/01/2022	30195 ✓	Geurts, Janae H	-split-		36.91	X		23,128.17

Baker County Library District

9/7/2022 4:06 PM

Register: 1000 · US Bank Checking
 From 08/15/2022 through 09/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2022	30196	MacNaughton, Aman...	-split-		1,035.93		<i>paycheck</i>	22,092.24
09/01/2022	30197	Thompson, Toni L	-split-		110.73			21,981.51
09/01/2022	30199	Hanson-Fillmore, Ge...	6000 · Materials and S...	Branch Mileage	131.92			21,849.59
09/01/2022	30200	Klosky, Juanita (ven...	6000 · Materials and S...	Branch Mileage	87.30			21,762.29
09/01/2022	30201	Wilson, Rebecca (ve...	6000 · Materials and S...	Branch Mileage	99.91			21,662.38
09/01/2022	30202	GEO Net (aka Davis ...	2000 · Accounts Payable	Patron Services	45.00			21,617.38
09/01/2022	30203	McElroy Printing, Inc	6000 · Materials and S...	Invoice 21944; ...	156.45			21,460.93
09/01/2022	30204	Northeast Oregon Ho...	2000 · Accounts Payable	Richland Libra...	190.14			21,270.79
09/01/2022	30205	Verizon	2000 · Accounts Payable	Account 64221...	861.80			20,408.99
09/01/2022	30206	Special Districts Insu...	-split-	03-0026696; G...	13,347.01		<i>monthly health insur</i>	7,061.98
09/01/2022	90385	AFLAC	-split-	JX561; Online ...	318.11			6,743.87
09/01/2022	5289	Adamson, Edward C	-split-	Direct Deposit		X	<i>Payroll</i>	6,743.87
09/01/2022	5292	Bradford, Maurianne	-split-	Direct Deposit		X		6,743.87
09/01/2022	5295	Cuevas, Lourdes E	-split-	Direct Deposit		X		6,743.87
09/01/2022	5296	Dunn, Jerry Ann T	-split-	Direct Deposit		X		6,743.87
09/01/2022	5299	Hanson-Fillmore, Ge...	-split-	Direct Deposit		X		6,743.87
09/01/2022	5300	Harrison, Rose M	-split-	Direct Deposit		X		6,743.87
09/01/2022	5301	Hawes, A Christine	-split-	Direct Deposit		X		6,743.87
09/01/2022	5302	Klosky, Juanita A	-split-	Direct Deposit		X		6,743.87
09/01/2022	5303	Moyer, Robert P	-split-	Direct Deposit		X		6,743.87
09/01/2022	5304	Nuttall, John G	-split-	Direct Deposit		X		6,743.87
09/01/2022	5305	O'Dell, Tatum A	-split-	Direct Deposit		X		6,743.87
09/01/2022	5307	Pearson, Diana	-split-	Direct Deposit		X		6,743.87
09/01/2022	5308	Peterson, Candace M	-split-	Direct Deposit		X		6,743.87
09/01/2022	5309	Snyder, Courtney B	-split-	Direct Deposit		X		6,743.87
09/01/2022	5312	Taylor, Grace M	-split-	Direct Deposit		X		6,743.87
09/01/2022	5315	Wilson, Rebecca J	-split-	Direct Deposit		X		6,743.87
09/01/2022	5316	Wise, Phoebe L	-split-	Direct Deposit		X		6,743.87
09/01/2022	5290	Ames, Bryan C	-split-	Direct Deposit		X		6,743.87
09/01/2022	5291	Bowers, Sylvia S	-split-	Direct Deposit		X		6,743.87
09/01/2022	5293	Brockman, John R	-split-	Direct Deposit		X		6,743.87
09/01/2022	5294	Cottrell, Cynthia A	-split-	Direct Deposit		X		6,743.87
09/01/2022	5297	Gaslin, Kalina C	-split-	Direct Deposit		X		6,743.87
09/01/2022	5298	Grammon, Melissa N	-split-	Direct Deposit		X		6,743.87
09/01/2022	5306	Ott, Ya-Wen T	-split-	Direct Deposit		X		6,743.87
09/01/2022	5310	Spry, Heather E	-split-	Direct Deposit		X		6,743.87
09/01/2022	5311	Stokes, Perry N	-split-	Direct Deposit		X		6,743.87
09/01/2022	5313	Valentine, Donna M	-split-	Direct Deposit		X		6,743.87
09/01/2022	5314	White, James W	-split-	Direct Deposit		X		6,743.87
09/02/2022	90386	Oregon Savings Gro...	-split-	02728; Online ...	1,160.00		<i>retirement payment</i>	5,583.87

Baker County Library District

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Register: 1000 · US Bank Checking
 From 08/15/2022 through 09/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/06/2022			4300 · Other Revenues...	Donation		355.00	5,938.87
09/06/2022		Friends of the Baker ...	1200 · Accounts Recei...	expense reimb		685.99	6,624.86
09/06/2022			1100 · General Pool 52...	Conf# 3558899...		28,000.00	34,624.86
09/07/2022			4300 · Other Revenues...	Rebate ETO		5,250.00	39,874.86
09/07/2022	90387	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	2,829.00		37,045.86
09/07/2022	90388	IRS Internal Rev Svc...	-split-	93-0984786; O...	11,544.22		25,501.64
09/12/2022	8140	SAGE VOK	5000 · Personal Servic...	Sage Reimburs...		1,909.80	27,411.44
09/12/2022	90389	PERS	-split-	02728; Online ...	14,639.26		12,772.18
09/13/2022	30207	ARROS Electric Inc.	2000 · Accounts Payable	Invoice 3699	360.00		12,412.18
09/13/2022	30208	Baker City Herald/ E...	6000 · Materials and S...	Account SU00...	135.00		12,277.18
09/13/2022	30209	Baker City Oregonian	-split-	Accounts 001-...	192.00		12,085.18
09/13/2022	30210	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	233.50		11,851.68
09/13/2022	30211	Black Distributing, Inc.	-split-	Account 00254...	397.79		11,453.89
09/13/2022	30212	CenturyLink Qwest (...)	2000 · Accounts Payable	Account 541-8...	138.40		11,315.49
09/13/2022	30213	City of Haines	2000 · Accounts Payable	Account 81; Li...	88.00		11,227.49
09/13/2022	30214	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00		11,145.49
09/13/2022	30215	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00		11,060.49
09/13/2022	30216	Crown	2000 · Accounts Payable	Customer 1016...	494.15		10,566.34
09/13/2022	30217	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	33.32		10,533.02
09/13/2022	30218	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	3,362.05		7,170.97
09/13/2022	30219	MTE Communications	2000 · Accounts Payable	Account 05715...	8.40		7,162.57
09/13/2022	30220	Pine Telephone Syste...	2000 · Accounts Payable	Account 00000...	172.85		6,989.72
09/13/2022	30221	Quill	2000 · Accounts Payable	Account 28626...	398.91		6,590.81
09/13/2022	30222	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	136.55		6,454.26
09/13/2022	30223	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	86.30		6,367.96
09/13/2022	30224	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	200.53		6,167.43
09/13/2022	90391	Xerox Corporation	2000 · Accounts Payable	Online Paymen...	258.36		5,909.07
09/15/2022	30225	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		5,609.07

#90390 is a OF → GF reimb. - See deposit info

✓ verified series

Check Series

- 30000 Regular checks
- 5000 Payroll direct deposit series
- 90000 Online payment series

Ch 9/7/2022

Approved Bills List
Baker Co Library - Other Funds

9/7/2022 2:12 PM

Register: 1000 · US Bank Checking Memorial
From 08/01/2022 through 08/31/2022
Sorted by: Date, Type, Number/Ref

September 2022

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/03/2022			4400.0 · OTHER USE...	Book Sales		X	148.25	7,449.92
08/10/2022			4400.0 · OTHER USE...	Book Sales		X	179.15	7,629.07
08/17/2022			4400.0 · OTHER USE...	Book Sales		X	82.27	7,711.34
08/24/2022			4400.0 · OTHER USE...	Book Sales		X	77.68	7,789.02
08/25/2022	1955 ✓	US Bank Visa	6000 · Other Uses Fun...	4485-5945-555...	60.00	X		7,729.02
08/25/2022	1956 ✓	PastPerfect Software ...	6000 · Other Uses Fun...	Customer #346...	720.00	✓		7,009.02
08/31/2022			4400.0 · OTHER USE...	Book Sales		X	254.32	7,263.34
08/31/2022			6000 · Other Uses Fun...	Service Charge	12.00	X		7,251.34

✓ verified check sequence

CU 9/7/22

Approved Bills List
Baker Co Library - Sage Fund

9/7/2022 1:49 PM

Sept. 2022

Register: 1000 · US Bank Checking
From 08/13/2022 through 09/13/2022
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/25/2022	2339 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	-163.20		<i>Couriers</i>	132,334.82
08/25/2022	2340 ✓	MacDonald, Maxine ...	2000 · Accounts Payable	Courier Services	-1,230.00	X		131,104.82
08/25/2022	2341 ✓	Voided Check	6000 · Materials & Ser...	VOID: reissue ...		X		131,104.82
08/25/2022	2342 ✓	US Bank Visa	-split-	Account 4485 ...	115.21	X		130,989.61
08/31/2022		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75	X		130,987.86
08/31/2022	2343 ✓	Crane Student Body	2000 · Accounts Payable	Expense Reimb...	61.74		<i>reimb</i>	130,926.12
08/31/2022	2344 ✓	Davis, Lori Ann (Ex...	6000 · Materials & Ser...	Courier Service...	920.00			130,006.12
08/31/2022	8136 ✓	Baker County Librar...	-split-	2-Expense Rei...	10,953.38	X	<i>reimb</i>	119,052.74
08/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	5,378.21	X	<i>payroll</i>	113,674.53
08/31/2022	2023-06		5000 · Sage Personal S...	Reverse duplic...		X	<i>5,378.21</i>	119,052.74
08/31/2022	2023-07		2900 · Due to General ...	reverse duplica...		X	<i>5,575.17</i>	124,627.91
09/01/2022	2345 ✓	Banks Courier Servic...	6000 · Materials & Ser...	VOID: Reissue...		X		124,627.91
09/01/2022	8135 ✓	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	5,573.42	X	<i>Tech Contract</i>	119,054.49
09/01/2022	5287 ✓	A Christine Hawes	-split-	Direct Deposit		X		119,054.49
09/01/2022	5288 ✓	Elizabeth A Ross	-split-	Direct Deposit		X		119,054.49
09/07/2022	8137 ✓	Oregon Department ...	2100 · Payroll Liabilit...	0514111-6; On...	509.00		<i>payroll taxes</i>	118,545.49
09/07/2022	8138 ✓	IRS Internal Revenue...	-split-	93-0984786; O...	2,023.74			116,521.75
09/12/2022	8139 ✓	PERS	-split-	02728; Online ...	1,909.80		<i>PERS</i>	114,611.95
09/12/2022	8140 ✓	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	1,909.80		<i>reimb</i>	112,702.15
09/12/2022	2022-17		5000 · Sage Personal S...	Reverse duplic...			<i>1,909.80</i>	114,611.95
09/13/2022	2346 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	210.60		<i>courier</i>	114,401.35
09/13/2022	2347 ✓	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	720.00		<i>courier</i>	113,681.35
09/13/2022	2348 ✓	EOU Eastern Oregon...	6000 · Materials & Ser...	Account 91004...	65.00		<i>Tech services</i>	113,616.35

Check Series

- 8000 Online payment series
- 5000 payroll direct deposit series
- 2000 regular checks

Ch 9/7/2022

✓verified series