

Baker County Library District

Board of Directors

Regular Meeting Agenda

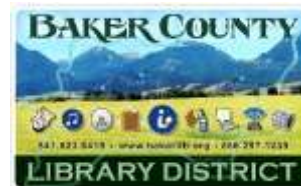
Tuesday, Nov 8, 2022, 12:00 – 1:00 pm

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. SDAO/SDIS Best Practice Program follow-up | Stokes/Hawes |
| VI. NEW BUSINESS | |
| a. Revised Resolution 2022-23.03 adding VISA to ePay | Hawes/Stokes |
| b. County Assessor Tax Assessment Summary FY22-23 | Stokes |
| c. Oregon State Library Annual Statistics Report | Stokes |
| i. Hotspot Usage History | |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Next meeting: Dec 13, 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, Nov 8, 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, Oct 11 2022

- III. **Conflicts or potential conflicts of interest** Rohner
- IV. **Open forum for general public, comments & communications** Rohner
- V. **OLD BUSINESS**
 - a. **SDAO/SDIS Best Practice Program discussion** Stokes/Hawes

Attachments:

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

The SDIS Best Practices Program Survey was completed and submitted. The district qualified for a 10% discount. Many thanks to all board members for their participation to make the achievement possible.

- VI. **NEW BUSINESS**
 - a. **Revised Resolution 2022-23.03 adding VISA to ePay** Hawes

Attachments:

- VI.a.i . Resolution 2022-23.03 Revised

Christine requests the ability to make electronic payments for the District corporate VISA credit card account. This payment was not included in the ePay resolution approved at the July 2022 meeting because of the size of the monthly bills and that the person that signs the checks is provided the opportunity to look through the statement and receipts.

The need has become apparent since once again a payment sent through the US Postal Service has been lost despite being sent Priority Mail which includes tracking. This is the second lost payment to a vendor this year. Use of Priority Mail for VISA payments began after a previous lost payment and because the check amounts are large. UPS or Federal Express have not been options since the payment goes to a post office box. Typically, the district's VISA payments are among the largest monthly payments. Enabling this as an electronic payment will provide added delivery security, efficiency, and less cost by elimination of priority mail expenses (\$8.95 a month) and banking fees for check cancellation as necessary (approximately \$35.00 per check).

Library Board Meeting – Annotated Agenda

Monday, Nov 8, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

b. County Assessor Tax Assessment Summary FY22-23

Stokes

Attachments:

- VI.b.i . FY22-23 Tax Roll Summary Report
- VI.b.ii. Tax Revenue Projection
- VI.b.iii. Tax Revenue History – Projected vs Actual

According to the annual Tax Roll Summary report from the County Assessor, property value growth is 5.5%, which is greater than the district’s budgeted assumption of 4.5%. This should result in additional revenues of approximately \$24,000.

Due to assessment challenges, however, collection rates were about \$85,000 less than expected last year, as shown in the Projected vs Actual report included in the board packet. Based on history, the timeline for resolution of such challenges is 1 – 2 years. This year we have received a disbursement payment of \$35,000. It is unclear whether additional funds will be forthcoming.

Unanticipated surplus revenues will be allocated with a Supplemental Budget at a future meeting.

c. Oregon State Library Annual Statistics Report

Stokes

Attachments:

- VI.c.i FY21-22 Public Library Statistics Report
- VI.c.ii. Statistics History Report

Highlights to be discussed at the meeting. Key findings:

- Significant drop in visits and physical item circulation corresponding to pandemic onset
- Post-pandemic visitation and usage has improved, but is still only about half of pre-pandemic levels
- Biggest usage drop is in adult materials. Likely due to DVDs, but additional analysis is needed.
- Digital circulation is at peak plateau, virtually same as last fiscal year
- Interlibrary loan ratio (loaned out vs borrowed) remains strong
- Children’s Program count and attendance has remained relatively stable over last 5 years, changes from previous counts correspond to changes in youth services staff and data gathering methodology

Library Board Meeting – Annotated Agenda

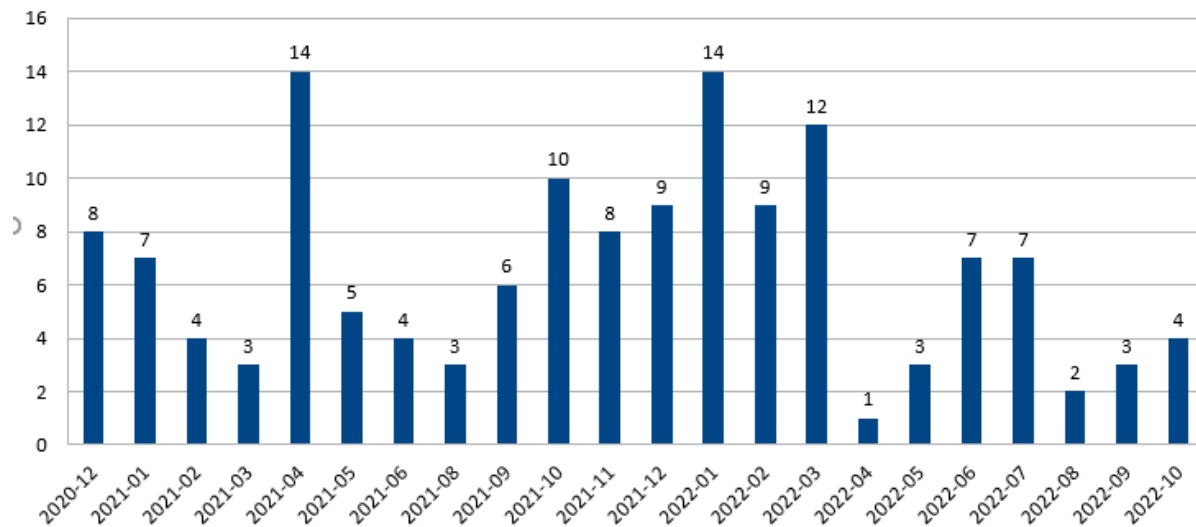
Monday, Nov 8, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

In recent last 6 months, WiFi hotspot use has declined to almost half of prior year usage for same period. Usage seems to increase during school year, though we don't have much data history.

In 2022, five of 10 of the Baker branch units are currently in "lost" status -- not yet returned by borrowers. Delinquent accounts are referred to our Materials Recovery Service. We may need to be more aggressive in these cases and resume use of legal citations for Willful Detention of Library Property ([ORS 357.975](#)), a Class B misdemeanor.

WiFi Hotspot Checkouts
2021-2022 BY MONTH



VII. REPORTS

To be shared at meeting.

a. Director

b. Finance

Stokes

Hawes

Attachments:

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

VIII. Next meeting: Dec 13, 2022

Rohner

Anticipated agenda item(s): Financial Audit Report, FY2021-2022

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 Kyra Rohner, Betty Palmer, Gary Dielman, Beth Bigelow and Joan Spriggs. Also attending in person were Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>One guest attended online through Zoom, Ashley McClay.</p> <p>Rohner called the meeting to order at 12:04pm. All 5 directors were present at the start of the meeting.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. There were no changes to either. Dielman made a motion to approve the Consent Agenda as presented; Palmer seconded; motion passed unanimously (5 yea) 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 reported that staff had received a phone call from a patron who asked if the Baker library banned books. Staff said no and explained that we strive collect materials to represent a variety of viewpoints, which seemed to satisfy them. Another public comment received by email voiced support for proposed schedule changes in the Halfway library; the patron also commended the new lead librarian.</p>
<p>OLD BUSINESS: SDAO/SDIS Best Practice Program</p>	<p>Stokes said we are revisiting the subject of this year’s Best Practices Program from the Special District’s Association of Oregon (SDAO) that offers board training incentives which will earn the District potentially a 4% discount on its liability insurance. The potential savings is \$920.</p> <p>The program was designed to assist special districts with implementing</p>



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	<p>best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2023 policy year.</p> <p>SDAO/SDIS training - Boardmanship 301 video - Bigelow and Spriggs have completed the 90-minutes video. Rohner said she intends to complete that training also. Stokes reminded the board that every director must watch this video to receive the 2% discount and asked that they let him know. Both Dielman and Palmer agreed that they would for the greater good as well.</p> <p>SDAO Board Leadership Academy - two board members: After some discussion on the leadership academy, it was decided that Palmer and Rohner will sign up for this.</p> <p>Stokes thanked the board for their participation in the training.</p>
<p>Anti-Racism Statement discussion (2nd reading)</p>	<p>Stokes said this is the second public presentation for possible public comments on the proposed Anti-Racism Statement. The first reading was at the September meeting. The trend of organizations adopting such statements has primarily developed in the public sector, but some public agencies are adopting them, as well, such as the Hood River and Josephine County libraries. Stokes also displayed several other libraries from other parts of the country that have a published statement on their website.</p> <p>Discussion on whether the library profession has historically treated community members of all races and backgrounds fairly. Stokes played a short video from StoryCorps titled Eyes on the Stars, which depicted a notable incident of racism at a library in the 1960s.</p> <p>Stokes encouraged discussion of pros and cons of adopting such a statement. He asked for consideration of whether the statement might give a false impression of the library taking a political stance. Rohner and Palmer spoke in favor of approving the statement primarily for internal staff guidance. Discussion on posting it with other governance documents outside the Director office. Most policies are not actually displayed in the library, but are available on the website. In</p>



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	<p>consideration for frontline staff, their input about a public display was recommended. Stokes said that it's important for us as government agents to do our job fairly without alienating any one. The board agreed to leave public announcement and display to his discretion.</p> <p>Palmer made a motion to adopt the Anti-Racism Statement; Bigelow seconded; Discussion: Spriggs said that she was abstaining due to concerns about length and some of the wording. Rohner called for a vote on the motion, receiving 4 yea (Palmer, Bigelow, Dielman, Rohner) and 1 abstain (Spriggs); The motion passed.</p>
<p>NEW BUSINESS: New PERS rate projections for FY2023-24</p> <p>Followed by Financial Report 06/30/2022 draft review</p>	<p>Hawes presented the projected PERS rate percentage increases for the new biennium rates; effective July 1, 2023: PERS Tier1/Tier2 will increase from 26.44% to 27.43% (0.99% increase) and OPSRP will increase from 20.14% to 21.37% (1.23% increase). The anticipated cost increase is \$7,300 based on the current wage budget. That is a 6% increase overall for PERS. This is a small increase compared to prior years. We had expected the increase to be higher.</p> <p>Hawes passed out copies of highlighted report pages from the initial draft of the June 30, 2022 Financial Report. The draft was sent to the District auditor on October 7, 2022. Hawes started by saying that these reports have not been audited. There will likely be changes but she feels confident in saying that the District remains financially stable and is doing well.</p> <p>Starting with the Governmental Fund pages, she feels these first two pages best represent the District's financial health. These reports are on the modified accrual basis meaning that accounts payable, accrued payroll, accrued receivables and property tax receivable accruals have been posted. She has added a copy of the prior year totals column for reference. S</p> <p>tarting with the Balance Sheet, total assets decreased by (\$189) over the prior year with cash decreasing by (\$4,758). In liabilities, accounts payable increased by \$2,721, deferred revenues increased by \$1,476 and fund balances decreased by (\$4,386). Overall, this fiscal year is comparatively flat and remains stable. On the next page, the Statement of Revenue, Expenditures, and Changes in Fund Balances,</p>



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Total Revenues decreased by (\$126,286) in total. The major piece was the decrease in grant revenues from the CARES Act Covid funding received in the prior fiscal year. In Expenditures, the total operating costs titled Library Services, decreased by (\$74,171) while Capital Outlay increased by \$79,199 which resulted in a small increase in total expenditures of \$5,028. As the board recalls, the District replaced the boiler and put a large down payment on the new roof. At the bottom, the fund balance decreased (\$4,386). Also of note is that the three fund columns show the General Fund increased by \$37,120, Other Funds increased by \$12,450, and Capital Investment Fund decreased by (\$53,956). Capital Investments is where the large building improvements were paid from. The combined ending fund balance is \$817,209.

On the General Fund budget schedule, Hawes reviewed the major categories and large changes. Total Revenues decreased by (\$134,388) over the prior year. While the property tax revenue decreased by a small amount of (\$7,814), the major change was the decrease in grant revenues (\$128,281) which was the CARES funding. Personnel Services increased by \$54,587 over the prior year; \$27,800 was an increase in wages, primarily due to the 5% cost of living increase, and \$26,800 was an increase in benefits, a 10.5% increase driven by a 5% increase in health insurance and another 12% increase in PERS costs. Moving to the second page, Materials & Services decreased by (\$110,874), again, with the major changes being a decrease in facilities maintenance and library service supplies, both pandemic related decreases in spending. The two large category increases were Collection Development, books and other library materials, increasing \$12,300 over the prior year, and Computer Maintenance increasing \$28,400. The increase in computer maintenance is due to having to book a large non-cash grant received from Microsoft for an upgrade to the MS Office software. IT Manager, Jim White, applied for the grant for this upgrade. The District paid \$2,600, while the grant discounted the cost by \$32,400; the District received 50 licenses (\$700 each original price) at the discounted cost of \$52 each. The good news is that even with this adjustment, total M&S is under budget. The bottom line, the General fund balance increased by \$37,120.

Now looking at the front statements of the Financial Report. These are full accrual statements in which things like Capital Assets and PERS



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	<p>liabilities have been added. Hawes reiterated that these have not yet been audited. The drafted Statement of Net Position shows current assets decreased by (\$189). Capital assets decreased by \$1,539, with depreciation being more than the net asset purchases. The PERS related liabilities have caused the net position to swing from historically a negative balance to a large positive this fiscal year. The two major changes are a large decrease in the net pension liability. The first piece, last fiscal year we reported a liability of \$1,259,188 compared to the current fiscal year of \$611,697; that is a decrease of \$647,491. Second, the pension deferred inflow reported last year of \$238,113, is reported by PERS as an Outflow (or credit) of (\$370,390); that is change of (\$608,503). These two items account for the bottom line, change in the Net Position of \$1,143,078. On the Statement of Activities, she reviewed highlights briefly. Hawes intends to contact PERS to ask why the large changes. She suspects it will be due to changes in the stock market, but would like to confirm that. Stokes added that there is a high probability that this will swing back the other way next fiscal year. Hawes agreed. These numbers usually change a lot each year.</p> <p>There was some discussion. The auditor is busy on another audit for a couple weeks so we may not hear from him for a while.</p>
<p>REPORTS: Director</p>	<p><u>Facilities & Vehicles:</u></p> <p>Buildings - there have been residual issues with the roof rebuild, including leak over magazines, some genre fiction shelving, and in the Genealogy and Oregon Rooms near the Record Courier volumes and Obituary Index Files. Ed is working with the roofers to get these issues resolved and has retained the final payment until the work is completed to his satisfaction.</p> <p>Janitor contract - Ed has been working with the janitor contractor to clarify service expectations prior to renewing the annual contract. The contract does include a 60 day termination option that can be triggered by either party.</p> <p>Solar charger - the Friends group has purchased a solar charging station that is expected to arrive in the next few weeks. When installed outside on library grounds it will provide convenient all-hours access to a power source for charging mobile devices.</p>



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New Phone Booth - the phone has had some intermittent outages. IT staff are working on resolving that. Both Dielman and Bigelow stated they have seen people using the free phone.

Air Quality Sensors – The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) partnered with our district to install air quality testers on each of our buildings. Discussion on the new equipment and how this related to the tribes. EPA grants were obtained by CTUIR to provide tribal members with air quality health data to inform them when planning outdoor trips for hunting, gathering, ceremonial, or other activities allowed under treaty rights. Baker County is covered in their territory. The live data is available on the PurpleAir Map online. Stokes displayed the current reading for the library; the figure of 76 is shown in orange, which is marginal. Eastern Oregon doesn't have much coverage on the PurpleAir Map, so our additional units help fill the gap.

Associations:

LEO Meeting - Stokes will be traveling to Hood River for the first in-person LEO meeting in a couple years.

Friends & Foundation:

Friends - have not had a meeting recently. The Friends continue to be a tremendous help with sorting donated materials and restocking the book shop.

Personnel:

New page staff - two new page staff were hired. One to replace a graduating senior who has left for college and a second as a sub for the special projects area. Our new shelving page is Graysen Bowling and we also hired Rebecca Cragmile as a page substitute.

In Other news -

Youth Programs - Missy and her assistant are working to purchase gaming equipment for teen events; the game programs will be supervised.

IT Update - Jim and Bryan are installing software to remotely log into branches to install updates. They have traveled to branches recently to



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	<p>install new computers.</p> <p>Books - a huge truckload of book donations was recently delivered by a community member. They are being triaged. Such generous gifts are a mixed blessing for the district. Due to the time required to assess materials, the drops divert attention and staff resources from other important activities for several days. We are grateful for the gifts of materials from the community and the gifts of time from the Friends group volunteers to help with donations and book sales.</p> <p>State statistics report – The deadline for the annual report is the end of October. Stokes will share information with the board at a future meeting.</p>
Finance Report	<p>Hawes distributed Financial Reports; digital copies were also available.</p> <p>In the General Fund, there were no tax turnovers in September or October-to-date. The District received another ETO rebate of \$1,000, which is the second rebate. Ed reports on projects and certain utility bills to them in order to get these rebates for energy projects. Personnel services is on budget at 32% spent. Highlighting the October health insurance payment of \$13,347.01; the actual cost to the District was \$11,988.23, staff reimburses a small amount with the balance reimbursed through Cobra member. In Materials & Services, starting with the book budget at 32% spent; Ingram \$3,635.43 for the monthly book purchases and annual Rivistas \$8,835.93 for renewal magazine and periodical subscriptions. In Buildings, Branch expenses, Alpine Alarm \$301.30 for the Huntington Library maintenance to replace an alarm switch. In Computer software subscriptions, Comprise \$3,637.72 includes the annual SAM software renewal of \$3,169, SmartBooking software \$378 and SmartAlec wireless software \$90.72. Highlighting a couple items in Library Service Supplies, Quill purchases of \$889.36 for printer cartridges, copy paper and general office supplies, and Showcases \$810.21 for book cover materials and DVD albums for audio books. Ending cash at this point is \$198,162 which is amazing; compared to the prior year ending cash of \$208,909. Hawes recalled that historically, the district would need to borrow from its “Other Fund” for operational funds through the first week of November when first tax turnovers were issued from the County. For several years</p>



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now the General fund has been funded to operate through the November 1 payroll and end of month bills.

Palmer had a question about the Huntington telephone budget line, asking about why it is 69.7% spent. Hawes responded that likely the Internet payment was posted there in error, the Huntington Internet budget is low at 16%; she will investigate this. Palmer also asked about the Richland Internet budget at 51% spent. Hawes responded that this line will be off as the cost increased after the budget was approved. IT Manager found that two branches, Halfway and Richland, needed static IP addresses for the Internet to work properly, this increased the cost \$20 a month for the Richland Library. Richland Branch went from \$25 a month to \$45 a month so this line will be over budget. There were no further questions.

The Other Funds has received \$1,421 so far from Amazon book sales; September \$519.92, August \$741.67 and July \$159.51. Likewise, it has written 2 checks recently to Visa; the visa payment on 9/26/22 of \$355.91 was for book shipping costs \$104.95 plus 2 bicycles \$250.96 given away during Summer Reading through the Bikes-for-Books program, and a visa payment on 10/11/22 of \$136.14 for book shipping costs.

The Capital Investment Fund - no activity to report. The final invoice for the roof work will be coming soon. Facility Manager, Ed Adamson, is working with the vendor to finish up some things.

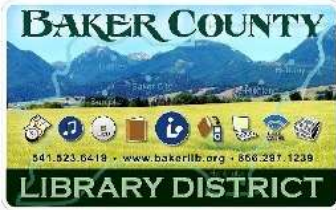
In the Sage Fund, there were no revenues at this time. The membership billings will go out soon. In Personnel Services, the wage expense line spent at 23% is low as there have been 3 paychecks posted to date (8/01, 9/01, 10/01); the July 1 paycheck is paid on June 30th to force the accrual of wages in this fund. In Materials & Services, there were three checks to small couriers totaling \$1,219.12 and a check to visa \$414.22 includes courier labels from Amazon of \$192.24 and Marchive \$182.28 for Sage System record maintenance. A check to Baker & Taylor for \$842.82 for the Content Cafe subscription; Stokes commented that this subscription provides access to copyrighted book jacket images for the online catalog.

The Approved Bills Lists include printouts for all three funds. Checks



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	<p>were signed by the board members present at the meeting.</p> <p>Discussion continued, Palmer asked about hotspots usage. She wanted to know if we get them back consistently and are they being used? Stokes said that the hotspot usage is low compared to other libraries. Stokes will give some data on those next month. Other libraries have high demand for these devices and have a backlog of patrons waiting. We have signage in the library and have put out articles to tell the community they are available. Two potential issues with our units may be coverage area and strict content filtering. The student-focused Kajeet devices are very limited in what they can access and when, whereas the new Verizon units will have broader access at all hours. Stokes said this is a trial period, we will offer it for a couple years to see how they get used. If usage is too low, they will be discontinued. Rohner said she didn't know what they were until she had one. Stokes said pairing them with "Roku sticks" may enhance use. He described the challenge for libraries to keep citizens connected with digital content and maintain their cultural literacy. Discussion on the hotspots, the size of them, and how easily they can be lost. Units are kept in protective cases. While extremely small units are available, we have opted for larger models for loss prevention. There were no further questions.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be November 8, 2022 at 12:00pm (Noon).</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 1:09 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2022-23.03

**Authorizing vendors for online and
automatic payment of bills in 2022-23**

Adopted, July 12 2022; **Revised, Nov 8 2022**

WHEREAS, many companies allow electronic payment for products and services; and

WHEREAS, paying online and automatically rather than by paper check would save the Baker County Library District time and money; and

WHEREAS, Baker County Library District's Financial Management policy allows for such online payments;

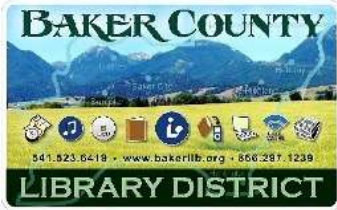
Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors authorizes the following vendors for online payments and deposits in fiscal year 2022-23:

Online payments automatically deducted:

- AFLAC (group supplement insurance)
- BendTel Inc (telephone, Baker)
- Cascade Natural Gas (heating, Baker)
- Cascade Reliance (telephone & Internet, Haines)
- CenturyLink Qwest (telephone & Internet, Sumpter)
- CenturyLink CenturyTel (telephone, Internet, Huntington)
- City of Baker City (water)
- City of Haines (water)
- City of Halfway (water)
- City of Huntington (water)
- Deluxe Inc. (deposit books, check order-OF, Sage)
- Idaho Power (electricity, Halfway, Huntington)
- Intuit QuickBooks (electronic payroll)
- Intuit QuickBooks (check order- General fund)
- Lincoln Financial Group (group life insurance)
- Oregon Department of Revenue (state payroll taxes)
- Oregon Public Employees Retirement System (PERS, retirement)
- Oregon Savings Growth Plan (retirement)
- Oregon Trail Electric (electricity, Baker, Haines)
- US Treasury (IRS, federal payroll taxes)
- Verizon (management cell phones, bookmobile hot spot)
- **VISA credit card (online orders, travel, miscellaneous operations purchasing by authorized staff)**

Online deposits automatically applied:

- PayPal (visa transactions)
- Oregon State Library (grant funds)



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2022-23.03

**Authorizing vendors for online and
automatic payment of bills in 2022-23**

Adopted, July 12 2022; **Revised, Nov 8 2022**

REVISION ADOPTED by the Board of Directors of Baker County Library District this **8th day of November, 2022** by the following vote:

AYES: _____ NAYS: _____ ABSTAINED: _____

FOR THE BOARD:

Signature

Presiding Officer, BCLD Board

ATTEST:

Signature: Perry Stokes

District Secretary

TAXING DISTRICTS	ASSESSED VALUE	REAL MARKET VALUE	BILLING RATE	PERMANENT RATE	TOTAL LEVY SUBMITTED	AMOUNT OF TAX BEFORE COMPRESSION	TRUNCATION LOSS	GAIN/LOSS FROM EXTENSION	LOSS DUE TO MEASURE 5 COMPRESSION	ADD'NL TAX FARM LAND/ OMITTED	LATE FILING PERSONAL PROPERTY	TOTAL TAXES RAISED
COUNTY	1,952,889,483	3,031,333,880	\$3.7286	\$3.7286		7,281,543.73	0.00	(0.47)	(34,887.04)	0.00	3,987.88	7,250,644.10
COUNTY WEED LEVY	1,952,889,483	3,031,333,880	\$0.0512	\$0.0000	100,000	99,987.94	(12.06)	(0.33)	(5,390.08)	0.00	0.00	94,597.53
CITIES												
BAKER CITY	688,556,662	1,118,140,430	\$6.3314	\$6.3314		4,359,527.65	0.00	0.07	(51,655.39)	0.00	0.00	4,307,872.33
HAINES	20,256,946	39,698,680	\$1.7562	\$1.7562		35,575.25	0.00	0.06	(4.02)	0.00	0.00	35,571.29
HALFWAY	28,160,287	36,973,540	\$1.0373	\$1.0373		29,210.67	0.00	(0.03)	(0.01)	0.00	0.00	29,210.63
HUNTINGTON	20,187,041	42,651,020	\$9.6028	\$9.6028		193,852.12	0.00	0.13	(11,386.10)	0.00	0.00	182,466.15
RICHLAND	12,732,509	17,077,560	\$1.1624	\$1.1624		14,800.27	0.00	(0.04)	(0.21)	0.00	0.00	14,800.02
SUMPTER	37,504,375	66,168,460	\$0.7987	\$0.7987		29,954.74	0.00	(0.09)	(0.52)	0.00	0.00	29,954.13
SCHOOL DISTRICTS												
5-J	1,392,780,511	2,254,243,580	\$4.6051	\$4.6051		6,413,893.53	0.00	0.07	(229,365.37)	0.00	0.00	6,184,528.23
16-J	168,857,201	252,244,880	\$4.5332	\$4.5332		765,463.46	0.00	0.10	(99,974.56)	0.00	0.00	665,489.00
8-J	31,471,400	49,199,420	\$4.9135	\$4.9135		154,634.72	0.00	0.01	(8,466.87)	0.00	0.00	146,167.86
30-J	60,254,668	92,297,410	\$5.2650	\$5.2650		317,240.83	0.00	0.10	(34,324.78)	0.00	0.00	282,916.15
SCHOOL 61	299,525,703	383,348,590	\$4.9514	\$4.9514		1,483,071.57	0.00	(0.01)	(156,493.16)	0.00	0.00	1,326,578.40
BMCC	1,784,031,262	2,779,087,890	\$0.6611	\$0.6611		1,179,423.07	0.00	0.18	(59,271.22)	0.00	0.00	1,120,152.03
INTER MOUNTAIN ESD	1,784,032,282	2,773,089,000	\$0.6156	\$0.6156		1,098,250.27	0.00	0.12	(55,191.56)	0.00	0.00	1,043,058.83
MALHEUR ESD	168,857,201	252,244,880	\$0.3077	\$0.3077		51,957.36	0.00	0.02	(6,786.01)	0.00	0.00	45,171.37
TVCC	168,858,221	252,245,990	\$1.2235	\$1.2235		206,598.03	0.00	0.03	(26,983.16)	0.00	0.00	179,614.90
SPECIAL DISTRICTS												
PINE VALLEY CEM.	220,546,964	267,776,540	\$0.1357	\$0.1357		29,928.22	0.00	0.01	(0.22)	0.00	0.00	29,928.01
EAGLE VALLEY CEM.	70,414,757	97,297,960	\$0.4142	\$0.4142		29,165.79	0.00	(0.06)	(0.54)	0.00	0.00	29,165.19
HAINES CEM.	123,177,240	206,833,070	\$0.3537	\$0.3537		43,567.79	0.00	(0.06)	(1.22)	0.00	0.00	43,566.51
HEREFORD COMM. BLDG	30,308,030	47,050,980	\$0.4540	\$0.4540		13,759.85	0.00	0.05	(0.15)	0.00	0.00	13,759.75
UNITY REC. DIST.	29,946,638	45,246,430	\$0.4540	\$0.0000		13,595.77	0.00	0.00	(1.73)	0.00	0.00	13,594.04
DURKEE COMM BLDG	156,793,952	216,644,090	\$0.1326	\$0.1326		20,790.88	0.00	(0.04)	(0.30)	0.00	0.00	20,790.54
BAKER VECTOR	1,024,957,071	1,654,508,810	\$0.3423	\$0.3423		350,842.81	0.00	0.02	(2,761.34)	0.00	0.00	348,081.49
BAKER VECTOR LOCL OPTN	1,024,957,071	1,654,508,810	\$0.1365	\$0.0000	140,000	139,906.64	(93.36)	0.33	(13,424.06)	0.00	0.00	126,482.91
CNTY LIBRY LOCAL OPTION	1,952,889,483	3,031,333,880	\$0.2490	\$0.0000		486,269.48	0.00	(0.19)	(26,213.89)	0.00	0.00	460,055.40
COUNTY LIBRARY	1,952,889,483	3,031,333,880	\$0.5334	\$0.5334		1,041,671.25	0.00	0.32	(4,990.86)	0.00	0.00	1,036,680.71
PINE EAGLE HEALTH LOCL OPTN	228,775,720	281,219,550	\$0.8000			183,020.58	0.00	0.06	(11.04)	0.00	0.00	183,009.60
RURAL FIRE DISTRICTS												
PINE VALLEY R.F.D	103,711,362	146,107,630	\$0.5535	\$0.5535		57,404.24	0.00	(0.04)	(0.88)	0.00	0.00	57,403.32
EAGLE VALLEY R.F.D	54,882,406	78,071,280	\$0.8500	\$0.8500		46,650.05	0.00	0.06	(1.08)	0.00	0.00	46,649.03
NORTH POWDER R.F.D	28,386,816	38,579,660	\$0.6633	\$0.6633		18,828.98	0.00	(0.04)	0.00	0.00	0.00	18,828.94
HAINES R.F.D	101,315,772	160,991,030	\$0.8500	\$0.8500		86,118.41	0.00	0.20	(2.66)	0.00	0.00	86,115.95
BOWEN VALLEY R.F.D	26,580,428	43,641,100	\$2.0000	\$2.0000		53,160.86	0.00	(0.03)	0.00	0.00	0.00	53,160.83
BAKER R.F.D.	197,850,353	301,917,780	\$0.6734	\$0.6734		133,232.43	0.00	(0.04)	(642.48)	0.00	0.00	132,589.91
BONDED DEBT(EXCL. FROM LIMIT)												
School District 8-J BOND	31,471,400	49,199,420	\$1.8275	\$0.0000	57,516.04	57,513.98	(2.03)	0.09	0.00	0.00	0.00	57,514.07
School District 5-J BOND	1,392,780,511	2,254,243,580	\$0.6701	\$0.0000	933,398.44	933,302.22	(96.22)	0.10	0.00	0.00	0.00	933,302.32
CITY OF SUMPTER	37,504,375	66,168,460	\$1.1945	\$0.0000	44,800	44,798.98	(1.02)	(0.16)	0.00	0.00	0.00	44,798.82
TOTALS					1,275,714.48	27,498,514.42	(204.69)	0.50	(828,232.51)	0.00	3,987.88	26,674,270.29

STATE OF OREGON

SS.

COUNTY OF BAKER

I, KERRY B SAVAGE, ASSESSOR FOR BAKER COUNTY, PURSUANT TO ORS 311.105 DO HEREBY CERTIFY THE ASSESSED VALUATION, TAX LEVIES, AND TAXES SET FORTH IN THE SUMMARY HEREIN CONTAINED, ARE TRUE AND CORRECT COPIES OF THE WHOLE THEREOF, AS THE SAME APPEARS ON FILE IN MY OFFICE & CUSTODY.

DATED THIS 4TH DAY OF OCTOBER, 2022

AT BAKER CITY, OREGON

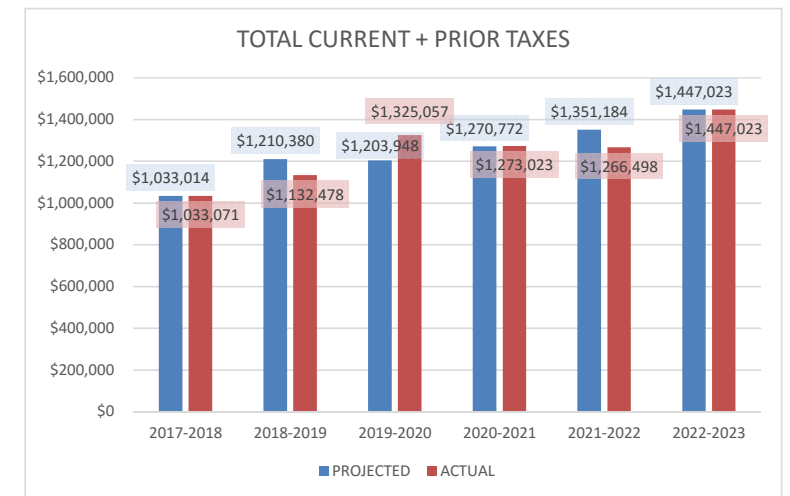
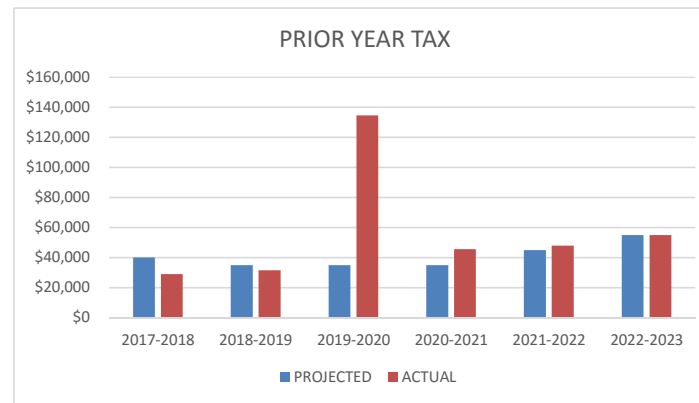
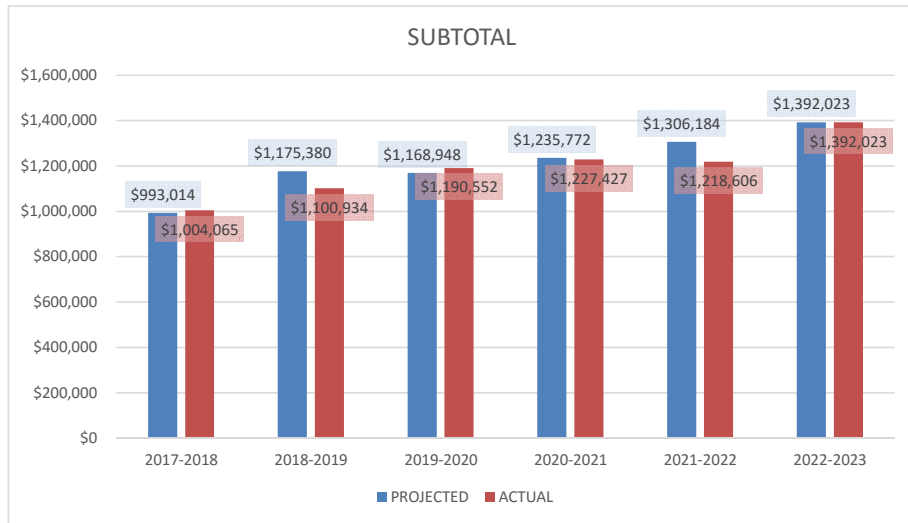
KERRY B SAVAGE, ASSESSOR

Joint District Apportionment Calculation	Union Co.	Baker Co.	Total	SPECIAL DISTRICTS	ASSESSMENTS AFTER COMP.
A. Schl Dist 8-J Assessed Value	80,699,693	31,471,400	112,171,093	STATE FIRE PATROL(FP)	356,532.43
B. % of Value In Each County	0.7194	0.2806	100%	LOWER POWDER IRR.(PO&PC)	174,598.37
C. Total Bond Levy for 2022-2023	205,000	205,000	xxxxxx	BURNT RIVER IRR.(BO&BC)	109,392.21
D. Bond Amount Apportioned to Schl Dist 8-J	147,483.96	57,516.04	205,000	BAKER VALLEY IRR.(VO&VC)	368,299.86
				BLUE MNT TV	19,500.00
				MOBILE HOME SURCHARGE	3,087.36
A. Schl Dist 5-J Assessed Value	5,135,351	1,392,780,511	1,397,915,862	TOTAL SPECIAL ASSESSMENTS	1,031,410.23
B. % of Value In Each County	0.0037	0.9963	100%	TOTAL TAXES & ASSESSMENTS	27,705,680.52
C. Total Bond Levy for 2022-2023	936,842	936,842	xxxxxx	LESS STATE FISH & WILDLIFE	3,628.58
D. Bond Amount Apportioned to Schl Dist 5-J	3,443.56	933,398.44	936,842	NET TAXES & SPECIAL ASSESSMENTS TO BE COLLECTED	27,702,051.94

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019 ASSESSOR RPT	2018-2019 ACTUAL	2019-2020 ASSESSOR RPT	2019-2020 ACTUAL	2020-2021 BUDGET 1	2020-2021 ASSESSOR RPT	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 ASSESSOR RPT	2021-2022 ACTUAL	2022-2023 PROJECTED	2022-2023 ASSESSOR RPT	Assessor vs Budget 1
TOTAL ASSESSED VALUE (TAV) (Shown in 1,000s)	1,245,463	1,274,330	1,330,221	1,392,885	1,431,477	1,484,231	1,644,417	1,644,417	1,706,727		1,740,861	1,767,104		1,828,952	1,851,242		1,934,547	1,952,889	
% change vs prior year		2.3%	4.4%	4.7%	2.8%	3.7%	10.8%	10.8%	3.8%		2.0%	3.5%		3.5%	4.8%		4.5%	5.5%	
General Fund @ Tax Rate .5334/1,000																			
TAX BEFORE COMPRESSION	664,330	679,727	709,540	742,965	763,550	791,689	877,132		910,368		928,575	942,573		975,563	987,452		1,031,888	1,041,671	
GAIN/LOSS FROM EXTENSION	0	-1	-1	0	0	0	0.16		0.28		0.28	0.28		0	0		0	0.32	
LOSS DUE TO COMPRESSION	-7,508	-10,937	-11,150	-11,471	-13,218	-11,366	-10,775		-9,688		-9,882	-7,056		-7,303	-6,214		-4,946	-4,991	
Compression %	-1.13%	-1.61%	-1.57%	-1.54%	-1.73%	-1.44%	-1.23%		-1.06%		-1.06%	-0.75%		-0.75%	-0.63%		-0.48%	-0.48%	
ADD'NL TAX FARM LAND/HISTORICAL	0	0	0	3	34	275	48,478		61		0	62		0	449		0	62	
TOTAL TAXES RAISED	656,822	668,790	698,388	731,496	750,365	780,598	914,835		900,741		918,694	935,579		968,260	981,687		1,026,942	1,036,743	
Collection %	93.9%	93.7%	93.0%	94.3%	94.0%	93.0%	93.0%		93.0%		93.0%	93.0%		93.0%	93.0%		93.0%	93.0%	
Collection LOSS	-40,066	-42,334	-48,887	-41,695	-45,022	-54,642	-64,038		-63,052		-64,309	-65,491		-67,778	-68,718		-71,886	-72,572	
General Fund TOTAL	616,756	626,456	649,501	689,801	705,343	725,956	850,797	851,115	837,689	847,345	854,385	870,089	864,213	900,481	912,969	847,841	955,056	964,171	9,115
\$ change		9,700	23,046	40,300	15,542	20,613	124,841	125,159	-13,426	-22,655	16,696	32,399		30,393	42,880		42,087	51,202	
% change		1.6%	3.7%	6.2%	2.3%	2.9%	17.2%	17.2%	-1.6%	-2.6%	2.0%	3.9%		3.5%	4.9%		4.6%	5.6%	
Local Option Tax @ tax rate .249/1,000																			
TAX BEFORE COMPRESSION	310,120	317,308	331,225	346,828	356,438	369,573	409,460		424,975		433,474	440,009		455,409	460,959		481,702	486,269	
GAIN/LOSS FROM EXTENSION	-1	-1	-1	-1	0	0	0		0		0	0		0	0		0	0	
LOSS DUE TO COMPRESSION	-53,465	-73,468	-75,479	-78,144	-87,682	-82,542	-83,076		-68,811		-70,187	-46,831		-48,470	-38,357		-37,675	-26,214	
Compression %	-17.24%	-23.15%	-22.79%	-22.53%	-24.60%	-22.33%	-20.29%		-16.19%		-16.19%	-10.64%		-10.64%	-8.32%		-7.82%	-5.39%	
ADD'NL TAX FARM LAND/HISTORICAL	0	0	0	1	16	128	22,630		28		29	29		210	210		0	0	
TOTAL TAXES RAISED	256,654	243,839	255,746	268,685	268,772	287,160	349,014		356,192		363,287	393,207		406,939	422,812		444,027	460,055	
Collection LOSS	-15,656	-15,435	-17,902	-15,315	-16,126	-20,101	-24,431		-24,933		-25,430	-27,525		-28,486	-29,597		-31,082	-32,204	
Local Option Tax TOTAL	240,998	228,404	237,844	253,370	252,645	267,058	324,583	254,508	331,258	335,077	337,857	365,683	363,214	378,453	393,215	370,765	412,945	427,852	14,906
\$ change		-12,595	9,440	15,526	-725	14,413	57,525	-12,550	76,750	80,569	6,599	34,424		12,770	27,532		19,730	34,637	
% change		-5.2%	4.1%	6.5%	-0.3%	5.7%	21.5%	-4.7%	30.2%	31.7%	2.0%	10.4%		3.5%	7.5%		5.0%	8.8%	
TOTAL	857,754	854,859	887,345	943,171	957,989	993,014	1,175,380	1,105,623	1,168,948	1,182,421	1,192,242	1,235,772	1,227,427	1,278,935	1,306,184	1,218,606	1,368,002	1,392,023	24,021
\$ change		-2,895	32,486	55,826	14,818	35,026	182,366	112,609	63,325	76,798	23,294	66,824	45,006	43,163	70,413	-8,821	61,817	1,392,023	
% change		-0.3%	3.8%	6.3%	1.6%	3.7%	18.4%	11.3%	5.7%	6.9%	2.0%	5.7%	3.8%	3.5%	5.7%	-0.7%	4.7%	6.6%	
OTHER TAXES TOTAL	0	0	0	4	49	403	71,108		89	0		91	4302		658	0	0	62	
TOTAL LESS OTHER TAX	857,754	854,859	887,345	943,167	957,939	992,611	1,104,272	1,105,623	1,168,859	1,182,421	1,192,242	1,235,680	1,223,125	1,278,935	1,305,526	1,218,606	1,368,002	1,391,960	
PRIOR YEAR TAXES	45,138	37,594	30,896	28,954	38,070	29,006	35,000	31,544	35,000	134,505	35,000	35,000	45,596	45,000	45,000	47,892	55,000	55,000	
OTHER TAXES		3,046	1,906	3,929	2,720	2,897	4,000	0	4,000	0	500	4,000	4,302	4,000	658	3,012			
GRAND TOTAL	902,892	892,453	918,241	972,121	996,009	1,021,617	1,139,272	1,137,167	1,207,859	1,316,927	1,227,742	1,274,680	1,273,023	1,327,935	1,351,184	1,269,510	1,423,002	1,446,960	
		-10,439	25,788	53,880	23,888	25,608		115,550				(43,904)			78,161	(3,513)	71,818		
		-1.16%	2.89%	5.87%	2.46%	2.57%		11.31%				-3.3%			6.1%	-0.3%	5.3%		

TAX REVENUE HISTORY - PROJECTED VS ACTUAL

	Current Year Tax			Local option tax			SUBTOTAL			Prior yr tax			TOTAL		
	PROJECTED	ACTUAL	Chg	PROJECTED	ACTUAL	Chg	PROJECTED	ACTUAL	Chg	PROJECTED	ACTUAL	Chg	PROJECTED	ACTUAL	Chg
2017-2018	\$725,956	\$734,035	\$8,079	\$267,058	\$270,030	\$2,972	\$993,014	\$1,004,065	\$11,051	\$40,000	\$29,006	(\$10,994)	\$1,033,014	\$1,033,071	\$57
2018-2019	\$850,797	\$796,909	(\$53,888)	\$324,583	\$304,025	(\$20,558)	\$1,175,380	\$1,100,934	(\$74,446)	\$35,000	\$31,544	(\$3,456)	\$1,210,380	\$1,132,478	(\$77,902)
2019-2020	\$837,689	\$853,170	\$15,481	\$331,258	\$337,382	\$6,124	\$1,168,948	\$1,190,552	\$21,604	\$35,000	\$134,505	\$99,505	\$1,203,948	\$1,325,057	\$121,109
2020-2021	\$870,089	\$864,213	(\$5,876)	\$365,683	\$363,214	(\$2,469)	\$1,235,772	\$1,227,427	(\$8,345)	\$35,000	\$45,596	\$10,596	\$1,270,772	\$1,273,023	\$2,251
2021-2022	\$912,969	\$847,841	(\$65,128)	\$393,215	\$370,765	(\$22,450)	\$1,306,184	\$1,218,606	(\$87,578)	\$45,000	\$47,892	\$2,892	\$1,351,184	\$1,266,498	(\$84,686)
2022-2023	\$964,171	\$964,171		\$427,852	\$427,852		\$1,392,023	\$1,392,023		\$55,000	\$55,000		\$1,447,023	\$1,447,023	
	\$4,197,500	\$4,096,168	(\$101,331)	\$1,681,798	\$1,645,416	(\$36,382)	\$5,879,298	\$5,741,584	(\$137,713)	\$190,000	\$288,543	\$98,543	\$6,069,298	\$6,030,128	(\$39,170)



Application

🌟 Public Profile
👤 Collaborate 0

2022 Oregon Public Library Statistical Report

Process: 2022 Oregon Public Library Statistical Report

Contact Info

Request

Applicant:
 Perry Stokes
 director@bakerlib.org
 541-523-6419

Organization:
 Baker County Library District
 93-0984786
 541-523-6419
 2400 Resort St
 Baker City, OR 97814 Baker

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Application

Document Viewer

Application Packet

Question List

Fields with an asterisk (*) are required.

∨ Part 1 - General Information

Question 111 Was there a (geographic) boundary change in the legal service area in the last year?*

Examples of boundary changes include:

- a municipality, county, or district annexes land
- when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography
- an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents)

Yes
 No

Question 113 Has the library or any of its branches moved (or changed address) in the last year?*

Yes
 No

Question 113b New address

If answered Yes, please include the new address (and branch name, if applicable) here.

Question 118 Registered Users*

#

7700

Question 119 Registered Users Added*

527

∨ Part 2 - Staff & Volunteers

Question 201 Librarians with ALA/MLS (in FTE)*

#.# 2.95

Question 203 Total Librarians (in FTE)*

Include all librarians (as FTE) reported in Question 201 here as well.

#.# 2.95

Question 204 All other paid staff (in FTE)*

#.# 12.25

Question 206 Total number of volunteers (individuals)*

70

Question 207 Total volunteer hours*

2193

Question 209 Friends of the Library*

- Yes
 No

Question 210 Library Foundation*

- Yes
 No

211 Number of full-time permanent positions (37.5 hours/week or more)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for 37.5 hours per week or more (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

7

212 Number of part-time permanent positions between 20 and 37.5 hours/week*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled between 20 and 37.49 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

3

213 Number of part-time permanent positions (less than 20 hours/week)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for less than 20 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

17

214 Number of temporary or on-call positions*

Report the number of temporary or on-call positions your library has. A *Temporary* position could be any limited-duration position (e.g., for

grant-funded projects) that is not included in your library's regular staffing budget year-to-year. *On-call* positions are those that do not typically work a set number of hours per week or month.

#	5
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Staffing notes

Optional.

For 214, each community branch has an On-call Substitute. Substitute staff at the main branch included in 213 since they are are schedu

∨ Part 3 - Revenue

Question 301 City Revenue*

Round to the nearest dollar.

\$	0.00
----	------

Question 302 County Revenue*

Round to the nearest dollar.

\$	0.00
----	------

Question 303 District Revenue*

Round to the nearest dollar.

\$	1,284,356.00
----	--------------

Question 305 State Revenue*

Round to the nearest dollar.

\$	8,094.00
----	----------

Question 306 LSTA and ARPA Grant Revenue

Report *only* ARPA funds received via the State Library. Report any other ARPA funding in Question 308.

\$	0.00
----	------

Question 308 Other Federal Revenue*

Report *all other* ARPA funds or funding from federal sources here (other than any received via the State Library). Round to the nearest dollar.

\$	6,949.00
----	----------

Question 310 Other Operating Revenue*

Round to the nearest dollar.

\$	324,263.00
----	------------

Question 312 Local Capital Revenue*

Round to the nearest dollar.

\$	0.00
----	------

Question 313 State Capital Revenue*

Round to the nearest dollar.

\$	0.00
----	------

Question 314 Federal Capital Revenue*

Round to the nearest dollar.

\$	0.00
----	------

Question 315 Other Capital Revenue*

Round to the nearest dollar.

\$ 0.00

Revenue Notes

Optional.

∨ Part 4 - Expenditures

Question 401 Salaries and Wages Expenditures*

Round to the nearest dollar.

\$ 580,013.00

Question 402 Employee Benefits Expenditures*

Round to the nearest dollar.

\$ 282,938.00

Question 406 Total Expenditures on Print Materials*

Round to the nearest dollar. Please include total expenditures on all books, periodicals, and other print materials here.

\$ 69,849.00

Question 407 Electronic Materials Expenditures*

Round to the nearest dollar.

\$ 20,552.00

Question 408 Other Materials Expenditures*

Round to the nearest dollar.

\$ 19,809.00

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$ 324,263.00

Question 410b Internal service charges

Select all that apply.

- Administration
- Facilities
- Human Resources
- Information Technology
- Legal
- Finance
- other

Question 412 Library Construction Expenditures*

Round to the nearest dollar.

\$ 0.00

Question 413 Capital Equipment Expenditures*

Round to the nearest dollar.

Question 414 Other Capital Expenditures*

Round to the nearest dollar.

Expenditures Notes

Optional.

∨ Part 5 - Collections

Question 501 Print Items*

Question 502 Print Items Added*

Question 503 Physical Audio Items*

Question 504 Physical Audio Items Added*

Question 505 Physical Video Items*

Question 506 Physical Video Items Added*

Question 507 Other Physical Library Materials*

Question 508 Other Physical Library Materials Added*

Question 511 Ebook units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **56,416** here. If your library does not participate in Library2Go, please enter 0.

Question 512 Ebook Units Added to Library2Go*

If your library participates in Library2Go/ODLC, please enter **8,403** here. If your library does not participate in Library2Go, please enter 0.

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

List all other e-book units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or

held by a consortia other than ODLC/Library2Go.

429

Question 514 Ebook Units Added Owned or Licensed Locally*

List all other e-book units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

429

Question 517 Digital Audiobook Units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **35,057**. If your library does not participate in Library2Go, please enter 0.

488

Question 518 Digital Audiobook Units Added in Library2Go*

If your library participates in Library2Go/ODLC, please enter **3,841**. If your library does not participate in Library2Go, please enter 0.

488

Question 519 Digital Audiobook Units Owned or Licensed Locally*

List all other digital audiobook units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

0

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

List all other digital audiobook units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

0

Question 525 Digital Video Units Owned or Licensed Locally*

List all digital video units in your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

0

Question 526 Digital Video Units Added, Owned or Licensed Locally*

List all digital video units added to your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

0

Question 533a Number of Physical Spanish language items*

Please report the total number of **physical** items in the library's collection in Spanish. This should include all physical material types (print, audio, video).

1211

Question 533b Number of Digital Spanish language items*

Please report the total number of **digital** items in the library's collection in Spanish. This should include all digital material types (e-books, audio, video).

0

Question 535 Databases Licensed Locally or by local consortium*

Report the number of licensed electronic collections [previously called databases], for which temporary or permanent access rights have been acquired through payment by the local library, cooperative or consortium agreement. An example would be a genealogy database purchased by your library or funded by a regional consortium or cooperative for member libraries. An electronic collection is a collection of

electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. **Do not include audio and e-book collections with circulation periods.**

16

Question 534 Items in other languages

Please report items in the library's collection that are in languages other than English or Spanish. Check all that apply.

- Arabic
- Chinese (including Mandarin & Cantonese)
- French
- German
- Hindi
- Ilocano, Samoan or Hawaiian
- Japanese
- Korean
- Mam
- Marshallese
- Quiche
- Russian
- Somali
- Swahili
- Tagalog
- Thai, Lao
- Ukrainian
- Vietnamese
- other

Question 536 Databases Added Licensed Locally or by local consortium*

See above - enter number of new resources added.

1

Collections notes

Optional.

Added Tech-Talk

Part 6 - Circulation & Collection Use

Question 601 Successful Retrievals from Statewide Electronic Resources*

The FY2021-22 usage reports from both **Gale** and **LearningExpress Library** are [now available here](#).

Please note: Libraries that provide access to Gale resources and LearningExpress Library through a central account for their library system should contact their library system administrator for assistance in getting the data for your specific library.

323

Question 602 Successful Retrievals from Local Databases*

Report retrievals of all *other* electronic collections (other than the Statewide databases) that require user authentication but do not have a circulation period. Typically, this information can be obtained from the vendor. If complete data is not accessible, please report what you can access.

40607

Question 610 First time Circulation of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

31903

Question 611 Renewals of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 612 First time Circulation of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 613 Renewals of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 614 First time Circulation of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 615 Renewals of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 616 First time Circulation of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 617 Renewals of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

Question 618 First time Circulation of Materials not separated into above categories***Question 619 Renewals of Materials not separated into above categories*****Question 630 Circulation of Library2Go Materials***

If your library does not participate in Library2Go/ODLC, please enter **-1** here.

Question 631 Circulation of Locally Owned or Licensed eContent*

Please report all e-content platform circulations here, *except* for general Library2Go content, if applicable. Include any circulation from

additional e-content platforms purchased locally (including **OverDrive Advantage** circulation) here, or circs from additional shared consortium e-content collections. Please report **Kanopy** and **Hoopla** usage stats here.

Question 650 Items loaned to other libraries within resource-sharing network***Question 651 Interlibrary Loans - Items Loaned to All Other Libraries***

Number of true ILLs loaned to libraries outside of your shared catalog or resource-sharing network.

Question 653 Items borrowed from libraries within resource-sharing network***Question 654 Interlibrary Loans - Items Borrowed from All Other Libraries***

Number of true ILLs borrowed from libraries outside of your shared catalog or resource-sharing network.

Question 660 Circulations Made to Non Residents without Charge***Circulation notes**

Optional.

Part 7 - Programs & Services**Question 701 Reference Transactions*****Question 701b Reference Transactions Reporting Method***

- Actual count (we track each transaction as it happens)
 Estimate (we use a sampling method)
 N/A (we do not track reference transactions)

Question 711 Meeting Room Usage***Question 712 Does your library provide a Summer Reading Program***

- Yes
 No

Question 751 Live Program Sessions for Children Ages 0 to 5*

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children.

Question 752 Attendance at Live Programs for Children Ages 0 to 5*

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees

of these program sessions regardless of age.

1054

Question 753 Live Program Sessions for Children Ages 6 to 11*

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children.

29

Question 754 Attendance at Live Programs for Children Ages 6 to 11*

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

137

Question 755 Live Program Sessions for Young Adults Ages 12 to 18*

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years.

12

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18*

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

102

Question 757 Live Program Sessions for Adults Age 19 or Older*

An adult program session is any planned event for which the primary audience is adults age 19 or older.

1

Question 758 Attendance at Live Programs for Adults Age 19 or Older*

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

17

Question 759 Live General Interest Program Sessions*

A general interest program session is any planned event that is appropriate for any age group or multiple age groups.

0

Question 760 Attendance at Live General Interest Programs*

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

0

Question 761 Number of Live In Person Onsite Program Sessions*

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities.

1

Question 762 Live In Person Onsite Program Attendance*

The count of in-person attendance at program sessions that take place at library facilities.

17

Question 763 Number of Live, In Person, Offsite Program Sessions*

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds.

1

Question 764 Live, In Person, Offsite Program Attendance*

The count of in-person attendance at program sessions that take place somewhere other than the library.

0

Question 765 Number of Live, Virtual Program Sessions*

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming).

1

Question 766 Live, Virtual Program Attendance*

The count of live attendance at virtual program sessions.

5

Question 767 Total Number of Recorded Program Presentations*

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

206

Question 768 Total Views of Recorded Program Presentations within 30 days*

The count of views of asynchronous program presentations for a period of 30 days the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year).

3751

Question 780 Number of self-directed activities

Optional. Estimates are fine. Please report the number of self-directed activities your library created throughout the year. Self-directed activities are program-like activities the library produces that do not necessitate direct staff interaction with patrons in real time. Report activities aimed at any age group. Activities can be onsite at the library, or elsewhere in the community. These may include, but are not limited to:

- Take-&-make kits
- Passive programs
- White board, magnetic poetry, and/or sticky-note prompts (for example, Question of the Week)
- Guessing jars
- Crafting corners
- Games and puzzles
- Scavenger hunts

9

Question 781 Number of participants in self-directed activities.

Optional. Please report the approximate number of patrons participating in self-directed activities. Estimates are totally OKAY. For take-&-make kits, assume a 1-kit to 1-participant ratio, unless activities were designed for families/multi-generational interaction.

84

Programs & Services Notes

Optional.

Story Time bags not tracked this year.

✓ Part 8 - Technology & Facilities

Question 801 Number of Sessions of Public Internet Computers and Devices*

7232

Question 801b Reporting Method for total number of Internet computer sessions*

- Actual count (we track each transaction as it happens)
 Estimate (using a sampling method)
 N/A (we don't track computer usage)

Question 802 Number of Public Internet Computers and Devices*

76

Question 803 Tell us about your library WiFi*

- No Wi-Fi available at this location
 Wi-Fi only available inside during open hours
 Wi-Fi extends outside building, only available during open hours
 Wi-Fi extends outside building (left on through evening hours after library closes)
 Wi-Fi extends outside building (left on 24/7)
 other situation

Question 804 Wireless Sessions*

12648

Question 804b Reporting Method for Wireless Sessions*

- Actual count (we track each transaction as it happens)
 Estimate (using a sampling method)
 N/A (we don't track computer usage)

Question 805 Internet Download Speed*

#.# 92.13

Question 806 Internet Upload Speed*

#.# 92.62

Question 807 Name of Shared ILS Consortium*

Sage

Question 808 Name of Integrated Library System (ILS) product*

Evergreen

Question 809 Website Visits*

20916

Question 810 Scheduled Weekday Open Hours*

Report regularly scheduled hours in a typical week, open to 5pm Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

40

Question 811 Scheduled Weeknight Open Hours*

Report regularly scheduled hours in a typical week, 5pm to close Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

Question 812 Scheduled Weekend Daytime Open Hours*

Report regularly scheduled hours in a typical week, from open to 5pm Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

Question 813 Scheduled Weekend Evening Open Hours*

Report regularly scheduled hours in a typical week, from 5pm to close Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

Question 815 Number of Weeks Library Was Open*

For multi-outlet libraries, report only the weeks open for the main/central branch.

Question 816 Total Number of Open Hours*

For multi-outlet libraries, report only the total hours for the main or central library.

Question 817 Library Visits***Question 817b Library Visits Reporting Method***

- Actual count (we track each visit as it happens)
 Estimate (using a sampling method)
 N/A (we don't track library visits)

Question 822 Date of Most Recent Structural Remodel of Building*

Please enter the year of your library's most recent structural remodel. For multi-outlet libraries, report on the main/central branch. If unknown, report 0000.

Change in Square Footage?*

Did any of your library's facilities gain or lose square footage during this period?

- Yes
 No

Technology & Facilities notes

Optional.

✓ Part 9 - Fines, Fees, & Salary Survey**Question 901 Overdue Fines for Adult Materials***

Does your library charge overdue fines on adult materials?

- Yes
 No

Question 902 Overdue Fines for Childrens Materials*

Does your library charge overdue fines on children's materials?

- Yes
 No

Question 903 Overdue Fines for Young Adult Materials*

Does your library charge overdue fines on materials for young adults (YA)?

- Yes
 No

Question 904 Notes on fines

\$0.05/day for Ready to Learn accounts (age 5 & under), \$0.10 for Juvenile (age 17 and under), \$0.20 for Adult

Question 905 Fee for Interlibrary Loans*

as charged by other library / OCLC cost

Question 906 Annual fee for nonresident patrons*

\$90.00

Question 950 Director Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 33.18

Question 951 Director Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 40.73

Question 952 Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 17.89

Question 953 Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 22.83

Question 954 Non Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 15.46

Question 955 Non Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$ 19.73

Question 956 Library Assistant Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 957 Library Assistant Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 958 Library Clerk Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 959 Library Clerk Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Part 10 - Admin Information & Policies**Question 1001 Population Served**

This will be pre-filled by the State Library.

The following **Questions 1009 - 1013** are required and will be used to help determine whether your library meets the Minimum Conditions for Public Libraries in Oregon as established by HB2243. For more information on these minimum conditions, please [refer to this guide](#).

Question 1009 Link to Statewide Gale Resources***Question 1010 Link to Statewide LearningExpress Library Resources*****Question 1011 Link to Library Collection Management Policy*****Question 1012 Link to Library Circulation Policy*****Question 1013 Link to Library Patron Confidentiality Policy*****Policies notes**

Optional.

COVID-19**CV01 - Outlets Closed Due to COVID-19?***

- Yes
 No

CV02 - Public Services During COVID-19?*

- Yes
 No

CV05 - Electronic Library Cards Issued During COVID-19?*

- Yes
 No

CV06 - Reference Services during COVID-19?*

- Yes
 No

CV07 - Curbside Services During COVID-19?*

- Yes
 No

CV11 - External WiFi Access During COVID-19?*

- Yes
 No

CV12 - External WiFi Access Increased During COVID-19?*

- Yes
 No

CV13 - Staff Reassigned During COVID-19?*

- Yes
 No

CV14 - Number of Weeks Library Was Closed Due to COVID-19.***CV15 - Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19.*****✓ Reporting Burden & Self-Brag!****Reporting Burden (in hours)***

Please report the total number of hours spent collecting and reporting this data for your library. Include all staff and/or volunteer time involved, as well as any time spent throughout the year compiling these statistics. Round to the nearest hour.

Something you're proud of!

Optional.

Tell us about something in the past year that you are proud of at your library. **Please note:** the State Library of Oregon may use this information for public communications, etc.

In June 2022, we launched an outdoor public phone booth with free call services to the US and Canada using a VOIP subscription. It has been celebrated by the community and is reportedly useful for a variety of needs, such as children contacting parents, transportation arrangements, managing personal business, and even occasional 911 calls.

9,659 characters left of 10,000

Photo of your library

Optional.

Please upload a photo of your library. An outdoor photo of your building's main façade is preferred but interior views are okay, too. If your library has multiple branches, please upload a photo of your main or central branch.

By submitting a photo, you are acknowledging you have the rights to this image, and you agree to allow the State Library of Oregon to use this image in data visualizations, and general communications and publications.

20150618_130843-002.jpg [1.5 MiB] 

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	% Chg
Pop.						16,185	16,185	16,215	16,210	16,280	16,280	16,450	16,510	16,750	16,765	16,820	16,820	16,860	0.0%
Registered users	12,369	12,363	12,979	12,950	9,500	7,139	11,394	12,497	12,713	10,840	11,634	9,910	10,227	9,226	9,324	8,815	8,284	7,700	-5.7%
Registered users added																501	391	527	
Registered users per capita						44.11%	70.40%	77.07%	78.43%	66.58%	71.46%	60.24%	61.94%	55.08%	55.62%	52.41%	49.25%	45.67%	-5.7%
Total staff	10.6	11.44	13.4	13.0	12.8	11.1	13.4	15.8	13.9	14.5	13.9	14.1	14.1	14.6	14.6				
Librarians with ALA/MLS (FTE)													2.0	2.5	2.9	2.9	2.9	2.9	
Others with librarian title (FTE)													0.8	0.8	0.9	1.0	1.0	1.0	
Total librarians													2.8	3.3	3.8	3.9	3.9	3.9	
Other paid staff													11.3	11.4	11.7	11.3	11.3	11.3	
Total paid staff	10.6	11.44	13.4	13.0	12.8	11.1	13.4	15.8	13.9	14.5	13.9	14.1	14.1	14.7	15.5	15.2	15.2	15.2	

BUDGET																				
Local revenue										919,944	922,847	925,214	975,943	1,014,020	1,035,968	1,137,167	1,348,064	1,277,325	1,284,356	-5.2%
State revenue										5,838	6,564	7,045	6,773	6,922	7,412	7,582	7,890	9,390	8,094	19.0%
Federal revenue - E-rate										5,505	4,470	5,782	4,347	20,788	6,437	6,308	6,546	7,889	6,949	20.5%
Other federal funds																	14,912	179,758	0	1105.5%
Other operating revenue										90,558	36,631	29,976	26,834	51,517	99,268	46,007	18,675	30,600	84,921	63.9%
Total Operating Revenue	587,275	597,837	644,952	826,548	837,547	883,492	916,253	918,872	1,021,845	970,512	968,017	1,013,897	1,093,247	1,149,085	1,197,064	1,396,087	1,504,962	1,384,320		7.8%
Salaries & wages	264,400	267,951	308,000	376,840	395,715	390,126	419,999	445,184	463,550	471,238	445,567	493,423	507,474	559,678	537,136	537,123	552,232	580,013		2.8%
Benefits	76,115	101,641	98,260	132,053	139,488	143,016	155,158	164,030	175,561	184,766	175,076	193,934	190,209	211,794	216,248	239,437	256,120	282,938		7.0%
Personnel TOTAL	340,515	369,592	406,260	508,893	535,203	533,142	575,157	609,214	639,111	656,004	620,643	687,357	697,683	771,472	753,384	776,560	808,352	862,951		4.1%
Books & print	51,418	38,725	29,056	44,331	46,547	48,145	60,926	58,297	55,571	61,041	56,913	55,486	62,173	53,553	67,160	57,493	50,308	57,541		-12.5%
Periodicals & serials	9,456	11,181	10,646	13,873	13,659	13,276	13,354	13,516	12,216	13,075	13,003	13,970	13,031	12,079	13,870	13,327	10,273	12,308		-22.9%
TOTAL PRINT	60,874	49,906	39,702	58,204	60,206	61,421	74,280	71,813	67,787	74,116	69,916	69,456	75,204	65,632	81,030	70,820	60,581	69,849		-14.5%
Electronic	6,478	7,845	9,926	10,293	13,336	10,388	4,959	7,472	9,885	8,145	10,392	10,733	10,448	12,769	14,380	17,182	20,890	20,552		21.6%
Other A/V	6,620	7,237	6,252	5,241	8,174	14,250	20,710	19,806	19,304	18,207	20,042	16,084	14,150	13,138	18,062	18,397	15,627	19,809		-15.1%
TOTAL COLLECTION \$	73,972	64,988	55,880	73,738	81,716	86,059	99,949	99,091	96,976	100,468	100,350	96,273	99,802	91,539	113,472	106,399	97,098	110,210		-8.7%
Other operating	153,881	135,177	161,574	172,607	169,464	273,417	196,919	189,649	184,899	185,213	197,823	204,140	215,335	297,053	238,301	258,779	448,248	324,263		73.2%
TOTAL EXPENDITURES	568,368	569,757	623,714	755,238	786,383	892,618	872,025	897,954	920,986	941,685	918,816	987,770	1,012,820	1,160,064	1,105,157	1,141,738	1,353,698	1,297,424		18.6%
Construction	127,652	126,736	2,234	4,183	0	0	0	0	0	0	0	0	70,314	0	0	0	0	0		
Capital equipment / other		14,000		17,500	0	0	0	0	0	0	0	0	0	0	0	0	7,864			
TOTAL CAPITAL OUTLAY	127,652	140,736	2,234	21,683	0	0	0	0	0	0	0	0	70,314	0	0	0	7,864	0		

COLLECTIONS
PHYSICAL

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	% Chg
Books & Print	117,115	109,742	113,598	107,559	113,316	112,723	113,332	112,228	113,553	117,103	116,333	118,178	119,521	115,527	113,584	112,978	114,200	115,581	1.1%
Books added	5,526	4,697	3,765	5,560	5,220	4,537	4,479	4,909	4,628	4,715	2,846	4,075	5,105	3,801	5,170	3,411	3,396	3,812	-0.4%
Audio	2,911	3,401	3,442	8,802	12,384	4,080	4,905	5,368	5,880	5,723	5,855	6,090	6,008	6,057	5,962	6,083	6,172	6,190	1.5%
Audio added	272	407	419	2,619	3,474	167	376	772	540	343	236	253	382	174	389	275	195	121	-29.1%
Video	3,932	5,219	5,543	7,452	7,623	8,168	9,599	11,112	11,601	12,396	13,366	13,466	14,079	12,716	12,637	12,652	13,106	13,086	3.6%
Video added	363	1,143	324	2,066	1,026	1,049	1,152	1,996	1,441	1,152	1,229	936	1,419	1,222	1,127	874	1,062	797	21.5%
Print serial subscriptions	328	338	349	379	373	328	356	411	365	366	362	365	336	308	271	264			-100.0%
subscriptions added	21	26	11	33	5	8	31	5	0	6	10	8	9	5	13	0			#DIV/0!
Other physical units		200	250	250			192	19,363	19,805	22,756	22,906	24,138	24,482	29,767					
Other physical units added		10	50	8			41	2,444	2,729	3,775	150	1,326	1,922	4,265					
TOTAL PHYSICAL UNITS	124,317	118,900	123,182	124,442	133,696	125,299	128,384	148,482	151,204	158,344	158,822	162,237	164,426	164,375	132,454	131,977	133,478	134,857	1.1%
TOTAL PHYSICAL UNITS ADDED	6,184	6,283	4,569	10,286	9,725	5,761	6,079	10,126	9,338	9,991	4,471	6,598	8,837	9,467	6,699	4,560	4,653	4,730	2.0%
(added less other)	6,161	6,247	4,508	10,245	9,720	5,753	6,007	7,677	6,609	6,210	4,311	5,264	6,906	5,197	6,686	4,560	4,653	4,730	2.0%
DIGITAL																			
E-books																			
Units owned by consortium				10	10	7,453	12,293	30,174	25,761	30,806	33,516	22,263	42,148	45,061	48,438	60,360	72,697	99,099	20.4%
Units added				10		7,359	4,290	17,882	4,948	5,045	2,710	2,594	6,309	5,554	6,887	15,909	7,998	26,402	-49.7%
Units owned locally												768	768	768	778	778			
Units added												758	0	0	0	0			
Total E-Books												23,031	42,916	45,829	49,216	61,138	72,697	99,099	18.9%
Total E-Books added														5,554	6,887	15,909	7,998	26,402	
Digital Audio																			
Titles						11,550	15,525	10,261				10,338							
Titles added						3,027	3,608	1,695				669							
Units								19,065	20,107	21,575	19,082		23,280	27,310	31,816	36,022	34,214	48,759	-5.0%
Units added								3,540	1,240	1,468	1,012		2,508	3,943	6,445	5,910	4,292	14,545	-27.4%
Digital Video																			
Titles						1,617	1,288	1,273											
Titles added						392	209	0											
Units								1,288	1,288	1,285	1,285								
Units added									0		0								
Total digital units														73,139	80,469	97,160	106,911	147,858	
total digital units added														9,497	13,332	21,819	12,290	40,947	
Total physical and digital units														237,514	212,923	228,873	240,389	282,715	
Total physical and digital units added														18,964	20,031	26,379	16,943	45,677	
Licensed Databases																			

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	% Chg	
Statewide	26	26	26	27	27	22	24	23	24	24	24	24	24	23	24	24	24	24	24	0.0%
Statewide added														0	2	2	2	2	2	
Local	4	8	8	7	10	8	10	10	10	9	10	10	9	9	9	8	8	8	8	0.0%
Added	2		2	0	3				0		1	0	0	0	0	1	2	0	0	
TOTAL LICENSED DATABASES		34	34	34	37	30	34	33	34	33	34	34	33	32	33	32	32	32	32	0.0%
TOTAL DIGITAL																				
TOTAL DIGITAL / DOWNLOADABLE UNITS											52,598	33,369	66,196	77,139	76,240	97,160	106,911	147,858	10.0%	
TOTAL DIGITAL / DOWNLOADABLE UNITS ADDED											3,723	4,021	8,817	9,497	9,332	21,819	240,389	282,715	1001.7%	
TOTAL PHYSICAL + DIGITAL UNITS	<i>121,158</i>	<i>124,317</i>	<i>118,935</i>	<i>123,217</i>	<i>124,488</i>	<i>133,744</i>	<i>145,948</i>	<i>157,517</i>	<i>199,042</i>	<i>198,394</i>	211,420	195,606	230,622	237,514	208,423	228,873	240,389	282,715	5.0%	
TOTAL PHYSICAL + DIGITAL ADDED	<i>4,465</i>	<i>6,184</i>	<i>6,285</i>	<i>4,570</i>	<i>10,298</i>	<i>9,728</i>	<i>16,561</i>	<i>14,187</i>	<i>31,550</i>	<i>15,526</i>	8,194	10,619	17,654	18,964	16,018	26,379	16,943	45,677	-35.8%	
CIRCULATION																				
Adult	119,434	110,246	108,457	98,336	106,518	115,039	122,015	125,643	128,494	134,998	130,132	110,484	95,706	87,888	84,539	71,025	28,326	31,903	-60.1%	
YA									3,474	4,869	3,954	3,310	3,183	2,592	2,628	2,809	1,903	2,399	-32.3%	
Child	24,220	18,964	17,625	17,128	22,270	29,830	30,972	27,610	27,561	27,410	31,667	35,302	31,564	26,538	28,330	26,115	17,169	23,019	-34.3%	
Non-separated	0	0	0	0	0	0	0	0	0	0	0	56,308	48,389	46,824	39,842	30,878	14,797	16,904		
Physical CIRC TOTAL	143,654	129,210	126,082	115,464	128,788	144,869	149,053	153,253	159,529	167,277	165,753	149,096	130,453	117,018	115,497	99,949	47,398	57,321	-52.6%	
Digital CIRC TOTAL								5,121	5,503	7,085	7,106	7,472	7,370	10,034	12,466	14,578	15,617	15,652	7.1%	
Circ per capita						9	9	10	10	11	11	10	9	8	8	7	4	5		
ILL lend - Sage	817	1,128	1,257	1,551	2,157	2,482	2,944	4,343	4,921	4,949	6,648	7,173	7,517	8,246	8,331	7,657	8,696	7,700	13.6%	
ILL lend - NonSage	1	4	0					126	3	0	5	0	0	0	0	0				
TOTAL ILL LENT	818	1,132	1,257	1,551	2,157	2,482	2,944	4,469	4,924	4,949	6,653	7,173	7,517	8,246	8,331	7,657	8,696	7,700	13.6%	
ILL borrow - Sage	994	846	1,201	1,665	1,882	2,735	3,304	4,309	5,247	5,786	5,996	8,281	7,583	6,390	7,498	6,257	6,129	5,860	-2.0%	
ILL borrow - NonSage	192	91	77	47	149	126	181	134	125	93	71	105	91	54	56	27			-100.0%	
TOTAL ILL BORROWED	1,186	937	1,278	1,712	2,031	2,861	3,485	4,443	5,372	5,879	6,067	8,386	7,674	6,444	7,554	6,284	6,129	5,860	-2.5%	
TOTAL CIRC	<i>138,356</i>	129,210	126,082	115,464	128,788	144,869	152,987	158,374	165,032	174,362	172,859	164,954	145,497	133,496	135,517	120,811	69,144	78,833	-42.8%	
NET ILL RATIO	<i>0.82</i>	1.33	1.05	0.93	1.15	0.91	0.89	1.01	0.94	0.86	1.11	0.87	0.99	1.29	1.11	1.22	1.42	1.31		
VISITS									184,677	168,012	151,217	143,656	146,994	129,569	125,383	91,128	28,336	81,061	-68.9%	
Visits per capita									11	10	9	9	9	8	7	5	2	5	-68.9%	
										-9.0%	-10.0%	-5.0%	2.3%	-11.9%	-3.2%	-27.3%	-68.9%	186.1%		
PROGRAMS																				
Children programs	667	803	801	820	634	591	618	261	227	368	361	223	347	183	162	253	120	178	-52.6%	
Children program attendance	5,305	7,802	10,272	12,500	5,828	5,004	6,347	5,794	6,148	5,763	9,242	6,061	4,760	2,728	2,520	3,590	2,144	2,486	-40.3%	
Young Adult programs					6	5	0	0	4	7	17	17	31	23	24	21	13	12	-38.1%	
Young Adult program attendance					29	19	0	0	53	88	285	264	503	375	291	260	52	102	-80.0%	
Adult programs	4	13	8	14	41	27	18	25	11	4	16	17	13	9	7	1	0	2	-100.0%	
Adult program attendance	115	238	136	419	620	391	468	441	302	115	311	257	429	159	125	21	0	22	-100.0%	

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	% Chg
TOTAL PROGRAMS	671	816	809	834	681	623	636	286	242	379	394	257	391	215	193	275	133	192	-51.6%
PROGRAM ATTENDANCE	5,420	8,040	10,408	12,919	6,477	5,414	6,815	6,235	6,503	5,966	9,838	6,624	5,692	3,262	2,936	3,871	2,196	2,610	-43.3%
Program attendance per capita						0.33	0.42	0.38	0.40	0.37	0.60	0.40	0.34	0.19	0.18	0.23	0.13	0.15	-43.3%
Meeting room usage															1,593	1,167			-100.0%
TECHNOLOGY																			
PUBLIC COMPUTER USE (sessions) n.c.		36,851	37,956	41,000	46,909	53,538	55,722	57,523	47,288	39,390	34,558	31,907	28,735	21,816	19,541	11,714	2,924	7,232	-75.0%
PUBLIC COMPUTER USE (hours)					13,971	22,512	28,307	25,431	22,433	21,250	18,609	16,936	14,733	13,494	12,273	7,240	1,397	4,339	-80.7%
Average Session length (min)					24	25	27	27	31	35	36	32	30	37	37	37	29	36	
Users					2,199	3,124	3,739	3,718	2,925	2,769	2,605	2,583	2,050	1,770	1,535	1,148	550	785	-52.1%
Visitors					2,058	3,358	4,366	3,170	1,828	1,635	1,812	2,055	1,499	1,954	1,660	992	445	1,289	-55.1%
Visitor cards created								1,731	2,298	1,978	2,136	2,431	2,023	2,367	1,970	1,216	609		-49.9%
Unique Users													3,440	3,326		2,749		1,318	
Users with 1 session													1,541	1,632		1,490		872	
Users with 2 sessions													584	607		508		211	
Users with 3 sessions													291	291		173		68	
Users with 4 sessions													179	134		100		31	
Users with 5+ sessions													845	662		478		136	
Public Internet Terminal use per capita						3.3	3.4	3.5	2.9	2.4	2.1	1.9	1.7	1.3	1.2	0.7	0.2	0.4	
WiFi use										3,900	22,349	23,904	29,277	NC	NC	NC	8,726	12,648	
Volunteers	18	21	36	55	69	72	117	109	101	102	115	115	111	105	83	123	24	70	-80.5%
Volunteer hours	3,438	3,453	3,066	1,660	1,633	1,742	2,448	2,402	2,030	2,093	2,709	3,717	4,445	3,545	3,894	2,924	337	2,193	-88.5%

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Accrual Basis

General Fund
Baker County Library District
Profit & Loss Budget Performance
 November 2022

	<i>MONTH</i> Nov 22	<i>YTD</i> Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
Income					
4000 · Current Year Tax Levy					
4001 · Current Tax Levy	60,794.93	60,794.93	988,002.00	6.2%	988,002.00
4006 · Local Option Levy	26,979.41	26,979.41	380,000.00	7.1%	380,000.00
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%	0.00
Total 4000 · Current Year Tax Levy	87,774.34	87,774.34	1,368,002.00	6.4%	1,368,002.00
4005 · Prior Year Taxes					
4011 · Levy 1st year prior	801.17	13,164.32			
4012 · Levy 2nd year prior	188.75	13,282.61			
4013 · Levy 3rd year prior	16.75	11,983.68			
4014 · Levy 4th year prior	4.41	2,345.29			
4015 · Levy 5th year prior	0.00	38.48			
4016 · Levy 6th year prior	0.00	7.85			
4017 · Levy 7+ prior years	55.38	177.00			
4005 · Prior Year Taxes - Other	0.00	0.00	55,000.00	0.0%	55,000.00
Total 4005 · Prior Year Taxes	1,066.46	40,999.23	55,000.00	74.5%	55,000.00
4020 · Other Taxes/Bond Priors-LandSale	0.00	0.00	500.00	0.0%	500.00
4060 · State Ready-2-Read Grant	0.00	0.00	8,500.00	0.0%	8,500.00
4066 · Grant Revenue	0.00	0.00	4,000.00	0.0%	4,000.00
4100 · Fines and Fees					
4101 · Fines	79.80	3,035.44			
4102 · Copies	20.30	667.01			
4103 · Fax	6.00	260.00			
4104 · Lost/damaged item reimb	0.00	725.87			
4105 · Library card replacement	2.00	67.00			
4106 · Non-resident card fees	0.00	149.00			
4110 · Misc and weekly over/short	0.80	-8.65			
4100 · Fines and Fees - Other	0.00	0.00	13,000.00	0.0%	13,000.00
Total 4100 · Fines and Fees	108.90	4,895.67	13,000.00	37.7%	13,000.00
4200 · Interest Income	0.00	1,984.71	12,000.00	16.5%	12,000.00
4300 · Other Revenues					
4302 · Donations	0.00	119.90	1,000.00	12.0%	1,000.00
4303 · Program Support	0.00	395.00			
4307 · E-Rate Refunds	0.00	2,339.82	7,500.00	31.2%	7,500.00
4308 · Rebate Refunds	0.00	2,000.00			
4309 · Friends Bookshop Sales	0.00	101.41			
4310 · Summer BookSale visa sales	0.00	0.00			
4318 · Insurance Proceeds	0.00	369.00			
4320 · Other Revenues - Miscellaneous	0.00	0.00	1,000.00	0.0%	1,000.00
Total 4300 · Other Revenues	0.00	5,325.13	9,500.00	56.1%	9,500.00

Tax Turnovers
 11/01 \$88,840 (current year taxes = \$7,800)
 deposited on 11/07 \$149,658
 (not posted on this report)

128,973.57 total
 0.00 date 8,500.00
 0.00 4,000.00

-ETO x 2 @ \$1,000 - Recd another \$1,000 1/07

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Accrual Basis

Baker County Library District Profit & Loss Budget Performance November 2022

	<i>MONTH</i> Nov 22	<i>YTD</i> Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
4330 · Sage Fiscal Agency Fee	0.00	0.00	2,235.00	0.0%	2,235.00
4500 · Transfer Income	0.00	0.00	4,000.00	0.0%	4,000.00
4800 · Other Financing Sources	0.00	0.00	3,500.00	0.0%	3,500.00
4999 · Beginning Cash					
4999.1 · Checking cash on hand	0.00	27,652.93			
4999.2 · LGIP cash on hand	0.00	554,995.12			
4999 · Beginning Cash - Other	0.00	0.00	550,000.00	0.0%	550,000.00
Total 4999 · Beginning Cash	0.00	582,648.05	550,000.00	105.9%	550,000.00
Total Income	88,949.70	723,627.13	2,030,237.00	35.6%	2,030,237.00
Gross Profit	88,949.70	723,627.13	2,030,237.00	35.6%	2,030,237.00
Expense					
5000 · Personal Services					
5001 · District salaries					
5100 · Baker Branch					
5102 · Admin, Library Director	7,381.34	36,726.78	88,585.00	41.5%	88,585.00
5105 · Admin, Business Manager	2,828.01	14,288.28	34,371.00	41.6%	34,371.00
5129 · Lib Assoc II, TechSvc/ Serials	2,871.78	14,223.12	34,472.00	41.3%	34,472.00
5131 · Admin I, Community Svcs	3,511.61	18,285.20	44,875.00	40.7%	44,875.00
5132 · Lib Tech I, TechSvc/Catalog Asst	2,224.80	10,774.31	25,719.00	41.9%	25,719.00
5133 · Lib Tech I, TechSvc/ Media	2,862.72	14,586.48	35,446.00	41.2%	35,446.00
5134 · Admin I, Tech/Catalog Specialist	4,155.08	20,578.98	49,861.00	41.3%	49,861.00
5135 · Librarian I, Circ/Office Mgr	3,589.70	17,615.04	43,090.00	40.9%	43,090.00
5136 · Library Asst, Public Svc/Desk	1,448.74	6,237.08	21,387.00	29.2%	21,387.00
5137 · Library Tech II, Youth Services	3,100.93	15,357.32	37,215.00	41.3%	37,215.00
5138 · Library Tech I, TechSvc/Acqstn	1,302.72	5,710.39			
5139 · Library Asst, Pages/Shelving	1,951.46	7,992.14	28,357.00	28.2%	28,357.00
5150 · Lib Asst III Bookmobile	843.96	4,427.49	16,460.00	26.9%	16,460.00
5152 · Admin, IT Systems Manager	1,510.11	8,395.12	50,123.00	16.7%	50,123.00
5156 · IT Specialist & Asst	1,284.02	6,254.42	5,012.00	124.8%	5,012.00
5174 · Lib Tech I, Facilities Specialist	2,953.60	14,626.56	35,446.00	41.3%	35,446.00
5194 · Vacation Subs & Special Projects	1,155.68	8,090.74	12,982.00	62.3%	12,982.00
5195 · Staff Training	26.70	598.06	3,245.00	18.4%	3,245.00
5198 · Severance Payout	0.00	0.00	0.00	0.0%	0.00
Total 5100 · Baker Branch	45,002.96	224,767.51	566,646.00	39.7%	566,646.00
5200 · Branches, Lib Asst III					
5202 · Haines	1,021.06	5,142.16	6,124.00	84.0%	6,124.00
5203 · Halfway	1,317.40	7,548.86	14,928.00	50.6%	14,928.00
5204 · Richland	2,406.10	7,955.47	16,460.00	48.3%	16,460.00

Baker County Library District Profit & Loss Budget Performance November 2022

	MONTH Nov 22	YTD Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
5205 · Huntington	1,007.93	6,016.84	16,460.00	36.6%	16,460.00
5206 · Sumpter	1,381.64	6,649.77	16,460.00	40.4%	16,460.00
5209 · Branch Training	407.18	1,591.58	12,662.00	12.6%	12,662.00
Total 5200 · Branches, Lib Asst III	7,541.31	34,904.68	83,094.00	42.0%	83,094.00
5700 · Grant Wages & Related Expense					
5706 · Teen Intern Grant OLA	0.00	2,256.29			
Total 5700 · Grant Wages & Related Expense	0.00	2,256.29			
Total 5001 · District salaries	52,544.27	261,928.48	649,740.00	40.3%	649,740.00
5400 · Payroll Taxes & Benefits					
5401 · Group Insurance					
5401.1 · Health Insurance	9,607.53	54,173.29	0.00	100.0%	0.00
5401.3 · Group Insurance Liability	0.00	0.00	6,000.00	0.0%	6,000.00
5401 · Group Insurance - Other	0.00	0.00	139,034.00	0.0%	139,034.00
Total 5401 · Group Insurance	9,607.53	54,173.29	145,034.00	37.4%	145,034.00
5403 · Life Insurance	0.00	544.10	1,040.00	52.3%	1,040.00
5404 · PERS Retirement	11,672.98	52,157.20	123,905.00	42.1%	123,905.00
5405 · Federal Employer Taxes	3,967.04	19,572.81	49,705.00	39.4%	49,705.00
5406 · State Employer Taxes	44.49	82.69	3,898.00	2.1%	3,898.00
5407 · Workmans Comp Ins	269.30	1,011.12	1,949.00	51.9%	1,949.00
Total 5400 · Payroll Taxes & Benefits	25,561.34	127,541.21	325,531.00	39.2%	325,531.00
Total 5000 · Personal Services	78,105.61	389,469.69	975,271.00	39.9%	975,271.00
6000 · Materials and Services					
6100 · Books & Periodicals					
6110 · Adult Books	169.82	13,336.42	35,000.00	38.1%	35,000.00
6120 · Children/Juv Books	0.00	3,059.59	12,000.00	25.5%	12,000.00
6121 · Teen/YA (young adult) Books	0.00	1,725.45	6,000.00	28.8%	6,000.00
6130 · Reference Books	0.00	247.68	7,500.00	3.3%	7,500.00
6134 · Electronic Subscriptions	0.00	11,087.64	30,000.00	37.0%	30,000.00
6140 · Periodicals	1,103.00	10,866.88	13,000.00	83.6%	13,000.00
6150 · Audio	0.00	676.01	4,000.00	16.9%	4,000.00
6160 · Video/DVD	0.00	3,835.39	15,000.00	25.6%	15,000.00
6172 · Elder Care Kits - book expense	0.00	0.00	1,000.00	0.0%	1,000.00
6177 · LSTA Grant Youth Books	0.00	0.00	2,500.00	0.0%	2,500.00
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%	0.00
Total 6100 · Books & Periodicals	1,272.82	44,835.06	126,000.00	35.6%	126,000.00
6200 · Catalog Services					
6201 · SAGE Network	0.00	15,084.00	15,100.00	99.9%	15,100.00

*CK#30286
\$10,051.00
monthly health
insurer*

*Salary/wages
OK
in total*

*CK#30307
EBSCO \$2359.00
Novelist Renewal*

5/12 mo = 41.6%

*CK 30295
Value Line
\$1,105.00
Investment
Survey*

*CK#30298
Sage
\$15,084.00
membership*

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Baker County Library District Profit & Loss Budget Performance November 2022

	MONTH Nov 22	YTD Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
6204 · Content Subscr(OCLC,LibraryElf)	0.00	1,117.67	2,500.00	44.7%	2,500.00
6200 · Catalog Services - Other	0.00	0.00	0.00	0.0%	0.00
Total 6200 · Catalog Services	0.00	16,201.67	17,600.00	92.1%	17,600.00
6300 · Facilities & IT Maintenance					
6310 · Building & Grounds Maintenance					
6310.1 · Roof Repair Expense	0.00	0.00	2,000.00	0.0%	2,000.00
6310.5 · Pandemic Expenses	0.00	0.00	1,500.00	0.0%	1,500.00
6311 · Branch building expenses	402.00	2,712.43	15,000.00	18.1%	15,000.00
6312 · Snow Removal	0.00	0.00	3,000.00	0.0%	3,000.00
6310 · Building & Grounds Maintenance - Other	85.49	6,621.47	40,000.00	16.6%	40,000.00
Total 6310 · Building & Grounds Maintenance	487.49	9,333.90	61,500.00	15.2%	61,500.00
6320 · Janitorial Supplies					
6321 · Janitorial Contract	2,200.00	8,800.00	25,000.00	35.2%	25,000.00
6322 · Janitorial Supplies	0.00	1,637.23	3,000.00	54.6%	3,000.00
Total 6320 · Janitorial Supplies	2,200.00	10,437.23	28,000.00	37.3%	28,000.00
6340 · Equipment Lease	204.41	920.66	2,500.00	36.8%	2,500.00
6345 · Computer Maintenance					
6345.1 · Computer - Maintenance	0.00	2,497.71	20,500.00	12.2%	20,500.00
6345.2 · Software subscriptions	0.00	6,330.36	13,000.00	48.7%	13,000.00
6345.3 · Comp Tech - Branch Travel	0.00	0.00	1,000.00	0.0%	1,000.00
6345.4 · Computer - Hardware	0.00	2,601.55	6,000.00	43.4%	6,000.00
6345.5 · Pandemic / ECF Funds	0.00	4,224.60			
6345.71 · Programs -Robotics Club	0.00	0.00	1,000.00	0.0%	1,000.00
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	0.00
Total 6345 · Computer Maintenance	0.00	15,654.22	41,500.00	37.7%	41,500.00
Total 6300 · Facilities & IT Maintenance	2,891.90	36,346.01	133,500.00	27.2%	133,500.00
6400 · Bookmobile & Vehicle Operations					
6410 · Bookmobile & Vehicle Fuel	341.09	1,970.24	4,500.00	43.8%	4,500.00
6420 · Bkmbi & Vehicle Maintenance	0.00	2,130.84	10,000.00	21.3%	10,000.00
6400 · Bookmobile & Vehicle Operations - Other	0.00	0.00	0.00	0.0%	0.00
Total 6400 · Bookmobile & Vehicle Operations	341.09	4,101.08	14,500.00	28.3%	14,500.00
6600 · Corporate Costs					
6610 · Insurance					
6613 · SDIS Liability	0.00	0.00	19,500.00	0.0%	19,500.00
6614 · Flood Insurance	0.00	0.00	2,500.00	0.0%	2,500.00
6610 · Insurance - Other	0.00	0.00	0.00	0.0%	0.00
Total 6610 · Insurance	0.00	0.00	22,000.00	0.0%	22,000.00

Handwritten notes:
 CK# 30278
 Heavens Best
 \$1,868 -
 library furniture
 cleared
 Heavens Best
 \$402
 branch/Hurstington
 carpets
 CK# 30309
 CK# 30314
 Stan's Heating
 \$276.25
 annual HVAC
 service
 Hurstington

Handwritten: Ch 11/7/22

Baker County Library District Profit & Loss Budget Performance November 2022

	<i>MONTH</i> Nov 22	<i>YTD</i> Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
6620 · Travel, Training, Prof Developmnt	0.00	414.39	4,000.00	10.4%	4,000.00
6630 · Election	0.00	0.00	3,500.00	0.0%	3,500.00
6640 · Auditor	0.00	0.00	8,500.00	0.0%	8,500.00
6641 · Bookkeeping Supplies & Services	0.00	0.00	2,000.00	0.0%	2,000.00
6660 · Association Dues	40.00	2,553.02	3,600.00	70.9%	3,600.00
6680 · Marketing/ Publication	0.00	935.32	10,000.00	9.4%	10,000.00
6690 · Financial Mgmt Fees					
6690.1 · Checking Account Fees	0.00	162.80			
6690.2 · Pool 5291 Fees	0.00	20.50			
6690.3 · PayPal Transaction Fees	0.00	73.87			
6690.4 · Quick Books Direct Deposit Fees	0.00	212.75			
6690 · Financial Mgmt Fees - Other	0.00	0.00	1,380.00	0.0%	1,380.00
Total 6690 · Financial Mgmt Fees	0.00	469.92	1,380.00	34.1%	1,380.00
6691 · Legal Administration	0.00	0.00	3,600.00	0.0%	3,600.00
6692 · Professional services	0.00	150.00	1,200.00	12.5%	1,200.00
6696 · Public Programs					
6696.2 · Grant-SLO Worksource	0.00	0.00	0.00	0.0%	0.00
6696 · Public Programs - Other	0.00	503.95	3,300.00	15.3%	3,300.00
Total 6696 · Public Programs	0.00	503.95	3,300.00	15.3%	3,300.00
Total 6600 · Corporate Costs	40.00	5,026.60	63,080.00	8.0%	63,080.00
6700 · Other Operating Expenses					
6720 · Branch Mileage	352.11	1,438.17	4,500.00	32.0%	4,500.00
6730 · Library Services Supplies	0.00	4,992.76	20,500.00	24.4%	20,500.00
6731 · Youth Programs					
6731.2 · Summer Reading (SRP)	0.00	1,984.42	6,000.00	33.1%	6,000.00
6731.3 · Storytime	0.00	1,364.57	3,200.00	42.6%	3,200.00
6731.4 · Other Youth Programs	0.00	264.35	1,000.00	26.4%	1,000.00
6731.42 · R2R Ready-To-Read program	0.00	0.00	0.00	0.0%	0.00
6731.5 · Teen Activities	0.00	129.90	500.00	26.0%	500.00
6731.51 · Teen Services OLA Grant	0.00	2,930.34	1,600.00	183.1%	1,600.00
6731.6 · Makerspace Club	0.00	351.30	2,000.00	17.6%	2,000.00
6731.7 · Battle of the Books Program	0.00	0.00	700.00	0.0%	700.00
6731.8 · Bikes-for-Books Program	0.00	0.00			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%	0.00
Total 6731 · Youth Programs	0.00	7,024.88	15,000.00	46.8%	15,000.00
6740 · Postage & Freight	0.00	138.68	1,500.00	9.2%	1,500.00
6750 · Utilities					
6751 · Garbage					
6751.1 · Baker-Baker Sanitary	0.00	658.00	2,100.00	31.3%	2,100.00
6751.2 · Haines-Baker Sanitary	32.00	96.00	350.00	27.4%	350.00

11/2# 30293
M. Grammen
#1169.75
mileage to visit
branches
moving children
books

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Baker County Library District Profit & Loss Budget Performance November 2022

	<i>month</i> Nov 22	<i>YTD</i> Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
6751.3 · Halfway-LaRue Sanitary	0.00	106.63	200.00	53.3%	200.00
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%	0.00
6751.5 · Huntington-Baker Sanitary	37.00	121.00	350.00	34.6%	350.00
6751 · Garbage - Other	0.00	0.00	0.00	0.0%	0.00
Total 6751 · Garbage	69.00	981.63	3,000.00	32.7%	3,000.00
6752 · Heating Fuel					
6752.1 · Baker-Cascade Natural Gas	0.00	230.33	7,400.00	3.1%	7,400.00
6752.2 · Haines-Ed Staub	0.00	0.00	3,000.00	0.0%	3,000.00
6752.3 · Halfway-Ed Staub	0.00	0.00	2,500.00	0.0%	2,500.00
6752.5 · Huntington (None, Electric)	0.00	0.00	0.00	0.0%	0.00
6752.6 · Sumpster-City of Sumpster(Shared)	0.00	0.00	1,500.00	0.0%	1,500.00
6752 · Heating Fuel - Other	0.00	0.00	0.00	0.0%	0.00
Total 6752 · Heating Fuel	0.00	230.33	14,400.00	1.6%	14,400.00
6753 · Water/Sewer					
6753.1 · Baker-City of Baker City	0.00	838.65	2,200.00	38.1%	2,200.00
6753.2 · Haines-City of Haines	0.00	352.00	1,100.00	32.0%	1,100.00
6753.3 · Halfway-City of Halfway	0.00	328.00	1,100.00	29.8%	1,100.00
6753.4 · Richland (NEOHA agreement)	0.00	156.28	500.00	31.3%	500.00
6753.5 · Huntington-City of Huntingtn	85.00	340.00	1,100.00	30.9%	1,100.00
6753 · Water/Sewer - Other	0.00	0.00	0.00	0.0%	0.00
Total 6753 · Water/Sewer	85.00	2,014.93	6,000.00	33.6%	6,000.00
6754 · Electric					
6754.1 · Baker - OTEC	0.00	4,698.42	15,300.00	30.7%	15,300.00
6754.2 · Haines - OTEC	0.00	403.70	1,600.00	25.2%	1,600.00
6754.3 · Halfway-Idaho Power	0.00	351.97	1,200.00	29.3%	1,200.00
6754.4 · Richland (NEOHA agreement)	0.00	474.04	3,500.00	13.5%	3,500.00
6754.5 · Huntington-Idaho Power	0.00	405.76	1,500.00	27.1%	1,500.00
6754.6 · Sumpster-City of Sumpster(Shared)	0.00	0.00	900.00	0.0%	900.00
6754 · Electric - Other	0.00	0.00	0.00	0.0%	0.00
Total 6754 · Electric	0.00	6,333.89	24,000.00	26.4%	24,000.00
6750 · Utilities - Other	0.00	0.00	0.00	0.0%	0.00
Total 6750 · Utilities	154.00	9,560.78	47,400.00	20.2%	47,400.00
6756 · Telecommunications					
6756.0 · Telephone					
6756.1 · Baker - BendTel	0.00	672.13	2,100.00	32.0%	2,100.00
6756.2 · Haines - Cascade/Reliance	64.16	324.08	850.00	38.1%	850.00
6756.3 · Halfway - Pine Telephone	42.25	203.50	500.00	40.7%	500.00
6756.4 · Richland - Eagle Telephone	43.39	169.34	550.00	30.8%	550.00
6756.5 · Huntington - CenturyTel	0.00	329.94	1,000.00	33.0%	1,000.00
6756.6 · Sumpster - CenturyLink/Qwest	0.80	158.18	600.00	26.4%	600.00

ok (445)

Baker County Library District Profit & Loss Budget Performance November 2022

	<i>Month</i> Nov 22		<i>YTD</i> Jul - Nov 22	YTD Budget	% of Budget	Annual Budget
6756.8 · Cellular Service-Verizon	0.00		230.19	1,400.00	16.4%	1,400.00
6756.0 · Telephone - Other	0.00		0.00	0.00	0.0%	0.00
Total 6756.0 · Telephone	150.60		2,087.36	7,000.00	29.8%	7,000.00
6757.0 · Internet						
6757.1 · Baker - Link Oregon	0.00	<i>* Richland</i>	360.00	2,000.00	18.0%	2,000.00
6757.2 · Haines - Cascade/Reliance	71.95	<i>Internet</i>	359.75	900.00	40.0%	900.00
6757.3 · Halfway - Pine Tel	91.95	<i>budgeted @ 25/mo</i>	459.75	950.00	48.4%	950.00
6757.4 · Richland - Pine Tel	45.00	<i>actual is \$45/mo</i>	225.00	350.00	64.3%*	350.00
6757.5 · Huntington - CenturyTel	0.00	<i>due to Internet</i>	796.40	5,500.00	OK 32.7%	5,500.00
6757.6 · Sumpter - CenturyLink/Qwest	0.00	<i>requirement change</i>	403.80	1,300.00	31.1% (444)	1,300.00
6757.8 · Bookmobile - Verizon hot spot	0.00		120.36	300.00	**OK 40.1%	300.00
6757.0 · Internet - Other	0.00		0.00	0.00	0.0%	0.00
Total 6757.0 · Internet	208.90		3,725.06	11,300.00	33.0%	11,300.00
6756 · Telecommunications - Other	0.00		0.00	0.00	0.0%	0.00
Total 6756 · Telecommunications	359.50		5,812.42	18,300.00	31.8%	18,300.00
Total 6700 · Other Operating Expenses	865.61		28,967.69	107,200.00	27.0%	107,200.00
Total 6000 · Materials and Services	5,411.42		135,478.11	461,880.00	29.3%	461,880.00
7000 · Capital Outlay	0.00		0.00	25,000.00	0.0%	25,000.00
7500 · Debt Service	0.00		0.00	2,000.00	0.0%	2,000.00
8000 · Transfers & Contingency						
8005 · Transfers						
8005.1 · Transfer-Technology Fund	0.00		0.00	1,000.00	0.0%	1,000.00
8005.2 · Transfer-Severence Liab Fund	0.00		0.00	0.00	0.0%	0.00
8005.3 · Transfer-Election Fund	0.00		0.00	0.00	0.0%	0.00
8005.4 · Transfer-Capital Inv Fund	0.00		0.00	15,000.00	0.0%	15,000.00
Total 8005 · Transfers	0.00		0.00	16,000.00	0.0%	16,000.00
8000 · Transfers & Contingency - Other	0.00		0.00	550,086.00	0.0%	550,086.00
Total 8000 · Transfers & Contingency	0.00		0.00	566,086.00	0.0%	566,086.00
Total Expense	83,517.03		524,947.80	2,030,237.00	25.9%	2,030,237.00
Net Income	5,432.67		198,679.33	0.00	100.0%	0.00

Current Cash Balances

\$ 29,634 checking

205,716 pool

\$ 233,351 cash @ 11/09

9:35 AM

11/07/22

Accrual Basis

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

	Jul - Nov 22	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	5.93	50.00	-44.07	11.9%
Total 4415.0 - LITERACY Department	1,045.55	1,050.00	-4.45	99.6%
4420.0 - MEMORIAL Department				
4420.1 - Beginning Cash Memorial	82,272.68	82,000.00	272.68	100.3%
4420.2 - Contributions				
4420.21 - Baker Contributions	1,325.00			
4420.23 - Halfway Contributions	230.00			
<i><100> +100 1,325.00 + 230.00 = 330 to be used in Halfway</i>				
4420.2 - Contributions - Other	0.00	2,000.00	-2,000.00	0.0%
Total 4420.2 - Contributions	1,555.00	2,000.00	-445.00	77.8%
4420.5 - Grant Income	0.00	20,000.00	-20,000.00	0.0%
4420.7 - Other Revenue				
4420.71 - Amazon Book Sales	1,727.72	4,000.00	-2,272.28	43.2%
4420.80 - Other Revenues	6,890.00			
Total 4420.7 - Other Revenue	8,617.72	4,000.00	4,617.72	215.4%
4429.9 - Interest Income Memorial	406.43	900.00	-493.57	45.2%
Total 4420.0 - MEMORIAL Department	92,851.83	108,900.00	-16,048.17	85.3%
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	526.95	1,000.00	-473.05	52.7%
Total 4430.0 - SEVERANCE Liability Dept	92,759.96	78,000.00	14,759.96	118.9%
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	30.66	50.00	-19.34	61.3%
Total 4524.0 - TECHNOLOGY Department	5,396.36	6,050.00	-653.64	89.2%
Total 4400.0 - OTHER USES Funds	192,053.70	194,000.00	-1,946.30	99.0%
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	613.21	1,000.00	-386.79	61.3%

① Memorial Donations:
 \$830 in mem. of D. Robertson Halfway resident
 \$330 for Grand \$500 to Foundation Society
 \$200 - Donation to Youth Program "to inspire young people" - Missy will use this winter
 \$925 - in mem. of S. Sullivan \$150 sent to Foundation \$775 recently received
 ② Friends reimbursed equip. \$6,890.-

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Other Funds - Page 2

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Total 4600 · CAPITAL INVESTMENT Fund	110,501.38	159,189.00	-48,687.62	69.4%
Total Income	302,555.08	353,189.00	-50,633.92	85.7%
Expense				
6000 · Other Uses Fund				
6200 · Literacy Department	0.00	2,000.00	-2,000.00	0.0%
6300 · Memorial Department				
6320 · Personnel - Wages & Related	0.00	4,500.00	-4,500.00	0.0%
6350 · General Memorial M&S	9,138.96	0.00	9,138.96	100.0%
6364.5 · Amazon Book Sales Expenses	319.56			
6399 · Transfer to General Fund	0.00	4,000.00	-4,000.00	0.0%
6300 · Memorial Department - Other	0.00	83,950.00	-83,950.00	0.0%
Total 6300 · Memorial Department	9,458.52	92,450.00	-82,991.48	10.2%
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	48.00			
6900 · Misc. bank charges - Other	0.00	50.00	-50.00	0.0%
Total 6900 · Misc. bank charges	48.00	50.00	-2.00	96.0%
Total 6000 · Other Uses Fund	9,506.52	194,000.00	-184,493.48	4.9%
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	9,506.57	353,189.00	-343,682.43	2.7%
Net Income	293,048.51	0.00	293,048.51	100.0%

October
 0.0% Visa -
 \$758.96
 for 5 bicycles
 purchased
 with designated
 funds Bikes for
 Books
 10.2%
 \$735 total
 Transferred
 to Foundation
 0.0%
 Check #1961
 \$6,890. - 10/27
 Pure Energy
 Solar
 purchase
 Smart Charger
 Station
 4.9%

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BAKER COUNTY LIBRARY DISTRICT

Memorial Funds Report

Fiscal Year 2022-2023 Designated funds

	Original date recd	Original Fund	CASH BASIS			Accrual BASIS	
			Balance At June 30, 2022	Income fiscal year	Spent fiscal year	Other (Adjusmt)	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	\$2,125.00	\$1,399.00		(\$758.96)		\$640.04 Masonic Lodge donated funds for Bikes-For-Books, 9/2019 \$1125, 11/21 \$1000; Reimb GF for bike purchases last FY
Halfway Library - Masonic Lodge donation June 2021	Jun-21	\$2,000.00	\$2,000.00				\$2,000.00 donation to benefit Halfway library building
Halfway Library - donations in memory of D.Robertson for branch	Sep 2022		\$0.00	\$330.00			\$330.00 donations for Halfway library, to be spent on tangible items for this branch
Youth Programs - donor designated purpose	Oct-22		\$0.00	\$200.00			\$200.00 donor designated to "inspire" youth; info given to Misay 10/14/2022
Memorial -							\$0.00
SUB-TOTAL COMMITTED FUNDS							\$3,170.04 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	7/2013	\$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
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, check written
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	\$1,854.90	(\$362.21)	\$42.65	\$2,014.42 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)							\$0.00
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							\$56,924.38 subtotal ASSIGNED
NON-Designated/Unassigned Donations:							
Memorial donations - other small non-designated	Feb-22	\$100.00	\$100.00				\$0.00 Move funds to Foundation; check written 10/26/22
Memorial donations - In memory of C.Wickam			\$385.00				\$0.00 Move funds to Foundation; check written 10/26/22
Memorial donations - In memory of S.Sullivan (Oct 2022)	Oct-22		\$0.00	\$925.00			\$775.00 Move funds to Foundation; Total check \$635 10/26/22 (100+385+150) to foundation
Memorial donations - In memory of D.Robertson - to Foundation			\$0.00	\$100.00			\$0.00 Transfer designated \$100 to foundation donation in(out)
General Memorial Funds:							
Memorial - Interest income, net of bank fees, other misc income	6/30/2014	Not Applic	\$4,034.29	\$279.25		(\$83.00)	\$4,230.54 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) deduct from above; 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 portable 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							\$3,510.54 NET General Memorial Funds Available
Cash Balance in Memorial Funds			\$78,604.03	\$5,393.15	(\$2,659.17)	(\$1,661.35)	\$79,676.66 * balance updated at 11/04/22 CH

\$ 79,676.66 balance on books, same date
 \$ - difference

Memorial Funds Only
Ch 11/7/2022

9:55 AM
 11/07/22
 Accrual Basis

**Baker Co Library - Other Funds
 Balance Sheet
 As of November 8, 2022**

*Other Funds -
 Memorial
 & others
 Cash Balances*

Nov 8, 22

ASSETS

Current Assets

Checking/Savings

1000 · US Bank Checking Memorial 8,346.83
 1095 · LGIP #6243 Capital Invstmt Fund 110,501.33 *+ Capital Fund*

Total Checking/Savings

118,848.16

Other Current Assets

1090 · LGIP 5511 Other Uses Fund
 1120 · Memorial Dept 21,070.92
 1121 · Memorial-Election Reserve 5,780.00
 1122 · Memorial-Barger Bequest 44,478.91 *Memorial Checking + Pool \$79,676.66*
 1160 · Technology Dept 5,396.36+
 1170 · Literacy Dept 1,045.55+
 1180 · Severance Liability Dept 92,759.96+

Total 1090 · LGIP 5511 Other Uses Fund

170,531.70

Total Other Current Assets

170,531.70

Total Current Assets

289,379.86

TOTAL ASSETS

289,379.86

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 293,048.51

Total Equity

289,379.86

TOTAL LIABILITIES & EQUITY

289,379.86

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	248,384.00	245,000.00	3,384.00	101.4%
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	444,056.15	488,200.00	-44,143.85	91.0%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	24,890.60	80,500.00	-55,609.40	30.9%
5102 · Business Manager- CH	2,378.70	6,955.00	-4,576.30	34.2%
Total 5100 · Sage Staff Salaries & Wages	27,269.30	87,455.00	-60,185.70	31.2%
5200 · Sage Payroll Taxes & Benefits				
5204 · PERS Retirement	6,906.72	22,700.00	-15,793.28	30.4%
5205 · Fed SS Employer Taxes	2,086.10	6,300.00	-4,213.90	33.1%
5206 · State Employer Taxes	20.78	400.00	-379.22	5.2%
5207 · Workmans Comp	7.83	40.00	-32.17	19.6%
66000 · Payroll Expenses	33.00	150.00	-117.00	22.0%
Total 5200 · Sage Payroll Taxes & Benefits	9,054.43	29,590.00	-20,535.57	30.6%
Total 5000 · Sage Personal Services	36,323.73	117,045.00	-80,721.27	31.0%
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	11,913.41	44,000.00	-32,086.59	27.1%
6133 · Courier Supplies	192.24	1,200.00	-1,007.76	16.0%
Total 6130 · Courier Services & Supplies	56,930.65	105,200.00	-48,269.35	54.1%
6140 · Dues & Subscriptions	1,687.00	5,000.00	-3,313.00	33.7%
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	141.94	500.00	-358.06	28.4%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	23,074.00	71,563.00	-48,489.00	32.2%

Recent-AIR Deposits 11/3 \$32,270 11/7 \$56,270 TL \$88,540

4 1/2 mo = 33% oil in total

4-small couriers \$2,726.00

OLC-Cat Express subscription \$1,687

Ch 11/7/22

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
6210.3 · Technical Services (Marchive)	1,253.64	5,500.00	-4,246.36	22.8%
Total 6210 · Technical Services & Maint	24,327.64	77,063.00	-52,735.36	31.6%
6220 · Technology				
6220.2 · Development	842.82			
6220 · Technology - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6220 · Technology	842.82	6,000.00	-5,157.18	14.0%
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	83,939.00	199,479.00	-115,540.00	42.1%
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	120,262.73	353,200.00	-232,937.27	34.0%
Net Income	323,793.42	135,000.00	188,793.42	239.8%

*EOU
\$910.-
Tech Services
on servers*

*Current Cash Balance
\$ 121,126.96
+ 88,546 to be deposited
\$ 209,672*

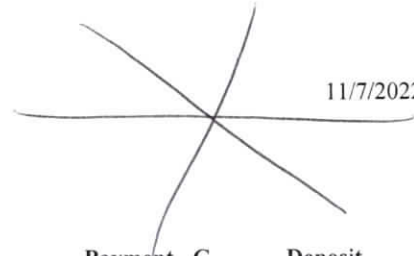
OK 11/7/22

Approved Bills List
Baker County Library District

11/7/2022 1:04 PM

General Fund
November 2022

Register: 1000 · US Bank Checking
From 10/15/2022 through 11/15/2022
Sorted by: Date, Type, Number/Ref



Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2022	302720 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		11,874.35
10/17/2022	30273	missed attached	split on 10/14/22	Fines & Fees		X	91.55	11,965.90
10/18/2022			-split-	Paypal Zettle (...)		X	232.07	12,197.97
10/19/2022	90408 ✓	OK - used for	3000 · Personal Servic...	Cobra Reimb		X	915.22	13,113.19
10/19/2022	90409 ✓	Oregon Department ...	-split-	Online Paymen...	416.30	X		12,696.89
10/19/2022	90410 ✓	Oregon Department ...	2100 · Payroll Liabilit...	STT Tax Paym...	190.88	X		12,506.01
10/24/2022			-split-	Fines & Fees		X	101.25	12,607.26
10/24/2022			-split-	Fines & Fees		X	7.80	12,615.06
10/27/2022	BankFee	US Bank (Baker Bra...	6000 · Materials and S...	Fee Stop Paym...	35.00			12,580.06
10/27/2022	30274 ✓	Baker & Taylor (Boo...	2000 · Accounts Payable	Account C0097...	58.68			12,521.38
10/27/2022	30275 ✓	BendTel	6000 · Materials and S...	Account 20003...	169.12	X		12,352.26
10/27/2022	30276 ✓	East Oregonian	6000 · Materials and S...	Account BE30...	135.00			12,217.26
10/27/2022	30277 ✓	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00			12,192.26
10/27/2022	30278 ✓	Heaven's Best Carpet...	6000 · Materials and S...	Payment on Ac...	1,868.00			10,324.26
10/27/2022	30279 ✓	Northeast Oregon Ho...	-split-	Richland Libra...	209.32			10,114.94
10/27/2022	30280 ✓	National Air and Spa...	6000 · Materials and S...	Subscription	35.00			10,079.94
10/27/2022	30281 ✓	Observer (Subscripti...	6000 · Materials and S...	Account BE30...	135.00			9,944.94
10/27/2022	30282 ✓	Special Districts Insu...	6000 · Materials and S...	Member ID 13...	888.97			9,055.97
10/27/2022	30283 ✓	US Bank Visa (Corp...	-split-	4485-5945-555...	5,818.87			3,237.10
10/27/2022	90411	PERS	-split-	02728; PERS S...	55.36	X		3,181.74
10/27/2022	90412	Idaho Power	-split-	Account 22063...	132.97	X		3,048.77
10/27/2022	90413	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	1,192.93	X		1,855.84
10/28/2022			1100 · General Pool 52...	Conf#3590775 ...		X	60,000.00	61,855.84
10/31/2022			-split-	Paypal Zettle (...)		X	149.88	62,005.72
10/31/2022			6000 · Materials and S...	Vendor refund			125.32	62,131.04
10/31/2022	Sage8148 ✓	OK/electronic reumb	-split-	Expense Reimb...		X	11,175.06	73,306.10
10/31/2022			6000 · Materials and S...	Service Charge	27.95	X		73,278.15
10/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	5,209.73	X		68,068.42
10/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	35,161.68	X		32,906.74
11/01/2022			-split-	Fines & Fees			108.90	33,015.64
11/01/2022	8149 ✓	OK	Georg, Jon (Sage Co...	1461 · A/R Due from S...	5,965.33	X		27,050.31
11/01/2022	30284 ✓	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...	2,200.00			24,850.31
11/01/2022	30285 ✓	Hanson-Fillmore, Ge...	6000 · Materials and S...	Branch Mileage	65.96			24,784.35
11/01/2022	30286 ✓	Special Districts Insu...	-split-	Customer 03-0...	10,051.09			14,733.26
11/01/2022	30287 ✓	Quill	2000 · Accounts Payable	Account 28626...	129.64			14,603.62
11/01/2022	90414	AFLAC	-split-	Online Payment	318.11			14,285.51
11/01/2022	5350 ✓	5348-5349 = SAGE Payroll	Adamson, Edward C	-split-	Direct Deposit	X		14,285.51
11/01/2022	5352 ✓	Bogart, Theresa D	-split-	Direct Deposit		X		14,285.51
11/01/2022	5354 ✓	Bowling, Graysen A	-split-	Direct Deposit		X		14,285.51
11/01/2022	5355 ✓	Bradford, Maurianne	-split-	Direct Deposit		X		14,285.51

Ch 11/7/22

Baker County Library District

11/7/2022 1:04 PM

Register: 1000 · US Bank Checking
 From 10/15/2022 through 11/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2022	5358 ✓	Craigmile, Rebecca R	-split-	Direct Deposit		X		14,285.51
11/01/2022	5360 ✓	Dunn, Jerry Ann T	-split-	Direct Deposit		X		14,285.51
11/01/2022	5361 ✓	Gaslin, Kalina C	-split-	Direct Deposit		X		14,285.51
11/01/2022	5363 ✓	Hanley, Shauna S	-split-	Direct Deposit		X		14,285.51
11/01/2022	5364 ✓	Hanson-Fillmore, Ge...	-split-	Direct Deposit		X		14,285.51
11/01/2022	5365 ✓	Harrison, Rose M	-split-	Direct Deposit		X		14,285.51
11/01/2022	5366 ✓	Hawes, A Christine	-split-	Direct Deposit		X		14,285.51
11/01/2022	5367 ✓	Moyer, Robert P	-split-	Direct Deposit		X		14,285.51
11/01/2022	5368 ✓	Nuttall, John G	-split-	Direct Deposit		X		14,285.51
11/01/2022	5369 ✓	O'Dell, Tatum A	-split-	Direct Deposit		X		14,285.51
11/01/2022	5371 ✓	Pearson, Diana	-split-	Direct Deposit		X		14,285.51
11/01/2022	5372 ✓	Peterson, Candace M	-split-	Direct Deposit		X		14,285.51
11/01/2022	5373 ✓	Snyder, Courtney B	-split-	Direct Deposit		X		14,285.51
11/01/2022	5378 ✓	Wilson, Rebecca J	-split-	Direct Deposit		X		14,285.51
11/01/2022	30288 ✓	Castillo, Fabian Arenas	-split-		521.59		Payroll	13,763.92
11/01/2022	30289 ✓	Cuzick, Kaycee L	-split-		457.05			13,306.87
11/01/2022	30290 ✓	MacNaughton, Aman...	-split-		1,097.71			12,209.16
11/01/2022	30291 ✓	Thompson, Toni L	-split-		233.80			11,975.36
11/01/2022	5351 ✓	Ames, Bryan C	-split-	Direct Deposit		X		11,975.36
11/01/2022	5353 ✓	Bowers, Sylvia S	-split-	Direct Deposit		X		11,975.36
11/01/2022	5356 ✓	Brockman, John R	-split-	Direct Deposit		X		11,975.36
11/01/2022	5357 ✓	Cottrell, Cynthia A	-split-	Direct Deposit		X		11,975.36
11/01/2022	5359 ✓	Cuevas, Lourdes E	-split-	Direct Deposit		X		11,975.36
11/01/2022	5362 ✓	Grammon, Melissa N	-split-	Direct Deposit		X		11,975.36
11/01/2022	5370 ✓	Ott, Ya-Wen T	-split-	Direct Deposit		X		11,975.36
11/01/2022	5374 ✓	Spry, Heather E	-split-	Direct Deposit		X		11,975.36
11/01/2022	5375 ✓	Stokes, Perry N	-split-	Direct Deposit		X		11,975.36
11/01/2022	5376 ✓	Valentine, Donna M	-split-	Direct Deposit		X		11,975.36
11/01/2022	5377 ✓	White, James W	-split-	Direct Deposit		X		11,975.36
11/02/2022	90415	Oregon Savings Gro...	-split-	02728; Online ...	1,160.00		payroll	10,815.36
11/02/2022		1100 · General Pool 52...		Conf# 3593405...			10,000.00	20,815.36
11/04/2022	90416	IRS Internal Rev Svc...	-split-	93-0984786; O...	11,250.08			9,565.28
11/04/2022	90417	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	2,876.00		payroll taxes	6,689.28
11/04/2022	90418	Cascade Natural Gas ...	2000 · Accounts Payable	Online paymen...	149.62			6,539.66
11/04/2022	90419	CenturyLink Internet...	2000 · Accounts Payable	Online Paymen...	449.10			6,090.56
11/04/2022	90420	CenturyLink Century...	2000 · Accounts Payable	Online Paymen...	81.72			6,008.84
11/04/2022	90421	CenturyLink Qwest (...)	2000 · Accounts Payable	Online Pmt, Ac...	138.01			5,870.83
11/04/2022	90422	Oregon Trail Electric...	2000 · Accounts Payable	Online paymen...	91.32			5,779.51
11/04/2022	90423	Xerox Corporation	-split-	Online Paymen...	204.41			5,575.10
11/04/2022	90424	Baker Co Library - O...	2903 · AP Due to Othe...	Move memoria...	100.00			5,475.10

Baker County Library District

11/7/2022 1:04 PM

Register: 1000 · US Bank Checking
 From 10/15/2022 through 11/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/08/2022	30292✓	Ontario Library Distr...	6000 · Materials and S...	Reimburse Los...	35.00		5,440.10
11/08/2022	30293✓	Grammon, Melissa (v...	6000 · Materials and S...	Mileage Reimb...	169.75 ✓		5,270.35
11/08/2022	30294✓	Hells Canyon Chamb...	6000 · Materials and S...	Annual Membe...	40.00		5,230.35
11/08/2022	30295✓	Value Line Publishin...	6000 · Materials and S...	Account 10842	1,103.00 ✓		4,127.35
11/08/2022	30296✓	Special Districts Insu...	5000 · Personal Servic...	Customer 02-0...	243.85		3,883.50
11/08/2022	30297✓	American Library As...	2000 · Accounts Payable	Membership I...	286.00		3,597.50
11/08/2022	30298✓	Baker Co Library Dis...	2000 · Accounts Payable	Membershi M2...	15,084.00 ✓		-11,486.50
11/08/2022	30299✓	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	223.50		-11,710.00
11/08/2022	30300✓	Black Distributing, Inc.	-split-	Account 00254...	327.11		-12,037.11
11/08/2022	30301✓	Center Point Publishi...	2000 · Accounts Payable	Invoice 196625...	134.82		-12,171.93
11/08/2022	30302✓	City of Haines	2000 · Accounts Payable	Account 81; Li...	88.00		-12,259.93
11/08/2022	30303✓	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00		-12,341.93
11/08/2022	30304✓	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00		-12,426.93
11/08/2022	30305✓	Crown	2000 · Accounts Payable	Customer 1016...	775.82		-13,202.75
11/08/2022	30306✓	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	33.05		-13,235.80
11/08/2022	30307✓	EBSCO (payment ad...	2000 · Accounts Payable	Account SF024... <i>subsc / novelist renewal.</i>	2,359.00 ✓		-15,594.80
11/08/2022	30308✓	EO Media Group	2000 · Accounts Payable	Account EO48...	270.05		-15,864.85
11/08/2022	30309✓	Heaven's Best Carpet...	2000 · Accounts Payable	Payment on Ac...	402.00 ✓		-16,266.85
11/08/2022	30310✓	LaRue Sanitary Service	2000 · Accounts Payable	Library Utilitiies	26.63		-16,293.48
11/08/2022	30311✓	MTE Communications	2000 · Accounts Payable	Account 05715...	17.89		-16,311.37
11/08/2022	30312✓	Pine Telephone Syste...	2000 · Accounts Payable	Account 00000...	172.45		-16,483.82
11/08/2022	30313✓	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	136.11		-16,619.93
11/08/2022	30314✓	Stan's Heating Inc	2000 · Accounts Payable	Invoice 200594...	276.25 ✓		-16,896.18
11/08/2022	30315✓	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	251.69		-17,147.87
11/08/2022	30316✓	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	217.71		-17,365.58
11/09/2022			1100 · General Pool 52...	Conf# 3597454...		45,000.00	27,634.42
11/14/2022	90425 ✓	PERS	-split-	02728; Retirem...	14,406.88		13,227.54
11/15/2022	30317 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		12,927.54

OK

Baker County Library District

11/7/2022 1:12 PM

Register: 1000 · US Bank Checking
 From 10/14/2022 through 10/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/14/2022			4300 · Other Revenues...	ETO Rebate		X	1,000.00	12,560.65
10/14/2022	30273 ✓	Alpine Alarm Comm...	2000 · Accounts Payable		386.30	X		12,174.35
10/15/2022	30272	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		11,874.35

*✓verified in sequence
 was missing in sequence on page 1; corrected*

Ch 11/7/22

*Page 4/GF Approved Bills List
~~Page 1~~
 Ch 11/7/22*

Approved Bells List
 Baker Co Library - Other Funds

11/7/2022 9:34 AM

Register: 1000 · US Bank Checking Memorial
 From 10/12/2022 through 11/08/2022
 Sorted by: Date, Type, Number/Ref

November 2022

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/12/2022			4400.0 · OTHER USE...	Book Slaes		X	74.41	7,702.15
10/13/2022			4400.0 · OTHER USE...	Deposit		X	200.00	7,902.15
10/13/2022			4400.0 · OTHER USE...	Deposit		X	150.00	8,052.15
10/13/2022			4400.0 · OTHER USE...	Deposit		X	50.00	8,102.15
10/17/2022			4400.0 · OTHER USE...	Deposit		X	150.00	8,252.15
10/19/2022			4400.0 · OTHER USE...	Book Sales		X	76.84	8,328.99
10/26/2022			4400.0 · OTHER USE...	Book Sales		X	60.98	8,389.97
10/26/2022	1959 ✓	Baker County Librar...	6000 · Other Uses Fun...	Transfer Memo...	635.00	X		7,754.97
10/26/2022	1960 ✓	Baker County Librar...	6000 · Other Uses Fun...	Transfer Found...	100.00	X		7,654.97
10/27/2022	BankFee	US Bank (Checking)	6000 · Other Uses Fun...	Stop Payment ...	35.00			7,619.97
10/27/2022	1961 ✓	Pure Energy Solar In...	6000 · Other Uses Fun...	Invoice 2727	6,890.00			729.97
10/27/2022	1962 ✓	US Bank Visa	6000 · Other Uses Fun...	4485-5945-555...	136.14			593.83
10/31/2022			4400.0 · OTHER USE...	Memorial Don...			775.00	1,368.83
10/31/2022		Friends of the Baker ...	1200 · Accounts Recei...	Reimb equip p...			6,890.00	8,258.83
10/31/2022			6000 · Other Uses Fun...	Service Charge	12.00	X		8,246.83
11/04/2022			4400.0 · OTHER USE...	GF Transfer			100.00	8,346.83

✓ verified check sequence

Ch 11/7/2022

Approved Beesheet

Baker Co Library - Sage Fund

11/7/2022 9:04 AM

November 2022

Register: 1000 · US Bank Checking
 From 10/13/2022 through 11/08/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/19/2022	8147 ✓	Oregon Department ...	-split-	0514111-6; On...	51.71	X		95,668.50
10/26/2022	2358 ✓	Davis, Lori Ann (Ex...	-split-	VOID: Reissue...		X		95,668.50
10/26/2022	2359 ✓	Goldsmith, John (Co...	-split-	Courier Mileage	374.40			95,294.10
10/27/2022	BankFee	US Bank (Baker City)	6000 · Materials & Ser...	Stop Payment ...	35.00			95,259.10
10/27/2022	2360 ✓	US Bank Visa	-split-	Account 4485 ...	414.22			94,844.88
10/27/2022	2361 ✓	Davis, Lori Ann (Ex...	-split-	Courier Service...	1,264.50			93,580.38
10/31/2022		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75	X		93,578.63
10/31/2022	8148	Baker County Librar...	-split-	Expense Reimb...	11,175.06	X		82,403.57
10/31/2022		QuickBooks Payroll ...	-split-	Created by Pay...	5,209.73	X		77,193.84
10/31/2022	2022-21		2900 · Due to General ...	reverse duplica...		X	5,965.33	83,159.17
10/31/2022	2022-22		5000 · Sage Personal S...	Reverse duplic...		X	5,209.73	88,368.90
11/01/2022	8149	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	5,963.58	X		82,405.32
11/01/2022	5348 ✓	A Christine Hawes	-split-	Direct Deposit		X		82,405.32
11/01/2022	5349 ✓	Elizabeth A Ross	-split-	Direct Deposit		X		82,405.32
11/02/2022			-split-	Deposit			48,276.00	130,681.32
11/04/2022	8150	IRS Internal Revenue...	-split-	93-0984786; O...	1,912.48			128,768.84
11/04/2022	8151 ✓	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	483.00			128,285.84
11/08/2022	2362 ✓	Banks Courier Servic...	2000 · Accounts Payable	Courier Services	720.00	*		127,565.84
11/08/2022	2363 ✓	EOU Eastern Oregon...	2000 · Accounts Payable	Account 91004...	910.00			126,655.84
11/08/2022	2364 ✓	Reser, Mary (Courier)	2000 · Accounts Payable	Courier Mileage	350.06	*		126,305.78
11/08/2022	2365 ✓	Sherman Co Public L...	2000 · Accounts Payable	Courier Service...	450.00	*		125,855.78
11/08/2022	2366 ✓	OCLC Inc	6000 · Materials & Ser...	Customer ID 4...	1,687.00			124,168.78
11/08/2022	2367 ✓	MacDonald, Maxine ...	2000 · Accounts Payable	Courier Services-2mo Sept Oct	1,206.00	*		122,962.78

Reimb payroll & contractor

Payroll taxes

Tech Support

Subscription
 + Couriers
 \$ 2,726.06

✓ verified number sequence

Check Series

- 2000 regular checks
- 5000 electronic direct deposit/payroll
- 8000 online payments/transfers between funds

Ch 11/7/2022