

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

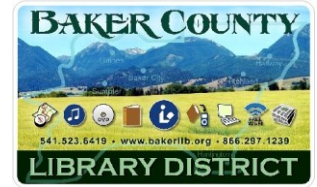
Tuesday, Jan 10, 2023, 12:00 – 1:00 pm

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

Meeting simulcast via [Zoom](#)

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

Kyra Rohner, President



- |   |                  |
|---|------------------|
| <b>I. CALL TO ORDER</b>   | Rohner           |
| <b>II. Consent agenda (ACTION)</b>  | Rohner           |
| a. Additions/deletions from the agenda  |                  |
| b. Minutes of previous meeting  |                  |
| <b>III. Conflicts or potential conflicts of interest</b>  | Rohner           |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | Rohner           |
| In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. |                  |
| <b>V. OLD BUSINESS</b>  |                  |
| a. None   |                  |
| <b>VI. NEW BUSINESS</b>   |                  |
| a. <b>FY2021-2022 Financial Audit Report</b>  | Rob Gaslin (CPA) |
| b. <b>Paid Family and Medical Leave Insurance (PFMLI)</b>   | Hawes/Stokes     |
| c. <b>Rescheduling March 2023 Board Meeting (ACTION)</b>  | Stokes           |
| d. <b>SDAO Annual Conference</b>  | Stokes           |
| <b>VII. REPORTS</b>   |                  |
| a. Director   | Stokes           |
| b. Finance  | Hawes            |
| <b>VIII. Next meeting: Feb 14, 2023</b>   | Rohner           |
| <b>IX. ADJOURNMENT</b>  | Rohner           |

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

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

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

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

# Library Board Meeting – Annotated Agenda

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Tuesday, Jan 10, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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

### *Attachments:*

- II.b.i. Board meeting minutes, Dec 13 2022

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

- a. **FY2021-2022 Financial Audit Report** Rob Gaslin (CPA)

The FY2021-2022 audit report will be presented at the meeting by Rob Gaslin of Gaslin Accounting, CPA firm of Baker City. A digital copy will be posted on the library website as soon as possible.

- b. **Paid Family and Medical Leave Insurance (PFMLI)** Hawes

In 2019, the Oregon Legislative Assembly passed the Paid Family Medical Leave Act, which established a paid family and medical leave insurance (PFMLI) program for Oregon employees. PFMLI provides an employee with compensated time off from work to care for and bond with a child following the child's birth or adoption, to recover from a serious health condition or care for a family member's serious health condition, or to take leave if the employee or the employee's family member has experienced domestic violence, sexual assault, or harassment.

PFMLI does not provide additional leave beyond what is currently provided by Oregon law, but it provides compensation during such leave. The PFMLI program will be funded by employee and employer contributions (PFMLI Fund) in the form of payroll deductions, which began on January 1, 2023.

- For a helpful basic primer, see this ["Fast Facts" webpage](#).
- For more detailed description with Key Takeaways for Employers, see this [Primer](#).

The financial impact to the District is projected to be minimal. Christine will provide a detailed report.

- c. **Rescheduling March 2023 Board Meeting (ACTION)** Stokes

Due to a personal schedule conflict with the March 14 meeting, I propose to move the meeting date to the preceding Tuesday, March 7.

# Library Board Meeting – Annotated Agenda

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Tuesday, Jan 10, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## d. SDAO Annual Conference

Stokes

The SDAO annual conference will be held February 9-12 in [Sunriver, Oregon](#) which is just south of Bend. They have a variety of sessions geared toward board members with many sessions available for virtual attendance. I'd like to discuss a board member possibly attending the conference this year. Visit the [SDAO webpage](#) for the 2023 Annual Conference Brochure.

## VII. REPORTS

### a. Director

Stokes

#### *Facilities & vehicles*

- Roof replacement residual issues – Most of the major residual roof leaks have been resolved. A few persistent leaks are recurring in the Oregon Room and over the Riverside Door. Ed continues to work with the roofing contractor to correct the issues. Some will need to be managed until warm, dry weather will permit access to the problem source.
- 1 year anniversary of hydronic boiler – Last year at this time, due to sudden failure of the main boiler at the Baker branch, the board approved a resolution for an emergency boiler upgrade. Afterward it took several months to acquire, install and troubleshoot the new hydronic boiler array but it became fully functional in May-June at the end of the cold weather. This winter has been the first real test, and it has been operating reliably and well. Ed has been improving efficiency by adding and replacing insulation around main heat pipes.

#### **Grants**

- SDAO Safety & Security Grant – Our 50/50 matching grant application for \$5,000 to fund a proposed Air Quality Sensor project was unfortunately declined. The letter stated the project was considered a “cost of doing business” instead of safety and security. In response, I thanked the SDAO team for the opportunity and shared a [recent story](#) of a temporary emergency closure of the Boulder, Colorado public library after detection of methamphetamine contamination in the restroom air ducts and some seating areas. We regularly do suspect illegal drug use activity in our restrooms and study rooms, particularly vaping. The suite of sensors proposed by the project would monitor and track a variety of indoor air quality conditions including particulates, VOCs, CO2, and radon gas levels.

#### **Marketing / Publicity**

- Solar Charging Station – We've recently learned that charging functionality is getting disrupted due to overload usage (many items at once) tripping the breaker. Ed will be upgrading the circuit for greater capacity.

#### **Programs & services**

- EBSCO BookChat – I have upgraded our NoveList subscription to include a live chat Readers Advisory service. NoveList currently supplements our catalog records with

# Library Board Meeting – Annotated Agenda

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Tuesday, Jan 10, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

helpful extra content such as series information, readalikes, similar authors, awards, and ratings. Now the supplemental content includes a link to “Get on-the-spot reading suggestions.”

For a video intro, visit <https://youtu.be/YxFdpljGAKI>

## ***Personnel***

- Extension of Retirement Date – Jim White has agreed to extend his employment through January 31 2023 in order to complete project objectives and training that were interrupted by medical leave.

## ***Technology***

- Security Camera System update – Cameras at all sites are now accessible via the UniFi Protect platform. Capacity has been expanded at the Baker branch so that we can begin migrating camera views covered by our original camera system to the new platform and retire that old system.
- Public Workstation Technical Difficulties – the software that manages patron login and printing from public computers has developed a mystery failure issue. Troubleshooting that is Bryan’s main priority currently.

## **b. Finance**

**Hawes**

### *Attachments:*

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

## **VIII. Next meeting: Feb 14, 2023**

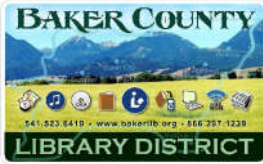
**Rohner**

Topics: Update to Mileage and Per Diem Reimbursement rate

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

## **IX. ADJOURNMENT**

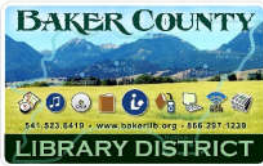
**Rohner**



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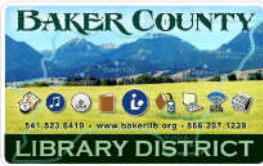
<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Beth <b>Bigelow</b>; those attending online through Zoom are Kyra <b>Rohner</b> and Joan <b>Spriggs</b>. Also attending in person were Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. One guest logged in online.</p> <p>Rohner called the meeting to order at 12:02pm. Three directors were present at the start of the meeting which constituted a quorum.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. Stokes had one change, the audit delivery has been postponed to the January meeting. There were no changes to the minutes. <b>Bigelow made a motion to approve the Consent Agenda as presented; Spriggs seconded; motion passed unanimously (3 yea)</b> by those present.</p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p><b>Public Comment</b></p>	<p>Rohner moved to public comments. The guest had no comments.</p> <p>Stokes had two public comments to share. One was an informal complaint about a children’s board book titled <i>A is for Activist</i>. The complaint was received by written note submitted in the Comment Box. Stokes is preparing a written response to the patron. At this point, it is considered an informal challenge. If the person seeks to have the book removed from the library, per policy they would need to submit a Request for Reconsideration Form and library would then convene a review committee to assess the suitability of the item in the collection and its shelving location. Stokes reported that the book at issue was included on 100 Best Books of the Year list from NPR.</p> <p>The second public comment was about late fees. By patron request, staff had relayed a message that overdue fees are discouraging to library use. A parent said their family actively uses the library, but sometimes accrues large fines with many children’s titles out. Staff did inform them about our Clean Slate fine forgiveness opportunity and made sure they knew about the Ready2Learn card for kids 5 and under which has the lowest fine level; both options were welcomed by the patron. Stokes said we have previously surveyed library users</p>



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	<p>about the idea of the fines free policy, but he would like to conduct a larger survey in the community and hopefully get input from more infrequent users and non-users. Bigelow asked about notification methods for due dates. Stokes said that our catalog system is set up to send automatic email notices 3 days in advance of due dates, if the patron has agreed to have an email in our system. We also offer the LibraryElf service which provides a one-stop display for multiple family accounts and options for additional text notifications. Discussion on the account setup procedure, communication, and marketing about due date notice options.</p>
<p><b>OLD BUSINESS: None</b></p>	<p>None</p>
<p><b>NEW BUSINESS: FY2021-22 Financial Audit Delivery</b></p>	<p>Audit report delivery is postponed to January board meeting as the auditor was unexpectedly not available for this meeting.</p>
<p><b>Holiday Closure 2023</b></p>	<p>Stokes reviewed the 2023 Planned Closure list in the packets. The planned closures include 12 closures corresponding to federal holidays plus 2 special closures; December 24 will fall on a Sunday in 2023 and is expected to not be busy, and the annual in-service training day is planned for August 17th. This is an annual housekeeping item. This does not include emergency closures. Discussion on inclement weather closures. <b>Bigelow made a motion to approve the 2023 Planned Closures; Spriggs seconded; motion passed unanimously.</b></p>
<p><b>REPORTS: Director</b></p>	<p>Rohner moved to the next agenda item.</p> <p>Stokes gave the administrative report:</p> <p><b>OLA</b> – BCLD will be a participant in an Oregon Library Association program called Expedition Happy. We will be a destination or “stop” on a virtual race event. This program is designed to encourage people to visit libraries on their travels and raise funds for the OLA Public Library Division through race registration fees.</p> <p>Stokes reported that last week the Crook County Library board considered a proposal to segregate and label LGBTQ+ items as a special collection. CCL is a member of Libraries of Eastern Oregon. Representatives from the state library, OLA Intellectual Freedom Committee (OLA IFC) and Deschutes Library</p>



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recommended against segregation for Constitutional civil liberty reasons including privacy, fairness, and intellectual freedom. Oregon law also prohibits discrimination in public accommodation (ORS 659A.403) based on protected classes. Stokes said that as member of the IFC, he helped craft the statement read at the meeting. Segregating materials of a certain viewpoint to satisfy the objections of some, he argued, would basically declare the segregated content as “unorthodox” speech in the view of the government and therefore would likely be unconstitutional based on previous court rulings. By imposing a highly visible public disclosure of interest in a particular content -- disclosure which may increase the risk of harassment and violence to the user -- it could be considered a barrier to access by creating a “chilling effect.” He applauded IFC Chair Emily O’Neal for her excellent and intensive work on the matter. The issue received significant media attention and public testimony at the meeting lasted a couple of hours. Ultimately, the proposal was defeated by a board vote of 4-1.

**Friends** - Nothing to report.

**Marketing** – Recent marketing includes a quarter page ad in the 2022 Baker County Living Guide, and inclusion in a community cartoon map. The library has a supply of free cartoon maps to share while supplies last.

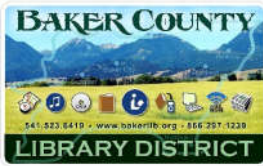
**Personnel:** New personnel include Bryan Ames, promoted to the IT Systems Administrator position, Ekaterina Minnigalieva has joined the team as Technical Services Assistant; Melissa Garcia-Gonzalez will be trained as a new Library Assistant substitute in the Baker branch. In Richland, longtime branch lead Reb Wilson has retired. Sydney Saunders was selected to be the new lead.

**Facilities:** Installation of expanded YA shelving is in progress. This capital investment of approximately \$6,800 was paid out of General Fund and will create room for more books in the young adult collection for fiction, graphic novels, and manga. It will also free space to display a new collection of board games.

The solar charging station has been installed. Stokes said observed use so far is low due with winter weather, but we anticipate it will be popular from spring through fall.

**Technology:** Before retirement, Jim is working with Bryan to update our servers and the security camera system. The District’s staff e-mail platform has been updated to Outlook 365 which occurred on November 19. There have been some technical difficulties reported which Bryan is troubleshooting.

**Policy:** Copies of the Code of Conduct policy can now be found affixed to windows at the main Baker exterior entrances and in wall-mounted signage at

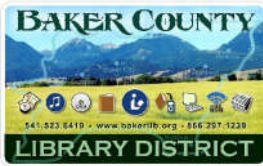


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	<p>several strategic points in the library for public information and quick staff reference.</p>
<p><b>Finance Report</b></p>	<p>Hawes shared Financial Reports in print and electronic formats.</p> <p>The <b>General Fund</b> received tax turnovers on December 8 of \$257,583 plus a total of \$983,709 in 3 turnovers in November. The tax revenues are at 90% collected or \$1,281,225 to-date. Other revenues received include ECF funds of \$1,350 (3 months of service for Verizon hotspots) and E-Rate refunds of \$2,364 for the first 4 months of the fiscal year (July-Oct) Internet services. We also received another \$1,000 incentive check from Energy Trust of Oregon (ETO) that will make a total of \$4,000 received this fiscal year, thanks to Ed Adamson’s work with that program. <b>Personnel Services</b> is on track with the budget. In <b>Materials &amp; Services</b>, two checks have been written to Ingram for monthly book orders; 12/01 for \$4,665.26 for the November 1 statement received late, and today \$3,584.23 for the December 1 statement; the vendor is now current. Noteworthy vendor checks include Grainger \$378.58 for replacement ceiling tiles, Alpine Alarm \$689 for annual alarm testing at 3 branch locations, DocuLynx \$1,369.50 for the annual maintenance of the ScanPro microfilm reader, Enfold \$472 for website hosting (paid 12/01), Kajeet \$3,937.83 to renew hotspot services, Landmark \$400 for labor to help install the solar panel and shelving assembly, and Whelan Electric \$140 for tutor room outlet repair.</p> <p>Bills recently paid online include Idaho Power for electricity at two branch locations \$131.75, OTEC for electricity at two locations \$100 for Haines and \$1186.14 for Baker libraries. CenturyTel was paid online for Huntington telephone \$81.60, Huntington Internet \$449.10 and Sumpter library combined telephone and Internet of \$138.01. Verizon \$861.35 was paid for 2 management phones, bookmobile hotspot, and hotspot services for 18 patron units. Those receipts are available to review with one of the check packets handed out. The bills paid online are primarily utilities and payroll related vendors.</p> <p>In addition, Cascade Natural Gas was also paid online \$1,530.88. This is the vendor we pay for the Baker Library heating fuel. The amount due was considerably larger than the prior month and the same bill a year ago. Investigating there was found to be two causes, we had increased usage from a year ago of 392 therms (24% increase), and the price has significantly increased from \$.464523 per therm a year ago to \$0.70115 per therm this month (a 50.1% increase of \$0.23663 per therm). We will definitely be over budget on this line. A new fiscal year projection will be provided for approval of a supplemental budget.</p>





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	<p>The <b>Other Funds</b> received book sale revenues of \$110.87 and wrote one last minute check to VISA for \$83.82 to pay the November and December shipping costs.</p> <p>The <b>Capital Investment Fund</b> - no activity to report. The fund cash balance remains at \$110,744.</p> <p>The <b>Sage Fund</b> has received \$227,150 in membership fees with the balance due of \$21,234 in Accounts Receivable. There is one check written to the Hermiston Public Library of \$4,970.12 to refund a portion of their membership due to revisions of their fee responsibilities with Umatilla County Special Library District (UCSLD). Hermiston Library had paid the amount due in full in October but payment by UCSLD now covers the unincorporated region outside the City boundary. Sage also wrote two checks to EOU including \$1,500 for annual lease plus \$195 for tech support. It also wrote two checks to VISA, the December amount due of \$595.27 plus the November statement due of \$807.38 (previously thought to have been paid online but didn't go through). The VISA payment includes Marchive \$322.32 for record maintenance and GoToMeeting \$234 for online meeting platform subscription. Sage also wrote a few small checks for monthly courier services.</p> <p>The Approved Bills Lists (ABL) are printouts of checking account activities for all three funds since the last meeting date for review. The checks were signed by the board members present at the meeting who also initial the lists.</p> <p>There were no further questions.</p>
<p><b>Next Meeting</b></p>	<p>The next regular board meeting will be January 10, 2023 at 12:00 pm (Noon) with the Audit delivery as primary agenda item.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 12:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

# Audit Report or Review Report Submission

**Are you submitting a(an):**  
Audit Report

**Municipal corporation**  
Baker Co Library District

**Municipal customer number**  
001608MUNI

**Fiscal year end date**  
6/30/2022

**Your name**  
Robert Gaslin

**Your email**  
robert.gaslin@gmail.com

**Additional email to receive copy of this submission**  
chawes@bakerlib.org

**Additional email to receive copy of this submission**  
director@bakerlib.org

**Attach Audit Report or Review Report here**  
Baker County Library District June 30, 2022.pdf  
BCLD Internal Control Letter.pdf

**Did the auditor communicate deficiencies?**  
Yes

**Would you like to submit your plan of action now?**  
No

A Plan of Action as adopted by the governing body must be filed within 30 days of your report submission. You can email to [municipalfilings.sos@sos.oregon.gov](mailto:municipalfilings.sos@sos.oregon.gov) or mail to:

Audits Division  
255 Capitol St. NE  
Salem OR 97310

You may proceed by clicking Submit below to submit your report without the Plan of Action at this time.

**Comments or additional information**

## Baker County Library District Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	880,448.55	988,002.00	-107,553.45	89.1%
4006 · Local Option Levy	390,703.83	380,000.00	10,703.83	102.8%
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%
<b>Total 4000 · Current Year Tax Levy</b>	<b>1,271,152.38</b>	<b>1,368,002.00</b>	<b>-96,849.62</b>	<b>92.9%</b>
<b>4005 · Prior Year Taxes</b>				
4011 · Levy 1st year prior	17,869.53			
4012 · Levy 2nd year prior	14,711.67			
4013 · Levy 3rd year prior	12,606.51			
4014 · Levy 4th year prior	2,354.79			
4015 · Levy 5th year prior	38.48			
4016 · Levy 6th year prior	7.85			
4017 · Levy 7+ prior years	233.74			
4005 · Prior Year Taxes - Other	0.00	55,000.00	-55,000.00	0.0%
<b>Total 4005 · Prior Year Taxes</b>	<b>47,822.57</b>	<b>55,000.00</b>	<b>-7,177.43</b>	<b>87.0%</b>
4020 · Other Taxes/Bond Priors-LandSale	0.00	500.00	-500.00	0.0%
4060 · State Ready-2-Read Grant	8,488.00	8,500.00	-12.00	99.9%
4066 · Grant Revenue	0.00	4,000.00	-4,000.00	0.0%
<i>12/30 electronic deposit of grant</i>				
<b>4100 · Fines and Fees</b>				
4101 · Fines	4,062.96			
4102 · Copies	1,171.06			
4103 · Fax	321.00			
4104 · Lost/damaged item reimb	806.22			
4105 · Library card replacement	89.00			
4106 · Non-resident card fees	155.00			
4110 · Misc and weekly over/short	7.40			
4100 · Fines and Fees - Other	0.00	13,000.00	-13,000.00	0.0%
<b>Total 4100 · Fines and Fees</b>	<b>6,612.64</b>	<b>13,000.00</b>	<b>-6,387.36</b>	<b>50.9%</b>
4200 · Interest Income	3,520.37	12,000.00	-8,479.63	29.3%
<b>4300 · Other Revenues</b>				
4302 · Donations	131.35	1,000.00	-868.65	13.1%
4303 · Program Support	395.00			
4307 · E-Rate Refunds	6,054.46	7,500.00	-1,445.54	80.7%
4308 · Rebate Refunds	5,000.00			
4309 · Friends Bookshop Sales	0.00			
4310 · Summer BookSale visa sales	0.00			
4318 · Insurance Proceeds	369.00			
4320 · Other Revenues - Miscellaneous	705.22	1,000.00	-294.78	70.5%
<b>Total 4300 · Other Revenues</b>	<b>12,655.03</b>	<b>9,500.00</b>	<b>3,155.03</b>	<b>133.2%</b>

*Tax Turnovers total \$18,874 on 1/3/2023*

*12/30 electronic deposit of grant*

*\$1000 ETO 12/23/2022 deposit (max avail w \$5,000)*

*OK 1/9/2023*

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2022 through January 2023

01/09/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
4330 · Sage Fiscal Agency Fee	0.00	2,235.00	-2,235.00	0.0%
4500 · Transfer Income	0.00	4,000.00	-4,000.00	0.0%
4800 · Other Financing Sources	0.00	3,500.00	-3,500.00	0.0%
4999 · Beginning Cash				
4999.1 · Checking cash on hand	27,652.93			
4999.2 · LGIP cash on hand	554,995.12			
4999 · Beginning Cash - Other	0.00	550,000.00	-550,000.00	0.0%
<b>Total 4999 · Beginning Cash</b>	<b>582,648.05</b>	<b>550,000.00</b>	<b>32,648.05</b>	<b>105.9%</b>
<b>Total Income</b>	<b>1,932,899.04</b>	<b>2,030,237.00</b>	<b>-97,337.96</b>	<b>95.2%</b>
<b>Gross Profit</b>	<b>1,932,899.04</b>	<b>2,030,237.00</b>	<b>-97,337.96</b>	<b>95.2%</b>
<b>Expense</b>				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · Admin, Library Director	51,489.46	88,585.00	-37,095.54	58.1%
5105 · Admin, Business Manager	20,050.02	34,371.00	-14,320.98	58.3%
5129 · Lib Assoc II, TechSvc/ Serials	19,966.70	34,472.00	-14,505.30	57.9%
5131 · Admin I, Community Svcs	26,051.49	44,875.00	-18,823.51	58.1%
5132 · Lib Tech I, TechSvc/Catalog Asst	15,255.79	25,719.00	-10,463.21	59.3%
5133 · Lib Tech I, TechSvc/ Media	20,584.56	35,446.00	-14,861.44	58.1%
5134 · Admin I, Tech/Catalog Specialist	28,889.14	49,861.00	-20,971.86	57.9%
5135 · Librarian I, Circ/Office Mgr	24,794.44	43,090.00	-18,295.56	57.5%
5136 · Library Asst, Public Svc/Desk	8,869.29	21,387.00	-12,517.71	41.5%
5137 · Library Tech II, Youth Services	21,559.18	37,215.00	-15,655.82	57.9%
5138 · Library Tech I, TechSvc/Acqstn	8,205.43			
5139 · Library Asst, Pages/Shelving	11,187.67	28,357.00	-17,169.33	39.5%
5150 · Lib Asst III Bookmobile	6,204.68	16,460.00	-10,255.32	37.7%
5152 · Admin, IT Systems Manager	13,608.51	50,123.00	-36,514.49	27.2%
5156 · IT Specialist & Asst	7,310.63	5,012.00	2,298.63	145.9%
5174 · Lib Tech I, Facilities Specialist	20,630.55	35,446.00	-14,815.45	58.2%
5194 · Vacation Subs & Special Projects	11,250.29	12,982.00	-1,731.71	86.7%
5195 · Staff Training	758.86	3,245.00	-2,486.14	23.4%
5198 · Severance Payout	0.00	0.00	0.00	0.0%
<b>Total 5100 · Baker Branch</b>	<b>316,666.69</b>	<b>566,646.00</b>	<b>-249,979.31</b>	<b>55.9%</b>
5200 · Branches, Lib Asst III				
5202 · Haines	7,202.45	6,124.00	1,078.45	117.6%
5203 · Halfway	10,361.02	14,928.00	-4,566.98	69.4%
5204 · Richland	10,580.27	16,460.00	-5,879.73	64.3%

## Baker County Library District Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
5205 · Huntington	8,613.82	16,460.00	-7,846.18	52.3%
5206 · Sumpter	9,450.89	16,460.00	-7,009.11	57.4%
5209 · Branch Training	1,904.89	12,662.00	-10,757.11	15.0%
<b>Total 5200 · Branches, Lib Asst III</b>	<b>48,113.34</b>	<b>83,094.00</b>	<b>-34,980.66</b>	<b>57.9%</b>
5700 · Grant Wages & Related Expense				
5706 · Teen Intern Grant OLA	2,256.29			
<b>Total 5700 · Grant Wages &amp; Related Expense</b>	<b>2,256.29</b>			
<b>Total 5001 · District salaries</b>	<b>367,036.32</b>	<b>649,740.00</b>	<b>-282,703.68</b>	<b>56.5%</b>
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	74,853.83	0.00	74,853.83	100.0%
5401.3 · Group Insurance Liability	0.00	6,000.00	-6,000.00	0.0%
5401 · Group Insurance - Other	0.00	139,034.00	-139,034.00	0.0%
<b>Total 5401 · Group Insurance</b>	<b>74,853.83</b>	<b>145,034.00</b>	<b>-70,180.17</b>	<b>51.6%</b>
5403 · Life Insurance	810.28	1,040.00	-229.72	77.9%
5404 · PERS Retirement	69,595.99	123,905.00	-54,309.01	56.2%
5405 · Federal Employer Taxes	27,508.38	49,705.00	-22,196.62	55.3%
5406 · State Employer Taxes	156.71	3,898.00	-3,741.29	4.0%
5407 · Workmans Comp Ins	1,060.09	1,949.00	-888.91	54.4%
<b>Total 5400 · Payroll Taxes &amp; Benefits</b>	<b>173,985.28</b>	<b>325,531.00</b>	<b>-151,545.72</b>	<b>53.4%</b>
<b>Total 5000 · Personal Services</b>	<b>541,021.60</b>	<b>975,271.00</b>	<b>-434,249.40</b>	<b>55.5%</b>
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	22,747.62	35,000.00	-12,252.38	65.0%
6120 · Children/Juv Books	6,734.54	12,000.00	-5,265.46	56.1%
6121 · Teen/YA (young adult) Books	3,398.70	6,000.00	-2,601.30	56.6%
6130 · Reference Books	421.80	7,500.00	-7,078.20	5.6%
6134 · Electronic Subscriptions	13,374.64	30,000.00	-16,625.36	44.6%
6140 · Periodicals	11,045.88	13,000.00	-1,954.12	85.0%
6150 · Audio	1,362.46	4,000.00	-2,637.54	34.1%
6160 · Video/DVD	11,237.41	15,000.00	-3,762.59	74.9%
6172 · Elder Care Kits - book expense	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	0.00	2,500.00	-2,500.00	0.0%
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%
<b>Total 6100 · Books &amp; Periodicals</b>	<b>70,323.05</b>	<b>126,000.00</b>	<b>-55,676.95</b>	<b>55.8%</b>
6200 · Catalog Services				
6201 · SAGE Network	15,084.00	15,100.00	-16.00	99.9%

*\*Electronic Subscriptions  
12/28  
EBSCO 1,439.-  
myHeritage  
checks  
Vio EBSCO 750.-  
New Book Chat*

## Baker County Library District Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
6204 · Content Subscr(OCLC,LibraryElf)	1,128.27	2,500.00	-1,371.73	45.1%
6200 · Catalog Services - Other	0.00	0.00	0.00	0.0%
<b>Total 6200 · Catalog Services</b>	<b>16,212.27</b>	<b>17,600.00</b>	<b>-1,387.73</b>	<b>92.1%</b>
<b>6300 · Facilities &amp; IT Maintenance</b>				
6310 · Building & Grounds Maintenance				
6310.1 · Roof Repair Expense	0.00	2,000.00	-2,000.00	0.0%
6310.5 · Pandemic Expenses	0.00	1,500.00	-1,500.00	0.0%
6311 · Branch building expenses	3,926.59	15,000.00	-11,073.41	26.2%
6312 · Snow Removal	1,025.00	3,000.00	-1,975.00	34.2%
6313 · Library of Things expense	74.95			
6310 · Building & Grounds Maintenance - Other	12,107.96	40,000.00	-27,892.04	30.3%
<b>Total 6310 · Building &amp; Grounds Maintenance</b>	<b>17,134.50</b>	<b>61,500.00</b>	<b>-44,365.50</b>	<b>27.9%</b>
6320 · Janitorial Supplies				
6321 · Janitorial Contract	13,200.00	25,000.00	-11,800.00	52.8%
6322 · Janitorial Supplies	1,808.08	3,000.00	-1,191.92	60.3%
<b>Total 6320 · Janitorial Supplies</b>	<b>15,008.08</b>	<b>28,000.00</b>	<b>-12,991.92</b>	<b>53.6%</b>
6340 · Equipment Lease	920.66	2,500.00	-1,579.34	36.8%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	3,668.11	10,000.00	-6,331.89	36.7%
6345.2 · Software subscriptions	12,761.45 *	12,800.00	-38.55	99.7%
6345.3 · Comp Tech - Branch Travel	0.00	1,000.00	-1,000.00	0.0%
6345.4 · Computer - Hardware	5,435.90	6,000.00	-564.10	90.6%
6345.5 · Pandemic / ECF Funds	5,664.96	10,700.00	-5,035.04	52.9%
6345.71 · Programs -Robotics Club	0.00	1,000.00	-1,000.00	0.0%
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 6345 · Computer Maintenance</b>	<b>27,530.42</b>	<b>41,500.00</b>	<b>-13,969.58</b>	<b>66.3%</b>
<b>Total 6300 · Facilities &amp; IT Maintenance</b>	<b>60,593.66</b>	<b>133,500.00</b>	<b>-72,906.34</b>	<b>45.4%</b>
6400 · Bookmobile & Vehicle Operations				
6410 · Bookmobile & Vehicle Fuel	2,631.50	4,500.00	-1,868.50	58.5%
6420 · Bkmbi & Vehicle Maintenance	2,237.63	10,000.00	-7,762.37	22.4%
6400 · Bookmobile & Vehicle Operations - Other	0.00	0.00	0.00	0.0%
<b>Total 6400 · Bookmobile &amp; Vehicle Operations</b>	<b>4,869.13</b>	<b>14,500.00</b>	<b>-9,630.87</b>	<b>33.6%</b>
6600 · Corporate Costs				
6610 · Insurance				
6613 · SDIS Liability	0.00	19,500.00	-19,500.00	0.0%
6614 · Flood Insurance	0.00	2,500.00	-2,500.00	0.0%
6610 · Insurance - Other	0.00	0.00	0.00	0.0%

\* Subse - checks  
 1/10 Port 53 Tech  
 \$ 1064.80  
 security  
 1/10 Sen Source  
 \$ 2508.-  
 annual data  
 hosting +  
 annual safe space  
 occupancy monitoring

## Baker County Library District Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Total 6610 · Insurance	0.00	22,000.00	-22,000.00	0.0%
6620 · Travel, Training, Prof Developmnt	990.74	4,000.00	-3,009.26	24.8%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%
6640 · Auditor	8,500.00 *	8,500.00	0.00	100.0%
6641 · Bookkeeping Supplies & Services	0.00	2,000.00	-2,000.00	0.0%
6660 · Association Dues	3,637.85	3,600.00	37.85	101.1%
6680 · Marketing/ Publication	1,063.36	10,000.00	-8,936.64	10.6%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	164.19			
6690.2 · Pool 5291 Fees	20.70			
6690.3 · PayPal Transaction Fees	96.85			
6690.4 · Quick Books Direct Deposit Fees	330.25			
6690 · Financial Mgmt Fees - Other	0.00	1,380.00	-1,380.00	0.0%
Total 6690 · Financial Mgmt Fees	611.99	1,380.00	-768.01	44.3%
6691 · Legal Administration	0.00	3,600.00	-3,600.00	0.0%
6692 · Professional services	898.05	1,200.00	-301.95	74.8%
6696 · Public Programs				
6696.2 · Library of Things	767.42			
6696.3 · Adult Program expense	601.71			
6696.4 · Grant-SLO Worksource	0.00	0.00	0.00	0.0%
6696 · Public Programs - Other	507.44	3,300.00	-2,792.56	15.4%
Total 6696 · Public Programs	1,876.57	3,300.00	-1,423.43	56.9%
Total 6600 · Corporate Costs	17,578.56	63,080.00	-45,501.44	27.9%
6700 · Other Operating Expenses				
6720 · Branch Mileage	1,849.49	4,500.00	-2,650.51	41.1%
6730 · Library Services Supplies	8,719.33	20,500.00	-11,780.67	42.5%
6731 · Youth Programs				
6731.2 · Summer Reading (SRP)	1,984.42	6,000.00	-4,015.58	33.1%
6731.3 · Storytime	3,530.21 *	3,200.00	330.21	110.3%
6731.4 · Other Youth Programs	480.20	1,000.00	-519.80	48.0%
6731.42 · R2R Ready-To-Read program	0.00	0.00	0.00	0.0%
6731.5 · Teen Activities	165.84	500.00	-334.16	33.2%
6731.51 · Teen Services OLA Grant	2,930.34	1,600.00	1,330.34	183.1%
6731.6 · Makerspace Club	1,012.80	2,000.00	-987.20	50.6%
6731.7 · Battle of the Books Program	125.00	700.00	-575.00	17.9%
6731.8 · Bikes-for-Books Program	0.00			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%
Total 6731 · Youth Programs	10,228.81	15,000.00	-4,771.19	68.2%
6740 · Postage & Freight	474.17	1,500.00	-1,025.83	31.6%
6750 · Utilities				

\* 12/28 check  
\$ 8,500  
Audit services

\* Check 4/0  
200 Bear  
\$ 1,029.-  
Bear Stack  
Subsc

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>6751 · Garbage</b>				
6751.1 · Baker-Baker Sanitary	967.00	2,100.00	-1,133.00	46.0%
6751.2 · Haines-Baker Sanitary	128.00	350.00	-222.00	36.6%
6751.3 · Halfway-LaRue Sanitary	159.89	200.00	-40.11	79.9%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	158.00	350.00	-192.00	45.1%
6751 · Garbage - Other	0.00	0.00	0.00	0.0%
<b>Total 6751 · Garbage</b>	<b>1,412.89</b>	<b>3,000.00</b>	<b>-1,587.11</b>	<b>47.1%</b>
<b>6752 · Heating Fuel</b>				
6752.1 · Baker-Cascade Natural Gas	3,923.11	7,400.00	-3,476.89	53.0%
6752.2 · Haines-Ed Staub	934.98	3,000.00	-2,065.02	31.2%
6752.3 · Halfway-Ed Staub	1,281.00	2,500.00	-1,219.00	51.2%
6752.5 · Huntington (None, Electric)	0.00	0.00	0.00	0.0%
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	1,500.00	-1,500.00	0.0%
6752 · Heating Fuel - Other	0.00	0.00	0.00	0.0%
<b>Total 6752 · Heating Fuel</b>	<b>6,139.09</b>	<b>14,400.00</b>	<b>-8,260.91</b>	<b>42.6%</b>
<b>6753 · Water/Sewer</b>				
6753.1 · Baker-City of Baker City	1,349.23	2,200.00	-850.77	61.3%
6753.2 · Haines-City of Haines	528.00	1,100.00	-572.00	48.0%
6753.3 · Halfway-City of Halfway	492.00	1,100.00	-608.00	44.7%
6753.4 · Richland (NEOHA agreement)	233.20	500.00	-266.80	46.6%
6753.5 · Huntington-City of Huntingtn	510.00	1,100.00	-590.00	46.4%
6753 · Water/Sewer - Other	0.00	0.00	0.00	0.0%
<b>Total 6753 · Water/Sewer</b>	<b>3,112.43</b>	<b>6,000.00</b>	<b>-2,887.57</b>	<b>51.9%</b>
<b>6754 · Electric</b>				
6754.1 · Baker - OTEC	7,029.21	15,300.00	-8,270.79	45.9%
6754.2 · Haines - OTEC	603.63	1,600.00	-996.37	37.7%
6754.3 · Halfway-Idaho Power	609.91	1,200.00	-590.09	50.8%
6754.4 · Richland (NEOHA agreement)	1,307.98	3,500.00	-2,192.02	37.4%
6754.5 · Huntington-Idaho Power	554.21	1,500.00	-945.79	36.9%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	900.00	-900.00	0.0%
6754 · Electric - Other	0.00	0.00	0.00	0.0%
<b>Total 6754 · Electric</b>	<b>10,104.94</b>	<b>24,000.00</b>	<b>-13,895.06</b>	<b>42.1%</b>
<b>6750 · Utilities - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 6750 · Utilities</b>	<b>20,769.35</b>	<b>47,400.00</b>	<b>-26,630.65</b>	<b>43.8%</b>
<b>6756 · Telecommunications</b>				
<b>6756.0 · Telephone</b>				
6756.1 · Baker - BendTel	1,000.64	2,100.00	-1,099.36	47.6%
6756.2 · Haines - Cascade/Reliance	452.85	850.00	-397.15	53.3%
6756.3 · Halfway - Pine Telephone	287.95	500.00	-212.05	57.6%

*Rate increase  
 eff on Dec bill  
 projected over  
 budget @ \$2800*



## Baker County Library District Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
6756.4 · Richland - Eagle Telephone	243.02	550.00	-306.98	44.2%
6756.5 · Huntington - CenturyTel	497.15	1,000.00	-502.85	49.7%
6756.6 · Sumpter - CenturyLink/Qwest	242.14	600.00	-357.86	40.4%
6756.8 · Cellular Service-Verizon	432.43	1,400.00	-967.57	30.9%
6756.0 · Telephone - Other	0.00	0.00	0.00	0.0%
<b>Total 6756.0 · Telephone</b>	<b>3,156.18</b>	<b>7,000.00</b>	<b>-3,843.82</b>	<b>45.1%</b>
<b>6757.0 · Internet</b>				
6757.1 · Baker - Link Oregon	720.00	2,000.00	-1,280.00	36.0%
6757.2 · Haines - Cascade/Reliance	503.65	900.00	-396.35	56.0%
6757.3 · Halfway - Pine Tel	643.65	950.00	-306.35	67.8%
6757.4 · Richland - Pine Tel	315.00	350.00	-35.00	90.0% <i>OK</i>
6757.5 · Huntington - CenturyTel	2,694.60	5,500.00	-2,805.40	49.0% <i>OK</i>
6757.6 · Sumpter - CenturyLink/Qwest	605.70	1,300.00	-694.30	46.6%
6757.8 · Bookmobile - Verizon hot spot	200.62	300.00	-99.38	66.9%
6757.0 · Internet - Other	0.00	0.00	0.00	0.0%
<b>Total 6757.0 · Internet</b>	<b>5,683.22</b>	<b>11,300.00</b>	<b>-5,616.78</b>	<b>50.3%</b>
<b>6756 · Telecommunications - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 6756 · Telecommunications</b>	<b>8,839.40</b>	<b>18,300.00</b>	<b>-9,460.60</b>	<b>48.3%</b>
<b>Total 6700 · Other Operating Expenses</b>	<b>50,880.55</b>	<b>107,200.00</b>	<b>-56,319.45</b>	<b>47.5%</b>
<b>Total 6000 · Materials and Services</b>	<b>220,457.22</b>	<b>461,880.00</b>	<b>-241,422.78</b>	<b>47.7%</b>
<b>7000 · Capital Outlay</b>	<b>6,835.00</b>	<b>25,000.00</b>	<b>-18,165.00</b>	<b>27.3%</b>
<b>7500 · Debt Service</b>	<b>1,000.00</b>	<b>2,000.00</b>	<b>-1,000.00</b>	<b>50.0%</b>
<b>8000 · Transfers &amp; Contingency</b>				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	0.00	0.00	0.0%
8005.3 · Transfer-Election Fund	0.00	0.00	0.00	0.0%
8005.4 · Transfer-Capital Inv Fund	0.00	15,000.00	-15,000.00	0.0%
<b>Total 8005 · Transfers</b>	<b>0.00</b>	<b>16,000.00</b>	<b>-16,000.00</b>	<b>0.0%</b>
<b>8000 · Transfers &amp; Contingency - Other</b>	<b>0.00</b>	<b>550,086.00</b>	<b>-550,086.00</b>	<b>0.0%</b>
<b>Total 8000 · Transfers &amp; Contingency</b>	<b>0.00</b>	<b>566,086.00</b>	<b>-566,086.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>769,313.82</b>	<b>2,030,237.00</b>	<b>-1,260,923.18</b>	<b>37.9%</b>
<b>Net Income</b>	<b>1,163,585.22</b>	<b>0.00</b>	<b>1,163,585.22</b>	<b>100.0%</b>

*Current Cash Balances*  
*checky \$ 3694*  
*Pool \$ 1,177,453*  
*\$ 1,181,147*

*Ch 1/29/2023*

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

01/09/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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%
<b>Total 4010 · Grant Revenue</b>	<b>0.00</b>	<b>64,700.00</b>	<b>-64,700.00</b>	<b>0.0%</b>
4300 · Other Revenues	0.00	3,500.00	-3,500.00	0.0%
4999 · Beginning Cash	195,672.15	175,000.00	20,672.15	111.8%
<b>Total Income</b>	<b>444,056.15</b>	<b>488,200.00</b>	<b>-44,143.85</b>	<b>91.0%</b>
<b>Expense</b>				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	36,331.00	80,500.00	-44,169.00	45.1%
5102 · Business Manager- CH	3,568.05	6,955.00	-3,386.95	51.3%
<b>Total 5100 · Sage Staff Salaries &amp; Wages</b>	<b>39,899.05</b>	<b>87,455.00</b>	<b>-47,555.95</b>	<b>45.6%</b>
5200 · Sage Payroll Taxes & Benefits				
5204 · PERS Retirement	10,098.64	22,700.00	-12,601.36	44.5%
5205 · Fed SS Employer Taxes	3,052.27	6,300.00	-3,247.73	48.4%
5206 · State Employer Taxes	27.53	400.00	-372.47	6.9%
5207 · Workmans Comp	11.42	40.00	-28.58	28.6%
66000 · Payroll Expenses	49.50	150.00	-100.50	33.0%
<b>Total 5200 · Sage Payroll Taxes &amp; Benefits</b>	<b>13,239.36</b>	<b>29,590.00</b>	<b>-16,350.64</b>	<b>44.7%</b>
<b>Total 5000 · Sage Personal Services</b>	<b>53,138.41</b>	<b>117,045.00</b>	<b>-63,906.59</b>	<b>45.4%</b>
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	0.00	0.00	0.0%
6110 · Administrative Services (BCLD)	0.00	2,231.00	-2,231.00	0.0%
6120 · Bank Fees	0.00			
6130 · Courier Services & Supplies				
6131 · LSTA Courier Grant	44,825.00	60,000.00	-15,175.00	74.7%
6132 · Sage Courier Expense	15,667.82	44,000.00	-28,332.18	35.6%
6133 · Courier Supplies	192.24	1,200.00	-1,007.76	16.0%
<b>Total 6130 · Courier Services &amp; Supplies</b>	<b>60,685.06</b>	<b>105,200.00</b>	<b>-44,514.94</b>	<b>57.7%</b>
6140 · Dues & Subscriptions	2,065.00	5,000.00	-2,935.00	41.3%
6160 · Legal Services	0.00	0.00	0.00	0.0%
6180 · Postage & Freight	8.95	60.00	-51.05	14.9%
6190 · Printing	0.00	25.00	-25.00	0.0%
6200 · Supplies, Office	305.94	500.00	-194.06	61.2%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	35,001.16	71,563.00	-36,561.84	48.9%

*5 checks to  
couriers, total  
\$ 1313.73*

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
6210.3 · Technical Services (Marchive)	3,768.96	5,500.00	-1,731.04	68.5%
<b>Total 6210 · Technical Services &amp; Maint</b>	<b>38,770.12</b>	<b>77,063.00</b>	<b>-38,292.88</b>	<b>50.3%</b>
6220 · Technology				
6220.1 · Equinox/ Support Subscriptions	398.08			
6220.2 · Development	842.82			
6220 · Technology - Other	0.00	6,000.00	-6,000.00	0.0%
<b>Total 6220 · Technology</b>	<b>1,240.90</b>	<b>6,000.00</b>	<b>-4,759.10</b>	<b>20.7%</b>
6240 · Telecommunications	0.00	400.00	-400.00	0.0%
6250 · Training & Prof Development	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%
<b>Total 6000 · Materials &amp; Services</b>	<b>103,075.97</b>	<b>199,479.00</b>	<b>-96,403.03</b>	<b>51.7%</b>
7000 · Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
8000 · Contingency	0.00	21,676.00	-21,676.00	0.0%
<b>Total Expense</b>	<b>156,214.38</b>	<b>353,200.00</b>	<b>-196,985.62</b>	<b>44.2%</b>
<b>Net Income</b>	<b>287,841.77</b>	<b>135,000.00</b>	<b>152,841.77</b>	<b>213.2%</b>

*Visa -  
marchive  
\$97.68  
re cord  
maintenanc*

*Current Cash Balance  
\$ 264,060*

*OK 1/9/2023*

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

01/09/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4400.0 · OTHER USES Funds</b>				
<b>4415.0 · LITERACY Department</b>				
4415.1 · Beginning Cash Literacy	1,039.62	1,000.00	39.62	104.0%
4415.9 · Interest Income Literacy	8.23	50.00	-41.77	16.5%
<b>Total 4415.0 · LITERACY Department</b>	<b>1,047.85</b>	<b>1,050.00</b>	<b>-2.15</b>	<b>99.8%</b>
<b>4420.0 · MEMORIAL Department</b>				
4420.1 · Beginning Cash Memorial	82,272.68	82,000.00	272.68	100.3%
<b>4420.2 · Contributions</b>				
4420.21 · Baker Contributions	1,325.00			
4420.23 · Halfway Contributions	230.00			
4420.2 · Contributions - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 4420.2 · Contributions</b>	<b>1,555.00</b>	<b>2,000.00</b>	<b>-445.00</b>	<b>77.8%</b>
4420.5 · Grant Income	0.00	20,000.00	-20,000.00	0.0%
<b>4420.7 · Other Revenue</b>				
4420.71 · Amazon Book Sales	1,838.59	4,000.00	-2,161.41	46.0%
4420.80 · Other Revenues	6,890.00			
<b>Total 4420.7 · Other Revenue</b>	<b>8,728.59</b>	<b>4,000.00</b>	<b>4,728.59</b>	<b>218.2%</b>
4429.9 · Interest Income Memorial	563.26	900.00	-336.74	62.6%
<b>Total 4420.0 · MEMORIAL Department</b>	<b>93,119.53</b>	<b>108,900.00</b>	<b>-15,780.47</b>	<b>85.5%</b>
<b>4430.0 · SEVERANCE Liability Dept</b>				
4430.1 · Beginning cash Severance Liab	92,233.01	77,000.00	15,233.01	119.8%
4430.9 · Interest Income Severance Liab	730.90	1,000.00	-269.10	73.1%
<b>Total 4430.0 · SEVERANCE Liability Dept</b>	<b>92,963.91</b>	<b>78,000.00</b>	<b>14,963.91</b>	<b>119.2%</b>
<b>4524.0 · TECHNOLOGY Department</b>				
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	42.52	50.00	-7.48	85.0%
<b>Total 4524.0 · TECHNOLOGY Department</b>	<b>5,408.22</b>	<b>6,050.00</b>	<b>-641.78</b>	<b>89.4%</b>
<b>Total 4400.0 · OTHER USES Funds</b>	<b>192,539.51</b>	<b>194,000.00</b>	<b>-1,460.49</b>	<b>99.2%</b>
<b>4600 · CAPITAL INVESTMENT Fund</b>				
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	856.16	1,000.00	-143.84	85.6%

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Total 4600 · CAPITAL INVESTMENT Fund	110,744.33	159,189.00	-48,444.67	69.6%
Total Income	303,283.84	353,189.00	-49,905.16	85.9%
<b>Expense</b>				
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	9,103.96	0.00	9,103.96	100.0%
6364.5 · Amazon Book Sales Expenses	483.09			
6399 · Transfer to General Fund	0.00	4,000.00	-4,000.00	0.0%
6300 · Memorial Department - Other	0.00	83,950.00	-83,950.00	0.0%
Total 6300 · Memorial Department	9,587.05	92,450.00	-82,862.95	10.4%
6400 · Technology Department	0.00	6,500.00	-6,500.00	0.0%
6430 · Severance Liability Dept	0.00	93,000.00	-93,000.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	60.00			
6900 · Misc. bank charges - Other	0.00	50.00	-50.00	0.0%
Total 6900 · Misc. bank charges	60.00	50.00	10.00	120.0%
Total 6000 · Other Uses Fund	9,647.05	194,000.00	-184,352.95	5.0%
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	9,647.10	353,189.00	-343,541.90	2.7%
Net Income	293,636.74	0.00	293,636.74	100.0%

check to  
Vesa \$79.71  
amazon shipping

Cash Balances - no change

Checking - Mem \$8317

Pool - Mem 71,488  
Tech 5408.  
Lit 1047  
Sev 92,963  
\$170,906

Total for OF \$179,223

Capital Invest. Fund  
\$110,744

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# Approved Bells List

## Baker County Library District

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Register: 1000 · US Bank Checking  
 From 12/15/2022 through 01/15/2023  
 Sorted by: Date, Type, Number/Ref

January 2023

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/15/2022			4300 · Other Revenues...	Rebate			1,000.00	13,134.10
12/15/2022	30371 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00			12,834.10
12/15/2022	30373 ✓	Friends of the Librar...	2000 · Accounts Payable		205.81			12,628.29
12/15/2022	90439 ✓	US Bank Visa (Corp...	-split-	Online Paymen...	6,668.77			5,959.52
12/15/2022	2023-20		-split-	Record QB pay...	253.74			5,705.78
12/16/2022	90437 ✓	CenturyLink Internet...	6000 · Materials and S...	Online Paymen...	449.10			5,256.68
12/16/2022	90438 ✓	CenturyLink Qwest (...)	-split-	Online Pmt, Ac...	138.01			5,118.67
12/16/2022	90441 ✓	IRS Internal Rev Svc...	-split-	93-0984786; O...	44.22			5,074.45
12/20/2022			4300 · Other Revenues...	OTEC Rebate			636.87	5,711.32
12/22/2022			-split-	Fines & Fees			94.15	5,805.47
12/27/2022			-split-	Fines & Fees			153.75	5,959.22
12/27/2022			4100 · Fines and Fees:...	Fines & Fees			20.30	5,979.52
12/27/2022			-split-	Fines & fees			21.00	6,000.52
12/27/2022			1100 · General Pool 52...	Conf#3627931 ...			30,000.00	36,000.52
12/28/2022			5000 · Personal Servic...	Sage Reimb; S...			1,675.04	37,675.56
12/28/2022			4300 · Other Revenues...	ETO Rebate			1,000.00	38,675.56
12/28/2022			5000 · Personal Servic...	Cobra Reimb			915.22	39,590.78
12/28/2022	30374 ✓	Carrie Swanson	4100 · Fines and Fees:...	Refund lost bo...	14.75			39,576.03
12/28/2022	30375 ✓	The Dalles-Wasco P...	4100 · Fines and Fees:...	Reimburse Sag...	22.80			39,553.23
12/28/2022	30376 ✓	BendTel	2000 · Accounts Payable	Account 20003...	164.01			39,389.22
12/28/2022	30377 ✓	EBSCO (payment ad...	6000 · Materials and S...	Account SF024...	1,439.00			37,950.22
12/28/2022	30378 ✓	Gaslin Accounting L...	6000 · Materials and S...	Audit Services:...	8,500.00			29,450.22
12/28/2022	30379 ✓	Northeast Oregon Ho...	2000 · Accounts Payable	Richland Libra...	910.86			28,539.36
12/28/2022	30380 ✓	Unique Management ...	2000 · Accounts Payable	Client No 2025	50.00			28,489.36
12/28/2022	30381 ✓	Valley Metal and He...	2000 · Accounts Payable	Invoice 018767	347.85			28,141.51
12/28/2022	30382 ✓	Lincoln National Lif...	5000 · Personal Servic...	BAKERCOUN...	266.18			27,875.33
12/28/2022	30383 ✓	Oregon Historical So...	6000 · Materials and S...	Subscription O...	44.00			27,831.33
12/28/2022	30384 ✓	Miller, Doug (Halfw...	6000 · Materials and S...	November Sno...	120.00			27,711.33
12/28/2022	30385 ✓	Link Oregon	-split-	Invoice 104270...	360.00			27,351.33
12/28/2022	90442 ✓	PERS	-split-	02728; Online ...	14,406.33			12,945.00
12/29/2022	90443 ✓	Idaho Power	-split-	Online Paymen...	274.64			12,670.36
12/29/2022	90445 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	1,144.65			11,525.71
12/30/2022			-split-	Expense Reimb...			*10,623.82	22,149.53
12/30/2022			4060 · State Ready-2-R...	State R2R Grant			8,488.00	30,637.53
12/30/2022	8161 ✓	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	5,965.33		*Sage reimbursed	24,672.20
12/30/2022	30386 ✓	Cuevas, Lourdes (ve...	6000 · Materials and S...	Branch Mileage	99.91			24,572.29
12/30/2022	30387 ✓	Hanson-Fillmore, Ge...	6000 · Materials and S...	Branch Mileage	25.22			24,547.07
12/30/2022	90448 ✓	AFLAC	-split-	Online Payment	318.11			24,228.96
12/30/2022		QuickBooks Payroll ...	-split-	Created by Pay...	4,658.49		*Sage reimb	19,570.47
12/30/2022		QuickBooks Payroll ...	-split-	Created by Pay...	35,556.60		payroll	-15,986.13

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Baker County Library District

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Register: 1000 · US Bank Checking

From 12/15/2022 through 01/15/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/30/2022			1100 · General Pool 52...	Conf 3631097 ...			50,000.00	34,013.87
01/01/2023	30388 ✓	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...	2,200.00		<i>contract</i>	31,813.87
01/03/2023	30389 ✓	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00			31,788.87
01/03/2023	<del>90444</del>	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	2,161.90		<i>utility</i>	29,626.97
01/03/2023	<del>90446</del>	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	85.61			29,541.36
01/03/2023	<del>90447</del>	CenturyLink Internet...	6000 · Materials and S...	Online Paymen...	449.10			29,092.26
01/03/2023	5412 ✓ <i>OK</i>	Adamson, Edward C	-split-	Direct Deposit		X		29,092.26
01/03/2023	5414 ✓ <i>correct first 00#</i>	Bogart, Theresa D	-split-	Direct Deposit		X		29,092.26
01/03/2023	5416	Bowling, Graysen A	-split-	Direct Deposit		X		29,092.26
01/03/2023	5417	Bradford, Maurianne	-split-	Direct Deposit		X		29,092.26
01/03/2023	5420	Craigmile, Rebecca R	-split-	Direct Deposit		X		29,092.26
01/03/2023	5422	Dunn, Jerry Ann T	-split-	Direct Deposit		X		29,092.26
01/03/2023	5423	Gaslin, Kalina C	-split-	Direct Deposit		X		29,092.26
01/03/2023	5425	Hanley, Shauna S	-split-	Direct Deposit		X		29,092.26
01/03/2023	5426	Hanson-Fillmore, Ge...	-split-	Direct Deposit		X		29,092.26
01/03/2023	5427	Harrison, Rose M	-split-	Direct Deposit		X		29,092.26
01/03/2023	5428	Hawes, A Christine	-split-	Direct Deposit		X		29,092.26
01/03/2023	5430	Moyer, Robert P	-split-	Direct Deposit		X		29,092.26
01/03/2023	5431	Nuttall, John G	-split-	Direct Deposit		X		29,092.26
01/03/2023	5432	O'Dell, Tatum A	-split-	Direct Deposit		X		29,092.26
01/03/2023	5433	Pearson, Diana	-split-	Direct Deposit		X		29,092.26
01/03/2023	5434	Peterson, Candace M	-split-	Direct Deposit		X		29,092.26
01/03/2023	5435	Saunders, Sydney L	-split-	Direct Deposit		X		29,092.26
01/03/2023	5436	Snyder, Courtney B	-split-	Direct Deposit		X		29,092.26
01/03/2023	5439	Taylor, Grace M	-split-	Direct Deposit		X		29,092.26
01/03/2023	5440	Teunissen, Ruth D	-split-	Direct Deposit		X		29,092.26
01/03/2023	5413	Ames, Bryan C	-split-	Direct Deposit		X		29,092.26
01/03/2023	5415	Bowers, Sylvia S	-split-	Direct Deposit		X		29,092.26
01/03/2023	5418	Brockman, John R	-split-	Direct Deposit		X		29,092.26
01/03/2023	5419	Cottrell, Cynthia A	-split-	Direct Deposit		X		29,092.26
01/03/2023	5421	Cuevas, Lourdes E	-split-	Direct Deposit		X		29,092.26
01/03/2023	5424	Grammon, Melissa N	-split-	Direct Deposit		X		29,092.26
01/03/2023	5429	Minnigaliera, Ekateri...	-split-	Direct Deposit		X		29,092.26
01/03/2023	5437	Spry, Heather E	-split-	Direct Deposit		X		29,092.26
01/03/2023	5438	Stokes, Perry N	-split-	Direct Deposit		X		29,092.26
01/03/2023	5441	Valentine, Donna M	-split-	Direct Deposit		X		29,092.26
01/03/2023	5442 ✓	White, James W	-split-	Direct Deposit		X		29,092.26
01/03/2023	30390 ✓	Arenas, Jose E	-split-		63.40			29,028.86
01/03/2023	30391 ✓	Castillo, Fabian Arenas	-split-		524.59			28,504.27
01/03/2023	30392 ✓	Cuzick, Kaycee L	-split-		441.91			28,062.36

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Baker County Library District

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Register: 1000 · US Bank Checking  
 From 12/15/2022 through 01/15/2023  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2023	30393 ✓	Garcia-Gonzales, Me...	-split-		125.99			27,936.37
01/03/2023	30394 ✓	MacNaughton, Aman...	-split-		1,162.48			26,773.89
01/03/2023	30395 ✓	Thompson, Toni L	-split-		221.48			26,552.41
01/04/2023	30396 ✓	Special Districts Insu...	-split-	03-0026696; G...	11,699.05			14,853.36
01/04/2023	90451 ✓	Oregon Department ...	2100 · Payroll Liabiliti...	STT Tax Paym...	97.00			14,756.36
01/06/2023	90448 ✓	IRS Internal Rev Svc...	-split-	93-0984786; O...	11,023.40			3,732.96
01/06/2023	90449 ✓	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	2,885.00			847.96
01/06/2023	90450 ✓	Oregon Savings Gro...	-split-	02728; Online ...	960.00			-112.04
01/06/2023			1100 · General Pool 52...	Conf#3634737 ...			15,000.00	14,887.96
01/09/2023	90453 ✓	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	99.93			14,788.03
01/09/2023	90454 ✓	CenturyLink Qwest (...)	-split-	Online Pmt, Ac...	138.01			14,650.02
01/10/2023	30397 ✓	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	223.50			14,426.52
01/10/2023	30398 ✓	Black Distributing, Inc.	-split-	Account 00254...	389.02			14,037.50
01/10/2023	30399 ✓	Cashway Lumber Co.	2000 · Accounts Payable	Account 01034...	91.70			13,945.80
01/10/2023	30400 ✓	Center Point Publishi...	2000 · Accounts Payable	Payment on Ac...	134.82			13,810.98
01/10/2023	30401 ✓	City of Haines	2000 · Accounts Payable	Account 81; Li...	88.00			13,722.98
01/10/2023	30402 ✓	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00			13,640.98
01/10/2023	30403 ✓	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00			13,555.98
01/10/2023	30404 ✓	Crown	2000 · Accounts Payable	Customer 1016...	263.50			13,292.48
01/10/2023	30405 ✓	Demco, Inc.	2000 · Accounts Payable	Cust 360009040	266.96			13,025.52
01/10/2023	30406 ✓	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	33.05			12,992.47
01/10/2023	30407 ✓	EBSCO (payment ad...	2000 · Accounts Payable	Account SF024...	750.00			12,242.47
01/10/2023	30408 ✓	Ed Staub & Sons Pet...	2000 · Accounts Payable	Account 123549	479.92			11,762.55
01/10/2023	30409 ✓	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	6,139.88			5,622.67
01/10/2023	30410 ✓	LaRue Sanitary Service	2000 · Accounts Payable	Library Utilitiies	26.63			5,596.04
01/10/2023	30411 ✓	MTE Communications	2000 · Accounts Payable	Account 05715...	9.91			5,586.13
01/10/2023	30412 ✓	Pine Telephone Syste...	2000 · Accounts Payable	Account 00000...	172.81			-5,413.32
01/10/2023	30413 ✓	Port53 Technologies ...	2000 · Accounts Payable	Security Softw...	1,064.80			4,348.52
01/10/2023	30414 ✓	Quill	2000 · Accounts Payable	Account 28626...	1,641.12			2,707.40
01/10/2023	30415 ✓	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	136.56			2,570.84
01/10/2023	30416 ✓	SenSource Inc	2000 · Accounts Payable	Account 001C0...	2,508.00			62.84
01/10/2023	30417 ✓	Showcases	2000 · Accounts Payable	Payment on Ac...	147.96			-85.12
01/10/2023	30418 ✓	Sword, Dan (Mainte...	2000 · Accounts Payable	Library Ground...	730.00			-815.12
01/10/2023	30419 ✓	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	143.53			-958.65
01/10/2023	30420 ✓	Unique Management ...	2000 · Accounts Payable	Client No 2025	69.90			-1,028.55
01/10/2023	30421 ✓	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	230.14			-1,258.69
01/10/2023	30422 ✓	ZooBean Inc.	2000 · Accounts Payable	Ready-to-Read	1,029.00			-2,287.69
01/11/2023			1100 · General Pool 52...	Conf# 3637726...			25,000.00	22,712.31
01/12/2023			5000 · Personal Servic...	Sage ACH8166			1,588.24	24,300.55
01/12/2023	90452 ✓	PERS	-split-	02728; Online ...	13,421.15			10,879.40

*paych*  
*L*  
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*P/R taxes*  
*retirement*  
*novelist book club*  
*new subs*  
*monthly book order*  
*annual security*  
*operating supplies*  
*subsc - annual data*  
*hosting + occupancy monitoring*  
*Bear Steak - new youth program for storyline*

*Ch 1/9/2023*



Baker County Library District

1/9/2023 6:13 PM

Register: 1000 · US Bank Checking

From 12/15/2022 through 01/15/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/13/2023	90455 ✓	US Bank (Baker Bra...	-split-	Online Payment	4,915.34		5,964.06
01/13/2023	90455ap	US Bank Visa (Corp...	2000 · Accounts Payable	Online Paymen...	1,969.88		3,994.18
01/15/2023	30423 ✓ OK	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		3,694.18

*visa  
online pay*

*✓verified number sequence*

*Series*

*30000 checks  
5000 direct deposit payroll  
90000 online payments*

*CR 1/9/2023*

Approved Bills List  
Baker Co Library - Sage Fund

1/9/2023 6:00 PM

Register: 1000 · US Bank Checking  
From 12/13/2022 through 01/10/2023  
Sorted by: Date, Type, Number/Ref

January 2023

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance	
12/13/2022	2377 ✓	US Bank Visa	-split-	Account 4485 ...	807.38		282,129.08	
12/28/2022	2378 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	163.80		281,965.28	
12/28/2022	8158 ✓	PERS	-split-	02728; Online ...	1,675.04	Retirement	280,290.24	
12/28/2022	8159 ✓	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	1,675.04	net 1,675.04	278,615.20	
12/28/2022	2022-26		5000 · Sage Personal S...	Reverse duplic...			280,290.24	
12/29/2022		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75		280,288.49	
12/29/2022	2379 ✓	Ross, Beth (vendor)	6000 · Materials & Ser...	Mileage Reimb...	129.87		280,158.62	
12/29/2022	2380 ✓	Wirkkala, Susan (Co...	6000 · Materials & Ser...	Courier Mileag...	17.55		280,141.07	
12/30/2022		QuickBooks Payroll ...	5000 · Sage Personal S...	Adjusted for vo...			280,141.07	
12/30/2022	8161 ✓	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	5,963.58	contract	274,177.49	
12/30/2022	8162 ✓	Baker County Librar...	-split-	Expense Reimb...	10,623.82	} payroll	263,553.67	
12/30/2022		QuickBooks Payroll ...	-split-	Created by Pay...	4,658.49			258,895.18
12/30/2022	2022-27		2900 · Due to General ...	reverse duplica...		} NET 5,963.58 4,658.49	264,858.76	
12/30/2022	2022-28		5000 · Sage Personal S...	Reverse duplic...				269,517.25
01/03/2023	8160 ✓	Georg, Jon (Contract...	6000 · Materials & Ser...	VOID: Monthl...	X		269,517.25	
01/03/2023	5412 ✓	A Christine Hawes	-split-	Direct Deposit		} paychecks X	269,517.25	
01/03/2023	5413 ✓	Elizabeth A Ross	-split-	Direct Deposit	X			269,517.25
01/04/2023	To Print	Oregon Department ...	2100 · Payroll Liabiliti...	Online STT Ta...	13.50	} payroll taxes	269,503.75	
01/06/2023	8163 ✓	IRS Internal Revenue...	-split-	93-0984786; O...	1,519.50			267,984.25
01/06/2023	8164 ✓	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	403.00		267,581.25	
01/10/2023	2381 ✓	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	720.00	} couriers pmts	266,861.25	
01/10/2023	2382 ✓	Reser, Mary (Courier)	6000 · Materials & Ser...	Courier Mileage	350.06			266,511.19
01/10/2023	2383 ✓	Sherman Co Public L...	-split-	Invoice #70; C...	450.00			266,061.19
01/10/2023	2384 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	163.80			265,897.39
01/10/2023	2385 ✓	Ross, Beth (vendor)	6000 · Materials & Ser...	Courier Mileag...	129.87		265,767.52	
01/10/2023	2386 ✓	US Bank Visa	-split-	Account 4485 ...	118.73	VISA	265,648.79	

✓ verified number sequence

Series

2000 checks

5000 direct deposit paychecks

8000 online payments

Ch 1/9/2023

Approved Bills List  
Baker Co Library - Other Funds

1/9/2023 5:52 PM

Register: 1000 · US Bank Checking Memorial

From 12/13/2022 through 01/10/2023

Sorted by: Date, Type, Number/Ref

January 2023

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/13/2022	1963 <i>OK</i>	US Bank Visa	-split-	4485-5945-555...	83.82			8,396.88
01/10/2023	1964 <i>✓</i>	US Bank Visa	6000 · Other Uses Fun...	4485-5945-555...	79.71			8,317.17

*✓ verified check sequence*

*Ch 1/9/2023*