

Baker County Library District

Board of Directors

Regular Meeting Agenda

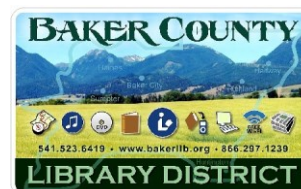
Tuesday, Oct 11, 2022, 12:00 – 1:00 pm

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 discussion | Stokes/Hawes |
| | b. Antiracism Statement (ACTION) | Stokes |
| VI. | NEW BUSINESS | |
| | a. New PERS rate projections for FY2023-2024 | Hawes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Nov 8, 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, Oct 11, 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, Sep 13 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 was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Our district annually receives credits on our property/casualty insurance contributions and takes 10% off our district's general liability, auto liability, and property insurance contributions for the 2023 policy year. Each year Special District's has a theme for the Best Practices Program. This year, the theme and requirements revolves around the Board. To receive credit, a district representative must complete the Best Practices Survey. *The deadline to complete the survey is Nov. 4, 2022.*

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

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

From Christine: “The value of each 2% discount is estimated at \$460 to the District; there are two categories this year that are directly connected to board participation, for a total of \$920 potential discounts. Two additional categories, Board Duties Policy and Board Duties Checklist can be done at the next board meeting; the last part is a given as we are affiliated with the OLA.”

Library Board Meeting – Annotated Agenda

Monday, Oct 11, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

a. Antiracism Statement (**ACTION**)

StokesAttachments:

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

Presented here for the second public reading is an “Antiracism Statement” for the Library Board to consider for approval.

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

The benefit of an anti-racist statement is that by publicly acknowledging systemic racism and wealth inequality both in society and the workplace, staff are empowered to be sensitive to potential existing systems of oppression and to be proactive in making systems more equitable in all respects, such as in policy, employment practices, and public services. Statements help build public awareness that its publicly funded agency is considerate of systematic barriers to equitable service such as unconscious and conscious bias, and its leadership is committed to pursuing remedies.

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

If approved, this statement would be posted on our policy page and shared with staff as part of onboarding and professional development events.

VI. NEW BUSINESS

a. New PERS rate projections for FY2023-2024

Hawes

For our district, the rate increases for PERS in the upcoming biennium are +1% to 27.43%, and OPSRP +1.23% to 21.37%, which are small increases. Christine will present calculations of what that means for BCLD in increased costs. These take effect 7/1/2023.

Library Board Meeting – Annotated Agenda

Monday, Oct 11, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

VII. REPORTS

a. Director

Stokes

Reports to be shared at the meeting.

Associations

- LEO Meeting – The first in-person LEO meeting since the pandemic will be held this Friday in Hood River. I will be traveling there on Thursday and returning Saturday.

Friends & Foundation

- No meetings recently, but the Friends continue to be a tremendous help with management of donated materials and book shop sales.
- [National Friends of the Library Week](#) is Oct 16 – 22. We will promote group activity and our gratitude for it through media releases.

Facilities & vehicles

- Roof replacement residual issues – Each heavy rainfall helps identify flaws with the new roof installation. Ed has retained final payment to the contractor pending his assessment of satisfactory completion of the work.

Programs & services

- For Banned Books Week, Sep 18 – 24, staff displayed a selection of notable challenged books and works about Free Speech issues from both the right and left political viewpoint. I gave a community presentation called “*Libraries are First Amendment Sanctuaries*,” and had very good attendance. I gave an abridged version of the same presentation to the Rotary Club on Oct 3. Both events and the press release on the Baker City Herald social media site produced positive feedback.

Libraries are First Amendment Sanctuaries

FAQ on How the Constitution Keeps Censorship In Check

Perry Stokes, Library Director
Baker County Library District

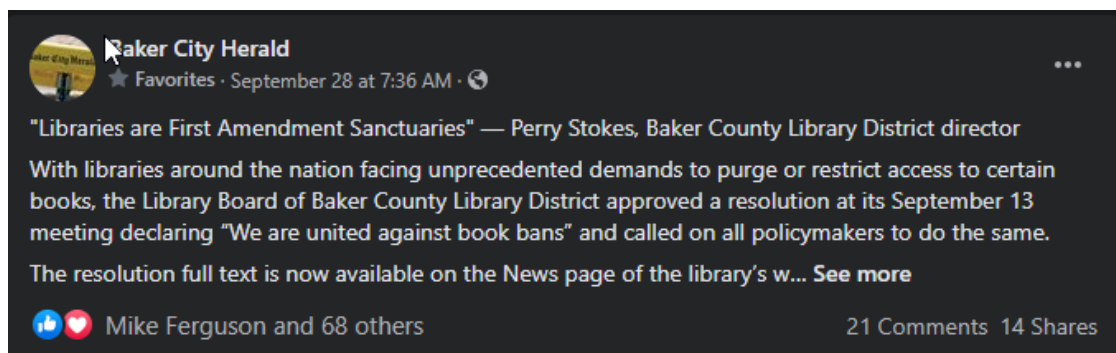
BAKER COUNTY LIBRARY DISTRICT

CREDIT: Presentation adapted from Missouri Library Association [training materials](#)

Library Board Meeting – Annotated Agenda

Monday, Oct 11, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes



- “Banned Books Club” - I will soon be contacting interested participants about scheduling and reading preferences (independent or group reading). Each participant will be provided a reading logbook called “[Read These Banned Books](#): A Journal and 52-Week Reading Challenge from the American Library Association.” According to the description, this “interactive recommended reading list presents readers with a different banned or challenged book to explore each week... Each recommended title features a synopsis, review, and prompt for reflection, drawing on the expertise of editors from the association and its book review magazine *Booklist*, delving into why the book was censored. The titles span categories and genres, from fantasy and graphic novel to nonfiction and romance, but all have been challenged or banned at some point.
- New Verizon WiFi Hotspots will soon be ready for public loan, following staff training on handling procedures. In contrast to the set of KaJeet hotspots which are configured for student use, these units have less restrictions.

Personnel

- Library Page Jose Arenas graduated last year and left for college recently. Interest was high for his replacement with about 10 applications. Our new Page is Graysen Bowling, and we also hired Rebecca Craigmile as a substitute Page from that applicant pool.

b. Finance

Hawes

Attachments:

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

VIII. Next meeting: **Nov 8, 2022**

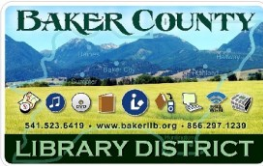
Rohner

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

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

IX. ADJOURNMENT

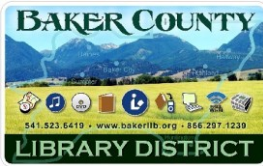
Rohner



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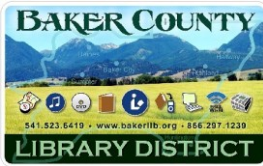
<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Gary Dielman, Beth Bigelow and Joan Spriggs. Also attending in person were Perry Stokes, Director and Christine Hawes, Business Manager. Both the board President and VP were unable to attend. Discussion on who would chair the meeting today. Bigelow nominated Dielman; both Spriggs and Bigelow agreed. There were no other guests present.</p> <p>Dielman called the meeting to order at 12:07 pm. There is a quorum with 3 directors present at the start of the meeting.</p>
<p>Consent Agenda</p>	<p>Dielman asked for any additions or deletions to the agenda or minutes from the previous meeting. There were no changes to either. Bigelow made a motion to approve the Consent Agenda as presented; Spriggs seconded; motion passed unanimously (3 yeas; Dielman, Spriggs, Bigelow) by those present.</p>
<p>Conflicts of Interest</p>	<p>Dielman asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Dielman moved to public comments. Stokes had no correspondence or public comments to share.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: SDAO Best Practice Program</p>	<p>Dielman moved to New Business.</p> <p>Stokes said that Special District Association of Oregon (SDAO) is offering discounts on agency insurance rates as incentive for meeting criteria identified each year in the Best Practices Program. This year they are focusing on board training. They have an online program for board members to watch a training video. It can be accessed remotely at one's convenience. Stokes asked the board to let him know if completed so</p>



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	<p>we can report when a criteria has been met. Discussion on the training and time commitment.</p> <p>For another discount rate, SDAO encourages districts to have 2 board members enroll in their leadership academy. This is a greater commitment. Stokes understands it is a self-guided course. Enrollment must be submitted by November 1 but the training can be done over a period of up to 2 years. He displayed the website with information on the program. Discussion on this training opportunity.</p> <p>The board wanted to know how much time these modules require. Stokes was unable to find that detail. Further discussion on this training.</p> <p>Both Spriggs and Bigelow said they would do the training. The link is included in the Agenda. Dielman likely would not do the training, he said, due to contributing time already to the library archives. This will be talked about again at the next meeting.</p>
<p>Unite Against Banned Books advocacy</p>	<p>Stokes said the next item is a proposed Resolution Against Banned Books.</p> <p>He described the large increase in books being challenged and banned in schools and public libraries. The surge has been traced to activist groups with funding support from conservative political organizations. The ALA is increasing its proactive engagement rather than reactive as they have been in the past. Being proactive means educating people about the First Amendment and what it means.</p> <p>Stokes plans to do a community talk on this topic and an announcement to the press. He will explain Constitutional rights and staff responsibilities according to the Library Code of Ethics. He will also answer questions as to how and why libraries have materials that may be objectionable to some.</p> <p>Dielman asked how many complaints he has had. Stokes said we have not had any formal challenges. He has been able to discuss issues with people who verbally complain and answer questions before the matter escalates to a formal complaint. Most of the informal complaints have been about films rather than books. Stokes said that, like most all</p>



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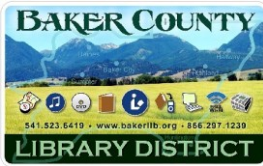
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creative industries, filmmakers are constantly pushing the boundaries of cultural standards. Some discussion on this topic.

Stokes relayed another recent incident of receiving a complaint about a display. The complainant objected to a poster which included book covers of works allegedly promoting “hate speech” towards the LGBTQ community. Stokes said the “Free People Read Freely” poster featured two rows of about 6 book covers, contrasting the queer-friendly works that are among the most challenged books in the country with popular books that are critical of transgender advocacy. The message of the poster was to show how the library objectively provides materials of diverse viewpoints.

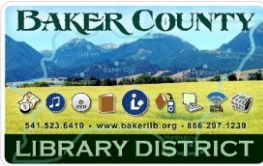
Bigelow asked if there are age appropriate materials that are identified for children. Stokes said that library staff cannot unilaterally enforce restrictions on what people check out, even minors. We do still have a system for enabling parents to block checkout of R-rated and NC-17 movies by their children, but a directive from the parent is required. We do not have a similar mechanism in place for books. In fact, the self-checkout machine is intended to allow patrons to have maximum privacy on their checkout materials without having to present their works to staff and divulge interests that may be sensitive matters.

Bigelow said that parents should be present to monitor what their children are checking out. Stokes added that, like most libraries, we do have a policy that unattended children under 10 should not be in the library alone. Discussion on access to adult materials. Spriggs asked if the library cards have different access levels, such as adult cards have full access whereas a child’s card would be restrictive. Stokes said that is not how it works, all cards have full access. He talked about the catalog software and what it allows. In reference to computers, our network filters are in place to block access to sexually explicit websites, but it doesn’t necessarily block display of thumbnail “preview” images in search engine results which can be fairly large. The Google SafeSearch filter is currently on by default. One can get around the barriers, but it takes intentional engagement to view explicit materials rather than inadvertent exposure. Discussion on library policies in place, public computers and the visibility to staff as well as to all patrons. Further discussion on incidents and how people circumvent filters in place. Patrons will usually complain and alert staff to inappropriate materials



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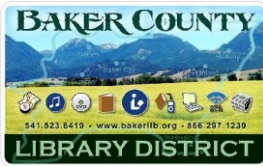
	<p>being viewed online.</p> <p>Stokes asked for board approval of the resolution so it can be used as part of Banned Books Week marketing. Spriggs made a motion to approve Resolution No 2022-23.04 the library Against Book Bans and display it; Bigelow second; no further discussion; 3 votes yea (passed unanimously).</p>
<p>Approval of Partnership with UABB</p>	<p>Stokes asked the board to review the proposed statement titled “Unite Against Book Bans” (UABB) and approve this for a show of support that the BCLD governing body agrees with the American Library Association campaign to defend First Amendment protections.</p> <p>Discussion on commitment obligations associated with this statement of support. Stokes said the purpose of the statement is simply to authorize the UABB campaign to include BCLD among its supporter organizations.</p> <p>UABB is a non-partisan nonprofit. Looking at the current partners, there are other local libraries on the list, including the Chief Officers of State Library Associations.</p> <p>Spriggs made a motion to support the Unite Against Book Bans; Bigelow agreed and seconded the motion; 3 yea votes (passed unanimously) in support.</p>
<p>Discussion of Anti-Racism Statement</p>	<p>Stokes moved to the “Anti-Racism Statement” proposal. Bigelow asked if this is an action item; Stokes said not at this time. For government transparency, he recommends at least two reviews by the board on this matter.</p> <p>Stokes said he is presenting this for board consideration since it is a trending type of organizational document, mostly in the private sector, but is also now being adopted by some public agencies. This text was recently adopted by the Hood River and Josephine County library districts. It is recommended by proponents of the Equity, Diversity, and Inclusion human rights movement as a means to publicly commit toward actively building an organizational culture of anti-racism and formally pledge to develop and foster racially inclusive environments.</p>



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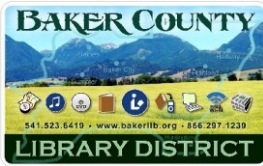
	<p>Discussion of needs, advantages, and risks of adopting the statement. Risk issues focused on need versus potentially compromising the community view of the library as a politically neutral agency. Stokes confirmed that, in his view, the district is already doing what this statement calls for in many respects. He described an upcoming grant application to support a Diversity Audit of the collection which will help assess how well we are doing at providing a diversity of viewpoints.</p> <p>This proposal will be on the agenda as an Action Item at the October meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the administrative report:</p> <p>Admin – This week the budget packet will be filed with the County Clerk to meet the September 30 deadline as required by statute. The budget is filed to both the County Assessor and the County Clerk each year.</p> <p>Associations – As previously mentioned, Stokes is working with LEO on getting a grant for a Diversity Audit assessment of library materials.</p> <p>Friends & Foundation – The Friends group approved purchasing an outdoor solar charging unit for approximately \$7,000. He described the unit function and proposed location. It will enable the community to charge portable devices at all hours.</p> <p>Another project under consideration by the Friends is an outdoor water fountain with a dog bowl, for which we do get requests in the hot, dry summer period. In discussion with Ed, the only location with a convenient existing water supply is in the Riverside alcove bike rack space. The bike rack does get a lot of use, so Stokes is would prefer a location along the pathway but that would greatly increase project cost since additional pipe would have to be installed.</p> <p>Facilities & Vehicles – no report</p> <p>Personnel – Stokes has authorized extending the Teen Intern position. The Intern helped Missy with the summer youth program. The teen has done an outstanding job and Missy requested that be continued. The position was funded by a grant through August 31 and will now be</p>



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	<p>funded in the General Fund with surplus funds to be allocated from the prior year.</p> <p>The Huntington lead staff Juanita Klosky has resigned after taking another position. One of the Subs has been moved into the lead position.</p> <p>Update on the IT Assistant, Bryan Ames. We had planned on him working through August. Bryan has been doing an outstanding job helping Jim get caught up with projects. His position will be extended through September in order to avoid a gap and to continue with IT improvements. In addition, with IT manager Jim White, needing to be gone for medical leave in September, the position will be extended through October. Stokes will be recruiting for the IT Manager replacement position to start in November.</p> <p>Safety & Security – Stokes reported that staff have had chronic misconduct issues with a juvenile whose privileges have been suspended but continues to trespass. He is working with local law enforcement authorities and was finally able to contact the parents to resolve this.</p> <p>Technology – Stokes was contacted by a representative of the Umatilla Confederated Tribes about a partnership project for monitoring air quality in Baker County. We will be installing air quality sensors outside each of our buildings that will provide live data on the PurpleAir Map online.</p> <p>Programs - Stokes displayed an infographic that Missy has recently created to summarize the youth activities for the summer. The flyer lists statistics such as 83 programs and increased participation. The board agreed the activities were outstanding.</p> <p>We partnered with Betty’s Books for the August downtown program. Betty’s Books had a display of banned books. The proceeds will support the library banned books upcoming event.</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies are available</p>



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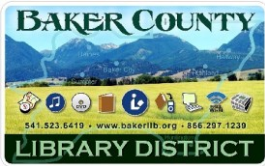
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In the General Fund, there were no tax turnovers in September although in August we received the \$4,155 shown on the report. One noteworthy revenue item, we received \$5,250 from the Energy Trust of Oregon. Those funds were deposited into the General fund then moved electronically to the Capital Investment fund. These funds were a rebate for the energy efficient heating system installed to replace the boiler. The OSL Summer Intern Grant of \$5,000 was finalized on August 31st; we used \$2,256 on hiring the teen and \$3,121 for program supplies. Youth Services Specialist, Missy Grammon has submitted the final grant documentation. In Materials and Services, there are only a few noteworthy checks this month. A check was written to Ingram for \$3,362.05 for the monthly book order and Arros Electric of \$360.00 to install 4 touchless door opener units at the Baker Library. A second invoice will follow for the installation of these same touchless door opener units at the Haines library. All other checks were for usual vendors and utilities. Following the financial report is a Cash Report for General Fund, showing a cash balance of \$316,818 which is more than sufficient to operate the library into November.

The Other Funds financial report highlights, memorial received \$741.67 in Amazon book sale proceeds and spent \$60.00 for book shipping costs. Other funds also wrote a check to Past Perfect \$720.00 to renew the archive photo software and increase the number of photos it will support. Other Funds also reimbursed General Fund for \$508 for bicycles purchased with designated funds for the Summer Reading Program. Following the financial report, is a Designated Funds report for you to review and a Cash Report for funds held in this fund.

The Capital Investment Fund is reported on the same financial report with Other Funds. Again, a deposit of \$5,250 was made into this fund. This fund has a Cash balance of \$110,139.

The Sage Fund has not had any revenues at this time. The membership billings usually go out in October. This fund has been operating on its cash carryover, of which there is \$113,616 remaining. This is sufficient for operations to carry this fund another 3 months, although membership funds will begin coming in November. Sage fund wrote 6 checks to small couriers totaling \$3,243.80. It also reissued a check, lost in the mail, to its largest vendor, Orbis Cascade; the check was confirmed delivered and has been verified with their accounts



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	<p>receivable. And the usual monthly tech contract payment sent electronically of \$5,573 to Jon Georg.</p> <p>The Approved Bills Lists include printouts for all 3 funds. Checks were signed by the board members present at the meeting.</p> <p>There were no further questions.</p>
Next Meeting	<p>The next regular board meeting will be October 11, 2022 at 12:00 pm (Noon).</p>
Adjourn	<p>The meeting was adjourned at 1:30 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

Board Member Education Program

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

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

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

PROGRAM BENEFITS

District directors that participate in this program will:

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

ELIGIBILITY AND ENROLLMENT

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

PROGRAM CURRICULUM

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

PROGRAM MODULES

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

Module I: Board Member Basics

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

Module 2: Statutory Responsibilities

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Risk Management

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

Module 4: Human Resources

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

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

Bronze Certificate

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

Silver Certificate

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

Gold Certificate

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

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

TRACKING AND COMPLETION OF PROGRAM

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

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



ANTI-RACISM STATEMENT

Adopted: _____

Last revised: _____

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

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

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

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

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

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

DIVERSITY, EQUITY & INCLUSION

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

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

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

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



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

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

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

Are We Being True to Racial Equity?

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

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

MORE FOR YOU

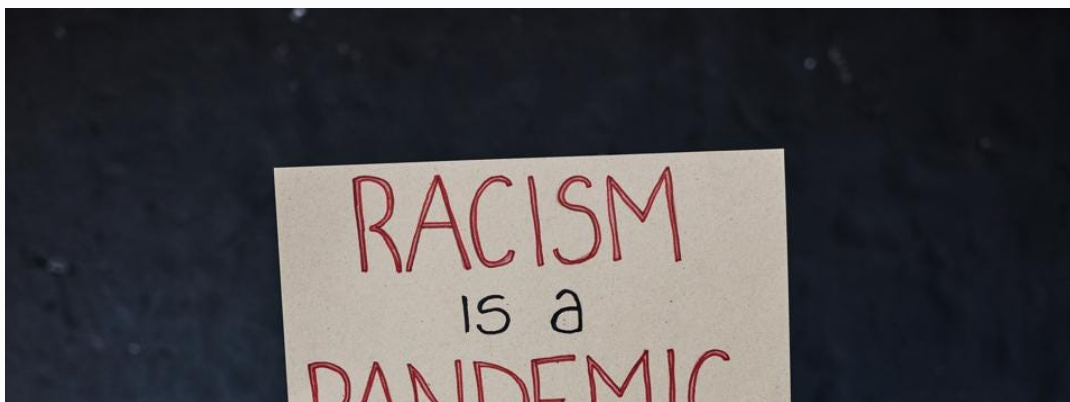
Stuff You Shouldn't Say To Disabled People

3 Ways Disability Culture Has Been Changing

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

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

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





Racism will be ended through an anti-racist mindset GETTY

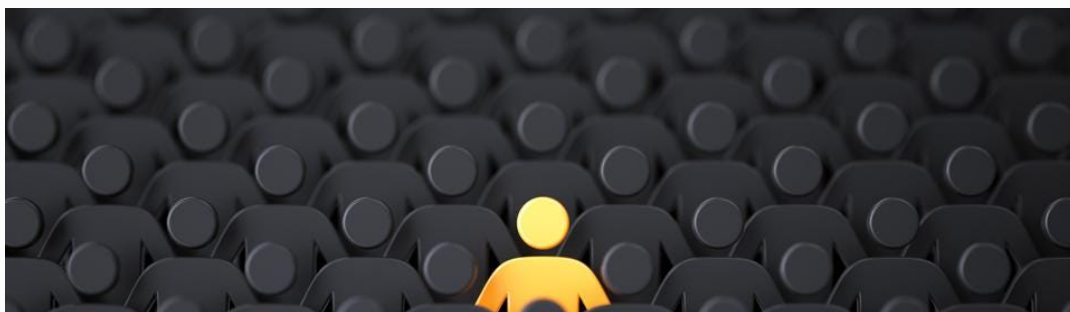
Organizational initiatives around increasing racial equity, do not amount to charitable work, to be undertaken by employees who are unqualified in the specialist nature of the field, in an effort to set them up to take the blame when it all goes wrong. They are not engagements to be dealt out to mediocre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

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

Identity as Part of the Anti-Racist Agenda

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

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





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

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

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

Anti-Racism is Not An Inconvenience

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

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

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



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

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

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

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



Carmen Morris

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

Editorial Standards

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Contribution Rates

Every even year in the fall, the PERS Board approves the employer contribution rates for the upcoming biennium. Following approval, the accompanying valuations detailing an employer's individual rates are published to the **Actuarial Valuations webpage (/pers/Pages/Financials/Actuarial-Valuations.aspx)**. Every odd year (i.e., 2019, 2021, 2023) on July 1, these approved rates take effect.

Current Employer Contribution Rates

- **Contribution Rates 2023-25 (/pers/EMP/Documents/Contribution-Rates/ContributionRates_AllEmployers_12312021.pdf)**

Previous Employer Contribution Rates

- **Contribution Rates 2021-2023 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2021-23.pdf)**
- **Contribution Rates 2019-2021 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2019-21.pdf)**
- **Contribution Rates 2017-2019 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2017-19.pdf)**
- **Contribution Rates 2015-2017 (/pers/EMP/Documents/Contribution-Rates/Employer-Rates-Breakdown-11-25-15.pdf)**
- **Contribution Rates 2013-2015 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2013-15.pdf)**
- **Contribution Rates 2011-2013 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2011-13.pdf)**
- **Contribution Rates 2009-2011 (/pers/EMP/Documents/Contribution-Rates/Contribution-Rates-2009-11.pdf)**
- **Contribution Rates 2007-2009 (/pers/EMP/Documents/Contribution-Rates/Contribution_Rates-2007-09.pdf)**

PERS provides some online publications in .pdf format. To view them, you must have the most recent version of Adobe Reader®. **Download the latest version of Adobe Reader (<https://get.adobe.com/reader/>)®.**

In compliance with the Americans with Disabilities Act, PERS will provide these documents in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.

More Information About Contribution Rates

PERS Employer Contributions

Employer contributions, along with investment earnings, fund the actual costs of retirement benefits, death benefits, and administrative expenses.

Contribution rates are set by the PERS Board based on actuarial calculations that follow board rate-setting policies for employers.

Employer Contribution Rates

The amount actuarially necessary as designated by the board that an employer must pay to adequately fund employee benefits expressed as a percentage of the employer's salary.

There are three **separate benefit programs** (</pers/MEM/Pages/Plan-Definitions.aspx>) (Tier One, Tier Two, and OPSRP), into which employers contribute a percentage of employee salary. Each benefit program may have a different assigned employer rate.

Note: Employer contributions are separate from 6% Individual Account Program (IAP) member contributions.

Member (IAP) Contributions

Employers electronically report and forward member Individual Account Program (IAP) contributions equal to 6% of the member's subject salary. These contributions are deposited directly into the member's individual account. Learn more about the impact of Senate Bill 1049 (2019) on **member contributions** (</pers/EMP/Pages/SB1049.aspx#MemberRedirect>).

Member Contribution Types

Member contribution types are categories of member contributions that define who makes the contribution and how it relates to taxes. There are currently three types of contributions: member paid pre-tax (MPPT), member paid after-tax (MPAT), and employer paid pre-tax (EPPT). Electing or changing a contribution type requires that an employer notify PERS in writing and provide a board resolution or collective bargaining agreement. If you have more questions about changing the member contribution type, visit **Changing Employee Contribution Type for the IAP** (</pers/EMP/Pages/FAQS/Changing-Employee-Contribution-Type.aspx>).

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Yes

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1:36 PM

10/10/22

Accrual Basis

General Fund
Baker County Library District
Profit & Loss Budget Performance
 July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	0.00	988,002.00	-988,002.00	0.0%
4006 · Local Option Levy	0.00	380,000.00	-380,000.00	0.0%
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%
Total 4000 · Current Year Tax Levy	0.00	1,368,002.00	-1,368,002.00	0.0%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	2,235.90			
4012 · Levy 2nd year prior	855.00			
4013 · Levy 3rd year prior	558.98			
4014 · Levy 4th year prior	505.77			
4005 · Prior Year Taxes - Other	0.00	55,000.00	-55,000.00	0.0%
Total 4005 · Prior Year Taxes	4,155.65	55,000.00	-50,844.35	7.6%
4020 · Other Taxes/Bond Priors-LandSale	0.00	500.00	-500.00	0.0%
4060 · State Ready-2-Read Grant	0.00	8,500.00	-8,500.00	0.0%
4066 · Grant Revenue	0.00	4,000.00	-4,000.00	0.0%
4100 · Fines and Fees				
4101 · Fines	2,403.63			
4102 · Copies	543.56			
4103 · Fax	198.00			
4104 · Lost/damaged item reimb	627.43			
4105 · Library card replacement	55.00			
4106 · Non-resident card fees	147.00			
4110 · Misc and weekly over/short	-8.41			
4100 · Fines and Fees - Other	0.00	13,000.00	-13,000.00	0.0%
Total 4100 · Fines and Fees	3,966.21	13,000.00	-9,033.79	30.5%
4200 · Interest Income	1,569.04	12,000.00	-10,430.96	13.1%
4300 · Other Revenues				
4302 · Donations	107.55	1,000.00	-892.45	10.8%
4303 · Program Support	395.00			
4307 · E-Rate Refunds	0.00	7,500.00	-7,500.00	0.0%
4308 · Rebate Refunds	1,000.00			
4309 · Friends Bookshop Sales	66.73			
4310 · Summer BookSale visa sales	0.00			
4318 · Insurance Proceeds	369.00			
4320 · Other Revenues - Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
Total 4300 · Other Revenues	1,938.28	9,500.00	-7,561.72	20.4%
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%

Ch 10/20/2022

Baker County Library District Profit & Loss Budget Performance July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
4800 - Other Financing Sources	0.00	3,500.00	-3,500.00	0.0%
4999 - Beginning Cash				
4999.1 - Checking cash on hand	27,652.93			
4999.2 - LGIP cash on hand	554,995.12			
4999 - Beginning Cash - Other	0.00	550,000.00	-550,000.00	0.0%
Total 4999 - Beginning Cash	582,648.05	550,000.00	32,648.05	105.9%
Total Income	594,277.23	2,030,237.00	-1,435,959.77	29.3%
Gross Profit	594,277.23	2,030,237.00	-1,435,959.77	29.3%
Expense				
5000 - Personal Services				
5001 - District salaries				
5100 - Baker Branch				
5102 - Admin, Library Director	29,345.44	88,585.00	-59,239.56	33.1%
5105 - Admin, Business Manager	11,460.27	34,371.00	-22,910.73	33.3%
5129 - Lib Assoc II, TechSvc/ Serials	11,351.34	34,472.00	-23,120.66	32.9%
5131 - Admin I, Community Svcs	14,773.59	44,875.00	-30,101.41	32.9%
5132 - Lib Tech I, TechSvc/Catalog Asst	8,549.51	25,719.00	-17,169.49	33.2%
5133 - Lib Tech I, TechSvc/ Media	11,723.76	35,446.00	-23,722.24	33.1%
5134 - Admin I, Tech/Catalog Specialst	16,423.90	49,861.00	-33,437.10	32.9%
5135 - Librarian I, Circ/Office Mgr	14,025.34	43,090.00	-29,064.66	32.5%
5136 - Library Asst, Public Svc/Desk	4,788.34	21,387.00	-16,598.66	22.4%
5137 - Library Tech II, Youth Services	12,256.39	37,215.00	-24,958.61	32.9%
5138 - Library Tech I, TechSvc/Acqstn	4,407.67			
5139 - Library Asst, Pages/Shelving	6,040.68	28,357.00	-22,316.32	21.3%
5150 - Lib Asst III Bookmobile	3,583.53	16,460.00	-12,876.47	21.8%
5152 - Admin, IT Systems Manager	6,885.01	50,123.00	-43,237.99	13.7%
5156 - IT Specialist & Asst	4,970.40	5,012.00	-41.60	99.2%
5174 - Lib Tech I, Facilities Specialist	11,672.96	35,446.00	-23,773.04	32.9%
5194 - Vacation Subs & Special Projects	6,935.06	12,982.00	-6,046.94	53.4%
5195 - Staff Training	571.36	3,245.00	-2,673.64	17.6%
5198 - Severance Payout	0.00	0.00	0.00	0.0%
Total 5100 - Baker Branch	179,764.55	566,646.00	-386,881.45	31.7%
5200 - Branches, Lib Asst III				
5202 - Haines	4,121.10	6,124.00	-2,002.90	67.3%
5203 - Halfway	6,231.46	14,927.00	-8,695.54	41.7%
5204 - Richland	5,549.37	16,460.00	-10,910.63	33.7%
5205 - Huntington	5,008.91	16,460.00	-11,451.09	30.4%
5206 - Sumpter	5,268.13	16,460.00	-11,191.87	32.0%

*4/12 months = 33%
OK*

Baker County Library District Profit & Loss Budget Performance July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
5209 · Branch Training	1,184.40	12,662.00	-11,477.60	9.4%
Total 5200 · Branches, Lib Asst III	27,363.37	83,093.00	-55,729.63	32.9%
5700 · Grant Wages & Related Expense				
5706 · Teen Intern Grant OLA	2,256.29			
Total 5700 · Grant Wages & Related Expense	2,256.29			
Total 5001 · District salaries	209,384.21	649,739.00	-440,354.79	32.2%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	46,396.20 ✓	0.00	46,396.20	100.0%
5401.3 · Group Insurance Liability	0.00	6,000.00	-6,000.00	0.0%
5401 · Group Insurance - Other	0.00	139,034.00	-139,034.00	0.0%
Total 5401 · Group Insurance	46,396.20	145,034.00	-98,637.80	32.0%
5403 · Life Insurance	544.10	1,040.00	-495.90	52.3%
5404 · PERS Retirement	40,427.51	123,905.00	-83,477.49	32.6%
5405 · Federal Employer Taxes	15,605.77	49,705.00	-34,099.23	31.4%
5406 · State Employer Taxes	9.72	3,898.00	-3,888.28	0.2%
5407 · Workmans Comp Ins	741.82	1,949.00	-1,207.18	38.1%
Total 5400 · Payroll Taxes & Benefits	103,725.12	325,531.00	-221,805.88	31.9%
Total 5000 · Personal Services	313,109.33	975,270.00	-662,160.67	32.1% OK in total
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	13,166.60	35,000.00	-21,833.40	37.6%
6120 · Children/Juv Books	2,959.32	12,000.00	-9,040.68	24.7%
6121 · Teen/YA (young adult) Books	1,725.45	6,000.00	-4,274.55	28.8%
6130 · Reference Books	189.00	7,500.00	-7,311.00	2.5%
6134 · Electronic Subscriptions	8,728.64	30,000.00	-21,271.36	29.1%
6140 · Periodicals	9,458.88 (2)	13,000.00	-3,541.12	72.8%
6150 · Audio	676.01	4,000.00	-3,323.99	16.9%
6160 · Video/DVD	3,835.39	15,000.00	-11,164.61	25.6%
6172 · Elder Care Kits - book expense	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	0.00	2,500.00	-2,500.00	0.0%
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%
Total 6100 · Books & Periodicals	40,739.29	126,000.00	-85,260.71	32.3%
6200 · Catalog Services				
6201 · SAGE Network	0.00	15,100.00	-15,100.00	0.0%
6204 · Content Subscr(OCLC,LibraryElf)	1,117.67	2,500.00	-1,382.33	44.7%
6200 · Catalog Services - Other	0.00	0.00	0.00	0.0%

*SDAO -
Oct. health ins
\$12,903.45*

51033% 32.1% OK in total

*Ingram
monthly books
\$3,635.45*

*2 Rivistas
annual renewal
magazine + periodical
subscriptions
\$8,835.93*

Baker County Library District Profit & Loss Budget Performance July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Total 6200 · Catalog Services	1,117.67	17,600.00	-16,482.33	6.4%
6300 · Facilities & IT Maintenance				
6310 · Building & Grounds Maintenance				
6310.1 · Roof Repair Expense	0.00	2,000.00	-2,000.00	0.0%
6310.5 · Pandemic Expenses	975.00	1,500.00	-525.00	65.0%
6311 · Branch building expenses	<u>2,034.18</u>	15,000.00	-12,965.82	13.6%
6312 · Snow Removal	0.00	3,000.00	-3,000.00	0.0%
6310 · Building & Grounds Maintenance - Other	<u>4,371.35</u>	40,000.00	-35,628.65	10.9%
Total 6310 · Building & Grounds Maintenance	7,380.53	61,500.00	-54,119.47	12.0%
6320 · Janitorial Supplies				
6321 · Janitorial Contract	5,625.00	25,000.00	-19,375.00	22.5%
6322 · Janitorial Supplies	<u>843.00</u>	3,000.00	-2,157.00	28.1%
Total 6320 · Janitorial Supplies	6,468.00	28,000.00	-21,532.00	23.1%
6340 · Equipment Lease	716.25	2,500.00	-1,783.75	28.7%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	3,100.49	20,500.00	-17,399.51	15.1%
6345.2 · Software subscriptions	<u>6,020.87</u>	13,000.00	-6,979.13	46.3%
6345.3 · Comp Tech - Branch Travel	0.00	1,000.00	-1,000.00	0.0%
6345.4 · Computer - Hardware	1,797.55	6,000.00	-4,202.45	30.0%
6345.5 · Pandemic / ECF Funds	4,224.60			
6345.71 · Programs -Robotics Club	0.00	1,000.00	-1,000.00	0.0%
6345 · Computer Maintenance - Other	<u>0.00</u>	0.00	0.00	0.0%
Total 6345 · Computer Maintenance	15,143.51	41,500.00	-26,356.49	36.5%
Total 6300 · Facilities & IT Maintenance	29,708.29	133,500.00	-103,791.71	22.3%
6400 · Bookmobile & Vehicle Operations				
6410 · Bookmobile & Vehicle Fuel	1,426.88	4,500.00	-3,073.12	31.7%
6420 · Bkmbi & Vehicle Maintenance	2,088.29	10,000.00	-7,911.71	20.9%
6400 · Bookmobile & Vehicle Operations - Other	<u>0.00</u>	0.00	0.00	0.0%
Total 6400 · Bookmobile & Vehicle Operations	3,515.17	14,500.00	-10,984.83	24.2%
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	<u>0.00</u>	0.00	0.00	0.0%
Total 6610 · Insurance	0.00	22,000.00	-22,000.00	0.0%
6620 · Travel, Training, Prof Developmnt	427.39	4,000.00	-3,572.61	10.7%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%

*Alpine Alarm
\$ 301.30
Huntington library
replace alarm
switch*

*Comprise
\$ 3,437.72
includes -
SAM software
annual renewal
\$ 3,169.-
Smart booking softw
\$ 378.-
Smart Alec wireless
Software
\$ 90.72*

Baker County Library District Profit & Loss Budget Performance July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
6640 · Auditor	0.00	8,500.00	-8,500.00	0.0%
6641 · Bookkeeping Supplies & Services	0.00	2,000.00	-2,000.00	0.0%
6660 · Association Dues	1,338.05	3,600.00	-2,261.95	37.2%
6680 · Marketing/ Publication	665.27	10,000.00	-9,334.73	6.7%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	99.85			
6690.2 · Pool 5291 Fees	20.40			
6690.3 · PayPal Transaction Fees	54.63			
6690.4 · Quick Books Direct Deposit Fees	159.00			
6690 · Financial Mgmt Fees - Other	0.00	1,380.00	-1,380.00	0.0%
Total 6690 · Financial Mgmt Fees	333.88	1,380.00	-1,046.12	24.2%
6691 · Legal Administration	0.00	3,600.00	-3,600.00	0.0%
6692 · Professional services	150.00	1,200.00	-1,050.00	12.5%
6696 · Public Programs				
6696.2 · Grant-SLO Worksource	0.00	0.00	0.00	0.0%
6696 · Public Programs - Other	490.95	3,300.00	-2,809.05	14.9%
Total 6696 · Public Programs	490.95	3,300.00	-2,809.05	14.9%
Total 6600 · Corporate Costs	3,405.54	63,080.00	-59,674.46	5.4%
6700 · Other Operating Expenses				
6720 · Branch Mileage	1,086.06	4,500.00	-3,413.94	24.1%
6730 · Library Services Supplies	4,816.25	20,500.00	-15,683.75	23.5%
6731 · Youth Programs				
6731.2 · Summer Reading (SRP)	1,836.42	6,000.00	-4,163.58	30.6%
6731.3 · Storytime	1,125.24	3,200.00	-2,074.76	35.2%
6731.4 · Other Youth Programs	936.39	1,000.00	-63.61	93.6%
6731.42 · R2R Ready-To-Read program	0.00	0.00	0.00	0.0%
6731.5 · Teen Activities	0.00	500.00	-500.00	0.0%
6731.51 · Teen Services OLA Grant	2,930.34	1,600.00	1,330.34	183.1%
6731.6 · Makerspace Club	351.30	2,000.00	-1,648.70	17.6%
6731.7 · Battle of the Books Program	0.00	700.00	-700.00	0.0%
6731.8 · Bikes-for-Books Program	0.00			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%
Total 6731 · Youth Programs	7,179.69	15,000.00	-7,820.31	47.9%
6740 · Postage & Freight	138.68	1,500.00	-1,361.32	9.2%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	503.50	2,100.00	-1,596.50	24.0%
6751.2 · Haines-Baker Sanitary	64.00	350.00	-286.00	18.3%
6751.3 · Halfway-LaRue Sanitary	80.00	200.00	-120.00	40.0%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	84.00	350.00	-266.00	24.0%

Quill # 889, 36
printer cartridges
copy paper.
general office supplies

Showcases
810.21
book cover
materials
tape
DVD albums

Baker County Library District
Profit & Loss Budget Performance
 July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
6751 · Garbage - Other	0.00	0.00	0.00	0.0%
Total 6751 · Garbage	731.50	3,000.00	-2,268.50	24.4%
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	80.71	7,400.00	-7,319.29	1.1%
6752.2 · Haines-Ed Staub	0.00	3,000.00	-3,000.00	0.0%
6752.3 · Halfway-Ed Staub	0.00	2,500.00	-2,500.00	0.0%
6752.5 · Huntington (None, Electric)	0.00	0.00	0.00	0.0%
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	1,500.00	-1,500.00	0.0%
6752 · Heating Fuel - Other	0.00	0.00	0.00	0.0%
Total 6752 · Heating Fuel	80.71	14,400.00	-14,319.29	0.6%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	838.65	2,200.00	-1,361.35	38.1%
6753.2 · Haines-City of Haines	264.00	1,100.00	-836.00	24.0%
6753.3 · Halfway-City of Halfway	246.00	1,100.00	-854.00	22.4%
6753.4 · Richland (NEOHA agreement)	100.55	500.00	-399.45	20.1%
6753.5 · Huntington-City of Huntingtn	255.00	1,100.00	-845.00	23.2%
6753 · Water/Sewer - Other	0.00	0.00	0.00	0.0%
Total 6753 · Water/Sewer	1,704.20	6,000.00	-4,295.80	28.4%
6754 · Electric				
6754.1 · Baker - OTEC	3,505.49	15,300.00	-11,794.51	22.9%
6754.2 · Haines - OTEC	312.38	1,600.00	-1,287.62	19.5%
6754.3 · Halfway-Idaho Power	290.85	1,200.00	-909.15	24.2%
6754.4 · Richland (NEOHA agreement)	320.45	3,500.00	-3,179.55	9.2%
6754.5 · Huntington-Idaho Power	333.91	1,500.00	-1,166.09	22.3%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	900.00	-900.00	0.0%
6754 · Electric - Other	0.00	0.00	0.00	0.0%
Total 6754 · Electric	4,763.08	24,000.00	-19,236.92	19.8%
6750 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 6750 · Utilities	7,279.49	47,400.00	-40,120.51	15.4%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	503.01	2,100.00	-1,596.99	24.0%
6756.2 · Haines - Cascade/Reliance	259.92	850.00	-590.08	30.6%
6756.3 · Halfway - Pine Telephone	161.25	500.00	-338.75	32.3%
6756.4 · Richland - Eagle Telephone	125.95	550.00	-424.05	22.9%
6756.5 · Huntington - CenturyTel	697.32	1,000.00	-302.68	69.7%
6756.6 · Sumpter - CenturyLink/Qwest	120.32	600.00	-479.68	20.1%
6756.8 · Cellular Service-Verizon	230.19	1,400.00	-1,169.81	16.4%
6756.0 · Telephone - Other	0.00	0.00	0.00	0.0%

Baker County Library District Profit & Loss Budget Performance July through October 2022

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Total 6756.0 · Telephone	2,097.96	7,000.00	-4,902.04	30.0%
6757.0 · Internet				
6757.1 · Baker - Link Oregon	360.00	2,000.00	-1,640.00	18.0%
6757.2 · Haines - Cascade/Reliance	287.80	900.00	-612.20	32.0%
6757.3 · Halfway - Pine Tel	367.80	950.00	-582.20	38.7%
6757.4 · Richland - Pine Tel	180.00	350.00	-170.00	51.4%
6757.5 · Huntington -CenturyTel	898.20	5,500.00	-4,601.80	16.3%
6757.6 · Sumpter - CenturyLink/Qwest	302.85	1,300.00	-997.15	23.3%
6757.8 · Bookmobile - Verizon hot spot	120.36	300.00	-179.64	40.1%
6757.0 · Internet - Other	0.00	0.00	0.00	0.0%
Total 6757.0 · Internet	2,517.01	11,300.00	-8,782.99	22.3%
6756 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	4,614.97	18,300.00	-13,685.03	25.2%
Total 6700 · Other Operating Expenses	25,115.14	107,200.00	-82,084.86	23.4%
Total 6000 · Materials and Services	103,601.10	461,880.00	-358,278.90	22.4%
7000 · Capital Outlay	0.00	25,000.00	-25,000.00	0.0%
7500 · Debt Service	0.00	2,000.00	-2,000.00	0.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severance Liab Fund	0.00	0.00	0.00	0.0%
8005.3 · Transfer-Election Fund	0.00	0.00	0.00	0.0%
8005.4 · Transfer-Capital Inv Fund	0.00	15,000.00	-15,000.00	0.0%
Total 8005 · Transfers	0.00	16,000.00	-16,000.00	0.0%
8000 · Transfers & Contingency - Other	0.00	550,086.00	-550,086.00	0.0%
Total 8000 · Transfers & Contingency	0.00	566,086.00	-566,086.00	0.0%
Total Expense	416,710.43	2,030,236.00	-1,613,525.57	20.5%
Net Income	177,566.80	1.00	177,565.80	17,756,680.0%

Current Cash Balance
 Checking \$2,478
 Pool \$195,683
 @ 10/15/22 \$198,162

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

	Oct 15, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · US Bank Checking	2,478.64
1100 · General Pool 5291	195,683.41
Total Checking/Savings	198,162.05
Other Current Assets	
1400 · Property Tax Rec. (audit only)	50,105.54
1460 · A/R Employee Draws	300.00
Total Other Current Assets	50,405.54
Total Current Assets	248,567.59
TOTAL ASSETS	248,567.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	348.63
Total Accounts Payable	348.63
Other Current Liabilities	
2100 · Payroll Liabilities	
2115 · State Form OQ Liability	381.24
2116 · STT Statewide Transit Tax	190.88
2190 · PERS - Deferred Comp	54.01
Total 2100 · Payroll Liabilities	626.13
2300 · Accrued Wages Payable(audit)	50,589.21
2310 · Accrued Payroll Taxes(audit)	15,734.64
2400 · Deferred Revenues(audit)	50,105.54
2490 · Prepaid Reimbursement	915.22
Total Other Current Liabilities	117,970.74
Total Current Liabilities	118,319.37
Total Liabilities	118,319.37
Equity	
3000 · Opening Bal Equity	-582,648.05
3900 · Fund Balance "Unappropriated"	535,329.47
Net Income	177,566.80
Total Equity	130,248.22
TOTAL LIABILITIES & EQUITY	248,567.59

Cash Report

2021

\$ 208,909 \$ 198,162.05

CR 10/14/22

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

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget	
Income					
4000 · Membership Dues	0.00	245,000.00	-245,000.00	0.0%	
4010 · Grant Revenue					
4011 · LSTA Grant #1 - Courier	0.00	60,000.00	-60,000.00	0.0%	<i>no income to-date</i>
4012 · LSTA Grant #1- Indirect Charges	0.00	4,700.00	-4,700.00	0.0%	
Total 4010 · Grant Revenue	0.00	64,700.00	-64,700.00	0.0%	
4300 · Other Revenues	0.00	3,500.00	-3,500.00	0.0%	
4999 · Beginning Cash	195,672.15	175,000.00	20,672.15	111.8%	
Total Income	195,672.15	488,200.00	-292,527.85	40.1%	
Expense					
5000 · Sage Personal Services					
5100 · Sage Staff Salaries & Wages					
5101 · System Administrator- ER	18,397.40	80,500.00	-62,102.60	22.9%	<i>3 paychecks to-date 8/16</i>
5102 · Business Manager- CH	1,770.81	6,955.00	-5,184.19	25.5%	
Total 5100 · Sage Staff Salaries & Wages	20,168.21 <i>OK</i>	87,455.00	-67,286.79	23.1%	<i>5/10 25% OK 9/10 10/01 → paid 9/30</i>
5200 · Sage Payroll Taxes & Benefits					
5204 · PERS Retirement	5,107.37	22,700.00	-17,592.63	22.5%	
5205 · Fed SS Employer Taxes	1,542.86	6,300.00	-4,757.14	24.5%	
5206 · State Employer Taxes	10.46	400.00	-389.54	2.6%	
5207 · Workmans Comp	5.74	40.00	-34.26	14.4%	
66000 · Payroll Expenses	23.00	150.00	-127.00	15.3%	
Total 5200 · Sage Payroll Taxes & Benefits	6,689.43	29,590.00	-22,900.57	22.6%	
Total 5000 · Sage Personal Services	26,857.64	117,045.00	-90,187.36	22.9%	
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%	<i>3 checks for couriers \$1,219.12</i>
6132 · Sage Courier Expense	7,548.45	44,000.00	-36,451.55	17.2%	
6133 · Courier Supplies	192.24	1,200.00	-1,007.76	16.0%	
Total 6130 · Courier Services & Supplies	52,565.69	105,200.00	-52,634.31	50.0%	<i>visa - Amazon 192.24 labels - Courier supplies</i>
6140 · Dues & Subscriptions	0.00	5,000.00	-5,000.00	0.0%	
6160 · Legal Services	0.00	0.00	0.00	0.0%	
6180 · Postage & Freight	8.95	60.00	-51.05	14.9%	
6190 · Printing	0.00	25.00	-25.00	0.0%	
6200 · Supplies, Office	106.94	500.00	-393.06	21.4%	
6210 · Technical Services & Maint					
6210.1 · System Specialist Contract	17,110.42	71,563.00	-54,452.58	23.9%	

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Accrual Basis

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

	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
6210.3 · Technical Services (Archive)	343.64 ✓	5,500.00	-5,156.36	6.2%
Total 6210 · Technical Services & Maint	17,454.06	77,063.00	-59,608.94	22.6%
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	70,978.46	199,479.00	-128,500.54	35.6%
7000 · Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
8000 · Contingency	0.00	21,676.00	-21,676.00	0.0%
Total Expense	97,836.10	353,200.00	-255,363.90	27.7%
Net Income	97,836.05	135,000.00	-37,163.95	72.5%

*VISA -
Archive
#182.28
record main*

*Baker + Taylor
\$842.82
Content Cafe
subscription*

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Accrual Basis

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · OTHER USES Funds				
4415.0 · LITERACY Department				
4415.1 · Beginning Cash Literacy	1,039.62	1,000.00	39.62	104.0%
4415.9 · Interest Income Literacy	4.07	50.00	-45.93	8.1%
Total 4415.0 · LITERACY Department	1,043.69	1,050.00	-6.31	99.4%
4420.0 · MEMORIAL Department				
4420.1 · Beginning Cash Memorial	82,272.68	82,000.00	272.68	100.3%
4420.2 · Contributions				
4420.23 · Halfway Contributions	130.00			
4420.2 · Contributions - Other	0.00	2,000.00	-2,000.00	0.0%
Total 4420.2 · Contributions	130.00	2,000.00	-1,870.00	6.5%
4420.5 · Grant Income	0.00	20,000.00	-20,000.00	0.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	1,421.10	4,000.00	-2,578.90	35.5%
Total 4420.7 · Other Revenue	1,421.10	4,000.00	-2,578.90	35.5%
4429.9 · Interest Income Memorial	279.25	900.00	-620.75	31.0%
Total 4420.0 · MEMORIAL Department	84,103.03	108,900.00	-24,796.97	77.2%
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	361.56	1,000.00	-638.44	36.2%
Total 4430.0 · SEVERANCE Liability Dept	92,594.57	78,000.00	14,594.57	118.7%
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	21.04	50.00	-28.96	42.1%
Total 4524.0 · TECHNOLOGY Department	5,386.74	6,050.00	-663.26	89.0%
Total 4400.0 · OTHER USES Funds	183,128.03	194,000.00	-10,871.97	94.4%
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	416.19	1,000.00	-583.81	41.6%
Total 4600 · CAPITAL INVESTMENT Fund	110,304.36	159,189.00	-48,884.64	69.3%

*Amazon book
Sales income
July \$1591.51
Aug. \$741.67
Sept \$519.92
1421.10*

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	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total Income	293,432.39	353,189.00	-59,756.61	83.1%
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	1,478.96 ✓	0.00	1,478.96	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	1,798.52	92,450.00	-90,651.48	1.9%
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	36.00			
6900 · Misc. bank charges - Other	0.00	50.00	-50.00	0.0%
Total 6900 · Misc. bank charges	36.00	50.00	-14.00	72.0%
Total 6000 · Other Uses Fund	1,834.52	194,000.00	-192,165.48	0.9%
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	1,834.57	353,189.00	-351,354.43	0.5%
Net Income	291,597.82	0.00	291,597.82	100.0%

2 checks
 0.0% 10/11
 VISA \$136.14
 Amazon book
 sales - shipping
 9/26
 VISA \$355.91
 postage 104.95
 0.0% 2 bicycles 250.0%

Approved Bell's List
 Baker County Library District
 General Fund
 October 2022

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Register: 1000 · US Bank Checking
 From 09/15/2022 through 10/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2022	30225	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		5,981.44
09/15/2022	5317 ✓	Wise, Phoebe L	-split-	Direct Deposit		X		5,981.44
09/16/2022			-split-	Fines & Fees		X	164.70	6,146.14
09/16/2022			-split-	Fines & Fees		X	18.93	6,165.07
09/19/2022			5000 · Personal Servic...	Cobra Reimb		X	915.22	7,080.29
09/19/2022			5000 · Personal Servic...	Refund		X	131.26	7,211.55
09/19/2022	90392 ✓	IRS Internal Rev Svc...	-split-	93-0984786; O...	31.54	X		7,180.01
09/19/2022	90393	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...	18.00	X		7,162.01
09/22/2022			6000 · Materials and S...	Expense Reimb...		X	190.95	7,352.96
09/22/2022			1317 · A/R State of Or...	Easement Pay...		X	2,000.00	9,352.96
09/23/2022			-split-	Fines & Fees		X	5.00	9,357.96
09/23/2022			-split-	Fines & Fees		X	276.76	9,634.72
09/26/2022	30226	US Bank Visa (Corp...	-split-	4485-5945-555...	8,930.96		VISA pmt	703.76
09/26/2022	30226AP	US Bank Visa (Corp...	2000 · Accounts Payable	4485-5945-555...	2,524.97			-1,821.21
09/26/2022	2023-08		6000 · Materials and S...	reverse double ...			2,524.97	703.76
09/27/2022	90401	PERS	5000 · Personal Servic...	02728; PERS S...	55.36	X		648.40
09/28/2022			-split-	Paypal 9/10-9/28		X	189.34	837.74
09/29/2022			-split-	Expense Reimb Sage		X	* 10,677.47	11,515.21
09/29/2022	90394	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	32.49	X		11,482.72
09/29/2022	90395	Idaho Power	-split-	Account 22063...	288.30	X		11,194.42
09/29/2022	90396	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	1,492.16	X		9,702.26
09/29/2022		QuickBooks Payroll ...	-split-	Created by Pay...	4,712.14	X	Sage reimb *	4,990.12
09/29/2022		QuickBooks Payroll ...	-split-	Created by Pay...	34,740.15	X	payroll	-29,750.03
09/29/2022			1100 · General Pool 52...	Conf# 3571574...		X	50,000.00	20,249.97
09/30/2022			4100 · Fines and Fees:...	Zettle		X	9.34	20,259.31
09/30/2022			-split-	Fines & Fees		X	23.35	20,282.66
09/30/2022			-split-	Fines & Fees		X	113.86	20,396.52
09/30/2022			6000 · Materials and S...	Service Charge	29.95	X		20,366.57
09/30/2022	ACH	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	5,965.33		Sage reimb *	14,401.24
09/30/2022	30227	Hanson-Fillmore, Ge...	6000 · Materials and S...	Branch Mileage	106.70			14,294.54
09/30/2022	30228	A to Z Databases	6000 · Materials and S...	Invoice 112389...	1,095.00			13,199.54
09/30/2022	30229	Baker City (water ve...	2000 · Accounts Payable	Account 12760...	301.75			12,897.79
09/30/2022	30230	BendTel	6000 · Materials and S...	Account 20003...	171.26			12,726.53
09/30/2022	30231	EO Media Group	6000 · Materials and S...	Account EO48...	153.36			12,573.17
09/30/2022	30232	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00			12,548.17
09/30/2022	30233	Lincoln National Lif...	5000 · Personal Servic...	BAKERCOUN...	273.20			12,274.97
09/30/2022	30234	Mass Marketing Inc.	6000 · Materials and S...	Customer #OR...	280.00			11,994.97
09/30/2022	30235	Northeast Oregon Ho...	-split-	Richland Libra...	203.79			11,791.18
09/30/2022	30236	Unique Management ...	6000 · Materials and S...	Client No 2025...	50.00			11,741.18
09/30/2022	30237	Goertzen Janitorial S...	-split-	Janitorial Contr...	2,200.00			9,541.18

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Baker County Library District

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Register: 1000 · US Bank Checking
 From 09/15/2022 through 10/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2022	30238	Arenas, Jose E	-split-		338.37			9,202.81
09/30/2022	30239	Castillo, Fabian Arenas	-split-		510.67			8,692.14
09/30/2022	30240	Cuzick, Kaycee L	-split-		468.98			8,223.16
09/30/2022	30241	MacNaughton, Aman...	-split-		734.90			7,488.26
09/30/2022	30243	Verizon	-split-	Account 64221...	861.53			6,626.73
09/30/2022	90397	AFLAC	-split-	JX561; Supple...	318.11			6,308.62
09/30/2022	5320	Adamson, Edward C	-split-	Direct Deposit		X		6,308.62
09/30/2022	5322	Bogart, Theresa D	-split-	Direct Deposit		X		6,308.62
09/30/2022	5324	Bradford, Maurianne	-split-	Direct Deposit		X		6,308.62
09/30/2022	5328	Dunn, Jerry Ann T	-split-	Direct Deposit		X		6,308.62
09/30/2022	5329	Gaslin, Kalina C	-split-	Direct Deposit		X		6,308.62
09/30/2022	5331	Hanley, Shauna S	-split-	Direct Deposit		X		6,308.62
09/30/2022	5332	Hanson-Fillmore, Ge...	-split-	Direct Deposit		X		6,308.62
09/30/2022	5333	Harrison, Rose M	-split-	Direct Deposit		X		6,308.62
09/30/2022	5334	Hawes, A Christine	-split-	Direct Deposit		X		6,308.62
09/30/2022	5335	Moyer, Robert P	-split-	Direct Deposit		X		6,308.62
09/30/2022	5336	Nuttall, John G	-split-	Direct Deposit		X		6,308.62
09/30/2022	5337	O'Dell, Tatum A	-split-	Direct Deposit		X		6,308.62
09/30/2022	5339	Pearson, Diana	-split-	Direct Deposit		X		6,308.62
09/30/2022	5340	Peterson, Candace M	-split-	Direct Deposit		X		6,308.62
09/30/2022	5341	Snyder, Courtney B	-split-	Direct Deposit		X		6,308.62
09/30/2022	5344	Taylor, Grace M	-split-	Direct Deposit		X		6,308.62
09/30/2022	5347	Wilson, Rebecca J	-split-	Direct Deposit		X		6,308.62
09/30/2022	5321	Ames, Bryan C	-split-	Direct Deposit		X		6,308.62
09/30/2022	5323	Bowers, Sylvia S	-split-	Direct Deposit		X		6,308.62
09/30/2022	5325	Brockman, John R	-split-	Direct Deposit		X		6,308.62
09/30/2022	5326	Cottrell, Cynthia A	-split-	Direct Deposit		X		6,308.62
09/30/2022	5327	Cuevas, Lourdes E	-split-	Direct Deposit		X		6,308.62
09/30/2022	5330	Grammon, Melissa N	-split-	Direct Deposit		X		6,308.62
09/30/2022	5338	Ott, Ya-Wen T	-split-	Direct Deposit		X		6,308.62
09/30/2022	5342	Spry, Heather E	-split-	Direct Deposit		X		6,308.62
09/30/2022	5343	Stokes, Perry N	-split-	Direct Deposit		X		6,308.62
09/30/2022	5345	Valentine, Donna M	-split-	Direct Deposit		X		6,308.62
09/30/2022	5346	White, James W	-split-	Direct Deposit		X		6,308.62
10/01/2022			-split-	Fines & Fees			35.40	6,344.02
10/03/2022	30242	Special Districts Insu...	-split-	03-0026696; G...	13,347.01			-7,002.99
10/05/2022	90398	IRS Internal Rev Svc...	-split-	93-0984786; o...	11,225.76			-18,228.75
10/05/2022	90399	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; onl...	2,881.00			-21,109.75
10/05/2022	90400	Oregon Savings Gro...	-split-	02728; Retirem...	1,160.00			22,269.75
10/05/2022			1100 · General Pool 52...	Conf# 3576200...			28,000.00	5,730.25

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Baker County Library District

10/10/2022 1:12 PM

Register: 1000 · US Bank Checking
 From 09/15/2022 through 10/15/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/11/2022			5000 · Personal Servic...	Sage ACH8146...		1,628.43	7,358.68
10/11/2022	30244	Alpine Alarm Comm...	2000 · Accounts Payable	Invoice MON3...	301.30 ✓		7,057.38
10/11/2022	30245	ARROS Electric Inc.	2000 · Accounts Payable	Invoice 3705	270.00		6,787.38
10/11/2022	30246	Baker City (water ve...	2000 · Accounts Payable	Account 12760...	301.75		6,485.63
10/11/2022	30247	Baker Sanitary Service	2000 · Accounts Payable	Payment on Ac...	174.50		6,311.13
10/11/2022	30248	Black Distributing, Inc.	-split-	Account 00254...	310.32		6,000.81
10/11/2022	30249	Cashway Lumber Co.	2000 · Accounts Payable	Account 01034...	211.94		5,788.87
10/11/2022	30250	Center Point Publishi...	2000 · Accounts Payable	Invoice 196063...	134.82		5,654.05
10/11/2022	30251	City of Haines	2000 · Accounts Payable	Account 81; Li...	88.00		5,566.05
10/11/2022	30252	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00		5,484.05
10/11/2022	30253	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00		5,399.05
10/11/2022	30254	Comprise Technologi...	2000 · Accounts Payable	Account 313-0...	3,637.72 ✓		1,761.33
10/11/2022	30255	Demco, Inc.	2000 · Accounts Payable	Cust 360009040	21.94		1,739.39
10/11/2022	30256	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	33.32		1,706.07
10/11/2022	30257	EO Media Group	2000 · Accounts Payable	Account EO48...	147.03		1,559.04
10/11/2022	30258	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	3,635.43 ✓		-2,076.39
10/11/2022	30259	LaRue Sanitary Service	2000 · Accounts Payable	Library Utilitiies	32.00		-2,108.39
10/11/2022	30260	Link Oregon	2000 · Accounts Payable	Internet Servic...	360.00		-2,468.39
10/11/2022	30261	MTE Communications	2000 · Accounts Payable	Account 05715...	33.62		-2,502.01
10/11/2022	30262	Pine Telephone Syste...	2000 · Accounts Payable	Account 00000...	172.45		-2,674.46
10/11/2022	30263	Quill	2000 · Accounts Payable	Account 28626...	889.36 ✓		-3,563.82
10/11/2022	30264	Reliance Connects (...	2000 · Accounts Payable	Account 38563...	138.34		-3,702.16
10/11/2022	30265	Rivistas Subscription...	2000 · Accounts Payable	Subscription S...	8,835.93 ✓		-12,538.09
10/11/2022	30266	Showcases	2000 · Accounts Payable	Payment on Ac...	810.21 ✓		-13,348.30
10/11/2022	30267	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	350.42		-13,698.72
10/11/2022	30268	Unique Management ...	2000 · Accounts Payable	Client No 2025...	50.00		-13,748.72
10/11/2022	30269	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	211.99		-13,960.71
10/11/2022	30270	Vernon Library Supp...	2000 · Accounts Payable	Invoice 591810	429.38		-14,390.09
10/11/2022	90403	CenturyLink Qwest (...	-split-	Online Pmt, Ac...	138.40		-14,528.49
10/11/2022	90404	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	449.10		-14,977.59
10/11/2022	90405	Oregon Trail Electric...	6000 · Materials and S...	Online paymen...	100.88		-15,078.47
10/11/2022	90406	Xerox Corporation	-split-	Online Paymen...	210.60		-15,289.07
10/11/2022	90407	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	83.40		-15,372.47
10/12/2022	30271	US Bank Visa (Corp...	-split-	4485-5945-555...	5,818.87 VISA/ok		-21,191.34
10/12/2022	90402	PERS	-split-	02728; Retirem...	14,030.02 PERS retirement		-35,221.36
10/12/2022			1100 · General Pool 52...	Conf #3579966...		30,000.00	-5,221.36
10/12/2022			1100 · General Pool 52...	Conf# 3580464...		8,000.00	2,778.64
10/15/2022	30272	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		2,478.64

✓ Verified Sequence - No gaps in numbering
 Series: 30000 regular checks
 90000 electronic online payments to vendors
 5000 electronic direct deposit/payroll

Ch 10/10/2022

Approved Bells List
Baker Co Library - Sage Fund

10/10/2022 1:20 PM

October 2022

Register: 1000 · US Bank Checking
From 09/13/2022 through 10/12/2022
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/13/2022	2346 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	210.60			114,401.35
09/13/2022	2347 ✓	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	720.00	X	<i>courier</i>	113,681.35
09/13/2022	2348 ✓	EOU Eastern Oregon...	6000 · Materials & Ser...	Account 91004...	65.00	X		113,616.35
09/15/2022	2349 ✓	Sherman Co Public L...	-split-	Courier Service...	374.40	X	<i>courier</i>	113,241.95
09/26/2022	2350 ✓	US Bank Visa	-split-	Account 4485 ...	71.94			113,170.01
09/26/2022	2351 ✓	MacDonald, Maxine ...	2000 · Accounts Payable	Courier Services	653.00		<i>courier</i>	112,517.01
09/26/2022	2352 ✓	Reser, Mary (Courier)	2000 · Accounts Payable	Courier Mileage	393.82		<i>courier</i>	112,123.19
09/29/2022		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75	X		112,121.44
09/29/2022	8144 ✓	Baker County Librar...	-split-	Expense Reimb...	10,677.47	X		101,443.97
09/29/2022		QuickBooks Payroll ...	-split-	Created by Pay...	4,712.14	X		96,731.83
09/30/2022			5000 · Sage Personal S...	Adjust		X	1.75	96,733.58
09/30/2022	8141 ✓	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	5,963.58	X		90,770.00
09/30/2022	5318 ✓	A Christine Hawes	-split-	Direct Deposit		X		90,770.00
09/30/2022	5319 ✓	Elizabeth A Ross	-split-	Direct Deposit		X		90,770.00
09/30/2022	2023-09		2900 · Due to General ...	reverse duplica...		X	5,963.58	96,733.58
09/30/2022	2023-10		5000 · Sage Personal S...	Reverse duplic...		X	4,712.14	101,445.72
10/05/2022	8142 ✓	IRS Internal Revenue...	-split-	93-0984786; O...	1,620.14			99,825.58
10/05/2022	8143 ✓	Oregon Department ...	2100 · Payroll Liabilit...	0514111-6; On...	415.00			99,410.58
10/11/2022	2353 ✓	Baker & Taylor	6000 · Materials & Ser...	Account 41563...	842.82		<i>subscription</i>	98,567.76
10/11/2022	2354 ✓	Banks Courier Servic...	2000 · Accounts Payable	Courier Services	720.00		<i>courier</i>	97,847.76
10/11/2022	2355 ✓	Reser, Mary (Courier)	2000 · Accounts Payable	Courier Mileage	393.82		<i>courier</i>	97,453.94
10/11/2022	2356 ✓	Wirkkala, Susan (Co...	2000 · Accounts Payable	Courier Mileage	105.30		<i>courier</i>	97,348.64
10/11/2022	2357 ✓	US Bank Visa	-split-	Account 4485 ...	414.22			96,934.42
10/11/2022	8146 ✓	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	1,628.43			95,305.99
10/12/2022	8145 ✓	PERS	-split-	02728; Online ...	1,628.43			93,677.56
10/12/2022	2023-11		5000 · Sage Personal S...	Reverse duplic...			1,628.43	95,305.99

12/19.12

✓ verified sequence

Check Series

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

Ch 10/10/2022

Approved Bills List
Baker Co Library - Other Funds

10/10/2022 1:13 PM

Register: 1000 · US Bank Checking Memorial
From 09/01/2022 through 10/11/2022

October 2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/07/2022			4400.0 · OTHER USE...	Book Sales		X	87.73	7,339.07
09/17/2022			4400.0 · OTHER USE...	Book Sales		X	126.66	7,465.73
09/21/2022			4400.0 · OTHER USE...	Book Sales		X	64.88	7,530.61
09/23/2022			-split-	Donations		X	130.00	7,660.61
09/26/2022	1957 ✓	US Bank Visa	-split-	4485-5945-555...	355.91			7,304.70
09/27/2022			4400.0 · OTHER USE...	Book Sales		X	31.01	7,335.71
09/28/2022			4400.0 · OTHER USE...	Book Sales		X	209.64	7,545.35
09/30/2022			6000 · Other Uses Fun...	Service Charge	12.00	X		7,533.35
10/11/2022	1958 ✓	US Bank Visa	6000 · Other Uses Fun...	4485-5945-555...	136.14			7,397.21

✓ Verified check sequence

OK 10/10/22