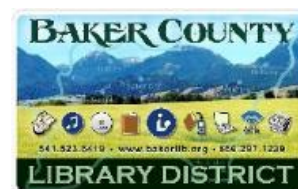


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Tuesday, Oct 13, 2026, 5:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

Remote access provided [via Zoom](#)

Phone: +1 669 900 9128

Meeting ID: 839 3030 8814

Passcode: 720853

Agenda Outline

- I. Call to Order
 - II. Roll Call
 - III. Consent Agenda (**ACTION**)
 - *Additions/deletions from agenda*
 - *Minutes of previous meeting*
 - IV. Conflicts or Potential Conflicts of Interest
 - V. Open Forum / Public Comment & Communications
 - VI. Old Business
 - a. None
 - VII. New Business
 - a. *Appoint Board Vacancy* (**ACTION**)
 - b. *Policy Revision – Bulletin Board and Information Distribution* (**ACTION**)
 - c. *Policy Revision – Employee Social Media and Online Communication* (**ACTION**)
 - VIII. Reports
 - a. *Director's Report*
 - b. *Financial Report*
 - IX. Next Meeting
- Date/Time:** Nov 10, 2026, 5:00 pm
- X. Adjournment

The times of all agenda items except open forum are approximate and are subject to change.

The Board of Directors generally meets on the **second Tuesday of each month from 5:00 to 6:00 p.m.** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign-language interpretation is available upon request with at least 48 hours' notice.

Library Board Meeting – Annotated Agenda

Tuesday, Oct 13, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

Agenda Annotated

- | | | |
|---------------------|--|--------|
| I. | CALL TO ORDER | Rohner |
| II. | Roll Call | Rohner |
| III. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting(s) | |
| <i>Attachments:</i> | | |
| | • III.b.i. Board meeting minutes, Sep 15, 2026 | |
| IV. | Conflicts or potential conflicts of interest | Rohner |
| V. | Open Forum / Public Comment & Communications | Rohner |
| VI. | OLD BUSINESS | |
| | a. None | |
| VII. | New Business | Stokes |

 a. **Appoint Board Vacancy (ACTION)**

Attachments:

- VII.a.i. Adams' Board Member Application

Board member Joan Spriggs resigned effective September 15, 2026, creating a vacancy in Position 5. Ms. Spriggs recommended Diana Adams of Halfway as a potential successor. Ms. Adams was introduced to the Board at its July 14, 2026, meeting, and her completed Board Member Application is included in the meeting packet. The Board is asked to consider an appointment for the remainder of the current term, ending June 30, 2027.

Suggested Motion: "I move to appoint Diana Adams to fill the vacant Position 5 on the Baker County Library District Board of Directors for the remainder of the term ending June 30, 2027."

 b. **Policy Revision – Bulletin Board and Information Distribution (ACTION)**

Attachments:

- VII.b.i. Bulletin Board Policy (current 2018 version)
- VII.b.ii. Bulletin Board and Information Distribution Policy (proposed 2026 draft)
- VII.b.iii. Background/Summary of Key Changes

The Board is asked to consider replacing the Bulletin Board Policy, last amended January 8, 2018, with an expanded Bulletin Board and Information Distribution Policy. The revision defines the purpose and scope of designated community posting and literature distribution spaces throughout the District and provides more specific, consistently applicable standards for staff and the public.

Key changes establish these areas as limited public forums for qualifying community information; define eligible notices and distinguish them from general commentary and ordinary commercial advertising; establish neutral posting, size, duration, rotation, and removal rules; and distinguish nonpartisan election information from prohibited electoral

Library Board Meeting – Annotated Agenda

Tuesday, Oct 13, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

campaign materials. The draft further emphasizes viewpoint-neutral administration, District non-endorsement, protection of lawful expression, and a documented process for denied or removed materials, including reconsideration and review.

Please refer to the proposed policy and supplementary summary for the complete changes.

Suggested Motion: “I move to approve the Baker County Library District Bulletin Board and Information Distribution Policy as presented [as amended], effective October 13, 2026, superseding the Bulletin Board Policy amended January 8, 2018.”

c. Policy Revision – Employee Social Media and Online Communication (ACTION)

Attachments:

- VII.c.i. Social Media in the Workplace Policy (current 2017 version)
- VII.c.ii. Employee Social Media and Online Communication Policy (proposed 2026 draft)
- VII.c.iii. Background/Summary of Key Changes

The District’s Social Media in the Workplace Policy was adopted July 10, 2017, and has not received a comprehensive update in nearly a decade. The proposed Employee Social Media and Online Communication Policy preserves expectations for professional conduct, patron confidentiality, responsible use of District resources, and authorized public communications, while updating them for contemporary online platforms and public-sector responsibilities.

The 14-section proposal expressly distinguishes employees’ lawful personal expression from communications made in an official capacity, clarifies that criticism or disagreement alone is not misconduct, and recognizes statutory protections for employees’ personal social media accounts. It strengthens requirements for patron and confidential-record privacy, official account authorization and security, public-records retention, and accurate use of AI-assisted content.

The proposal also establishes principles for viewpoint-neutral moderation of comments on official District platforms, protection against retaliation for lawful activity, and periodic policy review. Staff responsibilities and enforcement would remain subject to applicable law and other District policies.

Administrative Recommendation: The Board is asked to review the proposed revisions and determine whether to adopt the replacement policy as presented or amended, or provide direction for further revision and any necessary legal review before taking final action.

Suggested Motion: “I move to approve the Baker County Library District Employee Social Media and Online Communication Policy as presented [as amended], effective October 13, 2026, superseding the Social Media in the Workplace Policy adopted July 10, 2017.”

Library Board Meeting – Annotated Agenda

Tuesday, Oct 13, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

VIII. REPORTS

a. Director's

Stokes

Attachments:

- VIII.a.i. Director's Report, Oct 2026

b. Financial

Hawes

Finance report materials will be provided at the meeting.

IX. Agenda Items for the Next Regular Meeting: Nov 10, 2026

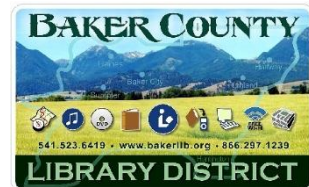
Rohner

- Topics TBD

X. ADJOURNMENT

Rohner

Baker County Library District
Library Board of Directors
Regular Meeting Minutes
September 15, 2026



CALL TO ORDER

The meeting was held in the Riverside Meeting Room at Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building of the District.

Directors Beth **Bigelow** and Ashley **McClay** attended in person. Also attending in person were Perry **Stokes**, Library Director, and Christine **Hawes**, Business Manager. Director Jacque **Cobb** attended via Zoom. No members of the public or other guests attended in person or via Zoom.

Vice President Beth Bigelow called the meeting to order at 5:05 p.m. Three directors were present, establishing a quorum.

Stokes reported that Joan Spriggs had submitted her resignation and would not attend. Kyra Rohner was unavailable.

Roll call was taken. Directors Bigelow, McClay, and Cobb were present, along with Stokes and Hawes.

CONSENT AGENDA

Bigelow asked whether there were any additions to or deletions from the agenda, or any corrections to the minutes of the previous meeting. None were proposed.

Cobb moved to adopt the agenda as presented and approve the minutes of the August 11, 2026, meeting. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

CONFLICTS OF INTEREST

Bigelow asked whether any conflicts or potential conflicts of interest should be declared. None were declared.

OPEN FORUM / CITIZEN COMMENTS

Bigelow invited citizen comments. No members of the public were present. Stokes had no communications to share.

OLD BUSINESS

Collection Development Policy and Resource Review Forms

Bigelow introduced the Collection Development Policy update. Stokes explained that the proposed policy modernizes the District's collection framework to address digital resources, licensed content, streaming services, Library of Things collections, and other formats. It also aligns terminology with current District policies for selection, retention, withdrawal, and reconsideration. Staff had reviewed the materials.

Stokes reviewed several revisions to the policy presented at the previous meeting, highlighted in blue. A sentence added under Item 3 on page 2 clarifies how materials are evaluated. Additional text in the second paragraph on page 6 clarifies the appeal process. A paragraph added to the review process on page 8 explains that materials are evaluated under District policy and that the review does not constitute a legal determination.

Stokes also reviewed revisions to the Request for Review of Library Resource Form in response to feedback from Rohner and Cobb. He shortened the questionnaire, added less restrictive alternatives, simplified and broadened several questions, and removed leading questions. He replaced "materials" with the broader term "resources" to encompass digital resources, databases, Library of Things items, and other nontraditional formats.

The Board reviewed the form in detail. Cobb expressed support for the changes and asked whether a person without a library card could challenge an item. Stokes confirmed that a person must be a cardholder to submit the form. In Section 15, Formal Request for Review, the policy states: "An eligible requester is an adult resident of Baker County, Oregon who is a registered BCLD cardholder."

Stokes reviewed a second, four-page form, Request for Review of Declined Acquisition, which provides patrons a way to request review of a decision not to purchase an item. McClay asked how many requests the District declines. Stokes described the types of requests that may be declined, including items with limited appeal or high costs. Bigelow recalled a prior request for a firearm laser target-practice tool that the group had discussed as having potential for complaints. Stokes reported that while deployment has been delayed, the tool was purchased and is still planned to be made available for loan.

Bigelow invited questions. Cobb said the revisions appropriately addressed the feedback and that she was comfortable proceeding. There was no further discussion.

Cobb moved to approve the revised Baker County Library District Collection Development Policy and Request for Review of Library Resource Form as presented, effective September 15, 2026, superseding the 2019 Materials Selection and Withdrawal Policy and the 2024 review form. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

NEW BUSINESS

Award of Audit Services Contract

Bigelow introduced the award of the audit services contract. Stokes reported that the District received two proposals. He had expected more responses but noted that the request for proposals was issued late in the summer, when many firms may already have filled their schedules.

Pauly, Rogers & Co., based in Tigard, Oregon, submitted a lengthy, comprehensive proposal with a first-year cost of \$15,900, increasing by \$1,000 in each of the following two years. Zwygart, John & Associates, based in Nampa, Idaho, submitted a simpler proposal with a first-year cost of \$10,000, increasing by \$400 annually.

Stokes and Hawes independently scored the proposals. Stokes reviewed the evaluation matrix and said his scores for the two firms were similar. Hawes reviewed her scores and reasoning. Both recommended Zwygart, John & Associates.

The Board discussed the firms' qualifications and whether the lower proposal cost might reflect lower wages in Idaho. Cobb noted that Nampa was closer than Tigard. She supported the scoring process and noted Rob Gaslin's recommendation of Zwygart, John & Associates. McClay requested that staff contact references to assess satisfaction with the firm's services and reiterated that request before the vote.

With no further discussion, Bigelow requested a motion. McClay moved to award the Baker County Library District audit services contract to Zwygart, John & Associates LLP CPA and authorize the Library Director to negotiate and execute the agreement, subject to final terms consistent with the firm's proposal and the District's approved budget. Cobb seconded the motion. There was no further discussion. The motion passed unanimously, with three votes in favor.

Post Meeting Follow Up on Reference Checks

On September 24, 2026, Hawes obtained responses from two of the three listed references; the remaining reference did not answer. The City of Prairie City clerk reported that the City was very pleased with the firm, described it as professional and easy to work with, and highly recommended it. The City of Mt. Vernon clerk reported that the City was in its second year with the firm, was very satisfied, and had experienced an easy transition the previous year. The clerk said the firm was professional, accessible for questions, and had helped the City catch up on overdue audits. Hawes reviewed the responses with Stokes shortly after the calls.

REPORTS

Director's Report

Bigelow moved to Reports, and Stokes presented the Director's Report.

Administration and Finance

- **Board Vacancy.** Joan Spriggs resigned effective September 15, 2026. The District will invite additional applicants and review the application already received.
- **Annual Reporting.** Annual statistical reporting to the State Library is in progress.
- **Account Security.** Passwords for internal systems were updated annually during staff training.
- **Security Camera Records.** Stokes received a subpoena for security-camera recordings for use in a child-custody case and provided the relevant files within days.

Personnel and Training

- **Mandatory Reporting.** Leah Roper of the Oregon Department of Human Services presented guidance on reporting suspected abuse. Staff reviewed reporting procedures and scenarios.
- **All-Staff Training Day.** The annual training was held August 20. The Fire Department provided instruction and hands-on practice with fire extinguishers. Staff also learned about cybersecurity, reviewed policies and procedures, and participated in an Amazing Race-style team activity involving library rules, procedures, and locating items in the Library. Staff enjoyed the activity.
- **Staff Changes.** Two recently hired library pages left because of school-schedule conflicts. The District will recruit replacements.
- **Conference Training.** Vanessa McClarin was attending Association for Rural and Small Libraries training September 15–20.
- **Cybersecurity Training.** The Director and IT staff were scheduled to attend cybersecurity training in Pendleton in late September.

Facilities, Energy, and Vehicles

- **Exterior Wall Improvement.** Planning continued for insulation improvements to the northwest corner of the building. Windows in the IT storage room and Garden Room make efficient temperature control difficult.
- **Baker Library.** Annual carpet cleaning was scheduled for the upcoming weekend.
- **Grounds Maintenance.** A grounds volunteer returned to assist with landscape maintenance. Powder River Correctional Facility Adults in Custody worked on the grounds Friday, September 11.

Programs, Services, and Circulation

- **Library Card Sign-Up Month.** During September, patrons may request a one-time waiver of eligible late-fine balances. Lost-materials fees are excluded.
- **Sports Schedule Sponsorship.** The District is trying a new advertising approach by placing an advertisement on the annual high-school sports calendar. The advertisement will promote Brainfuse HelpNow online tutoring, which had low usage during the past year.

Circulation and Service Operations

- **Library of Things.** Worn table-tennis paddles were replaced in the two circulating kits, which recorded more than 125 combined checkouts during the past year.

Safety and Security

- **Security Incidents.** Stokes highlighted a recent series of security incidents.

Technology and Workplace Operations

- **Public Wi-Fi.** The public Wi-Fi session limit was increased from one hour to three hours.
- **Endpoint Management.** IT staff are evaluating a management utility to deploy updates more efficiently. The volume of updates has increased substantially.
- **Connectivity.** Intermittent internet outages have become more frequent. IT staff are monitoring whether update activity is contributing to the disruptions.

Upcoming Dates

- October 12: The District will be closed for the Indigenous Peoples' Day and Columbus Day holiday.
- October 13: Regular Board meeting.
- October 24: Staff costume party; Board members are invited to attend.

Financial Report

Hawes presented the Finance Report. Copies of the reports were distributed and displayed on the Zoom screen.

General Fund

- The General Fund received a tax turnover of \$5,724.81, August pool interest of \$1,743.52, and \$181.96 in book commissions from Better World Books. Several boxes of books were shipped following the summer book sale.
- Personnel Services expenditures were on target, with 24% of the budget spent.

Notable Materials and Services checks and accounting adjustments included:

- Ingram: \$2,401.89 for the monthly book order.
- Midwest Tape, also known as Hoopla: \$1,028.58 for monthly digital-materials usage.
- Content Subscriptions, Line 6204: The percentage of budget spent was unusually high because two subscriptions had been assigned to the wrong lines. The \$1,236.48 WorldShare subscription was moved to Digital Materials, and the \$402.85 WebDewey subscription was moved to Content Subscriptions.
- 4K Design, Jim Kauth: \$400.00 for design work on the northwest-corner insulation improvement.
- Valley Metal: \$559.00 for service calls at the Baker and Halfway libraries.

- CivicPlus: \$3,024.00 for DocAccess Essentials, a website add-on subscription, charged to Computer Software Subscriptions.
- Grumpy's: \$3,559.98, paid August 26, 2026, to replace the bookmobile's two rooftop air-conditioning units. The reported breakdown was \$2,590 for the units and \$970 for labor.
- Showcases: \$498.01 for processing supplies, charged to Library Supplies.

Hawes also reviewed the Patron Hotspot Services and Patron Tablet Services lines within Computer Maintenance. Both were at 10% of budget spent.

- **T-Mobile Hotspots.** Five hotspots remained on the T-Mobile account at \$15 per line per month, with a current monthly invoice of \$75.85. Lost or nonfunctioning units on this account cannot be replaced.
- **Verizon Hotspots.** Seventeen hotspots were transitioned to an educational plan, reducing the rate from \$40 to \$15 per line and the reported monthly invoice from approximately \$607 to \$305. The transition was completed in December. Four additional hotspots were added to replace units lost from the T-Mobile account, bringing the Verizon total to 21 hotspots at \$15 per month each, with a reported monthly cost of approximately \$305. Hawes reported estimated annual savings of approximately \$2,000.
- **Patron Tablets.** Tablets were offered only through T-Mobile. The account began with 10 units at \$21.97 per line. The latest invoice listed five units at a monthly cost of \$137.76. Two lines had recently been canceled: one for a nonfunctioning unit and one for a unit that had not been returned.
- **Cash Flow.** The General Fund cash balance was \$390,179. Estimated operating needs for the remainder of September and October were approximately \$178,000, leaving an estimated balance of \$212,000 on November 4. This compared with November low balances of \$249,500 in 2025 and \$172,300 in 2024. Hawes reported that sufficient funds were available to operate until tax turnovers began in November.

Other Funds

- Other Funds received \$906.32 in August pool interest, allocated among four departments, and \$187.38 in Amazon book-sale proceeds.
- A \$720.00 check was issued August 26 for the PastPerfect software renewal.
- A \$211.33 Visa payment was issued September 15 for \$161.33 in book-shipping costs and \$50.00 in staff-anniversary gift cards distributed at the August staff training day.
- The combined cash balance was \$271,969.

Capital Investment Fund

- The Capital Investment Fund received \$619.27 in August pool interest and had a cash balance of \$182,943.

Sage Fund

- The Sage Fund received \$672.61 in August pool interest.

- Checks were issued to six small couriers, totaling \$2,411.78; Backstage Library, \$288.40 for record processing; and Unique Management, \$607.50 for the MessageBee subscription.
- On August 26, checks were issued to Eastern Oregon University for \$1,500.00 for the annual lease to host Sage server equipment and to Equinox Software for \$6,300.00 for 20 hours of technical support.
- The Sage Fund cash balance was \$188,427.

Review and Administrative Activity

- Approved Bills Reports for each fund were included with the check packets and September Visa documentation for Board members to initial while reviewing and signing checks.
- Hawes reported that the draft financial report was in progress and expected to be ready for audit by the end of the following week.

NEXT MEETING

The next regular Board meeting was scheduled for October 13, 2026, at 5:00 p.m. There was no further discussion.

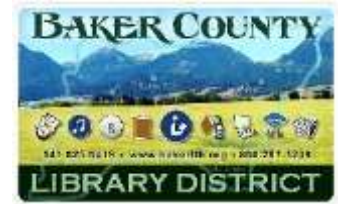
ADJOURNMENT

Bigelow adjourned the meeting at 5:46 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch

Bulletin Board and Information Distribution Policy



Baker County Library District helps the community share information by providing bulletin boards and designated areas (such as literature racks and spaces on countertops and tables) for posting and distribution. These spaces may be used by outside groups to promote events and services of interest to the District's patrons. These areas are considered *limited public forums* and thus are open to any legal content or viewpoint, with restrictions noted in this policy.

Bulletin Boards and Distribution Areas

Bulletin boards and distribution areas are available within the District to post and distribute materials from outside organizations. Bulletin board space is provided for dated materials such as posters or signs of interest to the District's patrons. Distribution space is provided in designated areas for materials such as small posters, brochures, and handouts. Materials may be left for patrons to review and take, if they choose, but such distribution shall not include verbally or visually (by means of signs, placards, etc.) encouraging patrons to review or take any materials with them.

Designated areas include public use bulletin boards and literature racks at library branches where space permits. Posting and distribution of items by outside groups (i.e. not the District, its Friends of the Library and Library Foundation, or partnering organizations) is limited to these designated areas.

Limitations

The following items **may not be posted** on bulletin boards or left in material distribution areas:

- Materials advertising commercial services or products.
- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information from government or nonpartisan agencies may be made available in the Library for a reasonable period prior to elections.
- Materials asking Library visitors to sign a petition or letter.

Posting or distribution of materials from District facilities do not indicate District endorsement of the ideas, issues, organizations, or events promoted by those materials. Because space is limited, District staff reserve the right to remove materials that are larger than 11" by 17", have been up for more than two months, are not applicable to local region, or generally prevent equitable use of space.

Materials that do not comply with this policy also shall be removed.

The District assumes no responsibility for the preservation or protection of materials. Materials will not be returned. The District does not allow posting materials that are obscene, libelous, threatening, defamatory, harassing, violate intellectual property laws, or advocate illegal activity, as defined by relevant laws.



Bulletin Board and Information Distribution Policy

Community Notices, Public Information, and Designated Distribution Areas

DRAFT FOR BOARD CONSIDERATION

Current policy adopted	January 8, 2018
Proposed adoption	October 13, 2026
Supersedes	Bulletin Board Policy (2018)

1. PURPOSE AND PRINCIPLES

Baker County Library District (BCLD) provides designated bulletin boards and literature distribution areas, where space permits, to inform the public of identifiable community events, activities, programs, meetings, services, resources, employment and volunteer opportunities, and other specific opportunities for public participation or assistance. The purpose of these areas is community information distribution, not unrestricted publication of personal opinions or general commentary.

Community posting and literature distribution spaces are **designated limited public forums** for the purposes described in this policy. BCLD will administer them fairly and consistently, without discrimination based on the viewpoint, beliefs, affiliations, or identity of the individual or organization supplying eligible materials. ***Availability of space and inclusion of a notice do not indicate District sponsorship, approval, or endorsement.***

2. SCOPE AND DESIGNATED AREAS

This policy applies to printed notices, posters, flyers, brochures, pamphlets, and similar materials submitted by individuals, community groups, or outside organizations for unattended display or voluntary pickup in areas expressly designated by BCLD. It does not apply to digital community information displays.

The Library Director may designate community bulletin boards or information distribution areas at the main library, branch libraries, and bookmobile, as space and operational conditions permit. The number, size, configuration, and availability of these areas may vary by location. BCLD determines which bulletin boards, literature racks, countertops, or other locations are available for community submissions.

Outside materials may be posted or distributed only in designated areas with staff authorization. Materials intended for public distribution may not be placed or left elsewhere in



the library, including on collection shelves, inside library materials, or on tables, seating, or other furnishings. Materials may not be affixed to walls, doors, windows, or other surfaces except as specifically authorized by staff. Unauthorized materials may be removed and disposed of by library staff.

Library-created communications, library-curated displays, official notices, and materials distributed as part of a District program or partnership are governed by applicable District policies and administrative direction. Designating community posting areas does not require BCLD to make other display surfaces available for outside use. Location-specific rules must be consistent with this policy and administered in a viewpoint-neutral manner.

3. ELIGIBLE MATERIALS

Eligible materials must have a clear, substantive connection to an identifiable local or regional event, meeting, activity, program, service, resource, employment or volunteer opportunity, governmental process, election, or other specific opportunity for community participation or assistance. Examples include announcements of public meetings; educational, cultural, recreational, civic, religious, or charitable programs; employment and volunteer recruitment; public-service information; community notices seeking or offering assistance, including lost-and-found announcements, missing-pet notices, and similar noncommercial requests relevant to the local community; and nonpartisan information about candidates, ballot measures, elections, or petition processes, subject to the restrictions on electoral campaign materials in Section 6.

The material should provide sufficient information for a reader to identify and understand its specific community purpose, including the relevant event, activity, opportunity, service, resource, process, or circumstance. A particular date is not required for ongoing programs, services, community notices, or opportunities.

Eligible materials may contain opinions, advocacy, criticism, religious messages, or other viewpoints relating to the qualifying event, activity, service, opportunity, or process, except for electoral campaign advocacy excluded under Section 6. Eligibility does not depend on whether the viewpoint is popular, controversial, or shared by BCLD. Materials whose primary purpose is to present a general personal opinion, ideological statement, manifesto, or commentary without a clear and substantive connection to one of the permitted informational purposes are outside the scope of these designated areas, regardless of the viewpoint expressed. A flyer does not become eligible merely by adding a nominal event, organization name, contact address, or website that has no substantive relationship to its primary message.

Ordinary advertising whose primary purpose is the sale or promotion of commercial goods or services is excluded. A fee, admission charge, or fundraising component does not automatically make an otherwise eligible community event or program commercial advertising. Staff will apply this distinction consistently and without regard to viewpoint.



4. TIME, PLACE, AND MANNER RULES

Materials must be submitted to designated staff for placement. Staff will date materials when posted. A submitted item may not exceed 11 by 17 inches unless otherwise authorized by the Director. Smaller size limits may be established for individual locations based on available space. Normally no more than one copy of the same item will be displayed in a given posting area at one time.

An item advertising a dated event may remain until the event concludes. General undated notices may remain for up to 30 calendar days, with renewal or replacement permitted if space allows. Continuing public-service information may remain longer, subject to periodic review for currency. Staff may remove outdated, damaged, duplicated, or excess materials, and may rotate eligible items using objective criteria such as date received, event date, geographic relevance, and whether the submitter already has materials displayed. These criteria must be applied without regard to viewpoint.

Printed materials may be made available for voluntary pickup only. This policy does not authorize unattended literature to be accompanied by in-person canvassing, verbal solicitation, requests for signatures, distribution directly to patrons, fundraising appeals to patrons, or signs directing patrons to take materials. Such activities, if permitted, are governed separately by the District's conduct and time, manner, and place rules.

Materials must not obstruct accessibility routes, circulation, fire safety equipment, exits, service counters, or library operations. Posting and removal are performed by staff or with staff permission; adhesive or fastening methods must not damage District property.

5. INELIGIBLE AND UNLAWFUL MATERIALS

BCLD may refuse or remove materials that lack the substantive connection to a permitted community informational purpose required by Section 3; constitute ordinary commercial advertising as described in Section 3; constitute electoral campaign materials excluded under Section 6; or fail to comply with the neutral time, place, and manner rules in Section 4. Staff must apply these eligibility standards consistently, without favoring or disfavoring a particular viewpoint within the categories of expression permitted by this policy.

When the legality of submitted material is uncertain, staff will refer the matter to the Director rather than making independent legal determinations. The Director may consult legal counsel when warranted. Temporary removal may be authorized when necessary to address a credible safety threat or substantial risk of unlawful content, pending prompt review.

6. POLITICAL ACTIVITY AND DISTRICT NEUTRALITY

Electoral Campaign Materials



BCLD community bulletin boards and information distribution areas are intended to provide community information, not to serve as venues for electoral campaigning. Materials that expressly advocate for or against a political party, the election or defeat of an identifiable candidate, the passage or defeat of a ballot measure, or an initiative, referendum, or recall petition campaign are not eligible for posting or distribution in these areas. This restriction applies equally to all candidates, parties, measures, petitions, and positions, regardless of the identity or viewpoint of the sponsor.

Nonpartisan election information remains eligible, including voter registration materials, official election notices, impartial candidate and ballot-measure information, and announcements of candidate forums, public debates, and other election-related educational events conducted on a nonpartisan basis.

These restrictions apply only to BCLD's designated community posting and distribution areas. They do not restrict patrons' lawful political expression, access to library collections, or participation in programs under other applicable District policies.

District Neutrality and Staff Responsibilities

Allowing eligible, privately supplied, nonpartisan election-related materials in designated community information areas does not constitute BCLD endorsement. Staff will administer posting requests consistently and in a viewpoint-neutral manner, applying the eligibility criteria established by this policy. Staff will not use their official positions to promote or oppose a political committee, candidate, initiative, referendum, recall petition, or ballot measure.

Official, nonpartisan voter information may also be displayed in appropriate locations. District activities and communications must comply with ORS 260.432 and other applicable election laws. Any additional restrictions required by law at an official ballot drop site or other designated election facility will apply during the relevant period.

7. REVIEW, REMOVAL, AND APPEAL

The Library Director is responsible for implementation and may designate staff to manage the posting areas. When a request is denied or an item removed for nonroutine policy reasons, staff will document the item, the applicable provision, the decision date, and the reason. On request, the submitter will receive a brief written explanation.

A submitter who disputes a denial or removal may request reconsideration by the Director in writing within 10 business days after notice of the decision. The Director will ordinarily issue a written determination within 15 business days after receiving the request, or notify the submitter of the reason for additional time.

A person dissatisfied with the Director's determination may seek administrative review under BCLD's Administrative Review of Library Services Policy, to the extent applicable. Staff will refer



broader complaints or grievances to the process established by the relevant District policy. An item excluded for a genuine safety or legal concern need not remain posted during review.

Any person may submit a written concern alleging that displayed materials do not comply with this policy. The Director will review the concern under the eligibility and other requirements established herein. Materials ordinarily will remain available during review unless their continued display presents a credible safety concern or a substantial risk of unlawful content. This does not prevent staff from removing materials that independently and clearly violate the objective eligibility or posting requirements of this policy, subject to the reconsideration procedures established above. Disagreement with or offense taken at a viewpoint is not sufficient grounds for removal. When contact information is available the Director will communicate removal determinations to the complainant and/or submitter.

8. DISCLAIMER, MATERIAL HANDLING, AND RECORDS

BCLD will display a permanent notice at each designated community posting or literature distribution area stating that third-party materials are not sponsored or endorsed by the District and explaining how to raise concerns. BCLD is not responsible for the accuracy, quality, availability, or conduct of events or services advertised by outside parties. Submitted materials may be discarded after expiration or removal and ordinarily will not be returned. The District assumes no responsibility for loss or damage to submitted copies.

Records generated in administering disputes or formal reviews will be maintained according to applicable public-records and records-retention requirements. Routine posted copies need not be preserved except as required by an applicable retention schedule, pending records request, litigation hold, or other legal obligation.

9. RELATED POLICIES AND REVIEW

This policy should be read together with BCLD's Library Displays Policy; Collection Development Policy; Administrative Review of Library Services; Public Complaint / Patron Grievance Policy and Procedure; Patron Code of Conduct; Time, Place, Manner – Public Demonstrations Policy; and Public Records Policy, as applicable.

The Library Director may establish and revise administrative procedures consistent with this policy governing submission, approval, date-marking, placement, rotation, expiration, removal, and routine maintenance of community information areas.

The Director will periodically review implementation, and the Board will review this policy at least every four years or sooner when warranted by developments in law or library practice.

Policy history: Adopted 6/18/2007; amended 1/8/2018; revised [10/13/2026].

Bulletin Board & Information Distribution Policy — Summary of Key Changes

Proposed October 2026 revision | Comparison with the January 2018 policy

OVERVIEW

Replace the January 2018 policy with a clearer framework for community bulletin boards and printed literature distribution. The draft defines eligible uses, protects viewpoint-neutral treatment within those uses, and establishes consistent operating and review procedures.

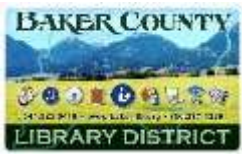
PRINCIPAL CHANGES IN THE PROPOSED POLICY

- **Defined community-information purpose (Secs. 1, 3).** Community boards serve identifiable local and regional events, programs, services, resources, jobs, volunteer opportunities, and requests for assistance—not unrestricted personal opinion statements unrelated to an eligible purpose.
- **Eligibility and exclusions (Secs. 3, 5).** Explicitly includes lost-and-found and missing-pet notices and continuing public-service information. Ordinary commercial advertising remains excluded; a fee or fundraising component does not automatically disqualify an otherwise eligible community program.
- **Nonpartisan election information (Secs. 3, 5, 6).** Retains BCLD’s distinction between nonpartisan voter information and forums, which are eligible, and materials campaigning for or against parties, candidates, measures, or initiative, referendum, and recall petition campaigns, which are excluded.
- **Designated spaces and unauthorized distribution (Sec. 2).** Applies to physical posting and distribution areas at the main library, branches, and bookmobile, as designated; excludes digital displays. Unauthorized literature left on shelves, in books, or on furnishings may be removed.
- **Self-service posting and maintenance (Secs. 2, 4, 7).** Eligible notices may be posted directly on designated self-service boards without advance staff approval. Posted rules, size and duration limits, periodic inspections, and viewpoint-neutral rotation govern use. Staff may remove clearly ineligible or expired notices without individual notice or routine written records.
- **Protection against interference (Secs. 4, 7).** Prohibits unauthorized removal, relocation, alteration, obscuring, or defacement of another person’s posting. Concerns must be directed to staff; interference may trigger the Patron Code of Conduct. Taking copies intended for public pickup remains permitted.

- **Fair review and administration (Secs. 5, 7–9).** Staff explain removal reasons upon inquiry; disputed decisions may receive Director reconsideration and applicable administrative review. Legality questions go to the Director, who may consult counsel. Permanent non-endorsement notices and recordkeeping rules are established.

WHAT REMAINS CONSISTENT

A community posting is not District sponsorship or endorsement. The policy does not govern library collections, curated displays, patrons' lawful personal expression, or programs managed under other BCLD policies. Its restrictions apply to designated community posting and distribution areas.



SOCIAL MEDIA IN WORKPLACE POLICY

At Baker County Library District (BCLD), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for BCLD, including regular staff, substitutes, interns and volunteers.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Baker County Library District, as well as any other form of electronic communication.

The same principles and guidelines found in BCLD policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online.

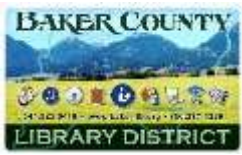
Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers or otherwise adversely affects volunteers, patrons, suppliers, people who work on behalf of Baker County Library District or BCLD legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the BCLD **Harassment & Workplace Bullying Policy**, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to coworkers, patrons, volunteers, suppliers or other people who work on behalf of Baker County Library District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage coworkers, patrons, volunteers, suppliers, or other associates, that action might constitute harassment or bullying.



SOCIAL MEDIA IN WORKPLACE POLICY

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Baker County Library District, coworkers, volunteers, patrons, suppliers, people working on behalf of BCLD or colleagues.

Post only appropriate and respectful content

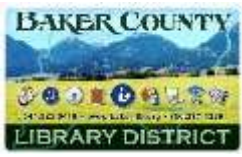
- Maintain the confidentiality of the private and confidential information of Baker County Library District, patrons, fellow employees, volunteers and other associates. Do not post internal documents, reports, memos, policies, procedures or other internal business-related confidential communications.
- Respect the privacy and confidentiality of library records and library usage, such as personal data, and information about another person's use of library materials, services, and facilities.
- Do not create a link from your blog, website or other social networking site to a BCLD website without identifying yourself as a BCLD associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Baker County Library District. If BCLD is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of BCLD, coworkers, volunteers, patrons, suppliers or people working on behalf of BCLD. If you do publish a blog or post online related to the work you do or subjects associated with BCLD, make it clear that you are not speaking on behalf of BCLD. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of BCLD."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the **Personal Use of District Resources Policy**. Do not use BCLD e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

Private accounts and public records

Avoid using one's private social media, email, or other accounts to conduct public business. Doing so may place that account within the scope of public records requests requiring retention, search and production of public records. The best practice is to avoid using personal resources for public business.



SOCIAL MEDIA IN WORKPLACE POLICY

Retaliation is prohibited

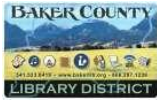
BCLD prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Except as authorized, associates should not speak to the media on BCLD's behalf without contacting the Library Director. All unsolicited media inquiries should be directed to the Library Director.

For more information

If you have questions or need further guidance, please contact the Library Director.



Employee Social Media and Online Communication Policy

Personal Expression, Professional Responsibilities, and Official District Communications

DRAFT FOR BOARD CONSIDERATION

Current policy adopted	July 10, 2017
Proposed adoption	October 13, 2026
Supersedes	Social Media in the Workplace Policy (2017)

1. PURPOSE

Baker County Library District (BCLD) recognizes the value of social media and other online communications for sharing information, participating in public discourse, and connecting with the community. This policy establishes expectations for responsible online conduct related to District operations while respecting employees' freedom of expression, privacy, and other rights protected by law.

The policy distinguishes personal expression from conduct undertaken as part of District employment and from communications made on behalf of BCLD. It is intended to protect patrons, employees, public records, and District resources without suppressing lawful criticism or disagreement.

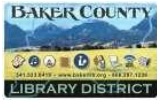
2. SCOPE AND DEFINITIONS

This policy applies to BCLD employees, including regular and substitute employees, and, as applicable to their assigned responsibilities, interns and volunteers. It applies to work-related social media activity whether conducted on or off duty and whether through District or personal devices, subject to applicable law. It does not give BCLD general authority over unrelated lawful personal expression.

Social media and online communications include social networking sites, blogs, video and livestreaming services, discussion platforms, messaging applications, and other digital means of publishing or exchanging content. An official District account is one authorized and controlled by BCLD for District business. A personal account is one maintained by an individual in a private capacity rather than on behalf of the District.

3. FREEDOM OF EXPRESSION AND EMPLOYEE RIGHTS

BCLD respects employees' rights to speak as private citizens, participate in public affairs, discuss working conditions, express personal opinions, and criticize District policies, decisions, or



officials, consistent with applicable constitutional and statutory law. Disagreement, satire, criticism, or expression of an unpopular viewpoint does not by itself constitute a violation of this policy.

Employees speaking in a personal capacity should not misrepresent themselves as authorized District spokespersons. When context could reasonably create confusion, employees are encouraged to distinguish their personal views from official District positions. A particular disclaimer is not required merely because an employee mentions BCLD or links to its public website.

Nothing in this policy is intended to interfere with protected reporting, whistleblowing, lawful workplace discussions, participation in public meetings, or other legally protected activity. Employee speech made pursuant to official job duties and speech affecting District operations may be subject to different legal standards; any proposed restriction or disciplinary response must be evaluated under the circumstances and applicable law.

4. PROFESSIONAL CONDUCT AND WORKPLACE RESPONSIBILITIES

Employees are expected to comply with applicable BCLD personnel policies and lawful workplace directions. Online activity may be addressed as workplace misconduct when it involves conduct such as unlawful harassment or discrimination, credible threats, prohibited bullying, unauthorized disclosure of protected information, impersonation of District officials, or other specific violations of law or District policy.

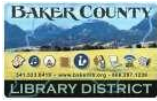
BCLD encourages employees to resolve workplace concerns through appropriate internal channels when useful, but internal procedures are not a prerequisite to lawful public expression or protected reporting. Employment action shall not be based solely on embarrassment to the District, reputational discomfort, or disagreement with an employee's viewpoint.

5. PATRON PRIVACY AND CONFIDENTIAL INFORMATION

Employees shall protect patron information and other records whose disclosure is restricted by law or applicable District policy. Confidential information may include identifiable circulation or library-use records, patron contact details, protected personnel or medical information, account credentials, nonpublic security information, and legally privileged material.

Employees shall not disclose protected information through posts, photographs, screenshots, videos, livestreams, or messages. Particular care is required when images could expose circulation transactions, computer screens, patron identities in sensitive circumstances, or information about another person's use of library resources and facilities.

An internal document is not automatically confidential merely because it is labeled internal or distributed among staff. Requests for District records shall be referred to the District's



established public records process; employees shall not independently resolve disputed disclosure questions through social media.

6. PERSONAL ACCOUNT PRIVACY

BCLD will respect employee and applicant rights concerning personal social media accounts under **ORS 659A.330** and other applicable law. The District will not require personal account passwords, compel an employee to add the District as an online contact, require promotion of the District through personal accounts, or demand private-account access except where expressly permitted by law.

This section does not limit lawful review of publicly available information or permitted investigations, and does not restrict administrative access to accounts provided by or operated on behalf of BCLD.

7. USE OF DISTRICT TIME, EQUIPMENT, AND SYSTEMS

Personal social media activity shall not interfere with assigned duties, patron service, workplace safety, or District operations. Limited personal use during authorized breaks or as otherwise permitted by District policies is allowed. Use of District devices, networks, and email accounts remains subject to applicable technology and personnel policies.

Employees shall not use District email addresses to establish accounts for personal purposes unless specifically authorized. Employees shall not use District accounts, access privileges, logos, or resources to imply official endorsement of personal views or causes.

8. OFFICIAL DISTRICT ACCOUNTS AND PUBLIC COMMUNICATIONS

Only individuals authorized by the Library Director or designee may create, administer, or publish through official District social media accounts. Such accounts and their associated records, access credentials, and content created in an official capacity shall remain under District administrative control.

The Director shall establish administrative procedures for account oversight, approved personnel, backup access, security, records retention, content review, and responses to inquiries. Official posts should be accurate, accessible where practicable, consistent with District policies, and corrected promptly when materially inaccurate.

Employees shall refer media inquiries seeking an official District response to the Library Director or another designated spokesperson. Employees remain free to speak to news media in a personal capacity as permitted by law, provided they do not claim authority to speak for BCLD.

9. PUBLIC PARTICIPATION AND COMMENT MODERATION

When an official District account permits public comments or other public participation, BCLD shall administer that space consistently with applicable First Amendment requirements and the



character of the forum it has established. District officials shall not remove or restrict comments merely because a commenter criticizes BCLD or expresses an unwelcome viewpoint.

The Library Director may adopt written, publicly available moderation rules setting legally permissible, consistently applied limits on such matters as spam, credible threats, unlawful content, and relevance where appropriate to the forum. Staff shall document moderation actions and preserve associated records when required by law. Any significant change to public commenting practices should receive appropriate legal review.

10. PUBLIC RECORDS AND RETENTION

Official District social media content and related communications may constitute public records. Employees shall conduct District business using authorized communication channels whenever practicable and comply with the applicable Oregon public records and retention requirements.

If District business is conducted through a personal account or device, employees shall promptly notify the appropriate District administrator and preserve or transfer responsive public records to an approved recordkeeping system. Personal ownership of an account or device does not, by itself, exclude District business records from legal preservation or disclosure requirements.

Employees shall not delete, alter, conceal, or direct others to destroy records to circumvent public records requests, retention schedules, litigation holds, or other legal obligations. Routine disposition may occur only under applicable records-management procedures.

11. PHOTOGRAPHY, VIDEO, AND SYNTHETIC CONTENT

Employees producing official digital content shall follow District procedures for photography, recording, patron consent when required, and protection of privacy. Posting images or recordings that disclose legally protected information is prohibited. This policy does not independently establish a blanket prohibition on otherwise lawful recording or protected documentation of workplace matters.

Official communications shall not knowingly use materially deceptive AI-generated images, audio, video, quotations, or factual claims. Employees shall verify the accuracy of substantive AI-assisted content before official publication and shall not enter confidential District or patron information into unauthorized external AI services.

12. REPORTING, NONRETALIATION, AND ENFORCEMENT

Concerns about potential violations may be reported to the Library Director or through another appropriate District reporting channel, including the Board Chair when the concern involves the Director. BCLD prohibits retaliation for good-faith reporting, participation in an authorized investigation, or exercise of rights protected by law.



Reported violations will be evaluated fairly in context, with due consideration of constitutional, statutory, contractual, and policy protections. Substantiated violations may result in corrective or disciplinary action consistent with applicable law and District personnel procedures. No disciplinary finding shall rest solely on an employee's lawful expression of a disfavored viewpoint.

13. ADMINISTRATION AND RELATED POLICIES

The Board of Directors establishes this policy. The Library Director is responsible for implementation and may adopt administrative procedures for official account management, records preservation, staff authorization, security, and public comment moderation consistent with this policy and applicable law.

This policy shall be interpreted alongside applicable BCLD policies, including the Technology Use Policy, Privacy and Confidentiality Policy, Public Records Policy, Harassment and Workplace Bullying Policy, and relevant personnel and records-management policies. In the event of a conflict, controlling law governs.

14. POLICY REVIEW

The Library Director will periodically review this policy and its administrative procedures in light of changes in law, technology, social media practices, and District operations. The Board will formally review this policy at least once every four years and more frequently when circumstances warrant.

Policy history: Origin 2017; proposed comprehensive revision 10/2026 (pending Board adoption).

Social Media Policy — Summary of Key Changes

Proposed October 2026 revision | Comparison with the 2017 policy

OVERVIEW

The proposed Employee Social Media and Online Communication Policy substantially updates the District's 2017 policy. It retains expectations for confidentiality, appropriate workplace conduct, responsible use of District resources, and authorized public communications. The principal change is a clearer distinction among employees' personal expression, work-related misconduct, and statements made officially on BCLD's behalf.

PRINCIPAL CHANGES IN THE PROPOSED POLICY

- **Employee speech and criticism.** Expressly recognizes employees' rights to speak as private citizens, discuss workplace conditions, and criticize District decisions, subject to applicable law. Replaces broad language about posts harming District interests or disparaging others with conduct-based standards. Embarrassment or disagreement alone is not a disciplinary basis. (Proposed §§ 3–4, 12)
- **Confidentiality and patron privacy.** Retains protections for circulation and library-use information while specifying risks from photographs, screenshots, livestreams, and digital messages. Clarifies that an internal document is not automatically confidential merely because it is internal. (Proposed § 5)
- **Personal social media accounts.** Adds employee privacy protections under Oregon law, including limitations on demands for personal account passwords or private account access, with lawful exceptions. (Proposed § 6)
- **Official District accounts and spokespersons.** Establishes authorization and District control of official accounts, designated administrative oversight, backup access, security and appropriate official messaging. Preserves employees' ability to speak personally to news media. (Proposed § 8)
- **Public commenting and viewpoint neutrality.** Adds a standard requiring moderation of official social media comment spaces consistent with First Amendment requirements; unfavorable criticism is not, by itself, grounds for removal. Calls for written moderation rules. (Proposed § 9)
- **Public records and retention.** Expands the 2017 advisory warning about personal accounts into affirmative responsibilities to preserve District-business records, use authorized channels, and comply with retention and disclosure obligations. (Proposed § 10)
- **New communication technologies.** Addresses digital photography, recording, livestreaming, AI-assisted content, deceptive synthetic media, and disclosure of confidential information to unauthorized AI services. (Proposed § 11)

OTHER NOTABLE REVISIONS

- **Practical personal use.** Retains the rule that personal social media activity must not interfere with duties or patron service, while recognizing authorized breaks and applicable District technology policies. (Proposed § 7)
- **Reporting and enforcement.** Strengthens nonretaliation and specifies contextual review of alleged violations, including available legal protections. (Proposed § 12)
- **Policy governance.** Assigns the Board policy-setting authority and the Director responsibility for implementing procedures, with a formal Board review at least every four years. (Proposed §§ 13–14)

WHAT REMAINS CONSISTENT

The District continues to prohibit unlawful workplace harassment, threats, and unauthorized disclosure of confidential information; expects staff to fulfill assigned duties; regulates use of District resources and official statements; directs official media inquiries to authorized representatives; and prohibits retaliation for protected reporting.

BOARD CONSIDERATIONS AND NEXT STEPS

The main policy choice is to affirm robust personal expression while maintaining enforceable standards for workplace conduct and the District’s official communications. Administration should develop separate procedures for account security, content authorization, records capture, and public comment moderation rather than embedding platform-level details in Board policy.

Director's Report

October 13, 2026

Reporting period: September 15 through October 13, 2026

Administration Finance and Board Governance

- **Baker Count Assessor annual TAV report.** The Baker County Assessor's annual report shows Total Assessed Valuation **growth of 8.3% for FY 2026–27**, compared with the 3.0% growth assumed in the District's budget. The difference is projected to generate approximately \$80,000 more in tax revenue than originally budgeted.
- **Annual reporting.** The FY 2025-26 statistics report for the State Library is in progress; to be completed by Oct 30.
- **Audit visit.** New auditor John Zwygart is scheduled for an on-site visit October 21–22 and may meet with selected staff about financial practices.

Personnel and Training

- **EveryLibrary training.** The Director and one administrative staff will be traveling to training by the library advocacy non-profit, EveryLibrary, in Maupin on Oct 15-16. The event will focus on effective public relations strategies and is sponsored by Libraries of Eastern Oregon.
- **Staffing and training follow-up.** Grace Tracy has joined as a high school intern. A substitute storyteller is covering StoryTime programs during Missy's vacation.

Facilities Vehicles and Energy

- **Completed Baker Library work.** Carpet cleaning, installation of solar motion lights along the boardwalk, repair of the Meeting Room's south door sill, and replacement of the public VoIP phone handset are complete.
- **Northwest curtain wall.** Planning continues for an insulated exterior wall serving the IT Storage and Garden Room area. The latest preliminary cost estimate is approximately \$10,000, down from the early estimate of \$40,000.
- **Other building projects.** Parking lot restriping remains unscheduled. Other pending work includes refinishing trim on the south wall outside the Meeting Room, replacing the bike repair station's air pump hose head, and repairing restroom partition door latches or replacing the partitions.
- **Heating and cooling.** The north rooftop HVAC unit failed because of a faulty motherboard; a replacement is on order. Facilities is also exploring replacement of all three rooftop units. The door sill repair and rooftop unit replacement may be eligible for Strategic Energy Management rebates.
- **Bookmobile and seasonal maintenance.** Facilities reported bookmobile radiator repair, and replacement of the mobile cabinet drawer latches. Sprinkler lines have been cleared by the contractor and the system deactivated for the season. The front fountain is expected to remain active for another couple of weeks.

Programs Services and Outreach

- **NewsBank database expansion.** The subscription has expanded by 938 titles and 257 image editions, including 10 additional Oregon news sources. Three new Oregon image editions include the Albany Democrat-Herald, The Bulletin, and Herald & News.
- **Sumpter community recognition.** The McCulley Fire Incident Management Team presented the Sumpter branch with a certificate of appreciation for serving as a fire information hub.
- **Public feedback and regional visibility.** A patron thanked the library for purchasing Ted Lasso on DVD, noting that borrowing DVDs through Sage provides access without a streaming subscription or television. Libraries of Eastern Oregon Executive Director Stephanie Chase was featured among librarians in an October 1 New York Times article.

Circulation and Service Operations

- **Evergreen catalog update.** With assistance from a software support contractor, Sage system administrators installed a significant Evergreen catalog update on Tuesday morning, October 13. The update appears to have gone smoothly overall; minor functionality issues are being addressed as reported. Staff prepared by saving grid configurations and templates, with offline checkout and delayed check-in procedures available during the outage.
- **Fine forgiveness.** September fine forgiveness totaled \$1,316.58.

Collections and Technical Services

- **Ready Reference location.** A new Ready Reference collection is housed in the wooden case near the East Reference Desk. It includes Memory Care Kits, Alzheimer's support materials, auto repair manuals, and related resources. New spine labels will use the code RR; existing labels will remain unchanged. Items awaiting reshelving go in the Special Collections bin.

Measure	Recent month	Prior month	Two months ago
Collection total	142,203	142,011	141,893
Items in repair	219	223	204
Items cataloged	581	565	588
Items processed	524	518	518

Safety and Security

- **Aquarium flood.** An aquarium filter failure flooded the Baker Library lobby on Sunday, October 4. Heather and other staff contained the water, and Ed completed cleanup. The incident exposed an electrical hazard; corrective solutions are in development.
- **Security access.** Staff desk access to problem areas on the tablet display of security camera views needs adjustment.

Technology

- **Meeting Room equipment update.** A new 65-inch television has been purchased for the Meeting Room's mobile stand; installation is pending.
- **IT support and network configuration.** Scott reported closing more than 30 IT tickets covering routine work and projects, including CrowdStrike installation on staff workstations. About one-quarter of staff workstations are on the public network, creating barriers to shared-drive access; corrective network configuration work is in progress.
- **Branch and bookmobile connectivity.** Sumpter experienced a temporary eight-hour internet outage. Following a bookmobile ride-along, Scott is evaluating a vehicle modem to improve hotspot connectivity.

Upcoming Dates

Date	Event
October 16	Staff Halloween party
November 11	District closed for Veterans Day holiday
November 26-37	District closed for Thanksgiving holiday

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10/12/26

Accrual Basis

Baker County Library District
Profit & Loss Budget Performance
October 2026

	Oct 26	Bu...	% of B...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
Income							
4000 · Current Year Tax Levy							
4001 · Current Tax Levy	0.00	0.00	0.0%	0.00	1,105,662.00	0.0%	1,105,662.00
4006 · Local Option Levy	0.00	0.00	0.0%	0.00	493,501.00	0.0%	493,501.00
Total 4000 · Current Year Tax Levy	0.00	0.00	0.0%	0.00	1,599,163.00	0.0%	1,599,163.00
4005 · Prior Year Taxes							
4011 · Levy 1st year prior	2,988.76			7,943.99			
4012 · Levy 2nd year prior	437.13			2,641.83			
4013 · Levy 3rd year prior	393.06			2,282.37			
4014 · Levy 4th year prior	590.81			4,921.65			
4015 · Levy 5th year prior	72.57			72.57			
4016 · Levy 6th year prior	74.67			74.67			
4005 · Prior Year Taxes - Other	0.00	0.00	0.0%	0.00	65,000.00	0.0%	65,000.00
Total 4005 · Prior Year Taxes	4,557.00	0.00	100.0%	17,937.08	65,000.00	27.6%	65,000.00
4020 · Other Taxes/Bond Priors-LandSale	0.00	0.00	0.0%	0.00	1,500.00	0.0%	1,500.00
4060 · State Ready-2-Read Grant	0.00	0.00	0.0%	0.00	9,000.00	0.0%	9,000.00
4066 · Grant Revenue	0.00	0.00	0.0%	0.00	1,000.00	0.0%	1,000.00
4100 · Fines and Fees							
4101 · Fines	0.00			1,199.99			
4102 · Copies	0.00			922.25			
4103 · Fax	0.00			106.50			
4104 · Lost/damaged item reimb	0.00			152.13			
4105 · Library card replacement	0.00			22.00			
4106 · Non-resident card fees	0.00			3.00			
4110 · Misc and weekly over/short	0.00			13.40			
4100 · Fines and Fees - Other	0.00	0.00	0.0%	0.00	12,000.00	0.0%	12,000.00
Total 4100 · Fines and Fees	0.00	0.00	0.0%	2,419.27	12,000.00	20.2%	12,000.00
4200 · Interest Income	0.00	0.00	0.0%	5,250.95	45,000.00	11.7%	45,000.00
4300 · Other Revenues							
4302 · Donations	0.00	0.00	0.0%	54.04	250.00	21.6%	250.00
4307 · E-Rate Refunds	0.00	0.00	0.0%	0.00	10,750.00	0.0%	10,750.00
4309 · Friends Bookshop Sales	0.00			11.28			
4310 · Summer BookSale visa sales	0.00			0.00			
4320 · Other Revenues - Miscellaneous	122.00			348.96			
4300 · Other Revenues - Other	0.00			5.00			
Total 4300 · Other Revenues	122.00	0.00	100.0%	419.28	11,000.00	3.8%	11,000.00
4330 · Sage Fiscal Agency Fee	0.00	0.00	0.0%	0.00	2,235.00	0.0%	2,235.00
4500 · Transfer Income	0.00	0.00	0.0%	0.00	3,500.00	0.0%	3,500.00
4800 · Other Financing Sources	0.00	0.00	0.0%	0.00	14,000.00	0.0%	14,000.00
4999 · Beginning Cash							
4999.1 · Checking cash on hand	0.00			9,296.85			
4999.2 · LGIP cash on hand	0.00			718,292.90			
4999 · Beginning Cash - Other	0.00	0.00	0.0%	0.00	840,000.00	0.0%	840,000.00
Total 4999 · Beginning Cash	0.00	0.00	0.0%	727,589.75	840,000.00	86.6%	840,000.00
Total Income	4,679.00	0.00	100.0%	753,616.33	2,603,398.00	28.9%	2,603,398.00

Tax Turnover
10/02/2024
\$4,557.00
all priors

OK

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Accrual Basis

Baker County Library District

Profit & Loss Budget Performance

October 2026

	Oct 26	Bu...	% of B...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
Gross Profit	4,679.00	0.00	100.0%	753,616.33	2,603,398.00	28.9%	2,603,398.00
Expense							
5000 · Personal Services							
5001 · District salaries							
5100 · Baker Branch							
5102 · Admin, Library Director	7,950.80	0.00	100.0%	31,665.65	95,408.00	33.2% OK	95,408.00
5105 · Admin, Business Manager	3,881.08	0.00	100.0%	15,630.31	47,047.00	33.2%	47,047.00
5129 · Lib Assoc II, TechSvc/ Serials	3,586.42	0.00	100.0%	13,488.60	40,114.00	33.6%	40,114.00
5131 · Admin I, Community Svcs	4,806.85	0.00	100.0%	17,994.83	54,863.00	32.8%	54,863.00
5132 · Lib Tech I, TechSvc/Catalog Asst	1,906.95	0.00	100.0%	8,994.97	60,959.00	14.8%	60,959.00
5133 · Lib Tech I, TechSvc/ Media	3,666.08	0.00	100.0%	14,187.92	43,329.00	32.7%	43,329.00
5134 · Admin I, Tech/Catalog Specialist	5,078.67	0.00	100.0%	20,120.55	29,939.00	67.2%	29,939.00
5135 · Librarian I, Circ/Office Mgr	4,387.89	0.00	100.0%	17,382.61	52,652.00	33.0%	52,652.00
5136 · Library Asst, Public Svc/Desk	2,180.45	0.00	100.0%	8,581.60	18,647.00	46.0%	18,647.00
5137 · Library Tech II, Youth Services	3,790.80	0.00	100.0%	15,017.60	45,492.00	33.0%	45,492.00
5138 · Library Tech I, TechSvc/Acqstn	1,506.48	0.00	100.0%	6,076.66	18,660.00	32.6%	18,660.00
5139 · Library Asst, Pages/Shelving	3,251.98	0.00	100.0%	14,053.94	49,600.00	28.3%	49,600.00
5150 · Lib Asst III Bookmobile	944.50	0.00	100.0%	3,742.23	19,151.00	19.5%	19,151.00
5152 · Admin, IT Systems Manager	5,368.34	0.00	100.0%	25,263.60	62,248.00	40.6%	62,248.00
5174 · Lib Tech I, Facilities Specialist	3,610.53	0.00	100.0%	14,356.87	43,329.00	33.1%	43,329.00
5194 · Vacation Subs & Special Projects	622.43	0.00	100.0%	2,819.26	15,714.00	17.9%	15,714.00
5195 · Staff Training	0.00	0.00	0.0%	1,902.33	4,910.00	38.7%	4,910.00
Total 5100 · Baker Branch	56,540.25	0.00	100.0%	231,279.53	702,062.00	32.9% OK	702,062.00
5200 · Branches, Lib Asst III							
5202 · Haines	1,361.86	0.00	100.0%	5,286.23	19,538.00	27.1%	19,538.00
5203 · Halfway	1,532.28	0.00	100.0%	5,433.45	19,151.00	28.4%	19,151.00
5204 · Richland	1,410.40	0.00	100.0%	6,181.29	19,151.00	32.3%	19,151.00
5205 · Huntington	1,714.95	0.00	100.0%	6,330.92	19,151.00	33.1%	19,151.00
5206 · Sumpter	1,556.31	0.00	100.0%	5,924.17	19,151.00	30.9%	19,151.00
5209 · Branch Training	47.58	0.00	100.0%	925.42	14,731.00	6.3%	14,731.00
Total 5200 · Branches, Lib Asst III	7,623.38	0.00	100.0%	30,081.48	110,873.00	27.1%	110,873.00
5700 · Grant & Other Program Wages							
5705 · Sage System Administrator	5,461.94			0.00			
5706 · Sage System Treasurer	739.25			0.00			
5710 · ASRL Grant Wages	683.62			899.51			
Total 5700 · Grant & Other Program Wages	6,884.81			899.51		OK	
Total 5001 · District salaries	71,048.44	0.00	100.0%	262,260.52	812,935.00	32.3%	812,935.00
5400 · Payroll Taxes & Benefits							
5401 · Group Insurance							
5401.1 · Health Insurance	13,319.50	0.00	100.0%	53,315.95	171,092.00	31.2%	171,092.00
5401.3 · Group Insurance Liability	0.00	0.00	0.0%	0.00	5,000.00	0.0%	5,000.00
5401.4 · Life Flight benefit	0.00			85.00			
Total 5401 · Group Insurance	13,319.50	0.00	100.0%	53,400.95	176,092.00	30.3% OK	176,092.00

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Baker County Library District Profit & Loss Budget Performance October 2026

	Oct 26	Bu...	% of B...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
5403 · Life Insurance	218.78	0.00	100.0%	512.36	1,040.00	49.3%	1,040.00
5404 · PERS Retirement	14,239.13	0.00	100.0%	57,172.48	184,749.00	30.9%	184,749.00
5405 · Federal Employer Taxes	5,355.31	0.00	100.0%	21,031.28	62,190.00	33.8%	62,190.00
5406 · State Employer Taxes	328.43	0.00	100.0%	1,607.62	4,878.00	33.0%	4,878.00
5407 · Workmans Comp Ins	23.52	0.00	100.0%	1,064.44	1,880.00	56.6%	1,880.00
Total 5400 · Payroll Taxes & Benefits	33,484.67	0.00	100.0%	134,789.13	430,829.00	31.3%	430,829.00
Total 5000 · Personal Services	104,533.11	0.00	100.0%	397,049.65	1,243,764.00	31.9%	1,243,764.00
6000 · Materials and Services							
6100 · Books & Periodicals							
6110 · Adult Books	4,588.35	0.00	100.0%	12,307.36	54,000.00	22.8%	54,000.00
6120 · Children/Juv Books	1,769.81	0.00	100.0%	4,349.25	15,000.00	29.0%	15,000.00
6121 · Teen/YA (young adult) Books	440.02	0.00	100.0%	1,397.12	6,500.00	21.5%	6,500.00
6130 · Reference Books	0.00	0.00	0.0%	514.05	1,000.00	51.4%	1,000.00
6134 · Digital Materials	30.00	0.00	100.0%	24,114.82	30,000.00	80.4%	30,000.00
6140 · Periodicals	241.95	0.00	100.0%	11,094.20	14,000.00	79.2%	14,000.00
6150 · Audio	132.30	0.00	100.0%	629.12	4,000.00	15.7%	4,000.00
6160 · Video/DVD	3,006.91	0.00	100.0%	5,167.37	14,000.00	36.9%	14,000.00
6171 · Music	170.89	0.00	100.0%	254.78	1,000.00	25.5%	1,000.00
6172 · Elder Care Kits - book expense	0.00	0.00	0.0%	0.00	1,000.00	0.0%	1,000.00
Total 6100 · Books & Periodicals	10,380.23	0.00	100.0%	59,828.07	140,500.00	42.6%	140,500.00
6200 · Catalog Services							
6201 · SAGE Network	0.00	0.00	0.0%	0.00	24,000.00	0.0%	24,000.00
6204 · Content Subscr(OCLC,LibraryElf)	0.00	0.00	0.0%	402.85	500.00	80.6%	500.00
Total 6200 · Catalog Services	0.00	0.00	0.0%	402.85	24,500.00	1.6%	24,500.00
6300 · Facilities & IT Maintenance							
6310 · Building & Grounds Maintenance							
6311 · Branch building expenses	215.85			3,225.24			
6310 · Building & Grounds Maintenance - Other	957.66	0.00	100.0%	11,100.02	61,000.00	18.2%	61,000.00
Total 6310 · Building & Grounds Maintenance	1,173.51	0.00	100.0%	14,325.26	61,000.00	23.5%	61,000.00
6320 · Janitorial Supplies							
6321 · Janitorial Contract	2,200.00	0.00	100.0%	6,600.00	25,000.00	26.4%	25,000.00
6322 · Janitorial Supplies	173.80	0.00	100.0%	733.68	3,200.00	22.9%	3,200.00
Total 6320 · Janitorial Supplies	2,373.80	0.00	100.0%	7,333.68	28,200.00	26.0%	28,200.00
6340 · Equipment Maintenance/ Lease	118.44	0.00	100.0%	1,093.09	6,500.00	16.8%	6,500.00
6345 · Computer Maintenance							
6345.1 · Computer - Maintenance	140.63	0.00	100.0%	1,710.04	10,000.00	17.1%	10,000.00
6345.2 · Software subscriptions	645.72	0.00	100.0%	11,341.79	20,000.00	56.7%	20,000.00
6345.21 · Patron Hotspot Services	60.68	0.00	100.0%	1,034.44	7,000.00	14.8%	7,000.00
6345.22 · Patron Tablet Services	144.88	0.00	100.0%	414.40	2,500.00	16.6%	2,500.00
6345.3 · Comp Tech - Branch Travel	0.00	0.00	0.0%	293.46	1,500.00	19.6%	1,500.00
6345.4 · Computer - Hardware	0.00	0.00	0.0%	1,452.65	14,000.00	10.4%	14,000.00
6345.41 · Safety & Security Expense	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total 6345 · Computer Maintenance	991.91	0.00	100.0%	16,246.78	57,000.00	28.5%	57,000.00

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Baker County Library District

Profit & Loss Budget Performance

October 2026

	Oct 26	Bu...	% of B...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
Total 6300 · Facilities & IT Maintenance	4,657.66	0.00	100.0%	38,998.81	152,700.00	25.5%	152,700.00
6400 · Bookmobile & Vehicle Operations							
6410 · Bookmobile & Vehicle Fuel	162.83	0.00	100.0%	1,108.13	7,500.00	14.8%	7,500.00
6420 · Bkmbi & Vehicle Maintenance	58.48	0.00	100.0%	6,152.61	10,000.00	61.5%	10,000.00
Total 6400 · Bookmobile & Vehicle Operations	221.31	0.00	100.0%	7,260.74	17,500.00	41.5%	17,500.00
6600 · Corporate Costs							
6610 · Insurance							
6613 · SDIS Liability	0.00	0.00	0.0%	0.00	35,000.00	0.0%	35,000.00
6614 · Flood Insurance	0.00	0.00	0.0%	0.00	3,500.00	0.0%	3,500.00
Total 6610 · Insurance	0.00	0.00	0.0%	0.00	38,500.00	0.0%	38,500.00
6620 · Travel, Training, Prof Developmnt							
6620.4 · ARSL Grant Travel & Training	0.00			1,439.75			
6620 · Travel, Training, Prof Developmnt - Other	1,416.35			2,968.11	5,000.00	59.4%	5,000.00
Total 6620 · Travel, Training, Prof Developmnt	1,416.35			4,407.86	5,000.00	88.2%	5,000.00
6630 · Election	0.00			0.00	4,000.00	0.0%	4,000.00
6640 · Auditor	0.00			0.00	15,000.00	0.0%	15,000.00
6641 · Bookkeeping Supplies & Services	0.00			30.00	4,000.00	0.8%	4,000.00
6660 · Association Dues	0.00			40.32	5,500.00	0.7%	5,500.00
6680 · Marketing/ Publication	0.00			1,452.20	6,500.00	22.3%	6,500.00
6690 · Financial Mgmt Fees							
6690.1 · Checking Account Fees	0.00			106.85			
6690.2 · Pool 5291 Fees	0.00			21.18			
6690.3 · PayPal Transaction Fees	0.00			27.41			
6690.4 · Quick Books Direct Deposit Fees	6.00			187.00			
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.0%	0.00	1,500.00	0.0%	1,500.00
Total 6690 · Financial Mgmt Fees	6.00	0.00	100.0%	342.44	1,500.00	22.8%	1,500.00
6691 · Legal Administration	0.00	0.00	0.0%	0.00	650.00	0.0%	650.00
6692 · Professional services	69.90	0.00	100.0%	231.45	1,200.00	19.3%	1,200.00
6696 · Public Programs							
6696.2 · Library of Things	0.00			44.54			
6696 · Public Programs - Other	0.00	0.00	0.0%	1,457.93	5,000.00	29.2%	5,000.00
Total 6696 · Public Programs	0.00	0.00	0.0%	1,502.47	5,000.00	30.0%	5,000.00
Total 6600 · Corporate Costs	1,492.25	0.00	100.0%	8,006.74	86,850.00	9.2%	86,850.00
6700 · Other Operating Expenses							
6720 · Branch Mileage	462.30			1,889.18	6,500.00	29.1%	6,500.00
6730 · Library Services Supplies	1,221.18			4,563.08	18,000.00	25.4%	18,000.00
6731 · Youth Programs							
6731.2 · Summer Reading (SRP)	0.00			1,244.18	5,000.00	24.9%	5,000.00
6731.3 · Storytime	0.00			221.68	3,000.00	7.4%	3,000.00
6731.4 · Other Youth Programs	1,581.46			1,583.93	1,000.00	158.4%	1,000.00
6731.42 · R2R Ready-To-Read program	4,621.98			4,621.98	500.00	924.4%	500.00
6731.5 · Teen Activities	0.00			364.62	1,000.00	36.5%	1,000.00
6731.6 · Makerspace Club	83.93			421.35	2,000.00	21.1%	2,000.00
6731.7 · Battle of the Books Program	0.00			0.00	1,500.00	0.0%	1,500.00

CK#32709
Coast-To-Coast
\$1,179.92
HP Laserjet-8
printed
cartridges
(147 avg. each)

* VISA
\$4,621.98
2-Dell computers
educational units
for childrens area.

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Accrual Basis

Baker County Library District

Profit & Loss Budget Performance

October 2026

	Oct 26	Bu...	% of B...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
6731.8 · Bikes-for-Books Program	0.00	0.00	0.0%	782.92	1,000.00	78.3%	1,000.00
Total 6731 · Youth Programs	6,287.37	0.00	100.0%	9,240.66	15,000.00	61.6% <i>OK</i>	15,000.00
6740 · Postage & Freight	18.03	0.00	100.0%	294.61	1,500.00	19.6% <i>OK</i>	1,500.00
6750 · Utilities							
6751 · Garbage							
6751.1 · Baker-Baker Sanitary	0.00	0.00	0.0%	641.62	2,600.00	24.7%	2,600.00
6751.2 · Haines-Baker Sanitary	0.00	0.00	0.0%	67.00	300.00	22.3%	300.00
6751.3 · Halfway-LaRue Sanitary	30.00	0.00	100.0%	90.00	500.00	18.0%	500.00
6751.5 · Huntington-Baker Sanitary	0.00	0.00	0.0%	84.00	300.00	28.0%	300.00
Total 6751 · Garbage	30.00	0.00	100.0%	882.62	3,700.00	23.9%	3,700.00
6752 · Heating Fuel							
6752.1 · Baker-Cascade Natural Gas	0.00	0.00	0.0%	43.75	14,000.00	0.3%	14,000.00
6752.2 · Haines-Ed Staub	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
6752.3 · Halfway-Ed Staub	0.00	0.00	0.0%	0.00	2,500.00	0.0%	2,500.00
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total 6752 · Heating Fuel	0.00	0.00	0.0%	43.75	20,500.00	0.2%	20,500.00
6753 · Water/Sewer							
6753.1 · Baker-City of Baker City	0.00	0.00	0.0%	863.59	2,300.00	37.5%	2,300.00
6753.2 · Haines-City of Haines	0.00	0.00	0.0%	276.00	1,150.00	24.0%	1,150.00
6753.3 · Halfway-City of Halfway	0.00	0.00	0.0%	258.00	1,100.00	23.5%	1,100.00
6753.4 · Richland (NEOHA agreement)	0.00	0.00	0.0%	104.73	600.00	17.5%	600.00
6753.5 · Huntington-City of Huntingtn	0.00	0.00	0.0%	279.00	1,100.00	25.4%	1,100.00
Total 6753 · Water/Sewer	0.00	0.00	0.0%	1,781.32	6,250.00	28.5%	6,250.00
6754 · Electric							
6754.1 · Baker - OTEC	0.00	0.00	0.0%	5,299.24	15,000.00	35.3%	15,000.00
6754.2 · Haines - OTEC	0.00	0.00	0.0%	339.61	2,000.00	17.0%	2,000.00
6754.3 · Halfway-Idaho Power	0.00	0.00	0.0%	534.76	1,200.00	44.6%	1,200.00
6754.4 · Richland (NEOHA agreement)	0.00	0.00	0.0%	383.04	3,000.00	12.8%	3,000.00
6754.5 · Huntington-Idaho Power	0.00	0.00	0.0%	265.51	2,000.00	13.3%	2,000.00
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	0.00	0.0%	0.00	1,000.00	0.0%	1,000.00
Total 6754 · Electric	0.00	0.00	0.0%	6,822.16	24,200.00	28.2%	24,200.00
Total 6750 · Utilities	30.00	0.00	100.0%	9,529.85	54,650.00	17.4% <i>OK</i>	54,650.00
6756 · Telecommunications							
6756.0 · Telephone							
6756.1 · Baker - Ooma VoIP Svc	160.80	0.00	100.0%	643.20	2,600.00	24.7%	2,600.00
6756.2 · Haines - Cascade/Reliance	65.99	0.00	100.0%	264.08	850.00	31.1%	850.00
6756.3 · Halfway - Pine Telephone	47.52	0.00	100.0%	195.28	600.00	32.5%	600.00
6756.4 · Richland - Eagle Telephone	46.10	0.00	100.0%	133.05	500.00	26.6%	500.00
6756.5 · Huntington -CenturyTel	0.00	0.00	0.0%	199.34	1,200.00	16.6%	1,200.00
6756.6 · Sumpter - CenturyLink/Qwest	39.78	0.00	100.0%	178.72	600.00	29.8%	600.00
6756.8 · Cellular Service-Verizon	0.00	0.00	0.0%	234.76	1,000.00	23.5%	1,000.00
Total 6756.0 · Telephone	360.19	0.00	100.0%	1,848.43	7,350.00	25.1%	7,350.00
6757.0 · Internet							
6757.1 · Baker - Inland Development	620.00	0.00	100.0%	2,480.00	8,600.00	28.8%	8,600.00
6757.2 · Haines - Cascade/Reliance	80.00	0.00	100.0%	320.00	1,000.00	32.0%	1,000.00

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Baker County Library District
Profit & Loss Budget Performance
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6757.3 · Halfway - Pine Tel	100.53	0.00	100.0%	402.12	1,300.00	30.9%	1,300.00
6757.4 · Richland - Pine Tel	45.26	0.00	100.0%	181.04	550.00	32.9%	550.00
6757.5 · Huntington-US Cellular/T-Mobile	34.20	0.00	100.0%	102.60	500.00	20.5%	500.00
6757.6 · Sumpter - CenturyLink/Qwest	117.95	0.00	100.0%	454.80	1,500.00	30.3%	1,500.00
6757.8 · Bookmobile - Verizon hot spot	0.00	0.00	0.0%	122.40	500.00	24.5%	500.00
Total 6757.0 · Internet	997.94	0.00	100.0%	4,062.96	13,950.00	29.1%	13,950.00
Total 6756 · Telecommunications	1,358.13	0.00	100.0%	5,911.39	21,300.00	27.8% <i>OK</i>	21,300.00
Total 6700 · Other Operating Expenses	9,377.01	0.00	100.0%	31,428.77	116,950.00	26.9%	116,950.00
Total 6000 · Materials and Services	26,128.46	0.00	100.0%	145,925.98	539,000.00	27.1% <i>OK</i>	539,000.00
7000 · Capital Outlay	0.00	0.00	0.0%	1,797.08	25,000.00	7.2% <i>OK</i>	25,000.00
8000 · Transfers & Contingency							
8004 · Contingency							
8004.1 · Operating Contingency	0.00	0.00	0.0%	0.00	30,634.00	0.0%	30,634.00
8004.2 · Reserve for future expenditure	0.00	0.00	0.0%	0.00	700,000.00	0.0%	700,000.00
Total 8004 · Contingency	0.00	0.00	0.0%	0.00	730,634.00	0.0%	730,634.00
8005 · Transfers							
8005.1 · Transfer-OF Technology Fund	0.00	0.00	0.0%	0.00	5,000.00	0.0%	5,000.00
8005.2 · Transfer-OF Severance Fund	0.00	0.00	0.0%	0.00	10,000.00	0.0%	10,000.00
8005.5 · Transfer-Capital Inv Fund	0.00	0.00	0.0%	0.00	50,000.00	0.0%	50,000.00
Total 8005 · Transfers	0.00	0.00	0.0%	0.00	65,000.00	0.0%	65,000.00
Total 8000 · Transfers & Contingency	0.00	0.00	0.0%	0.00	795,634.00	0.0%	795,634.00
Total Expense	130,661.57	0.00	100.0%	544,772.71	2,603,398.00	20.9%	2,603,398.00
Net Income	-125,982.57	0.00	100.0%	208,843.62	0.00	100.0%	0.00

Current Cash Available
 checking \$ 30
 pool \$ 221,460
\$ 221,490

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Accrual Basis

Baker Co Library - Other Funds Profit & Loss Budget Overview July through October 2026

	Jul - Oct 26	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · OTHER USES Funds				
4415.0 · LITERACY Department				
4415.1 · Beginning Cash Literacy	1,146.77	2,000.00	-853.23	57.3%
4415.9 · Interest Income Literacy	11.62	100.00	-88.38	11.6%
Total 4415.0 · LITERACY Department	1,158.39	2,100.00	-941.61	55.2%
4420.0 · MEMORIAL Department				
4420.1 · Beginning Cash Memorial	104,699.91	103,000.00	1,699.91	101.7%
4420.2 · Donations				
4420.21 · Baker Contributions	100.00			
4420.2 · Donations - Other	0.00	1,500.00	-1,500.00	0.0%
Total 4420.2 · Donations	100.00	1,500.00	-1,400.00	6.7%
4420.5 · Grant Income	0.00	10,000.00	-10,000.00	0.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	1,590.17	4,000.00	-2,409.83	39.8%
Total 4420.7 · Other Revenue	1,590.17	4,000.00	-2,409.83	39.8%
4429.9 · Interest Income Memorial	1,015.28	5,600.00	-4,584.72	18.1%
Total 4420.0 · MEMORIAL Department	107,405.36	124,100.00	-16,694.64	86.5%
4430.0 · SEVERANCE Liability Dept				
4430.1 · Beginning cash Severance Liab	141,199.47	135,000.00	6,199.47	104.6%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	1,430.63	5,600.00	-4,169.37	25.5%
Total 4430.0 · SEVERANCE Liability Dept	142,630.10	150,600.00	-7,969.90	94.7%
4524.0 · TECHNOLOGY Department				
4524.1 · Beginning cash Technology	23,381.00	20,000.00	3,381.00	116.9%
4524.8 · Transfer from General Fund	0.00	5,000.00	-5,000.00	0.0%
4524.9 · Interest income Technology	236.89	700.00	-463.11	33.8%
Total 4524.0 · TECHNOLOGY Department	23,617.89	25,700.00	-2,082.11	91.9%
Total 4400.0 · OTHER USES Funds	274,811.74	302,500.00	-27,688.26	90.8%
Total Income	274,811.74	302,500.00	-27,688.26	90.8%
Expense				
6000 · Other Uses Fund				
6200 · Literacy Department	0.00	2,000.00	-2,000.00	0.0%
6300 · Memorial Department				

Pool
Interest
\$884.65
9/30/2026
Split with
4 dept.'s

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12:44 PM

10/12/26

Accrual Basis

Baker Co Library - Other Funds
Profit & Loss Budget Overview
 July through October 2026

	Jul - Oct 26	Budget	\$ Over Budget	% of Budget
6350 · General Memorial M&S	884.73			
6364.5 · Amazon Book Sales Expenses	370.80			
6397 · Transfer to GF Election Reserve	0.00	1,000.00	-1,000.00	0.0%
6399 · Transfer to General Fund	0.00	5,000.00	-5,000.00	0.0%
6300 · Memorial Department - Other	0.00	139,250.00	-139,250.00	0.0%
Total 6300 · Memorial Department	1,255.53	145,250.00	-143,994.47	0.9%
6430 · Severance Liability Dept	0.00	135,000.00	-135,000.00	0.0%
6524 · Technology Department	0.00	20,000.00	-20,000.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	36.00			
6900 · Misc. bank charges - Other	0.00	250.00	-250.00	0.0%
Total 6900 · Misc. bank charges	36.00	250.00	-214.00	14.4%
Total 6000 · Other Uses Fund	1,291.53	302,500.00	-301,208.47	0.4%
Total Expense	1,291.53	302,500.00	-301,208.47	0.4%
Net Income	273,520.21	0.00	273,520.21	100.0%

10/13/26 Visa \$ 228.04 = Amazon shipping expense \$ 113.31
 + staff party 114.73
 \$ 228.04

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Accrual Basis

Baker Co Library - Other Funds
Profit & Loss Budget Overview
 July through October 2026

	Jul - Oct 26	Budget	\$ Over Budget	% of Budget
Income				
4600 · CAPITAL INVESTMENT Fund				
4600.1 · Beginning Cash Capital Invest	181,707.14	175,000.00	6,707.14	103.8%
4600.5 · Capital Inv - Grant Income	0.00	5,000.00	-5,000.00	0.0%
4600.8 · Transfer from General Fund	0.00	50,000.00	-50,000.00	0.0%
4600.9 · Interest Income Capital Invest	1,841.05	6,500.00	-4,658.95	28.3%
Total 4600 · CAPITAL INVESTMENT Fund	183,548.19	236,500.00	-52,951.81	77.6%
Total Income	183,548.19	236,500.00	-52,951.81	77.6%
Expense				
6600 · CAPITAL INVESTMENT Expense				
6600.1 · Facilities Maint & Repair	0.00	236,500.00	-236,500.00	0.0%
Total 6600 · CAPITAL INVESTMENT Expense	0.00	236,500.00	-236,500.00	0.0%
Total Expense	0.00	236,500.00	-236,500.00	0.0%
Net Income	183,548.19	0.00	183,548.19	100.0%

Interest
\$604.47
9/30/26

No Activity

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10/12/26

Accrual Basis

Baker Co Library - Sage Fund
Profit & Loss Budget Performance
October 2026

	Oct 26	Bu...	% of ...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
Income							
4000 · Membership Dues <i>-Bells sent in October</i>	0.00	0.00	0.0%	0.00	280,000.00	0.0%	280,000.00
4010 · Grant Revenue							
4011 · LSTA Grant #1 - Courier	0.00	0.00	0.0%	35,828.00	73,000.00	49.1% <i>OK</i>	73,000.00
4012 · LSTA Grant #1- Indirect Charges	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total 4010 · Grant Revenue <i>9/30/26 Pool</i>	0.00	0.00	0.0%	35,828.00	75,000.00	47.8%	75,000.00
4200 · Interest Income <i>Interest</i>	0.00	0.00	0.0%	2,069.19	12,000.00	17.2%	12,000.00
4300 · Other Revenues	0.00	0.00	0.0%	0.00	5,500.00	0.0%	5,500.00
4999 · Beginning Cash <i>\$ 606.83</i>	0.00	0.00	0.0%	275,851.23	280,000.00	98.5%	280,000.00
Total Income	0.00	0.00	0.0%	313,748.42	652,500.00	48.1%	652,500.00
Expense							
5000 · Sage Personal Services							
5100 · Sage Staff Salaries & Wages <i>10/01 Payroll - 3 months in fiscal year - to-date</i>							
5101 · System Administrator- ER	5,461.94	0.00	100.0%	20,862.82	86,252.00	24.2%	86,252.00
5102 · Business Manager- CH	739.25	0.00	100.0%	2,145.51	8,483.00	25.3%	8,483.00
Total 5100 · Sage Staff Salaries & Wages	6,201.19	0.00	100.0%	23,008.33	94,735.00	24.3% <i>OK</i>	94,735.00
5200 · Sage Payroll Taxes & Benefits							
5201 · Group Health Insurance	0.00	0.00	0.0%	0.00	20,467.00	0.0%	20,467.00
5203 · Life Insurance	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5204 · PERS Retirement <i>3 months</i>	1,841.44	0.00	100.0%	6,829.54	27,609.00	24.7% <i>OK</i>	27,609.00
5205 · Fed SS Employer Taxes	474.39	0.00	100.0%	1,760.13	7,247.00	24.3%	7,247.00
5206 · State Employer Taxes	-11.12	0.00	100.0%	84.71	543.00	15.6%	543.00
5207 · Workmans Comp	0.00	0.00	0.0%	263.00	739.00	35.6%	739.00
5299 · Payroll Expenses	1.75	0.00	100.0%	5.25	150.00	3.5%	150.00
Total 5200 · Sage Payroll Taxes & Benefits	2,306.46	0.00	100.0%	8,942.63	56,755.00	15.8%	56,755.00
Total 5000 · Sage Personal Services <i>OK</i>	8,507.65	0.00	100.0%	31,950.96	151,490.00	21.1% <i>OK</i>	151,490.00
6000 · Materials & Services							
6100 · Accounting & Auditing	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6110 · Administrative Services (BCLD)	0.00	0.00	0.0%	0.00	2,400.00	0.0%	2,400.00
6130 · Courier Services & Supplies <i>4 small</i>							
6131 · LSTA Courier Grant	0.00	0.00	0.0%	59,283.00	73,000.00	81.2%	73,000.00
6132 · Sage Courier Expense <i>Courier</i>	1,793.35	0.00	100.0%	8,758.77	40,000.00	21.9%	40,000.00
6133 · Courier Supplies <i>Checks</i>	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total 6130 · Courier Services & Supplies <i>+small Visa</i>	1,793.35	0.00	100.0%	68,041.77	115,000.00	59.2%	115,000.00
6140 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	6,500.00	0.0%	6,500.00
6180 · Postage & Freight	0.00	0.00	0.0%	25.80	100.00	25.8%	100.00
6190 · Printing	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6200 · Supplies, Office	0.00	0.00	0.0%	1,500.15	500.00	300.0%	500.00

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Accrual Basis

Baker Co Library - Sage Fund
Profit & Loss Budget Performance
October 2026

	Oct 26	Bu...	% of ...	Jul - Oct 26	YTD Budget	% of Budget	Annual Budget
6210 · Tech Contracted Services							
6210.1 · System Support Contract	7,027.83	0.00	100.0%	20,377.89	84,334.00	24.2%	84,334.00
6210.3 · Technical services	0.00	0.00	0.0%	1,001.30	13,500.00	7.4%	13,500.00
Total 6210 · Tech Contracted Services	7,027.83	0.00	100.0%	21,379.19	97,834.00	21.9%	97,834.00
6220 · Technology							
6220.1 · Tech Support & Subscriptions	0.00			6,907.50			
6220.2 · Development	300.00			300.00			
6220.3 · Patron Notification System	0.00			11,935.00			
6220 · Technology - Other	0.00	0.00	0.0%	0.00	20,000.00	0.0%	20,000.00
Total 6220 · Technology	300.00	0.00	100.0%	19,142.50	20,000.00	95.7%	20,000.00
6240 · Telecommunications	0.00	0.00	0.0%	0.00	200.00	0.0%	200.00
6250 · Training & Prof Development	0.00	0.00	0.0%	0.00	500.00	0.0%	500.00
6260 · Travel	0.00	0.00	0.0%	0.00	2,000.00	0.0%	2,000.00
Total 6000 · Materials & Services	9,121.18	0.00	100.0%	110,089.41	245,034.00	44.9%	245,034.00
7000 · Capital Outlay	0.00	0.00	0.0%	0.00	15,000.00	0.0%	15,000.00
8000 · Contingency	0.00	0.00	0.0%	0.00	30,000.00	0.0%	30,000.00
Total Expense	17,628.83	0.00	100.0%	142,040.37	441,524.00	32.2%	441,524.00
Net Income	-17,628.83	0.00	100.0%	171,708.05	210,976.00	81.4%	210,976.00

Current Cash Balances @ 10/14

Checking \$ 9264
 Pool \$ 100,635
 Total 109,899

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Accrual Basis

Baker Co Library - Sage Fund
Balance Sheet Prev Year Comparison
As of October 13, 2026

*Cash Balance
Comparison*

	Oct 13, 26	Oct 13, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · US Bank Checking	11,120.75	672.92	10,447.83	1,552.6%
1005 · LGIP Pool Account #6500	160,635.37	177,030.94	-16,395.57	-9.3%
Total Checking/Savings	171,756.12	177,703.86	-5,947.74	-3.4%
Accounts Receivable				
1300 · Accounts Receivable	0.00	276,487.00	-276,487.00	-100.0%
Total Accounts Receivable	0.00	276,487.00	-276,487.00	-100.0%
Total Current Assets	171,756.12	454,190.86	-282,434.74	-62.2%
TOTAL ASSETS	171,756.12	454,190.86	-282,434.74	-62.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2100 · Payroll Liabilities				
2115 · State Form OQ liability	0.00	3.82	-3.82	-100.0%
2116 · STT Statewide Transit Tax	0.00	6.48	-6.48	-100.0%
2117 · State Paid Family Leave tax	0.00	65.28	-65.28	-100.0%
2190 · PERS deferred comp	0.00	40.39	-40.39	-100.0%
Total 2100 · Payroll Liabilities	0.00	115.97	-115.97	-100.0%
Total Other Current Liabilities	0.00	115.97	-115.97	-100.0%
Total Current Liabilities	0.00	115.97	-115.97	-100.0%
Total Liabilities	0.00	115.97	-115.97	-100.0%
Equity				
3000 · Opening Balance Equity	103,619.37	103,619.37	0.00	0.0%
3001 · Cash Adjustment Account	-275,851.23	-275,757.86	-93.37	0.0%
32000 · Owners Equity	170,424.02	155,085.62	15,338.40	9.9%
Net Income	173,563.96	471,127.76	-297,563.80	-63.2%
Total Equity	171,756.12	454,074.89	-282,318.77	-62.2%
TOTAL LIABILITIES & EQUITY	171,756.12	454,190.86	-282,434.74	-62.2%

General Fund Baker County Library District

10/12/2026 2:06 PM

Register: 1000 · US Bank Checking
From 09/15/2026 through 10/15/2026
Sorted by: Date, Type, Number/Ref

*Approved Bills Report
October 2026*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2026	32645	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		6,853.03
09/15/2026	32646	Kauth, James (vendor)	6000 · Materials and S...	Invoice No 1 9/...	400.00	X		6,453.03
09/15/2026	32647	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	303.60	X		6,149.43
09/15/2026	32648	Black Distributing, Inc.	-split-	Account 00254...	384.80	X		5,764.63
09/15/2026	32649	Center Point Publishi...	2000 · Accounts Payable	Invoice 227021...	143.82	X		5,620.81
09/15/2026	32650	CenturyLink Century...	2000 · Accounts Payable	Account 40105...	99.53	X		5,521.28
09/15/2026	32651	CenturyLink Qwest (...)	2000 · Accounts Payable	Account 33407...	156.30	X		5,364.98
09/15/2026	32652	City of Haines	2000 · Accounts Payable	Account 81; Li...	92.00	X		5,272.98
09/15/2026	32653	City of Halfway	2000 · Accounts Payable	Account 053-2;...	86.00			5,186.98
09/15/2026	32654	City of Huntington	2000 · Accounts Payable	Account 2-026...	93.00	X		5,093.98
09/15/2026	32655	CivicPlus LLC	2000 · Accounts Payable	Invoice 386560...	283.00	X		4,810.98
09/15/2026	32656	CivicPlus LLC	6000 · Materials and S...	Invoice 385924...	3,024.00	X		1,786.98
09/15/2026	32657	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	35.24			1,751.74
09/15/2026	32658	Elkhorn Media Grou...	2000 · Accounts Payable	Invoice MCC-1...	225.00	X		1,526.74
09/15/2026	32659	Hells Canyon Journal	2000 · Accounts Payable	Halfway Librar...	50.40			1,476.34
09/15/2026	32660	Idaho Power	2000 · Accounts Payable	Account 22063...	413.14	X		1,063.20
09/15/2026	32661	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	2,401.89	X		-1,338.69
09/15/2026	32662	Inland Development ...	2000 · Accounts Payable	Internet Servic...	620.00	X		-1,958.69
09/15/2026	32663	LaRue Sanitary Service	2000 · Accounts Payable	Account 3253; ...	30.00	X		-1,988.69
09/15/2026	32664	Midwest Tape LLC a...	2000 · Accounts Payable	Account 20000...	1,028.58	X		-3,017.27
09/15/2026	32665	MTE Communications	2000 · Accounts Payable	Account 05715...	24.82	X		-3,042.09
09/15/2026	32666	Ooma Inc Airdial (tel...	2000 · Accounts Payable	Account R232-...	321.60	X		-3,363.69
09/15/2026	32667	OTEC Oregon Trail ...	2000 · Accounts Payable	Accounts 9080...	121.45	X		-3,485.14
09/15/2026	32668	Pine Telephone dba ...	2000 · Accounts Payable	Account 00001...	183.08	X		-3,668.22
09/15/2026	32669	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	145.44	X		-3,813.66
09/15/2026	32670	SAIF Corporation	2000 · Accounts Payable	Account A100...	79.98	X		-3,893.64
09/15/2026	32671	Showcases	2000 · Accounts Payable	Invoices 33232...	498.01	X		-4,391.65
09/15/2026	32672	T-Mobile for Govern...	2000 · Accounts Payable	Account 20375...	229.64	X		-4,621.29
09/15/2026	32673	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	87.11	X		-4,708.40
09/15/2026	32674	Unique Management ...	2000 · Accounts Payable	Client No 2025...	81.55	X		-4,789.95
09/15/2026	32675	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	269.97	X		-5,059.92
09/15/2026	32676	Valley Metal and He...	2000 · Accounts Payable		559.00	X		-5,618.92
09/15/2026	32677	Enterprise Library	4100 · Fines and Fees:...	Reimburse dam...	26.96			-5,645.88
09/15/2026			1100 · General Pool 52...	Conf #4527950...		X	35,000.00	29,354.12
09/18/2026			-split-	Fines & Fees		X	116.10	29,470.22
09/18/2026			-split-	Fines & Fees		X	9.00	29,479.22
09/23/2026	91112	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	15.85	X		29,463.37
09/25/2026	91111	PERS	-split-	Online Payment	20,895.83	X		8,567.54
09/28/2026			-split-	Fines & Fees 9/...		X	85.25	8,652.79
09/28/2026			-split-	Fines & Fees		X	24.00	8,676.79

(Last report = 91110)

CK 10/12/26

Baker County Library District

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Register: 1000 · US Bank Checking

From 09/15/2026 through 10/15/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/28/2026			-split-	Fines & Fees		X	5.90	8,682.69
09/28/2026			-split-	Fines & Fees 9/...		X	170.65	8,853.34
09/29/2026			1100 · General Pool 52...	Conf #4538037...		X	60,000.00	68,853.34
09/30/2026			4100 · Fines and Fees:...	Paypal		X	305.33	69,158.67
09/30/2026		QuickBooks Payroll ...	6000 · Materials and S...	Created by Dir...	1.75	X		69,156.92
09/30/2026			6000 · Materials and S...	Service Charge	37.95	X		69,118.97
09/30/2026	32678 ✓	All-American Publis...	-split-	Account 39-B...	450.00			68,668.97
09/30/2026	32679 ✓	Baker City (water ve...	-split-	Account 12760...	355.87			68,313.10
09/30/2026	32680 ✓	Center for Internet Se...	6000 · Materials and S...	Invoice INV-2...	1,980.00			66,333.10
09/30/2026	32681	Comprise Technologi...	-split-	Invoice 2026-5...	3,385.00			62,948.10
09/30/2026	32682	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00			62,923.10
09/30/2026	32683	Grumpy's Repair Inc	6000 · Materials and S...	Invoice 32492 ...	848.05			62,075.05
09/30/2026	32684	Heaven's Best Carpet...	6000 · Materials and S...	Invoice 202609...	3,458.00			58,617.05
09/30/2026	32685 ✓	LEO Libraries of Eas...	6000 · Materials and S...		38.00			58,579.05
09/30/2026	32686	McClarín, Vanessa (...)	-split-	Travel & Traini...	643.95			57,935.10
09/30/2026	32687	NewsBank Inc	2000 · Accounts Payable	Customer #520...	280.00			57,655.10
09/30/2026	32688	Northeast Oregon Ho...	2000 · Accounts Payable	Richland Libra...	226.59			57,428.51
09/30/2026	32689	OTEC Oregon Trail ...	6000 · Materials and S...	Accounts 908002	1,667.18			55,761.33
09/30/2026	32690 ✓	TEC Copier Systems ...	6000 · Materials and S...	Invoice 22334...	619.33			55,142.00
09/30/2026	32691	Verizon Wireless (A...	-split-	Account 64221...	122.52			55,019.48
09/30/2026	32692 ✓	Verizon Business (Pa...	6000 · Materials and S...	Account 44282...	270.38			54,749.10
09/30/2026	91109 ✓	US Bank Visa (Corp...	-split-	Online Paymen...	7,815.93			46,933.17
09/30/2026		QuickBooks Payroll ...	2111 · Direct Deposit ...	Created by Pay...	46,670.54	X		262.63
09/30/2026	2027-06		-split-	Sage reimburse...		X	11,310.25	11,572.88
09/30/2026	2027-08		4100 · Fines and Fees:...	clear outstandi...		X	13.59	11,586.47
10/01/2026	32693	Lincoln National Lif...	5000 · Personal Servic...	BAKERCOUN...	218.78			11,367.69
10/01/2026	32694 ✓	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...	2,200.00			9,167.69
10/01/2026	32698 ✓	T-Mobile for Govern...	-split-	Account 20375...	239.76			8,927.93
10/01/2026	91113 ✓	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	7,027.83	X		1,900.10
10/01/2026	6954 ✓	Adamson, Edward C	-split-	Direct Deposit		X		1,900.10
10/01/2026	6955	Armstrong, Gail E	-split-	Direct Deposit		X		1,900.10
10/01/2026	6956	Bogart, Theresa D	-split-	Direct Deposit		X		1,900.10
10/01/2026	6957	Bowers, Sylvia S	-split-	Direct Deposit		X		1,900.10
10/01/2026	6958	Brockman, John R	-split-	Direct Deposit		X		1,900.10
10/01/2026	6959	Cairns, Rachel A	-split-	Direct Deposit		X		1,900.10
10/01/2026	6960	Cottrell, Cynthia A	-split-	Direct Deposit		X		1,900.10
10/01/2026	6961	Dechant, Bethany H	-split-	Direct Deposit		X		1,900.10
10/01/2026	6962	Dunn, Jerry Ann T	-split-	Direct Deposit		X		1,900.10
10/01/2026	6963	Ellis, Avery L	-split-	Direct Deposit		X		1,900.10
10/01/2026	6964	Grammon, Melissa N	-split-	Direct Deposit		X		1,900.10

CR 10/12/26

Baker County Library District

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Register: 1000 · US Bank Checking

From 09/15/2026 through 10/15/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2026	6965	Green, Jaye	-split-	Direct Deposit		X		1,900.10
10/01/2026	6966	Hanley, Shauna S	-split-	Direct Deposit		X		1,900.10
10/01/2026	6967	Hawes, A Christine	-split-	Direct Deposit		X		1,900.10
10/01/2026	6968	Hayden, Kaylee M	-split-	Direct Deposit		X		1,900.10
10/01/2026	6969	Joseph, Miley H	-split-	Direct Deposit		X		1,900.10
10/01/2026	6970	Kleeman, Scott E	-split-	Direct Deposit		X		1,900.10
10/01/2026	6971	McClarín, Vanessa L	-split-	Direct Deposit		X		1,900.10
10/01/2026	6972	Miles, Suzannah G	-split-	Direct Deposit		X		1,900.10
10/01/2026	6973	Moyer, Robert P	-split-	Direct Deposit		X		1,900.10
10/01/2026	6974	O'Dell, Tatum A	-split-	Direct Deposit		X		1,900.10
10/01/2026	6975	Pearson, Diana	-split-	Direct Deposit		X		1,900.10
10/01/2026	6976	Pierce, Nola I	-split-	Direct Deposit		X		1,900.10
10/01/2026	6977	Ross, Elizabeth A	-split-	Direct Deposit		X		1,900.10
10/01/2026	6978	Sanders, Kohana M	-split-	Direct Deposit		X		1,900.10
10/01/2026	6979	Saunders, Sydney L	-split-	Direct Deposit		X		1,900.10
10/01/2026	6980	Snyder, Courtney B	-split-	Direct Deposit		X		1,900.10
10/01/2026	6981	Spry, Heather E	-split-	Direct Deposit		X		1,900.10
10/01/2026	6982	Stokes, Perry N	-split-	Direct Deposit		X		1,900.10
10/01/2026	6983	Sullivan, Hannah J	-split-	Direct Deposit		X		1,900.10
10/01/2026	6984	Taylor, Pamela S	-split-	Direct Deposit		X		1,900.10
10/01/2026	6985	Teunissen, Ruth D	-split-	Direct Deposit		X		1,900.10
10/01/2026	6986	Valentine, Donna M	-split-	Direct Deposit		X		1,900.10
10/01/2026	6987 ✓	Whitley, Levi A	-split-	Direct Deposit		X		1,900.10
10/01/2026	32696 ✓	Connor, Yaquina M	-split-	paycheck	582.28	ok		1,317.82
10/01/2026	32697 ✓	MacNaughton, Aman...	-split-	paycheck	1,353.73	ok		-35.91
10/02/2026	32695 ✓	Special Districts Insu...	-split-	03-0026696	16,208.00	health insur.		-16,243.91
10/02/2026	91116	IRS Internal Rev Svc...	-split-	Online Payment	11.90			-16,255.81
10/02/2026	91117	AFLAC	-split-	Online Payment	572.90			-16,828.71
10/05/2026			1100 · General Pool 52...	Conf #4539112...			18,000.00	1,171.29
10/06/2026	91118	Oregon Savings Gro...	-split-	Online payment	3,085.00	payroll		-1,913.71
10/07/2026	91114	Oregon Department ...	2100 · Payroll Liabilit...	Online Payment	3,979.00			-5,892.71
10/07/2026	91114b	Oregon Department ...	2100 · Payroll Liabilit...	Online Payment	6.00	tax + retirement		-5,898.71
10/07/2026	91115	IRS Internal Rev Svc...	-split-	Online Payment	15,859.62			-21,758.33
10/07/2026	2027-06		-split-	Record payroll ...			2,306.79	-19,451.54
10/07/2026			1100 · General Pool 52...	Conf#4541024 ...			24,000.00	4,548.46
10/09/2026			4300 · Other Revenues...	Misc Income			122.00	4,670.46
10/09/2026	91119	PERS	-split-	Online Payment	19,669.89	PERS retirement		14,599.43
10/09/2026			1100 · General Pool 52...	Conf#4543709 ...			19,000.00	4,000.57
10/12/2026	91120	Wells Fargo Financia...	6000 · Materials and S...	Online Payment	118.44			3,882.13
10/13/2026	32699 ✓	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...	233.68			3,648.45

OK 10/12/26

Baker County Library District

10/12/2026 2:06 PM

Register: 1000 · US Bank Checking

From 09/15/2026 through 10/15/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/13/2026	32700✓	Baker Welding, Inc.	2000 · Accounts Payable	Invoice 71087	12.00			3,636.45
10/13/2026	32701	Black Distributing, Inc.	-split-	Account 00254...	365.13			3,271.32
10/13/2026	32702	Cashway Lumber Co.	2000 · Accounts Payable	Account 10346...	71.25			3,200.07
10/13/2026	32703	Center Point Publishi...	2000 · Accounts Payable	Invoice 227582...	147.42			3,052.65
10/13/2026	32704	CenturyLink Qwest (...)	2000 · Accounts Payable	Account 33407...	156.61			2,896.04
10/13/2026	32705✓	City of Haines	2000 · Accounts Payable	Account 81; Li...	92.00			2,804.04
10/13/2026	32706	City of Halfway	2000 · Accounts Payable	Account 053-2;...	86.00			2,718.04
10/13/2026	32707	City of Huntington	2000 · Accounts Payable	Account 2-026...	93.00			2,625.04
10/13/2026	32708	CivicPlus LLC	2000 · Accounts Payable	Streamline Sub...	283.00			2,342.04
10/13/2026	32709	Coast To Coast Com...	2000 · Accounts Payable	Customer # 37...	1,179.92	✓		1,162.12
10/13/2026	32710✓	Copy Ship & Mail B...	2000 · Accounts Payable	Payment on Ac...	29.00			1,133.12
10/13/2026	32711	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	35.24			1,097.88
10/13/2026	32712	Elkhorn Media Grou...	2000 · Accounts Payable	Invoice MCC-1...	225.00			872.88
10/13/2026	32713	Hells Canyon Journal	2000 · Accounts Payable	Halfway Librar...	63.00			809.88
10/13/2026	32714	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	6,517.99	✓		-5,708.11
10/13/2026	32715✓	Inland Development ...	2000 · Accounts Payable	Internet Servic...	620.00			-6,328.11
10/13/2026	32716	LaRue Sanitary Service	2000 · Accounts Payable	Account 3253; ...	30.00			-6,358.11
10/13/2026	32717	Midwest Tape LLC a...	2000 · Accounts Payable	Account 20000...	1,149.51	✓		-7,507.62
10/13/2026	32718	MTE Communications	2000 · Accounts Payable	Account 05715...	18.91			-7,526.53
10/13/2026	32719	Ne-Hi Enterprises	2000 · Accounts Payable	Invoice 32992; ...	125.71			-7,652.24
10/13/2026	32720✓	Ooma Inc Airdial (tel...	2000 · Accounts Payable	Account R232-...	160.80			-7,813.04
10/13/2026	32721	OTEC Oregon Trail ...	2000 · Accounts Payable	Account 908001	102.51			-7,915.55
10/13/2026	32722	Pine Telephone dba ...	2000 · Accounts Payable	Account 00001...	186.38			-8,101.93
10/13/2026	32723	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	145.99			-8,247.92
10/13/2026	32724	Rivistas Subscription...	2000 · Accounts Payable	Invoices 23345...	8,689.46	✓		-16,937.38
10/13/2026	32725✓	Shankle Landscape	2000 · Accounts Payable	Invoice 10/6/2...	150.00			-17,087.38
10/13/2026	32726	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	239.85			-17,327.23
10/13/2026	32727	Unique Management ...	2000 · Accounts Payable	Client No 2025	69.90			-17,397.13
10/13/2026	32728	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	179.98			-17,577.11
10/15/2026	32729✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00			-17,877.11
10/15/2026	To Print 91121 ✓	US Bank Visa (Corp...	6000 · Materials and S...	Online Paymen...	14,116.05	✓		-31,993.16
10/15/2026			1100 · General Pool 52...	Conf# 4547686...	14,092.59		32,000.00	6.84

corrected

✓verified number series
Series #

91000 ACH Online payments

32000 Regular checks

60000 Payroll Direct Deposit

Last # used

91121

32729

~~6987~~

Ch 10/12/2024

Baker Co Library - Other Funds

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Register: 1000 · US Bank Checking Memorial

From 09/15/2026 through 10/14/2026

Sorted by: Date, Type, Number/Ref

Approved Bills Report
October 2026

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2026	8043	✓ US Bank Visa	-split-	Online Payment	211.33			4,225.73
09/29/2026			4400.0 · OTHER USE...	Amazon sales		X	861.67	5,087.40
09/30/2026			6000 · Other Uses Fun...	Service Charge	12.00	X		5,075.40
10/14/2026	8044	✓ US Bank Visa	-split-	Online Payment	228.04			4,847.36

✓ verified number series

Series

1900 Regular check (Last # used #1984 8/26/26)

8000 ACH/online payments

Ch 10/12/2026

Baker Co Library - Sage Fund

10/12/2026 12:51 PM

Register: 1000 · US Bank Checking
 From 09/15/2026 through 10/14/2026
 Sorted by: Date, Type, Number/Ref

Approved Bills Report
 October 2026

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
9/14/26	8577	OK						
09/15/2026	2744	OK Backstage Library W...	6000 · Materials & Ser...	Invoice AC183...	288.40	X		11,417.85
09/15/2026	2745	Banks Courier Servic...	6000 · Materials & Ser...	Invoice-5091 C...	720.00			10,697.85
09/15/2026	2746	Crane School District...	6000 · Materials & Ser...	Postage Reimb...	9.92	X		10,687.93
09/15/2026	2747	MacDonald, Maxine ...	6000 · Materials & Ser...	Courier Service...	572.00	X		10,115.93
09/15/2026	2748	Voided Check	6000 · Materials & Ser...	reprint correct ...		X		10,115.93
09/15/2026	2749	Sherman Co Public L...	-split-	Courier Service...	554.62	X		9,561.31
09/15/2026	2750	Unique Management ...	6000 · Materials & Ser...	Invoice 616500...	607.50	X		8,953.81
09/15/2026	2751	Wirkkala, Susan (Co...	6000 · Materials & Ser...	Courier Mileag...	84.00	X		8,869.81
09/15/2026	2752	✓ Reser, Mary (Courier)	6000 · Materials & Ser...	Courier Mileag...	471.24	X		8,398.57
09/28/2026	2753	✓ Backstage Library W...	6000 · Materials & Ser...	Invoice AC184...	424.50			7,974.07
09/28/2026	2754	✓ Larry Lake (Courier)	-split-	Courier Services	1,000.00			6,974.07
09/28/2026	2755	✓ Brownell, Geoffrey (...)	6000 · Materials & Ser...	Courier Mileag...	80.40			6,893.67
09/30/2026	2027-04		2900 · Due to General ...	reverse duplica...				13,921.50
09/30/2026			1005 · LGIP Pool Acc...	Conf# 4538030...		X	20,000.00	33,921.50
10/01/2026	91113	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	7,027.83			26,893.67
10/01/2026	2027-03		-split-	Record 10/01/2...	11,310.25	X		15,583.42
10/07/2026	8578	✓ OK Oregon Department ...	-split-	Online Payment	441.00			15,142.42
10/07/2026	8579	✓ EFTPS Federal Tax ...	2100 · Payroll Liabiliti...	Online Payment	1,942.79			13,199.63
10/13/2026	2756	✓ Banks Courier Servic...	6000 · Materials & Ser...	Invoice 5146 C...	640.00			12,559.63
10/13/2026	2757	✓ MacDonald, Maxine ...	6000 · Materials & Ser...	Courier Services	615.00			11,944.63
10/13/2026	2758	✓ Reser, Mary (Courier)	6000 · Materials & Ser...	Courier Mileage	418.88			11,525.75
10/13/2026	2759	✓ Wirkkala, Susan (Co...	6000 · Materials & Ser...	Courier Mileage	105.00			11,420.75
10/13/2026	2760	✓ Cox, Kenneth (Tech ...)	6000 · Materials & Ser...	App update; In...	300.00			11,120.75
10/14/2026	8580	✓ Baker County Librar...	5000 · Sage Personal S...	Expense Reimb	1,841.44			9,279.31
10/14/2026	8581	✓ US Bank Visa	6000 · Materials & Ser...	Online Payment	14.47			9,264.84

on prior report

courier

remove dup
OK 7,027.83

OK 7,027.83 Contract

X payroll + contract

payroll tax

courier

\$1793.35

Tech

reimb PERS

courier

✓ verified number series

Series

2700 Regular checks

8500 ACTH/Online payments

OK 10/12/2026