

General Fund  
Baker County Library District

12/9/2024 2:45 PM

Register: 1000 · US Bank Checking  
From 11/15/2024 through 12/15/2024  
Sorted by: Date, Type, Number/Ref

Approved Bills Report  
December 2024

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2024			-split-	Fines & Fees		X	82.70	2,392.93
11/15/2024			-split-	Fines & Fees		X	20.40	2,413.33
11/15/2024	31534	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00	X		2,113.33
11/15/2024	90869	PERS	2100 · Payroll Liabilit...	02728; PERS ...	57.88	X		2,055.45
11/15/2024			1100 · General Pool 52...	Conf#4077125 ...		X	7,000.00	9,055.45
11/16/2024	90870	US Bank Visa (Corp...	-split-	Online Payment	6,804.81	X	VISA	2,250.64
11/20/2024			4066 · Grant Revenue	EFT Funds		X	1,000.00	3,250.64
11/21/2024			5000 · Personal Servic...	Cobra Reimb			1,028.16	4,278.80
11/25/2024			-split-	Fines & Fees		X	120.65	4,399.45
11/26/2024			5000 · Personal Servic...	Expense Reimb		X	1,985.51	6,384.96
11/26/2024	31535	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00			6,359.96
11/26/2024	31536	BendTel	6000 · Materials and S...	Account 20003...	306.50			6,053.46
11/26/2024	31537	City of Sumpter	2000 · Accounts Payable	Reimburse Libr...	343.04			5,710.42
11/26/2024	31538	Coast To Coast Com...	6000 · Materials and S...	Customer # 37...	614.96			5,095.46
11/26/2024	31539	Landmark Contractin...	2000 · Accounts Payable		550.00			4,545.46
11/26/2024	31540	LaRue Sanitary Service	6000 · Materials and S...	Utilities, INV #...	26.63			4,518.83
11/26/2024	31541	Northeast Oregon Ho...	-split-	Richland Libra...	316.46			4,202.37
11/26/2024	31542	Oregon Trail Electric...	6000 · Materials and S...	Accounts 908-...	1,072.74		utility	3,129.63
11/26/2024	31543	Portland Business Jo...	6000 · Materials and S...	Subscription A...	200.00			2,929.63
11/26/2024	31544	Stan's Heating Inc	2000 · Accounts Payable	Maintenance C...	276.25			2,653.38
11/26/2024	31545	US Cellular (HU Inte...	-split-	Account 85570...	217.96			2,435.42
11/26/2024	31546	Valley Metal and He...	-split-	Invoices #0220...	782.00			1,653.42
11/26/2024	31547	Hannah Huey	4100 · Fines and Fees:...	Reimburse Los...	28.40			1,625.02
11/26/2024	31548	Joshua Connor	4100 · Fines and Fees:...	Reimburse Los...	15.00			1,610.02
11/26/2024	31549	Alpine Alarm Comm...	6000 · Materials and S...	Invoice 20953	161.60			1,448.42
11/26/2024	31555	Idaho Power	-split-	Account 22063...	152.92			1,295.50
11/26/2024	90871	PERS	-split-	Online Payment	17,272.17	X	Retirement	-15,976.67
11/26/2024	90872	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	94.00	X		-16,070.67
11/26/2024			1100 · General Pool 52...	Conf# 4085314...		X	20,000.00	3,929.33
11/27/2024			-split-	Zettle Paypal N...		X	420.20	4,349.53
11/27/2024			4100 · Fines and Fees:...	Fines & Fees		X	33.05	4,382.58
11/27/2024	6138	Cikanek, Jarren D	-split-	Direct Deposit		X		4,382.58
11/27/2024			1100 · General Pool 52...	Conf# 4087095...		X	60,000.00	64,382.58
11/28/2024	Sage8326		-split-	Sage 8326 Exp ...		X	11,270.39	75,652.97
11/29/2024	BankAdj	US Bank (Baker Bra...	6000 · Materials and S...	adjust to bank s...	3.00	X		75,649.97
11/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	4,756.42	X		70,893.55
11/29/2024	2025-13		-split-	record payroll ...	37,404.45	X	Payroll	33,489.10
11/29/2024	2025-14		-split-	record special ...	33.70	X		33,455.40
11/29/2024	2025-16		6000 · Materials and S...	reverse Relianc...		X	141.22	33,596.62
11/30/2024			6000 · Materials and S...	Service Charge	43.95	X		33,552.67

OK 12/9/24

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2024			-split-	Fines & Fees			136.75	33,689.42
12/02/2024	Sage8325	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage fund vend...	OK 6,513.97			27,175.45
12/02/2024	31553 ✓	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...	OK 2,200.00			24,975.45
12/02/2024	90873	AFLAC	-split-	Online Payment	463.38			24,512.07
12/02/2024	6139	Adamson, Edward C	-split-	Direct Deposit				24,512.07
12/02/2024	6140	Ames, Bryan C	-split-	Direct Deposit				24,512.07
12/02/2024	6141	Arenas, Jose E	-split-	Direct Deposit				24,512.07
12/02/2024	6142	Armstrong, Gail E	-split-	Direct Deposit				24,512.07
12/02/2024	6143	Bogart, Theresa D	-split-	Direct Deposit				24,512.07
12/02/2024	6144	Bowers, Sylvia S	-split-	Direct Deposit				24,512.07
12/02/2024	6145	Bowling, Graysen A	-split-	Direct Deposit				24,512.07
12/02/2024	6146	Brockman, John R	-split-	Direct Deposit				24,512.07
12/02/2024	6147	Burns, Daisy R	-split-	Direct Deposit				24,512.07
12/02/2024	6148	Cairns, Rachel A	-split-	Direct Deposit				24,512.07
12/02/2024	6149	Cottrell, Cynthia A	-split-	Direct Deposit				24,512.07
12/02/2024	6150	Cuzick, Sage K	-split-	Direct Deposit				24,512.07
12/02/2024	6151	Dunn, Jerry Ann T	-split-	Direct Deposit				24,512.07
12/02/2024	6152	Grammon, Melissa N	-split-	Direct Deposit				24,512.07
12/02/2024	6153	Hanley, Shauna S	-split-	Direct Deposit				24,512.07
12/02/2024	6154	Harrison, Rose M	-split-	Direct Deposit				24,512.07
12/02/2024	6155	Hawes, A Christine	-split-	Direct Deposit				24,512.07
12/02/2024	6156	Hayden, Kaylee M	-split-	Direct Deposit				24,512.07
12/02/2024	6157	Minnigalieva, Ekater...	-split-	Direct Deposit				24,512.07
12/02/2024	6158	Moyer, Robert P	-split-	Direct Deposit				24,512.07
12/02/2024	6159	Nuttall, John G	-split-	Direct Deposit				24,512.07
12/02/2024	6160	O'Dell, Tatum A	-split-	Direct Deposit				24,512.07
12/02/2024	6161	Pautsch, Debora W	-split-	Direct Deposit				24,512.07
12/02/2024	6162	Pearson, Diana	-split-	Direct Deposit				24,512.07
12/02/2024	6163	Rasmussen, Gwendol...	-split-	Direct Deposit				24,512.07
12/02/2024	6164	Saunders, Sydney L	-split-	Direct Deposit				24,512.07
12/02/2024	6165	Snyder, Courtney B	-split-	Direct Deposit				24,512.07
12/02/2024	6166	Spry, Heather E	-split-	Direct Deposit				24,512.07
12/02/2024	6167	Stokes, Perry N	-split-	Direct Deposit				24,512.07
12/02/2024	6168	Taylor, Pamela S	-split-	Direct Deposit				24,512.07
12/02/2024	6169	Teunissen, Ruth D	-split-	Direct Deposit				24,512.07
12/02/2024	6170 ✓	Valentine, Donna M	-split-	Direct Deposit				24,512.07
12/02/2024	31550 ✓	Bruner, Jennifer D	-split-		33.37			24,478.70
12/02/2024	31551 ✓	Castillo, Fabian Arenas	-split-		580.88			23,897.82
12/02/2024	31552 ✓	MacNaughton, Aman...	-split-		1,536.95			22,360.87
12/03/2024	31554 ✓	Special Districts Insu...	-split-	03-0026696; G...	13,088.00			9,272.87

OK 6,513.97 X Sage reimbursed  
 OK 2,200.00 monthly contract

paycheck  
 health insurance



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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/05/2024	90874	Oregon Savings Gro...	-split-	02728; Retirem...	3,085.00			6,187.87
12/05/2024	90877	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...	1,252.90			4,934.97
12/05/2024	90878	Xerox Corporation	6000 · Materials and S...	Online Paymen...	176.12			4,758.85
12/05/2024			1100 · General Pool 52...	Conf# 4092056...			16,000.00	20,758.85
12/06/2024	90875	IRS Internal Rev Svc...	-split-	Online Payroll ...	12,692.22			8,066.63
12/06/2024	90875b	IRS Internal Rev Svc...	-split-	Online Tax Pay...	4.48			8,062.15
12/06/2024	90876	Oregon Department ...	2100 · Payroll Liabiliti...	Online Payroll ...	3,301.00			4,761.15
12/09/2024	90880	Baker Co Library Dis...	2902 · A/P Due to Sag...	Reimburse Sag...	3,418.00			1,343.15
12/09/2024	2025-15		2902 · A/P Due to Sag...	reverse duplica...			3,418.00	4,761.15
12/10/2024	31556	Voided Check	6000 · Materials and S...	printing error				4,761.15
12/10/2024	31557	Baker & Taylor (Boo...	2000 · Accounts Payable	Account 41563...	69.74			4,691.41
12/10/2024	31558	Baker City (water ve...	2000 · Accounts Payable	Account 12760...	229.20			4,462.21
12/10/2024	31559	Black Distributing, Inc.	-split-	Account 00254...	358.55			4,103.66
12/10/2024	31560	Cashway Lumber Co.	2000 · Accounts Payable	Account 10346...	49.38			4,054.28
12/10/2024	31561	City of Halfway	2000 · Accounts Payable	Account 053-2;...	82.00			3,972.28
12/10/2024	31562	City of Huntington	2000 · Accounts Payable	Account 2-026...	85.00			3,887.28
12/10/2024	31563	Crown	2000 · Accounts Payable	Customer 1016...	104.00			3,783.28
12/10/2024	31564	EBSCO (payment ad...	2000 · Accounts Payable	Account SF024...	1,587.00			2,196.28
12/10/2024	31565	Friends of the Baker ...	2000 · Accounts Payable	Remit Booksho...	235.93			1,960.35
12/10/2024	31566	Gaslin Accounting L...	2000 · Accounts Payable	Audit Services;...	11,000.00			-9,039.65
12/10/2024	31567	Hells Canyon Journal	2000 · Accounts Payable	Library Adverti...	50.40			-9,090.05
12/10/2024	31568	Inland Development ...	2000 · Accounts Payable	Internet Servic...	610.00			-9,700.05
12/10/2024	31569	Miller's Home Center	2000 · Accounts Payable	Account MHC...	554.55			-10,254.60
12/10/2024	31570	Oregon Historical So...	6000 · Materials and S...	Subscription O...	68.00			-10,322.60
12/10/2024	31571	Oregon Trail Electric...	2000 · Accounts Payable	Accounts 908001	107.44			-10,430.04
12/10/2024	31572	Pine Telephone dba ...	2000 · Accounts Payable	Account 00001...	175.73			-10,605.77
12/10/2024	31573	Showcases	2000 · Accounts Payable	Payment on Ac...	74.95			-10,680.72
12/10/2024	31574	Streamline	2000 · Accounts Payable	Invoice FE147...	200.00			-10,880.72
12/10/2024	31575	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	76.19			-10,956.91
12/10/2024	31576	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	186.12			-11,143.03
12/10/2024	31577	Value Line Publishin...	6000 · Materials and S...	Account 10842	1,128.00			-12,271.03
12/10/2024	31578	Verizon Wireless	2000 · Accounts Payable	Account 64221...	922.89			-13,193.92
12/10/2024	31579	Sword, Dan (Mainte...	6000 · Materials and S...	Library Ground...	45.00			-13,238.92
12/10/2024	31580	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	2,838.62			-16,077.54
12/10/2024	31581	Baker Sanitary Service	2000 · Accounts Payable	Account 00194...	161.50			-16,239.04
12/10/2024	31582	City of Haines	2000 · Accounts Payable	Account 81; Li...	90.00			-16,329.04
12/10/2024	31583	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	34.50			-16,363.54
12/10/2024	31584	EO Media Group	2000 · Accounts Payable	Account EO48...	128.04			-16,491.58
12/10/2024	31585	MTE Communications	2000 · Accounts Payable	Account 05715...	12.34			-16,503.92
12/10/2024	31586	Unique Management ...	2000 · Accounts Payable	Client No 2025	81.55			-16,585.47

*Payroll taxes*

*audit*

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/10/2024	31588 ✓	LaRue Sanitary Service	6000 · Materials and S...	Library Utilitie...	26.63		-16,612.10
12/10/2024	31589 ✓	SAIF Corporation	5000 · Personal Servic...	Account A100...	457.19		-17,069.29
12/10/2024	31590 ✓	Ablaze Renovations ...	6000 · Materials and S...	Building Maint...	200.00		-17,269.29
12/10/2024	90879	CenturyLink Qwest (...)	-split-	Online Pmt, Ac...	139.19		-17,408.48
12/10/2024			1100 · General Pool 52...	Conf#4094668 ...		23,000.00	5,591.52
12/15/2024	31587 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		5,291.52

✓ verified number series

Number Series

6000 direct deposit paychecks  
 31000 regular checks  
 90000 ACH online payments

prior report	this report
<u>Last #</u>	<u>Last #</u>
6137	6170
31534	31590
90868	90880

OK 12/9/24

Baker Co Library - Other Funds

12/9/2024 2:21 PM

Register: 1000 · US Bank Checking Memorial  
 From 11/13/2024 through 12/10/2024  
 Sorted by: Date, Type, Number/Ref

*Approved Bills Report  
 December 2024*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2024	8021 ✓	US Bank Visa	6000 · Other Uses Fun...	Online Payment	65.18	X ✓		6,180.44
11/20/2024			4400.0 · OTHER USE...	Donation		X	500.00	6,680.44
11/20/2024			4400.0 · OTHER USE...	Deposit		X	67.50	6,847.94
11/27/2024			4400.0 · OTHER USE...	Book Sales		X	237.37	7,085.31
11/30/2024			6000 · Other Uses Fun...	Service Charge	12.00	X		7,073.31

*✓ verified number series*

Number Series

1900

8000 ACTH Online payments

CH 12/19/24

Last # used

1977 (Sept. 2024)

8020



Baker Co Library - Sage Fund

12/9/2024 1:41 PM

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*Approved Bills Report  
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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2024	8324 ✓	US Bank Visa	-split-	Online Payment	303.12	X		94,919.75
11/13/2024			1005 · LGIP Pool Acc...	Conf# 4073606...	50,000.00	X	<i>move to pool</i>	44,919.75
11/15/2024			-split-	Deposit			<i>memberships</i> 17,919.20	62,838.95
11/25/2024			12000 · Undeposited F...	Deposit	<i>u</i>	X	600.00	63,438.95
11/26/2024	2565 ✓	Larry Lake (Courier)	2000 · Accounts Payable	Courier Services	500.00			62,938.95
11/26/2024	2566 ✓	Reed, Kathy (Courier)	2000 · Accounts Payable	Courier Service	200.00			62,738.95
11/26/2024	2567 ✓	Emerald Data Netwo...	6000 · Materials & Ser...	Invoice 37247	6,400.00	✓		56,338.95
11/26/2024	8327	PERS	-split-	Online Payment	1,985.51	X	<i>off monthly PERS</i>	54,353.44
11/26/2024	8328	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	1,985.51	X		52,367.93
11/26/2024	2025-12		5000 · Sage Personal S...	Reverse duplic...		X	1,985.51	54,353.44
11/29/2024		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75	X		54,351.69
11/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	4,756.42	X	<i>Payroll</i>	49,595.27
12/02/2024	8325	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	6,512.22	X	<i>Contractor</i>	43,083.05
12/02/2024	8326	Baker County Librar...	-split-	Expense Reimb...	11,270.39	X		31,812.66
12/02/2024	6170 ✓	A Christine Hawes	-split- <i>* Duplicated #6170</i>	Direct Deposit		X		31,812.66
12/02/2024	6171 ✓	Elizabeth A Ross	-split- <i>Fixed #</i>	Direct Deposit		X		31,812.66
12/02/2024	2025-11		-split-	reverse monthl...		X	11,270.39	43,083.05
12/05/2024	8329	IRS Internal Revenue...	-split-	Online Payment	2,312.90		<i>payroll taxes</i>	40,770.15
12/05/2024	8330 ✓	Oregon Department ...	2100 · Payroll Liabiliti...	Online Payment	463.00			40,307.15
12/06/2024	2572 ✓	Reser, Mary (Courier)	6000 · Materials & Ser...	Courier Mileage	400.93			39,906.22
12/06/2024	2573 ✓	Sherman Co Public L...	-split-	Courier Service...	482.40			39,423.82
12/09/2024			12000 · Undeposited F...	Deposit			584.00	40,007.82
12/10/2024	2568 ✓	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	640.00		<i>6 courier checks</i>	39,367.82
12/10/2024	2569 ✓	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	160.80			39,207.02
12/10/2024	2570 ✓	MacDonald, Maxine ...	6000 · Materials & Ser...	Courier Services	572.00		<i>\$2,356.63</i>	38,635.02
12/10/2024	2571 ✓	Wirkkala, Susan (Co...	6000 · Materials & Ser...	Courier Mileage	100.50			38,534.52

✓ verified sequence  
Number Series

2000 Regular checks  
 6000 direct deposit paychecks  
 8000 ACH online payments

\$19,103  
 membership revenue

OK 12/9/24