

Baker County Library District

2/10/2025 12:13 PM

Register: 1000 · US Bank Checking
 From 01/15/2025 through 02/15/2025
 Sorted by: Date, Type, Number/Ref

Approved Bills Report
February 2025

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/15/2025	31648 ✓OK	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		7,262.76
01/15/2025	90892 ✓OK	US Bank Visa (Corp...	-split-	Online Payment	6,599.50 VISA		663.26
01/16/2025			4060 · State Ready-2-R...	Grant		8,812.00	9,475.26
01/16/2025			4300 · Other Revenues...	Misc Income		828.68	10,303.94
01/16/2025			-split-	Fines & Fees		152.60	10,456.54
01/16/2025			-split-	Fines & Fees		23.00	10,479.54
01/16/2025		USAC E-Rate Program	1200 · Accounts Recei...			2,098.62	12,578.16
01/23/2025	90894	Oregon Department ...	-split-	0514111-6; Qtr...	2,241.83 payroll		10,336.33
01/24/2025			4300 · Other Revenues...	ETO Rebate	330.00 tax		10,666.33
01/27/2025			5000 · Personal Servic...	Cobra Reimb		1,028.16	11,694.49
01/27/2025			-split-	Fines & Fees		179.65	11,874.14
01/27/2025	SAGE8341		5000 · Personal Servic...	Expense Reimb...		1,823.46	13,697.60
01/27/2025	90893 ✓	PERS	-split-	Online Payment	17,160.74 PERS		-3,463.14
01/27/2025			1100 · General Pool 52...	Conf # 412466...		10,000.00	6,536.86
01/29/2025	31649 dated 1/14/25/OK		-split-	Paypal Zettle Jan		263.05	6,799.91
01/30/2025	31650 ✓	ARROS Electric Inc.	6000 · Materials and S...	Invoice 5431	800.53 ✓ Roof main		5,999.38
01/30/2025	31651 ✓	Baker City (water ve...	-split-	Account 12760...	229.20 ✓ heat tape		5,770.18
01/30/2025	31652 ✓	BendTel	6000 · Materials and S...	Account 20003...	304.94		5,465.24
01/30/2025	31653 ✓	CenturyLink Century...	6000 · Materials and S...	Online Paymen...	95.09		5,370.15
01/30/2025	31654 ✓	GEO Net (aka Davis ...	6000 · Materials and S...	Patron Services...	25.00		5,345.15
01/30/2025	31655 ✓	Grant County Library	4100 · Fines and Fees:...	Reimburse Los...	21.95		5,323.20
01/30/2025	31656 ✓	Hells Canyon Chamb...	6000 · Materials and S...	Annual Membe...	80.00		5,243.20
01/30/2025	31657 ✓	Marv's Glass Shop, I...	6000 · Materials and S...	Invoice 110165	600.00		4,643.20
01/30/2025	31658 ✓	Oregon Trail Electric...	6000 · Materials and S...	Account 908002	1,212.80 utility		3,430.40
01/30/2025	31659 ✓	Northeast Oregon Ho...	-split-	Richland Libra...	517.53		2,912.87
01/30/2025	31660 ✓	US Cellular (HU Inte...	2000 · Accounts Payable	Account 85570...	109.58		2,803.29
01/30/2025	31661 ✓	Verizon Wireless	-split-	Account 64221...	807.68		1,995.61
01/30/2025		QuickBooks Payroll ...	-split-	Created by Pay...	* 5,191.12 payroll		-3,195.51
01/30/2025		QuickBooks Payroll ...	-split-	Created by Pay...	39,168.83		-42,364.34
01/30/2025			1100 · General Pool 52...	Conf# 4127483...		60,000.00	17,635.66
01/31/2025	SAGE8344		-split-	SAGE ACH8344	Sage Reimb * 11,705.09		29,340.75
01/31/2025	ACH	Georg, Jon (Sage Co...	1461 · A/R Due from S...	Sage ACH8343...	* 6,513.97 = 0		22,826.78
01/31/2025	90896	AFLAC	-split-	Online Payment	463.38		22,363.40
01/31/2025	6210 ✓	Adamson, Edward C	-split- <i>last # used</i>	Direct Deposit	X		22,363.40
01/31/2025	6212 ✓	Anderson, Kimberli D	-split- <i>6209</i>	Direct Deposit	X		22,363.40
01/31/2025	6213 ✓	Arenas, Jose E	-split- <i>1/8/25</i>	Direct Deposit	X		22,363.40
01/31/2025	6214 ✓	Armstrong, Gail E	-split-	Direct Deposit	X		22,363.40
01/31/2025	6215 ✓	Bogart, Theresa D	-split-	Direct Deposit	X		22,363.40
01/31/2025	6217 ✓	Bowling, Graysen A	-split-	Direct Deposit	X		22,363.40
01/31/2025	6219 ✓	Burns, Daisy R	-split-	Direct Deposit	X		22,363.40

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01/31/2025	6220	Cairns, Rachel A	-split-	Direct Deposit	X		22,363.40
01/31/2025	6222	Cuzick, Kaycee L	-split-	Direct Deposit	X		22,363.40
01/31/2025	6223	Cuzick, Sage K	-split-	Direct Deposit	X		22,363.40
01/31/2025	6224	Dunn, Jerry Ann T	-split-	Direct Deposit	X		22,363.40
01/31/2025	6226	Hanley, Shauna S	-split-	Direct Deposit	X		22,363.40
01/31/2025	6227	Hawes, A Christine	-split-	Direct Deposit	X		22,363.40
01/31/2025	6228	Hayden, Kaylee M	-split-	Direct Deposit	X		22,363.40
01/31/2025	6230	Moyer, Robert P	-split-	Direct Deposit	X		22,363.40
01/31/2025	6231	O'Dell, Tatum A	-split-	Direct Deposit	X		22,363.40
01/31/2025	6232	Pearson, Diana	-split-	Direct Deposit	X		22,363.40
01/31/2025	6233	Rasmussen, Gwendol...	-split-	Direct Deposit	X		22,363.40
01/31/2025	6234	Saunders, Sydney L	-split-	Direct Deposit	X		22,363.40
01/31/2025	6235	Snyder, Courtney B	-split-	Direct Deposit	X		22,363.40
01/31/2025	6239	Whitley, Levi A	-split-	Direct Deposit	X		22,363.40
01/31/2025	6240	Wilde, Seth C	-split-	Direct Deposit	X		22,363.40
01/31/2025	6211	Ames, Bryan C	-split-	Direct Deposit	X		22,363.40
01/31/2025	6216	Bowers, Sylvia S	-split-	Direct Deposit	X		22,363.40
01/31/2025	6218	Brockman, John R	-split-	Direct Deposit	X		22,363.40
01/31/2025	6221	Cottrell, Cynthia A	-split-	Direct Deposit	X		22,363.40
01/31/2025	6225	Grammon, Melissa N	-split-	Direct Deposit	X		22,363.40
01/31/2025	6229	Minnigalieva, Ekater...	-split-	Direct Deposit	X		22,363.40
01/31/2025	6236	Spry, Heather E	-split-	Direct Deposit	X		22,363.40
01/31/2025	6237	Stokes, Perry N	-split-	Direct Deposit	X		22,363.40
01/31/2025	6238	Valentine, Donna M	-split-	Direct Deposit	X		22,363.40
01/31/2025	31663	Castillo, Fabian Arenas	-split-			594.60	21,768.80
01/31/2025	31664	MacNaughton, Aman...	-split-			1,518.17	20,250.63
02/01/2025	31662	Goertzen Janitorial S...	6000 · Materials and S...	Janitorial Contr...		2,200.00	18,050.63
02/03/2025			-split-	Fines & Fees		68.15	18,118.78
02/03/2025	31665	Special Districts Insu...	-split-	03-0026696; G...		13,088.00	5,030.78
02/05/2025	90897	IRS Internal Rev Svc...	-split-	93-0984786 O...		13,090.64	-8,059.86
02/05/2025	90898	Oregon Department ...	2100 · Payroll Liabiliti...	0514111-6; On...		3,379.00	-11,438.86
02/05/2025	90899	Oregon Savings Gro...	-split-	Online Payment		3,085.00	-14,523.86
02/05/2025			1100 · General Pool 52...	Conf# 4132108...		20,000.00	5,476.14
02/10/2025	90895	Cascade Natural Gas ...	6000 · Materials and S...	Online paymen...		1,653.17	3,822.97
02/11/2025	31666	Baker & Taylor (Boo...	2000 · Accounts Payable	Account 41563...		274.73	3,548.24
02/11/2025	31667	Baker Sanitary Service	2000 · Accounts Payable	Accounts 0019...		161.50	3,386.74
02/11/2025	31668	Black Distributing, Inc.	-split-	Account 00254...		367.02	3,019.72
02/11/2025	31669	Center Point Publishi...	2000 · Accounts Payable	Payment on Ac...		140.22	2,879.50
02/11/2025	31670	City of Haines	2000 · Accounts Payable	Account 81; Li...		90.00	2,789.50
02/11/2025	31671	City of Halfway	2000 · Accounts Payable	Account 053-2;...		82.00	2,707.50

LAST #

contract

health ins

paid taxes

retirement

utility

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Baker County Library District

2/10/2025 1:11 PM

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/11/2025	31672 ✓	City of Huntington	2000 · Accounts Payable	Account 2-026...	87.00		2,620.50
02/11/2025	31673	CMGEO OREGON ...	2000 · Accounts Payable	Account EO48...	160.05		2,460.45
02/11/2025	31674	Crown	2000 · Accounts Payable	Customer 1016...	898.22	janitor supplies	1,562.23
02/11/2025	31675	Eagle Telephone Syst...	2000 · Accounts Payable	Account 89360...	34.62		1,527.61
02/11/2025	31676	Ed Staub & Sons Pet...	2000 · Accounts Payable	Account 123549	470.34	Haines heating	1,057.27
02/11/2025	31677	Gaslin Accounting L...	2000 · Accounts Payable	Audit Services	110.00		947.27
02/11/2025	31678	Hells Canyon Journal	-split-	Subscription an...	100.00		847.27
02/11/2025	31679	Ingram Library Service	2000 · Accounts Payable	Customer 2019...	4,974.67	Ingram	-4,127.40
02/11/2025	31680 ✓	LaRue Sanitary Service	2000 · Accounts Payable	Library Utilities	26.63		-4,154.03
02/11/2025	31681	MTE Communications	2000 · Accounts Payable	Account 05715...	5.63		-4,159.66
02/11/2025	31682	Oregon Trail Electric...	2000 · Accounts Payable	Accounts 9080...	106.33		-4,265.99
02/11/2025	31683	Pine Telephone dba ...	2000 · Accounts Payable	Account 00001...	175.85		-4,441.84
02/11/2025	31684	Quill	2000 · Accounts Payable	Account 28626...	53.96		-4,495.80
02/11/2025	31685 ✓	Reliance Connects (...)	2000 · Accounts Payable	Account 38563...	138.24		-4,634.04
02/11/2025	31686	Rivistas Subscription...	6000 · Materials and S...	Invoice 19532, ...	47.48		-4,681.52
02/11/2025	31687	Showcases	2000 · Accounts Payable	Payment on Ac...	56.00		-4,737.52
02/11/2025	31688	Streamline	2000 · Accounts Payable	Invoice FE147...	270.00		-5,007.52
02/11/2025	31689	Sword, Dan (Mainte...	2000 · Accounts Payable	Library Ground...	215.00		-5,222.52
02/11/2025	31690 ✓	The HR Specialist	6000 · Materials and S...	Account 43841...	211.00		-5,433.52
02/11/2025	31691	Thatcher's Ace Hard...	2000 · Accounts Payable	Account 33; Bl...	203.33	* New vendor name	-5,636.85
02/11/2025	31692	The Globe Pequot Pub*	2000 · Accounts Payable	Account 00008...	116.42	OK WAS Rowman Publishing	-5,753.27
02/11/2025	31693	Unique Management ...	2000 · Accounts Payable	Client No 2025	50.00		-5,803.27
02/11/2025	31694 ✓	US Linen & Uniform	2000 · Accounts Payable	Account 17533...	158.46		-5,961.73
02/11/2025			1100 · General Pool 52...	Conf# 4135175...		25,000.00	19,038.27
02/12/2025	90900	PERS	-split-	Online Payment	17,568.16	retirement	1,470.11
02/13/2025	90901	US Bank Visa (Corp...	-split-	Online Payment	7,912.97	VISA	-6,442.86
02/13/2025	90901b	US Bank Visa (Corp...	2000 · Accounts Payable	Online Paymen...	780.83		-7,223.69
02/13/2025	90902 ✓	CenturyLink Qwest (...)	-split-	Online Pmt, Ac...	139.31		-7,363.00
02/13/2025			1100 · General Pool 52...	Conf#4136056 ...		10,000.00	2,637.00
02/14/2025	31696 ✓	Inland Development ...	6000 · Materials and S...	Internet Servic...	610.00	utility	2,027.00
02/14/2025	31697 ✓	Wells Fargo Financia...	6000 · Materials and S...	Customer No 1...	118.44	New contract copier	1,908.56
02/15/2025	31695 ✓	Valentine, Donna M	1460 · A/R Employee ...	Draw	300.00		1,608.56

✓ verified number series
 Number Series
 6000 direct deposit paychecks
 30000 Regular checks
 90000 ACH online payments

Prion Report #	This Report Last # used	W/Sage
6209	6240	6242
31649	31697	
90892	90902	

Ch 2/10/25

Register: 1000 · US Bank Checking Memorial
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*Approved Bills Report
February 2025*

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/10/2025	8024 ✓	US Bank Visa	6000 · Other Uses Fun...	Online Payment	106.45		9,586.29

No checks written in Jan.

✓ verified number series

Number Series

1900 Regular checks

8000 ACH online payments

Last # used

1977 (Sept. 2024)

8023

OK 2/10/2025

Baker Co Library - Sage Fund

2/10/2025 12:15 PM

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 February 2025*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/21/2025			4300 · Other Revenues	Refund			416.00	22,979.22
01/27/2025	8341 ✓	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	1,823.46			21,155.76
01/27/2025	8342 ✓	PERS	-split-	02728; Online ...	1,823.46			19,332.30
01/27/2025	2025-16		5000 · Sage Personal S...	Reverse duplic...			1,823.46	21,155.76
01/30/2025		QuickBooks Payroll ...	5000 · Sage Personal S...	Created by Dir...	1.75			21,154.01
01/30/2025	2581	Larry Lake (Courier)	-split-	Courier Service...	1,000.00			20,154.01
01/30/2025		QuickBooks Payroll ...	-split-	Created by Pay...	5,191.12			14,962.89
01/31/2025	8343	Georg, Jon (Contract...	6000 · Materials & Ser...	Monthly Syste...	6,512.22			8,450.67
01/31/2025	8344	Baker County Librar...	-split-	Expense Reimb...	11,705.09			-3,254.42
01/31/2025	6240 ✓	A Christine Hawes	-split-	Direct Deposit		X		-3,254.42
01/31/2025	6241 ✓	Elizabeth A Ross	-split-	Direct Deposit		X		-3,254.42
01/31/2025	2025-17		-split-	Reverse duplic...			11,705.09	8,450.67
02/03/2025			12000 · Undeposited F...	Deposit			600.00	9,050.67
02/05/2025	8345	IRS Internal Revenue...	-split-	Online Payment	2,546.16			6,504.51
02/05/2025	8346	Oregon Department ...	2100 · Payroll Liabiliti...	Online Payment	519.00			5,985.51
02/11/2025	2582	Banks Courier Servic...	6000 · Materials & Ser...	Courier Service...	720.00			5,265.51
02/11/2025	2583	Goldsmith, John (Co...	6000 · Materials & Ser...	Courier Mileage	160.80			5,104.71
02/11/2025	2584	Reser, Mary (Courier)	6000 · Materials & Ser...	Courier Mileage	400.93			4,703.78
02/11/2025	2585	Wirkkala, Susan (Co...	6000 · Materials & Ser...	Courier Mileage	80.40			4,623.38
02/11/2025	2586	OCLC Inc	6000 · Materials & Ser...	Invoice 100042...	967.38			3,656.00
02/12/2025	8347	PERS	-split-	Online Payment	2,124.42			1,531.58
02/12/2025	8348 ✓	Baker County Librar...	5000 · Sage Personal S...	Expense Reimb...	2,124.42			-592.84
02/12/2025	2025-18		5000 · Sage Personal S...	Reverse duplic...			2,124.42	1,531.58

*payroll
 vendor
 contract*

payroll taxes

*subscription
 PERS*

*✓verified number sequence
 ✓corrected 1 DD CK# 6240 → 6242*

Number Series
 2000 Regular checks
 6000 direct deposit paychecks
 8000 ACH online payments

CK 2/10/2025