

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, May 12, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

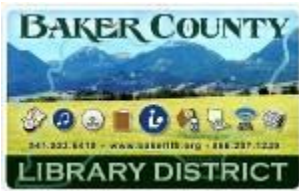
6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (1):</i> Agenda.	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 4/14/14.	Dielman
	VI. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
7:00	VI. PREVIOUS BUSINESS	
	i. Sage fiscal agency proposal (ACTION) <i>Related documents:</i> DRAFT Intergovt. Agreement (IGA); DRAFT Sage Bylaws	Stokes
	VII. ANNUAL / RECURRING BUSINESS	
	i. FY14-15 Budget	
	a. Pacific Source insurance rate changes (ACTION) <i>Related documents:</i> SDAO renewal rate quote	Guest: Kevin Bell
	b. Budget proposal overview (ACTION) <i>Related documents:</i> Legal budget; Personnel options	Stokes
7:10	VIII. NEW BUSINESS	
	i. Resort St Project LID (ACTION) <i>Related documents:</i> LID Agreement.	Stokes
	ii. Personnel Policy Revision (ACTION) <i>Related documents:</i> Christine recommendation.	Stokes
7:20	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	X. Agenda items for next regular meeting: June 16, 2014 6:00pm	Dielman
8:00	XI. ADJOURNMENT	Dielman

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

ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



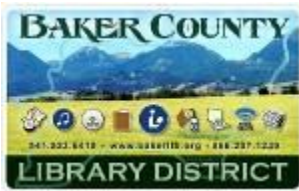
Baker County Library District

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Monday, April 14, 2014, 6:00 – 8:00 pm

Call To Order	Gary Dielman, President called the meeting to order at 6:01pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman , Nellie Forrester , Della Steele , and Betty Palmer , Directors. Also present were Perry Stokes , Library Director; and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. None were given.
Conflicts of Interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Minutes Approved	<p>Dielman asked for corrections to minutes. Stokes had two minor typing error corrections. No other changes were noted. Steele made a motion to approve both the Agenda as presented and the March 10, 2014 Regular Meeting Minutes as corrected; Forrester seconded; motion passed unanimously.</p> <p>The meeting started without Palmer who arrived at 6:04pm.</p>
Public Comment	Dielman stated for the record that there were no other members of the public present for comments. Stokes had no correspondence to share.
Sage Fiscal Agency Proposal	<p>Stokes said that a preliminary decision is needed on the Sage fiscal agency proposal. While no proposed Intergovernmental Agreement (IGA) was available at the time of the meeting, the Board can decide if it is still interested in “keeping the BCLD name in the hat.” Beth Longwell and Stokes presented to the Ontario Library last week, a third entity that has shown interest. Dielman said he would like to review an IGA or Memorandum of Understanding (MOU) before voting on the matter and asked what others thought.</p> <p>Palmer said that the determination tonight was whether or not to advance BCLD as one of the fiscal agent candidates. Dielman agreed it was acceptable to decide if we want to be formally considered. Discussion ensued on whether or not to see an MOU before voting. Forrester said that we could reserve the right to decline for later and call a special meeting if necessary.</p> <p>Dielman proposed that the vote on the potential fiscal agency acceptance be pending approval of the MOU. Palmer said that they showed us what that will look like. She believes we will agree that we are interested. Discussion ensued on the topic of how to proceed.</p> <p>Forrester added that last month Stokes said that this would be beneficial to the Library District to be the fiscal agent. Stokes brought up insurance costs. Kevin Bell thought there would be no significant increase in insurance. The only open question was the cost to cover the equipment housed at Eastern Oregon University (EOU), although the cost is passed on to Sage. With everyone in agreement for a motion</p>



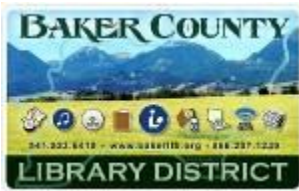
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	<p>declaring receptivity, Forrester made a motion that the Baker County Library District is willing to be considered as a candidate to become the Fiscal Agent for the Sage Library System, pending review and approval of the Memorandum of Understanding; Steele seconded; motion passed unanimously.</p>
Budget Committee Update	<p>Stokes reported a new development on the availability of one of the Budget Committee members. Linda Collier is unavailable due to a schedule conflict. She is willing to continue her term and believes she can make it next year. Stokes has reviewed the policy; there is a mechanism in place for replacement of a committee member. The other option would be to operate one person short. Dielman said with five board members and five budget committee members, if we anticipate one person missing, we still have a quorum. Palmer asked if votes require a simple majority or two-thirds. Dielman confirmed that a simple majority was standard procedure.</p>
FY2013-14 Budget Projection	<p>Stokes showed spreadsheets on an overhead screen for the board. When he received the County millage reports last November, he was concerned that we would have a shortfall. Looking at the rate fiscal year collections have been received, he anticipates approximately \$10,000 more than his November estimate. He analyzed his projection accuracy over the past five years. Showing a report on the projected verses actual, projections have fluctuated some but it has been relatively close (from \$3,087 over to \$1,017 under). He reviewed current year revenues including Priors, Other Taxes, Interest, and Fines & Fees. As a point of interest, fine assessment rates were reduced for children's accounts but Fines & Fees have still increased. It is unclear how much of that revenue is due to public printing and fax services.</p> <p>With the new projection, he felt confident a book order could be made and also purchased new shelving for the area where the Spanish collection had been. While shelving units from storage could have been made to work, shelves would have been mismatched. Given the popularity of the New Book items, he felt investment in new shelves for a more professional presentation would be appropriate. Temporary shelves in that space until the new shelves are shipped in June. Palmer asked if there was action needed as the Agenda notes action required; Stokes confirmed that none was needed.</p>
Policy Revision	<p>Stokes has proposed changes to the Community Meeting Room Policy with a couple options. The original policy was created in 2007. There have been no changes since then so a review is in order. There was a recent incident where the meeting room was booked for a sort of scented candle "infomercial". While sales were not taking place on the premises, arrangements were intended to be made for sales at a later date. He found out about the event details when it was already in progress. The group was allowed to conclude their event, but was informed no future bookings would be permitted.</p> <p>Upon researching current library practices, he found it interesting that a few other libraries allow this type of use, charging a fee for commercial purposes. In looking at other library meeting room policies, there are three locations in Oregon that rent</p>



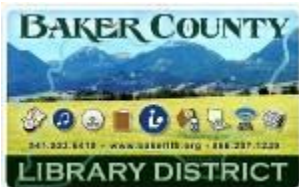
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	<p>meeting rooms for commercial and for-profit purposes. There are seven locations where meeting room use is limited to not-for-profit and educational use. The Multnomah Library actually references Oregon Law and does not permit use for commercial purposes.</p> <p>Stokes recommended that the board continue to disallow commercial use. Forrester agreed that if it was allowed, it could easily get out of hand. Stokes feels it creates an inequality; a \$60 fee may be easy for some businesses and a hardship for others. Although, he added that it is good to consider the options periodically. There are other facilities in Baker City that do allow commercial use. The group talked about several available facilities where meeting rooms can be rented.</p> <p>Palmer asked if the main purpose of this review was for commercial use or were there other changes. Stokes went over the other potential changes including allowing general reservations out six months and government agencies out 12 months, adding a new policy for the representative making the reservation to be 17 or older, and a new guideline for the adult-to-child ratio. These were the only policy element changes. It was pointed out that the representative age conflicted in the paragraph; the group agreed that the person making the reservation should be age 18 or older. With no further discussion, Palmer moved to approve Meeting Room Policy Draft#1, not-for-profit use only, as amended; Forrester seconded; motion passed unanimously.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes gave the administrative report starting with the Baker Library building; Dewey Jacobs removed debris from the roof and cleaned the gutters. The prison crew is planned to help construct the shed for landscaping equipment. Dan McQuisten, an experienced contractor, will pour the concrete base, donating his time and materials. The shed is wood and will be painted a color to be decided. The front desk counters now have the flat screens on sturdy armatures that can be swiveled to allow the patron to view the screen as needed. One problem with that is that the counters were full of brochures and other items which get knocked to the floor. He has ordered a brochure display rack that will be mounted in the main entry, moving one portrait across to the other side of the entry above the dedication plaque, allowing us to clear the counter.</p> <p>Palmer asked about any development of the portrait idea of Aletha Bonebrake. Stokes said no further action has been taken. One issue has been where to put it. Stokes thought the short wall just inside the back entry could accommodate a portrait.</p> <p>Stokes recently submitted an LSTA Grant crafted by former Pendleton Library Director Kat Davis who now lives in Halfway. The grant would supply tablet computers to be used for early literacy programs.</p> <p>A film crew from the Travel Channel wanted to film in the Library. Stokes opened the library an hour early for the production. Dielman said he was contacted to participate as a known local historian but declined to appear on camera.</p>



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The Haines Library will have a job opening. Jerry Darbyshire will be resigning in May as he and his wife are moving to Portland. The job will be posted in-house to see if it can be filled by someone already on staff.

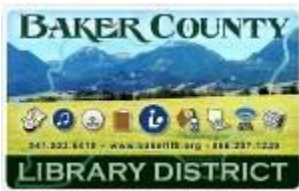
Under programs, the **spring break programs were successful**. Stokes commended staff person, Melissa Shafer, for a very successful spring break project. This year the kids constructed bird feeders. It was well attended and he has had several positive comments. She prepared for 30 kids each session and estimated about 80 kids participated. The spring break films were also well attended. They showed an assortment of movies rated PG and PG-13; the most popular movie was "Frozen." The **Battle-of-the-Books pizza party** was well attended. The kids seemed excited about next year. He also commended staff person, Courtney Snyder, for her coaching work on the Battle-of-the-Books. Palmer said the school was delighted with the partnership and to offer an academic activity that so many kids were enthusiastic about. The Friends is putting together a slate of **Oregon Reads 2014 events**, which will take place mid-September to mid-October. Currently, an Oregon poet has agreed to be do the concluding event on the second Friday event in October.

Other news - good news, the **missing microfilm reader lens was recovered**. It was mysteriously deposited in the book drop after being gone about 3 months.

Computer/Technology - **Windows XP is being retired** as it is no longer supported by Microsoft. The District has about 15-20 computer stations that still have this version on them. Jim plans to upgrade them to Windows Vista. These computers include the catalog stations, the print release stations and kids gaming computers. Ongoing Internet access problems have been occurring at the branches as well as at the main library. For the **Baker County Public Library**, Jim has determined that the bandwidth ceiling has been reached on occasion. He is looking at probable causes and has already disabled some of the most common file-sharing ports. When the network reaches capacity, it impedes SAM functionality. The **Sumpter Branch Library** has had access issues that were due to an outdated router. A new router has been ordered. The bandwidth capacity had been increased to accommodate demand. The **Huntington Branch Library** has been switched to a new Internet provider. The staff has contacted tech support for issues that arise. Jim is also working with Century Link and staff to resolve the issues.

Travel & Training – Perry will be attending the **OLA Conference** in Salem. He had one other staff registered to go but the conference was overbooked and later registrations were cut. Carmen attended WorkSource Oregon training workshop. Today five people were sent to La Grande for training on the Ready-To-Learn program. The **annual branch staff spring training** will be held at the Sumpter Branch Library this year. The training is scheduled for April 28.

And finally, Stokes passed around cards for the board to sign for two staff anniversaries, one staff person leaving in May, and a sympathy card for Nancy Johnson for the recent passing of her spouse.



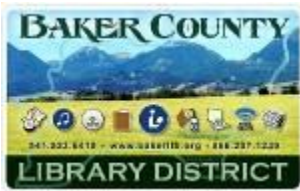
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<p>Business and Financial Report</p>	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received tax turnovers of \$7,026.04 on April 1, 2014. Funding requests for E-Rate have been filed; reimbursements totaling \$3,086.82 will be coming in the next 30 days.</p> <p>Under Personal Services, page 2 of the financial report, the Technology Manager's wage line is 87% spent; it is a little high because he hasn't done any outside contract work this year-to-date (note that his contract line is 0% spent). An inquiry was sent to Jim asking if he anticipated contract work in the next couple months but no reply was received before the board meeting. On page 3, in total, Personal Services are at 81% spent (a little lower than the anticipated 83% at this point in the fiscal year).</p> <p>Under Materials & Services, notable checks for books include Ingram \$751.73, Visa included DVD/movies of \$1,008.27 and music of \$190.82. Building & Grounds, Dewey Jacobs cleaned the gutters \$165, Doug Miller for snow removal in February of \$160, and Ace Nursery shrubs and bark \$286.80. Under Bookkeeping and also on the Visa was \$449 for the Intuit annual payroll subscription. In the Children & Youth budget, Visa included \$178.33 for the spring break bird house project costs, Upstart pre-order for this year's summer reading program supplies of \$718.10, Visa included Paizano's Pizza of \$137.75 for the kids party celebrating this year's Battle-of-the-Books (this event was sponsored by the Friends, a reimbursement will be coming of \$250). Other checks included Ed Staub \$85 for annual tank rentals for two branches, and University of Oregon Nero Network \$1,421 for 9 months of Internet at the Baker Library. The budgeted transfers of \$12,500 were transferred to the Other Funds respective departments in March.</p> <p>Other Funds had Amazon book sale income of \$312.92. A Statement was sent to Phillip Charette for April to remind him to make a monthly payment. Checks for expenses of book sales were written for postage \$92.80 and commissions of \$58.32. At the bottom of the page, the cash balances for each fund were written for review. In particular, the Severance Department now has \$48,960.92 after the March budgeted transfer of \$10,000 from the General Fund. The Funds in savings are projected to cover the potential upcoming retirements over the next two years with another transfer of \$10,000 needed in the next fiscal year.</p> <p>In other business reports, Hawes reported that the first quarter payroll tax reports were filed on April 10. The SDAO health insurance bill will decrease slightly next month due to retired employee Cherrie Conklin insuring only her spouse through COBRA while she has now moved to Medicare insurance. The Haines Branch Library will need a propane delivery this month as their tank is below 40%; she will call to schedule the delivery. The Halfway Branch Library will have plenty of propane to get them through to fall. Also a past employee qualified for PERS in 2013 because they also worked for the School District last year; the cost to the Library District was \$5.73. The amount was minor because the month she qualified she only worked a few hours.</p>
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	Checks were signed and approved by those present.
Next Meeting Date	The next regular Board meeting will be May 12, 2014 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:25pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

INTERGOVERNMENTAL AGREEMENT OF SAGE LIBRARIES

THIS AGREEMENT made and entered into this _____ day of _____,
20____ by each Library in the Sage Library System agreeing to enter into the
same by ordinance or resolution, and being collectively referred to herein as
"Sage-member libraries", now therefore

WITNESSETH:

RECITALS:

1. This is an agreement for intergovernmental cooperation by units of local government and private entities providing library services under ORS 190.010 to ORS 190.111 or as part of the Interstate Library Compact under ORS 357.330 to ORS 357.370 inclusive, in performing functions and providing services which all of the parties have authority to perform and provide.
2. For purposes of this agreement, the organization created by the Sage member libraries to perform certain functions and activities herein set forth shall be deemed a consolidated department of all of the Sage member libraries who are parties to this agreement to carry the same out by a combination of methods provided for in ORS 190.020. That consolidated department shall operate under the fiscal agency of Baker County Library District.
3. This agreement reduces to writing the terms, conditions, purposes, and objects of services, functions, and activities of the Sage Library System performed as cooperative or joint endeavors. ~~Nothing herein is intended to change its status as being for some purposes a political subdivision of the State of Oregon, an instrumentality of the State and its Cities for better administration of public affairs, and an agency or instrumentality for performing governmental functions owned and controlled by the Sage member libraries.~~

Comment [HRCLD Dir1]: Just in case. ;-)

Comment [HRCLD Dir2]: I don't think this is relevant to us, as LOC operates as an independent entity.

THE SAGE MEMBER LIBRARIES BECOMING PARTIES HERETO AGREE:

I. ACTIVITIES:

- A. To form and continue an organization for the cooperative provision of shared library services, to perform library purposes and functions as

hereinafter set further under the name of the Sage Library System, hereinafter referred to as "Sage".

- ~~A.~~ B. ~~SageThe Sage Library System~~ shall have the following purposes and functions:
- i. To maintain and provide access to a catalog of library materials owned by Sage-member libraries
 - ii. To provide interlibrary loan services which allow patrons to request materials from the collections of circulating member libraries.
 - iii. To enhance delivery of library materials held by member institutions.
 - iv. To sponsor workshops, conferences, and other opportunities for professional development.
 - v. To adopt and amend, from time to time, such rules, regulations, constitution and bylaws as are not inconsistent with this agreement.
 - vi. To do any and all other things necessary or proper for the benefit of the Sage-member libraries which the libraries themselves might do singly or in cooperation with each other, at the discretion of the UserSage Council.
- ~~B.~~ C. ~~SageThe Sage Library System~~, through its fiscal agent, may employ such other employees as necessary to carry out Sage Library System purposes, activities, and functions under this agreement.

II. GOVERNANCE AND CONTROL:

- A. ~~SageThe Sage Library System~~ is governed by the UserSage Council, as specified by the Sage Library System ~~b~~Bylaws.
- B. The UserSage Council shall:
- i. Develop and maintain bylaws governing Sage Library System activities and services.
 - ii. Determine strategic priorities.
 - iii. Approve Sage Library System budgets and expenditure plans.
 - iv. Set policies for the Sage Library System and its relationship with member institutions.
 - v. Establish committees, advisory groups, and task forces as needed.
 - vi. Recommend individuals for hire to Sage Library System positions and provide evaluation comments annually to the fiscal agent.

III. BAKER COUNTY LIBRARY DISTRICT RESPONSIBILITIES:

- ~~A.~~ Baker County Library District, hereinafter referred to as BCLD, ~~shall~~will provide administrative support for the Sage Library System, including serving as fiscal agent to Sage; maintaining budget and accounting activities; serving as the repository for documentation, correspondence, and other business records; and where applicable providing price agreements and negotiating contracts for services. ~~-All funds, revenues,~~ and expenditures of ~~the Sage Library System~~ shall be audited at least

- annually, the cost of which shall be borne by the Sage annual budget.
- ~~B.~~ A. ~~Baker County Library District~~BCLD shall will provide or arrange for suitable office spaces for Sage ~~Library System~~ staff, including standard mail ~~services~~ and telecommunications services (phone, ~~internet~~fax, e-mail, and data storage).
 - ~~C.~~ B. Sage ~~Library System~~ staff shall be ~~Baker County Library District~~BCLD employees ~~or provided via contract between BCLD and another entity.~~ Sage employees working directly for BCLD shall be eligible for standard benefits available to ~~XXX~~BCLD employees. They shall be recruited and evaluated by ~~XXX County Library District~~BCLD, with recommendations from the ~~User~~Sage Council, according to policies and procedures of ~~XXX County Library District~~BCLD.
 - ~~D.~~ Classification and terms of appointment for Sage ~~Library System~~ staff shall be determined by the ~~XXX County Library District~~BCLD, upon ~~User~~ Council recommendation, in accordance with standard ~~XXX~~BCLD policies and procedures.
 - C. ~~County Library District~~BCLD shall provide payroll services for Sage ~~Library System~~ staff in accordance with their status as ~~XXX~~BCLD employees.
 - D. ~~BCLD~~County Library District shall provide or arrange for appropriate computer room space and reliable network capacity for ~~the Sage Library System~~. Hardware and bandwidth costs attributable to Sage shall be borne by the Sage annual budget.
 - E. ~~BCLD~~County Library District may provide other services under terms agreed upon by ~~BCLD~~the University and ~~the Sage Library System~~User Council.

Comment [HRCLD Dir3]: To account for the tech position.

IV. MEMBER LIBRARIES:

- A. The basic unit of membership is the institution. Each institution is an independent member of ~~the Sage Library System~~ and is expected to participate in Sage services and meet membership obligations.
- B. Each member ~~library~~ shall provide, at its expense, all costs to link and ensure reliable network access from their library to ~~the Sage catalog~~.
- C. Peripheral devices and hardware are owned and maintained by each individual member.
- D. Member ~~libraries~~ shall pay entry fees and annual membership fees established by the ~~User~~ Council and calculated for individual members in respect to services rendered.
- E. Each member ~~library~~ shall contribute catalog records and participate in interlibrary circulation according to policies approved by the ~~User~~ Council. Provision of the widest possible circulation services under these policies shall be a condition of membership.
- F. Each member library shall participate in delivery services that support interlibrary loan services.
- G. Each member library shall contribute to the management of Sage by maintaining active participation in the ~~User~~ Council and in additional

groups and committees established to maintain ~~Sage~~the catalog and interlibrary loan services.

- H. The User Council may unilaterally terminate membership only if the institution materially breaches its duties and such duties remain breached for 90 days after written notification by the User Council.
- I. Each member library may, at its discretion, withdraw from membership in ~~the Sage Library System~~. Notification of intent to withdraw must be received by the UserSage Council prior to the end of the calendar year.
- J. Each member library shall be responsible for verifying copyright and/or fair use status and/or obtaining copyright permission prior to its placing or introducing any information, text, graphics, or data into ~~the Sage~~ database(s). Member libraries agree they shall be solely responsible for any loss, liability, or expense due to loading of copyrighted materials in ~~Sage~~the System databases by the employees or agents of the member library where such loading or subsequent use, viewing, printing, downloading or recopying is alleged to be infringing. To the extent allowed by Oregon law (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI, Section 7, member libraries agree to indemnify other members for the actions covered in this paragraph.
- K. At its discretion, the User Council may establish service agreements or other contractual means for extending selected services to non-member institutions.

V. DATA RIGHTS AND OBLIGATIONS:

- A. Data obtained by the ~~XXX County Library District~~BCLD from each member library are hereby contributed in perpetuity to the State of Oregon for use in achievement of Sage goals, subject to any third-party rights or license restrictions attached to such data.
- B. Data obtained by each member library from ~~the XXX County Library District~~BCLD are hereby contributed in perpetuity to the member library, subject to any third-party license restrictions attached to such data.
- C. If a member library ceases participation in ~~Sage~~the System, the data submitted to ~~BCLD~~the University at that point shall be removed from the union catalog at the discretion of the UserCouncil. Database maintenance costs for removal of data shall be borne by the withdrawing member institution.

Comment [HRCLD Dir4]: What does this mean, exactly?

Comment [HRCLD Dir5]: Ditto

VI. DURATION/TERM:

The term of this agreement shall be perpetual. The entire agreement may be terminated at any time by a two-thirds vote of the UserSage Council. -The agreement may be amended at any time, by agreement with each member library participating by ordinance or resolution in the same manner as originally entered into.

VII. RIGHTS UPON TERMINATION:

Upon termination of the agreement the member libraries then participating shall mutually agree upon the transfer of personnel or the division of assets and liabilities between the parties and in the event that they are unable to agree, then venue shall be established in the Circuit Court of ~~XXX~~Baker County to determine that transfer or division. -No member library shall be liable, upon termination, for any dues, charges, assessments, or other liabilities of any kind beyond the year in which such member ~~library~~ ceases to participate or in which the agreement is terminated. The resolution or ordinances of each memberparticipating ~~library~~ agreeing hereto shall be placed on file.

VIII. EXECUTION: with the original of this agreement.

Member library:~~The~~ _____
~~Library~~

By: _____

By: _____

Sage Library System Bylaws

ARTICLE I - NAME

The name of the body shall be the Sage Library System.

ARTICLE II - OBJECT

The object of the Sage Library System shall be to provide for shared automation, technology, and courier systems for member libraries.

ARTICLE III - MEMBERS

Section 1. Scope

Sage is composed of libraries and other institutions in the Pacific Northwest committed to sharing materials among each other.

Section 2. Membership types

Sage is composed of the following types of members:

- ⤴ Academic libraries;
- ⤴ ~~Community college libraries;~~
- ⤴ ~~Library districts serving multiple libraries;~~
- ⤴ Public libraries;
- ⤴ Resource-sharing partner institutions;
- ⤴ School libraries;
- ⤴ Special libraries.

Each member may designate one primary and one alternate person from their institution to act on the member's behalf.

Section 3. Membership rights and responsibilities

Members of the Sage Library System have the following rights:

- ⤴ Participation in shared automation and courier services;
- ⤴ One vote per member institution at membership meetings;
- ⤴ Eligibility to have a representative serve on the User Council.

In accepting membership, institutions agree to abide by the Memorandum of Understanding creating Sage, these Bylaws, and the Standing Rules of the Sage Library System.

Section 4. New members

New members may be added to the Sage Library System by a majority vote of the User Council.

Section 5. Fees

Members shall be assessed an annual fee based on membership type and size. Members who fail to pay their dues before the billing cycle of the following fiscal year shall no longer be

considered members of the Sage Library System. Fees shall be determined annually by the User Council during the budgeting process.

ARTICLE IV - USER COUNCIL

Section 1. Authority and purpose

The Sage Library System shall be governed by a User Council. The User Council shall consider all matters and devise all policies necessary or desirable for the operation of the Sage System and shall enforce and uphold and implement appropriate rules and procedures with exclusive authority over all matters not reserved to the authority of [Sage's fiscal agent](#)~~the Eastern Oregon University Administration~~ or to the individual libraries in the Memorandum of Understanding.

Section 2. Composition

Voting members of the User Council shall consist of fourteen voting representatives.

Representative classifications are as follows:

1. One representative from [Sage's fiscal agent](#)~~the Eastern Oregon University Pierce Library~~;
2. Two representatives of circulating schools;
3. Three representatives of public libraries serving fewer than 5,000 people;
4. Two representatives of public libraries serving between 5,000 and 15,000 people;
5. ~~Two~~Three representatives of public libraries serving over 15,000 people;
6. ~~4. One representative of a library district serving multiple libraries;~~
7. One representatives of community college libraries;
8. ~~5. Two~~One representatives of resource-sharing partner institutions [and special libraries](#).

The Sage Systems Administrator [and Technical Support Specialist](#) shall be ~~an~~*ex-officio*, non-voting representatives of the User Council.

Apportionment of representatives among classifications shall be reviewed annually by the User Council. If the Council or individual members determine that reapportionment is needed, apportionment of representatives among classifications may be revised by amending these bylaws using the process delineated in [4](#).

Field Cod

Section 3. Representative responsibilities

User Council representatives are responsible for soliciting input on Sage issues from the institutions within their classification and for bringing up member comments and concerns to the User Council. They are also responsible for regularly communicating the actions and happenings of the User Council and Sage Library System to the institutions they represent.

Section 4. Term

The term of representation on the User Council shall be two years or until a successor is elected. An institution may serve one consecutive term and must be off the User Council for one additional term before becoming eligible to have a representative again.

Representatives shall assume their duties at the first meeting of the administrative year and shall serve until the end of the administrative year of their second year on the User Council. Terms

shall be staggered so that representatives within a given classification shall be elected in alternating years.

Section 5. Nominations and elections

Candidates for each representative classification shall be recommended by the Nominating Committee and shall also be solicited generally from the Sage membership. The Nominating Committee shall prioritize recommending representatives from institutions that have not served on the User Council, or that have not served for an extended period.

The slate of candidates shall be presented at the annual membership meeting of the Sage membership. Nominations shall also be taken from the floor at that time.

Ballots shall be mailed or be made available by electronic means to the Sage membership within two weeks of the annual meeting. These ballots shall be returned to the Nominating Committee within three weeks of the day they were made available. Each institution shall vote only for the candidate(s) within its classification.

The candidates receiving the highest number of votes from within his/her classification shall be elected. If there are two or more openings of same classification of representative, they shall be filled by the candidates with the most votes. In case of a tie vote, the successful candidate shall be determined by the Nominating Committee by lot.

Section 5. Resignation and Vacancies

Any representative of the User Council desiring to resign shall submit his/her resignation in writing to the Chair and Vice Chair. A resignation shall be effective when received or at a subsequent effective date stated in the resignation.

A vacancy on the User Council shall be filled by the institution from which the vacancy was created. If the vacancy occurs due to the representative institution leaving the Sage Library System, the User Council shall solicit for candidates among the Sage membership and appoint a representative to serve for the unexpired portion of the term for the vacant position.

ARTICLE V - OFFICERS

Section 1. Officers and duties

The officers of the User Council shall be a Chair and a Vice-Chair. These officers shall perform the duties prescribed by these bylaws and those duties described for President and Vice-President respectively in the parliamentary authority.

Section 2. Nominations and election

Nominations for Chair and Vice Chair shall be taken from the floor during the regular User Council meeting occurring in April or May.

The candidate receiving a plurality of votes cast shall be elected.

Section 3. Term of office

Officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin on July 1st.

Section 4. Resignation and vacancies

An officer desiring to resign shall submit his/her resignation in writing to the User Council. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

A vacancy in the Chair or Vice Chair position shall be filled by the User Council for the unexpired portion of the term for the vacant office at the next User Council meeting after the vacancy occurs.

ARTICLE VI - MEETINGS

Section 1. Membership meetings

There shall be an annual meeting of the entire membership held in April or May. The meeting shall include a review of the state of the Sage Library System and presentation of the slate of candidates for the open representative positions.

Special meetings of the membership may be called by a majority vote of the User Council or a petition agreed to by at least 10 members. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum shall be twenty-five percent of members.

Section 2. User Council meetings

Regular meetings of the User Council shall be held bi-monthly unless canceled by a majority vote of the User Council.

Special meetings may be called at the discretion of the Chair or at the request of four User Council representatives. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum of the User Council shall be a majority of voting representatives.

Section 3. Virtual participation

Attendees may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among attendees.

Section 4. Electronic voting

The membership and User Council may vote on issues via email or other electronic means as well as during meetings, provided that quorum for the number of voters is satisfied. Except in case of emergencies, at least one week's notice of the vote shall be given, and representatives shall be given at least one week to vote.

Section 5. Recorder

~~A recorder shall be designated by the~~ The Vice Chair ~~at the beginning of each User Council and membership meeting. The recorder~~ shall be responsible for taking minutes of the meeting and distributing those minutes to the User Council and Sage Library System membership before the next regular meeting.

ARTICLE VII - COMMITTEES

Section 1. Standing committees

There shall be the following standing committees, which act in an advisory role to the User Council:

- *Budget*: Evaluates and makes recommendations on the annual budget and membership billing structure.
- *Cataloging*: Responsible of making recommendations on cataloging standards and database integrity.
- *Circulation*: Reviews and makes recommendations on common loan rules and circulation standards;
- *Courier*: Evaluates and makes recommendations for improving sharing of items among Sage institutions.
- *Governance*: Reviews and makes recommendations on improving Sage Library System organization, governance, Bylaws, and general standing rules.
- *Nominating*: Nominates candidates for election to serve on the User Council.

Standing committee members need not be representatives on the User Council but must be from member institutions. The exception is the Nominating Committee, which must be composed of at least two outgoing representatives of the User Council.

Each standing committee shall report to the Chair and User Council at least once per administrative year.

Section 2. Special committees

Special committees may be appointed at the discretion of the User Council or Chair as necessary to assist the user Council in accomplishing the purposes of the Sage Library System.

Special committee members need not be representatives on the User Council or from member institutions.

The Chair shall be an *ex-officio* member of all special committees.

ARTICLE VIII - ADMINISTRATIVE OPERATIONS

Section 1. Administrative year

The administrative year of the Sage Library System shall be July 1st to June 30th.

Section 2. Fiscal agent

[Baker County Library District](#)~~[Eastern Oregon University](#)~~ acts as the fiscal agent for the Sage Library System.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Sage Library System in all cases in which they are applicable and not inconsistent with these Bylaws, the Memorandum of Understanding, or any policies and procedures the User Council may adopt.

ARTICLE X - AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by a petition of at least seven members or recommended by the User Council. They may be amended by a two-thirds vote of the members present at any regular or special meeting of the membership where a quorum is present provided notice and proposed changes or amendments are submitted in writing to each member at least fourteen days in advance of the scheduled vote.

| Last amended: [January 17, 2012](#)

April 11, 2014

To: All Participating Districts, SDAO Employee Benefit Program

From: Chet Weichman, Program Administrator

RE: 6/1/2014 SDAO Employee Benefit Renewal

As you probably know from Frank Stratton's earlier announcement, with our 6/1/14 renewal your SDAO Employee Benefit Program will become a wholly-owned self-insured program. You will not notice any difference in service levels. PacificSource will continue to adjudicate and pay your claims, Shelly will still handle any billing or enrollment issues and I will be available to explain the changes resulting from the mandates of the Affordable Care Act (ACA).

Briefly these changes are as follows:

- We can no longer call our medical plans Gold, Silver and Bronze. This nomenclature is now reserved for state/federally approved plans. Beginning with this renewal our Gold options will be called Blue, our Silver options will be called Red and our Bronze options will be called White. Think of the county fair with Blue, Red and White ribbons.
- Our plans, like all plans in the U.S., must now have one prescription plan embedded in all medical plan options. No more choices and no more choosing to not have prescription coverage at all as twelve of our districts have done.
- Similarly, because pediatric vision coverage for children to age 19 is an essential health benefit under the ACA, all medical plans must include pediatric vision. To avoid confusion and minimize administrative costs, we have chosen to include an adult vision plan in all of our medical options.
- There are approximately twelve districts that currently use one of our old plans grandfathered but no longer available to new districts. Those have to be eliminated at renewal and replaced with a current renewal option.
- Finally the ACA mandates that the maximum out of pocket in any medical plan \$6,350 for an individual and \$12,700 for a family. These amounts now include the deductible and all copays including prescription copays.

The result of all of these mandated changes is that you will see considerable plan design modifications in our medical options this year. In addition to your new rate sheets provided by PacificSource, I have enclosed a spreadsheet detailing the following. First column is your current plan from 6/1/13, second column the renewal of your current plan with benefit changes printed in red. The final two columns detail alternative options available to you should you wish to reduce your premium by choosing an option with a higher deductible.

I have also included a five page summary of all medical options available this year. You will note that we have fewer large deductible White options this year. This directly relates to the ACA mandate regarding maximum out of pocket amounts. When this mandate was applied we found that there was less than one percent difference between the large deductible White plans and the large deductible Red plans and therefore we have eliminated the White options.

With all of these changes, the rate increases of this year's new medical/vision options will vary greatly. As an example, for those previously mentioned districts that have not had a prescription plan, this year's renewal rate will be substantial. However better news for our dental plans. As a large group, we do not have to provide pediatric dental so there will not be any changes in the benefit levels of our dental plans and the rate adjustment will only be 3%.

I am sure you will have many questions regarding plan options this year. Remember you can change your plan options effective June, July or January. If you need help please feel free to call me or ask your local agent to do so. Thank you again for your support of what truly will now be your plan. Stay healthy my friends.



April 10, 2014

Baker County Library District
2400 Resort St
Baker City, OR 97814

RE: Baker County Library District

Dear Plan Administrator:

The above referenced group renews June 1, 2014 at the renewal rates shown below. If there are any changes to the group policy, you will find your copies of the applicable documents along with a copy of the letter to the policyholder explaining the changes.

CURRENT RATES	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
Value K	\$353.72	\$785.19	\$933.75	\$654.33
Tiered Rx 15/30/50 PDL MAC B	\$138.69	\$307.90	\$366.14	\$256.57
Vision Option III	\$9.04	\$20.04	\$23.86	\$16.70
SUBTOTAL	\$501.45	\$1,113.13	\$1,323.75	\$927.60
Dental Option I	\$49.53	\$89.90	\$130.34	\$94.15
GRAND TOTAL	\$550.98	\$1,203.03	\$1,454.09	\$1,021.75

RENEWAL RATES	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
Red PPO K	\$628.03	\$1,394.13	\$1,657.91	\$1,161.76
SUBTOTAL	\$628.03	\$1,394.13	\$1,657.91	\$1,161.76
Dental Option I	\$51.05	\$92.65	\$134.33	\$97.03
GRAND TOTAL	\$679.08	\$1,486.78	\$1,792.24	\$1,258.79

Benefit Description: Red PPO K: 3000/70%, \$35 OV, Rx 10/30/50, Vision 35/250, Alt Care \$1500 Max, OOP 6350/12700

Enclosed are rates for alternative plan designs available to this group at this time. If you have any questions regarding this information, please contact Chet Weichman (1-800-599-2387), Program Administrator, or your local agent. We sincerely value your business and appreciate your continuing support.

Sincerely,

PacificSource Health Plans

110 International Way · Springfield OR · PO Box 7068 · Eugene OR 97401 · 541 686-1242 · 800 624-6052 · FAX 541 485-0915
Bend · 2965 NE Connors Ave · Bend OR 97701 · 541 330-8896 · FAX 541 330-8948
Internet www.pacificsource.com

Special Districts Association of Oregon -- Renewal Summary
Rates Effective 6/1/2014

Group Name: Baker County Library District

"Blue" Plan Offerings

	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
Blue PPO II	\$913.50	\$2,027.83	\$2,411.51	\$1,689.83
Blue PPO II-A	\$871.78	\$1,935.21	\$2,301.36	\$1,612.65
Blue PPO III	\$836.64	\$1,857.22	\$2,208.61	\$1,547.66
Blue PPO IV	\$777.35	\$1,725.60	\$2,052.10	\$1,437.98
Blue PPO V	\$748.81	\$1,662.23	\$1,976.74	\$1,385.18
Blue PPO VI	\$713.67	\$1,584.24	\$1,883.99	\$1,320.18
Blue PPO VII	\$691.71	\$1,535.49	\$1,826.02	\$1,279.56

"Red" Plan Offerings

	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
Red PPO C	\$825.66	\$1,832.84	\$2,179.63	\$1,527.35
Red PPO D	\$794.92	\$1,764.60	\$2,098.47	\$1,470.48
Red PPO E	\$737.83	\$1,637.86	\$1,947.75	\$1,364.86
Red PPO F	\$704.89	\$1,564.74	\$1,860.80	\$1,303.93
Red PPO H	\$665.36	\$1,477.00	\$1,756.46	\$1,230.82
Red PPO J	\$645.60	\$1,433.13	\$1,704.29	\$1,194.26
Red PPO K	\$628.03	\$1,394.13	\$1,657.91	\$1,161.76
Red PPO L	\$606.07	\$1,345.38	\$1,599.94	\$1,121.14

"White" Plan Offerings

	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
White Value D	\$751.00	\$1,667.11	\$1,982.54	\$1,389.24
White Value E	\$709.28	\$1,574.49	\$1,872.39	\$1,312.06
White Value F	\$678.54	\$1,506.25	\$1,791.24	\$1,255.19

HSA Plan Offerings

	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
HSA 1	\$551.17	\$1,223.52	\$1,455.02	\$1,019.59
HSA 2	\$496.28	\$1,101.66	\$1,310.10	\$918.03

Dental Plan Offerings

	Employee Only	Employee & Spouse	Employee & Family	Employee & Child(ren)
Dental Option I	\$51.05	\$92.65	\$134.33	\$97.03
Dental Option II	\$55.06	\$100.79	\$146.48	\$104.75
Dental PPO Option I	\$46.67	\$84.69	\$122.81	\$88.69
Dental PPO Option II	\$50.33	\$92.15	\$133.92	\$95.77
Ortho 1500	\$2.90	\$13.45	\$28.57	\$12.55

SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM

Baker Cnty Library Dist.

GROUP HEALTH PLAN COMPARISON

	Current	Renewal	Alternative 1	Alternative 2
BENEFIT GROUP DESIGNATION	BRONZE	RED	RED	WHITE
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	VALUE OPT. K	PPO Option K	PPO Option L	Value F
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$3,000	\$3,000	\$5,000	\$1,500
FAMILY	\$9,000	\$6,000	\$10,000	\$4,500
MAXIMUM OUT OF POCKET				
Current per person/family after deds. & excluding copays	\$6000/\$12000			
2014 per person/family including deds. & copays		\$6350/\$12700	\$6350/\$12700	\$5500/\$12700
COMMUNITY WELLNESS BENEFIT	\$250 CREDIT	\$250 Credit	\$250 Credit	\$250 Credit
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY				
OFFICE AND HOME VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
URGENT CARE CENTER VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
SURGERY	30%	30%	30%	40%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	No Coverage	\$35 Copay+	\$35 Copay+	\$45 Copay+
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT		Included	Included	Included
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	30%	30%	30%	40%
INPATIENT REHABILITATIVE CARE	30%	30%	30%	40%
SKILLED NURSING FACILITY CARE	30%	30%	30%	40%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	As Any Illness	As Any Illness	As Any Illness	As Any Illness
HOSPITAL SERVICES	30%	30%	30%	40%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	\$250 Copay+	\$250 Copay+
GROUND AMBULANCE	30%	30%	30%	40%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Not Included	Included	Included	Included
Exam copay		\$35 Copay+	\$35 Copay+	\$45 Copay+
Maximum hardware benefit per person		\$250 Per Person	\$250 Per Person	\$200 Per Person
OUTPATIENT SURGERY/ SERVICES	30%	30%	30%	40%
ADVANCED IMAGING	30%	30%	30%	40%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	1st \$400 100%	30%+	30%+	40%
ALLERGY INJECTIONS	\$5 COPAY+	\$5 Copay+	\$5 Copay+	\$5 Copay+
DURABLE MEDICAL EQUIPMENT	30%	30%	30%	40%
HOME HEALTH CARE	30%	30%	30%	40%
PRESCRIPTION DRUG COPAYS		Included	Included	Included
GENERIC	\$15 Copay+	\$10 Copay+	\$10 Copay+	\$10 Copay+
PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	\$30 Copay+	\$30 Copay+
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	\$50 Copay+	\$50 Copay+

+MEANS DEDUCTIBLE WAIVED

Material in red indicates plan changes from 2013

This is only a brief description of benefit levels.

For more detail contact Program Administrator Chet

Weichman at 800 599 2387 or chet@centuryins.com

Special Districts Insurance Services Trust (SDIS)

The following services may also be provided by a dental hygienist or denturist to the extent that they are operating within the scope of their license as required under law in the state of issuance. Eligible charges are limited to the billed charges of dental providers in the same service area for similar treatment of similar dental conditions.

Annual Deductible	Per Person, Per Calendar Year	Per Family, Per Calendar Year
All Providers	\$25	\$75
Annual Benefit Maximum		
\$1,500 per person per calendar year. Applies to all covered services		

The member is responsible for the above deductible and the following co-insurance.

Service	All Providers
Class I Services	
Examinations	No charge*
Bitewing films, full mouth x-rays and/or panorex	No charge*
Dental cleaning (Prophylaxis and periodontal maintenance)	No charge*
Topical fluoride	No charge*
Fluoride varnish	No charge*
Sealants	No charge*
Space maintainers	No charge*
Athletic mouth guards	No charge*
Brush biopsies	No charge*
Class II Services – Restorative Treatment	
Fillings	20% co-insurance
Simple surgical extractions	20% co-insurance
Periodontal scaling	20% co-insurance
Root planning and/or curettage	20% co-insurance
Full mouth debridement	20% co-insurance
Class II Services – Complicated Treatment	
Complicated oral surgery	20% co-insurance
Pulp capping	20% co-insurance
Pulpotomy	20% co-insurance
Root canal therapy	20% co-insurance
Periodontal surgery	20% co-insurance
Tooth desensitization	20% co-insurance
Class III Services	
Crowns	50% co-insurance
Replacement of existing prosthetic device	50% co-insurance
Dentures	50% co-insurance
Bridges	50% co-insurance
Implants	50% co-insurance

* Not subject to annual deductible.

4 This is a brief summary of benefits. Refer to your handbook for additional information or a further explanation of benefits, limitations, and exclusions.

Additional Information

What is the Annual Deductible?

Your plan's deductible is the amount of money that you pay first, before your plan starts to pay. You'll see on the Dental Benefit Summary that some services are covered by the plan without you needing to meet the deductible. In addition to the individual deductible, your plan also has a family deductible and we will credit you with whichever deductible you meet first. For the family deductible, if the combined expenses of three or more family members meet the family deductible amount, then every member of the family is considered to have met their plan's deductible for the year.

Participating provider expense and non-participating provider expense apply together toward your deductibles.

What is the Annual Benefit Maximum?

The Annual Benefit Maximum is the maximum amount payable by this policy for covered services received each calendar year.

SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM

GROUP HEALTH PLAN COMPARISON

Page 1

BENEFIT GROUP DESIGNATION	BLUE	BLUE	BLUE	BLUE
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	PPO Option II	PPO Option II-A	PPO Option III	PPO Option IV
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$200	\$300	\$500	\$1,000
FAMILY	\$600	\$900	\$1,500	\$3,000
MAXIMUM OUT OF POCKET				
Current per person/family after ded. & excluding copays				
2014 per person/family including ded. & copays	\$1500/\$4500	\$2000/\$6000	\$2500/\$7500	\$3000/\$9000
COMMUNITY WELLNESS BENEFIT	\$250 Credit	\$250 Credit	\$250 Credit	\$250 Credit
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY				
OFFICE AND HOME VISITS	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$25 Copay+
URGENT CARE CENTER VISITS	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$25 Copay+
SURGERY	20%	20%	20%	20%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$25 Copay+
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT	Included	Included	Included	Included
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	20%	20%	20%	20%
INPATIENT REHABILITATIVE CARE	20%	20%	20%	20%
SKILLED NURSING FACILITY CARE	20%	20%	20%	20%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	\$200 Copay+	\$200 Copay+	\$200 Copay+	\$200 Copay+
HOSPITAL SERVICES	20%	20%	20%	20%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	\$250 Copay+	\$250 Copay+
GROUND AMBULANCE	20%	20%	20%	20%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Included	Included	Included	Included
Exam copay	\$25+	\$25 Copay+	\$25 Copay+	\$25 Copay+
Maximum hardware benefit per person	\$300 Per Person	\$300 Per Person	\$300 Per Person	\$300 Per Person
OUTPATIENT SURGERY/ SERVICES	20%	20%	20%	20%
ADVANCED IMAGING	20%	20%	20%	20%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	20%+	20%+	20%+	20%+
ALLERGY INJECTIONS	20%+	20%+	20%+	20%+
DURABLE MEDICAL EQUIPMENT	20%	20%	20%	20%
HOME HEALTH CARE	20%	20%	20%	20%
PRESCRIPTION DRUG COPAYS	Included	Included	Included	Included
GENERIC	\$10 Copay+	\$10 Copay+	\$10 Copay+	\$10 Copay+
PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	\$30 Copay+	\$30 Copay+
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	\$50 Copay+	\$50 Copay+

+MEANS DEDUCTIBLE WAIVED

Material in red indicates plan changes from 2013

This is only a brief description of benefit levels.

For more detail contact Program Administrator Chet Welchman at 800 599 2387 or chet@centuryins.com

SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM

GROUP HEALTH PLAN COMPARISON

Page 2

BENEFIT GROUP DESIGNATION	BLUE	BLUE	BLUE	RED
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	PPO Option V	PPO Option VI	PPO Option VII	PPO Option C
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$1,500	\$2,000	\$2,500	\$300
FAMILY	\$3,000	\$4,000	\$5,000	\$900
MAXIMUM OUT OF POCKET	2014 New Plan	2014 New Plan	2014 New Plan	
Current per person/family after dedts. & excluding copays				
2014 per person/family including dedts. & copays	\$3500/10500	\$4000/\$10500	\$4500/\$10500	\$2500/\$7500
COMMUNITY WELLNESS BENEFIT	\$250 Credit	\$250 Credit	\$250 Credit	\$250 Credit
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY				
OFFICE AND HOME VISITS	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$35 Copay+
URGENT CARE CENTER VISITS	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$35 Copay+
SURGERY	20%	20%	20%	30%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$35 Copay+
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT	Included	Included	Included	Included
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	20%	20%	20%	30%
INPATIENT REHABILITATIVE CARE	20%	20%	20%	30%
SKILLED NURSING FACILITY CARE	20%	20%	20%	30%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	\$200 Copay+	\$200 Copay+	\$200 Copay+	As Any Illness
HOSPITAL SERVICES	20%	20%	20%	30%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	\$250 Copay+	\$250 Copay+
GROUND AMBULANCE	20%	20%	20%	30%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Included	Included	Included	Included
Exam copay	\$25 Copay+	\$25 Copay+	\$25 Copay+	\$35 Copay+
Maximum hardware benefit per person	\$300 Per Person	\$300 Per Person	\$300 Per Person	\$250 Per Person
OUTPATIENT SURGERY/ SERVICES	20%	20%	20%	30%
ADVANCED IMAGING	20%	20%	20%	30%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	20%+	20%+	20%+	30%+
ALLERGY INJECTIONS	20%+	20%+	20%+	\$5 Copay+
DURABLE MEDICAL EQUIPMENT	20%	20%	20%	30%
HOME HEALTH CARE	20%	20%	20%	30%
PRESCRIPTION DRUG COPAYS				
GENERIC	Included	Included	Included	Included
PREFERRED BRAND NAME	\$10 Copay+	\$10 Copay+	\$10 Copay+	\$10 Copay+
NON-PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	\$30 Copay+	\$30 Copay+
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	\$50 Copay+	\$50 Copay+

+MEANS DEDUCTIBLE WAIVED

Material in red indicates plan changes from 2013

This is only a brief description of benefit levels.

For more detail contact Program Administrator Chet

Weichman at 800 599 2387 or chet@centuryins.com

SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM

GROUP HEALTH PLAN COMPARISON

Page 3

BENEFIT GROUP DESIGNATION	RED	RED	RED	RED
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	PPO Option D	PPO Option E	PPO Option F	PPO Option H
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$500	\$1,000	\$1,500	\$2,000
FAMILY	\$1,500	\$3,000	\$3,000	\$4,000
MAXIMUM OUT OF POCKET				
Current per person/family after dedts. & excluding copays				
2014 per person/family including dedts. & copays	\$3000/\$9000	\$4000/\$12000	\$4500/\$12700	\$5000/\$12700
COMMUNITY WELLNESS BENEFIT	\$250 Credit	\$250 Credit	\$250 Credit	\$250 Credit
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY				
OFFICE AND HOME VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$35 Copay+
URGENT CARE CENTER VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$35 Copay+
SURGERY	30%	30%	30%	30%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$35 Copay+
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT	Included	Included	Included	Included
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	30%	30%	30%	30%
INPATIENT REHABILITATIVE CARE	30%	30%	30%	30%
SKILLED NURSING FACILITY CARE	30%	30%	30%	30%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	As Any Illness	As Any Illness	As Any Illness	As Any Illness
HOSPITAL SERVICES	30%	30%	30%	30%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	\$250 Copay+	\$250 Copay+
GROUND AMBULANCE	30%	30%	30%	30%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Included	Included	Included	Included
Exam copay	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$35 Copay+
Maximum hardware benefit per person	\$250 Per Person	\$250 Per Person	\$250 Per Person	\$250 Per Person
OUTPATIENT SURGERY/ SERVICES	30%	30%	30%	30%
ADVANCED IMAGING	30%	30%	30%	30%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	30%+	30%+	30%+	30%+
ALLERGY INJECTIONS	\$5 Copay+	\$5 Copay+	\$5 Copay+	\$5 Copay+
DURABLE MEDICAL EQUIPMENT	30%	30%	30%	30%
HOME HEALTH CARE	30%	30%	30%	30%
PRESCRIPTION DRUG COPAYS	Included	Included	Included	Included
GENERIC	\$10 Copay+	\$10 Copay+	\$10 Copay+	\$10 Copay+
PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	\$30 Copay+	\$30 Copay+
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	\$50 Copay+	\$50 Copay+

+MEANS DEDUCTIBLE WAIVED

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SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM GROUP HEALTH PLAN COMPARISON

Page 4

BENEFIT GROUP DESIGNATION	RED	RED	RED	WHITE
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	PPO Option J	PPO Option K	PPO Option L	Value D
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$2,500	\$3,000	\$5,000	\$500
FAMILY	\$5,000	\$6,000	\$10,000	\$1,500
MAXIMUM OUT OF POCKET				
Current per person/family after ded. & excluding copays				
2014 per person/family including ded. & copays	\$6000/\$12700	\$6350/\$12700	\$6350/\$12700	\$4500/\$12700
COMMUNITY WELLNESS BENEFIT	\$250 Credit	\$250 Credit	\$250 Credit	\$250 Credit
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY				
OFFICE AND HOME VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
URGENT CARE CENTER VISITS	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
SURGERY	30%	30%	30%	40%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT	Included	Included	Included	Included
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	30%	30%	30%	40%
INPATIENT REHABILITATIVE CARE	30%	30%	30%	40%
SKILLED NURSING FACILITY CARE	30%	30%	30%	40%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	As Any Illness	As Any Illness	As Any Illness	As Any Illness
HOSPITAL SERVICES	30%	30%	30%	40%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	\$250 Copay+	\$250 Copay+
GROUND AMBULANCE	30%	30%	30%	40%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Included	Included	Included	Included
Exam copay	\$35 Copay+	\$35 Copay+	\$35 Copay+	\$45 Copay+
Maximum hardware benefit per person	\$250 Per Person	\$250 Per Person	\$250 Per Person	\$200 Per Person
OUTPATIENT SURGERY/ SERVICES	30%	30%	30%	40%
ADVANCED IMAGING	30%	30%	30%	40%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	30%+	30%+	30%+	40%
ALLERGY INJECTIONS	\$5 Copay+	\$5 Copay+	\$5 Copay+	\$5 Copay+
DURABLE MEDICAL EQUIPMENT	30%	30%	30%	40%
HOME HEALTH CARE	30%	30%	30%	40%
PRESCRIPTION DRUG COPAYS	Included	Included	Included	Included
GENERIC	\$10 Copay+	\$10 Copay+	\$10 Copay+	\$10 Copay+
PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	\$30 Copay+	\$30 Copay+
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	\$50 Copay+	\$50 Copay+

+MEANS DEDUCTIBLE WAIVED

Material in red indicates plan changes from 2013
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For more detail contact Program Administrator Chet
Welchman at 800 599 2387 or chet@centuryins.com

SPECIAL DISTRICTS EMPLOYEE BENEFIT PROGRAM GROUP HEALTH PLAN COMPARISON

Page 5

BENEFIT GROUP DESIGNATION	WHITE	WHITE	H S A QUALIFIED	H S A Qualified
COMPANY/PROVIDER	Pacific Source	Pacific Source	Pacific Source	Pacific Source
PLAN DESIGN	Value E	Value F	H S A # 1	H S A # 2
LIFETIME MAXIMUM BENEFIT PER INSURED	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit	No Lifetime Limit
COVERAGE ILLUSTRATIONS ASSUME USE OF:	Pref. Provider	Pref. Provider	Pref. Provider	Pref. Provider
CALENDAR YEAR DEDUCTIBLE				
INDIVIDUAL	\$1,000	\$1,500	\$3,000	\$6,350
FAMILY	\$3,000	\$4,500	\$6,000	\$12,700
MAXIMUM OUT OF POCKET				2014 New Plan
Current per person/family after deds. & excluding copays				
2014 per person/family including deds. & copays	\$5000/\$12700	\$5500/\$12700	\$6000/\$12000	\$6350/\$12700
COMMUNITY WELLNESS BENEFIT	\$250 Credit	\$250 Credit	N/A	N/A
PREVENTIVE SERVICES PAYMENTS BY INSURANCE				
ROUTINE PHYSICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE IMMUNIZATIONS/VACINATIONS	100%+	100%+	100%+	100%+
WELL BABY CARE	100%+	100%+	100%+	100%+
ROUTINE GYNECOLOGICAL EXAMS	100%+	100%+	100%+	100%+
ROUTINE COLONOSCOPY	100%+	100%+	100%+	100%+
PROFESSIONAL SERVICES PATIENT RESPONSIBILITY			N/A	N/A
OFFICE AND HOME VISITS	\$45 Copay+	\$45 Copay+	20%	20%
URGENT CARE CENTER VISITS	\$45 Copay+	\$45 Copay+	20%	20%
SURGERY	40%	40%	20%	20%
ALTERNATIVE CARE / CHIROPRACTIC / NATUROPATHIC	\$45 Copay+	\$45 Copay+	20%	20%
ACUPUNCTURE - \$1500 PER CALENDAR YEAR LIMIT	Included	Included		
HOSPITAL SERVICES PATIENT RESPONSIBILITY				
INPATIENT ROOM AND BOARD	40%	40%	20%	20%
INPATIENT REHABILITATIVE CARE	40%	40%	20%	20%
SKILLED NURSING FACILITY CARE	40%	40%	20%	20%
MATERNITY BENEFITS PATIENT RESPONSIBILITY				
DELIVERY & PRE/POST NATAL OFFICE VISITS	As Any Illness	As Any Illness	20%	20%
HOSPITAL SERVICES	40%	40%	20%	20%
EMERGENCY SERVICES PATIENT RESPONSIBILITY				
EMERGENCY ROOM	\$250 Copay+	\$250 Copay+	20%	20%
GROUND AMBULANCE	40%	40%	20%	20%
AIR AMBULANCE	Based on UCR	Based on UCR	Based on UCR	Based on UCR
OTHER COVERED SERVICES PATIENT RESPONSIBILITY				
Annual Vision Benefits	Included	Included	Included	Included
Exam copay	\$45 Copay+	\$45 Copay+	\$25 Copay+	\$25 Copay+
Maximum hardware benefit per person	\$200 Per Person	\$200 Per Person	\$300 Per Person	\$300 Per Person
OUTPATIENT SURGERY/ SERVICES	40%	40%	20%	20%
ADVANCED IMAGING	40%	40%	20%	20%
DIAGNOSTIC & THERAPEUTIC RADIOLOGY & LAB	40%	40%	20%	20%
ALLERGY INJECTIONS	\$5 Copay+	\$5 Copay+	20%	20%
DURABLE MEDICAL EQUIPMENT	40%	40%	20%	20%
HOME HEALTH CARE	40%	40%	20%	20%
PRESCRIPTION DRUG COPAYS	Included	Included	20%	20%
GENERIC	\$10 Copay+	\$10 Copay+	20%	20%
PREFERRED BRAND NAME	\$30 Copay+	\$30 Copay+	20%	20%
NON-PREFERRED BRAND NAME	\$50 Copay+	\$50 Copay+	20%	20%

+MEANS DEDUCTIBLE WAIVED

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For more detail contact Program Administrator Chet
Weichman at 800 599 2387 or chet@centuryins.com

**SDIS
RENEWAL
CONFIRMATION**



Chet Weichman
Plan Administrator for SDIS
Email: chet@centuryins.net
or Fax: 541-382-7468

EMPLOYER INFORMATION

Group Name: _____ Group No: _____ Renewal Date: _____

Eligibility Contact Name: ☐ Unchanged ☐ Change to: _____

Eligibility Contact E-mail address: ☐ Unchanged ☐ Changed to: _____

ELIGIBILITY (see important information on page 2)

Probationary Period: Select one of the following options. *Probationary waiting periods cannot exceed 60 calendar days, per ACA.*

☐ 1st of month following 1 day ☐ 1st of month following 30 days ☐ 1st of month following 60 days (*default is 60 days*)

First of the Month: If last day of the probationary period falls on first day of the month, will the new employee's coverage be effective that day or wait until the first day of the following month? ☐ Eligible that day ☐ Must wait (*default is "must wait"*)

Minimum Hours: _____ hours per week (can set at between 17.5 and 30) (*default is 30 hours if currently 31+*)

Employer Contribution—Employee: ☐ Renew as is ☐ Change to: Medical: _____ % Dental: _____ %

Dependent: ☐ Renew as is ☐ Change to: Medical: _____ % Dental: _____ %

Does your group have an HRA or HSA? ☐ Yes ☐ No - If yes, what does the employer contribute to account? _____

BENEFIT INFORMATION (see important information on page 2)

List the plan name(s) exactly as listed on your renewal notice to indicate coverage to be effective on your renewal date.

MEDICAL ☐ Yes ☐ No If yes, choose a plan, or plans below.

☐ Single Option ☐ Dual Option (Available to groups with a minimum of 10 participating employees, with no less than three on a plan.)

Blue Options – Packaged

- ☐ PPO II – \$200 deductible
- ☐ PPO IIA – \$300 deductible
- ☐ PPO III – \$500 deductible
- ☐ PPO IV – \$1,000 deductible
- ☐ PPO V – \$1,500 deductible
- ☐ PPO VI – \$2,000 deductible
- ☐ PPO VII – \$2,500 deductible

Red Options – Packaged

- ☐ PPO C – \$300 deductible
- ☐ PPO D – \$500 deductible
- ☐ PPO E – \$1,000 deductible
- ☐ PPO F – \$1,500 deductible
- ☐ PPO H – \$2,000 deductible
- ☐ PPO J – \$2,500 deductible
- ☐ PPO K – \$3,000 deductible
- ☐ PPO L – \$5,000 deductible

White Options – Packaged

- ☐ Value D – \$500 deductible
- ☐ Value E – \$1,000 deductible
- ☐ Value F – \$1,500 deductible

HSA Plans

- ☐ HSA 1 – \$3,000 deductible
- ☐ HSA 2 – \$6,350 deductible

All Blue, Red and White medical plans include pharmacy, acupuncture/chiropractic and vision.
All HSA plans include additional accident, pharmacy and vision.

DENTAL

☐ Yes ☐ No If yes, choose a plan below.

- | | | |
|---|--|--|
| <input type="checkbox"/> Billed Charges Option I | <input type="checkbox"/> PPO Option I | Preventive, \$25 deductible, \$1500 annual maximum |
| <input type="checkbox"/> Billed Charges Option II | <input type="checkbox"/> PPO Option II | Incentive, \$0 deductible, \$1500 annual maximum |

NOTE: A minimum of 10 employees must be enrolled to elect "dental only" coverage.

ORTHODONTIA

☐ Yes ☐ No

☐ Ortho 1500 – 50% to \$1500 annual max, no age limit – *Only available to employers with 20 or more enrolled employees*

☐ Terminate the following coverage at renewal: ☐ Medical ☐ Dental ☐ Other: _____ ☐ All Lines of Coverage

Reason: _____ Name of New Carrier: _____

DOCUMENT DISTRIBUTION

Electronic copy: An electronic copy of your member Summary Plan Description (SPD) and summary (SBC) will be e-mailed to you once your group has been processed. This searchable format can also be saved to your intranet or computer system for employee access.

InTouch Web Portal: Group Administrators and their covered members can also log into InTouch at PacificSource.com to access this quick, easy, searchable Summary Plan Description (SPD) and SBC and other helpful information online 24/7 from anywhere in the world.

IMPORTANT INFORMATION

Affordable Care Act – For more information on the following brief guidelines, consult with your legal or tax advisors for advice.

- **Probationary** waiting periods cannot exceed 60 calendar days. Groups may select first of the month following 1, 30, or 60 calendar days.
- Groups that have eligibility and benefit packages that favor highly compensated employees may face a penalty. You can offer coverage to all employees that meet your hourly requirement and probationary waiting period or conduct IRS **nondiscrimination** testing. Groups must set their hourly requirement at no more than 30 hours per week.
- **Medical plan packages** are packaged with ancillary benefits such as vision.
- **Pediatric vision and pharmacy** are required essential health benefits (EHB) for employers and are now in medical coverage.
- **Domestic partners** that meet certain criteria are eligible dependents. If not registered with a state, a signed affidavit must be submitted with the enrollment application.

SIGNATURE – PLEASE READ CAREFULLY

- I understand that eligibility standards must be adhered to for all employees, dependents, and owners. I agree to make all coverage options available to all eligible employees and dependents that satisfy eligibility requirements.
- If I submit my materials after the 10th of the prior month, my employees may not receive Member ID Cards before they are effective.

Signed by: _____ Title: _____ Date: _____

INTERNAL USE ONLY

Notes: _____

FORM
LB-20

RESOURCES
GENERAL FUND

BAKER COUNTY LIBRARY DISTRICT

	Historical Data								Adopted Budget This Year 13/14	RESOURCE DESCRIPTION	Budget for Next Year 2014-15				
	Actual										Proposed By Budget Officer	Variance %	Budget %	Variance \$	
	06/07	07/08	08/09	09/10	Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding Year 12/13	YTD 5/3/2014							
1								216,685	217,594	1 Available cash on hand* (cash basis) or	205,000				1
2	-24,101	-29,161	24,343	48,565	125,733	157,670	162,647			2 Net working capital (accrual basis)		-100%	0%	-12,594	2
3	27,236	23,139	17,780	23,353	39,949	29,565	37,689	30,898	40,000	3 Previously levied taxes estimated to be received	40,000	0%	3%	0	3
4	9,121	8,444	5,501	5,626	8,686	7,076	9,442	1,047	8,000	4 Interest	12,500	56%	1%	4,500	4
5					0	2,100	0	0	3,000	5 Transferred IN, from other funds	4,000	33%	0%	1,000	5
6	13,419	13,880	18,061	16,110						6 OTHER RESOURCES					6
7	6,172	7,724	7,417	6,987	13,987	16,429	17,238	14,641	16,000	7 Fines & Fees	18,000	13%	2%	2,000	7
8	2,008	1,637	2,218	2,387	4,975	5,727	5,838	6,564	6,000	8 State revenue (R2R Grant)	6,600	10%	1%	600	8
9	49	900	2,540	21,169	17,481	6,780	1,630	0	3,500	9 Other Tax Revenues	3,500	0%	0%	0	9
10	9,105	9,081	8,047	3,696	1,673	3,456	5,503	2,133	5,000	10 Federal revenue (E-rate)	5,000	0%	0%	0	10
11	653	0	0	1907	3,563	1,848	1,768	170	3,100	11 Tech Support Contracts	3,100	0%	0%	0	11
12	0	2,500	2600	0	0	8,787	5,361	0	100	12 Job Training Programs	100	0%	0%	0	12
13				15,162	2,493	1,000	0	0	0	13 Grant Revenues	0			0	13
14					622	200	832	729	200	14 Donations & Misc	850	325%	0%	650	14
15										15					15
16										16					16
17	43,662	38,144	88,507	144,962	219,162	240,638	247,948	272,866	302,494	17 Total resources, except taxes to be levied	298,650	-1%	26%	-3,844	17
18								818,423	869,817	18 Taxes estimated to be received	863,823	-1%	74%	-5,995	18
19	554,997	748,010	786,373	810,674	821,285	835,709	850,548			19 Taxes collected in year levied					19
20	598,659	786,154	874,880	955,636	1,040,447	1,076,347	1,098,496	1,091,288	1,172,311	20 TOTAL RESOURCES	1,162,473	-1%	100%	-9,839	20

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

	Year 06-07	Year 07-08	Year 08-09	Year 09-10	Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year 14/15					
					Actual			YTD 5/3/2014		Adopted Budget This Year 13/14	Proposed By Budget Officer	% Variance	% Ops Bgt		\$ Variance
					Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding 12/13								
										PERSONNEL SERVICES					
1	318,186	378,595	396,102	387,589	415,327	434,814	457,831	423,990	471,448	1 Salaries	470,800	0%	40%	-648	1
2	98,812	132,271	144,914	144,376	150,812	169,927	177,504	165,972	181,779	2 Benefits	202,270	11%	17%	20,491	2
3			2,798	1,268	2,118	10,354	5,472	0	2,100	3 Special Contracts - Tech Support, Job Training	2,100	0%	0%	0	3
4			15,162	0	4,312	2,102	0		0	4 Severance		0%	0%	0	4
5								0	500	5 Payroll Expenses	500	0%	0%	0	5
6										6					6
7	416,998	510,866	558,976	533,233	572,569	617,197	640,807	589,962	655,828	7 TOTAL PERSONNEL SERVICES	675,671	3%	58%	19,843	7
	12	13	13	12.8	13	14	14		15	Total Full-Time Equivalent (FTE)	14				
										MATERIALS AND SERVICES					
8	57,111	74,367	81,253	94,155	100,067	95,017	95,987	86,098	79,589	8 Collection Development (Books, audiovisual, digital, etc)	64,500	-19%	5.5%	-15,089	8
9	14,669	15,796	16,062	16,484	17,082	10,296	10,109	10,349	10,700	9 Library Consortium (Sage)	5,900	-45%	0.5%	-4,800	9
10	33,225	43,145	44,290	27,341	60,938	64,720	57,665	54,762	60,335	10 Facilities & IT Maintenance	63,900	6%	5.5%	3,565	10
11	33,162	28,701	29,480	27,285	31,644	27,115	34,617	28,639	31,450	11 Corporate Costs (Ins., audit, admin fees, election, etc)	35,200	12%	3.0%	3,750	11
12	62,485	75,926	83,926	114,206	85,800	87,597	84,072	67,357	90,810	12 Library Operations (travel, bkmb, programs, supplies, utilities)	88,115	-3%	7.6%	-2,695	12
13	5,170	3,010	2,328	5,949	7,980	758	952	0	1,000	13 Debt Service	100	-90%	0.0%	-900	13
14	205,822	240,945	257,339	285,420	303,511	285,503	283,402	247,205	273,884	14 TOTAL MATERIALS AND SERVICES	257,715	-6%	22.2%	-16,169	14
										CAPITAL OUTLAY					
15	0	0	0	0	0	0	0	0	100	15 Capital Outlay	100		0.0%	0	15
16										16					16
17										17					17
18										18					18
19										19					19
20										20				0	20
21	0	0	0	0	0	0	0	0	100	21 TOTAL CAPITAL OUTLAY	100				21
										TRANSFERRED TO OTHER FUNDS					
22	5,000	0	0	1,250	0	1,000	1,000	2,500	2,500	22 Transfer - Technology & Election	2,500	0%		0	22
23	0	10,000	10,000	10,000	6,700	10,000	10,000	10,000	10,000	23 Transfer - Severance Liability	10,000	0%		0	23
24							0	0	0	24 Contingency - Health Insurance Reserve	0	0%		0	24
25	5,000	10,000	10,000	11,250	6,700	11,000	11,000	12,500	12,500	25 TOTAL TRANSFERS	12,500	0%		0	25
26								230,000	230,000	26 OPERATING CONTINGENCY	216,487	-6%	18.6%		26
27	(24,101)	(29,161)	24,343	48,565	157,670	162,647	163,287								27
28											28 UNAPPROPRIATED ENDING FUND BALANCE				28
29	603,719	732,650	850,658	878,468	1,040,450	1,076,347	1,098,496	1,079,667	1,172,312	29 TOTAL REQUIREMENTS	1,162,473	-1%	18.6%	-9,839	29

150-504-030 (Rev 02/13)

OPERATING BUDGET

622,820	751,811	816,315	818,653	876,080	902,700	924,209	837,167	929,712	933,386	
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PERSONAL SERVICES

66.95%	67.95%	68.48%	65.14%	65.36%	68.37%	69.34%	70.47%	70.54%	72.39%	
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COLLECTION DEVELOPMENT

9.17%	9.89%	9.95%	11.50%	11.42%	10.53%	10.39%	10.28%	8.56%	6.91%	
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OPERATING BUDGET

PERSONAL SERVICES

COLLECTION DEVELOPMENT

FORM
LB-31

DETAILED REQUIREMENTS

General Fund - Personnel Services

Baker County Library District

					Historical Data				Suppl Bgt 2	REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2014-2015			
					Actual				Adopted Budget				Proposed by Budget Officer	Variance %	Variance \$	
	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	Third Preceding Year <u>10/11</u>	Second Preceding Year <u>11/12</u>	First Preceding Year <u>12/13</u>	YTD 5/3/14	This Year <u>13/14</u>							
1	32,232	54,080	58,252	58,252	64,629	65,274	71,014	65,063	71,662	1 Library Director	1.0	MGT4	71,718	0%	56	1
2	34,411	37,837	38,783	17,422	17,893	18,071	18,248	16,699	18,852	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	18,921	0%	69	2
3	17,202	19,063	19,433	19,713	19,968	20,176	20,099	18,929	20,508	3 Finance + HR Administrator (.5 FTE)	0.5	13/5	25,724	25%	5,216	3
4	12,765	13,572	14,056	13,748	11,510					4 Library Asst I - Public Services (Weekend)		5/5				4
5	26,960	28,232	28,940	28,940	32,864	34,853	36,962	35,412	39,014	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/4	41,159	5%	2,144	5
6		429	431	732	461	193	1,380	3,242	2,832	6 Library Asst I - Public Services	0.1	3/3	3,512	24%	680	6
7	11,034	12,281	13,295	20,050	20,560	28,606	30,409	27,867	30,688	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	30,713	0%	25	7
8	24,448	25,051	25,352	22,336	22,971	23,369	23,628	22,094	23,953	8 Library Asst II - Public Services / Children & Teen Specialist	0.8	6/5	24,498	2%	545	8
9	26,960	28,234	28,940	28,940	29,809	30,107	28,699	25,030	27,588	9 Library Tech II - Coll Mgmt / Cataloging Specialist	0.9	7/5	25,715	-7%	-1,873	9
10	21,984	25,305	26,213	19,762	20,498	12,026	8,584		10,469	10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.4	5/5		-100%	-10,469	10
11	10,490	12,739	13,064	14,203	14,852	14,625	14,365	12,833	14,483	11 Library Asst I - Public Services	0.6	3/5	14,529	0%	46	11
12	12,892	13,449	13,881	13,940	16,250	15,921	16,146	14,277	15,964	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.5	5/5	16,018	0%	55	12
13	5,872	6,662	0	3,348	3,985	7,381	10,757	10,553	11,941	13 Library Asst I - Coll Mgmt / Processing	0.5	3/4	12,318	3%	377	13
14				1,873	1,140	11,525	17,376	15,901	17,977	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.6	5/4	19,501	8%	1,523	14
15	2,032	9,201	14,953	16,195	22,781	28,950	29,432	25,830	27,904	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	27,999	0%	95	15
16	11,236	11,211	8,790	3,513	7,975	7,602	5,966	6,282	7,251	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	9,626	33%	2,374	16
17	7,609	7,737	4,980	10,907	5,302	6,600	6,352	6,329	7,903	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	7,959	1%	56	17
18							5,676	8,380	9,102	18 Facilities Maintenance	0.4	3/3	9,626	6%	524	18
19	653	0	2,204	2,560	0	9,071	4,814	4,809	2,076	19 Job Training Intern / Library Page I	0.1	3/3		-100%	-2,076	19
20	22,483	29,280	35,865	37,432	39,816	43,199	46,516	43,522	45,074	20 IT Network and Systems Administrator	1.0	14/5	45,546	1%	472	20
21	5,027	3,854	2,798	1,268	2,118	1,283	658	0	2,100	21 Tech Support Contracts		14/5	2,100	0%	0	21
22	1,385	2,088	2,912	3,783	6,661	7,447	6,834	6,524	7,921	22 Vacation Subs + Wkend Assistants	0.3	X	8,556	8%	635	22
23	30,511	37,754	45,756	49,940	55,402	58,889	59,388	53,882	58,284	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	4/5	57,161	-2%	-1,123	23
24	22,662	30,891	33,841	27,657				532	0	24 Staff training				#DIV/0!	0	24
25	24,707	29,215	33,516	29,715	27,574	43,757	47,991	40,885	50,880	25 Retirement (PERS)			51,768	2%	888	25
26	735	389	488	493	31,933	33,786	34,956	32,084	36,226	26 Social Security (FICA)			36,177	0%	-50	26
27	48,784	69,596	75,031	84,598	416	922	430	416	974	27 State Unemployment Tax (SUTA @ .001) + Payroll Exp			973	0%	-1	27
28	1,289	1,302	1,228	1,156	88,392	88,951	91,199	89,098	91,069	28 Group Health Insurance			110,833	22%	19,764	28
29	635	667	727	757	1,646	1,708	1,998	2,607	2,178	29 Workers Comp Insurance			2,175	0%	-3	29
30			15,162		851	803	929	882	952	30 Life Insurance			844			30
31		747	85		4,312	2,102		9,500		31 Severance						31
32										32 Ending balance (prior years)						32
33										33 UNAPPROPRIATED ENDING FUND BALANCE						33
34	416,998	510,866	558,976	533,233	572,569	617,197	640,807	599,462	655,828	34 TOTAL REQUIREMENTS	13.7		675,671	3%	19,843	34

* include a schedule of pay ranges

DETAILED REQUIREMENTS

FORM
LB-31

General Fund - Materials & Services

Baker County Library District

	Historical Data								Suppl Bgt 2 Adopted Budget This Year 13/14	REQUIREMENTS DESCRIPTION	Budget for Next Year 2014-2015			
					Actual						Proposed by Budget Officer	Variance %	Variance \$	
	06-07	07-08	08-09	09-10	Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding Year 12/13	YTD 5/3/2014						
1	57,111	74,367	81,253	94,155	100,067	95,017	95,987	86,098	79,589	1 Collection Development (Books, audiovisual, digital, etc)	64,500	-19%	-15,089	1
2	14,669	15,796	16,062	16,484	17,082	10,296	10,109	10,349	10,700	2 Library Consortium (Sage)	5,900	-45%	-4,800	2
3	13,465	18,446	18,103	27,341	22,408	30,751	25,911	25,200	26,235	3 Facilities Maintenance	27,800	6%	1,565	3
4	4,950	6,590	7,090	8,800	9,375	10,320	10,320	8,600	11,000	4 Janitorial Contract	10,500	-5%	-500	4
5	2,035	2,114	2,483	1,990	2,089	1,993	1,953	1,718	2,100	5 Janitorial Supplies	2,100	0%	0	5
6	6,281	4,000	3,695	2,808	3,855	3,299	3,262	2,342	3,500	6 Equipment Maintenance Services	3,500	0%	0	6
7	6,494	11,995	12,919	14,347	23,211	18,357	16,219	16,901	17,500	7 Computer Maintenance	20,000	14%	2,500	7
8	7,712	10,411	6,145	6,746	9,658	7,576	7,692	5,507	8,000	8 Bookmobile Operations	8,000	0%	0	8
9	13,259	12,490	8,645	13,987	13,100	12,305	13,106	13,888	13,500	9 Insurance	14,000	4%	500	9
10	2,661	2,502	2,822	1,507	2,884	2,261	2,791	1,821	3,000	10 Travel and Training	3,000	0%	0	10
11	3,171	0	3,165	0	3,172	0	5,989	0	0	11 Election	3,300	#DIV/0!	3,300	11
12	7,050	6,200	6,500	6,865	7,070	7,050	7,280	7,475	7,475	12 Audit	7,675	3%	200	12
13				0	413	802	1,568	835	800	13 Bookkeeping	800	0%	0	13
14	548	746	549	985	1,359	2,073	958	1,544	1,700	14 Dues and subscriptions	1,600	-6%	-100	14
15	1,256	895	961	1,409	7,980	758	952	0	1,000	15 Debt Service	100	-90%	-900	15
16	5,170	3,010	2,328	5,949	395	700	1,104	838	1,000	16 Publication	1,000	0%	0	16
17	651	385	657	673	1,016	485	804	733	775	17 Financial Mgt Fees	625	-19%	-150	17
18		599	712	866	200	200	200	250	200	18 Legal Administration	200	0%	0	18
19	200	200	200	200	2,035	1,239	393	808	2,000	19 Public Programs	2,000	0%	0	19
20	518	827	1,517	793	1,800	2,691	2,544	2,809	2,500	20 Branch Mileage	3,000	20%	500	20
21	843	1,469	2,117	1,924	14,532	17,548	12,557	12,700	14,000	21 Library Services Supplies	14,500	4%	500	21
22	14,017	12,174	16,461	14,313	1,563	1,637	2,967	2,682	3,500	22 Youth Programs (Summer Reading, storytime, teen)	3,500	0%	0	22
23		2,023	1,190	1,365	1,555	1,998	1,457	1,140	1,700	23 Postage/Freight	1,700	0%	0	23
24	2,695	2,641	2,613	2,677	43,532	42,316	43,945	32,177	46,485	24 Utilities	44,385	-5%	-2,100	24
25	34,053	35,703	42,270	43,046	11,456	13,056	12,910	10,167	14,625	25 Telecommunications	13,030	-11%	-1,595	25
26	3,165	11,505	13,130	14,707	1,704	775	424	447	1,000	26 Tech Support Contract - Travel	1,000	0%	0	26
27	2,977	3,857	3,752	1,483		0		173.97		27 Miscellaneous		#DIV/0!	0	27
28	871									28				28
29										29				29
30										30				30
31										31 Ending balance (prior years)				31
32										32 UNAPPROPRIATED ENDING FUND BALANCE				32
33	205,822	240,945	257,339	285,420	303,511	285,503	283,402	247,205	273,884	33 TOTAL REQUIREMENTS	257,715	-6%	-16,169	33

* includes schedule of pay ranges

FORM
LB-10SPECIAL FUND
RESOURCES AND REQUIREMENTS

FY2014-2015

"Other Uses" Funds by Department

Baker County Library District

	Historical Data				Suppl Bgt 2 Adopted Budget This Year 13-14	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Third Preceding Year 10-11	Second Preceding Year 11-12	First Preceding Year 12-13	YTD 4/23/2014						
						RESOURCES				
1	45,982	52,094	52,655	145,637	145,860	1 Cash on hand * (cash basis), or	146,000			1
2						2 Working Capital* (accrual basis)				2
3						3 Previously levied taxes estimated to be received				3
4	191	223	292	477	350	4 Interest	600			4
5	6,700	11,000	11,000	12,500	12,500	5 Transferred IN, from other funds	1,100			5
6	10,000	7,500	15,000	0	56,521	6 Grants and Loans	46,000			6
7	0	350	64,841	2,039	1,000	7 Donations	2,500			7
8	2,164	1,883	4,806	4,075	3,000	8 Book Sales online	4,000			8
9	65,037	73,050	148,594	164,727	219,231	9 Total Resources, except taxes to be levied	200,200			9
10						10 Taxes estimated to be received				10
11						11 Taxes collected in year levied				11
12	65,037	73,050	148,594	164,727	219,231	12 TOTAL RESOURCES	200,200	0	0	12
						REQUIREMENTS				
1	15,451	18,219	598	2,241	97,431	1 Memorial & Grants Dept.	75,650			1
2	3	3	11	0	1,000	2 Literacy Dept.	500			2
3	18	11	13	0	12,000	3 Technology Dept.	12,000			3
4	0	0	0	0	6,000	4 Capital Projects Dept.	6,000			4
5	43	62	55	0	58,000	5 Severance Liability Dept.	58,500			5
6		2,100	0	0	3,000	6 Operating Transfer	4,000			6
7				235	800	7 Corporate Costs (Bank & sales fees)	350			7
8					41,000	8 Personnel Services	43200			8
9						9				9
10						10				10
11						11				11
12						12				12
13						13				13
14						14				14
15	52,094	52,655	147,917			15 Ending balance (prior years)				15
16						16 UNAPPROPRIATED ENDING FUND BALANCE				16
17	67,609	73,050	148,594	2,476	219,231	17 TOTAL REQUIREMENTS	200,200	0	0	17

*Includes ending balance from prior year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Sage Library System Fund

BAKER COUNTY LIBRARY DISTRICT

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year _____		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _____						
				RESOURCES				
1				1 Cash on hand * (cash basis), or	\$70,283			1
2				2 Membership dues	\$187,490			2
3				3 Interest	\$250			3
4				4 Restricted grants	\$117,571			4
5				5 Miscellaneous revenue				5
6				6				6
7				7				7
8				8				8
9	0	0	0	9 Total Resources, except taxes to be levied	\$375,594	\$0	\$0	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	0	0	0	12 TOTAL RESOURCES	\$375,594	\$0	\$0	12
				REQUIREMENTS				
13				13 PERSONNEL SERVICES				13
14				14 Salaries				14
15				15 Systems administrator	\$43,930			15
16				16 Total salaries	\$43,930			16
17				17				17
18				18 Benefits				18
19				19 Retirement	\$5,799			19
20				20 Social Security	\$3,361			20
21				21 Worker's compensation	\$202			21
22				22 Health insurance	\$8,149			22
23				23 Unemployment insurance	\$44			23
24				24 Life insurance	\$844			24
25				25 Total benefits	\$18,398			25
26				26 TOTAL PERSONNEL SERVICES	\$62,328			26
27				27				27
28				28 MATERIALS AND SERVICES				28
29				29 Telecommunications	\$400			29
30				30 Technology	\$12,000			30
31				31 Accounting and auditing	\$2,900			31
32				32 Technical services	\$104,789			32
33				33 Legal services	\$100			33
34				34 Dues and subscriptions	\$500			34

35				35	Postage/freight	\$60			35
36				36	Printing	\$50			36
37				37	Supplies, Office	\$50			37
38				38	Travel	\$3,000			38
39				39	Training	\$1,500			39
40				40	Miscellaneous	\$117			40
41				41	Furniture and equipment	\$300			41
42				42	Courier	\$102,000			42
43				43					43
44				44	TOTAL MATERIALS AND SERVICES	\$227,766			44
45				45					45
46				46	Capital outlay	\$21,000			46
47				47					47
48				48	Contingency	\$11,000			48
49				49					49
50				50	Ending balance (prior years)				50
51				51	UNAPPROPRIATED ENDING FUND BALANCE	\$53,500			51
52	0	0	0	52	TOTAL REQUIREMENTS	\$375,594	\$0	\$0	52

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

Personnel Salary Options

					OPTIONS						
					A	PROPOSED	C	D	E	F	G
	COLI 1% No Step	STEP	COLI 1% on STEP	STEP + COLI 1% TOTAL	Total Freeze No steps, COLI 0%	Staff step increases 4,262	COLI 1% staff only	COLI 1% staff + Director COLI	COLI 1% staff + staff steps	+ Director COLI 1%	Director Step + COLI 1%
Director	\$851	\$6,565	\$851	\$7,416				\$851		\$851	\$7,416
Wickam		\$2,380									
Watson		\$544									
Spry		\$696									
Huntington		\$642									
STAFF	\$4,762	\$4,262	\$4,804	\$9,066	(\$4,262)	0	\$4,762	\$4,762	\$9,024	\$9,066	\$9,066
	\$5,613	\$10,827	\$5,655	\$16,482	(\$4,262)	0	\$4,762	\$5,613	\$9,024	\$9,917	\$16,482
						Budgeted, so displays as neutral					



City of Baker City, Oregon

P.O. Box 650
Baker City, OR 97814-0650
541-523-6541 Voice/TDD
541-524-2049 FAX

April 23, 2014

IMPORTANT DATE TO REMEMBER

May 23, 2014 is the due date for making full payment
or making application for time payments on your

Resort Street Underground Utility Local Improvement District 2012

*****Interest will be charged on your assessment effective May 23, 2014*****

Dear Property Owner:

Enclosed is a Notice of Assessment Lien and Application to Pay for Local Improvements in installments. The conditions for time payment are as follows:

- [a] Any assessment of \$25.00 or more shall be allowed twenty (20) years to pay at the rate of forty (40) semi-annual installments plus interest.
- [b] The interest rate charged will be variable and will be set every six months using the average during the preceding six month period of the rate paid by the State Local Government Investment Pool plus 1%. The current LGPI rate, for example is 0.54%. **IMPORTANT:** Interest will accrue beginning May 23, 2014..
- [c] The assessment may be paid in full at any time during the life of the assessment with no interest penalty chargeable for the paying of the assessment at any time prior to maturity.
- [d] Assessments for which the property owners have not signed for time payment privileges are due and payable in full within thirty (30) days after notice of assessment. Interest on these assessments will be charged at 18% per annum. **IMPORTANT:** Interest will accrue beginning May 23, 2014.
- [e] State law provides that property is subject to foreclosure if the owner fails to pay or apply for time payment of the improvement assessment lien by the due date above.

This letter is to inform you that as a property owner, you have this method of paying your assessment available to you. If you have any questions regarding this matter, please contact the Finance Director's office at City Hall, (541) 523-6541.

Sincerely,

Rebecca Fitzpatrick
City Recorder

**NOTICE OF ASSESSMENT LIEN AND APPLICATION
TO PAY FOR LOCAL IMPROVMENTS IN INSTALLMENTS**

TO THE CITY RECORDER OF THE CITY OF BAKER CITY, BAKER COUNTY, OREGON:

I (we), **Baker County Library District**, hereby make application and agree to pay my (our) pro-ration of the cost of the **RESORT STREET UNDERGROUND ULITY LOCAL IMPROVEMENT DISTRICT 2012** as the same has been ascertained and determined by the Council of the City of Baker City, under and by the provisions of Ordinance No. 3329 of said city, and docketed upon the docket of city liens of the City of Baker City in 40 semi-annual installments. Interest will be charged on the unpaid principal balance of the assessment. The interest rate charged will be variable and will be set every six months, using the average during the preceding six month period of the rate paid by the State Local Government Investment Pool plus 1%. **IMPORTANT Interest will accrue beginning May 23, 2014.** The assessment may be prepaid at any time without penalty. Interest will be accrued to the date of payoff. The principal balance of the assessment is the unpaid amount allocable to the construction cost of the Street Improvement District and excludes any amount allocable to interest.

The first installment shall be due and payable on the 23rd day of November, 2014, and subsequent payments shall be due and payable on the 23rd day of May and November each year thereafter.

In consideration thereof, I (we) hereby expressly waive all or any irregularities or defects, jurisdictional or otherwise, in the proceedings to improve the said street or in the apportionment and assessment of the costs thereof on the property affected thereby as the owner of the following described property which has been assessed for the proportionate cost of said improvement as follows, to-wit:

Item No.	Description of Property	Front Footage	Total Assessment
41	094016CB 7800 2400 Resort Street Ref #782	350	\$24,500.00

Situate in Baker City, Baker County, Oregon.

IN WITNESS WHEREOF, I (we) have hereunto set my (our) hand and seal

this _____ day of _____, 2014.

Done in the presence of:

Property Owner(s)

Witness _____

Filing Date _____

City Recorder _____

V# _____

I# _____

R# _____

BAKER COUNTY LIBRARY DISTRICT

Memo

Date: April 16, 2013

From: Christine Hawes, Business Manager

To: Perry Stokes, Library Director

Re: **Recommended Personnel Policy Change**

Under Article "12.3 Eligibility", the policy states that an employee who works 20 or more hours qualifies for benefits (Pages 20 and 21 attached for reference).

In the case where the Date-of-Hire and the Date-of-Qualifying-Position are different, there can sometimes be confusion. We need to add a clarifying statement to the policy to make it clear that the date at which an employee qualifies for benefits (vacation, sick leave and holiday accrual) becomes the date for moving up the tier for years of service under the vacation accrual found in "Article 12.4 Vacation Leave".

I have attached an example. At the Date-of-Hire in March 2007, this employee worked less than 20 hours a week. At the Benefit-Qualifying-Position date in July 2010, when the weekly hours went over 20 hours, the benefits begin to accrue at the "1-4 years of service" which means that in July 2015, this employee moves up to the next benefit accrual tier. However, this could easily be misunderstood (and often is), that at the date of qualification the years of service is already at 3-years; therefore the employee perception would be to move up to the next tier in 2012.

In historical practice, the date the employee begins the qualifying position (in the example July 2010), is the date at which the "years of service" begin to count with regards to benefit accruals.

When this policy was written, obviously this difference wasn't a problem.

My recommended change to the District Personnel Policy:

Article 12.3 Eligibility

After successful completion of the Waiting Period (see 9.1 and 12.5), any permanent employee who is scheduled in any capacity at any work site to work for the District at least 20 hours per week is deemed to be eligible for benefits as defined in this article. *[Addition starts here] In the case where the date-of-hire and the date at which an employee begins a qualifying position are different, the qualifying-position date becomes the date from which accruals are calculated and awarded. The benefit waiting period is waived when the employee has already been employed by the District.*

As a side note with regards to the Personnel Policy, I researched the new healthcare law on the waiting period limitation that we were recently told about. I found that the 90-day waiting period currently in our policy is in fact in compliance with the new law. So we can disregard that suggestion.

Thanks, Christine

ARTICLE 12 – BENEFITS

12.1 Defined

Benefits are those compensations paid or partially paid on behalf of a qualified employee as are authorized at any time by the Library Board which are in addition to an employee's salary. They include but are not limited to group life and group health insurance, vacation, sick leave, holidays, and PERS retirement plan. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

12.2 Distribution of Costs

The percentage of the costs of the benefit package provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Library Board. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty (30) days of such action.

A benefit package is not a contractual right and may be altered at any time by the Library Board. Decisions affecting package may be based on equity, change in benefit costs, and budget considerations.

It is the Library Board's policy to provide the maximum benefit package possible to attract and retain a skilled work force.

** Need to add clarification*

12.3 Eligibility

After successful completion of the Waiting Period (see 9.1 and 12.5), any permanent employee who is scheduled in any capacity at any work site to work for the District at least 20 hours per week is deemed to be eligible for benefits as defined in this article.

~~*~~ Health insurance benefits shall be paid in full for qualifying employees, and the District shall make available the option of purchasing benefits for spouse and children of qualifying employees and will pay 50% of the cost of such spousal or family insurance coverage. Group life insurance coverage of \$10,000 shall be paid in full for qualifying employees.

In-Lieu Benefits, defined as a cash payment in place of insurance coverage, will be paid to qualifying employee, who is entitled to opt out of the District's health insurance coverage if covered by spouse's insurance and provides proof of same. Employee is to be compensated for his or her personal coverage only, according to a formula based on compensating employer for costs incurred for providing this benefit.

An employee who retires under PERS and has worked for the Baker County Library District at least 5 years, who wishes to continue part-time service, and is retained by the Director, must meet the following criteria to be eligible for limited benefits as follows. The retiree must work for the District maintaining a weekly annual average not less than 15 hours per week or more than 19.9 hours per week, as agreed with the Director, to be eligible for group health and life insurance benefits. For the retired employee, the group health insurance premium paid on behalf of the employee and any family members will be prorated monthly as a percentage against 20 hours a week. None of the other benefits are awarded after the retirement date.

ARTICLE 12 – BENEFITS, Continued

12.3 Eligibility, Continued

The Library District will comply with State Laws ORS 243.303 in the case of a retiring employee who has already been on the Library District's group health insurance. Oregon State Law has adopted the COBRA laws and allows retirees to continue health insurance until they (or their spouse) qualify for Medicare. The Retiree is responsible to pay 102% of the current health insurance rate monthly to the Library District to continue insurance. Under Federal COBRA laws, other departing employees who qualify can be eligible to continue health insurance for 18 months or more. Again, the individual is responsible to reimburse the Library District for 102% of the current health insurance rate on a monthly basis. Review COBRA rules for eligibility.

12.4 Vacation Leave

A full-time employee shall be credited with 12 days vacation leave after one full year of employment for that first year worked, and thereafter as follows:

1– 4 years service credited	8 hours per month
5– 9 years service credited	10 hours per month
10–14 years service credited	12 hours per month
15–19 years service credited	14 hours per month
20–24 years service credited	16 hours per month
25+ years service credited	20 hours per month

Employees in the first year of employment may use vacation time based on accrual of one day (8 hours) per month for full-time employees which will be considered a charge to and be subtracted from the 12 days awarded at the end of the first year. If borrowed and not awarded, such overpayment shall be deducted from the final paycheck. Eligible part-time employees may use their pro-rated vacation earned in the same manner as the full-time employee.

After the first year, vacation leave cannot exceed that which has been earned. Accrued vacation time shall not exceed 250 hours except in the following instance:

In the event that accrued vacation time reaches 250 hours, the Board may waive the limitation on accrual at its discretion, based on review of cause, except that under no circumstances may an employee take more than is earned in any given year, in order to protect the integrity of the process and the District's financial position, while allowing the employee to keep earned time on the books until retirement. The maximum impact this could have in any given fiscal year would be 5 weeks vacation (at 20 years) and compensation in the year of the employee's retirement of up to 250 hours. The employee would forfeit any accrued time in excess of these amounts, which total a maximum of 450 hours.

Accrued vacation upon termination after one full year of employment will be paid for at last regular rate of employee pay on the date of termination.

Accrued vacation upon employee's death, while employed by the district, shall be paid in full at last regular rate of employee's pay to the employee's heirs or estate.

Vacation leave will not accrue while employee is on extended sick leave of over forty (40) hours.

Eligible part-time employees shall accrue prorated vacation leave.
See *Appendix F* for Vacation Scheduling.

Example

Baker County Library District				DOH		3/19/2007	
Accumulated Vacation and Sick Leave Hours				Qual Position		7/1/2010	
Employee Name: [REDACTED]				5 Yr Anniv.		7/1/2015	
				Vacation		Sick Leave	
	Mo/Yr	Earned	Used	Balance	Earned	Used	Balance
Note: Budget hours continue at 30 hrs/wk	Jul-13	6.0		146.8	6.0		200.0
	Aug-13	6.0		152.8	6.0		206.0
	Sep-13	6.0		158.8	6.0		212.0
	Oct-13	6.0		164.8	6.0	2.0	216.0
	Nov-13	6.0		170.8	6.0		222.0
	Dec-13	6.0		176.8	6.0		228.0
	Jan-14	6.0		182.8	6.0		234.0
	Feb-14	6.0	5.25	183.55	6.0		240.0
	Mar-14	6.0		189.55	6.0		246.0
	Apr-14	6.0	12.25	183.30	6.0		252.0