

Baker County Library District

Board of Directors

Regular Meeting Agenda

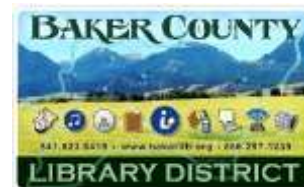
Monday, Apr 11, 2022, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City

Meeting simulcast via [Zoom](#)

<https://us02web.zoom.us/j/84263326583>

Kyra Rohner, President



- | | | |
|-------|---|--------------|
| I. | CALL TO ORDER | Rohner |
| II. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Rohner |
| IV. | Open forum for general public, comments & communications | Rohner |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | OLD BUSINESS | |
| | a. None | |
| VI. | NEW BUSINESS | |
| | a. Guest Presenter on Baker 5J School Bond Project status | Mark Witty |
| | b. Renewal of Health Insurance Plan (ACTION) | Hawes/Stokes |
| | c. Approval of Capital Improvement Project - Roof Repair (ACTION) | Stokes |
| | d. FY22-23 Budget Outlook | Stokes |
| | e. State of America's Libraries 2022 Report | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: May 9, 2022 | Rohner |
| IX. | ADJOURNMENT | Rohner |

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

ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Apr 11, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. **CALL TO ORDER** Rohner
- II. **Consent agenda (ACTION)** Rohner
- a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Mar 14 2022

- III. **Conflicts or potential conflicts of interest** Rohner
- IV. **Open forum for general public, comments & communications** Rohner

No public communications to report.

- V. **OLD BUSINESS**
- a. None

VI. **NEW BUSINESS**

- a. **Guest Presenter on Baker 5J School Bond Project status** Mark Witty

Superintendent Mark Witty from Baker 5J School District requested the opportunity to share the status of school expansion plans made possible by the passing of the \$4-million-dollar school bond measure in May 2021.

- b. **Renewal of Health Insurance Plan (ACTION)** Hawes/Stokes

Attachments:

- VI.b.i. SDIS Health Plan Overview and renewal contract (to be presented at meeting)

The medical/rx health insurance plan (Red PPO K) rate increase for BCLD from Special Districts Insurance Services (SDIS) is modest at 4.0%. This is a bit higher from the overall average rate increase for SDIS districts at 2.7%. Christine and I recommend the district continue with the current plan. Renewal of the contract requires board approval.

- c. **Approval of Capital Investment Project - Roof Repair (ACTION)** Stokes

Attachments:

- VI.c.i. Roof Renewal Report and Recommendation

Facilities Specialist Ed Adamson is recommending the district invest up to \$95,000 toward repair of the roof of the Baker branch building. His assessment report is included in the Board Packet. His evaluation process involved exploration of different longevity strategies and he sought multiple quotes from contractors. The Reserve Fund for Capital Investment has about \$140,000 put aside for this purpose. Utilizing Reserve Funds for a project requires Board approval.

Library Board Meeting – Annotated Agenda

Monday, Apr 11, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

d. FY22-23 Budget Outlook

Stokes

Attachments:

- VI.d.i. Budget Forecast

In my initial estimates, the district will need a slightly increase to revenue appropriations for this Fiscal Year, mostly due to a surplus cash carryover and grant awards. Tax revenue is coming in at a lower rate than anticipated, possibly due to assessment disputes. Historically, however, actual tax revenues received have been very close to what is projected from the County Assessor reports.

Personnel costs for this Fiscal Year may be as much a \$40,000 under budget. Most of that will be re-allocated to Materials and Services expenses.

I anticipate stability with the cash carryover amount, if not a surplus for next fiscal year.

I am projecting the property value growth rate for next year will remain strong at 4.5% (was 4.8% this last year). This translates to tax revenue growth of about \$60,000.

Primary cost challenges for next fiscal year are inflationary pressures on Personnel and materials. I aim to increase investment in digital content for our communities. With our IT Manager Jim White scheduled to retire, I also must budget a significant increase in that line in order to recruit and retain a qualified new hire. This position is critical to our operations and services.

With the new HVAC system and roof replacement projects, the Reserve Fund balance for Capital Investment will be significantly reduced from \$185,000 to about \$50,000. A strategic plan for the next series of facilities maintenance needs will be one of our top goals this year.

e. State of America’s Libraries [2022 Report](#)

Stokes

Last week as part of National Library Week (Apr 3 – 9), the annual State of America’s Libraries report from the ALA was published. The headline story is: [Book Bans a Focus of State of America’s Libraries 2022 Report](#). The report also features the latest Top 10 Most Challenged Books list and a new campaign to fight censorship called “United Against Book Bans.” It is highly recommended reading for library staff and board members.

VII. REPORTS

a. Director

Stokes

Facilities

- **Baker HVAC system** – Replacement of circulation pump expected this week. This will restore full heating capacity.
- **Drive Up Window Replacement** – Nearly complete. Some minor finishing work remains.
- **Teen Room shelving expansion** – Quote requested for 4 additional shelving units (2 FIC, 2 Graphic novels).

Library Board Meeting – Annotated Agenda

Monday, Apr 11, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

- **Upgrade of ADA door opener switches** - Will be upgraded to hands free switches. Patrons will just wave hand in front to trigger
- **Phone system expansion** – Additional phone units being installed at Children’s Desk and Reference Desk near riverside entrance.

Grants

- \$5,000 LSTA ARPA grant for Summer Reading Program Intern
- \$4,000 LSTA grant for marketing Job Seeker Resources

Personnel

- HF branch staff retiring – recruitment now in progress to replace Lourdes Cuevas. She has been with BCLD for 5 years this month.
- Recognition – This month marks 5-year anniversary for Ed Adamson & Lourdes Cuevas, 15-year anniversary for me.
- Training – PLA conference in Portland was very good. Diana and I came away with some ideas for improving procedures. Mostly it was inspirational and validating.

Programs

- **Human Library Project event** - Saturday, April 9. 4:30 pm - 7:30 pm. This program was hosted in partnership with the Neighbors of Baker group. We had about 15 people participating, 5 as Books and 10 as Readers. Feedback was very positive.

Safety & Security

- Exploring regular staffing of Reference Desk – For improved customer service and safety.

b. Finance

Report documents to be distributed at the meeting.

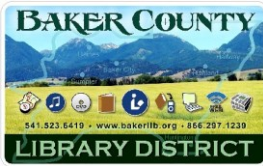
Hawes

VIII. Next meeting: **May 9, 2022**

Rohner

IX. **ADJOURNMENT**

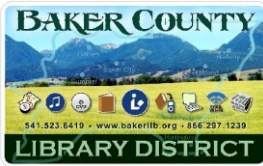
Rohner



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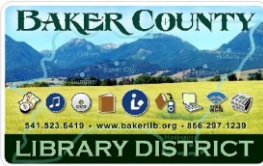
<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>One Director attended the meeting in person, Gary Dielman. Those attending the meeting on zoom are Directors Kyra Rohner, Beth Bigelow and Joan Spriggs. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>The meeting is available to the public from the District website to attend via Zoom; a link was provided on the agenda for easy access. Guest “Christopher Hobson iPhone” attended by Zoom.</p> <p>President of the board, Kyra Rohner, called the meeting to order at 6:05pm. There is a quorum present with 4 board members in attendance.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to tonight’s agenda or to the minutes from the previous meeting. There were two corrections noted on the February 14 meeting minutes at which Betty Palmer was running the meeting but references say Rohner; in two places, the Consent Agenda and Conflicts of Interest, replace both the references for Rohner to Palmer. Dielman made a motion to approve the Consent Agenda as amended; Bigelow seconded; motion passed (4 yea) unanimously.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. One member of the public was present, Zoom identified the name as Christopher Hobson’s iPhone. Rohner asked whether the person wanted to make a statement. They did not respond; Stokes welcomed the person to listen in.</p> <p>Stokes said that he received a thank you note from the Weaving Guild who used the library meeting room, they included a donation of \$100. He also wanted to introduce an email that was sent to the board from Jerry Jones, requesting information about the Jehovah Witness episode a couple years ago. Stokes asked for direction from the board, Dielman</p>



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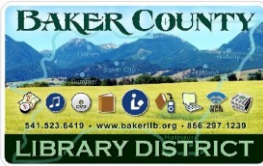
	<p>felt we handled that back then so he didn't believe we needed to respond.</p> <p>Rohner asked if that was captured in the minutes from the time, perhaps we could direct him to minutes. Stokes said the minutes covered the incident briefly. Stokes read through part of the questions that were being asked, proposing simple answers; he would like to reply with basic information. All of the board agreed such a response was appropriate. There were no more public comments.</p>
<p>OLD BUSINESS: Report on Pandemic Response Activities</p>	<p>Stokes reported on the current pandemic situation, including current trends in cases, hospitalizations, and deaths. Masks are off at the Library with Oregon's mask mandate having ended on March 11. Signage about masks has been taken down in our libraries and will be stored until the pandemic risk declines is stable enough to reasonably discard them. Currently, we have a sign as patrons enter that says masks are optional. A few staff and visitors are opting to wear masks. Most have chosen not to.</p>
<p>Policy Revision on Digital Archive Copyright Stmt</p>	<p>Rohner moved to the Digital Archive topic. Stokes said that as we discussed at the February meeting, an update is needed to our Copyright Statement Policy which was last approved February 8, 2010. The proposed changes incorporate the recommendation that BCLD use the Copyright Not Evaluated (CNE) Statement. This statement clarifies that BCLD has not done evaluation research to determine the copyright status of works in our collection. There is a new section for Copyright Complaint and Take Down Notices.</p> <p>After the February board meeting, he submitted the policy to SDAO. They responded that this topic was outside the scope of their expertise. He then reached out to staff in charge of the digital archive programs at Washington and Oregon State libraries. Staff at the Washington State Library provided some helpful suggestions which he has incorporated in the latest policy version presented in the board packets. Stokes reviewed the versions of the statement included in the packets.</p> <p>Dielman said that he likes what he has presented, adding that we tabled this last time so that Kyra Rohner could weigh in. Rohner said</p>



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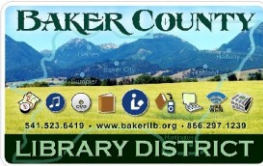
	<p>that she does not do copyright law and she can't give legal counsel to the library on this topic. As a Director, she doesn't see anything that raises concern. She would prefer to see us have appropriate legal counsel review this.</p> <p>Stokes talked about building a potential legal fee into the upcoming budget to allow for \$3,000-\$5,000 for legal counsel. Dielman said that what he sees in the policy is that it states that the library doesn't guarantee copyright clearance; if someone wants to use a photo from the library archive, then it is up to them to determine what the copyright allows. In the 15 years he has worked on the archive project, he does not recall anyone challenging a photo on the website.</p> <p>Stokes says the entire policy is functionally a disclaimer that the library does not make any copyright status claims. It is up to the user to look that up. Some discussion on copyright status. There was clarification that this policy references only the digital archive collection which is photos.</p> <p>Rohner had no suggested revisions. There was no further discussion. Rohner asked if the board was prepared to make a motion. Dielman said that since he handles most of the photos, he will make the motion. Dielman made a motion to approve the Digital Archive policy revision; Joan seconded; 4 yea (motion passed unanimously).</p>
<p>NEW BUSINESS: Budget Calendar Approval and Committee</p>	<p>Rohner moved to New Business. Stokes brought up the budget Schedule on the screen. Stokes has prepared the schedule for legal publication dates and meetings for the Budget Committee. The main meeting is scheduled for Wednesday, May 25. He proposes that the officers remain the same. He has emailed all of the Budget Committee members with notification of the meeting date and a request to let him know if they are unable to serve. Two individuals have affirmed their availability and participation, Collier and Savage.</p> <p>Stokes said that he recommends approval of the Budget Committee roster as presented with the appointment of Bonebrake and Collier to serve a new 3-year term and himself as the Budget Officer. Rohner asked about those members being re-appointed; brief discussion on term dates. Rohner said she agreed. She asked for discussion. With no</p>



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	<p>further discussion, Bigelow made a motion to approve the Budget Calendar for the 2022-23 year as presented; Spriggs seconded; 4 yeay votes (motion passed unanimously).</p>
<p>New Board Member, Oath of Office</p>	<p>Rohner moved to the new board member oath of office.</p> <p>Stokes said that as Joan Spriggs was appointed by the board at the February 2022 meeting to fill the position vacated by Frances Vaughan, he has prepared the Oath of Office for Joan. The district’s Oath of Office will be presented to Joan Spriggs for swearing in by verbal affirmation and written signature agreement.</p> <p>Joan read the Oath of Office aloud. Everyone applauded and thanked her for being willing to serve. She will sign the form and send that in to Stokes.</p>
<p>Card for outgoing board member</p>	<p>Stokes made available a card for board members to sign to Thank outgoing board member, Frances Vaughan, for her service. The card will be available tomorrow with the checks.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the following reports:</p> <p>Facilities: HVAC system repairs - Building heating capacity at the Baker branch is once again impaired due to failure of the circulation pump. It is over 40 years old and was unable to handle increased demand of the new system. Ed plans to have it rebuilt by a local vendor, but that will take a few weeks.</p> <p>Teen Room shelving expansion - YA (young adult) collection has grown with shelving at capacity. We are planning to add 4 additional units; 2 for YA fiction and 2 for graphic novels.</p> <p>ODOT curb ramp project - ODOT has informed us that they are doing a project. In the BCLD portion they will use the “Right of Way” eminent domain authority to expand the walkway onto library property at the northeast corner of Campbell and Resort streets. This area is where the large cottonwood tree was removed a few years ago so this should not</p>



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be a problem. Ed has requested a meeting with the ODOT technician to get details of what they are planning.

LED light upgrades - more ballasts continue to fail. Old porch soffit light fixtures at Haines branch will be replaced. Also all interior lights at the Sumpter branch will be upgraded to LED lights. Ed has gotten 2 bids for the project. The Library will coordinate the project; the Sumpter Museum has agreed to pay for their portion of the upgrade. Ed will be seeking energy rebates for this work.

Personnel:

Training - Stokes will be attending the ALA Public Library Association (PLA) conference this year in Portland. Diana Pearson will also be attending.

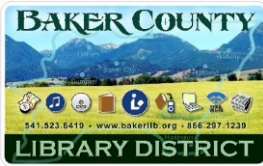
Training - both Ed and Stokes are participating in the Strategic Energy Management (SEM) program offered by Energy Trust of Oregon.

Safety and Security:

Incidents to report - we have had several notable incidents involving youth this past month including:

1. 2/12/22, Disorderly Conduct by 3 juveniles together in one restroom. All 3 were excluded pending meetings with the parents.
2. 3/3/22, Criminal Mischief by a group of 4 juveniles deploying smoke bombs into the library in two separate attacks. The four were identified by security cameras and have been trespassed for a year.
3. 3/5/22, Assault incident inside the library of one juvenile girl attacking another, causing significant physical injury. Baker City Police and EMTs responded quickly.

Bigelow wanted to know if this was more than the usual amount of mischief or is this common? Stokes said this is a peak level of mischief but it typically does come in waves. He sees a spike of problematic behavior every few years as different cliques of youth go through middle school and the pack leaders seek social clout by flouting rules. Some discussion on how these are being handled.



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Finance Report

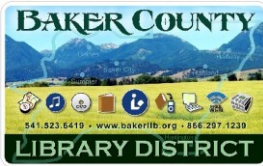
Hawes has distributed copies of the finance reports for those attending in person. A scanned electronic copy was sent to Stokes which he emailed to the board members. Also distributed were Comparison of OTEC Bill Payments for the past 5 years to answer a question from the last meeting.

General fund received tax turnovers of \$46,624.62 on March 1st (compared to \$34,271 the same time last year).

In *Personnel Services*, the PERS and payroll taxes are current even though the expense lines show they are under budget. In total, Personnel Services is at 70.0% spent and is on target with budget.

In *Materials & Services*, notable checks include Ingram \$3,016.58 for the monthly book order; Arros Electric \$1,591.00 (boiler work hooking up power \$974 and bookmobile new LED lighting \$617); Basin Building Solutions \$1,023.00 for new boiler connection and to fix the pump; Jack Rudd Plumbing \$1,805.00 install water lines to new boiler; Heavens Best Carpet Cleaning \$568 for special cleaning due to vandalism of \$468 and \$100 to clean the boiler room for painting. Highlights of a few expense lines, the Bookmobile & Vehicle Maintenance line is at 95% spent; the large bookmobile expenses were 6 new tires \$2,787, an oil change & maintenance \$1,094, a new battery \$688, and new LED lights \$617. The Legal Administration line is overspent, the State Audit filing fee of \$250 is posted to this line plus any legal budget publication expenses, the budget will be adjusted at FYE.

In Utilities, the Halfway heating expense line is overspent having 2 propane fill ups where most years this branch only receives one fill-up; plus an increase in fuel prices has contributed to the overage. The Heating Fuel budget category in total is at 81.9% spent. Under the Electric category, looking at the Baker Library expense line, is at 47% spent; in order to answer a question asked last meeting, a 5-Year Comparison report has been attached at the back of the financial report. The January and February OTEC electric bills are comparable to last fiscal year and about \$200 lower than the highest year 2020. The report shows that the peak cost for electricity is in August when we are running air conditioning. And the Capital Outlay expense line is overspent due to the initial payment on the new boiler unit; a final invoice is expected soon (the estimate was \$43,298 (an approximate



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balance due of \$17,198). This expense may actually be moved to the Capital Improvement Reserve Fund; Hawes or Stokes will verify with the Oregon Dept. of Revenue that is acceptable.

Noted at the bottom of page 7, is a cash balance summary report. The cash balance as of March 15, 2022 is significantly higher than a year ago.

The **Other Funds** wrote one check to Visa for shipping book sales on Amazon of \$71.61; there is no other activity to report. I have not received the February bank statement for the checking account in this fund. The current category fund balances are noted on page 2 of the report.

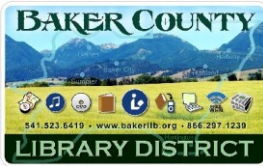
The **Capital Investment** Fund has a cash balance of \$153,018.19 after paying out \$26,100 for the new boiler and receiving \$20,000 transfer-in of budgeted funds.

The **Sage Funds** received \$16,581 in memberships and CatExpress reimbursements in February. It has Accounts Receivable balance of \$9,430; an updated report was emailed to Beth Ross for follow-up. Sage wrote several checks, 6 to small couriers totaling \$2,042.38 today plus another one on March 1st of \$920.00; It also sent an electronic payment for its monthly contract payment of \$5,573.42 which, as you recall, is deducted from the General Fund, then Sage writes a check to reimburse General fund for the expense. The Sage Fund current cash balance is \$199,948 (compared to a year ago, \$201,702, is very similar). Again, I have not received the February bank statement for this checking account. I will contact the bank for a copy.

The Approved Bills Lists include printouts for all 3 funds. Each report has highlighted large items with a brief explanation for you to initial your approval and review. Those on Zoom received an electronic copy of these.

Checks were signed by the one board member present at the meeting. Beth Bigelow volunteered to stop by the Library tomorrow afternoon to sign checks.

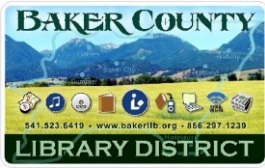
Brief updates:



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	<p>The two missing bank statements (Other Funds & Sage), will be requested from the bank, the General Fund statement came last week which is really late.</p> <p>Employee handbook update, at this point is to add the 2 approved holidays.</p> <p>ECF funding request for \$6,577.10 for the Kajeet subscription renewal for service for the 20 units we have; recently I have answered 2 requests for information for the E-Rate program, the last one on 3/7/22, but have not heard whether or not the funding will be approved.</p> <p>SafePersonnel Training - 3 topics are being assigned to staff that Perry approved last week: Bloodborne Pathogens (recommended annually; last assigned April 2019), Diversity Awareness, and Active Shooter (last assigned April 2019).</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be April 11, 2022. Topics for the next or future meetings include:</p> <ul style="list-style-type: none"> • SDAO Health & Life Insurance Renewal, • Personnel Policy update, • FY2022-23 Budget preview, • Cybersecurity Policy, and • Proposal for Fines Free Policy for Ready-To-Learn accounts (ages 0-5). <p>Additional Discussion:</p> <p>Dielman asked if we heard from Christopher attending by Zoom during the meeting. Hobson said he was from the local Churchill Publishing Company and thanked the board for the public meeting availability.</p> <p>Stokes pointed out a resource list for board members on the District website. The most important thing for the board to know is, of course, the ByLaws, and New Member Board Packet to read through. Dielman talked about the importance of knowing the laws related to board operations, meeting minutes that have to be published. All of the board members are held to those policies.</p> <p>Both Beth Bigelow and Joan Spriggs thanked him for the materials and</p>



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	<p>will read them. Stokes said there are “Trustee” docs on the website. Rohner asked Stokes if he sent Joan a copy of the handbook; Stokes does have a copy for her.</p> <p>With no further discussion.</p>
Adjourn	<p>The meeting was adjourned at 7:00pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT

BAKER COUNTY LIBRARY DISTRICT

Quote February 17, 2022 for rates effective July 1, 2022

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent.
 Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents.

The premiums below will require review if the effective date is after: July 1, 2022

Census Counts					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total
Subscribers	10	1	1	0	12

Medical Benefit Options Available					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Blue PPO II	\$1,225.34	\$2,450.67	\$3,492.21	\$2,266.87	\$18,196.28
Blue PPO II-A	\$1,169.37	\$2,338.74	\$3,332.71	\$2,163.34	\$17,365.15
Blue PPO III	\$1,122.25	\$2,244.49	\$3,198.40	\$2,076.15	\$16,665.39
Blue PPO IV	\$1,042.71	\$2,085.43	\$2,971.74	\$1,929.02	\$15,484.27
Blue PPO V	\$1,004.42	\$2,008.84	\$2,862.60	\$1,858.18	\$14,915.64
Blue PPO VI	\$957.30	\$1,914.59	\$2,728.29	\$1,771.00	\$14,215.88
Blue PPO VII	\$927.84	\$1,855.68	\$2,644.35	\$1,716.51	\$13,778.43
Red PPO C	\$1,107.52	\$2,215.03	\$3,156.42	\$2,048.90	\$16,446.65
Red PPO D	\$1,066.28	\$2,132.56	\$3,038.89	\$1,972.62	\$15,834.25
Red PPO E	\$989.70	\$1,979.39	\$2,820.63	\$1,830.94	\$14,697.02
Red PPO F	\$945.51	\$1,891.02	\$2,694.71	\$1,749.20	\$14,040.83
Red PPO H	\$892.49	\$1,784.99	\$2,543.61	\$1,651.11	\$13,253.50
Red PPO J	\$865.98	\$1,731.96	\$2,468.05	\$1,602.07	\$12,859.81
Red PPO K	\$842.42	\$1,684.83	\$2,400.89	\$1,558.47	\$12,509.92
Red PPO L	\$812.96	\$1,625.92	\$2,316.94	\$1,503.98	\$12,072.46
HSA #1	\$739.33	\$1,478.66	\$2,107.09	\$1,367.76	\$10,979.05

monthly

Dental Benefit Options Available					
ODS Premier Network	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Constant Dental Plan (Option I)	\$54.85	\$99.55	\$144.34	\$104.26	\$792.39
Incentive Dental Plan (Option II)	\$59.16	\$108.29	\$157.38	\$112.56	\$857.27
Willamette Dental-Ortho Included					
WDG Standard Plan (Option III)	\$46.65	\$91.60	\$140.45	\$94.55	\$698.55
WDG Standard Plan (Option IV)	\$57.75	\$113.30	\$173.75	\$117.05	\$864.55

monthly

Current Rate					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Med	\$810.04	\$1,620.08	\$2,308.61	\$1,498.57	\$12,029.09
Dental (Premier Constant)	\$52.49	\$95.26	\$138.12	\$99.77	\$758.28

Current rate / Annual \$ 153,448

new rate / Annual \$ 159,628 = 4% increase

Ch 3/16/2022 Recd from Kevin Bell

Prior Fiscal Year
COPY

SDIS Special Districts
INSURANCE DIVISION

BAKER COUNTY LIBRARY DISTRICT

Quote February 18, 2021 for rates effective July 1, 2021

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent.
Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents.

The premiums below will require review if the effective date is after: July 1, 2021

Last year

Census Counts					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total
Subscribers	9	1	1	0	11

Medical Benefit Options Available					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Blue PPO II	\$1,178.24	\$2,356.48	\$3,357.99	\$2,179.75	\$16,318.63
Blue PPO II-A	\$1,124.43	\$2,248.85	\$3,204.61	\$2,080.19	\$15,573.33
Blue PPO III	\$1,079.11	\$2,158.22	\$3,075.46	\$1,996.35	\$14,945.67
Blue PPO IV	\$1,002.64	\$2,005.27	\$2,857.51	\$1,854.88	\$13,886.54
Blue PPO V	\$965.82	\$1,931.63	\$2,752.58	\$1,786.76	\$13,376.59
Blue PPO VI	\$920.50	\$1,840.99	\$2,623.42	\$1,702.92	\$12,748.91
Blue PPO VII	\$892.18	\$1,784.35	\$2,542.70	\$1,650.53	\$12,356.67
Red PPO C	\$1,064.95	\$2,129.89	\$3,035.10	\$1,970.15	\$14,749.54
Red PPO D	\$1,025.29	\$2,050.59	\$2,922.09	\$1,896.79	\$14,200.29
Red PPO E	\$951.66	\$1,903.31	\$2,712.22	\$1,760.56	\$13,180.47
Red PPO F	\$909.17	\$1,818.34	\$2,591.13	\$1,681.96	\$12,592.00
Red PPO H	\$858.19	\$1,716.38	\$2,445.84	\$1,587.65	\$11,885.93
Red PPO J	\$832.70	\$1,665.39	\$2,373.18	\$1,540.49	\$11,532.87
Red PPO K	X \$810.04	\$1,620.08	\$2,308.61	\$1,498.57	\$11,219.05 X
Red PPO L	\$781.72	\$1,563.44	\$2,227.90	\$1,446.18	\$10,826.82
HSA #1	\$710.91	\$1,421.82	\$2,026.09	\$1,315.18	\$9,846.10

BCLD X

Dental Benefit Options Available					
ODS Premier Network	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Constant Dental Plan (Option I)	X \$52.49	\$95.26	\$138.12	\$99.77	\$705.79 X
Incentive Dental Plan (Option II)	\$56.61	\$103.63	\$150.60	\$107.71	\$763.72
Willamette Dental-Ortho Included					
WDG Standard Plan (Option III)	\$46.65	\$91.60	\$140.45	\$94.55	\$651.90
WDG Standard Plan (Option IV)	\$57.75	\$113.30	\$173.75	\$117.05	\$806.80

Current Rate					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Med	\$764.21	\$1,528.42	\$2,177.99	\$1,413.78	\$10,584.30
Dental	\$51.46	\$93.39	\$135.41	\$97.81	\$691.94

COPY

Rec'd in mail 10/12/21 ch

Dear Valued District Member,

Enclosed please find your 2022 Special Districts Insurance renewal packet containing your district's health plan renewal.

We're excited to share that the overall required increase for the medical/rx plan is a modest 2.7% for the 2022 plan year. (Our plans are demographically rated, so the actual renewal increase to your plan may be higher or lower, depending on your plan enrollment.)

** OFCA rates differ.

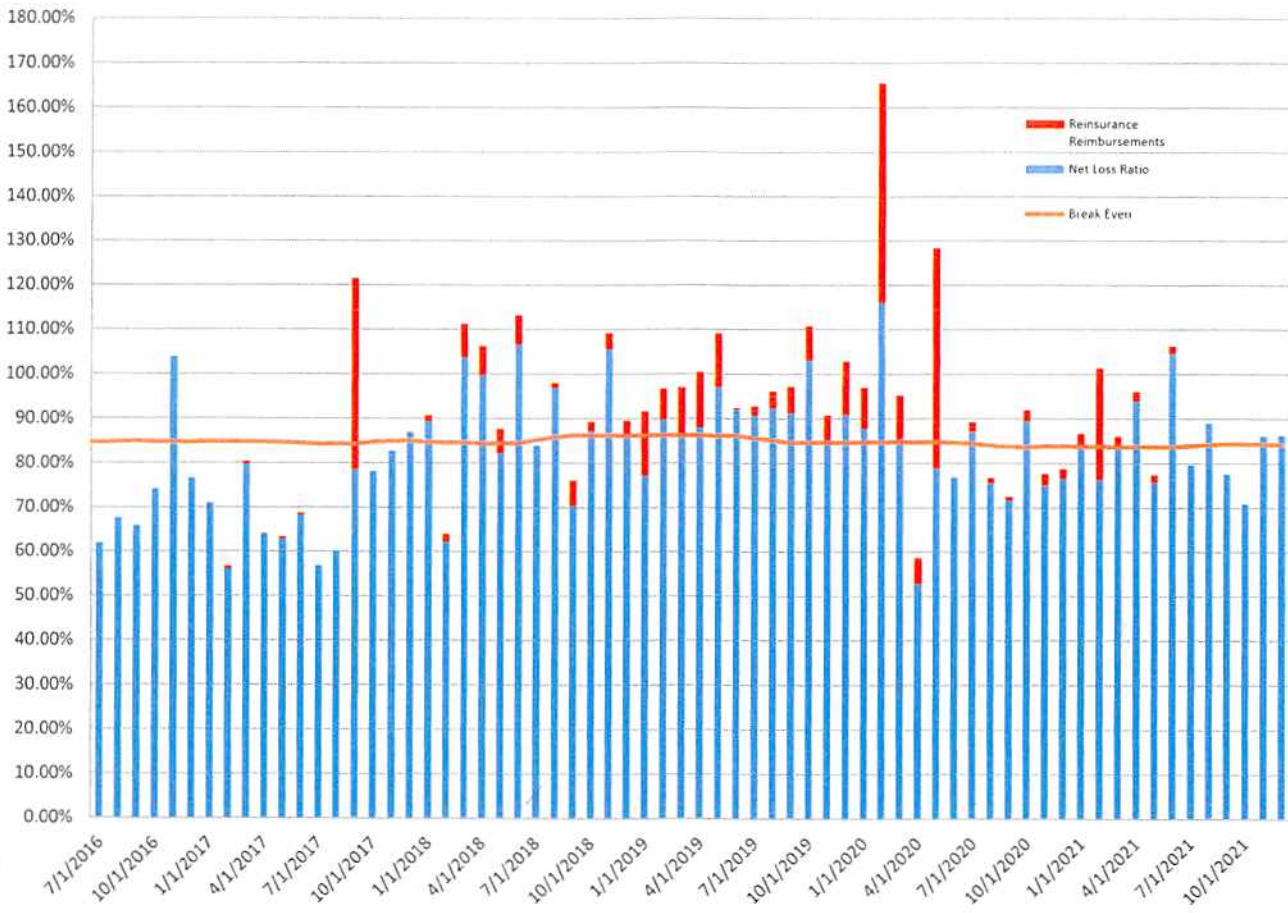
- We're including a graph of the plan's incurred loss ratio. The plan claims experience is improving over the past few years. Note that the optimal result is between 90-100%, as an average.
- The state of Oregon, and therefore SDIS, has adopted both chiropractic spinal manipulations and acupuncture as essential benefits. This means there will be no annual dollar maximums for these services going forward and all member cost share will count towards the out-of-pocket maximum.
- There are no other changes to the medical/rx plans or reductions in coverage.
- If you participate in our Delta Dental plans, the needed increase is 4.5%.
- ** OFCA rates differ.

A few reminders about your plans with SDIS:

1. **Canopy (formerly Cascade Centers EAP):** All members covered by the SDIS medical/rx plan have access to services offered by Canopy at *no additional charge*. This plan was added last year at renewal, and we're pleased to say that many members are taking advantage of the broad resources that Canopy offers.
****OFCA & Public Safety districts will continue using our Public Safety EAP benefit****
2. **MDLIVE:** Don't forget about your telehealth/virtual option that is available to you and your enrolled dependents 24/7. If you haven't yet, register with MDLIVE to activate your account so it will be ready to use when you need it. There is no copay to use this service.
3. **Regence ID Cards:** New ID cards will be mailed out to all members by mid-June.
4. **Agents** will help your district in completing the 2022 Master Application renewal process.

Thank you for your partnership, and the confidence you've placed in Special Districts as your health plan of choice.

SDIS - Medical/Rx/Vision/Dental Loss Ratio - (Incurred & Trended)



Ed Adamson
1520 East Street
Baker City, Oregon
97814

March 30, 2022

Baker County Public Library
Mr. Perry Stokes, Director
2400 Resort Street
Baker City, Oregon 97814

Perry:

This document represents my recommendation for a vendor to provide the Library with an adequate, warranted roofing system. The determination was made to get the longest warranty available for this work.

Roof Status:

The existing roof system of the 2400 Resort Street building is actually three different roof systems.

The two lower roof systems are over the original building prior to remodel in 1997-1999. These two are 30 Mil Hypalon membranes and gutters lined with same. These have reached the end of their service life. Recoating these lower roof systems is not really a solution, as the membrane material is too thin to hold up much longer, and has become increasingly brittle and unworkable. The repeated attempts to seal the gutters have left a hodge-podge of sealants, tar, and flashings. These have not worked; the gutter leaks are still substantial.

The upper roof system is 45 Mil Hypalon membrane. It is in good to fair condition. Wear and tear have been substantial, however. Coating will require the membrane to be pressure washed, coated with primer, and coated with a Silicone or EPDF product at the rate of at least 2.5 Gallons per hundred square feet.

Narrative:

Various contractors have been engaged over the years to keep the membrane coated with spot applications of EPDM plastic coatings on various parts of our roof systems. These spot coatings have served well as an interim measure. However, continued utilization of these same spot coatings is costly, and do not, and will not, give the Library a long term solution. Further, the effectiveness of these spot coatings will continue to deteriorate as the membrane substrate

becomes thinner and more brittle with exposure to the ultraviolet radiation in sunlight over time.

The determination, therefore, is to pursue a long term solution that takes these factors into consideration. There are two solutions that will give the Library the 20 year warranty required for our roof system. These two solutions are to coat the upper roof system with an elastomeric product to the depth necessary for a 20 year warranty, replace the lower membrane roof, and coat or line the gutter system.

Facilities specified a membrane replacement of the lower roof systems, a complete coat of Carlyle Tropi Cool Silicone, Lucas 8000, or GAF UNISIL roof sealant in the gutter system, and a 2.5 gal / 100 Sq. Ft. coating of same product on the upper roof system.

Evaluation by the vendors solicited for cost quotations, and other trade professionals, indicated that a replacement of the membranes on all roof systems would be within the cost range of just coating the upper roof and replacement of the lower roof membrane. Facilities determined that if these costs were close, a total membrane replacement would produce the best long term solution for our roof system.

Warranty Dynamics:

Membrane roof warranties are gradated by the thickness of the coating or membrane on install. Normally, a new membrane is TPO/ Hypalon sheeting at 60 Mil thickness to secure the 20 year warranty. A coating of Silicone product to secure the 20 year warranty, such as GAF UNSIL, Lucas Coatings Lucas 8000, or Carlyle Tropi-cool, is used if the membrane is in good enough condition, at a rate of 2.5 gallons / per 100 square feet of roof membrane.

These roof warranties all specify a yearly maintenance. This is usually a cleaning of the membrane and coatings, recoating where required, and plasti-welding membrane patches where it is required. This cost is between \$2,000.00 to \$4,000.00 per year, depending on the extent of wear and deterioration.

Vendors:

Facilities solicited three bids from local roofing companies who have experience and manufacturer support. These companies are Landmark Contracting, Palmer Roofing, and Upson / Elite Roofing.

Landmark Contracting responded as requested. Landmark is the current roof repair contractor, and has done substantial good work for the Library on our roof, in addition to excellent quality carpentry. Landmark is owned and operated by the Brown brothers, Sam and Jake. Landmark is a Baker City company, with excellent local references.

Palmer Roofing, Hermiston, is a membrane roof specialty company certified by GAF and Carlyle. Palmer was recommended by a local business man (Mike Thatcher). I sent Palmer emails, and followed up with phone conversations. Mr. Rodney Boot with Palmer finally indicated that he had far too many clients to be able to work with us for at least one year. I intend to contact him when we replace or service the membrane roof in Haines next year.

Upson Company responded with a bid for the work. Upson is a substantial company located in Caldwell, Idaho. Richard Perkins submitted a bid for the roof work. They have done extensive roof work for the Library immediately following the Blizzard of 2016. Upson has extensive local references.

Scope of Work:

Facilities originally pursued a vendor to simply coat the roof and gutter systems with enough of a silicone / elastomeric coating to get the Library a 15 - 20 year coating. Evaluations prior to the generation of an RFP determined that the lower roof systems were in much worse shape than perceived. The insulation underneath is spongy from prior saturation, several tears were noticed, and the TPO / Hypalon has worn thin in several places. This condition necessitates replacement of the TPO / Hypalon membrane replacement on the lower roof system. This same approach is required for the gutter system for the same reasons.

It was also determined that the upper roof system was in better shape. Seam work and a renewal coating of primer with silicone / elastomeric products would produce the necessary service life (20 years) for the upper roof system.

The condition of the gutter system is more problematic. The gutters have been leaking for years. Many attempts have been made to repair or seal them. These repairs have failed in several places. Patches of tar, roof mastic, silicone, Excel, and fiberglass create an uneven surface. The many different patch materials create the opportunity for adhesion to fail, and the gutters to leak. Any treatment of the gutter system will require a solution that can adhere to these different materials and patchwork, and be warrantied for 20 years.

The resulting RFP, and subsequent conversations, specified these factors and a 20 year service life. This RFP copy can be produced as required.

Budget:

Ideally, the membranes on all (upper and two lower) of the roof systems should be replaced for maximum longevity. However, the membrane on the upper portion of our roof system is in good enough condition to allow for a coating to be effective over the long term, assuming that maintenance of the coating would be done when necessary. The lower system has deteriorated to the point where a coat of elastomerics would be effective for no more than 5 years, and it will probably fail in some areas long before this time frame. The lower membrane is so thin in

places that it could tear during extreme weather events, despite recoating; this would cause substantial problems for our interior space.

There are differing cost perspectives for the gutter system.

One approach is to work inside the gutters. Vendor (Landmark) certifies the gutters can be primed and coated with the same elastomerics as the roof systems. This will be subject to the same warranty as the roof systems.

The other proposed Vendor (Upson / Elite) approach is to line the gutters with formed PVC. This would provide a gutter within a gutter. This approach would be very effective; however, it is extremely costly.

Facilities determined there must be two cost approaches developed to reflect these options with the roof and gutter systems. Discussions could then be undertaken to reconcile the roof work with available funds.

Vendor Responses:

Current average cost, per www.homewyse.com, of a membrane roof is \$7.00 per square foot. Our roof systems are approximately 18,000 square feet total. This thumbnail cost for comparison is \$126,000.00. The bids Facilities received are below this figure.

The two membrane roof companies, Landmark Construction and Elite / Upson, submitted various cost quotations in response to Facilities determination of roof condition. Facilities elected to seek quotes from these reputable companies which reflect our conclusions regarding the respective condition of the different roof and gutter systems.

Roof Cost Summation:

Vendor	Roof Approach 1: Total membrane replacement all	Roof Approach 2: Membrane replace lower. Recoat upper.	Gutter work: Coat w/ elastomerics Or reline w/PVC
Landmark Contracting	\$83,296.00	\$88,428.51	\$7,248.00 for coating with elastomerics .
Upson / Elite	\$114,357.00	Upson will not quote coating of lower. Condition too problematic. \$114,357.00	\$49,427.00 for lining gutters with PVC sheathing. Upson would not quote the coating option for gutters.

Conclusion:

Facilities recommends that we replace all of the membrane material on our roof systems. Note that Landmark will replace any insulation under the lower roof membrane that cannot be dried out or otherwise rehabilitated. This will give us a problem free roof system for 20 years, our roof will have a much improved substrate / membrane so as to be coated at the end of our warranty period, and energy efficiency will be improved as the insulation above the lower roof sections is repaired or rehabilitated as necessary.

It is obvious that Landmark Contracting is the most cost effective, at a total of \$90,544.00 for total membrane replacement and elastomeric coating of gutters. Yearly Library budgets should include a contingency for up to \$1,000.00 per year for maintenance. This is industry standard with any commercial roof company. This is to inspect and make minor repairs as may be required to prevent more extensive issues.

Landmark has demonstrated competence and great job department in the work done on our roof system and other carpentry work over the last three years. Landmark has substantial local assets, an extensive shop, and a positive recommendation from Mark, Baker City code official.

Facilities recommends that we replace the total roof membranes and coat the gutters with elastomeric coatings. Facilities recommends that the Library use Landmark Contracting for this work, at a budgeted cost not to exceed \$ 95,000.00. This will allow for minor costing contingencies.

Respectfully

Ed Adamson
Facilities / BCPLD

It should be noted that the costs of anything petroleum based can be subject to cost swings at this time. This work should be ordered as soon as possible.

**Baker County Library District
Profit & Loss Budget Performance
July 2021 through June 2022**

	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	TOTAL Jul '20 - Jun 21	Q1 Jul - Sep 21	Q2 Oct - Dec 21	Q3 Jan - Mar 22	Q4 PROJECTED Apr - Jun 22	PROJECTED TOTAL Jul '21 - Jun 22	APPROVED Budget	\$ Over Budget	% of Budget	FY21-22 Budget SUPPL1	vs PROJECT ED	\$ Budget Chg	% Budget Chg	FY22-23 Budget PROPOSAL	\$ Budget Chg	% Budget Chg
Cash balance																			
Beginning		261,340	320,506	552,741					543,970	525,000			543,970				550,000		
Ending		341,279	522,345	580,644					550,780	513,686			593,212				487,597		
Chg		79,939	201,839	27,904					6,809	-11,314			49,242				-62,403		
Operations budget	1,169,728	1,107,345	1,129,465	1,353,698					1,306,339	1,335,249			1,380,617				1,479,640		
Collection % of Operations budget	7.8%	10.3%	9.4%	7.2%					9.9%	9.0%			10.0%				8.1%		
Personnel	66.0%	68.2%	67.5%	59.7%					65.8%	67.5%			65.7%				69.4%		
M&S	34.0%	31.8%	32.5%	40.3%					34.2%	32.5%			34.3%				30.6%		