

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

August 3, 2022

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VII. Librarian's Report
- VIII. Committee Reports - None
- IX. Old Business
 - A. Children's Room Project Presentation (Chancey & Boyer)
 - B. Director's Performance Review
- X. New Business
 - A. MERS Signatory Agreement and Plan Documents
 - B. Cora Bliss Taylor painting
- XI. Guest: Friends of the Library representative
- XII. Next Meeting: September 21, 2022 at 7:00 pm
- XIII. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

June 15, 2022

- I. Meeting Called to order at 7:00 by Charles Mason. The following were present:
Library Director (ex officio) Ingrid Boyer, J’Nelle Caruthers representing the Friends of the Library,
Trustees: David Blatt, Larry Blose, Mark Chancey, Bonnie Lowe, and Charles Mason.
- II. The Agenda was approved without amendment by unanimous consent.
- III. Minutes approved by unanimous consent.
- IV. No Public Comment
- V. Budget Hearing: The budget for Fiscal Year 2022-2023 was presented by Director Boyer. The maximum allowable millage for 2022-2023 (after Headly adjustment) is .4455. This budget is slightly below the maximum at .4350. After a discussion, Mark Chancey proposed that the budget be approved without amendment and David Blatt Seconded. The budget motion was passed with 5 members voting yes and 0 members voting no.
- VI. The Bills were presented and explained by Director Boyer. After discussion David Blatt moved to pay the bills, Bonnie Lowe seconded. The motion was passed with 5 members voting yes and 0 members voting no.
- VII. Financial Statements (balance sheet and Profit and Loss Statement) were presented by director Boyer (See Appendix)
 - A. Profit & Loss
- VIII. Librarian’s Report was presented by Director Boyer (See Appendix).
- IX. Committee Reports - None
- X. Old Business – None
- XI. New Business
 - A. Personnel Committee Membership: Larry Blose and David Blatt were appointed to the personal committee without objection.
 - B. Director’s Performance Review: The process for the director’s performance review was discussed. The Personnel Committee will send out a questionnaire to all board members. The results will be compiled and used as a basis for discussion at the August Board Meeting. The Directors performance review and salary adjustments will be decided in the August meeting.
 - C. MERS Retirement plans for Director and Assistant Director. Director Boyer proposed that the funding for the Associate Directors retirement plan be adjusted. She suggested that The Library contribute 2% of salary to the fund and that the Library match contributions by the associate director up to an additional 2%. Thus, it is anticipated that the retirement fund will receive 4% from the Library and 2% from the Associate Director. With this adjustment, the funding for the Director and Associate will have the same

design. Bonnie Lowe moved to accept the adjustment and Charles Mason seconded. The motion was passed with 5 yes votes and 0 no votes.

D. Budget Amendments (See Appendix). David Blatt moved to accept the budget amendments and Larry Blose seconded. The motion was passed with 5 yes votes and 0 no votes.

XII. Friends of the Library representative J'Nelle Caruthers gave a review of the Annual Meeting and Ice Cream Social for the Friends of the Library. She also reported that the book store has new signage. She reported that both book sales and donations are down for the Friends of the Library and the FOL board is addressing this issue.

XIII. Next Meeting: August 3, 2022 at 7:00 pm

XIV. Adjournment by unanimous consent.

3:39 PM
08/02/22
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
June 14 through August 2, 2022

Type	Date	Memo	Account	Amount
ALA				
Check	07/21/2022	annual memberships	962 · Dues	-278.00
Total ALA				-278.00
All Surface Building Services LLC				
Check	06/27/2022	June cleaning	930 · Building Maintenance	-995.00
Check	07/25/2022	July cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-1,990.00
Amazon.com				
Bill	07/10/2022	June/July purchases	730 · Youth Services Supplies	-469.21
Bill	07/10/2022	June/July purchases	728 · Collection Expenses	-19.99
Bill	07/10/2022	June/July purchases	727 · Office Supplies	-26.85
Bill	07/10/2022	June/July purchases	959.210 · DVDs	-129.05
Bill	07/10/2022	June/July purchases	880 · Programs	-11.99
Total Amazon.com				-657.09
American Button Machines				
Check	06/21/2022	Button making supplies for Badge Quest	880 · Programs	-126.43
Total American Button Machines				-126.43
BCN				
Check	07/13/2022	August premium	701.300 · Health Insurance Compe...	-298.63
Total BCN				-298.63
Boyer, Ingrid				
Bill	06/21/2022	Reimb for folding tables	975 · Furnishings	-148.38
Bill	06/21/2022	Reimb batteries purchase	727 · Office Supplies	-16.95
Total Boyer, Ingrid				-165.33
CENGAGE LEARNING/GALE				
Check	06/30/2022	Invoice # 77683645	959.110 · Print Books	-35.00
Check	07/05/2022	Invoice # 77933761	959.110 · Print Books	-18.00
Check	07/19/2022	Invoice # 78035244	959.110 · Print Books	-19.50
Check	07/27/2022	Invoice # 78089150	959.110 · Print Books	-13.00
Total CENGAGE LEARNING/GALE				-85.50
Comcast				
Check	06/27/2022	6/10-7/9	850 · Phone & Internet	-254.93
Check	07/27/2022	7/10-8/9/22	850 · Phone & Internet	-255.80
Total Comcast				-510.73
Commercial Record				
Check	07/29/2022	budget hearing notice	900 · Publicity & Printing	-77.00
Total Commercial Record				-77.00
Consumers Energy				
Check	07/13/2022	May/June electric bill	920 · Utilities	-1,104.58
Total Consumers Energy				-1,104.58
Dairy Dayz				
Check	06/16/2022	prize coupons	880 · Programs	-125.65

Type	Date	Memo	Account	Amount
Total Dairy Dayz				-125.65
Demco, Inc.				
Check	07/26/2022	tape, labels, book covers	728 · Collection Expenses	-231.10
Total Demco, Inc.				-231.10
Doele, Kimberly				
Bill	07/19/2022	Presenters fee for book makers camp	880 · Programs	-800.00
Bill	07/19/2022	reimburse supplies for camp	880 · Programs	-48.97
Total Doele, Kimberly				-848.97
Elite Fund, Inc.				
Check	07/14/2022	category 1 fee, invoice #8687	801 · Professional Services	-100.00
Total Elite Fund, Inc.				-100.00
ELM USA, Inc.				
Check	06/20/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Check	07/22/2022	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-50.00
Fish Window Cleaning				
Bill	06/29/2022	window washing service	930 · Building Maintenance	-190.00
Total Fish Window Cleaning				-190.00
Gatehouse Media				
Check	06/23/2022	Holland Sentinel subscription	959.120 · Periodicals	-34.23
Check	07/28/2022	monthly Holland Sentinel subscription	959.120 · Periodicals	-34.23
Total Gatehouse Media				-68.46
Heimler, Nick				
Check	06/15/2022	Monthly consulting, invoice #3535 and fi...	801 · Professional Services	-750.00
Check	06/15/2022	Monthly consulting, invoice #3535 and fi...	970 · Capital Expenditures	-1,349.99
Check	07/18/2022	Managed internal broadband services fee,...	801 · Professional Services	-285.00
Check	07/18/2022	Managed internal broadband services fee,...	970 · Capital Expenditures	
Total Heimler, Nick				-2,384.99
Holland R.I.T. Music				
Check	06/17/2022	microphones	975 · Furnishings	-300.76
Total Holland R.I.T. Music				-300.76
Ingram Library Services				
Check	06/15/2022	May invoices	959.110 · Print Books	-1,483.56
Check	06/15/2022	May invoices	959.220 · Audio Books	
Check	07/15/2022	June invoices	959.110 · Print Books	-1,574.58
Check	07/15/2022	June invoices	959.220 · Audio Books	
Total Ingram Library Services				-3,058.14
Intuit				
Check	07/11/2022	renew payroll subscription	957 · Technology	-757.90
Total Intuit				-757.90
Jo-Ann Fabrics				
Check	06/22/2022	felt and fabric scissors for storytime	730 · Youth Services Supplies	-13.13

Type	Date	Memo	Account	Amount
Check	06/25/2022	felt for storytime	730 · Youth Services Supplies	-2.12
Total Jo-Ann Fabrics				-15.25
Joel Tacey's Tip Top Entertainment LLC				
Check	06/28/2022	VOID: children's program	880 · Programs	0.00
Check	07/05/2022	children's program	880 · Programs	-495.00
Total Joel Tacey's Tip Top Entertainment LLC				-495.00
Kanopy, Inc.				
Check	06/15/2022	Invoice #299410	959.320 · Digital Content Databases	-153.00
Check	07/14/2022	Invoice #302830	959.320 · Digital Content Databases	-120.70
Total Kanopy, Inc.				-273.70
KLSWA				
Check	06/24/2022	May water	920 · Utilities	-130.00
Check	07/22/2022	June water	920 · Utilities	-349.71
Total KLSWA				-479.71
Lake Vista SuperValu				
Check	06/14/2022	paper plates for storytime craft	730 · Youth Services Supplies	-5.40
Check	06/23/2022	ice cream toppings	880 · Programs	-17.86
Total Lake Vista SuperValu				-23.26
Lakeland Library Cooperative				
Bill	06/14/2022	Wowbrary subscription	900 · Publicity & Printing	-375.00
Bill	07/01/2022	qtrly overdrive	959.320 · Digital Content Databases	-450.00
Bill	07/01/2022	qtrly billing for admin serv	803 · Coop Services (LLC)	-3,502.54
Total Lakeland Library Cooperative				-4,327.54
Lakeshore Irrigation LLC				
Bill	06/16/2022	spring turn on w/contract	930 · Building Maintenance	-12.50
Total Lakeshore Irrigation LLC				-12.50
Lakeshore Learning				
Check	07/21/2022	gear-bot kit and number bots manipulatives	730 · Youth Services Supplies	-76.57
Total Lakeshore Learning				-76.57
Library Journal				
Bill	07/05/2022	1 yr subscription, to 10/15/23	959.120 · Periodicals	-157.99
Total Library Journal				-157.99
Meijer				
Check	06/17/2022	paper towels	729 · Custodial Supplies	-14.83
Total Meijer				-14.83
Michigan Gas Utilities				
Check	06/24/2022	acct. #0504864801-00002	920 · Utilities	-14.10
Check	07/22/2022	acct. #0504864801-00002	920 · Utilities	-12.39
Total Michigan Gas Utilities				-26.49
Michigan Municipal Risk Management Author				
Bill	07/05/2022	installment 1 of 2, retention fund	965 · Insurance	-300.00
Bill	07/05/2022	installment 1 of 2, general fund	965 · Insurance	-2,960.50

Type	Date	Memo	Account	Amount
Total Michigan Municipal Risk Management Author				-3,260.50
MicroMarketing				
Check	06/15/2022	audiobooks, invoice #889909	959.220 · Audio Books	-137.59
Check	07/05/2022	audiobooks, invoice #891228	959.220 · Audio Books	-34.40
Check	07/19/2022	audiobooks, invoice #893173	959.220 · Audio Books	-34.39
Total MicroMarketing				-206.38
Midwest Tape-HOOPLA				
Check	06/15/2022	Invoice #502191282	959.320 · Digital Content Databases	-1,120.93
Check	07/13/2022	Invoice #502332581	959.320 · Digital Content Databases	-1,201.28
Total Midwest Tape-HOOPLA				-2,322.21
NationalGeographic				
Bill	08/02/2022	2 year renewal thru Nov 2024	959.120 · Periodicals	-67.00
Total NationalGeographic				-67.00
Nendick-Mason				
Bill	07/05/2022	reimburse Menards purchase	930 · Building Maintenance	-15.47
Total Nendick-Mason				-15.47
New Dawn Linen Service				
Check	06/16/2022	April and May mat service	930 · Building Maintenance	-94.25
Check	07/29/2022	June mat service	930 · Building Maintenance	-43.70
Total New Dawn Linen Service				-137.95
NewYorker				
Bill	08/02/2022	1 yr renewal to Dec 2024	959.120 · Periodicals	-169.99
Total NewYorker				-169.99
ODC Network				
Bill	07/05/2022	balance of program fee	880 · Programs	-265.00
Total ODC Network				-265.00
Office Max/Depot				
Check	07/19/2022	paper	727 · Office Supplies	-179.98
Total Office Max/Depot				-179.98
OverDrive				
Check	07/06/2022	Invoice #01720CP22210990	959.310 · E-Books	-222.56
Check	08/02/2022	Invoice #01720CP22291514	959.310 · E-Books	-168.28
Total OverDrive				-390.84
Pawlak-Field, Melissa				
Bill	07/05/2022	weekly summer program	880 · Programs	-1,000.00
Total Pawlak-Field, Melissa				-1,000.00
RICOH USA, INC (TX)				
Check	07/01/2022	copier lease	941 · Copy Machine	-146.30
Check	08/01/2022	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-292.60
Saugatuck Home Watch				
Bill	06/17/2022	drywall patch labor	972 · Construction	-100.00

Type	Date	Memo	Account	Amount
Bill	06/21/2022	drywall patch material	972 · Construction	-16.48
Total Saugatuck Home Watch				-116.48
T Mobile				
Check	07/07/2022	hotspots	959.320 · Digital Content Databases	-149.30
Total T Mobile				-149.30
U.S. Bank				
Bill	07/01/2022	Paying Agent Fee for 2022/2023	801 · Professional Services	-500.00
Bill	07/13/2022	Debt service payment	991 · Debt Service - Principal	-110,000.00
Bill	07/13/2022	Debt service payment	992 · Debt Service - Interest	-64,109.38
Total U.S. Bank				-174,609.38
Uline				
Check	06/28/2022	urinal mats, screens, toilet paper	729 · Custodial Supplies	-250.68
Check	07/21/2022	paper towels	729 · Custodial Supplies	-60.00
Total Uline				-310.68
Wright, Jane A.				
Bill	07/04/2022	June accounting service	801 · Professional Services	-360.00
Bill	08/01/2022	July accounting service	801 · Professional Services	-360.00
Total Wright, Jane A.				-720.00
TOTAL				-203,525.86

Saugatuck-Douglas District Library
Balance Sheet
As of August 2, 2022

	<u>Aug 2, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CheckingRegular2041	700,653.82
003 · Square Macatawa	1,435.14
010 · PettyCash	150.00
011 · Huntington Reserve Account	10,124.54
012 · Huntington Construction Chkg	162,453.42
012.001 · US T Bills, 7/14/2022	169,637.72
012.003 · US T Bills, 2/23/2023	49,544.84
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Total Checking/Savings	1,093,999.48
Other Current Assets	
130 · Prepaid Expense	1,131.34
	<hr/>
Total Other Current Assets	1,131.34
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Total Current Assets	1,095,130.82
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TOTAL ASSETS	<u><u>1,095,130.82</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
209 · Health Ins Payable	36.46
210 · Payroll Liabilities	3,208.40
223 · Due to F.O.L.	185.00
	<hr/>
Total Other Current Liabilities	3,429.86
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Total Current Liabilities	3,429.86
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Total Liabilities	3,429.86
Equity	
390 · Fund Balance	631,341.63
392 · Restricted F.B. for New Bldg	468,049.69
394 · Restricted F.B. for Debt Serv	192,730.38
Net Income	-200,420.74
	<hr/>
Total Equity	1,091,700.96
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>1,095,130.82</u></u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	<u>Jul '22 - Ju...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	86,500.00	-86,500.00	0.0%
400.200 · City	0.00	83,500.00	-83,500.00	0.0%
400.300 · Twp	0.00	169,500.00	-169,500.00	0.0%
Total 400 · Millage	0.00	339,500.00	-339,500.00	0.0%
405 · Bond Levy				
405.100 · COVODouglas	0.00	61,500.00	-61,500.00	0.0%
405.200 · City	0.00	59,500.00	-59,500.00	0.0%
405.300 · Twp	0.00	121,000.00	-121,000.00	0.0%
Total 405 · Bond Levy	0.00	242,000.00	-242,000.00	0.0%
520 · USF	191.94	2,400.00	-2,208.06	8.0%
539 · State Aid	0.00	5,000.00	-5,000.00	0.0%
608 · Fines & Fees	872.34	5,600.00	-4,727.66	15.6%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	1,613.41	14,000.00	-12,386.59	11.5%
655.200 · Herrick-LaketownFunds	2,914.57	7,500.00	-4,585.43	38.9%
Total 655 · Penal Fines	4,527.98	21,500.00	-16,972.02	21.1%
664 · Interest	182.71	350.00	-167.29	52.2%
671 · Other Revenue	0.00	4,000.00	-4,000.00	0.0%
674.100 · General Donations	139.00	1,000.00	-861.00	13.9%
675 · FOL	3,260.00	8,000.00	-4,740.00	40.8%
698 · Transfer from Restricted Fund	0.00	385,000.00	-385,000.00	0.0%
Total Income	9,173.97	1,014,350.00	-1,005,176.03	0.9%
Gross Profit	9,173.97	1,014,350.00	-1,005,176.03	0.9%
Expense				
701 · Payroll Expenses	21,833.90	195,000.00	-173,166.10	11.2%
727 · Office Supplies	206.83	2,500.00	-2,293.17	8.3%
728 · Collection Expenses	276.09	3,000.00	-2,723.91	9.2%
729 · Custodial Supplies	60.00	2,000.00	-1,940.00	3.0%
730 · Youth Services Supplies	545.78	3,000.00	-2,454.22	18.2%
731 · Postage	2.88	400.00	-397.12	0.7%
801 · Professional Services	1,605.00	20,000.00	-18,395.00	8.0%
803 · Coop Services (LLC)	3,502.54	15,000.00	-11,497.46	23.4%
850 · Phone & Internet	255.80	3,500.00	-3,244.20	7.3%
880 · Programs	2,620.96	8,000.00	-5,379.04	32.8%
900 · Publicity & Printing	77.00	5,000.00	-4,923.00	1.5%
920 · Utilities	2,654.26	28,000.00	-25,345.74	9.5%
930 · Building Maintenance	1,054.17	24,000.00	-22,945.83	4.4%
941 · Copy Machine	292.60	4,000.00	-3,707.40	7.3%
956 · Lost materials	0.00	500.00	-500.00	0.0%
957 · Technology	757.90	4,000.00	-3,242.10	18.9%

	<u>Jul '22 - Ju...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	1,721.03	18,000.00	-16,278.97	9.6%
959.120 · Periodicals	429.21	5,600.00	-5,170.79	7.7%
Total 959.100 · Print Materials	2,150.24	23,600.00	-21,449.76	9.1%
959.200 · Other				
959.210 · DVDs	129.05	3,500.00	-3,370.95	3.7%
959.220 · Audio Books	103.19	1,750.00	-1,646.81	5.9%
Total 959.200 · Other	232.24	5,250.00	-5,017.76	4.4%
959.300 · Electronic				
959.310 · E-Books	390.84	3,800.00	-3,409.16	10.3%
959.320 · Digital Content Databases	3,452.52	24,000.00	-20,547.48	14.4%
Total 959.300 · Electronic	3,843.36	27,800.00	-23,956.64	13.8%
Total 959 · Materials	6,225.84	56,650.00	-50,424.16	11.0%
961 · Travel/Conference	0.00	3,000.00	-3,000.00	0.0%
962 · Dues	278.00	800.00	-522.00	34.8%
964 · Tax Charge Backs	0.00	500.00	-500.00	0.0%
965 · Insurance	3,260.50	7,500.00	-4,239.50	43.5%
970 · Capital Expenditures	0.00	1,000.00	-1,000.00	0.0%
971 · New Library Building	0.00	385,000.00	-385,000.00	0.0%
991 · Debt Service - Principal	110,000.00	110,000.00	0.00	100.0%
992 · Debt Service - Interest	64,109.38	126,568.00	-62,458.62	50.7%
Total Expense	219,619.43	1,008,918.00	-789,298.57	21.8%
Net Income	-210,445.46	5,432.00	-215,877.46	-3,874.2%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

August 3, 2022

PROGRAMS

- Our final Summer Reading event was held on August 2. We hosted guests from the Outdoor Discovery Center who did a presentation on Michigan wildlife. Overall the summer has been a success with well-attended programs and lots of participation in our reading challenge and badge quest.
- We will be hosting a film screening on Thursday, August 4. The documentary is about a master guitar builder and his son. The director of the film will be at the screening.
- Hannah Mason will be running our annual virtual summer Village Show in August. People can submit photos of things they have made, grown or baked.

FINANCE & CONTRIBUTIONS

- Our L-4029 was submitted to the Allegan County Clerk.
- Our second set of T bills matured on July 14. We transferred \$60,000 to our checking account and reinvested the remaining \$169,102.40. Those new investments will mature on October 13, 2022.

BUILDINGS & GROUNDS:

- We continue to discuss solutions for the fireplace wall that shifted outward over the winter. Our architect, HED, along with our former project manager from Skillman are devising a plan alongside the manufacturer of the SIPS. No plan has been finalized at this point.
- The building's interior and exterior windows were washed on June 29.

PUBLICITY

- Nothing to report

COLLECTIONS:

- We will likely be adding an online language learning program in the next month or so. The license is being negotiated as a group purchase through the Lakeland Library Cooperative. I am waiting on final pricing before I make my decision. The program is called Transparent Language and is what the State Department uses to train its staff.

HUMAN RESOURCES

- Nothing to report.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- Nothing to report.

Statistical Summary : JUNE 2022				
	May-22	Jun-22	Jun-21	
Circulation				
Print	5480	6386	5745	11%
Hoopla	627	605	443	37%
Overdrive	855	912	719	27%
Kanopy	73	64	124	-48%
SUBTOTAL	7035	7967	7031	13%
Interlibrary Loan				
Interlibrary Loan (Outgoing)	275	378	377	0%
Interlibrary Loan (Incoming)	412	382	365	5%
Programming				
Number of Programs	29	21	3	600%
Attendance (Kids)	356	545	175	211%
Attendance (Adults)	180	52	21	148%
Technology				
Website Visits	2699	3275	3237	1%
Wifi Usage	1463	1844	No data	NA
Gate Count				
	2988	4122	No data	NA
New Patrons				
	21	41	77	-47%

Children’s Room Enhancements: Project Summary and Recommendation

Over the last several months, Mark Chancey and I have been in discussions with the designers at TMC to make enhancements to the Library’s Children’s Area. The goal of the project is to make the space more visually interesting and make it distinct from the other areas of the Library. A secondary goal was to provide additional interactive elements to engage children and families during their visits.

We are pleased to present the following proposal from Library Design Associates (LDA). Although TMC has developed the design and will be fabricating the various pieces, as a company they do not work directly with their clients in negotiating payment or installation. LDA is essentially the middle man who is managing the project and will be responsible for final installation.

Mark and I are satisfied with the final cost of the project. Here is a breakdown of its impact on our remaining construction funds.

Bond Funds as of 7/22/22 (Combined checking and investments):	\$381,558.58
Children’s Area Enhancements (Total Project Cost):	\$178,250.00
TOTAL REMAINING BOND FUNDS (proposed):	\$203,308.58

Our recommendation is that the board approve the following proposal as is.

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

WHEREAS, _____ ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. _____

Optional additional job positions:

2. _____

3. _____

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on _____, 20_____.

Authorized signature (must be currently in a position named above): _____

Name: _____

Title: _____

Witness signature: _____

Witness name: _____

Witness title: _____