



BOARD MEETING PACKET

Thursday, December 10, 2020

9:30 a.m.

Via Zoom

Reminders:

- Send any member questions prior to the Board meeting to either Board President Dale Parus or Cooperative Director Carol Dawe.
- To see if there is a cancellation, you may call Lakeland at (616) 559-5253 and choose option 3 for a recorded message.

LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, December 10, 2020
9:30 a.m.

Advisory Council meeting immediately following the Board meeting.

Via Zoom

AGENDA

- 1) **CALL TO ORDER AND ROLL CALL**
 - a) Introduce New Members
- 2) **APPROVAL OF AGENDA** (m)
- 3) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 4) **PUBLIC COMMENTS**
- 5) **APPROVAL OF MINUTES**
 - a) November 12, 2020 Board Minutes (m) PAGES 1-2
- 6) **FINANCIAL REPORT**
 - a) November Financials and Check Register (m) PAGES 3-7
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 8-13
- 9) **COUNCIL/COMMITTEE REPORTS** (i)
 - a) Advisory Council Official October 8, 2020 Minutes PAGES 14-15
 - b) Finance Committee Unofficial November 30, 2020 Minutes PAGE 16
 - c) Personnel Committee Unofficial December 2, 2020 Minutes PAGE 17
- 10) **UNFINISHED BUSINESS**
 - a) Operating Budget - Revisions (m) PAGES 18-19
- 11) **NEW BUSINESS**
 - a) Bank Resolutions
 - i) Fund Depositories Resolution (m) PAGE 20
 - ii) Authorized Signature Resolution (m) PAGE 21
 - b) MERS
 - i) Addendums (m) PAGES 2-39
 - ii) MERS Resolution Establishing Authorized Signer (m) PAGE 40
- 12) **PUBLIC COMMENTS**
- 13) **BOARD MEMBER COMMENTS**
- 14) **NEXT MEETING** –Thursday, January 14, 2021 at 9:30 a.m. at TBD
- 15) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, November 12, 2020 at 1:30 p.m.
Via Zoom**

Present: Dale Parus, Mattie Cook, Diane Kooiker, Karen McKinnon, Kelly Richards, Peggy Hemerling, Lance Werner, John McNaughton [1:44 p.m.], and Shirley Bruursema [technical difficulties until late in the meeting]

Staff Present: Carol Dawe and Kelly Schroeder

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:35 p.m. by Dale Parus. There were 35 additional participants. Dale announced Elyshia Hoekstra's appointment as the new director at Coopersville Area District Library.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon moved, supported by Mattie Cook, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There was a question received regarding the Non-Resident Card Committee. Carol Dawe will work with Advisory Council to move forward with that committee. There were no additional questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Kelly Richards, to approve the Board minutes from October 8, 2020 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:** Carol explained that this was the first year Janet reconciled the new funds, and she did a great job. Kelly Richards moved, supported by Diane Kooiker, to approve the Financial Reports as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT:** Dale Parus announced the committee officers and Carol added that meetings have been scheduled:
 - a) Finance Committee:
 - i) Mattie Cook, Chair
 - ii) Diane Kooiker
 - iii) Karen McKinnon
 - iv) Dale Parus, Ex-Officio
 - b) Personnel Committee:
 - i) Dale Parus, Chair
 - ii) Kelly Richards
 - iii) John McNaughton
 - iv) Peggy Hemerling
- 8) **DIRECTOR'S REPORT:** Carol Dawe mentioned that she had attended a Foster & Swift Open Meetings Act webinar. She said that it may get complicated after January 1st for virtual meetings. Dale urged everyone to reach out to their representatives. Carol added that a library closure discussion will take place at the Advisory Council meeting. For Capira, if anyone is having issues or has questions, please open a Tech-Help ticket. Sheryl VanderWagen added that there will be a Sierra and Encore upgrade next Wednesday after 9 p.m.
- 9) **COUNCIL/COMMITTEE REPORTS:**
 - a) Advisory & ILS Combined September 10, 2020 Official Minutes – There were no questions or comments.
- 10) **NEW BUSINESS:**
 - a) BiblioCommons Purchase: Dale explained that Carol had brought this to the lawyer for some legal changes, but otherwise it is a standard contract which had already been approved at Advisory Council. He also thanked LLC staff for getting a satisfactory price point and implementation timeline. John McNaughton moved, supported by Peggy Hemerling, to approve

the purchase of BiblioCore as presented and to empower Carol Dawe to sign the contract -
motion carried.

11) PUBLIC COMMENTS:

- a) Kelly Tinkham (NN) mentioned a couple grants the library would be receiving.
- b) Amber McLain (OJ) talked about their successful take home boxes for programs.
- c) There were no additional public comments.

12) BOARD MEMBER COMMENTS:

- a) Kelly Richards (UM) briefly mentioned that COVID was crazy in Muskegon County.
- b) Karen McKinnon (AL) wished everyone well as they worked through this and to have a Happy Thanksgiving.
- c) John McNaughton (GRPL) commented that he and a GRPL staff person would be talking about their mobile library during the Advisory Council meeting.
- d) Shirley Bruursema (KDL) said that the Trustees Workshop was successful with about 90 attendees. There will be a more in-depth one next week as well.
- e) Lance Werner (KDL) mentioned that they had closed some departments and branches will be going to curbside for the foreseeable future starting Monday.
- f) Dale Parus (IC) said they were able to use the CARES grant money to boost their Wi-Fi to reach further to the street.
- g) There were no other comments from board members.

13) NEXT MEETING: Thursday, December 10, 2020, at 9:30 a.m. via Zoom.

14) ADJOURNMENT: John McNaughton moved, supported by Karen McKinnon, to adjourn at 1:58 p.m. -
motion carried.

Respectfully submitted by,
Kelly Ann Schroeder

Lakeland Library Cooperative
Funds Balance Sheet
As of November 30, 2020

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	164,380	13,096	19,403	196,880
1010 · Savings Accounts	503,044	0	191,219	694,262
1040 · eCommerce - Checking	0	5,654	0	5,654
Total Checking/Savings	667,424	18,750	210,622	896,796
Accounts Receivable	13,314	13,362	0	26,676
Other Current Assets	49,503	0	0	49,503
Total Current Assets	730,241	32,112	210,622	972,975
Fixed Assets	256,498	0	0	256,498
Due From/(To)	(4,013)	4,013	0	0
TOTAL ASSETS	982,726	36,125	210,622	1,229,473
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2120 · Payroll Liabilities	2,237	0	0	2,237
2200 · Benefit Liabilities	3,578	0	0	3,578
Total Other Current Liabilities	5,815	0	0	5,815
Total Current Liabilities	5,815	0	0	5,815
Total Liabilities	5,815	0	0	5,815
Equity				
3002 · Property	256,498	0	0	256,498
3700 · Nonspendable Funds	57,020	0	0	57,020
3800 · Fund Balance - Committed	0	0	85,221	85,221
3900 · Unassigned Funds	664,389	0	0	664,389
3990 · Due to Unassigned Funds	93,409	27,483	185,401	306,292
Net Income	(94,405)	8,643	(60,000)	(145,762)
Total Equity	976,911	36,125	210,622	1,223,658
TOTAL LIABILITIES & EQUITY	982,726	36,125	210,622	1,229,473

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October through November 2020

	Operating			
	Nov 20	Oct - Nov 20	Budget	% of Budget
Income				
4000 · Administration & IT Revenue	0	59,500	237,985	25%
4010 · Cataloging Revenue	0	40,355	161,414	25%
4020 · Delivery Revenue	0	18,777	75,114	25%
4030 · ILS Revenue	0	66,128	264,512	25%
4040 · State Aid Revenue	0	0	256,930	0%
4050 · Miscellaneous Revenue	0	131	2,700	5%
Total Income	0	184,891	998,655	19%
Expense				
6000 · Salaries & Wages	53,780	86,089	717,200	12%
6010 · Benefits	8,521	26,055	124,060	21%
6050 · Liability Insurance	0	3,700	4,070	91%
6100 · Cataloging Services	0	1,231	54,000	2%
6300 · ILS Services	0	137,664	237,200	58%
6400 · IT Equipment & Services	504	4,016	28,090	14%
6800 · Professional Services	860	995	6,980	14%
6850 · RIDES	0	0	7,275	0%
6900 · Building/Grounds	1,231	6,371	42,790	15%
7100 · Transportation	505	12,452	45,315	27%
7400 · Mileage	0	0	1,500	0%
7500 · Professional Development	180	680	6,175	11%
7600 · Supplies	42	42	4,000	1%
Total Expense	65,623	279,295	1,278,655	22%
Net Ordinary Income	(65,623)	(94,404)	(280,000)	34%
Other Income				
9500 · FB Transfers for Fiscal Year	0	0	280,000	0%
Total Other Income	0	0	280,000	0%
Net Income	(65,623)	(94,404)	0	100%

**Lakeland Library Cooperative
Budget vs. Actual by Fund
October through November 2020**

	Pass Through				Capital			
	Nov	YTD	Budget	%	Nov	YTD	Budget	%
Income								
4700 - Pass Through Revenue								
4710 - Ecommerce Fines	0	1,797	40,000	4%	0	0	0	0%
4720 - Group Purchases	0	12,386	56,000	22%	0	0	0	0%
4730 - Group Services	0	2,914	116,900	2%	0	0	0	0%
4740 - ILS Add-on Services	22,358	22,358	30,000	75%	0	0	0	0%
4750 - IT Services	0	0	350	0%	0	0	0	0%
4760 - Library Supplies	1,282	1,282	6,600	19%	0	0	0	0%
4790 - Miscellaneous Pass Through	80	80	250	32%	0	0	0	0%
Total 4700 - Pass Through Revenue	23,720	40,817	250,100	16%	0	0	0	0%
Total Income	23,720	40,817	250,100	16%	0	0	0	0%
Expense								
7800 - Pass Through Expenses								
7810 - Quarterly Fines	0	0	40,000	0%	0	0	0	0%
7820 - Group Collections	2,400	6,454	56,000	12%	0	0	0	0%
7830 - Group Subscriptions	1,000	2,000	116,900	2%	0	0	0	0%
7840 - ILS Add-On Expense	0	22,358	30,000	75%	0	0	0	0%
7850 - IT Services Expense	0	0	350	0%	0	0	0	0%
7860 - Library Supply Expense	113	1,282	6,600	19%	0	0	0	0%
7890 - Other Pass Through Expense	80	80	250	32%	0	0	0	0%
Total 7800 - Pass Through Expenses	3,593	32,174	250,100	13%	0	0	0	0%
9900 - Capital Outlay	0	0			0	60,000	100,000	60%
Total Expense	3,593	32,174	250,100	13%	0	60,000	100,000	60%
Net Ordinary Income	20,127	8,643	0	100%	0	(60,000)	(100,000)	60%
Other Income/Expense								
Other Income								
9500 - FB Transfers for Fiscal Year	0	0	0	0%	0	0	100,000	0%
Total Other Income	0	0	0	0%	0	0	100,000	0%
Net Other Income	0	0	0	0%	0	0	100,000	0%
Net Income	20,127	8,643	0	100%	0	(60,000)	0	100%

Lakeland Library Cooperative
Monthly Check Register
As of November 30, 2020

Date	Name	Memo	Account	Amount
1001 - Main - Checking				
1001.1 - Checking - Operating				
11/05/2020	AT&T Long Distance	Itiva	ILS Services	196.54
11/05/2020	Bazen Electric		Building Repairs and Maint.	632.00
11/05/2020	Foster Swift Attorneys		Legal	40.00
11/05/2020	Ace Mobile Wash		Vehicle Repairs and Maint.	50.00
11/05/2020	Aggressive Cleaning Service		Janitorial Services	500.00
11/05/2020	Allied Universal (Midstate)		Building Security	330.00
11/05/2020	Backstage Library Works		Authority Control	486.00
11/05/2020	Berger Chevrolet		Vehicle Repairs and Maint.	6,576.78
11/05/2020	Cintas		Floor Mats	81.59
11/05/2020	Fuel Management System		Vehicle Fuel	588.37
11/05/2020	Penske Truck Leasing Co.		Vehicle lease	333.00
11/05/2020	Suburban Library Coop		Memberships	500.00
11/06/2020	MERS		Benefits	3,485.31
11/06/2020	State of Michigan--Vendor		Payroll Liabilities	1,898.60
11/09/2020	First National Bank		IT Operations	6.70
11/09/2020	Comcast	data lines	IT Operations	504.05
11/09/2020	First National Bank	supplies, fees, IT	-SPLIT-	901.80
11/09/2020	Standard Insurance - Agility	Dental and vision ins.	Benefits	423.68
11/10/2020	Payroll		-SPLIT-	17,211.54
11/10/2020	ICMA 457		Payroll Liabilities	20.00
11/10/2020	MERS 401/457		Payroll Liabilities	999.23
11/10/2020	941 Form - IRS		Payroll Liabilities	5,897.02
11/13/2020	Superior Pest Control, Inc.		Pest Control	54.00
11/18/2020	Aflac		Payroll Liabilities	833.14
11/18/2020	Foster Swift Attorneys		Legal	940.00
11/18/2020	Fuel Management System		Vehicle Fuel	504.95
11/18/2020	Innovative Interfaces, Inc.		Encore	28,138.31
11/18/2020	Integrity Business Solutions		Supplies	42.29
11/18/2020	Priority Health		Benefits	6,626.08
11/18/2020	Volkers, Jessica	SRP webinar expenses	Continuing Education	30.00
11/18/2020	Coker, Casey	workshop expenses	Continuing Education	150.00
11/19/2020	Consumers Energy		Utilities	598.78
11/19/2020	DTE Energy		Utilities	137.54
11/19/2020	DTE Energy		Utilities	33.96
11/19/2020	Granger		Trash Removal	102.54
11/19/2020	Mitel		Telephone	455.49
11/19/2020	Standard Insurance		Benefits	275.93
11/19/2020	Verizon Wireless		Telephone	4.89
11/20/2020	Grand Rapids Income Tax		Payroll Liabilities	144.04
11/20/2020	Walker City Treasurer		Payroll Liabilities	233.26
11/24/2020	Payroll		-SPLIT-	17,333.33
11/24/2020	ICMA 457		Payroll Liabilities	20.00
11/24/2020	MERS 401/457		Payroll Liabilities	999.23

Lakeland Library Cooperative
Monthly Check Register
 As of November 30, 2020

Date	Name	Memo	Account	Amount
11/24/2020	941 Form - IRS		Payroll Liabilities	5,936.76
Total 1001.1 - Checking - Operating				<u>105,256.73</u>
1001.2 - Checking - Pass Thru				
11/05/2020	Innovative Interfaces, Inc.	EMARC - Overdrive	-SPLIT-	48.45
11/09/2020	First National Bank	PPE	Library Supplies	670.21
11/18/2020	ID Label, Inc.	Barcodes	Library Supplies	112.50
11/19/2020	OverDrive		-SPLIT-	3,399.62
Total 1001.2 - Checking - Pass Thru				<u>4,230.78</u>
1001.3 - Checking - Capital				
Total 1001.3 - Checking - Capital				0.00
			TOTAL	<u><u>109,487.51</u></u>

**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
December 10, 2020**

It's December. The year is winding down and I can only offer hope and resilience for 2021. I think everyone of you has done an incredible job during this unprecedented time and it has been a privilege to work with each one of you. I can only hope that 2021 is less eventful but, no matter what happens, we really are stronger together.

One of our Delivery Department staff members will be out for an unknown time due to medical reasons. Terry and his team are working together as always and continue to do such great work.

Agenda Items:

Board:

1. Budget: The Finance Committee met and approved revisions to the budget. The handout is self-explanatory, but please let me know if you have questions. Essentially the footnotes indicate the changes. There were a few corrections and then we applied this year's State Aid and removed the reserves we were going to use. We added a few line items to enhance services and use the additional State Aid that was granted for this year.
2. Bank Depositories: It's that time of year again for these resolutions.
3. Bank Signatures: We hope to send these through delivery, but we need a motion prior to doing so. I have kept Diane on until we can get a stamp for Dale, just in case.
4. MERS Addendums: Janet did a lot of work on this has provided the summary below.

Advisory:

1. BiblioCore: In order to fast track this implementation, Sheryl and I have some ideas we would like to suggest.
2. Fines free extension until 3/31/2021: We feel this is the prudent thing to do with everything so volatile and the case numbers increasing daily. Sheryl has more information in her report.
3. COVID-19 Closures and other discussion: We can update each other and discuss new issues as needed.

Other Items:

1. State Aid: I am pleased to report that I have submitted the State Aid Survey for LLC for 2020. I have also sent the newly required spreadsheet with our training/CE offerings for the year and copies of our insurance certificates. See Sheryl's report for help with your statistics and please don't wait until the last minute to submit your reports. Thank you to all of you who have already finished!
2. The annual audit is being conducted as I write this. Janet has prepared everything for a remote audit. Flexibility is everything. Thank you, Janet.
3. Non-Resident Cards: We are meeting after this meeting and will report back to you all in January.
4. Trustee Letters: These will be sent to each library director and the board president by the end of the year. We were waiting on the updated United for Libraries flyer from the Library of Michigan.

5. COVID-19 Preparedness and Response Plan: Our plan has been updated according to the new directives by the MDHHS. We have incorporated online wellness checks for staff and a paper version for visitors. Most staff continue to work from home, and we are still limiting staff in the building by appointment only.
6. LLC closures form and website listing: Many thanks to Thom and Dave for getting this up and running so quickly and to all of you for using the form. It's a very useful chart.
7. The Sierra upgrade went very well. Thank you to Sheryl, Thom and Dave.
8. Kelly has organized another PPE order and has distributed it all through delivery.
9. The catalogers are being very productive and getting originals out as quickly as they can. Thanks to Jeff, Jean and Julie.
10. Bylaws: Progress is being made.
11. Statistics for this month. My stats were a little low because I spent a lot of time on COVID-19 issues, staffing, budget, bylaws etc. I wish there was a statistic for rewarding work because helping all of you truly is so gratifying.

Other Reports:

Delivery & Facility Manager - Terry Cross

November 2020 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	November - 2020	November – 2019	Difference	% Change
Total Book Bags & Bins	2,706	2,598	108	4%

In November 2020, there were 2,706 book bags and bins loaded and delivered to member libraries. The 2,706 bags and bins that were delivered in November were 4% more than the 2,598 bags and bins that were sorted and delivered in November of the prior year. As compared to November of the prior year, there was a 4% increase, or an increase of 93 book bags delivered and a 2% decrease or 18 fewer AV Bins delivered to member libraries.

	June - November 2020	June - November 2019	Difference	% Change
Total Book Bags & Bins	16,313	16,262	51	0.3%

After the lockdown, delivery was resumed on June 1, 2020. As illustrated above, overall delivery volumes continue to be very consistent as the 16,313 items delivered from June 1, 2020 through November 30, 2020 are slightly more than the 16,262 items delivered during the same period last year.

Both trucks were purchased in February 2017, each truck is driven around 4,000 miles per month and at the end of November 2020, they each have around 170,000 miles. Truck #35 recently received significant maintenance as the rear differential was rebuilt, the radiator was flushed, and the fluids were change in the radiator, transmission, and brake lines. The rear differential work came with a 100,000 mile/3-year warranty. Both trucks are current with their respective routine service consisting of oil and filter changes and total year to date maintenance expenditures are well within budgeted amounts.

Yearly performance reviews were completed on the 2 full-time drivers and 3 sorters in the Delivery Department. I am very fortunate and appreciative of the current staff as they are all very dependable, reliable, and work very well together.

In October, I drove 6 days covering for Driver time off and sorted for 3 days, covering for Sorter time off.

In November, I drove for 7 days and help sort for 6 days covering for a Driver and a Sorter who were both required to quarantine in accordance with the guidelines of Lakeland's Preparedness and Response Plan.

All of the staff who drive are current with the required driver certifications as one of the staff successfully passed the DOT Re-Certification Physical and received their Medical Examiner's Certificate.

The original fluorescent lighting in the sorting area and sodium bulb lighting in the front of the building were recently replaced with LED fixtures.

Thank you to everyone for using the LLC Web Form Library Closure process to report changes in your library's status and how the change may effect delivery. Receiving the up-to-date information allows us to adjust the delivery schedules in a timely manner.

Finance & HR Assistant - Janet Cornell

MERS of Michigan has implemented changes in how their Defined Contribution and Defined Benefit plans are administered. The change affects plan eligibility and clarifies items that used to fall to set defaults by MERS. Because this change affects all their member's plans, addendums to the plan are required to be approved before January 1, 2021 when the change takes place. Although it is a hassle right now, it will help in administering our own plans and eliminate confusion in these provisions. The addendum is required for our Defined Contribution plan and both divisions of our Defined Benefit plan. These do not add to the plans, as they only clarify and outline our current plan provisions.

We received our State Aid numbers for this fiscal year and have revised the budget. Although there is additional spending included, this did not exceed the state aid allotment so there are no changes to the cost per library.

With the extended restrictions from the state to work from home, I had to coordinate efforts with Terry to prepare items for our audit scheduled during the first week in December. We were able to work from the auditor's base list and provide a box of paper files for review as well as using their secure software to upload digital files.

I have continued to participate in HR webinars to keep informed of the constant changes that have occurred this year. More changes are anticipated in 2021, so I will continue to participate and share relevant information.

IT Manager - Thom Riley

Our November Sierra and Encore server upgrades went well. We have spent a large portion of our time however working with members on their local client installations. A few members are using a custom installation where jar errors were very problematic, and we worked to update these installations either before the members opened or with them once staff were in the library. We had several locations that had issues with very old Sierra client installations, and we worked to resolve these as quickly as possible. These issues were caused by either an old java version or with the installation having several years of old, duplicate files that were created when an error occurred previously. Cleanup or new installation of the client was done to correct these

issues. Thank you everyone for the remote access and assistance when needed in resolving these issues as soon as possible.

A library closure webpage was created to collect and post library closures due to COVID-19 reasons. This webpage is updated daily to remain current to the information we have received. We have a form that members are using to submit initial and updated information regarding closures. Please continue to use the form for any submissions or updates as the form information is used for the webpage and sent to multiple people at Lakeland to update all departments.

We continue to create and work with members for Zoom meetings as needed. Just send us an email to tech-help@lcoop.org for any meeting requests and we will get it setup.

Help desk tickets for November: 288 created, 283 resolved.

Cataloging Services Manager - Jeff Lezman

November 2020 activities

In November, Cataloging staff continued to work from home as outlined in the Lakeland COVID-19 Preparedness and Reopening Plan.

We continued cataloging a collection of STEM kits for the Patmos Library.

We added 36,895 Hoopla records to the database. These records included items for the Salem Township Library which recently joined Hoopla.

We added 777 OverDrive records to the database.

We added 240 RBdigital records to the database, including all of the records for the RBdigital electronic magazine collection.

October 2020 Statistics

These statistics for October 2020 show a large increase in the number of cataloging requests we received, along with an accompanying increase in the number of records we cataloged.

October e-mail & telephone consulting calls: 50

The number of cataloging requests received in October was up by 67% compared to October 2019. The number of requests received that were already in the database decreased by 25%. The number of records copy-cataloged in October was up 41% compared to October 2019, while the number of original records cataloged was down by 20%. The total number of records cataloged was up by 34% compared to October 2019.

Cataloging	Oct. 2020	YTD	Oct. 2019	YTD	Monthly %	YTD PCT
Requests Received	2,900	2,900	1,734	1,734	67%	67%
Requests already in database	62	62	83	83	-25%	-25%
Requests to be cataloged	2,838	2,838	1,651	1,651	72%	72%

Copy Cataloging	2,229	2,229	1,584	1,584	41%	41%
Original Cataloging	157	157	197	197	-20%	-20%
Total Cataloged	2,386	2,386	1,781	1,781	34%	34%

ILS Manager - Sheryl VanderWagen

RIDES Statistics: We received 121 totes in October 2020 (down 8 from 2019) and sent out 104 totes (down 25 from 2019). There are still a few libraries in the state that have not resumed lending and borrowing and RIDES deliveries. Returned materials to libraries designated as “temporarily not participating” in the label maker should continue to be sent to the MCLS office (ZY001).

COVID-19 Closures: We have worked with the libraries that are undergoing total closures for COVID-19 related concerns. This usually involves updating due dates of items due during the closures, adding dates to the days closed table and turning off paging (if the closure is longer than 3 days).

Fines: Fines are scheduled to begin assessing after December 31, 2020. The current uptick in cases has forced the majority of our shared ILS members to return to strictly curbside service until after the first of the year (see the latest closures on the Lakeland website). Returned materials are still being quarantined for 4 days. We recommend that the Advisory Council reconsider that date and suspend fines until the end of the first quarter 2021 (March 31, 2021).

Sierra and Encore Upgrade (v5.2): The upgrades to Sierra and Encore were completed overnight on November 18. There were few reported issues and the Lakeland staff have been working with individual libraries on those. One of the changes that we have been asked about is the change to login and security for Sierra. The “remember me” box was removed in the upgrade along with ability for Sierra to remember passwords upon login.

Holidays 2020 and 2021: If your library has adjusted your closure schedule for 2020, particularly if you now plan to be closed December 26 or January 2, please let me know ASAP so that we can add those dates into the days closed table so that you do not have items due and those dates are not counted in the 7-day pickup time on holds for your patrons. I have also sent out the 2021 Holiday request form. Please submit that to me by December 18, 2020. Many thanks to all the libraries that have already submitted the form.

Capira Mobile App: The app is available in Google Play and the Apple App Store. I am looking for volunteers from the group that will help to create some PR information for the group to use. We have a couple of items from Capira to start off. If you need changes to links in your sub apps or find issues with functionality, please send an email to tech-help@llcoop.org and I will be consolidating those requests and sending them to the Capira support desk.

Shoutbomb Invalid Phone Numbers: I have received several invalid phone number reports from Shoutbomb in the last month because patrons have changed phone numbers and not notified their Shoutbomb accounts. I have had Shoutbomb remove those accounts on their end. Please encourage patrons to keep their Shoutbomb accounts current when they change phone numbers.

Branch Closures: The North Branch (HN) of the Herrick District Library will close to the public on December 11, 2020. The branch is expected to re-open in mid-February 2021. I have been working with staff to make sure that due dates on HN materials advance properly and a plan for re-routing HN holds to HO.

State Aid Reports: Reports are due February 1, 2021, if you need assistance please let me know. For all shared system libraries, annual item and patron count reports for your fiscal year end have been posted to the Lakeland reports website (<http://www.ilcreports.org/>) and are accessible under the Report type, "Fiscal YTD". Circulation reports can be generated in Sierra Web Management reports. If you need the instructions for generating circulation reports, please contact me and I will send them in email. Electronic holdings and circulation should be counted from the services you subscribe to such as OverDrive, Hoopla, etc. Monthly ILL and MeLCat reports for interlibrary loan stats are also available on the reports website, along with RBdigital eaudiobook and emagazine circulation up to conversion to OverDrive. The OverDrive sharing report with MCLS and SLC is also posted to the reports' website. Note about the OverDrive sharing regarding reporting holdings: Libraries do not count, nor are they able to count, holdings in the other OverDrive groups to which your patrons have access. You only count your own licensed OverDrive holdings but you report ALL circulation by your patrons including those titles used by your patrons that are licensed to the MCLS and SLC groups (this is the equivalent of ebook ILL).

OverDrive: As of December 2, 2020, the Great Lakes Digital Library (Upper Peninsula libraries) have been added to the OverDrive sharing (RLA) Program. That means their patrons will have access to the Lakeland OverDrive collection and your patrons will now have access to the collections of three other OverDrive groups (MCLS, SLC, and Great Lakes).

RBdigital: The Lakeland group magazine collection is scheduled to be migrated to OverDrive Advantage after January 1, 2021. When we know the exact date, we will let everyone know.

Consultation: I fielded 27 consultation calls with member libraries.

Respectfully submitted and happy holidays to all of you!

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, October 8, 2020
Via Zoom following the Board Meeting at 9:30 a.m.**

Council Members Present: Kerry Fountain, Heather Wood-Gramza
Staff Present: Carol Dawe, Sheryl VanderWagen and Kelly Ann Schroeder
Absent: Britney Dillon

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:20 a.m. by Kerry Fountain (IS). There were 33 additional participants.
- 2) **INTRODUCTION OF OFFICERS**
- 3) **APPROVAL OF AGENDA:** Heather Wood-Gramza (OZ) moved, supported by Karen McKinnon (AL), to approve the agenda as presented - *motion carried*.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Mattie Cook (MG) moved, supported by Heather Wood-Gramza (OZ), to approve the Advisory & ILS Councils minutes from September 10, 2020 as presented – *motion carried*.
- 6) **BOARD REPORT:** There was nothing to report from the Board President.
- 7) **ILS MANAGER'S REPORT:** Sheryl VanderWagen reminded everyone to check emails for anything from Capira and from her. It is very important for moving to the next phases. RBdigital audio moves to OverDrive Advantage on October 21st. Four libraries will be going fines free by the end of the month. Sheryl began talking about the return of fines after October 31st. After some discussion, there was a motion for this to be added as agenda item 12c. Peggy Hemerling (BH) moved, supported by Heather Wood-Gramza (OZ), to amend the agenda and add the extension of fines free to new business as 12c – *motion carried*. Dale Parus (IC) voted no.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe hopes to bring more info about quarantining of materials to the next meeting in November.
- 9) **COMMITTEE REPORTS:** Heather Wood-Gramza (OZ) clarified on the topic that they've been issuing cards to student. They are not all getting Howard Miller Public Library cards. They are working with Herrick District Library as well and thank them for their assistance. There were no additional questions or discussion.
- 10) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards reminded everyone of the MLA Conference this month. He also mentioned that the issues with the Governor's EOs now go from the Michigan Supreme Court to the Federal level. The MDHHS EO may also be overturned.
 - b) MLA Legislative Committee Report – October is Legislative Month, please thank your legislators. There is more info on the MLA website.
- 11) **UNFINISHED BUSINESS:**
 - a) BiblioCore: Next Steps – Carol worked hard to get the implementation costs down.
 - i) Digital Resources Options – Sheryl VanderWagen said that early on they'll need to know if libraries want their catalog site scoped or not scoped. Scoped will include their own link and logo, as well as search results will default to individual library holdings first. Not scoped means a generic Lakeland logo and all material available shared ILS system-wide. This decision cannot be changed later. There is some room for customizability to make links easier to find. Amber McLain (OJ) offered to help with tutorials.
 - ii) Implementation Timeline – Carol Dawe explained that the contract is being reviewed now and we may be able to start January 2021 if everyone agrees. They are anticipating it to take 20-28 weeks to complete (we have the advantage that Herrick's implementation has already saved us some time). Grand Rapids Public Library is already using BiblioCore and Kent

District Library will go live later this fall. We will all be able to be connected, though not for delivery. Please reach out to Carol with any questions or concerns.

- iii) Discussion and Option to Vote to Move Forward – Heather Wood-Gramza (OZ) moved, supported by Virginia DeMumbrum (SW), to move this to the Board for approval in November – *motion carried.*

12) NEW BUSINESS:

- a) Approve Meeting Calendar – Jessica Hunt (NG) moved, supported by Mary Johnson (UM), to approve the meeting calendar as presented – *motion carried.*
- b) Re-Opening Libraries and Updated Guidelines – Carol Dawe suggested that we proceed with a wait-and-see mentality. She urged everyone to thank their legislators. Shirley Bruursema (KDL) explained that the discontinuing of quarantining items is only in the discussion phase. There was discussion on the studies that have been done and maintaining status quo until we know more. Comments were made as to our moral responsibility, as well as our responsibility as employers to employees for health and safety. Dale Parus (IC) said that MLA will continue to lobby key people in legislation.
- c) AMENDED TO ADD – Extend Temporary Fines Free Through December 31, 2020 - There was discussion regarding abuse of these extensions, as well as materials. It was also mentioned that quarantining materials creates some problems for the check-in process and being fines free will help library staff with this. Sheryl gave some statistics on patrons with materials still checked out. Some expressed that this was a way to help our patrons and communities, to keep patrons coming to our libraries, and not be a barrier to service during these still troubled times. Peggy Hemerling (BH) moved, supported by Heather Wood-Gramza (OZ), to extend shared ILS system-wide fines free through December 31, 2020 – *motion carried.* Dale Parus (IC) and Kelly Tinkham (NN) voted no.

13) PUBLIC COMMENTS:

- a) Kelly Tinkham (NN) talked about a great article she saw on libraries in the Detroit Free Press (shared on listservs as well).
- b) Heather Wood-Gramza (OZ) shared a story that involved a local genealogist and a lost military ID bracelet. The story of how the genealogist helped reunite the bracelet with a relative was aired on WZZM.
- c) There were no other comments from members.

14) NEXT MEETING: Thursday, November 12, 2020 via Zoom following the Board Meeting.

15) ADJOURNMENT: Kelly Tinkham (NN) moved, supported by Karen McKinnon (AL), to adjourn at 11:41 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

LAKELAND LIBRARY COOPERATIVE

FINANCE COMMITTEE MINUTES – Unofficial

Monday, November 30, 2020 at 10:00 a.m.

Via ZOOM

Present: Mattie Cook (MG) Chair, Diane Kooiker (HO), Karen McKinnon (AL), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe, Janet Cornell

- 1) CALL TO ORDER: The meeting was called to order at 10:00 a.m. by Mattie Cook.
- 2) APPROVAL OF AGENDA: Diane Kooiker moved, supported by Karen McKinnon, to approve the agenda as presented - motion carried.
- 3) APPROVAL OF MINUTES: Diane Kooiker moved, supported by Karen McKinnon, to approve the Finance Committee minutes from July 31, 2020 as presented – motion carried.
- 4) UNFINISHED BUSINESS:
 - a) Budget Revisions:
 - i) Operating Fund Budget Revision - State aid calculations came in with an increase for this fiscal year. The budget was revised to remove the allocations of Fund Balance Reserves and replace them with state aid. There were also a few items amended for calculation errors and to reinstate some items removed. One big increase was replacing funds back into Continuing Education in the Professional Development line item. Dale Parus commented that the Lakeland staff has provided excellent service and salary increases should be looked at again in the new year if possible. Carol Dawe also mentioned a marketing initiative suggested by one of the other cooperatives, to provide branding and marketing of libraries as a group effort in the coming fiscal year, as another item to consider. Diane Kooiker moved, supported by Karen McKinnon to approve the revised operating budget as presented. – motion carried.
 - ii) Cost Per Library (No Changes) – The allocation of Fund Balance Reserves was replaced with state aid across the budget line items, and the increases to the operating budget did not exceed the total increase in state aid. This resulted in no changes to the cost per library. Diane Kooiker asked that more direction be given to the libraries to help them budget for the costs per library, including grouping the costs into fewer categories so there is not as much fluctuation in costs year to year. Diane Kooiker moved, supported by Karen McKinnon to approve the cost per library as presented. – motion carried.
- 5) NEXT MEETING: There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) ADJOURNMENT: The meeting was adjourned at 10:24 a.m. - motion carried.

Respectfully submitted by,
Janet Cornell

**LAKELAND LIBRARY COOPERATIVE
PERSONNEL COMMITTEE MINUTES – Unofficial
Wednesday, December 2, 2020 at 2:00 p.m.
Via Zoom**

Present: Dale Parus (Chair), Kelly Richards (MADL), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids), and Carol Dawe (Lakeland)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 2:14 p.m. by Dale Parus.
- 2) **APPROVAL OF AGENDA:** Hemerling moved, supported by McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** McNaughton moved, supported by Hemerling, to approve the Personnel Committee minutes from 12/12/2019 as presented – *motion carried*.
- 4) **NEW BUSINESS:**
 - a) Cooperative Director Evaluation: The current form and goals were reviewed. The committee agreed that the full board would participate in the written review. This will be explained at the next Board meeting on 12/10. The form will be sent to the board by Parus on 12/10 with a deadline of 12/17. Parus will compile the evaluations and share the information via e-mail with the committee. The committee will meet again as needed. Parus and Dawe will meet the week of January 4th to review the evaluation.
 - b) Compensation: The committee recommended that a request for a salary increase be sent to the Finance Committee.
- 5) **NEXT MEETING:** To be determined.
- 6) **ADJOURNMENT:** McNaughton moved, supported by Richards, to adjourn at 2:35 p.m. - *motion carried*.

Respectfully Submitted,

Carol Dawe
Lakeland Cooperative Director

Lakeland Library Cooperative
FY2020-21 Operating Budget -Approved 9/10/20

	Total FY2020-21	Total FY2019-20	FY2020-21 Over/(Under) FY2019-20	Notes	FY2020-21 Revisions Due to State Aid Increase
Revenue by Libraries:					
Administration & IT	217,985	186,134	31,851		217,985
Delivery	75,114	20,467	54,647		75,114
Cataloging	161,414	191,907	(30,493)		161,414
ILS	284,512	328,539	(44,027)		284,512
State Aid	256,930	513,625	(256,695)	1	560,900
Other Revenue:					
Investment Revenue	2,500	6,000	(3,500)		2,500
Rebates	200	200	-		200
Affiliate Memberships	-	125	(125)		
Total Revenue	<u>\$ 998,655</u>	<u>\$ 1,246,997</u>	<u>\$ (248,342)</u>		1,302,625
Fund Balance Reserves:					
Fund Balance-Unassigned	280,000	9,644	270,356	2	0
Total Revenue and Reserves	<u>\$ 1,278,655</u>	<u>\$ 1,256,641</u>	<u>\$ 22,014</u>		1,302,625
Expenses					
Salaries/Taxes	717,200	710,748	6,452	3	717,200
Benefits	121,200	134,925	(13,725)	4	112,800
Liability Insurance	15,900	16,704	(804)		15,900
Cataloging Services	54,000	51,510	2,490		54,000
ILS Services	237,200	158,449	78,751	5	247,200
IT Equipment and Services	25,500	33,549	(8,049)		25,500
Professional Services	6,980	14,070	(7,090)	6	14,000
RIDES Delivery	7,275	6,627	648		7,275
Building & Grounds	40,700	41,487	(787)		40,700
Transportation	41,025	41,019	6		41,025
Mileage	1,500	3,449	(1,949)	7	2,025
Professional Development	6,175	33,679	(27,504)	8	21,000
Supplies	4,000	4,425	(425)		4,000
Contingency	-	6,000	(6,000)		-
Total Expenses	<u>\$ 1,278,655</u>	<u>\$ 1,256,641</u>	<u>\$ 22,014</u>	9	1,302,625

Notes:

- 1 - Reinstates state aid and includes increase
- 2 - Eliminates use of fund balance reserves
- 3 - No wage increases, salaries remain flat.
- 4 - Correction to Defined Benefit flat rate calculation
- 5 - Correct prepaid error and Includes Bibliocore - contingent upon affordability in negotiated costs
- 6 - Increases for legal and consulting services for COVID etc.
- 7 - Increase for mileage
- 8 - Increase for Continuing Ed and Professional Development
- 9 - Total increase \$23,970

LAKELAND LIBRARY COOPERATIVE
 FY2020-21 REVENUE FROM LIBRARIES DETAIL - Approved 9/10/20

Library	Revised FY2020-21 TOTAL LLC Fees	Total FY2019-20 LLC Fees	FY19-20 Over (Under) FY18-19	Original FY2020-21 TOTAL LLC Fees	
AB Salem Township (Burnips)	15,059	13,856	1,203	15,059	(0)
AD Dorr Township	14,103	13,165	938	14,103	(0)
AF Fennville District	17,353	17,373	(20)	17,353	(0)
AH Hopkins Public	12,405	11,472	933	12,405	(0)
AL Leighton Township (Moline)	13,834	14,134	(301)	13,834	(0)
AS Saugatuck-Douglas District	13,420	12,335	1,084	13,420	(0)
AW Henika District (Wayland)	14,429	13,545	883	14,429	(0)
BF Freeport District	12,310	11,296	1,014	12,310	(0)
BH Hastings Public	16,798	15,488	1,311	16,798	(0)
BM Thornapple-Kellogg (Middleville)	15,245	14,476	769	15,245	(0)
EC Cedar Springs Public	14,782	13,903	879	14,782	(0)
ES Sparta Carnegie Township	14,557	14,341	217	14,557	(0)
GR Grand Rapids Public	6,413	6,274	139	6,413	-
HO Herrick District (Holland)	34,132	42,731	(8,599)	34,132	(0)
IB Alvah N. Belding Memorial	15,600	15,353	247	15,600	(0)
IC Ionia Community	19,001	18,383	619	19,001	(0)
IL Lake Odessa Community	14,096	13,445	650	14,096	(0)
IS Saranac/Clarksville Public	16,570	15,527	1,043	16,570	(0)
KU Kent District	5,710	4,266	1,444	5,710	(0)
MA Carson City Public/Crystal Public	16,075	14,412	1,663	16,075	(0)
ME Home Township (Edmore)	11,884	10,777	1,107	11,884	(0)
MG Flat River Community (Greenville)	22,008	20,109	1,899	22,008	(0)
MH TCH Reynolds Township (Howard City)	14,885	14,355	530	14,885	(0)
ML Tamarack District (Lakeview)	15,934	14,797	1,137	15,934	(0)
NC Croton Township Library	12,090	11,014	1,076	12,090	(0)
NF Fremont Area District	17,954	18,195	(241)	17,954	(0)
NG Grant Area District	15,649	14,881	768	15,649	(0)
NH Hesperia Community	13,283	12,160	1,123	13,283	(0)
NN Newaygo Area District	14,085	13,081	1,004	14,085	(0)
NW White Cloud Community	15,572	13,577	1,995	15,572	(0)
OA Allendale Township	20,230	21,703	(1,472)	20,230	(0)
OC Coopersville Area District Library	16,484	15,202	1,282	16,484	(0)
OG Georgetown Township (Jenison)	30,515	41,412	(10,897)	30,515	(0)
OH Gary Byker (Hudsonville)	16,935	17,530	(595)	16,935	(0)
OJ Patmos (Jamestown)	14,662	13,809	853	14,662	(0)
OL Loutit District (Grand Haven)	21,650	20,195	1,455	21,650	(0)
OS Spring Lake District	21,876	22,089	(213)	21,876	(0)
OZ Howard Miller (Zeeland)	22,195	21,858	337	22,195	(0)
SF Fruitport District Library	17,991	16,854	1,137	17,991	(0)
SM Hackley Public (Muskegon)	22,026	20,819	1,207	22,026	(0)
SW White Lake Community	14,614	16,385	(1,771)	14,613	1
UM Muskegon Area District	64,612	60,467	4,144	64,612	(0)
TOTAL	\$ 739,024	\$ 727,047	\$ 11,977	739,024	-

LAKELAND LIBRARY COOPERATIVE
COOPERATIVE BOARD RESOLUTION
DESIGNATION OF FUND DEPOSITORIES

December 10, 2020

The Lakeland Library Cooperative Board hereby designates the following banks as the authorized depository for the Cooperative's funds for Fiscal Year 2020-2021:

- **Flagstar Bank**
- **Independent Bank**
- **Macatawa Bank**

The Lakeland Library Cooperative Board hereby designates **Michigan Cooperative Liquid Assets Securities System (MI CLASS)** as an authorized depository for the Cooperative's funds for Fiscal Year 2020-21.

LAKELAND LIBRARY COOPERATIVE
COOPERATIVE BOARD RESOLUTION
DESIGNATION OF AUTHORIZED SIGNATURES

2020-2021

December 10, 2020

The Lakeland Library Cooperative Board hereby designates the following Lakeland Library Cooperative Board officers and staff as authorized signatures on the various accounts at Flagstar Bank, Independent Bank, Macatawa Bank and Michigan Cooperative Liquid Assets Securities System, for Fiscal Year 2020-2021:

For signing checks and authorizing ACH transactions:

- Board President, Dale Parus
- Board Treasurer, Mattie Cook
- Board Member, Diane Kooiker
- Cooperative Director, Carol Dawe
- Cooperative Business Manager, Terry Cross

For transferring funds and initiating authorized ACH transactions:

- Board President, Dale Parus
- Board Treasurer, Mattie Cook
- Cooperative Director, Carol Dawe
- Cooperative Delivery and Facility Manager, Terry Cross
- Cooperative Finance and HR Assistant, (transferring not authorizing), Janet Cornell

Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Lakeland Lib Coop

Municipality number 410601

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 41060101

Division name on file with MERS Non-Union

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Full time employees excluding the Cooperative Director; part time employees with at least 35 hours per week.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>35</u> hour per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: LakeLand Lib Coop

DIV: 41060101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

140 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|----------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|---------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|------------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

- | | |
|----------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES NO

- | | |
|-------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|-------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|-------------------------------------------------------------------|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060101

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Lakeland Library Cooperative

at a Board Meeting which took place on: 12/10/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Lakeland Lib Coop

Municipality number 410601

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 41060110

Division name on file with MERS Non-Union hired after 11/1/10

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Full time employees excluding the Cooperative Director; part time employees with at least 35 hours per week.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>35</u> hour per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: LakeLand Lib Coop

DIV: 41060110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

140 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060110

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060110

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours On-call pay
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) Other: _____

Other Wages apply: YES NO

- Shift differentials Severance issued over time (weekly/bi-weekly)
 Overtime Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out Educational degrees
 Longevity Moving expenses
 Bonuses Sick payouts
 Merit pay Severance (if issued as lump sum)
 Job certifications Other: _____

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
 Prizes, gift cards Car allowance
 Personal use of a company car Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform Mileage reimbursement
 Phone Travel through an accountable plan (i.e. tracking mileage for reimbursement)
 Fitness Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions IRA contributions
 125 cafeteria plan, FSAs and HSAs Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
 Workers compensation premiums Group term or whole life insurance < \$50,000
 Short- or Long-term disability premiums Other: _____

Mandatory Contributions apply: YES NO

- Defined Benefit employee contributions
 MERS Health Care Savings Program employee contributions Other: _____

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement Group term life insurance > \$50,000
 Stipends for health insurance opt out payments Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 41060110

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Lakeland Library Cooperative

at a Board Meeting which took place on: 12/10/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Contribution Plan Adoption Agreement Addendum

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

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Lakeland Lib Coop

Municipality number 410601

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 410601107309

Division name Director

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Cooperative Director only

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 410601107309

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than 37.5 _____ per week _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 410601107309

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: LakeLand Lib Coop

DIV: 410601107309

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 410601107309

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours On-call pay
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) Other: _____

Other Wages apply: YES NO

- Shift differentials Severance issued over time (weekly/bi-weekly)
 Overtime Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out Educational degrees
 Longevity Moving expenses
 Bonuses Sick payouts
 Merit pay Severance (if issued as lump sum)
 Job certifications Other: _____

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
 Prizes, gift cards Car allowance
 Personal use of a company car Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform Mileage reimbursement
 Phone Travel through an accountable plan (i.e. tracking mileage for reimbursement)
 Fitness Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions IRA contributions
 125 cafeteria plan, FSAs and HSAs Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
 Workers compensation premiums Group term or whole life insurance < \$50,000
 Short- or Long-term disability premiums Other: _____

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement Group term life insurance > \$50,000
 Stipends for health insurance opt out payments Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lakeland Lib Coop

DIV: 410601107309

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Lakeland Library Cooperative

at a Board Meeting which took place on: 12/10/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com



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 applies to reporting unit(s) # _____ of the participating municipality listed below.

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: _____