

Pere Marquette District Library
185 E Fourth Street
Clare, MI 48617

Regular Meeting
January 7, 2025
7:00 pm

Our mission:

The Pere Marquette District Library is a reliable resource, which educates,
informs and entertains our community.

1. Call to order
2. Approval of Consent Agenda items
 - Consent Agenda items include:
 - Minutes (December 3, 2024)
 - Correspondence
 - Bills & Treasurer's Report
 - Director's Report

*Any item can be removed from the Consent Agenda by request of a board member.
3. Approval of the Agenda
4. Old Business:
 - A.
5. New Business:
 - A. Review/approval of revised meeting room policy:
 - B. Review/approval of Form 5572 and the application for waiver (MERS Defined Benefit Plan):
6. Public Comment (limited to 5 minutes)
7. Adjournment

Next meeting – February 4th, 2025.

PERE MARQUETTE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Board Meeting December 3, 2024 (Unapproved)

The regular meeting of the Pere Marquette District Library Board of Trustees was called to order at 7:00 p.m. by Board President Marcy Klaus. Members present were: President Marcy Klaus, Treasurer Michelle Bott, Trustee Alicyn Johnson, Trustee Julie Cole and Secretary Darcie Bower. Members absent were: none. Library personnel present: Sheila Bissonnette, Library Director, Nick Loomis, Assistant Library Director.

Approval of the Consent Agenda: It was moved by Treasurer Michelle Bott to approve the Consent Agenda. Secretary Darcie Bower provided support to that motion. Ayes all, motion carried.

Approval of the Agenda: It was moved by Trustee Julie Cole to approve the agenda as presented; Trustee Alicyn Johnson supported the motion. Ayes all, motion carried.

Old Business:

- A. None

New Business:

- A. **Review/Approval of updated personnel policy regarding overtime:** Trustee Alicyn Johnson made the motion to approve the Fund Balance Policy as presented. Nick Loomis gave a brief update on the need for the revision. A brief discussion was had. Treasurer Michelle Bott provided the support to the motion. Ayes all. Motion carried.
- B. **Discussion related to offering Gladwin County District Library technology support services:** Sheila Bissonnette talked about the idea of offering Gladwin County District Library technology support services, similar to what PMDL provides to Coleman and the Harrison District Library. A brief discussion was had. No action was taken.

Next Board meeting – January 7, 2025, at 7pm.

Adjournment: Trustee Julie Cole made the motion to adjourn the regular meeting on December 3, 2024, meeting of the Pere Marquette District Library Board of Trustees at 7:28p.m. Secretary Darci Bower provided support to the motion. Ayes all. Motion carried.

Respectfully submitted, Sheila Bissonnette, Library Director.



100TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

TOM KUNSE
STATE REPRESENTATIVE

PHONE: (517) 373-7317
FAX: (517) 373-9469
TomKunse@house.mi.gov
RepKunse.com

December 12, 2024

Dear Pere Marquette District Library Staff and Board Members,

I am writing to extend my heartfelt congratulations to the Pere Marquette District Library for receiving the Improving Access to Information grant. This achievement is a testament to your dedication to enriching the lives of our community members by fostering education, literacy, and access to resources.

Libraries play a pivotal role in ensuring that individuals of all ages and backgrounds have the tools they need to learn, grow, and succeed. The funds from this grant will undoubtedly enhance your ability to serve Clare and the surrounding area, whether by expanding your collection, upgrading technology, or developing programs that address the needs of our community.

Your commitment to making information accessible to everyone reflects the spirit of public service and community development. Thank you for all you do to support lifelong learning and provide a welcoming space for residents to gather, explore, and connect.

Please do not hesitate to reach out if there is any way I can support your continued success. Congratulations once again on this well-deserved recognition!

Sincerely,

Tom Kunse

State Representative

100th District

Pere Marquette District Library Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101.000.402 PMDL Mills	110,035.26	338,000.00	-227,964.74	32.6%
101.000.432 PILT	559.94	500.00	59.94	112.0%
101.000.540 Penal Fines	36,408.73	38,500.00	-2,091.27	94.6%
101.000.658 Fines	683.74	1,500.00	-816.26	45.6%
101.000.573 LCSA	5,638.42	0.00	5,638.42	100.0%
101.000.574 State Aid	4,659.96	6,000.00	-1,340.04	77.7%
101.000.602 Charges for Service	18,324.46	71,200.00	-52,875.54	25.7%
101.000.665 Interest	994.18	2,500.00	-1,505.82	39.8%
101.000.674 Grants & Donations	18,740.86	2,000.00	16,740.86	937.0%
Total Income	<u>196,045.55</u>	<u>460,200.00</u>	<u>-264,154.45</u>	<u>42.6%</u>
Gross Profit	196,045.55	460,200.00	-264,154.45	42.6%
Expense				
Building & Grounds	44,501.69	85,100.00	-40,598.31	52.3%
Governing Body	188,682.30	343,570.00	-154,887.70	54.9%
Library Materials	9,017.94	31,530.00	-22,512.06	28.6%
Total Expense	<u>242,201.93</u>	<u>460,200.00</u>	<u>-217,998.07</u>	<u>52.6%</u>
Net Ordinary Income	<u>-46,156.38</u>	<u>0.00</u>	<u>-46,156.38</u>	<u>100.0%</u>
Net Income	<u><u>-46,156.38</u></u>	<u><u>0.00</u></u>	<u><u>-46,156.38</u></u>	<u><u>100.0%</u></u>

Pere Marquette District Library Profit & Loss Budget vs. Actual July 2024 through June 2025

Ordinary Income/Expense	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
101.000.402 PMDL Mills				
402.01 City of Clare-Clare	85,703.12	95,000.00	-9,296.88	90.2%
402.02 City of Clare-Isabella	10,051.26	11,000.00	-948.74	91.4%
402.03 Grant Twp	11,386.00	132,000.00	-120,614.00	8.6%
402.04 Vernon Twp	0.00	52,000.00	-52,000.00	0.0%
402.05 Wise Twp	2,894.88	48,000.00	-45,105.12	6.0%
Total 101.000.402 PMDL Mills	110,035.26	338,000.00	-227,964.74	32.6%
101.000.432 PILT	559.94	500.00	59.94	112.0%
101.000.540 Penal Fines				
540.01 City of Clare-Clare	15,961.52	15,000.00	961.52	106.4%
540.02 City of Clare-Isabella	110.76	500.00	-389.24	22.2%
540.03 Grant Twp	16,931.23	17,000.00	-68.77	99.6%
540.04 Vernon Twp	1,536.47	3,000.00	-1,463.53	51.2%
540.05 Wise Twp	1,868.75	3,000.00	-1,131.25	62.3%
101.000.540 Penal Fines - Other	0.00	0.00	0.00	0.0%
Total 101.000.540 Penal Fines	36,408.73	38,500.00	-2,091.27	94.6%
101.000.658 Fines	683.74	1,500.00	-816.26	45.6%
101.000.573 LCSA	5,638.42	0.00	5,638.42	100.0%
101.000.574 State Aid	4,659.96	6,000.00	-1,340.04	77.7%
101.000.602 Charges for Service				
602.02 Copier fees	4,800.89	7,200.00	-2,399.11	66.7%
602.05 Misc. Revenue	5,140.93	7,000.00	-1,859.07	73.4%
602.06 Fax Service	427.40	1,500.00	-1,072.60	28.5%
602.08 Non-resident card	1,400.00	3,500.00	-2,100.00	40.0%
602.09 Used Book sale	1,167.74	3,000.00	-1,832.26	38.9%
602.10 Room Usage	5,387.50	7,000.00	-1,612.50	77.0%
602.11 Shared Services Agreements	0.00	42,000.00	-42,000.00	0.0%
Total 101.000.602 Charges for Service	18,324.46	71,200.00	-52,875.54	25.7%
101.000.665 Interest	994.18	2,500.00	-1,505.82	39.8%
101.000.674 Grants & Donations				
674.01 Donations	7,410.86	2,000.00	5,410.86	370.5%
674.02 Grants	11,330.00	0.00	11,330.00	100.0%
674.08 SRP	0.00	0.00	0.00	0.0%
Total 101.000.674 Grants & Donations	18,740.86	2,000.00	16,740.86	937.0%
Total Income	196,045.55	460,200.00	-264,154.45	42.6%
Gross Profit	196,045.55	460,200.00	-264,154.45	42.6%
Expense				
Building & Grounds				
101-790-840 Insurance	11,480.00	11,000.00	480.00	104.4%
101-790-852 Other Misc				
852.01 Phone	2,618.97	8,000.00	-5,381.03	32.7%
851.02 Internet	783.33	1,100.00	-316.67	71.2%
Total 101-790-852 Other Misc	3,402.30	9,100.00	-5,697.70	37.4%
101-790-918 Water/Sewer	2,117.96	3,400.00	-1,282.04	62.3%
101-790-920 Electric	9,677.10	19,000.00	-9,322.90	50.9%
101-790-921 Natural Gas	735.12	7,000.00	-6,264.88	10.5%
101-790-931 Equipment Repairs				
931.01 Copier service	623.90	1,600.00	-976.10	39.0%
931.03 Hardware	2,321.34	6,000.00	-3,678.66	38.7%
931.05 Software updates	1,125.47	5,000.00	-3,874.53	22.5%
931.07 Shared ILS	4,799.70	10,000.00	-5,200.30	48.0%
Total 101-790-931 Equipment Repairs	8,870.41	22,600.00	-13,729.59	39.2%

Pere Marquette District Library Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
271-265-934 Maintenance				
934.01 Elevator Maintenance	1,465.55	3,000.00	-1,534.45	48.9%
934.03 Fire System	549.00	2,000.00	-1,451.00	27.5%
934.05 HVAC Maintenance	3,418.29	5,000.00	-1,581.71	68.4%
934.06 Building Maintenance	2,785.96	3,000.00	-214.04	92.9%
Total 271-265-934 Maintenance	8,218.80	13,000.00	-4,781.20	63.2%
Total Building & Grounds	44,501.69	85,100.00	-40,598.31	52.3%
Governing Body				
101-790-702 Salaries & Wages	86,151.08	175,000.00	-88,848.92	49.2%
101-790-711 MERS	13,429.10	29,000.00	-15,570.90	46.3%
101-790-716 Employee Insurances	486.00	825.00	-339.00	58.9%
101-790-719 Medicare/FICA	6,532.57	14,795.00	-8,262.43	44.2%
101-790-752 Supplies				
752.01 Office Supplies	357.24	2,500.00	-2,142.76	14.3%
752.02 Operating Supplies	3,626.65	5,000.00	-1,373.35	72.5%
752.03 General Activities	1,750.10	3,000.00	-1,249.90	58.3%
752.05 Marketing	244.50	1,000.00	-755.50	24.5%
752.06 SRP supplies	447.94	3,000.00	-2,552.06	14.9%
752.10 Youth Activites	937.68	2,500.00	-1,562.32	37.5%
Total 101-790-752 Supplies	7,364.11	17,000.00	-9,635.89	43.3%
101-790-800 Other services				
759.00 Sales/BOR	0.00	2,400.00	-2,400.00	0.0%
760.00 Payroll Fees/Misc Fees	2,800.96	2,200.00	600.96	127.3%
800.01 Audit	7,100.00	8,300.00	-1,200.00	85.5%
800.03 Erate Management	61.00	100.00	-39.00	61.0%
800.05 Expert Exchange	199.95	200.00	-0.05	100.0%
800.08 Legal Council	300.00	500.00	-200.00	60.0%
800.10 Unique Management	185.40	400.00	-214.60	46.4%
Total 101-790-800 Other services	10,647.31	14,100.00	-3,452.69	75.5%
101-790-851 Mail/Postage	3,130.15	3,500.00	-369.85	89.4%
101-790-860 Training/Travel	425.24	3,000.00	-2,574.76	14.2%
101-790-955 Memberships				
955.01 Library Cooperative	2,329.98	4,700.00	-2,370.02	49.6%
955.03 Michigan Lib Assoc	0.00	650.00	-650.00	0.0%
955.04 STPL Agreement	2,521.50	3,000.00	-478.50	84.1%
Total 101-790-955 Memberships	4,851.48	8,350.00	-3,498.52	58.1%
271-101-980 Debt-Reduction				
USDA Interest payment	21,546.87	44,000.00	-22,453.13	49.0%
USDA Principle Payment	34,000.00	34,000.00	0.00	100.0%
Total 271-101-980 Debt-Reduction	55,546.87	78,000.00	-22,453.13	71.2%
271.101.702 Salaries & Wages	118.39			
Total Governing Body	188,682.30	343,570.00	-154,887.70	54.9%
Library Materials				
101-790-728 Books				
728.01 Electronic Content	0.00	7,480.00	-7,480.00	0.0%
728.02 Fiction	2,519.13	5,000.00	-2,480.87	50.4%
728.05 Large Print	1,300.99	3,500.00	-2,199.01	37.2%
728.07 Non-fiction	1,069.66	4,000.00	-2,930.34	26.7%
728.09 Processing	129.46	700.00	-570.54	18.5%
728.11 Special items	88.10	350.00	-261.90	25.2%
728.12 Video Purchases	112.16	2,500.00	-2,387.84	4.5%
728.13 Youth Books	1,438.85	4,000.00	-2,561.15	36.0%

**Pere Marquette District Library
Profit & Loss Budget vs. Actual
July 2024 through June 2025**

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
728.15 Mobile Beacon	960.00	1,000.00	-40.00	96.0%
728.16 Magazines/News	1,399.59	3,000.00	-1,600.41	46.7%
Total 101-790-728 Books	<u>9,017.94</u>	<u>31,530.00</u>	<u>-22,512.06</u>	<u>28.6%</u>
Total Library Materials	<u>9,017.94</u>	<u>31,530.00</u>	<u>-22,512.06</u>	<u>28.6%</u>
Total Expense	<u>242,201.93</u>	<u>460,200.00</u>	<u>-217,998.07</u>	<u>52.6%</u>
Net Ordinary Income	<u>-46,156.38</u>	<u>0.00</u>	<u>-46,156.38</u>	<u>100.0%</u>
Net Income	<u><u>-46,156.38</u></u>	<u><u>0.00</u></u>	<u><u>-46,156.38</u></u>	<u><u>100.0%</u></u>

Pere Marquette District Library

Balance Sheet

As of January 3, 2025

	<u>Jan 3, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Isabella Bank -Municipal Saving	69,785.00
Accrued Payroll Expenses	-1,300.30
Isabella Bank-Checking	115,233.05
Isabella Bank - CD	105,539.12
Isabella Bank - Money Fund Acct	165,988.25
Total Checking/Savings	<u>455,245.12</u>
Accounts Receivable	
Accounts Receivable	18,999.76
Total Accounts Receivable	<u>18,999.76</u>
Other Current Assets	
Undeposited Funds	980.00
Total Other Current Assets	<u>980.00</u>
Total Current Assets	<u>475,224.88</u>
TOTAL ASSETS	<u><u>475,224.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-503.47
Total Accounts Payable	<u>-503.47</u>
Other Current Liabilities	
Payroll Liabilities	10,130.33
Total Other Current Liabilities	<u>10,130.33</u>
Total Current Liabilities	<u>9,626.86</u>
Total Liabilities	9,626.86
Equity	
Opening Bal Equity	58,815.06
Retained Earnings	454,139.34
Net Income	-47,356.38
Total Equity	<u>465,598.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>475,224.88</u></u>

Pere Marquette District Library - Librarian's Report

State-aid Report 2024-2025 Submitted:

I submitted our annual state-aid report to the Library of Michigan on October 26th. It took a little longer to complete the report this year. The Library of Michigan has made a few adjustments to usage that are now required. I have talked with Amber and Cheryl about ideas to better collect and organize this information for next year. This report must be submitted before February 1st 2025.

LSTA Grant – Library for Everyone project:

I have purchased almost ½ of the necessary grant supplies/materials for our LSTA grant. The Disability Network of MidMichigan will be beginning classes in January. We will have a full list of activities scheduled for the peer groups by the end of the month. I have submitted our first required interim grant report which was due on December 31st.

Integrated Library System (ILS) Exploratory Committee:

The ILS Exploratory Committee has recommended to the Valley Library Consortium Advisory Council and Board to begin selecting a new ILS system. Clarivate, one of the leading vendors, has extended their \$15,000 annual discount offer until February 2025, after initially requiring a decision by December. I will be serving on the selection committee for the new system.

May Author Visit:

I just received an email from Craig Johnson sharing the disappointing news that he has to postpone his visit to Clare. His wife is dealing with some health issues that require them to make frequent trips to Los Angeles for treatment. He isn't cancelling, but postponing the May visit. Unfortunately, the grant funding we received for his expenses ends in September. I have asked Craig if it would be possible for him to commit to a July or August date. If not, then we will have to find another author for this year and push him back until 2026. I'm hoping to hear back from him soon so we can make arrangements for a backup author. My first thought for a replacement author is William Kent Krueger. His series follows Cork O'Connor, a former sheriff and part-Irish, part-Ojibwe man, who always finds himself embroiled in solving complex crimes that often tie into the region's history, culture, and Native American heritage. He also has several novels outside for Cork O'Connor series. His books are popular in our library. He is a little closer and lives in Minnesota.

2023-2024 Annual Report



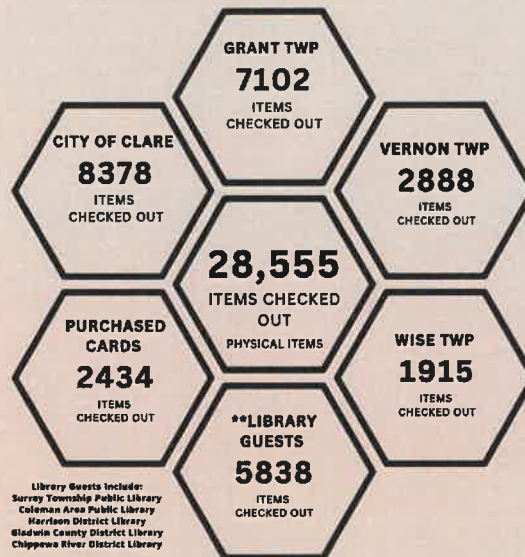
December 2024

44,574
Library
Visits

45,886 Items Checked Out!
(Physical & electronic)

Library Usage

Number of physical items checked out



Library Guests Include:
Surrey Township Public Library
Coleman Area Public Library
Harrison District Library
Madison County District Library
Chippewa River District Library

Budget

District Millage:	\$317,724.00
Penal Fines:	\$38,427.00
LCSA Share Tax:	\$5,233.00
State-aid:	\$9,138.00
Charges for Service:	\$77,403.00
Fines:	\$1,200.00
Interest:	\$2,200.00
Grants:	\$18,400.00
Donations:	\$9,800.00
Building Repair Fund:	\$6,750.00
TOTAL REVENUE	\$486,275.00

Building & Grounds:	\$ 96,776.00
Wages/Salaries:	\$ 217,634.00
Office/Operating Supplies:	\$35,990.00
Delivery/Training:	\$ 6,200.00
Memberships/Professional:	\$ 8,116.00
Building Loan:	\$ \$76,832.00
Library Collections:	\$44,727.00
TOTAL EXPENSES:	\$486,275.00

Library Board

Marcy Klaus, President
City of Clare

Michelle Bott, Treasurer
Grant Township

Darcie Bower, Secretary
Wise Township

Julie Cole, Trustee
Vernon Township

Alicyn Johnson, Trustee
Vernon Township

LIBRARY COLLECTIONS

Book Collection:	22,327
Children's Collection:	11,166
Young Adult Collection:	1,756
eBook Collection:	8,359 (Libby)
Audiobooks:	1,672
eAudiobooks	6,586 (Libby)
(downloadable)	
Newspapers:	6
Magazines:	25
DVDs:	2,680
Library of Things:	73



Electronic Library Collections

eBook Downloads - 6,309
eAudiobook Downloads - 4,840
Movies/Music/Magazines - 293
TOTAL DOWNLOADS - 11,442

2,136 Youth
Attended 103 Events

1,061 Adults
Attended 152 Events

2,845 Hours of
Meeting Room Usage

Printed 1,896
Wireless Printing
Jobs

4,073 Public
Computer Sessions

1,434 Documents
Scanned - Library
Document Station

29,285 Visits to the
Library Website.
www.pmdl.org

4,257 Wi-Fi
Connections

332 new patron
registrations

New Business:

A. Review/approval of revised community room policy:

I recommend the addition of a room request procedure section be added to our meeting room policy. This clarifies the timeliness of staff response to online room requests. Here is the additional paragraph I have added:

Room Request Procedures:

1. Room requests are required to be done online through the library website (<https://pmdl.org/library-meeting-rooms/>)
2. Requests received after library hours of operation will be answered the next business day.
3. If you need a meeting room on the same day as your online request, please contact the library directly to check room availability or to schedule a room.

The complete policy is attached.

Library Meeting Room Policy

- 1) The library has four meeting areas available for community use.
- 2) Activities sponsored by the Pere Marquette District Library shall have priority over all requests for use of the library meeting rooms. Booking for groups outside the library will be on a first come, first served basis, on approval of the Library Director.
- 3) Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the library **Code of Conduct**.
- 4) Those using the community room must comply with all governmental codes and regulations regarding the use of such rooms, including but not limited to seating capacity rules, keeping areas in front of exits clear, use of fire doors, etc.
- 5) To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, no group or organization may use the rooms more than 2 times a week.
- 6) The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- 7) Programs and exhibits may not disrupt the use of the library by others.
- 8) The setup and breakdown of chairs, tables and other furniture is the responsibility of the group or individual scheduling the meeting room.
- 9) **Library facilities shall be left in a clean and orderly condition. Users shall pay for repair of any damage to facilities. The library will not be responsible for materials or equipment left in the building by user. Coffee, tea and light foods are permitted in the meeting room only.**
- 10) Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Pere Marquette District Library; nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Pere Marquette District Library may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.
- 11) Persons, organizations, groups, or businesses using the community room agree to hold the Pere Marquette District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.
- 12) In the event of inclement weather, utility outage, or other emergency, the library director may cancel scheduled meetings. If cancellation becomes necessary, the library need only notify the person who made the application. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- 13) The library board of trustees reserves final authority to approve or deny applications for use of the meeting rooms.
- 14) Religious groups may hold meetings but not worship or instructional services.
- 15) The Library Director has the authority to work out payment arrangements with organizations for room usage.
- 16) Room usage in the conference room on the main floor of the library is available free of charge on a first come first serve basis.

Room Request Procedures:

1. Room requests are required to be done online through the library website (<https://pmdl.org/library-meeting-rooms/>) Requests received after library hours of operation will be answered the next business day.
2. If you need a meeting room on the same day as your online request, please contact the library directly to check room availability or to schedule a room.

CHARGES and TIME OF USE

1. **Commercial/Private groups.** Room usage by a business or commercial entity or by a private individual for a private gather (where the general public attendance is not allowed). **Commercial/Private Groups** requesting to schedule use of a meeting room will be charged \$25.00 per hour for use of meeting space during library hours. (Meetings starting/ending at the ½ hour will be rounded up to the next hour). If the Commercial/Private group needs access to the kitchen an additional \$25.00 usage applied.
2. **Community/small group meetings** requesting a room for a meeting where the general public is welcome to attend during library hours. **The responsible party is the main contact for any correspondence, issues, refund of any deposits required.**
3. **Security Deposit:** Groups using the building after hours will receive a key for the main entrance. The responsible person must sign out the key, and a \$200 refundable deposit is required. The deposit will be refunded when the key is returned and no damage is found. Security deposit shall be made by check or cash. All garbage must be removed, as the library does not provide trash pickup. A \$25 fee will be charged if garbage is not removed. The security deposit shall be paid when the room application is submitted.
4. A group may request, for an additional \$50.00, fee paid at least one week in advance, the set-up and tear-down of the community meeting room chairs and tables. **Cleaning of the tables, kitchen, & floors, and trash removal will still be the responsibility of the booking party.**
5. Room payments shall be made on the date of the event or the day prior. Checks shall be made payable to the Pere Marquette District Library.
6. The kitchen is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. The kitchen is considered a separate room from other meeting rooms available at the library. If you need access to the kitchen there is an additional \$25.00 usage fee for Business/Private groups. The library is not responsible for providing supplies such as dish soap, trash bags, linens, serving utensils, plates, cups, silverware, or any other item needed for clean-up after use. A vacuum is available for use and is stored in the kitchen area. The kitchen must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind. **Alcoholic beverages are not permitted on library property.**

FEE SCHEDULE

Commercial/Private Groups:	\$25.00 per hour
Access to Kitchen	\$25.00 use fee
Security Deposit	\$200.00 (Refundable if key is returned, no damage is caused and carpets are clean)
Garbage removal fee:	\$25.00 (if trash is not removed from the facility after event)
Set-up & tear down:	\$50.00 (Must be pre-arranged & pre-paid)
Clean-up charge:	\$50.00 (if room not cleaned to the satisfaction of the staff)
Computer LCD projector:	\$25.00 (For Profit/Private Groups)
Computer Rental	\$25.00 (For Profit/Private Groups)

I have read and understand the Pere Marquette District Library’s Meeting Room Policy and agree to abide by said policy. I understand I may be subject to the above fees.

_____ Date: _____
Signature

Print

Organization/group

A. Review/approval of Form 5572 and the application for waiver (MERS Defined Benefit Plan)

Legislation implemented reporting requirements in 2017 (Public Act 202 of 2017 -Protecting Local Government Retirement and Benefits Act) to address underfunded pension and retiree health liabilities by government agencies. This act only impacts governmental units that offer a defined benefit plan like MERS, which PMDL has. Part of the legislation requires governmental organizations report any “underfunded” status of funds related to retirement/healthcare funds for retirees.

A fund is considered “underfunded” if the assets of the plan is less than 60% funded. Our 2024 funding level is 57.0%. We are getting closer to the 60% funded percentage. Our previous year percentages were: 2023- 54.8 %, 2022- 55.3% and 2021- 51.3%.

Our funding level is below 60%, we are considered underfunded. I have completed our request for a waiver. The waiver is attached.

Protecting Local Government Retirement and Benefits Act

Application for Waiver:

Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

1. LOCAL GOVERNMENT INFORMATION

Local Government Name: Pere Marquette District Library Six-Digit Muni Code: 188010
Defined Benefit Pension System Name: City of Clare
Contact Name (Administrative Officer): Sheila Bissonnette
Title if not Administrative Officer: Library Director
Email: sbissonnette@pmdl.org Telephone: 989-386-7576
Fiscal Year: 2024

2. GENERAL INFORMATION

Application for Waiver: This Application for Waiver may be filed by any local government with at least one defined benefit pension retirement system that has triggered a preliminary review of underfunded status. In accordance with Public Act 202 of 2017 (the Act), if the State Treasurer determines that the underfunded status is adequately being addressed by the local government, the State Treasurer shall issue a waiver of the determination of underfunded status. If requesting a waiver, you must submit a separate and unique application for each underfunded retirement system as determined by your most recent *Retirement System Annual Report (Form 5572)*.

Due Date: The local government has **45 days from the date of notification** to complete and file the Application for Waiver. Failure to file within 45 days will result in a determination of underfunded status for your local government as defined by the Act, and your local government will be required to submit a corrective action plan to the Municipal Stability Board for approval.

Filing: This Application for Waiver must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this Application for Waiver and attach the documentation as a separate PDF document.** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the waiver application.

The completed application must be submitted via email to LocalRetirementReporting@michigan.gov. **If you have multiple underfunded retirement systems, you are required to complete separate applications and send a separate email for each underfunded system.** Please attach each application as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Waiver-20XX, Local Government Name, Retirement System Name** (e.g. Waiver-2018, City of Lansing, Employees' Retirement System Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Considerations for Waiver: A successful Application for Waiver will demonstrate what your local government has **already done** to adequately address its underfunded status. Prospective solutions will not be granted merit in determining the outcome of the waiver application (e.g. future amendments to collective bargaining agreements, upcoming millage proposals, potential budget changes, etc.). However, Treasury may consider additional ongoing funding dedicated to your retirement system if those commitments have been formally enacted by the governing body and can be documented. Section three of this waiver application allows the local government to enter a brief description of prior

actions that have already been implemented to adequately address its underfunded status. For purposes of Sec. 6.(1) of the Act, this application will also be considered the plan.

Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the defined benefit pension retirement systems of the local government is greater than 10% of the local government's annual governmental fund revenues, based on the most recent fiscal year.

General guidelines are listed below to help your local government decide whether to apply for a waiver. Ultimately, waiver approval or disapproval is at the discretion of the State Treasurer; however, waiver applications should generally demonstrate at least one of the following seven criteria. Please check all that apply:

- In general, local governments that were previously granted a waiver should demonstrate improvement in their underfunded status in the subsequent year. Improvement can be measured by an increase in the funded ratio and/or a decrease in the ADC as a percentage of governmental revenue;
- There was a mistake in the filing process and the local government is not actually underfunded;
- Using updated data, such as a more recent actuarial valuation, the local government is not underfunded;
- If a local government fails to calculate an ADC within their audited financial statement and triggers underfunded status, the local government may file a waiver application to Treasury that includes the calculated ADC;
- The local government demonstrates their underfunded status will be addressed within four years;
- The local government is a non-primary government (e.g. road commission, authority, etc.) and demonstrates their ADC for pension is less than 10% of governmental revenues;
- When adding enterprise fund revenues used specifically to pay retirement costs with governmental fund revenues, your ADC as a percentage of combined revenues is below 10%.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *The system's multiplier for current employees was lowered from 2.5X to 2X for the **General Employees' Retirement System on January 1, 2018**. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio will be **60%** by fiscal year **2021**.*

- Additional Funding** – Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local government provided a lump sum payment of **\$1 million** to the **General Employees' Retirement System on January 1, 2018**. This lump sum payment was in addition to the ADC of the system. The additional contribution will increase the retirement system's funded ratio to **61%** by **2022**. Please see page **10** of the attached enacted budget, which highlights this contribution of **\$1 million**.*

- Other Considerations** – Other considerations may include the following: outdated Form 5572 information, enterprise fund revenue considerations, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2016**. Attached is an updated actuarial valuation for **2018** that shows our funded ratio has improved to **62%** as indicated on page **13**.*

Sample Statement: ***\$400,000** of expenditures are directly tied to expenses for retirement obligations from our water and sewer fund. The attached analysis shows that our revenue ratio (ADC / Combined Funds) would only be **9%** when including applicable enterprise fund revenue within the calculation. Additionally, attached are two invoices from MERS showing distributions to our pension fund from the enterprise fund totaling **\$400,000**. As a result, **\$400,000** of our enterprise fund revenues should be combined with our governmental fund revenues to properly demonstrate total available funding.*

The Library's ADC for the pension is 5.2% of total governmental revenues. This is significantly lower than the 105 requirements of Cities, Villages, Townships and Counties.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION

Documentation must be attached as a PDF to this waiver application. The documentation must demonstrate the prior actions that have already been implemented to adequately address the local government's underfunded status. Please ensure this documentation directly supports and highlights the systems funded ratio as entered in section three of the waiver application above. Please check all documents that are included as part of this application and attach in successive order as provided below:

Naming convention: When attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention

- Attachment – 1
- Attachment – 2
- Attachment – 3
- Attachment – 4
- Attachment – 5
- Attachment – 6
- Attachment – 7
- Attachment – 8
- Attachment – 9

Type of Document

- This waiver application (required);**
- Documentation from the governing body approving the waiver application (required);**
- Actuarial analysis (annual valuation, supplemental valuation, projection);
- An internally developed study, in accordance with GASB and/or actuarial standards of practice, that projects assets and liabilities into the future;
- Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information);
- Documentation of commitment to additional payments in future years (e.g. resolution, ordinance);
- A plan that the local government has already approved to address its underfunded status, which includes documentation of prior actions and the positive impact on the system's funded ratio;
- Enterprise fund revenues: Analysis of retirement costs paid using enterprise fund revenues, as well as applicable financial documents (e.g. proof of payment, invoices from retirement plan, bank transactions, general ledger reimbursement transactions);
- Other documentation, not categorized above.

6. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF WAIVER APPLICATION

I, Shaila Bissonnette, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) (insert title) Library Director approve this Application for Waiver. We are requesting a waiver of underfunded status because we have already implemented substantial changes to our retirement system as described above.

I confirm to the best of my knowledge that because of the changes listed above the following statement will occur:

Using the waiver criteria checked in Section 2 of this application, the City of Clare (Retirement Pension System Name) will have addressed its underfunded status by fiscal year 2024.

Signature: Shaila Bissonnette Date: _____

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name: Perle Marquette District Library		Instructions: For a list of detailed instructions on how to complete and submit this form, visit midstatean.gov/localretirementreporting
Enter State/Local Authority: 188020		
Unit Type: Library		
Fiscal Year (four-digit year only, e.g. 2019): 2024		
Contact Name (Chief Administrative Officer): Shella Bissonnette		
Title if not CAO: Library Director		
CAO (or designee) Email Address: shellan@perle-marquette.com		Questions: For questions, please email localretirementreporting@midstatean.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Telephone Number: 989-386-7576		
Pension System Name (not division): 1	City of Clare	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division): 2		
Pension System Name (not division): 3		
Pension System Name (not division): 4		
Pension System Name (not division): 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	City of Clare				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	345,894				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	632,838				
6	Funded ratio	Calculated	54.7%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	25,307				
8	Governmental Fund Revenues	Most Recent Audit Report	485,891				
9	All systems combined ADC/Governmental fund revenues	Calculated	5.2%				
10	Membership						
11	Indicate number of active members						
12	Indicate number of inactive members						
13	Indicate number of retirees and beneficiaries						
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	11.60%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	8.07%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.49%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return						
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability. If any						
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability. If any						
22	Is each division within the system closed to new employees?						
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	7,292,289				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	12,567,598				
26	Funded ratio using uniform assumptions	Calculated	57.0%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	616,506				
28	All systems combined ADC/Governmental fund revenues	Calculated	126.5%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of PA 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 Local governments must electronically submit this form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each treatment system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary or replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.