



Willard Public Library
Board of Trustees
Meeting Agenda
March 16, 2022
5:00 p.m.
Willard Library Programming Room (2nd Floor)

1. Call to Order
2. Approval of Minutes
 - a. January 19, 2022 * (pg. 1)
 - b. February 16, 2022 * (pg. 4)
3. Public Comment
4. Financial Report
 - a. Approval of Expenditures * (pg. 8)
 - b. Approval of IRS Form 990 * (pg. 27)
5. Personnel Update (pg. 60)
6. Reports & Recommendations
 - a. Department Reports (pg. 61)
 - b. PA 152 Resolution * (pg. 65)
 - c. Resolution to Exempt Taxes from Capture by Charter Township of Emmett Township DDA * (pg. 66)
 - d. Transition and Staff Survey Results *
7. Other Business
8. Comments by Trustees
9. Adjourn

Action items are indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

January 19, 2022

Willard Library, 2nd Floor Programming Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, Michelle Herzing, Judy Williamson, Salli Baltutat

ADMINISTRATION

Director Cathy Lucas, Deputy Directors April Dillinger and Matt Willis, Director of Finance Kathy Domenico, Director of Youth Services and Community Engagement Tynisha Dungey, Director of IT and Facilities Chad Osborn, Director of Circulation and Branch Services Amanda Paffhausen, Administrative Assistant Kara Brooker

MINUTES

James Keefer called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

Michelle Herzing moved, with a second from Judy Williamson, to approve the minutes of the Board Meeting of November 17, 2021.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financials for the months of November and December. Revenue for the month of November is slightly higher than the previous year at this same time and is on track for the year. Expenditures for November are higher than that of the previous year as well, but should be considered on target. As of December 31st, we have received just over 63% of our anticipated revenue for the year. Expenditures continue to lag slightly but with upcoming facility projects, it is anticipated that expenditures will fall into line rather quickly. As of December 31st, the Special Revenue Funds are consistent with the anticipated budget.

Kathy Baker moved, with a second from Michelle Herzing, to approve the November and December 2021 expenditures as presented.

Motion approved 5 - 0

REPORTS & RECOMMENDATIONS

April Dillinger presented the FY 21/22 second quarter statistics. Foot traffic is up 123% over this time last year. Physical materials circulation is up 35% downtown and 25% at the Helen Warner Branch from this time last year. Overall, digital materials usage decreased 12% from the second quarter of last fiscal year. Digital music, video, magazines checkouts continue to decrease, while eaudiobook usage increased by 11%. The number of computer sessions rose by 93% compared to last year. The digital archives saw a huge increase in usage with over 230,000 page views of local newspapers, yearbooks, and more. Between December 2020 and December 2021, Willard gained 882 followers on social media channels.

Cathy Lucas stated that proposed changes to the Willard Library Board of Trustees Policy Manual were submitted for Board review at the November 17, 2021 meeting. James Keefer asked for trustee comments regarding the proposed changes, of which there were none.

Judy Williamson moved, with a second from Michelle Herzing, to approve the revisions made to the Willard Library Board of Trustees Policy Manual.

Motion approved 5 - 0

Cathy Lucas reported that Library staff were surveyed about their ideas for possible projects that could be funded by the Barnum-Willard Trust. The results of the survey will be shared in the spring.

Cathy Lucas stated that an open house would be planned for the Helen Warner Branch in June after the painting, carpeting, and Creative Space were completed.

Cathy Lucas reported that the Library implemented a plan to deal with the current COVID surge that included virtual-only programming and remote one-on-one help for guests. Staffing shortages, if experienced, could trigger further reductions in service.

Jim Keefer asked if the Library received any COVID test kits from the Michigan Department of Health and Human Services. Cathy Lucas replied that the Library declined the test kits, consistent with recommendations from the Library of Michigan attorneys.

Salli Baltutat asked if the Teen Room was open in the light of the Battle Creek Public Schools recent closing. Tynisha Dungey reported that the Teen Room was closed for a short period of time but was reopening the next day, January 20.

Matt Willis gave an update on Adult Programs for November and December 2021. There was a virtual cooking show featuring Mung Pi from New Asian Taste delivered entirely in Burmese language. Peeks into the Past presented the life and work of Sojourner Truth. A virtual Gift Wrapping 101 program was offered.

Matt Willis announced that the title selected for Battle Creek Reads 2022 is The Book of Harlan by Bernice McFadden. There will be tie-in programs as well as Book Club in a Bag kits with discussion guides. Bernice McFadden will visit Battle Creek on April 21.

Chad Osborn presented a facilities project update for both locations. At Willard Library, repair of the back stairwell wall, and the retaining wall near the Teen Room exterior entry, are planned for the spring. Structural review of the public restrooms is underway. An assessment of the HVAC system and replacement of the main floor elevator are scheduled.

At the Helen Warner Branch, sunshade options for the amphitheater are scheduled for review. Carpet has been ordered and coordination of furniture moves, painting, and electrical work will be scheduled.

A server has been installed and all security cameras replaced at both locations. Additional cameras are being added to public areas that did not have coverage previously.

During the week of January 17, all HVAC air ducts at both locations will be cleaned.

Tynisha Dungey presented a Youth Services update. During the month of December, seasonal themed book bundles and virtual programming were provided to Willard's youngest guests.

Story time kickoff programs were successful. Clifford the Big Red Dog visited each location. Grab 'n' go options continue to be popular.

February story times will have a "Love and Kindness" theme. Youth Services staff are intentional about selecting books with diverse characters during their story times. Stephanie Boyd will visit the Bread and Basket marketplace and Simply Sensational Berries to highlight local, black owned businesses during her On the Road with Miss Stephanie program.

Due to an increase in area COVID cases, all Youth Services programming is currently virtual.

Cathy Lucas requested the Board to reschedule the February 2 meeting for February 16 in order to allow enough time for contract negotiations to be completed.

Judy Williamson moved, with support from Michelle Herzing, to reschedule the February 2 meeting to February 16, for the purpose of approval of union contracts.

Motion approved 5 – 0

Cathy Lucas asked the Board for consideration to go into closed session to discuss contract negotiations.

Kathy Baker moved, with a second from Michelle Herzing, to go into closed session to discuss contract negotiations.

Motion approved 5 – 0

The meeting moved into closed session at 5:30 p.m.

OTHER BUSINESS


None.

COMMENTS

None.

ADJOURNED

The meeting was adjourned at 6:25 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of
Trustees

WILLARD LIBRARY BOARD OF TRUSTEES

Special Board Meeting
February 16, 2022
Willard Library, 2nd Floor Programming Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, Michelle Herzing, Judy Williamson, Salli Baltutat

ADMINISTRATION

Cathy Lucas, Director

James Keefer called the meeting to order at 5:00 p.m.

PUBLIC COMMENT

No public comment.

REPORTS & RECOMMENDATIONS

The Board determined that it was not necessary to go into Closed Session to discuss contract negotiations.

Cathy Lucas provided an overview of the FY 2022-2025 contracts for the Librarians' Association and the Support Personnel Association provided in the Board packet. She stated that the Library informed both unions that it will prioritize potential changes to the pension plan options in the next contract negotiation sessions. The unions agreed to initial education sessions on potential options for both the Library and the unions occurring prior to the negotiations.

Jim Keefer moved, with a second from Michelle Herzing, to authorize Jim Keefer to sign the contract with the Librarians' Association and the Support Personnel Association for the period effective July 1, 2022 through June 30, 2025 pending final document review by the Director and signatures from both the union stewards and the MEA Uniserv Director on the contracts.

Motion approved 5 - 0

OTHER BUSINESS

Cathy Lucas submitted a letter of retirement to the Board. She stated that her last day as Director would be June 30, 2022, but is flexible depending on any additional time needed for the transition.

Cathy Lucas reviewed potential transition options for the Board which included:

1. Board appoints a Board Committee of two to research and recommend next steps to the Board.
2. Interview internal candidate(s) first and either a) promote within if a candidate meets the selection criteria established by the Board, or b) broaden the search.
3. Board appoints an internal Interim Director for 4-6 months while they determine and implement a search process.
4. Board engages a Search Firm.

After discussion, the Board decided to appoint a Board Committee to make a recommendation to the Board on the transition process. Jim Keefer and Michelle Herzing volunteered to participate on the Committee. The Board also stated that they are committed to engaging the staff in the process to obtain their feedback. Cathy Lucas will provide the committee with a potential job description including qualifications, job posting, interview questions, staff survey questions, and timeline. She will share her plans with the staff at the All Staff meeting in March.

Cathy thanked the Board for their support and leadership, especially during the last two years during the unprecedented pandemic. She stated that she was confident that the Library will continue to make important, bold, and significant contributions to the life of our community.

COMMENTS

No comments.

ADJOURNED

The meeting was adjourned at 5:50 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

February 16, 2022

Dear Trustees,

It is with mixed emotions and overwhelming gratitude that I am planning to retire. Please accept my retirement notice as Director. Currently my last day as Director is June 30, 2022; however, I am flexible on the timeline should you need additional time for the transition. I am honored to have been part of Willard Library for 27 years. This Library continues to be such an exceptional community jewel. I am grateful to all of you who have trusted me to lead our team during an unprecedented pandemic. I am privileged and grateful to have worked with each of you; working at Willard has made my life better every single day and always inspired me to continue to grow.

Over the last few months, there have been significant tributes to the committed we have done together including the State Librarian's Citation of Excellence, the TenBrink gift restricted to the Branch, and the latest bequest of the Barnum-Willard Trust. TOGETHER we have made a significant difference in our community. Over the last two years we have:

- Navigated Willard Library safely through the COVID-19 pandemic and offered our community a lifeline
- Nurtured an organizational culture of gratitude
- Created an empowered Administrative Team
- Established The Change Team to advance DEI awareness and engagement including an collection equity audit
- Cultivated a great relationship between Administration and the bargaining units and built a strong organizational team
- Prioritized programming in Burmese languages and Spanish
- Developed Creative Space at both locations
- Funded a much-needed capital improvements including re-painting and re-carpeting the Branch, adding sun shades to the Branch amphitheater, replacing the elevator downtown, updating the downtown public restrooms on the main floor, conducting an HVAC assessment for the downtown library, and implementing Creative Spaces at both facilities
- Increased contributions by over \$200,000 to fund employee pensions
- Updated the entire Board of Trustees Manual
- Earned the State Librarian's Citation of Excellence Award 2021
- Been the beneficiary of the two most significant donor gifts in the history of the organization: The Barnum-Willard Trust of \$1,000,000 and the TenBrink Trust of \$93,000

269-968-8166
willardlibrary.org
7 W. Van Buren St.
Battle Creek, MI 49017

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I am confident that the Library will continue to make important, bold, and significant contributions to the life of our beloved community because of each of you. I could not be prouder to be a part of any team! Thank you from the bottom of my heart to each and every one of you; I am more grateful than I could possibly express.

With much gratitude,

A handwritten signature in blue ink that reads "Cathy". The signature is written in a cursive, flowing style.

Catherine Christ Lucas, MLIS, MSW
Director

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
REVENUE

January 2022

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,573,220	3,192,309	69.80%	1,380,911	3,069,145
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	567,655	507,451	89.39%	60,204	499,095
Penal Fines	75,000	27,070	36.09%	47,930	28,732
Fees and Book Fines	40,000	37,201	93.00%	2,799	22,613
Local Contributions & Contracts	174,289	151,072	86.68%	23,217	48,518
Grant Funding	0	0	0.00%	0	800
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	5,530,164	3,915,104	70.80%	1,615,060	3,668,903

EXPENDITURES

	BUDGET	2021/22 YTD	% YTD	Variance	2020/21 YTD
Total Expenditures	7,067,696	3,331,201	47.13%	3,736,495	2,745,850

REVENUE OVER EXPENDITURES

583,903

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

January 2022

EXPENDITURES	BUDGET	2021/22 YTD	% YTD	VARIANCE	2020/21 YTD
Capital Expenditures	1,143,607	214,525	18.76%	929,082	57,222
Program Svs-Av, Books & Periodicals	994,470	423,760	42.61%	570,710	420,087
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,571,197	2,070,125	57.97%	1,501,072	1,750,909
Office Supplies	52,500	26,116	49.75%	26,384	8,428
Repairs & Maintenance Supplies	35,000	19,866	56.76%	15,134	13,504
Purchased Services	786,200	322,984	41.08%	463,216	248,955
Communications	116,000	54,317	46.82%	61,683	50,374
Insurance	23,837	23,837	100.00%	0	21,857
Public Utilities	142,000	49,449	34.82%	92,551	46,060
Repairs & Maintenance Services	187,385	110,722	59.09%	76,663	112,954
TOTAL	7,067,696	3,331,201	47.13%	3,736,495	2,745,850

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JANUARY 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	234,869.45
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	119,583.10
FICA & Federal withholding tax	41,268.19
State withholding tax	6,235.12
Battle Creek City withholding tax	1,123.82
MERS Retirement System	21,716.31
MERS Pension Funding	0.00
MPSERS Retirement System	2,439.12
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	3,572.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	2,468.54
MERS (Employee 457)	2,493.78
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	6,462.65
Health Equity Employer Serv.	1,132.26
MESSA	56,572.52
Unum Life Insurance	629.84
Total Disbursements	503,090.24

WL MONTHLY CHECK REGISTER

Date: Friday, January 28, 2022
Time: 1:41:32 PMWILLARD PUBLIC LIBRARY CHECKS
January 2022

Check Number	Check Date	Vendor Name	Check Amount
			Grand Totals \$234,869.45
052531	1/3/2022	ALLEGRA PRNT & IMAGING INC.	\$765.32
052532	1/3/2022	BARNES & NOBLE INC	\$705.12
052533	1/3/2022	CONSUMERS ENERGY INC	\$2,215.02
052534	1/3/2022	DEMCO INC	\$691.14
052535	1/3/2022	ELITE COMPANIES LLC <i>Elevator Upgrade</i>	\$87,975.00
052536	1/3/2022	INST. OF CONTINUING LEGAL EDUCATION	\$138.50
052537	1/3/2022	KNIGHTWATCH INC	\$2,731.41
052538	1/3/2022	STATE OF MICHIGAN	\$120.00
052539	1/3/2022	PRECISION PRINTER SERVICE INC	\$261.99
052540	1/3/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,000.00
052541	1/3/2022	R W LAPINE INC	\$480.00
052542	1/3/2022	BRETT N,. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052543	1/3/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$670.71
052544	1/3/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,770.18
052545	1/11/2022	ALLEGRA PRNT & IMAGING INC.	\$124.46
052546	1/11/2022	SEMCO ENERGY INC	\$797.35
052547	1/11/2022	VERIZON WIRELESS	\$68.24
052548	1/11/2022	CITY OF BATTLE CREEK CITY TREASURER	\$281.55
052549	1/11/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052550	1/11/2022	D. L. GALLIVAN LLC	\$390.59
052551	1/11/2022	RYAN JAMES DOWD HOMELESS TRAINING INSTITUTE, LLC	\$649.00
052552	1/11/2022	GREENSCAPE SERVICES INC	\$1,037.00
052553	1/11/2022	FUEL MANAGMENT SYSTEM INC	\$62.38
052554	1/11/2022	RAYMOND D HORN DBA R & MB CLEANING AND PAINTING SERVICE	\$300.00
052555	1/11/2022	KNIGHTWATCH INC	\$317.55
052556	1/11/2022	SCHINDLER ELEVATOR SER INC	\$710.55
052557	1/11/2022	MEDLER ELECTRIC COMPANY	\$375.63
052558	1/11/2022	OVERDRIVE INC	\$2,744.40
052559	1/11/2022	BOOKPAGE PROMOTION INC	\$3,600.00
052560	1/11/2022	ROSE PEST SOLUTIONS INC	\$37.00
052561	1/11/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,995.00
052562	1/11/2022	R W LAPINE INC	\$642.09
052563	1/11/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052564	1/11/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$95.60
052565	1/11/2022	ANALYTICAL TESTING & CONSULTING SERVICE INC	\$290.00
052566	1/19/2022	ALLEGRA PRNT & IMAGING INC.	\$104.82
052567	1/19/2022	A-Z KEY SHOP	\$174.54
052568	1/19/2022	SEMCO ENERGY INC	\$451.84
052569	1/19/2022	BASIC	\$155.00
052570	1/19/2022	CALHOUN COUNTY TREASURER	\$410.52
052571	1/19/2022	FUN EXPRESS LLC	\$1,093.58
052572	1/19/2022	FOX BROTHERS MECHANICAL SERVICE INC <i>2nd Floor Mtg. Room</i>	\$12,465.00
052573	1/19/2022	FUEL MANAGMENT SYSTEM INC	\$66.74
052574	1/19/2022	THE LIBRARY STORE INC	\$1,214.86
052575	1/19/2022	MEDLER ELECTRIC COMPANY	\$6.89
052576	1/19/2022	MIX HARDWARE	\$25.06

Check Number	Check Date	Vendor Name	Check Amount
052577	1/19/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,225.00
052578	1/19/2022	BRETT N.,. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052579	1/19/2022	DONNA L. TURNER RICKMAN DBA DONNA L. COLLIER RICKMAN	\$175.00
052580	1/19/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$670.76
052581	1/19/2022	SHOUTBOMB LLC	\$402.00
052582	1/19/2022	TIAA, FSB INC	\$508.16
052583	1/19/2022	US CUTTER INC	\$498.00
052584	1/19/2022	WORLD BOOK SCH & LIB WORLD BOOK INC	\$999.00
052585	1/21/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$378.00
052586	1/21/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052587	1/25/2022	A-Z KEY SHOP	\$20.00
052588	1/25/2022	BAILTEK CLEANING AND RESTORATION DBA BAILTEK CARPET CLEANING	\$195.00
052589	1/25/2022	CONSUMERS ENERGY INC	\$2,031.27
052590	1/25/2022	FUN EXPRESS LLC	\$379.75
052591	1/25/2022	KNIGHTWATCH INC <i>Additional Key Fobs</i>	\$13,734.00
052592	1/25/2022	LEROY TOWNSHIP	\$100.62
052593	1/25/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$3,630.00
052594	1/25/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$101.48
052595	1/25/2022	UNIFIRST FIRST AID CORP UNIFIRST FIRST AID AND SAFETY	\$128.62
052596	1/25/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$3,607.50
052597	1/25/2022	THAN U WIN	\$300.00
A03573	1/3/2022	BRODART COMPANY INC	\$39.56
A03574	1/3/2022	BLACKSTONE AUDIO BOOKS INC	\$811.74
A03575	1/3/2022	BATTLE CREEK PUBLIC SCHOOL	\$6,590.13
A03576	1/3/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,433.70
A03577	1/3/2022	GALE/CENGAGE LEARNING INC	\$88.46
A03578	1/3/2022	CTS TELECOM INC	\$288.50
A03579	1/3/2022	INGRAM LIBRARY SERVICE INC	\$8,569.20
A03580	1/3/2022	KSS ENTERPRISES INC	\$3.76
A03581	1/3/2022	MIDWEST TAPE INC.	\$4,512.52
A03582	1/3/2022	SECURITAS SECURITY SERVICES USA INC	\$4,931.52
A03583	1/11/2022	BRODART COMPANY INC	\$88.02
A03584	1/11/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,367.19
A03585	1/11/2022	CDW GOVERNMENT INC SUITE 1515	\$1,439.36
A03586	1/11/2022	GALE/CENGAGE LEARNING INC	\$28.49
A03587	1/11/2022	INGRAM LIBRARY SERVICE INC	\$8,266.60
A03588	1/11/2022	MIDWEST TAPE INC.	\$9,271.87
A03589	1/19/2022	BRODART COMPANY INC	\$651.53
A03590	1/19/2022	BLACKSTONE AUDIO BOOKS INC	\$425.99
A03591	1/19/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,636.53
A03592	1/19/2022	GALE/CENGAGE LEARNING INC	\$257.90
A03593	1/19/2022	CTS TELECOM INC	\$3,841.86
A03594	1/19/2022	INGRAM LIBRARY SERVICE INC	\$1,565.88
A03595	1/19/2022	KSS ENTERPRISES INC	\$121.87
A03596	1/19/2022	MIDWEST TAPE INC.	\$537.83
A03597	1/19/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$110.76
A03598	1/19/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$508.71
A03599	1/25/2022	BRODART COMPANY INC	\$63.26
A03600	1/25/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,460.70
A03601	1/25/2022	INGRAM LIBRARY SERVICE INC	\$2,851.49
A03602	1/25/2022	KSS ENTERPRISES INC	\$511.59
A03603	1/25/2022	MIDWEST TAPE INC.	\$581.09
A03604	1/25/2022	SECURITAS SECURITY SERVICES USA INC	\$5,161.94
A03605	1/25/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$565.94
A03606	1/26/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$500.00

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
REVENUE

February 2022

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,573,220	3,812,257	83.36%	760,963	3,450,447
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	567,655	508,272	89.54%	59,383	499,095
Penal Fines	75,000	51,851	69.13%	23,149	62,586
Fees and Book Fines	40,000	42,372	105.93%	-2,372	25,287
Local Contributions & Contracts	174,289	152,898	87.73%	21,391	49,180
Grant Funding	0	0	0.00%	0	800
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	5,530,164	4,567,650	82.60%	962,514	4,087,395

EXPENDITURES

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Total Expenditures	7,067,696	3,767,468	53.31%	3,300,228	3,078,088

REVENUE OVER EXPENDITURES

800,182

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

February 2022

EXPENDITURES	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Capital Expenditures	1,143,607	247,776	21.67%	895,831	66,039
Program Svs-Av, Books & Periodicals	994,470	473,148	47.58%	521,322	464,917
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,571,197	2,328,701	65.21%	1,242,496	1,986,547
Office Supplies	52,500	28,077	53.48%	24,423	10,497
Repairs & Maintenance Supplies	35,000	22,150	63.29%	12,850	14,456
Purchased Services	786,200	390,854	49.71%	395,346	270,030
Communications	116,000	66,346	57.19%	49,654	56,107
Insurance	23,837	23,837	100.00%	0	21,857
Public Utilities	142,000	58,393	41.12%	83,607	54,096
Repairs & Maintenance Services	187,385	112,686	60.14%	74,699	118,042
TOTAL	7,067,696	3,767,468	53.31%	3,300,228	3,078,088

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS FEBRUARY 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	177,725.62
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	123,712.27
FICA & Federal withholding tax	42,420.42
State withholding tax	6,416.99
Battle Creek City withholding tax	1,165.12
MERS Retirement System	22,248.46
MERS Pension Funding	0.00
MPSERS Retirement System	2,535.46
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	5,121.73
MERS (Employee 457)	2,493.78
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	4,918.46
Health Equity Employer Serv.	1,132.26
MESSA	56,510.52
Unum Life Insurance	637.09
Total Disbursements	449,561.72

WL MONTHLY CHECK REGISTER

Date: Friday, February 25, 2022
Time: 5:26:55 PMDate Range? 2022-02-01 and 2022-02-28
Void CK# are:WILLARD PUBLIC LIBRARY CHECKS
February 2022

Check Number	Check Date	Vendor Name	Check Amount
			Grand Totals \$177,725.62
052598	2/1/2022	ALLEGRA PRNT & IMAGING INC.	\$60.60
052599	2/1/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052603	2/1/2022	CALHOUN COUNTY TREASURER	\$928.18
052604	2/1/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,000.00
052605	2/1/2022	FUN EXPRESS LLC	\$107.71
052606	2/1/2022	HUNTER PRELL CO	\$225.00
052607	2/1/2022	KNIGHTWATCH INC	\$3,662.40
052608	2/1/2022	LAURA OTTE	\$75.00
052609	2/1/2022	MICHIGAN LIBRARY ASSOCIATION	\$85.00
052610	2/1/2022	MIX HARDWARE	\$43.36
052611	2/1/2022	ROSEN PUBLISHING GROUP INC.	\$22.70
052612	2/1/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$30.30
052613	2/1/2022	SWEEPER DEPOT	\$52.50
052614	2/1/2022	SYNCB/AMAZON	\$161.81
052615	2/1/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$680.70
052616	2/1/2022	US POSTAL SERVICE CMRS-PBP	\$5,000.00
052617	2/1/2022	WONDER MAKERS INC <i>Air Quality Investigation</i>	\$4,389.00
052618	2/8/2022	ALLEGRA PRNT & IMAGING INC.	\$626.20
052619	2/8/2022	BATTERIES PLUS #388	\$240.85
052620	2/8/2022	CCH INC	\$79.96
052621	2/8/2022	CITY OF BATTLE CREEK CITY TREASURER	\$286.47
052622	2/8/2022	COOK JACKSON CONTRACTORS INCORPORATED <i>Meeting Room - Ceiling</i>	\$9,400.00
052623	2/8/2022	D. L. GALLIVAN LLC	\$503.99
052624	2/8/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,280.00
052625	2/8/2022	ELITE COMPANIES LLC <i>Construction Projects</i>	\$15,550.00
052626	2/8/2022	GREENSCAPE SERVICES INC	\$1,450.50
052627	2/8/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
052628	2/8/2022	INST. OF CONTINUING LEGAL EDUCATION	\$108.50
052629	2/8/2022	MODERNISTIC II, LLC	\$12,255.00
052630	2/8/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052631	2/8/2022	ROSE PEST SOLUTIONS INC	\$49.00
052632	2/8/2022	SEMCO ENERGY INC	\$1,095.22
052633	2/15/2022	ALF III INC DBA SERVPRO OF NORTH CALHOUN	\$950.00
052634	2/15/2022	SEMCO ENERGY INC	\$986.71
052635	2/15/2022	VERIZON WIRELESS	\$63.08
052636	2/15/2022	FUN EXPRESS LLC	\$407.08
052637	2/15/2022	GREENHAVEN PUBLISHING	\$296.10
052638	2/15/2022	KNIGHTWATCH INC	\$3,880.09
052639	2/15/2022	THE LIBRARY STORE INC	\$83.79
052640	2/15/2022	MI MUNICIPAL LEAGUE	\$1,092.00
052641	2/15/2022	MIX HARDWARE	\$43.95
052642	2/15/2022	OVERDRIVE INC	\$8,578.65
052643	2/15/2022	PRECISION PRINTER SERVICE INC	\$110.00
052644	2/15/2022	ROSE PEST SOLUTIONS INC	\$37.00

Check Number	Check Date	Vendor Name	Check Amount
052645	2/15/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,150.00
052646	2/15/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052647	2/15/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$680.73
052648	2/15/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$375.00
052649	2/15/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052650	2/15/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$126.40
052651	2/15/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052652	2/23/2022	SYNCB/AMAZON	\$296.00
052653	2/23/2022	ALLEGRA PRNT & IMAGING INC.	\$40.60
052654	2/23/2022	AKASHIC BOOKS LTD	\$520.26
052655	2/23/2022	BASIC	\$616.70
052656	2/23/2022	CONSUMERS ENERGY INC	\$1,969.19
052657	2/23/2022	CEREAL CITY BASEBALL LLC DBA BATTLE CREEK BOMBERS	\$3,500.00
052658	2/23/2022	MEGAN LESLIE HEYL DBA HUNTING DOWN HISTORY	\$125.00
052659	2/23/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,290.00
052660	2/23/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$29.29
052661	2/23/2022	TIAA, FSB INC	\$615.12
052662	2/23/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$17,850.00
052663	2/23/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$115.55
A03607	2/1/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,347.44
A03608	2/1/2022	CDW GOVERNMENT INC SUITE 1515	\$397.23
A03609	2/1/2022	KSS ENTERPRISES INC	\$147.77
A03610	2/1/2022	MOTOR SHOP ELECTRICAL CONSTRUCTION CO INC	\$642.00
A03611	2/1/2022	SECURITAS SECURITY SERVICES USA INC	\$4,056.03
A03612	2/1/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$230.28
A03613	2/8/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,037.09
A03614	2/8/2022	BLACKSTONE AUDIO BOOKS INC	\$1,018.60
A03615	2/8/2022	CDW GOVERNMENT INC SUITE 1515	\$1,037.53
A03616	2/8/2022	GALE/CENGAGE LEARNING INC	\$55.48
A03617	2/8/2022	CTS TELECOM INC	\$3,839.36
A03618	2/8/2022	KSS ENTERPRISES INC	\$1,217.64
A03619	2/8/2022	MIDWEST TAPE INC.	\$7,193.87
A03620	2/15/2022	BRODART COMPANY INC	\$2,951.73
A03621	2/15/2022	BLACKSTONE AUDIO BOOKS INC	\$1,527.84
A03622	2/15/2022	BATTLE CREEK PUBLIC SCHOOL	\$4,407.99
A03623	2/15/2022	BK TEACHOUT INVESTIGATIONS INC	\$2,461.44
A03624	2/15/2022	BRILLIANCE AUDIO INC	\$100.50
A03625	2/15/2022	GALE/CENGAGE LEARNING INC	\$89.21
A03626	2/15/2022	INGRAM LIBRARY SERVICE INC	\$9,508.69
A03627	2/15/2022	MIDWEST TAPE INC.	\$6,996.53
A03628	2/15/2022	SECURITAS SECURITY SERVICES USA INC	\$4,720.81
A03629	2/15/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$1,190.78
A03630	2/15/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$513.40
A03631	2/23/2022	BRODART COMPANY INC	\$108.08
A03632	2/23/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,553.40
A03633	2/23/2022	INGRAM LIBRARY SERVICE INC	\$8,984.16
A03634	2/23/2022	KSS ENTERPRISES INC	\$193.38
A03635	2/23/2022	MIDWEST TAPE INC.	\$142.45



Battle Creek Community Foundation

Mrs. Catherine Lucas
Library Director
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library Fund - Master****October 01, 2021 - December 31, 2021**

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for October 01, 2021 - December 31, 2021 is enclosed.

Investment Performance

During the period, the BCCF portfolio experienced a **3.86%** investment return. April 1, 2021 – December 31, 2021, returns remain positive at **7.27%**. As of December 31, 2021, total Foundation assets equal **\$150.26** million. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Fund Advisor Portal Coming Soon

We are excited to announce the arrival of our new Fund Advisor Portal system! This portal allows you to interact with your fund(s) via a secure, password-protected website.

Many Fund Advisors have requested this functionality, so we are eager to get you into the new system as quickly as possible. Please complete the Fund Advisor Survey at <https://forms.gle/nbuepcNt7hjyubzC8> to register for the Fund Advisor Portal. ***If you do not register you will continue to receive paper statements.***

As always please contact us should you have questions regarding your statement or if we can be of further assistance to you.

Elizabeth Schultheiss, Director of Regional Fund Development
elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Master
For the Period October 01, 2021 - December 31, 2021

Generated on: 01/19/2022

	Current Period	Year To Date
	October 01, 2021 - December 31, 2021	April 01, 2021 - December 31, 2021
Beginning Fund Balance	\$1,004,647.96	\$1,016,537.25
ADDITIONS:		
Investment Earnings	38,613.85	71,620.83
Total Additions	38,613.85	71,620.83
DISTRIBUTIONS:		
Administrative Fees	2,138.72	6,374.99
Grants Awarded	0.00	40,660.00
Total Distributions	2,138.72	47,034.99
Ending Fund Balance	\$1,041,123.09	\$1,041,123.09
Accumulated Gifts & Contributions to Principal		804,966.04
Accumulated Earning less Expenditures		236,157.05
Accumulated Spendable		0.00
Ending Fund Balance		\$1,041,123.09

This statement is unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master
For the Period October 01, 2021 - December 31, 2021
Generated on: 01/19/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

Grants Awarded Detail

No grants awarded this period.



Battle Creek Community Foundation

Mrs. Catherine Lucas
Library Director
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library/Campbell Fund****October 01, 2021 - December 31, 2021**

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for Q3 FY21/22 is enclosed.

Investment Performance

During the period, the BCCF portfolio experienced a **3.86%** investment return. April 1, 2021 – December 31, 2021, returns remain positive at **7.27%**. As of December 31, 2021, total Foundation assets equal **\$150.26** million. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Fund Advisor Portal Coming Soon

We are excited to announce the arrival of our new Fund Advisor Portal system! The Portal allows you to interact with your fund(s) via a secure, password-protected website.

Your fund is scheduled to receive access to the Portal by May 1, 2022. To assist us in registering you for the Portal, please complete the Fund Advisor Questionnaire at <https://forms.gle/nbuepcNt7hjyubzC8> . *If you do not register you will continue to receive paper statements.*

As always please contact us should you have questions regarding your statement or if we can be of further assistance to you.

Elizabeth Schultheiss, Director of Regional Fund Development
elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library/Campbell Fund
For the Period October 01, 2021 - December 31, 2021

Generated on: 01/19/2022

	Current Period	Year To Date
	October 01, 2021 - December 31, 2021	April 01, 2021 - December 31, 2021
Beginning Fund Balance	\$58,907.67	\$59,492.61
ADDITIONS:		
Investment Earnings	2,264.39	4,195.02
Total Additions	2,264.39	4,195.02
DISTRIBUTIONS:		
Administrative Fees	68.64	204.21
Grants Awarded	0.00	2,380.00
Total Distributions	68.64	2,584.21
Ending Fund Balance	\$61,103.42	\$61,103.42
Accumulated Gifts & Contributions to Principal		41,740.69
Accumulated Earning less Expenditures		19,362.73
Accumulated Spendable		0.00
Ending Fund Balance		\$61,103.42

This statement is unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Campbell Fund
For the Period October 01, 2021 - December 31, 2021
Generated on: 01/19/2022

Gifts and Grants Received Detail

No gifts or grants received this period.

Grants Awarded Detail

No grants awarded this period.



Battle Creek Community Foundation

Mrs. Catherine Lucas
Library Director
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library/Denman Fund****October 01, 2021 - December 31, 2021**

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for Q3 FY21/22 is enclosed.

Investment Performance

During the period, the BCCF portfolio experienced a **3.86%** investment return. April 1, 2021 – December 31, 2021, returns remain positive at **7.27%**. As of December 31, 2021, total Foundation assets equal **\$150.26** million. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Fund Advisor Portal Coming Soon

We are excited to announce the arrival of our new Fund Advisor Portal system! The Portal allows you to interact with your fund(s) via a secure, password-protected website.

Your fund is scheduled to receive access to the Portal by May 1, 2022. To assist us in registering you for the Portal, please complete the Fund Advisor Questionnaire at <https://forms.gle/nbuepcNt7hjyubzC8> . ***If you do not register you will continue to receive paper statements.***

As always please contact us should you have questions regarding your statement or if we can be of further assistance to you.

Elizabeth Schultheiss, Director of Regional Fund Development
elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund
For the Period October 01, 2021 - December 31, 2021

Generated on: 01/19/2022

	Current Period	Year To Date
	October 01, 2021 - December 31, 2021	April 01, 2021 - December 31, 2021
Beginning Fund Balance	\$109,698.51	\$110,785.86
ADDITIONS:		
Investment Earnings	4,216.77	7,811.88
Total Additions	4,216.77	7,811.88
DISTRIBUTIONS:		
Administrative Fees	127.84	380.30
Grants Awarded	0.00	4,430.00
Total Distributions	127.84	4,810.30
Ending Fund Balance	\$113,787.44	\$113,787.44
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earning less Expenditures		42,989.97
Accumulated Spendable		0.00
Ending Fund Balance		\$113,787.44

This statement is unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund

For the Period October 01, 2021 - December 31, 2021

Generated on: 01/19/2022

Gifts and Grants Received Detail

No gifts or grants received this period.

Grants Awarded Detail

No grants awarded this period.

MS. CATHERINE LUCAS
WILLARD LIBRARY
7 WEST VANBUREN STREET
BATTLE CREEK, MI 49017

DEAR CATHERINE:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2020 EXEMPT ORGANIZATION RETURN,
AS FOLLOWS...

2020 FORM 990

INSTRUCTIONS FOR FILING THE ABOVE FORM ARE FURNISHED FOR EASY REFERENCE. YOUR
COPY SHOULD BE RETAINED FOR YOUR FILES.

FOR ANY FORM IN THIS PACKAGE THAT REQUIRES MAILING, WE RECOMMEND THAT YOU USE
CERTIFIED MAIL WITH POSTMARKED RECEIPTS FOR PROOF OF TIMELY FILING.

THE TAX CUTS AND JOBS ACT AND FEDERAL LEGISLATION RELATED TO THE COVID-19
OUTBREAK, INCLUDING THE FFCRA AND THE CARES ACT, MADE SUBSTANTIAL CHANGES TO
THE TAX CODE AND VARYING DEGREES OF GUIDANCE HAVE BEEN ISSUED BY THE IRS AND
TREASURY DEPARTMENT. SOME OF THAT GUIDANCE IS NOT CURRENTLY MANDATORY, BUT
MAY BE RELIED UPON BY TAXPAYERS IN PREPARING THEIR 2020 TAX RETURNS. WE LOOKED
TO THIS GUIDANCE FOR AN INDICATION OF HOW THE RULES WOULD LIKELY BE APPLIED BY
THE IRS AND HAVE PREPARED YOUR TAX RETURN CONSISTENT WITH OUR INTERPRETATION
OF THE GUIDANCE AVAILABLE THROUGH YOUR TAX RETURN DELIVERY DATE. AS THIS IS AN
EMERGING AREA OF LAW FOR WHICH RELIANCE GUIDANCE DOES NOT EXIST FOR ALL AREAS,
WE CANNOT GUARANTEE THAT THE IRS WILL AGREE WITH POSITIONS TAKEN ON YOUR
RETURN.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF
YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

VERY TRULY YOURS,

PLANTE & MORAN, PLLC

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2021

PREPARED FOR:

MS. CATHERINE LUCAS
WILLARD LIBRARY
7 WEST VANBUREN STREET
BATTLE CREEK, MI 49017

PREPARED BY:

PLANTE & MORAN, PLLC
750 TRADE CENTRE WAY, STE. 300
PORTAGE, MI 49002

AMOUNT DUE OR REFUND:

NOT APPLICABLE

MAKE CHECK PAYABLE TO:

NOT APPLICABLE

MAIL TAX RETURN AND CHECK (IF APPLICABLE) TO:

NOT APPLICABLE

RETURN MUST BE MAILED ON OR BEFORE:

NOT APPLICABLE

SPECIAL INSTRUCTIONS:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS. RETURN FORM 8879-EO TO US BY MAY 16, 2022.

MAIL THE COPY TO:

ATTORNEY GENERAL
CHARITABLE TRUST SECTION
P.O. BOX 30214
LANSING, MI 48909

WE RECOMMEND THAT YOU USE CERTIFIED MAIL WITH POSTMARKED RECEIPT FOR PROOF OF TIMELY FILING. ADDITIONAL POSTAGE MAY BE REQUIRED.

Form **8879-EO**

**IRS e-file Signature Authorization
for an Exempt Organization**

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021

2020

Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.
▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization or person subject to tax

Taxpayer identification number

WILLARD LIBRARY

38-3211873

Name and title of officer or person subject to tax

CATHERINE LUCAS

DIRECTOR

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>5,740,677.</u>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above organization or I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize PLANTE & MORAN, PLLC to enter my PIN 12345
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ ***** THIS IS NOT A FILEABLE COPY *** Date ▶ _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

38627823456
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ PLANTE & MORAN, PLLC Date ▶ 02/27/22

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. WILLARD LIBRARY	Taxpayer identification number (TIN) 38-3211873
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 7 WEST VANBUREN STREET	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BATTLE CREEK, MI 49017	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

KATHY DOMENICO

- The books are in the care of ▶ **7 WEST VANBUREN STREET - BATTLE CREEK, MI 49017**
Telephone No. ▶ **269-968-8166** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020
Open to Public Inspection

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization WILLARD LIBRARY Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 7 WEST VANBUREN STREET City or town, state or province, country, and ZIP or foreign postal code BATTLE CREEK, MI 49017	D Employer identification number 38-3211873
	F Name and address of principal officer: CATHERINE LUCAS SAME AS C ABOVE	E Telephone number (269)968-8166
	I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	G Gross receipts \$ 5,740,677.
J Website: ▶ WILLARDLIBRARY.ORG		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input checked="" type="checkbox"/> Other ▶ GOVER	L Year of formation: 1840	M State of legal domicile: MI

Part I Summary			
	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE LIBRARY SERVICES TO RESIDENTS OF THE CITY OF BATTLE CREEK AND SURROUNDING COMMUNITIES.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	67
	6 Total number of volunteers (estimate if necessary)	6	6
	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
	Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 29,966.
9 Program service revenue (Part VIII, line 2g)		479,048.	409,770.
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		25,186.	13,994.
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		5,234,496.	5,300,515.
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		5,768,696.	5,740,677.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	3,265,927.	3,143,488.
	16 a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25)	0.	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,946,976.	1,724,791.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	5,212,903.	4,868,279.	
19 Revenue less expenses. Subtract line 18 from line 12	555,793.	872,398.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 5,134,177.	End of Year 5,859,723.
	21 Total liabilities (Part X, line 26)	93,125.	103,200.
	22 Net assets or fund balances. Subtract line 21 from line 20	5,041,052.	5,756,523.

Part II Signature Block					
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.					
Sign Here	▶ Signature of officer CATHERINE LUCAS, DIRECTOR	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name KENLEY PENNER, CPA	Preparer's signature KENLEY PENNER, CPA	Date 02/27/22	Check if self-employed <input type="checkbox"/>	PTIN P00740260
	Firm's name ▶ PLANTE & MORAN, PLLC	Firm's EIN ▶ 38-1357951			
	Firm's address ▶ 750 TRADE CENTRE WAY, STE. 300 PORTAGE, MI 49002	Phone no. (269) 567-4500			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:
WE CREATE A COMMUNITY OF READERS AND A WORLD OF POSSIBILITIES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 3,164,521. including grants of \$) (Revenue \$ 5,710,285.)
THE PROVISION OF LIBRARY SERVICES WHICH INCLUDES THE USE OF BOOKS, PERIODICALS, & AUDIOVISUAL MATERIALS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **▶ 3,164,521.**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		X
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 22 through 38 regarding grants, compensation, tax-exempt bonds, and excess benefit transactions.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 1a, 1b, and 1c regarding Form 1096, W-2G forms, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Form 990 (2020) table with columns for question number, question text, and Yes/No columns. Includes questions 2a through 16 regarding employee counts, federal tax returns, gross income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		1a	5	Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		5		
b	Enter the number of voting members included on line 1a, above, who are independent	1b	5		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?				X
6	Did the organization have members or stockholders?				X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?				X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?			X	
b	Each committee with authority to act on behalf of the governing body?			X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O				X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	X	
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	X	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		X
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done		X
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official		X
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		X
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed **MI**
- 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records **KATHY DOMENICO - 269-968-8166**
7 WEST VANBUREN STREET, BATTLE CREEK, MI 49017

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CATHERINE LUCAS DIRECTOR	40.00 0.00			X				96,244.	0.	26,208.
(2) JAMES KEEFER PRESIDENT	1.00 0.00	X		X				0.	0.	0.
(3) JUDITH WILLIAMSON VICE PRESIDENT	1.00 0.00	X		X				0.	0.	0.
(4) KATHLEEN BAKER SECRETARY	1.00 0.00	X		X				0.	0.	0.
(5) MICHELLE HERZING TREASURER	1.00 0.00	X		X				0.	0.	0.
(6) NANCY TABAR VICE PRESIDENT - PART YEAR	1.00 0.00	X		X				0.	0.	0.
(7) SALLI BALTUTAT TRUSTEE	1.00 0.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							96,244.	0.	26,208.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							96,244.	0.	26,208.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
SECURITAS SECURITY P.O. BOX 403412, ATLANTA, GA 30384-3412	SECURITY	102,365.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **1**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A)	(B)	(C)	(D)	
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a					
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	16,398.				
	g	Noncash contributions included in lines 1a-1f	1g	\$				
	h	Total. Add lines 1a-1f			16,398.			
Program Service Revenue				Business Code				
	2 a	LIBRARY SERVICES		900099	358,126.	358,126.		
	b	FEES AND FINES		900099	51,644.	51,644.		
	c							
	d							
	e							
	f	All other program service revenue						
g	Total. Add lines 2a-2f			409,770.				
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)			13,994.		13,994.	
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
	6 a	Gross rents	(i) Real	(ii) Personal				
			6a					
			6b					
	c	Rental income or (loss)	6c					
	d	Net rental income or (loss)						
	7 a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
			7a					
			7b					
	c	Gain or (loss)	7c					
	d	Net gain or (loss)						
	8 a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18						
8a								
8b								
c	Net income or (loss) from fundraising events							
9 a	Gross income from gaming activities. See Part IV, line 19							
		9a						
		9b						
c	Net income or (loss) from gaming activities							
10 a	Gross sales of inventory, less returns and allowances							
		10a						
		10b						
c	Net income or (loss) from sales of inventory							
Miscellaneous Revenue				Business Code				
	11 a	PROPERTY TAX REVENUE		900099	4,577,769.	4,577,769.		
	b	STATE AID		900099	578,387.	578,387.		
	c	PENAL FINES		900099	128,356.	128,356.		
	d	All other revenue		900099	16,003.	16,003.		
e	Total. Add lines 11a-11d			5,300,515.				
12	Total revenue. See instructions			5,740,677.	5,710,285.	0.	13,994.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	127,088.	73,711.	53,377.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,141,541.	1,242,094.	899,447.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	220,684.	127,997.	92,687.	
9 Other employee benefits	495,367.	287,313.	208,054.	
10 Payroll taxes	158,808.	92,109.	66,699.	
11 Fees for services (nonemployees):				
a Management				
b Legal	21,674.	12,571.	9,103.	
c Accounting	24,750.	14,355.	10,395.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	396,966.	230,240.	166,726.	
12 Advertising and promotion	15,527.	9,006.	6,521.	
13 Office expenses	74,376.	43,138.	31,238.	
14 Information technology	107,404.	62,294.	45,110.	
15 Royalties				
16 Occupancy	104,303.	60,496.	43,807.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	21,857.	21,857.		
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a BOOKS	677,811.	677,811.		
b MEDIA	112,040.	112,040.		
c EQUIPMENT R&M	95,900.	55,622.	40,278.	
d SUPPLIES	59,282.	34,384.	24,898.	
e All other expenses	12,901.	7,483.	5,418.	
25 Total functional expenses. Add lines 1 through 24e	4,868,279.	3,164,521.	1,703,758.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)	
		Beginning of year		End of year	
Assets	1	Cash - non-interest-bearing	1,700.	1	1,700.
	2	Savings and temporary cash investments	4,860,478.	2	5,638,971.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	137,697.	4	133,993.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	133,867.	9	85,059.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D		10a	
	10b	Less: accumulated depreciation		10b	
	10c			10c	
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
15	Other assets. See Part IV, line 11	435.	15	0.	
16	Total assets. Add lines 1 through 15 (must equal line 33)	5,134,177.	16	5,859,723.	
Liabilities	17	Accounts payable and accrued expenses	90,042.	17	103,200.
	18	Grants payable		18	
	19	Deferred revenue	2,648.	19	0.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	435.	25	0.
	26	Total liabilities. Add lines 17 through 25	93,125.	26	103,200.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.				
	27	Net assets without donor restrictions		27	
	28	Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds	5,041,052.	29	5,756,523.
	30	Paid-in or capital surplus, or land, building, or equipment fund	0.	30	0.
	31	Retained earnings, endowment, accumulated income, or other funds	0.	31	0.
	32	Total net assets or fund balances	5,041,052.	32	5,756,523.
33	Total liabilities and net assets/fund balances	5,134,177.	33	5,859,723.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	5,740,677.
2	Total expenses (must equal Part IX, column (A), line 25)	2	4,868,279.
3	Revenue less expenses. Subtract line 2 from line 1	3	872,398.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,041,052.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-156,927.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,756,523.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input checked="" type="checkbox"/> Other <u>SEE SCH O</u> If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		X
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust. Attach to Form 990 or Form 990-EZ. Go to www.irs.gov/Form990 for instructions and the latest information.

2020

Open to Public Inspection

Name of the organization WILLARD LIBRARY Employer identification number 38-3211873

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 [] A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 [] A school described in section 170(b)(1)(A)(ii).
3 [] A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 [] A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii).
5 [] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv).
6 [] A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 [X] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi).
8 [] A community trust described in section 170(b)(1)(A)(vi).
9 [] An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions).
10 [] An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions...
11 [] An organization organized and operated exclusively to test for public safety.
12 [] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations...
a [] Type I. A supporting organization operated, supervised, or controlled by its supported organization(s)...
b [] Type II. A supporting organization supervised or controlled in connection with its supported organization(s)...
c [] Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s)...
d [] Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated...
e [] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations []
g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	24,500.	190,000.	209,290.	29,966.	16,398.	470,154.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	4286699.	4321013.	4400818.	4478053.	4577769.	22064352.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	4311199.	4511013.	4610108.	4508019.	4594167.	22534506.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						22534506.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	4311199.	4511013.	4610108.	4508019.	4594167.	22534506.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	12,661.	24,501.	33,485.	25,186.	13,994.	109,827.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						22644333.
12 Gross receipts from related activities, etc. (see instructions)					7,280,921.	

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f))	14	99.51 %
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	99.55 %

16a **33 1/3% support test - 2020.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

b **33 1/3% support test - 2019.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

17a **10% -facts-and-circumstances test - 2020.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization

b **10% -facts-and-circumstances test - 2019.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2016, (b) 2017, (c) 2018, (d) 2019, (e) 2020, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose; 3 Gross receipts from activities that are not an unrelated trade or business under section 513; 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf; 5 The value of services or facilities furnished by a governmental unit to the organization without charge; 6 Total. Add lines 1 through 5; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year; c Add lines 7a and 7b; 8 Public support. (Subtract line 7c from line 6.)

Section B. Total Support

Table with 7 columns: (a) 2016, (b) 2017, (c) 2018, (d) 2019, (e) 2020, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; c Add lines 10a and 10b; 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on; 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.); 13 Total support. (Add lines 9, 10c, 11, and 12.)

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Percentage. Row 15: Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)) ... 15 %; Row 16: Public support percentage from 2019 Schedule A, Part III, line 15 ... 16 %

Section D. Computation of Investment Income Percentage

Table with 2 columns: Line number, Percentage. Row 17: Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)) ... 17 %; Row 18: Investment income percentage from 2019 Schedule A, Part III, line 17 ... 18 %

19a 33 1/3% support tests - 2020. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2019. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described in line 11a above?		
c A 35% controlled entity of a person described in line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No" provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2020

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015		
b	From 2016		
c	From 2017		
d	From 2018		
e	From 2019		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2021. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2016		
b	Excess from 2017		
c	Excess from 2018		
d	Excess from 2019		
e	Excess from 2020		

Schedule A (Form 990 or 990-EZ) 2020

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information with a large diagonal 'DRAFT' watermark.

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

2020

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
--	---

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CATHERINE GRAHAM 3604 FULTON ST E APT 232 GRAND RAPIDS, MI 49546	\$ 8,669.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MATTHEW PIERCE ESTATE 70 W MICHIGAN AVE SUITE 450 BATTLE CREEK, MI 49017	\$ 7,729.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
—	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
—	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
—	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
—	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
--	---

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
--	---

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

2020 Open to Public Inspection

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Form with multiple sections: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Form with sections: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2020

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a** Public exhibition
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange program
 - e** Other _____
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	986,539.	1,023,630.	1,056,377.	1,007,291.	977,745.
b Contributions	18,898.	1,005.	4,000.	41,489.	24,500.
c Net investment earnings, gains, and losses	9,224.	11,904.	12,985.	7,597.	5,046.
d Grants or scholarships					
e Other expenditures for facilities and programs	0.	50,000.	49,732.		
f Administrative expenses					
g End of year balance	1,014,661.	986,539.	1,023,630.	1,056,377.	1,007,291.

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment %
 - b** Permanent endowment 100 %
 - c** Term endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|------------------------------------|-----|----|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?
- 3b**
- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				0.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	5,740,677.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	5,740,677.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	5,740,677.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	5,025,206.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	156,927.	
e	Add lines 2a through 2d		2e	156,927.
3	Subtract line 2e from line 1		3	4,868,279.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	4,868,279.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:

THE PURPOSE OF THE ENDOWMENT FUND IS TO FUND SPECIAL PROJECTS AND IMPROVEMENTS TO THE LIBRARY.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

CAPITAL EXPENDITURES 156,927.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

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OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

WILLARD LIBRARY

Employer identification number
38-3211873

FORM 990, ITEM K, OTHER FORM OF ORGANIZATION:

GOVERNMENTAL

FORM 990, PART VI, SECTION B, LINE 11B:

THE DIRECTOR AND BUSINESS MANAGER REVIEW THE FORM 990 FOR REASONABLENESS.

A DRAFT OF THE FORM 990 IS INCLUDED IN THE BOARD PACKET FOR BOARD REVIEW

PRIOR TO FILING.

FORM 990, PART VI, SECTION C, LINE 19:

THE FORM 990, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS ARE

AVAILABLE FOR PUBLIC INSPECTION VIA THE WILLARD LIBRARY WEBSITE. FORM 1023

IS AVAILABLE UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

CAPITAL EXPENDITURES -156,927.

PART XII, LINE 1

MODIFIED ACCRUAL

PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PREVIOUS YEAR.



MEMORANDUM

To: All Staff
From: Cathy Lucas *Cathy*
Date: February 23, 2022
Subject: Employee Change

I am happy to announce that our current student assistant, Kevin Lowe, will be moving to a new position as Clerical Assistant in the Circulation Department.

Kevin has worked at Willard as both a shelver, and briefly as a circulation student prior to the pandemic, and returned in October 2021. We look forward to him joining our circulation staff in March 2022.



REPORTS AND RECOMMENDATIONS March 2022

DIRECTOR'S REPORT: Catherine Lucas

- COVID Mitigation Strategies status
- Certification of Population Report: 2020 Census
- Reading Month: Letter of Appreciation from Governor
- Donor Wall

FINANCIAL REPORT: Kathy Domenico, Director of Finance

- Revenue and expenditures for January & February 2022
- Form 990

STATISTICS & COLLECTION: April Dillinger, Deputy Director of Administration

- Staff Appreciation Week

PROGRAM UPDATES: Matt Willis, Deputy Director of Operations

- Burmese author Aung Way
- Debut of Burmese language collection
- Genealogy program with Megan Heyl
- African American Celebration with author Kaia Anderson
- Battle Creek Reads update

YOUTH SERVICES PROGRAMMING: Tynisha Dungey, Director of Youth Services & Community Engagement

- In-person youth programming
- Donna Collier Rickman
- Pillowcase Project
- Tween & teen wire sculptures
- "Palace of Books" by Patricia Polacco

CHANGE TEAM UPDATE: Tynisha Dungey, Director of Youth Services & Community Engagement

- DEI Scorecard
- Implicit bias staff training

**LIBRARY OF MICHIGAN - DEPT OF EDUCATION
CERTIFICATION OF POPULATION REPORT**

Library:	Willard Public Library		
City:	Battle Creek	County:	Calhoun
Cooperative:	Southwest Michigan	Type:	District
Class:	6	Library Fiscal Year:	07/01 - 06/30

Municipality Served	County	Percent	Legal Population	Contract Population	Certified Population
Assyria Township	Barry	9.650	192	0	192
Battle Creek City	Calhoun	100.000	52,721	0	52,721
Bedford Township	Calhoun	73.430	6,754	0	6,754
Convis Township	Calhoun	5.250	79	0	79
Emmett Township	Calhoun	100.000	11,744	0	11,744
Fredonia Township	Calhoun	4.450	71	0	71
Leroy Township	Calhoun	46.750	1,711	0	1,711
Marshall Township	Calhoun	11.360	359	0	359
Newton Township	Calhoun	91.550	2,546	0	2,546
Pennfield Charter Township	Calhoun	99.190	8,710	0	8,710
Springfield City	Calhoun	100.000	5,292	0	5,292
Total			90,179	0	90,179

LIBRARY OF MICHIGAN - DEPT OF EDUCATION

CERTIFICATION OF POPULATION REPORT
(2010 U.S. Census)

LIBRARY: **WILLARD PUBLIC LIBRARY**

CITY: **BATTLE CREEK** COUNTY: **CALHOUN**

COOPERATIVE: **SOUTHWEST MICHIGAN** TYPE: **DISTRICT**

CLASS: **6** LIBRARY FISCAL YEAR: **07/01 - 06/30**

GOVERNMENTAL UNITS	POPULATION			COUNTY	NOTES	
	%	LEGAL	CONTRACT			CERTIFIED
<u>Battle Creek Public Schools</u>						
BATTLE CREEK City	55.68	29,148		29,148	Calhoun	
BEDFORD Twp.	69.95	6,545		6,545	Calhoun	
EMMETT Twp.	11.13	1,310		1,310	Calhoun	
PENNFIELD CHARTER Twp.	3.72	335		335	Calhoun	
SPRINGFIELD City	100	5,260		5,260	Calhoun 42,598	
<u>Harper Creek Community Schools</u>						
BATTLE CREEK City	0.08	177		177	Calhoun	
EMMETT Twp.	88.87	10,460		10,460	Calhoun	
FREDONIA Twp.	4.24	69		69	Calhoun	
LEROY Twp.	46.58	1,729		1,729	Calhoun	
MARSHALL Twp.	10.53	328		328	Calhoun	
NEWTON Twp.	90.16	2,300		2,300	Calhoun	
PENNFIELD CHARTER Twp.	0.89	144		144	Calhoun 15,207	
<u>Lakeview School District</u>						
BATTLE CREEK City	43.43	22,732		22,732	Calhoun 22,732	
<u>Pennfield School District</u>						
BATTLE CREEK City	3	172		172	Calhoun	
BEDFORD Twp.	3.6	337		337	Calhoun	
CONVIS Twp.	4.4	72		72	Calhoun	
PENNFIELD CHARTER Twp.	95.41	8,458		8,458	Calhoun	
ASSYRIA Twp.	10.22	203		203	Barry	
LEGAL SUBTOTAL				89,779		
					Total Square Miles	
TOTAL SERVICE POPULATION:				89,779	kaw 10/11	183.65



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Willard Public Library
7 West Van Buren Street
Battle Creek, MI 49017

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Willard Public Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Willard Public Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Willard Public Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gretchen Whitmer".

Gretchen Whitmer
Governor of Michigan



RESOLUTION: The Board of Trustees of Willard Public Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80/20 Option for the medical benefit plan coverage years July 1, 2022, through June 30, 2023.

OFFERED BY: _____

SECONDED BY: _____

VOTE: _____

DATE: March 16, 2022

Board of Trustees Secretary

and/or

Board of Trustees President



RESOLUTION

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

At a regular meeting of the Willard Public Library Board of Trustees (the "Library"), held on March 16, 2022, at 7 West Van Buren Street, Battle Creek, Michigan 49017.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Library is organized as a District Library under Michigan Public Act No. 24 of 1989; and

The Charter Township of Emmett (the "Township") has proposed to adopt and establish the Charter Township of Emmett Downtown Development Authority and boundaries of the Downtown District pursuant to Public Act No. 57 of 2018, as amended ("Act 57"); and

WHEREAS, on February 10, 2022, the Township conducted a public hearing on the establishment of the Charter Township of Emmett Downtown Development Authority and boundaries of the Downtown District; and

WHEREAS, a copy of the public notice of the February 10, 2022, hearing is attached as Exhibit A; and

WHEREAS, since 2001, the Library is a taxing unit that levies *ad valorem* property taxes within the proposed boundaries of the Downtown District of the Charter Township of Emmett Downtown Development Authority as identified on Exhibit A;

WHEREAS, adoption and establishment of the Charter Township of Emmett Downtown Development Authority and boundaries of the Downtown District would result in the Library's tax levy within the Downtown District being

captured by the Charter Township of Emmett Downtown Development Authority; and

WHEREAS, Section 203(3) of Act 57 provides that a governing body of a taxing unit levying *ad valorem* property taxes that would otherwise be subject to capture may exempt its taxes from capture by (i) adopting a resolution to that effect not more than 60 days after the public hearing on the establishment of the authority, and (ii) filing such resolution with the clerk of the municipality; and

WHEREAS, Section 203(3) of Act 57 further provides that a separate millage for public library purposes levied before January 1, 2017, is exempt from capture by a downtown development authority unless the Library agrees otherwise in writing;

WHEREAS, the Willard Public Library Board of Trustees wishes to exempt its taxes from capture by the Charter Township of Emmett Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 203(3) of Act 57, the Willard Public Library Board of Trustees hereby exempts its taxes from capture by the Charter Township of Emmett Downtown Development Authority within the Downtown District as described in the attached Exhibit A and hereby authorizes and directs the Secretary of the Board to file a copy of this Resolution with the Clerk of the Charter Township of Emmett.

Adopted this ___ day of _____, 2022.

YEAS: _____

NAYS: _____

The Resolution was thereupon declared adopted.

CERTIFICATION

I am the duly qualified and acting Secretary of the Willard Public Library Board of Trustees and I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of Trustees of Willard Public Library, County of Calhoun, State of Michigan, at a regular meeting held on _____, 2022, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: _____, 2022

Kathleen Baker, Secretary

19222578

EXHIBIT A



Dear Taxing Authority,

The Charter Township of Emmett has been discussing the possibility of adopting an ordinance creating the Charter Township of Emmett Downtown Development Authority, pursuant to Public Act 57 of 2018, and determining the boundaries of the Downtown District. The property you own has been identified as a parcel that will be located within the boundaries of the proposed Downtown District should the Authority be created. This is an opportunity for the Charter Township of Emmett to invest resources within the Downtown District for the betterment of the community as a whole.

Attached to this letter is a copy of the Notice of Public Hearing, which is scheduled for **Thursday, February 10, 2022, at 6:30 p.m.** at the Charter Township of Emmett Township Hall, 621 Cliff Street, Battle Creek, Michigan 49014, within the Township. You are welcome to attend this meeting to submit public comment to the Charter Township of Emmett Township Board regarding the creation of the Charter Township of Emmett Downtown Development Authority and/or the boundaries of the proposed Downtown District.

You are welcome to contact me with any questions you may have at any time at the contact information listed above.

Sincerely,

Debra Belles, Supervisor
Charter Township of
Emmett

**CHARTER TOWNSHIP OF EMMETT
CALHOUN COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING ON AN ORDINANCE CREATING THE CHARTER
TOWNSHIP OF EMMETT DOWNTOWN DEVELOPMENT AUTHORITY AND
DESIGNATING BOUNDARIES OF THE DOWNTOWN DISTRICT**

TO: The residents and property owners of the Charter Township of Emmett, Calhoun County, Michigan and any other interested persons.

PLEASE TAKE NOTICE the Charter Township of Emmett Board is considering the establishment of the Charter Township of Emmett Downtown Development Authority and boundaries of the Downtown District, as authorized by PA 57 of 2018.

PLEASE TAKE FURTHER NOTICE that the Charter Township of Emmett Board will conduct a public hearing to consider the adoption of a proposed ordinance creating the Charter Township of Emmett Downtown Development Authority and consideration of the proposed Downtown District boundaries on Thursday, February 10, 2022 commencing at 6:30 p.m. at the Charter Township of Emmett Township Hall, 621 Cliff Street, Battle Creek, Michigan 49014.

The proposed Downtown District consists of all adjacent properties from M-66 traveling westerly on East Columbia Avenue and Michigan Avenue including the I-94 interchange, to the eastern border of the Township and also including the area of Michigan Avenue at the intersection with Raymond Road then traveling west on Michigan Avenue to the intersection with Columbia. Attached is a shaded map of this proposed Downtown District area.

PLEASE TAKE FURTHER NOTICE that anyone interested in reviewing the ordinance creating the Downtown Development Authority, parcel numbers included in the Downtown District boundaries and/or map of the proposed Downtown District boundaries may request to examine a copy of the same at the Charter Township of Emmett Township Hall, 621 Cliff Street, Battle Creek, Michigan 49014 during regular business hours on regular business days.

PLEASE TAKE FURTHER NOTICE that written comments will be received at the office of the Township Clerk, Tracy Myers, 621 Cliff Street, Battle Creek, Michigan 49014, at the Township during normal business hours and normal business days, and will be further received by the Township Board at the time of said hearing.

PLEASE TAKE FURTHER NOTICE that the Charter Township of Emmett will provide necessary, reasonable auxiliary aids and services at the hearing to individuals with disabilities upon five (5) days' notice to the Township Clerk of the need for the same. Individuals with disabilities requiring auxiliary aids for services should contact the Township Clerk by writing or by calling the Clerk at the number below.

All persons are invited to be present at the aforesaid time and place to participate in the discussion on the above.

Charter Township of Emmett
Tracy Myers, Clerk
621 Cliff Street
Battle Creek, MI 49014
269-968-0241
trmyers@emmett.org

EXHIBIT A
PROPOSED DOA DISTRICT PER PUBLIC ACT 57 OF 2018

