



Willard Public Library
Board of Trustees
Meeting Agenda
March 17, 2021
5:00 p.m.
Battle Creek, Michigan

Meeting to be held remotely pursuant to the
MDHHS Emergency Order Under MCL 333.2253
and PA 228 of 2020, Amendment to the Open Meetings Act

- I. Approval of Minutes* (pg. 1)
- II. Public Comment
- III. Financial Report
 - Approval of Expenditures* (pg. 3)
 - Review of IRS Form 990* (pg. 20)
- IV. Personnel Update (pg. 54)
- V. Reports & Recommendations
 - Department Updates (pg. 55)
 - Board Officer: Vice President
 - Board Member Reappointment Process (pg. 66)
- VI. Other Business
- VII. Comments by Trustees
- VIII. Adjourn

Action items are indicated by an *

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

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

January 27, 2021
Meeting Held Remotely

BOARD OF TRUSTEES

James Keefer (Emmett Township, MI), Kathy Baker (Battle Creek, MI), Salli Baltutat (Battle Creek, MI), Michelle Herzing (Pennfield Township, MI), and Judy Williamson (Bedford Township, MI)

ADMINISTRATION

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

MINUTES

The Meeting was called to order by James Keefer at 5:00 p.m.

The meeting was held remotely pursuant to MDHHS Emergency Order under MCL 333.2253 and PA 228 of 2020.

All individuals attended the meeting remotely and provided the location from which they were attending.

APPROVAL OF MINUTES

Judy Williamson moved, with a second from Michelle Herzing, to approve the minutes of the Board Meeting of November 18, 2020. A roll call vote was taken.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the financial report for November and December 2020. Revenue received for the month of November was on target and remains consistent with prior years. Expenditures for the month of November are slightly behind in comparison to the prior year but should still be considered on target. As of December 31st, the Library received over half the revenue it anticipated for the year. Expenditures for the month of December continue to slightly lag. The Special Revenue funds, as of December 31st, are consistent with the anticipated budget.

Kathy Baker moved, with a second from Judy Williamson, to approve the expenditures as presented for November and December 2020. A roll call vote was taken.

Motion approved 5 - 0

April Dillinger presented the second quarter statistics for FY 2020-2021. Door count numbers are significantly lower than last year with 34,710 guests visiting the library. The eight-day October branch closure, the six-week closure of both locations this quarter, and the reduced occupancy restrictions had a significant impact. The circulation of physical materials decreased significantly and digital materials decreased slightly. There were 3,700 Wi-Fi connections between both locations. Programming has been almost exclusively virtual with 3,500 viewers of library-created virtual content, including limited outdoor summer events. Social media statistics have increased with over 1,500 followers of Facebook, Instagram, Twitter, Pinterest, and YouTube.

REPORTS & RECOMMENDATIONS

Cathy Lucas stated that Michigan Department of Health and Human Services (MDHHS) Order MCL 333.2253 was extended on January 22, effective February 1, through February 21, 2021. The library remains under MIOSHA COVID-19 Emergency Rules as well. The Administrative Team continually reviews local and regional indicators and trends to assess the safety of onsite library services. The downtown library re-opened to the public on Monday, January 25, for reduced hours, reduced occupancy required by MIOSHA, and one hour visits. One-to-one services have been put on hold. During curbside only phases, the library has added faxing and printing services. The Branch will remain open for curbside services only to ensure adequate staffing to address required quarantines. Safety measures to ensure the safety of guests and staff include: Masking; distancing; point of service shields; regular sanitization of high touch surfaces; reduction of occupancy, visit time, and computer time; and increased security to ensure compliance with the safety measures.

Public Act 254 of 2020, effective December 22, 2020, extends the remote public meeting option for any reason through March 2021. Remote meetings from March 31 through December 31, 2021 may be held for local state of emergency or state of disaster to affected communities. When the Board meets remotely, the Act requires board members to announce their location (township/city) at the beginning of the meeting and to hold roll call votes for any motion.

Willard has been selected to participate in a pilot-group of 14 library directors from Class IV-VI Michigan libraries. The group, *Looking Ahead to the Future of Libraries*, is coordinated by the Library of Michigan and the University of Michigan School of Information.

April Dillinger stated that OverDrive acquired RBDigital, the digital magazine and newspaper platform, and checkouts to those materials will be for 21 days. After reviewing alternative digital magazine platforms, the Library has opted to transition service to OverDrive.

April Dillinger provided an update on the Michigan Legislature's amendment to the Library Privacy Act, PA 315 of 2020. The amendment addresses usage of surveillance footage, solidifies practices of libraries sharing information through common library operations, and discusses the ramification of civil action if patron information is improperly shared. Training for library employees and board members will be provided. She informed the Board that the State Aid application was submitted on December 8.

Matt Willis presented the adult virtual programming events for November and December. A shipwreck program, a local history program on The Milton, a video series on Willard's digital apps, creative Make & Takes and DIY with Beth, and a Burmese cooking program in Burmese language were provided.

Amanda Paffhausen provided an update on curbside services. Since launching curbside service in June 2020, Willard Library and the Helen Warner Branch have loaned over 18,000 items via curbside services.

Tynisha Dungey provided a Youth Services update on the expanded "on-the-go" options such as *Story Time Grab 'N' Go kits*, *Babytime On the Go bags*, *Teen kits*, and *Grief Support kits*. Each kit is delivered through curbside service and aligns with virtual programming.

COMMENTS

Cathy Lucas thanked Tynisha Dungey for the video welcoming back visitors posted on Facebook. Kathy Baker thanked the staff for the creative programming using social media.

ADJOURNED

The meeting was adjourned at 5:28 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of
Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

January 2021

	BUDGET	2020/21 YTD	% YTD	ANTICIPATED	2019/2020 YTD
Taxes	4,514,537	3,069,145	67.98%	1,445,392	3,251,243
Casino PILT Disbursement	130,000	0	0.00%	130,000	0
State Sources	555,350	499,095	89.87%	56,255	499,073
Penal Fines	60,000	28,732	47.89%	31,268	42,673
Fees and Book Fines (1)	60,000	22,613	37.69%	37,387	64,390
Local Contributions & Contracts	94,180	48,518	51.52%	45,662	65,826
Grant Funding	800	800	0.00%	0	38,334
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	43,935	0	0.00%	43,935	0
Transfer to GF from Endowment	50,000	0	0.00%	50,000	0
TOTAL	5,533,802	3,668,903	66.30%	1,864,899	3,961,539

EXPENDITURES

	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Total Expenditures	5,664,632	2,745,849	48.47%	2,918,783	3,115,728

REVENUE OVER EXPENDITURES

923,054

VARIANCES (+/-) Current in Bold

1.) Reduction of printing/faxing/copying/visitors

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

January 2021

EXPENDITURES	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Capital Expenditures (1)	167,606	57,222	34.14%	110,384	30,467
Program Svs-Av, Books & Periodicals	973,105	420,087	43.17%	553,019	522,829
Program Svs-Grant Expenses	15,500	15,500	100.00%	0	53,303
Personnel	3,270,735	1,750,909	53.53%	1,519,826	1,869,035
Office Supplies	81,000	8,428	10.41%	72,572	25,897
Repairs & Maintenance Supplies	67,886	13,504	19.89%	54,382	13,199
Purchased Services	579,500	248,955	42.96%	330,545	284,869
Communications	120,000	50,374	41.98%	69,626	56,115
Insurance	22,000	21,857	99.35%	143	21,123
Public Utilities	159,300	46,060	28.91%	113,240	50,296
Repairs & Maintenance Services	208,000	112,954	54.30%	95,046	188,595
TOTAL	5,664,632	2,745,849	48.47%	2,918,783	3,115,728

VARIANCES (+/-) Current in Bold

1.) Partial payment of key fob system.

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JANUARY 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	96,326.95
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	114,402.11
FICA & Federal withholding tax	39,166.81
State withholding tax	5,962.98
Battle Creek City withholding tax	1,134.34
MERS Retirement System	19,409.85
MPSERS Retirement System	2,390.70
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	3,353.53
MERS (Employee 457)	1,389.52
Friend of the Court	1,292.62
5th/3rd BANK (credit card)	5,805.57
Health Equity Employer Serv.	474.00
MESSA	52,677.36
Unum Life Insurance	625.61
Total Disbursements	345,401.95

WILLARD PUBLIC LIBRARY CHECKS

January 2021

Check Number	Check Date	Vendor Name	Check Amount
051725	1/5/2021	ALLEGRA PRNT & IMAGING INC.	\$213.14
051726	1/5/2021	AQUA BLUE AQUARIUM SOLUTIONS	\$163.98
051727	1/5/2021	BASIC	\$155.00
051728	1/5/2021	CONSUMERS ENERGY INC	\$1,995.59
051729	1/5/2021	VERIZON WIRELESS	\$62.08
051730	1/5/2021	E B S C O INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$16.32
051731	1/5/2021	FUN EXPRESS LLC	\$1,481.25
051732	1/5/2021	GREENSMITH FLORIST & GREENHOUSE	\$660.00
051733	1/5/2021	REIMBURSEMENT	\$504.40
051734	1/5/2021	PLUMERIA BOTANICAL BOUTIQUE	\$203.00
051735	1/5/2021	ROSE PEST SOLUTIONS INC	\$49.00
051736	1/5/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,440.00
051737	1/5/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$698.56
051738	1/5/2021	DIANNA STAMPFLER DBA PROMOTE MICHIGAN	\$250.00
051739	1/11/2021	ALLEGRA PRNT & IMAGING INC.	\$576.80
051740	1/11/2021	SEMCO ENERGY INC	\$819.57
051741	1/11/2021	BARNES & NOBLE INC	\$188.70
051742	1/11/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
051743	1/11/2021	D. L. GALLIVAN LLC	\$170.16
051744	1/11/2021	RYAN JAMES DOWD HOMELESS TRAINING INSTITUTE, LLC	\$649.00
051745	1/11/2021	FUEL MANAGMENT SYSTEM INC	\$36.97
051746	1/11/2021	SCHINDLER ELEVATOR SER INC	\$680.22
051747	1/11/2021	PRECISION PRINTER SERVICE INC	\$124.90
051748	1/11/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,095.91
051749	1/11/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$27.28
051750	1/11/2021	SHOUTBOMB LLC	\$402.00
051751	1/11/2021	DEX YP INC SUPERMEDIA LLC	\$36.30
051752	1/11/2021	BOOKPAGE PROMOTION INC	\$3,240.00
051753	1/19/2021	ALLEGRA PRNT & IMAGING INC.	\$79.20
051754	1/19/2021	SEMCO ENERGY INC	\$278.11
051755	1/19/2021	CALHOUN COUNTY TREASURER	\$3,139.08
051756	1/19/2021	VERIZON WIRELESS	\$62.08
051757	1/19/2021	CITY OF BATTLE CREEK CITY TREASURER	\$250.89
051758	1/19/2021	FUN EXPRESS LLC	\$753.01
051759	1/19/2021	FUEL MANAGMENT SYSTEM INC	\$47.31
051760	1/19/2021	HUNTER PRELL CO	\$255.58
051761	1/19/2021	KNIGHTWATCH INC	\$317.55

Check Number	Check Date	Vendor Name	Check Amount
051762	1/19/2021	U-STORE MINGES CREEK INC.	\$362.00
051763	1/19/2021	REIMBURSEMENT	\$504.40
051764	1/19/2021	PRECISION PRINTER SERVICE INC	\$124.90
051765	1/19/2021	REGENT BOOK CO INC	\$46.05
051766	1/19/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,920.00
051767	1/19/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$698.56
051768	1/19/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$65.83
051769	1/19/2021	TIAA COMMERCIAL FINANCE INC	\$508.16
051770	1/19/2021	US POSTAL SERVICE CMRS-PBP	\$5,000.00
051771	1/26/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,920.00
051772	1/28/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$409.21
051773	1/28/2021	AQUA BLUE AQUARIUM SOLUTIONS	\$150.00
051774	1/28/2021	PETTY CASH WILLARD LIBRARY	\$183.54
051775	1/28/2021	BAYSCAN TECHNOLOGIES	\$149.00
051776	1/28/2021	CONSUMERS ENERGY INC	\$2,014.52
051777	1/28/2021	DEMCO INC	\$111.73
051778	1/28/2021	ROGERS GLASS WINDOW & DOOR INC	\$315.00
051779	1/28/2021	LAURA OTTE	\$75.00
051780	1/28/2021	PRECISION PRINTER SERVICE INC	\$139.00
051781	1/28/2021	ROSE PEST SOLUTIONS INC	\$37.00
051782	1/28/2021	R W LAPINE INC	\$135.00
051783	1/28/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$7.29
051784	1/28/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$220.50
051785	1/28/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$160.95
051786	1/28/2021	XEROX CORPORATION INC	\$286.15
A03179	1/5/2021	BRODART COMPANY INC	\$1,527.35
A03180	1/5/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,560.00
A03181	1/5/2021	CDW GOVERNMENT INC SUITE 1515	\$400.73
A03182	1/5/2021	CTS TELECOM INC	\$3,857.10
A03183	1/5/2021	INGRAM LIBRARY SERVICE INC	\$3,215.03
A03184	1/5/2021	KSS ENTERPRISES INC	\$482.09
A03185	1/5/2021	MIDWEST TAPE INC.	\$105.75
A03186	1/5/2021	SECURITAS SECURITY SERVICES USA INC	\$4,026.40
A03187	1/5/2021	SECANT TECHNOLOGIES INC	\$580.00
A03188	1/5/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$397.38
A03189	1/11/2021	BRODART COMPANY INC	\$2,079.13
A03190	1/11/2021	BLACKSTONE AUDIO BOOKS INC	\$1,777.70
A03191	1/11/2021	BRILLIANCE AUDIO INC	\$118.48
A03192	1/11/2021	GALE/CENGAGE LEARNING INC	\$117.70
A03193	1/11/2021	FINDAWAY WORLD LLC	\$5.96
A03194	1/11/2021	INGRAM LIBRARY SERVICE INC	\$2,284.47
A03195	1/11/2021	MIDWEST TAPE INC.	\$8,639.88
A03196	1/19/2021	BRODART COMPANY INC	\$2,295.93
A03197	1/19/2021	BK TEACHOUT INVESTIGATIONS INC	\$960.00

Check Number	Check Date	Vendor Name	Check Amount
A03198	1/19/2021	GALE/CENGAGE LEARNING INC	\$293.89
A03199	1/19/2021	INGRAM LIBRARY SERVICE INC	\$7,304.07
A03200	1/19/2021	MIDWEST TAPE INC.	\$116.29
A03201	1/19/2021	SECURITAS SECURITY SERVICES USA INC	\$4,528.00
A03202	1/19/2021	SECANT TECHNOLOGIES INC	\$580.00
A03203	1/28/2021	BRODART COMPANY INC	\$297.07
A03204	1/28/2021	BLACKSTONE AUDIO BOOKS INC	\$313.50
A03205	1/28/2021	BATTLE CREEK PUBLIC SCHOOL	\$5,526.86
A03206	1/28/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,360.00
A03207	1/28/2021	INGRAM LIBRARY SERVICE INC	\$1,271.92
A03208	1/28/2021	MIDWEST TAPE INC.	\$1,437.98
A03209	1/28/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$1,189.56
			Grand Totals \$96,326.95

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

February 2021

	BUDGET	2020/21 YTD	% YTD	ANTICIPATED	2019/2020 YTD
Taxes	4,514,537	3,450,447	76.43%	1,064,090	3,463,410
Casino PILT Disbursement	130,000	0	0.00%	130,000	0
State Sources	555,350	499,095	89.87%	56,255	499,073
Penal Fines	60,000	62,586	104.31%	-2,586	76,652
Fees and Book Fines (1)	60,000	25,287	42.14%	34,713	71,893
Local Contributions & Contracts	94,180	49,180	52.22%	45,000	66,657
Grant Funding	800	800	0.00%	0	38,334
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	43,935	0	0.00%	43,935	0
Transfer to GF from Endowment	50,000	0	0.00%	50,000	0
TOTAL	5,533,802	4,087,395	73.86%	1,446,407	4,216,019

EXPENDITURES

	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Total Expenditures	5,664,632	3,078,089	54.34%	2,586,543	3,510,363

REVENUE OVER EXPENDITURES

1,009,306

VARIANCES (+/-) Current in Bold

1.) Reduction of printing/faxing/copying/visitors

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

February 2021

EXPENDITURES	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Capital Expenditures (1)	167,606	66,039	39.40%	101,567	30,367
Program Svs-Av, Books & Periodicals	973,105	464,917	47.78%	508,188	586,670
Program Svs-Grant Expenses	15,500	15,500	100.00%	0	53,303
Personnel	3,270,735	1,986,547	60.74%	1,284,188	2,109,594
Office Supplies	81,000	10,497	12.96%	70,503	27,995
Repairs & Maintenance Supplies	67,886	14,456	21.29%	53,430	17,812
Purchased Services	579,500	270,030	46.60%	309,470	327,258
Communications	120,000	56,107	46.76%	63,893	61,052
Insurance	22,000	21,857	99.35%	143	21,123
Public Utilities	159,300	54,096	33.96%	105,204	67,142
Repairs & Maintenance Services	208,000	118,042	56.75%	89,958	208,047
TOTAL	5,664,632	3,078,089	54.34%	2,586,543	3,510,363

VARIANCES (+/-) Current in Bold

1.) Partial payment of key fob system.

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS FEBRUARY 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	128,669.49
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	113,691.96
FICA & Federal withholding tax	39,204.39
State withholding tax	5,965.24
Battle Creek City withholding tax	1,125.97
MERS Retirement System	19,283.11
MPSERS Retirement System	2,390.70
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	5,842.84
MERS (Employee 457)	1,396.41
Friend of the Court	1,292.62
5th/3rd BANK (credit card)	6,791.93
Health Equity Employer Serv.	474.00
MESSA	52,677.36
Unum Life Insurance	625.61
Total Disbursements	380,421.63

WILLARD PUBLIC LIBRARY CHECKS
February 2021

Check Number	Check Date	Vendor Name	Check Amount
051764	2/4/2021	PRECISION PRINTER SERVICE INC	(\$124.90)
051787	2/1/2021	ALLEGRA PRNT & IMAGING INC.	\$689.28
051788	2/1/2021	BASIC	\$531.20
051789	2/1/2021	CALHOUN COUNTY TREASURER	\$142.49
051790	2/1/2021	D. L. GALLIVAN LLC	\$288.06
051791	2/1/2021	FUN EXPRESS LLC	\$227.61
051792	2/1/2021	GREENSCAPE SERVICES INC	\$1,418.50
051793	2/1/2021	JOHNSON SIGN COMPANY INC.	\$1,111.00
051794	2/1/2021	KNIGHTWATCH INC	\$11,919.53
051795	2/1/2021	MEGHAN ANN LUCHIES	\$300.00
051796	2/1/2021	BRENDA RAE LEYNDYKE	\$50.00
051797	2/1/2021	REIMBURSEMENT	\$504.40
051798	2/1/2021	REIMBURSEMENT	\$26.28
051799	2/1/2021	OVERDRIVE INC	\$8,453.47
051800	2/1/2021	ROSE PEST SOLUTIONS INC	\$49.00
051801	2/1/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051802	2/1/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$698.56
051803	2/1/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$64.28
051804	2/8/2021	ALLEGRA PRNT & IMAGING INC.	\$1,787.94
051805	2/8/2021	SEMCO ENERGY INC	\$663.64
051806	2/8/2021	CCH INC	\$69.96
051807	2/8/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
051808	2/8/2021	FUN EXPRESS LLC	\$342.72
051809	2/8/2021	MICHIGAN LIBRARY ASSOCIATION	\$85.00
051810	2/8/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,965.00
051811	2/18/2021	SEMCO ENERGY INC	\$417.05
051812	2/18/2021	CITY OF BATTLE CREEK CITY TREASURER	\$250.89
051813	2/18/2021	JOANNEE ATKINSON DEBRUHL	\$125.00
051814	2/18/2021	FUN EXPRESS LLC	\$403.62
051815	2/18/2021	MIRABEL NSOKIKA FONYUY-EPSE-UMENEI DBA MOTHERLAND CULTURAL CONNECTIONS LLC	\$2,000.00
051816	2/18/2021	FUEL MANAGEMENT SYSTEM INC	\$53.58
051817	2/18/2021	LEROY TOWNSHIP	\$45.39
051818	2/18/2021	MI MUNICIPAL WORKER'S COMPENSATION FUND	\$1,008.00
051819	2/18/2021	SCHINDLER ELEVATOR SER INC	\$801.72
051820	2/18/2021	U-STORE MINGES CREEK INC.	\$362.00
051821	2/18/2021	JENNY L MUALHLUN	\$125.00
051822	2/18/2021	REIMBURSEMENT	\$504.40
051823	2/18/2021	ROSE PEST SOLUTIONS INC	\$37.00
051824	2/18/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051825	2/18/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$698.56
051826	2/18/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$257.24
051827	2/18/2021	TIAA COMMERCIAL FINANCE INC	\$648.59
051828	2/18/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
051829	2/18/2021	DEX YP INC SUPERMEDIA LLC	\$36.00
051830	2/18/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$118.12
051831	2/18/2021	XEROX CORPORATION INC	\$19.88

Check Number	Check Date	Vendor Name	Check Amount
051832	2/24/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$233.95
051833	2/24/2021	BASIC	\$155.00
051834	2/24/2021	CONSUMERS ENERGY INC	\$2,024.73
051835	2/24/2021	FUN EXPRESS LLC	\$190.98
051836	2/24/2021	PRECISION PRINTER SERVICE INC	\$189.00
051837	2/24/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,920.00
051838	2/24/2021	RADIO COMMUNICATIONS INC	\$1,584.06
051839	2/24/2021	SWEEPER DEPOT	\$130.00
051840	2/24/2021	UNIFIRST FIRST AID CORP GREEN GUARD	\$17.23
051841	2/24/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$422.50
051842	2/24/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$94.30
051843	2/24/2021	XEROX CORPORATION INC	\$261.98
A03210	2/1/2021	BRODART COMPANY INC	\$1,470.98
A03211	2/1/2021	BK TEACHOUT INVESTIGATIONS INC	\$960.00
A03212	2/1/2021	GALE/CENGAGE LEARNING INC	\$74.22
A03213	2/1/2021	CTS TELECOM INC	\$3,847.15
A03214	2/1/2021	INGRAM LIBRARY SERVICE INC	\$3,704.94
A03215	2/1/2021	KSS ENTERPRISES INC	\$4,150.10
A03216	2/1/2021	MIDWEST TAPE INC.	\$1,414.07
A03217	2/1/2021	SECURITAS SECURITY SERVICES USA INC	\$4,254.10
A03218	2/8/2021	BRODART COMPANY INC	\$1,522.94
A03219	2/8/2021	BLACKSTONE AUDIO BOOKS INC	\$454.38
A03220	2/8/2021	BK TEACHOUT INVESTIGATIONS INC	\$960.00
A03221	2/8/2021	GALE/CENGAGE LEARNING INC	\$428.83
A03222	2/8/2021	FINDAWAY WORLD LLC	\$3,469.23
A03223	2/8/2021	INGRAM LIBRARY SERVICE INC	\$10,117.46
A03224	2/8/2021	MIDWEST TAPE INC.	\$7,679.81
A03225	2/8/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$399.81
A03226	2/18/2021	BRODART COMPANY INC	\$917.03
A03227	2/18/2021	BLACKSTONE AUDIO BOOKS INC	\$1,886.40
A03228	2/18/2021	BK TEACHOUT INVESTIGATIONS INC	\$960.00
A03229	2/18/2021	CDW GOVERNMENT INC SUITE 1515	\$8,899.61
A03230	2/18/2021	GALE/CENGAGE LEARNING INC	\$56.98
A03231	2/18/2021	INGRAM LIBRARY SERVICE INC	\$4,714.77
A03232	2/18/2021	MIDWEST TAPE INC.	\$1,750.86
A03233	2/18/2021	SECURITAS SECURITY SERVICES USA INC	\$3,987.20
A03234	2/18/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$171.24
A03235	2/24/2021	BRODART COMPANY INC	\$894.05
A03236	2/24/2021	BATTLE CREEK PUBLIC SCHOOL	\$4,435.71
A03237	2/24/2021	BK TEACHOUT INVESTIGATIONS INC	\$560.00
A03238	2/24/2021	INGRAM LIBRARY SERVICE INC	\$3,839.84
A03239	2/24/2021	MIDWEST TAPE INC.	\$13.99
A03240	2/24/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$940.00
			Grand Totals \$128,669.49



For good. For ever. For all.

BOARD OF TRUSTEES

Patrick Horan, Chair
Retired
Community Volunteer

Elishae Johnson, PhD, LPC, TLLP,
CAADC, Vice Chair
Manager, Business Operations
BBC HelpNet

Preston Hicks, PhD, LPC,
Second Vice Chair
Owner
PH&A Management Consultants

Linda A. Morrison, Treasurer
Finance Director
City of Battle Creek

Hunter King, Secretary
Actor, Student
Western Michigan University

Joseph P. Miller, AIF®, AIFA®
Member at Large
President
Miller Financial Services, LLC

Christopher Baldwin
Lawyer

John Banks
President
Motor Shop Electrical Construction

The Very Reverend Brian Coleman
St. Thomas Episcopal Church

Theresa Dawson, DNP, MSN, RN
Chief Nursing Officer
Oaklawn Hospital

Benjamin R. Duval
President
Duval Retirement Advisors

Allison K. Graham
Student
Harper Creek High School

Daniel Graham, CFP, ChFC, RICP
Managing Partner
Summit Bay Private Wealth Advisors

Stanley H. Horn, CWA
Wealth Advisor
J.J.B. Hilliard, W.L. Lyons, LLC

Dorothy McClendon
Retired Social Worker
Community Volunteer
(Posthumously)

Robert Ridgeway
Superintendent
Harper Creek Community Schools

Jim Treadwell
Retired
Community Volunteer

Linda M. Wendt
Retired Consultant

Jimsen Yang
Student
Lakeview High School

PRESIDENT & CEO
Brenda L. Hunt

32 W. Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3505

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

January 2021

Mrs. Catherine Lucas
Library Director
Willard Public Library
7 West Van Buren Street
Battle Creek, MI 49017

Dear Catherine:

Thank you for being our partner in philanthropy by establishing an endowment fund with the Battle Creek Community Foundation (BCCF). We are pleased to provide you the quarterly fund statements for the Willard Library Fund. The statements reflect the fund activity for the period of April 1, 2020 through December 31, 2020. For your convenience, in addition to the combined organizational endowment fund statement, the organizational and third-party breakdown statements are included.

During this period, the BCCF portfolio experienced a 31.60% rate of return, which is reflected in the "current year activities" section of the enclosed fund statement. The Battle Creek Community Foundation's total assets were \$143.49 million as of December 31, 2020.

As part of our prudent oversight of the investments entrusted to us, BCCF leadership periodically completes a due diligence process with regard to investment managers. After a rigorous request for proposal process in 2020, BCCF has engaged a new investment management firm, TIAA-Nuveen. All investments that are not part of our local investors program are being transitioned to Nuveen within the quarter. For additional information regarding any aspect of BCCF's investment system please feel free to contact us directly.

As always, please do not hesitate to contact us should you have questions regarding your statement or if we can be of further assistance to you.

Sincerely,


Abby Green
Finance Director


Kelsey Ramsey
Finance Officer



32 West Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3604

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

**Willard Library Fund Statement
For the Period 04/01/2020 – 12/31/2020**

Beginning Total Fund Balance	<u>804,773.03</u>
Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	804,966.04
Accumulated Earnings less Expenditures	<u>-193.01</u>
Total Beginning – Non – Spendable	804,773.03
CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	247,654.26
BCCF Administrative Fee	-6,172.25
Curr. Yr. Allocation to Spendable	<u>-36,190.00</u>
Total Current Year Activities	205,292.01
Ending Fund Balance - Non-Spendable	<u>1,010,065.04</u>
Beginning Fund Balance - Spendable	
	0.00
ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	<u>36,190.00</u>
Total Additions	36,190.00
EXPENDITURES	
Grants Approved/Paid	-36,190.00
Miscellaneous Expenses	<u>0.00</u>
Total Expenditures	-36,190.00
Ending Fund Balance - Spendable	<u>0.00</u>
Ending Total Fund Balance	<u><u>1,010,065.04</u></u>

**Unaudited.*

For good. For ever. For all.



32 West Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3604

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

**Willard Library Fund - Organizational Statement
For the Period 04/01/2020 – 12/31/2020**

Beginning Total Fund Balance	2,789.68
 Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	11,955.00
Accumulated Earnings less Expenditures	-9,165.32
Total Beginning – Non – Spendable	2,789.68
 CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	858.02
BCCF Administrative Fee	-23.49
Curr. Yr. Allocation to Spendable	-130.00
Total Current Year Activities	704.53
 Ending Fund Balance - Non-Spendable	 3,494.21
 Beginning Fund Balance - Spendable	
	0.00
 ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	130.00
Total Additions	130.00
 EXPENDITURES	
Grants Approved/Paid	-130.00
Miscellaneous Expenses	0.00
Total Expenditures	-130.00
 Ending Fund Balance - Spendable	 0.00
 Ending Total Fund Balance	 3,494.21

*Unaudited.

For good. For ever. For all.



32 West Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3604

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

**Willard Library Fund - Third Party Statement
For the Period 04/01/2020 – 12/31/2020**

Beginning Total Fund Balance	<u>801,983.35</u>
Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	793,011.04
Accumulated Earnings less Expenditures	<u>8,972.31</u>
Total Beginning – Non – Spendable	<u>801,983.35</u>
CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	246,796.24
BCCF Administrative Fee	-6,148.76
Curr. Yr. Allocation to Spendable	<u>-36,060.00</u>
Total Current Year Activities	204,587.48
Ending Fund Balance - Non-Spendable	<u>1,006,570.83</u>
Beginning Fund Balance - Spendable	
	0.00
ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	<u>36,060.00</u>
Total Additions	36,060.00
EXPENDITURES	
Grants Approved/Paid	-36,060.00
Miscellaneous Expenses	<u>0.00</u>
Total Expenditures	-36,060.00
Ending Fund Balance - Spendable	<u>0.00</u>
Ending Total Fund Balance	<u><u>1,006,570.83</u></u>

*Unaudited.

For good. For ever. For all.



32 West Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3604

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

**Willard Library/Campbell Fund Statement
For the Period 04/01/2020 – 12/31/2020**

Beginning Total Fund Balance	46,904.03
 Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	41,740.69
Accumulated Earnings less Expenditures	5,163.34
Total Beginning – Non – Spendable	46,904.03
 CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	14,440.00
BCCF Administrative Fee	-196.07
Curr. Yr. Allocation to Spendable	-2,090.00
Total Current Year Activities	12,153.93
 Ending Fund Balance - Non-Spendable	 59,057.96
 Beginning Fund Balance - Spendable	
	0.00
 ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	2,090.00
Total Additions	2,090.00
 EXPENDITURES	
Grants Approved/Paid	-2,090.00
Miscellaneous Expenses	0.00
Total Expenditures	-2,090.00
 Ending Fund Balance - Spendable	 0.00
 Ending Total Fund Balance	 59,057.96

**Unaudited.*

For good. For ever. For all.



32 West Michigan Avenue
Suite 1
Battle Creek, Michigan
49017-3604

269.962.2181 tel
269.962.2182 fax

bccf@bccfoundation.org
www.bccfoundation.org

**Willard Library/Denman Fund Statement
For the Period 04/01/2020 – 12/31/2020**

Beginning Total Fund Balance	87,350.36
 Beginning Fund Balance - Non-Spendable	
Accumulated Gifts & Contributions	70,797.47
Accumulated Earnings less Expenditures	16,552.89
Total Beginning – Non – Spendable	87,350.36
 CURRENT YEAR ACTIVITIES	
Gifts	0.00
Investment Returns	26,891.30
BCCF Administrative Fee	-365.16
Curr. Yr. Allocation to Spendable	-3,900.00
Total Current Year Activities	22,626.14
 Ending Fund Balance - Non-Spendable	 109,976.50
 Beginning Fund Balance - Spendable	
	0.00
 ADDITIONS	
Gifts	0.00
Curr. Yr. Allocation from Non-Spendable	3,900.00
Total Additions	3,900.00
 EXPENDITURES	
Grants Approved/Paid	-3,900.00
Miscellaneous Expenses	0.00
Total Expenditures	-3,900.00
 Ending Fund Balance - Spendable	 0.00
 Ending Total Fund Balance	 109,976.50

**Unaudited.*

For good. For ever. For all.

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT

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

DEAR CATHERINE:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2019 EXEMPT ORGANIZATION RETURN,
AS FOLLOWS...

2019 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 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 2019 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, 2020

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 17, 2021.

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.

IRS e-file Signature Authorization for an Exempt Organization

Form 8879-EO

For calendar year 2019, or fiscal year beginning JUL 1, 2019, and ending JUN 30, 2020

2019

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

Employer identification number

WILLARD LIBRARY

38-3211873

Name and title of officer

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, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, 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.

Table with 5 rows (1a-5a) and 3 columns: Description, Amount, Label. Row 1a: Form 990 check here [X], Total revenue, 5,768,696.

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete.

Officer's PIN: check one box only

[X] I authorize PLANTE & MORAN, PLLC to enter my PIN 12345. Enter five numbers, but do not enter all zeros.

as my signature on the organization's tax year 2019 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 of the organization, I will enter my PIN as my signature on the organization's tax year 2019 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.

Officer's signature ***** 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 2019 electronically filed return for the organization 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 03/01/21

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

Return of Organization Exempt From Income Tax

Form 990 (Rev. January 2020) Department of the Treasury Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

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.

2019 Open to Public Inspection

A For the 2019 calendar year, or tax year beginning JUL 1, 2019 and ending JUN 30, 2020

Form 990 header section containing organization name (WILLARD LIBRARY), address (7 WEST VANBUREN STREET, BATTLE CREEK, MI 49017), EIN (38-3211873), and other identifying information.

Part I Summary

Table with 3 columns: Description, Prior Year, Current Year. Rows include Activities & Governance, Revenue, Expenses, and Net Assets or Fund Balances.

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.

Signature block section with fields for officer signature (CATHERINE LUCAS), preparer name (KENLEY PENNER), and preparer address (PLANTE & MORAN, PLLC).

May the IRS discuss this return with the preparer shown above? (see instructions) [X] 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

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

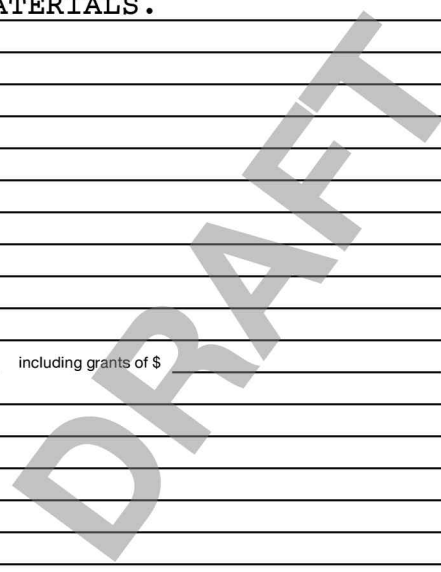
4a (Code:) (Expenses \$ 3,562,216. including grants of \$) (Revenue \$ 5,713,544.) THE PROVISION OF LIBRARY SERVICES WHICH INCLUDES THE USE OF BOOKS, PERIODICALS, & AUDIOVISUAL MATERIALS.

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 3,562,216.



Part IV Checklist of Required Schedules

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Contains 21 main questions and sub-questions (a-f) regarding organizational requirements and financial reporting.

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 22 through 38 regarding organizational reporting, compensation, bond issues, and 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, Yes, No. Rows include questions 1a, 1b, and 1c regarding Form 1096, Forms W-2G, and backup withholding rules.

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

Table with columns for question number, question text, and Yes/No checkboxes. Includes questions 2a through 16 regarding employee counts, tax returns, unrelated business 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 [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included on line 1a, above, who are independent; 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?; 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?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 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?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 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.

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

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b 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?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b 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; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 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?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 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?; 16b 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 [X] 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 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	29,966.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			29,966.			
Program Service Revenue	2 a LIBRARY SERVICES	Business Code	900099	399,224.	399,224.		
	b FEES AND FINES		900099	79,824.	79,824.		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			479,048.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			25,186.		25,186.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	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						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a PROPERTY TAX REVENUE	Business Code	900099	4,478,053.	4,478,053.		
	b STATE AID		900099	570,949.	570,949.		
	c PENAL FINES		900099	137,317.	137,317.		
	d All other revenue		900099	48,177.	48,177.		
	e Total. Add lines 11a-11d			5,234,496.			
	12 Total revenue. See instructions			5,768,696.	5,713,544.	0.	25,186.

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	401,039.	248,644.	152,395.	
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	2,043,616.	1,267,042.	776,574.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	178,598.	110,731.	67,867.	
9 Other employee benefits	468,663.	290,571.	178,092.	
10 Payroll taxes	174,011.	107,887.	66,124.	
11 Fees for services (nonemployees):				
a Management				
b Legal	23,129.	14,340.	8,789.	
c Accounting	22,200.	13,764.	8,436.	
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.)	449,113.	278,450.	170,663.	
12 Advertising and promotion	19,548.	12,120.	7,428.	
13 Office expenses	62,677.	38,860.	23,817.	
14 Information technology	105,941.	65,683.	40,258.	
15 Royalties				
16 Occupancy	117,085.	72,593.	44,492.	
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	21,123.	21,123.		
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	727,295.	727,295.		
b EQUIPMENT R&M	168,882.	104,707.	64,175.	
c MEDIA	120,571.	120,571.		
d SUPPLIES	84,334.	52,287.	32,047.	
e All other expenses	25,078.	15,548.	9,530.	
25 Total functional expenses. Add lines 1 through 24e	5,212,903.	3,562,216.	1,650,687.	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 <input type="checkbox"/> 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) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,706.	1	1,700.
	2 Savings and temporary cash investments	4,533,434.	2	4,860,478.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	157,333.	4	137,697.
	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	81,544.	9	133,867.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	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	246.	15	435.
16 Total assets. Add lines 1 through 15 (must equal line 33)	4,774,263.	16	5,134,177.	
Liabilities	17 Accounts payable and accrued expenses	129,177.	17	90,042.
	18 Grants payable		18	
	19 Deferred revenue	38,334.	19	2,648.
	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	246.	25	435.
	26 Total liabilities. Add lines 17 through 25	167,757.	26	93,125.
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	4,606,506.	29	5,041,052.
	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	4,606,506.	32	5,041,052.
	33 Total liabilities and net assets/fund balances	4,774,263.	33	5,134,177.

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	5,768,696.
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,212,903.
3	Revenue less expenses. Subtract line 2 from line 1	3	555,793.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	4,606,506.
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	-121,247.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,041,052.

Part XII Financial Statements and Reporting

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

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other SEE SCH O
 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? Yes No
 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:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant? Yes No
 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:
 Separate basis Consolidated basis Both consolidated and separate basis
- c 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? Yes No
 If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 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? Yes No
- b 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

	Yes	No
1		
2a		X
b	X	
c		X
3a		X
b		

Form 990 (2019)

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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	8,091.	24,500.	190,000.	209,290.	29,966.	461,847.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	4680976.	4286699.	4321013.	4400818.	4478053.	22167559.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	4689067.	4311199.	4511013.	4610108.	4508019.	22629406.
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.						22629406.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	4689067.	4311199.	4511013.	4610108.	4508019.	22629406.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	7,294.	12,661.	24,501.	33,485.	25,186.	103,127.
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						22732533.
12 Gross receipts from related activities, etc. (see instructions)					12	7,064,758.
13 First five 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						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	99.55	%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	99.63	%
16a 33 1/3% support test - 2019. 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			<input checked="" type="checkbox"/>
b 33 1/3% support test - 2018. 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			<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2019. 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			<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2018. 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			<input type="checkbox"/>
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			<input type="checkbox"/>

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

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
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

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
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 five 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

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2019. 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 - 2018. 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 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of 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 (b) and (c) 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 12a or 12b in Part I, answer (b) and (c) 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 (b) and (c) 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 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 (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? 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 directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
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? 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.		

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)? 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).		

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? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), 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? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

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 government entity (see instructions).		
2 Activities Test. Answer (a) and (b) 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? 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.		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? 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.		
3 Parent of Supported Organizations. Answer (a) and (b) 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? Provide details in Part VI .		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

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 1-1/2% 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 .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 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).		

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	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, 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 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

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.)

DRAFT

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.

OMB No. 1545-0047

2019

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, 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
--	---

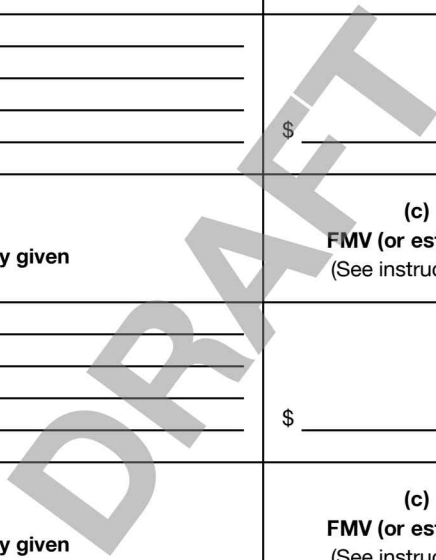
Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(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	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	CATHERINE GRAHAM FOUNDATION 2309 CANNOBALL ROAD GREENSBORO, MI 27455	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	MATTHEW PIERCE ESTATE 70 W MICHIGAN AVE SUITE 450 BATTLE CREEK, MI 49017	\$ 14,966.	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.)

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.

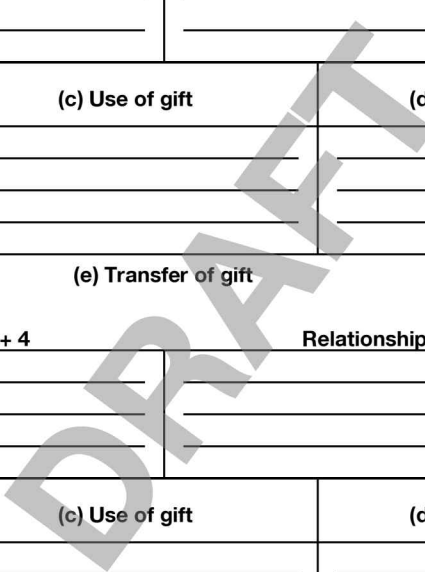
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	



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	
(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	
(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	
(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	



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.

OMB No. 1545-0047

2019

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? (Yes/No), 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? (Yes/No)

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

Table with 2 columns: Held at the End of the Tax Year. Rows include: 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 (2a Total number of conservation easements, 2b Total acreage restricted by conservation easements, 2c Number of conservation easements on a certified historic structure included in (a), 2d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register), 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? (Yes/No), 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)? (Yes/No), 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.

Table with 2 columns: Revenue included on Form 990, Part VIII, line 1, Assets included in Form 990, Part X. Rows include: 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) 2019

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?

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?
b If "Yes," explain the arrangement in Part XIII and complete the following table:
Table with columns: Description, Amount. Rows: 1c Beginning balance, 1d Additions during the year, 1e Distributions during the year, 1f Ending balance.
2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?
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.

Table with 6 columns: (a) Current year, (b) Prior year, (c) Two years back, (d) Three years back, (e) Four years back. Rows: 1a Beginning of year balance, b Contributions, c Net investment earnings, gains, and losses, d Grants or scholarships, e Other expenditures for facilities and programs, f Administrative expenses, g End of year balance.

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 100.00 %
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:

- (i) Unrelated organizations
(ii) Related organizations

Table with 2 columns: Yes, No. Rows: 3a(i), 3a(ii), 3b.

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

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.

Table with 5 columns: Description of property, (a) Cost or other basis (investment), (b) Cost or other basis (other), (c) Accumulated depreciation, (d) Book value. Rows: 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) DUE TO OTHER FUNDS	435.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	435.

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	5,768,696.
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	5,768,696.
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	5,768,696.

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	5,334,150.
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	121,247.	
e	Add lines 2a through 2d		2e	121,247.
3	Subtract line 2e from line 1		3	5,212,903.
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	5,212,903.

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 121,247.

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.

OMB No. 1545-0047

2019

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

-121,247.

PART XII, LINE 1

MODIFIED ACCRUAL

PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PREVIOUS YEAR.

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 17, 2021**, 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, 2019**, and ending **JUN 30, 2020**.

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

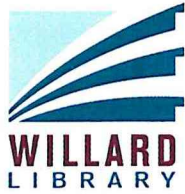
3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior 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.

LHA **For Privacy Act and Paperwork Reduction Act Notice, see instructions.**

Form **8868** (Rev. 1-2020)

**MAIL TO: DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE CENTER
OGDEN, UT 84201-0045**



MEMORANDUM

To: All Staff
From: Cathy Lucas *Cathy*
Date: March 2, 2021
Subject: Eliza Talmage resignation

With gratitude for her guest services as both a circulation assistant and former student assistant, we wish Eliza Talmage a fond farewell as she leaves Willard Library effective March 5, 2021. We appreciate her willingness to assume a new position and provide much needed assistance during uncertain times.

We wish her well in her future endeavors as she directs her focus to her family and completion of her degree.

Thank you, Eliza, for the contributions you have made to Willard Library and our guests!



REPORTS AND RECOMMENDATIONS March 2021

DIRECTOR'S REPORT: Catherine Lucas

Current Emergency Orders Applicable to Libraries

- MDHHS: Emergency Order under MCL 333.2253 of March 2, 2021: Gatherings and Face Mask Order (in effect until April 19, 2021)
- MIOSHA COVID-19 Emergency Rules of October 14, 2020 (in effect for six months)
- Open Meetings Act Addendums: PA 228 of 2020 & PA 254 of 2020

The Michigan Library Association continues to advocate for vaccine eligibility for library workers. School and academic library workers are included in Phase 1b of the vaccine rollout, but public library workers are not eligible until Phase 1c. MLA is requesting that the Governor and Michigan Department of Health and Human Services prioritize public library staff as essential service providers.

House Bill 4286 was introduced to the Michigan legislature in late February. The bill would amend the Open Meetings Act to allow boards to meet virtually perpetually beyond March 31, 2021. Eligibility is contingent on non-paid board members and appointments not related to general or special elections. Public bodies are currently allowed to meet virtually for any reason; however, this provision expires at the end of the month.

Mac McCullough, Local Digital Content and Community Engagement Librarian currently serves on the Advocacy and Legislative Committee of the Michigan Library Association. He is on the planning committee for the Michigan Legislative Advocacy Day. MLA has provided exceptional leadership on issues facing Michigan libraries.

Willard has been selected as a Google Grow Partner. The Partner Program provides free resources and training content to assist staff to teach community members the digital skills that will grow their careers and businesses. According to Google, more than five million Americans have benefited from Grow with Google trainings and workshops.

FINANCIAL REPORT: Kathy Domenico, Director of Finance

January expenditures are down from that of the prior year at this same time and continue to lag for the fiscal year. Although January revenue has fallen behind in some categories, the library has received over two-thirds of its anticipated revenue for the year. February expenditures have stayed steady for the month and revenue continues to climb as winter taxes start to roll in.

IRS Form 990 for FY 19/20 is included in the board packet for approval. This document is required by the IRS annually.

TRENDS & LEGISLATIVE UPDATES: April Dillinger, Deputy Director of Administration

Public Act 315 of 2020, an amendment to the Library Privacy Act, goes into effect on March 28, 2021. Staff have received training on the changes. The training included an overview of the act, definition of library records, who is responsible for protecting patron privacy, and penalties for improper disclosure of patron information. Board members will be provided with a webinar link on the new Act.

Recently, Publisher's Weekly facilitated a panel discussion of library directors across the country. The panelists discussed library operations throughout the pandemic and their thoughts on the future of libraries. Curbside pickup and printing, virtual programming, expanded digital offerings, parking lot WIFI, virtual reference help, and outdoor library stations were among the services provided to communities while library buildings were closed to the public. The list is very similar to the services provided at Willard. Ventilation systems, air filtration, and outside airflow in old library buildings topped this list of key concerns for the future. In the immediate future, panelists agreed that the following factors will play into the evolving role of public libraries:

- Need for universal broadband
- Ensuring services, collections, and policies are equitable and inclusive
- Need to better serve the most vulnerable populations
- Workplace changes (e.g., WFH options) may have an impact on physical library locations with changing traffic patterns or continued reduced in-person usage
- Need for convenience services such as virtual programming, curbside pickup, home delivery, and grab and go options.

The discussion concluded noting that during the past year libraries have reverted to their core service, providing books to readers, while launching a myriad of new, innovative services, and developed new relationships with community organizations. One panelist stated that the past year was a reminder that libraries have changed in the past and will continue to pivot and adapt to a changing environment and community needs.

Previously, the Library held a May Staff Recognition Breakfast to honor staff for their service. In the fall of 2019, the Staff Association and Library Administration discussed celebrating National Library Week instead of the breakfast. The transition to a weeklong celebration was planned for last spring, but due to COVID, the celebration was postponed until Spring 2021. To celebrate National Library Week and honor Willard employees, the Administrative Team will host a series of virtual activities and provide treats throughout the week. The celebration will run April 5-10, 2021.

PROGRAM UPDATES: Matt Willis, Deputy Director of Operations

January and February 2021 featured more virtual adult programming. Popular Take & Make programs and DIY with Beth series continued that allowed participants to get creative. Local instructor Meghan Luchies led another yoga series. Storyteller Dianna Stampfler took viewers on a one-of-a-kind trip through Michigan to highlight its treasures.

Librarian Michael McCullough and a few local historians/preservationists led viewers on a tour of historical Battle Creek with two new episodes of Peeks into the Past covering Irving Park and the Michigan Central Railroad Station, now Clara's on the River. With vintage photographs and enlightening conversation, these episodes help tell Battle Creek's fascinating story.

Matt Pacer of the Library of Michigan presented an Intro to Genealogy Research that taught attendees how to use the resources available through the Library of Michigan's free databases.

To celebrate African American history and experience, Motherland Cultural Connections presented an interactive cooking event where participants picked-up bags of ingredients that included fresh spices and produce. Everyone then cooked together in a virtual environment. In a separate program, Motherland Cultural Connections aired an online concert that featured traditional African beats, poems, and stories from multiples artists from several countries in Africa.

CIRCULATION AND BRANCH SERVICES: Amanda Paffhausen, Director of Circulation and Branch Services

The Administrative Team has been working on plans to expand Library services. Beginning Monday, March 15, the Branch will be open from 12-6, Monday through Friday. These hours mirror the schedule downtown. We are exploring opening for limited Saturday hours around mid-April. Further expansion of hours will be dependent on when MIOSHA lifts the WFH requirements.

Both Willard Library and the Michigan Library Association have been advocating for upgraded vaccine eligibility for library workers. School and academic librarians are currently in Phase 1b of the vaccine rollout in Michigan, but public library workers are in Phase 1c.

IT AND FACILITIES: Chad Osborn, Director of IT & Facilities

The wall tile in the staff women's restroom on the main floor at the downtown location was detaching from the wall. Most of the tile was removed from the women's restroom and new tile installed to resolve the issue.

The exterior lighting around the downtown complex will be upgraded soon. There are several lights out and we have bulbs on order, but like most electrical supplies, they are on backorder. I am also working with the company that installed the illuminated lettering on the North West corner of the building to have them repair the lighting of some of the letters.

An electrician was onsite at the Helen Warner Branch to address problems with several of the column light fixtures. During the repair, they discovered that several of the fixtures were broken at the base that connects to the column. The electrician temporarily fixed all of the column lights and is working to find replacement fixtures for the column lights to permanently repair the them.

The key fob system is being installed at the Helen Warner Branch. Once this is completed, all staff will be able to enter both buildings using their key fob. Both locations have "lock-down" buttons that can be pressed to immediately lock down the building from any outside threats. This system greatly enhances the security for both buildings.

A new sign for the Helen Warner Branch was installed in January. The sign is located at the corner of Beckley Road and Minges Creek Drive. It is double the previous size, is the same on both sides, and is near the top of the whole sign grid. The increased visibility should make it easier for guests to locate the branch location.

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

Youth Services staff continues to display their creativity through virtual programming and the on-the go options for babies, school-aged children, and teens. Staff have recently strengthened the Library's partnership with the Burma Center. Guests can now pick up Story Time Grab 'n' kits at the center and our Babytime on the Go bags are distributed during their monthly diaper distribution. We are providing reader's advisory services to children who are tutored at the Burma Center as well. In addition, we have expanded our partnerships with Parkway Manor (diaper distribution) and the Early Learning Neighborhood Collaborative.

Teen librarians, Stephanie Boyd and Alisha Daugherty, teamed up with creative services librarian, Jenny de Jong to apply for the InfyMakers grant. This \$10,000 grant is open to K-12 schools and youth-serving organizations who aim to create more opportunities for students to engage in hands-on, interdisciplinary learning through making.

Youth services staff are gearing up for summer reading programming, and are excited to share the details in the upcoming months.

CHANGE TEAM

The Change Team worked together to define diversity, equity, inclusion and what those words mean to our organization.

The Professional Development subcommittee has finalized the content and workshop schedule for diversity, equity and inclusion training for Willard Library staff. Members look forward to working with Jocelyn Giangrande to facilitate those workshops, which will begin in April.

The Systems subcommittee has developed an equity review tool to guide an examination of policies, work practices, or other protocols already in place or others under consideration. The intent is not to evaluate policies as "good" or "bad," necessarily, but to explicitly bring equity into the conversation, modeling behavior that over time becomes second nature. The committee will use the tool to review current policies and, when appropriate, use those findings to develop strategies and actions that reduce racial inequities and improve success for all groups.

DIGITAL EQUITY

Fast, reliable internet access is essential in our increasingly connected society. Yet broadband service is out of reach for many residents, who either live in areas unserved by a provider or cannot afford the connection fees.

Even in normal times, completing homework, finding a job, working from home, starting a business, making appointments, and accessing government services all require an internet connection. The COVID-19 pandemic, however, highlighted the breadth of the digital divide. With libraries temporarily closed or at reduced capacity, many people who rely on library internet access have even fewer options.

Over the past year, community engagement librarian Mac McCullough has been working with a coalition of local leaders to identify and pursue strategies for closing the digital divide. The coalition has held two well-attended video conferences to raise public awareness to generate support.

Among the most pressing needs is an accurate assessment of where broadband access is lacking as well as other barriers to adoption. In December, the coalition accepted a proposal from Michigan Moonshot, a project of Merit Network, to conduct a county-wide survey. The coalition has raised \$39,000 from local institutions to pay for the survey. Funders include the Calhoun County Department of Health, the Calhoun ISD, Battle Creek Unlimited, the Battle Creek Community Foundation, Kellogg Community College, Albion College and Willard Library.

Recently, the coalition has initiated talks with Calhoun County government leaders to create a county-wide broadband task force to oversee the contract with Merit as well as future feasibility studies for expanding access.

If approved by the county Board of Commissioners, the task force would continue and expand upon the coalition's work to date, pursue financing or funding for future expansion and act as the fiduciary and purchasing agent.

Grow with Google

Welcome to the Partner Program!



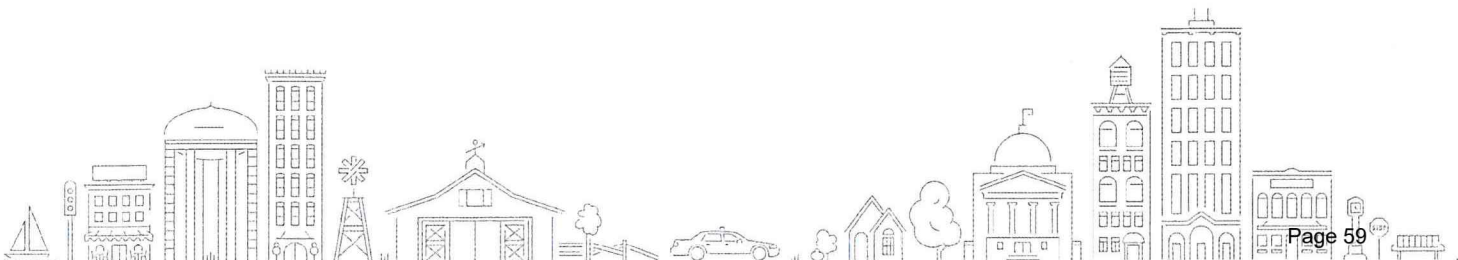
We're so glad to have you as a new partner!

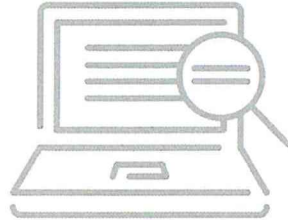
Your organization already does great work to serve the people in your community - we want to help. The Grow with Google Partner Program provides free resources and workshop content to help you teach people the digital skills that will grow their careers and businesses.

This **Get Started Guide** will walk you through our Partner Community website and help you become familiar with the key resources we offer. We'll also send you emails in the months ahead with more info on everything available in the Partner Program.

The Partner Team (Nicollette, Dan, Vanessa & Justine) is eager to get to know you. If you ever want to say “hi” or ask questions, don't hesitate to contact us at gwgpartners@google.com. We love to hear stories about how you're helping people in your community grow their digital skills. Send us a note or tag us on social media with **#GrowWithGoogle**.

Thank you for becoming a Grow with Google Partner, and thank you for all you do for the people in your community.



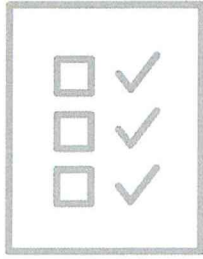


Let's get to know the Partner Community.

The **Partner Community** is your one-stop-shop that houses all of our Grow with Google resources and workshop content.

Log in at community.grow.google. To set up your password, just check your welcome email and click on "Visit Our Partner Community." Email us at gwgpartners@google.com if you need any help logging in.

Once you're logged in, you'll see that the Partner Community has several key pages: Resources, Workshops, Activities, Store, Discussions, Support. We will quickly review a few of the pages here so you can easily start finding your way around the community.



Program overview

The Overview page in the Partner Community can help you get started with the program - it's worth spending some time to get acquainted with the links on this page. Important resources in this section include:

- [Partner Digital Series Calendar](#)
- [Trainer Office Hours Calendar*](#)
- [Guide to using the Grow with Google logos](#)

The Resources page is organized by audience type - with specific resources for **jobseekers, students and educators, small businesses, startups,** and **veteran & military families**. Important resources on that page include:

- Workshop content specific to each audience
- Information on Google programs and tools
- Printable handouts

***Trainer Office Hours:** Join one of our professionally trained speakers to see workshop content presented live, receive presentation tips, prepare for a partner digital series, and more. We'll leave time in each session to answer your questions. You can view the upcoming calendar and topics [here](#).



Workshops

On the [Workshops page](#), you have access to everything you need to facilitate a training for the people in your community, including:

- [Presentation materials](#) including videos, slides, and speaker notes that you can use to deliver workshops
- **Handouts** that you can distribute as a learning tool
- [Promotional resources](#) to help spread the word about your workshop

If you need any help planning your event, let us know! We're here to help.

I'm ready to host my first workshop. Now what?

The first step in hosting a workshop is to submit your event details in the Partner Community. Watch a video on how to do that [here](#).

Your workshop will be reviewed within 1-2 business days. You'll receive an email once your workshop is approved, or if there are any issues with your workshop submission.

Once your workshop is approved, you'll receive:

- 1) Access to our [Partner Store](#) to order free learning kits for your in-person workshop or a link to a digital kit for your virtual workshop
- 2) A link to a [customized registration page](#) to help you promote your event and track attendees



Discussions

You can use our [Discussions](#) page to share feedback, stories, photos, and questions. It's a great way to both network with other partners and ask us questions. Go ahead, take a look around, and don't be afraid to introduce yourself!



Support

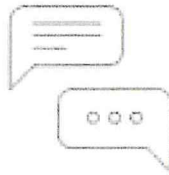
Our partner team is here if you have any questions about planning, facilitating, and teaching digital skills workshops in your community.

You can email us at gwgpartners@google.com or chat with us live in the Partner Community on Tuesdays, Wednesdays, and Thursdays from 12:00 - 2:00 pm ET.



Share your stories

We want to hear how you're helping people in your community grow their digital skills. Share your story for a chance to be featured. Send us a note or tag us on social media with [#GrowWithGoogle](#).



Spread the word

You can announce our partnership by posting this [animated graphic](#) on social media with the caption:

“We're proud to partner with #GrowWithGoogle to help our community gain digital skills. Learn more at google.com/grow”.

Grow with Google

Next Steps:

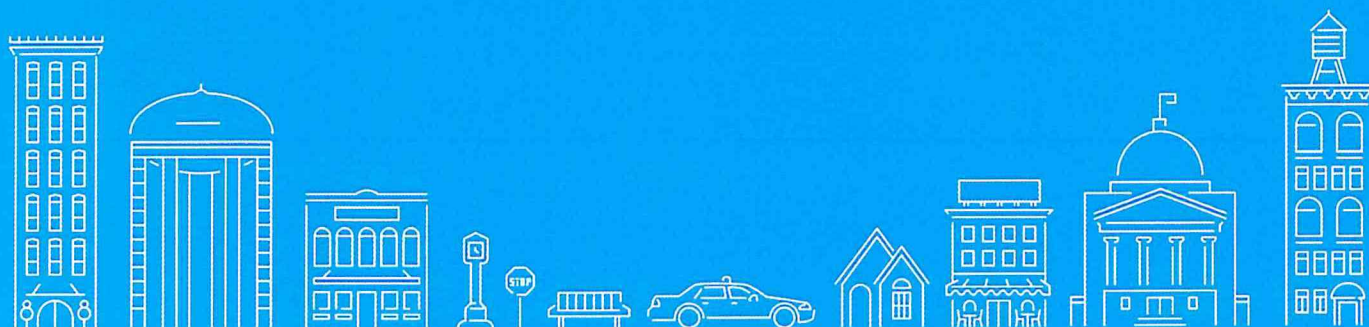
Join us for our next partner welcome webinar!

During this webinar, we'll share a quick program overview; provide a walkthrough of the Partner Community - pinpointing where you can find the resources you need; and we'll perform a review of our library of content and materials.

[Click here to RSVP](#)

Thanks again for being a Grow with Google Partner. We're excited to see the impact you have on your community.

The Grow with Google Partner Team





March 4, 2021

Kimberly Carter, Superintendent
Battle Creek Public Schools
3 West Van Buren Street
Battle Creek, MI 49017

Dear Superintendent Carter,

The Library is seeking the appointment or re-appointment by the Battle Creek Public Schools, a "participating municipality", of a Library Board Member to represent your school district. This is a requirement of the District Library Agreement of March 1994 and P.A. 24 of 1989.

Kathleen Baker was appointed to the Willard Library Board of Trustees effective July 1, 2018; her current term expires on June 30, 2021. Library Board terms are three years in length. Kathleen Baker (Battle Creek Public Schools) has expressed a desire to be re-appointed.

If you would pass the attached resolution at your next Board of Education Meeting re-appointing Kathleen Baker to represent the populations within your school district, effective July 1, 2021 through June 30, 2024, then the requirements for Board appointments will have been met.

If you have any questions or if you would like to discuss this more in detail, please feel free to call me at 269-441-9514.

Sincerely,

A handwritten signature in blue ink that reads "Cathy Lucas".

Catherine Christ Lucas, MLIS, MSW
Director

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

RESOLUTION APPOINTING A MEMBER
OF DISTRICT LIBRARY BOARD OF TRUSTEES

Minutes of a _____ meeting of the board of Education of the Battle Creek Public Schools (the "School District"), County of Calhoun, Michigan, held at the School District offices on _____, 20__ at _____ o'clock p.m. prevailing Eastern time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Willard Public Library (the "Library") was established by Agreement dated March 1, 1994 (the "District Library Agreement"), entered into among the Boards of Education of the Harper Creek Community Schools, the Lakeview School District, the Pennfield School District, and the School District of the City of Battle Creek (the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, and pursuant to the terms of the District Library Agreement, the Board of Education of the School District has appointed a member of the Library Board of Trustees whose term is about to expire; and

WHEREAS, the Board of Education of the School District determines it is necessary to reappoint to the Library Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Education of the School District hereby appoints the following individual to serve on the District Library Board of Trustees: Kathleen Baker. Term: July 1, 2021 - June 30, 2024.
2. All resolutions and parts of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Education
County of Calhoun, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Education of the School District of _____, County of Calhoun, Michigan, at a _____ meeting held on _____, 20__, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Secretary, Board of Education
County of Calhoun, Michigan



March 4, 2021

Blake Prewitt, Superintendent
Lakeview School District
15 Arbor Street
Battle Creek, MI 49015

Dear Superintendent Prewitt,

The Library is seeking the appointment or re-appointment by the Lakeview School District, a "participating municipality", of a Library Board Member to represent your school district. This is a requirement of the District Library Agreement of March 1994 and P.A. 24 of 1989.

Salli Baltutat was appointed to the Willard Library Board of Trustees effective January 1, 2021 to fulfill the term of Nancy Taber which will end June 30, 2021. Library Board terms are three years in length. Salli Baltutat (Lakeview School District) has expressed a desire to be re-appointed.

If you would pass the attached resolution at your next Board of Education Meeting re-appointing Salli Baltutat to represent the populations within your school district, effective July 1, 2021 through June 30, 2024, then the requirements for Board appointments will have been met.

If you have any questions or if you would like to discuss this more in detail, please feel free to call me at 269-441-9514.

Sincerely,

A handwritten signature in blue ink that reads "Cathy Lucas".

Catherine Christ Lucas, MLIS, MSW
Director

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

RESOLUTION APPOINTING A MEMBER
OF DISTRICT LIBRARY BOARD OF TRUSTEES

Minutes of a _____ meeting of the board of Education of the Lakeview School District (the "School District"), County of Calhoun, Michigan, held at the School District offices on _____, 20__ at _____ o'clock p.m. prevailing Eastern time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Willard Public Library (the "Library") was established by Agreement dated March 1, 1994 (the "District Library Agreement"), entered into among the Boards of Education of the Harper Creek Community Schools, the Lakeview School District, the Pennfield School District, and the School District of the City of Battle Creek (the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, and pursuant to the terms of the District Library Agreement, the Board of Education of the School District has appointed a member of the Library Board of Trustees whose term is about to expire; and

WHEREAS, the Board of Education of the School District determines it is necessary to reappoint to the Library Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Education of the School District hereby appoints the following individual to serve on the District Library Board of Trustees: Salli Baltutat. Term: July 1, 2021 - June 30, 2024.
2. All resolutions and parts of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Education
County of Calhoun, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Education of the School District of _____, County of Calhoun, Michigan, at a _____ meeting held on _____, 20__, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Secretary, Board of Education
County of Calhoun, Michigan