



Willard Public Library
Board of Trustees
Meeting Agenda
June 16, 2021
5:00 p.m.
Miller-Stone Building, Battle Creek, Michigan

Public Hearing on the Proposed 2021/22 Budget (pg. 11)

- I. Approval of Minutes* (pg. 1)
- II. Public Comment
- III. Financial Report
 - Approval of Expenditures* (pg. 4)
 - Tax Collection Actuals to Date (pg. 9)
 - Budget Amendments for 2020/21* (pg. 10)
 - Proposed 2021/22 Budgets* (pg. 11)
 - Authorization to Levy 2.0 Mills* (pg. 14)
- IV. Personnel Update
- V. Reports & Recommendations: Department Updates: May 2021 (pg. 18)
- 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

May 19, 2021
Meeting Held Remotely

BOARD OF TRUSTEES

Jim Keefer (Emmett Township, MI), Kathy Baker (Battle Creek, MI), Salli Baltutat (Battle Creek, MI)

ADMINISTRATION

Director Cathy Lucas (Battle Creek, MI), Deputy Directors April Dillinger (Charlotte, 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), Administrative Assistant Kara Brooker (Battle Creek, MI)

MINUTES

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

The meeting was held remotely pursuant to Calhoun County Local State of Emergency; Res. 174-2020 passed October 15, 2020 and PA 228 of 2020, Amendment to the Open Meetings Act.

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

APPROVAL OF MINUTES

Jim Keefer moved, with a second from Kathy Baker, to approve the minutes of the Board Meeting of April 21, 2021. A roll call vote was taken.

Motion approved 3 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the April 2021 Financial Report. Revenue for April is consistent with last year; expenditures are down slightly from last year.

Kathy Domenico presented the property tax projections for fiscal year 2021/2022. She stated that the estimated property tax revenue for next fiscal year is \$4.5 million.

Jim Keefer moved, with a second from Salli Baltutat, to approve the expenditures as presented for April 2021. A roll call vote was taken.

Motion approved 3 – 0

A motion was offered by Jim Keefer and supported by Kathy Baker to approve a Public Hearing on the Proposed 2021/2022 Budget. To allow for social distancing and compliance with the Open Meetings Act, this Public Hearing will take place on June 16, 2021 at 5:00pm, at the Miller Stone Building. The notice will appear in the Battle Creek Enquirer on June 5, 2021. A roll call vote was taken.

Motion approved 3 – 0

PERSONNEL UPDATE

Cathy Lucas stated that Liset Diaz-Cortez has joined the Willard Team in the Circulation Department. Liset has multiple volunteer experiences serving the community. Liset is bilingual which better serves our guests.

REPORTS & RECOMMENDATIONS

Jim Keefer moved, with a second from Salli Baltutat, for the adoption of the Policy Regarding Security Cameras and Surveillance Footage, which was brought before the board last month. The policy addresses use of video surveillance on library property, storage of footage, and requests from law enforcement. A roll call vote was taken.

Motion approved 3 – 0

Cathy Lucas presented the Administrative Performance Review and Goals for FY 2021-2022. The Performance Review represents the accomplishments of the entire organization.

A motion was offered by Jim Keefer, with a second from Salli Baltutat to approve the Administrative Performance Review as presented. A roll call vote was taken.

Motion approved 3 – 0

Cathy Lucas presented a progress report for FY 20/21 on the Strategic Plan goals.

Cathy Lucas presented the Director's report for April 2021. An updated MDHHS Gatherings and Face Mask Order was issued on May 15 consistent with CDC guidance issued on May 13. The order allows exceptions to masking including fully vaccinated individuals. An announcement by MIOSHA on May 18 stated that workplace rules will be updated to reflect relaxed mask mandates, including employees. Willard will encourage, but not require continued masking for vaccinated staff when in public spaces. All staff will return to onsite work effective May 24 based on the elimination of the work from home restrictions required by MIOSHA. Workspaces have been modified to accommodate 6-foot distancing as required. Occupancy at both library locations was increased to the allowable 50% at both locations to accommodate returning staff. Guest visit time limits have been discontinued. The quarantine of returned materials has been suspended based on updated studies which indicate that materials do not pose any significant risk for viral transmission.

Cathy Lucas stated that an expansion of on-site hours at both locations is planned. Beginning June 1, evening hours will return to normal and Saturday hours from 1-5 will be offered downtown. Return to full hours is expected mid-summer. Sunday hours are anticipated this fall.

Jim Keefer and Cathy Lucas presented on trustee responsibilities at a Battle Creek Public Schools Board work session on May 10. During the meeting, Kathy Baker was reappointed to the Willard Library Board of Trustees.

Cathy Lucas stated that Kathy Grosso is providing coaching to the Administrative Team to build organizational capacity as a part of succession planning. Administrative Team members also attended multiple DEI focused workshops.

Cathy Lucas stated that the Administrative Team is exploring the use of the main floor magazine room to consolidate creative space for Maker equipment and programming.

Matt Willis gave an update on the virtual adult programming for April 2021. The popular creative programs included Take & Makes and DIY w/Beth. Local history programming, Stories at Sundown and Peeks into the Past, continued to build an audience. Etaf Rum, author of A Woman is No Man, and Willard librarian Jade Woodridge joined in a virtual discussion as part of Battle Creek Reads. Willard staff member, Tluang Mawi, hosted a Burmese language discussion program called Healing Together that dealt with the ongoing tragedy in Myanmar. Willard Library partnered with the League of Women Voters to host a virtual town hall on redistricting.

Chad Osborn reported on the ongoing work to update all facilities to LED lighting. Chad stated that he has configured all staff workspace to maintain a six-foot social distance.

Tynisha Dungey shared a Youth Services update. Featured programming for the month of May included a "Back to Nature" series in collaboration with Leila Arboretum. Willard Library, along with Moments Forever Photography, the Urban League and local NAACP chapter, sponsored a Juneteenth Video Contest. Video submissions have the chance to win a photo session.

Tynisha Dungey also presented a Change Team update. The Professional Development Subcommittee solicited staff feedback regarding recent equity workshops with facilitator, Jocelyn Giangrande. Staff felt the workshops were engaging and relevant to their work at the Library. The subcommittee has generated ideas to continue our equity work between trainings.

OTHER BUSINESS

None.


COMMENTS

Jim Keefer complimented all the Willard staff for a job well done: "Great staff doing great work."

Kathy Baker thanked Cathy Lucas and the whole Willard team for the extensive work on the Administrative Performance Review and the Strategic Plan Update.

ADJOURNED

The meeting was adjourned at 6:10 pm.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

May 2021

	BUDGET	2020/21 YTD	% YTD	ANTICIPATED	2019/2020 YTD
Taxes	4,514,537	4,561,855	101.05%	-47,318	4,464,197
Casino PILT Disbursement	130,000	0	0.00%	130,000	0
State Sources	555,350	539,126	97.08%	16,224	534,706
Penal Fines	60,000	95,815	159.69%	-35,815	117,243
Fees and Book Fines (1)	60,000	42,000	70.00%	18,000	79,680
Local Contributions & Contracts	94,180	56,822	60.33%	37,358	73,896
Grant Funding	800	800	0.00%	0	38,334
Transfer to GF from Kellogg	25,000	25,000	100.00%	0	25,000
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	5,321,417	96.16%	212,385	5,333,056

EXPENDITURES

	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Total Expenditures	5,664,632	4,337,168	76.57%	1,327,464	4,726,492

REVENUE OVER EXPENDITURES 984,249

VARIANCES (+/-) Current in Bold

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

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

May 2021

EXPENDITURES	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Capital Expenditures	167,606	96,271	57.44%	71,335	113,439
Program Svs-Av, Books & Periodicals	973,105	660,366	67.86%	312,739	712,045
Program Svs-Grant Expenses	15,500	15,500	100.00%	0	53,303
Personnel	3,270,735	2,788,623	85.26%	482,112	2,929,590
Office Supplies	81,000	26,047	32.16%	54,953	33,439
Repairs & Maintenance Supplies	67,886	21,370	31.48%	46,516	34,270
Purchased Services	579,500	394,556	68.09%	184,944	428,041
Communications	120,000	79,853	66.54%	40,147	74,578
Insurance	22,000	21,857	99.35%	143	21,123
Public Utilities	159,300	83,563	52.46%	75,737	98,940
Repairs & Maintenance Services	208,000	149,163	71.71%	58,837	227,724
TOTAL	5,664,632	4,337,168	76.57%	1,327,464	4,726,492

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MAY 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	122,354.15
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	114,755.55
FICA & Federal withholding tax	39,777.31
State withholding tax	5,975.36
Battle Creek City withholding tax	1,137.79
MERS Retirement System	19,484.24
MPERS Retirement System	2,390.70
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	1,936.63
MERS (Employee 457)	1,543.30
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	8,553.33
Health Equity Employer Serv.	474.00
MESSA	52,650.72
Unum Life Insurance	625.61
Total Disbursements	374,182.23

WL MONTHLY CHECK REGISTER

Date: Wednesday, May 26, 2021
Time: 5:18:17 PM

Date Range? 2021-05-01 and 2021-05-31
Void CK# are:

WILLARD PUBLIC LIBRARY CHECKS
April 2021

Check Number	Check Date	Vendor Name	Check Amount
			Grand Totals
			\$122,354.15
051982	5/4/2021	BASIC	\$155.00
051983	5/4/2021	CALHOUN COUNTY TREASURER	\$118.38
051984	5/4/2021	CBS DISTRIBUTION INC DBA PERMACARD	\$232.02
051985	5/4/2021	CITY OF BATTLE CREEK	\$75.49
051986	5/4/2021	COLLABORATIVE SUMMER LIBRARY PROGRAM	\$417.25
051987	5/4/2021	FOSTER SWIFT COLLINS & SMITH PC	\$210.00
051988	5/4/2021	FUN EXPRESS LLC	\$581.62
051989	5/4/2021	GREENSCAPE SERVICES INC	\$2,888.00
051990	5/4/2021	NEXTDOOR INC Advertising For Nextdoor App--	\$5,000.00
051991	5/4/2021	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$253.07
051992	5/4/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,040.01
051993	5/11/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051994	5/11/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$696.27
051995	5/13/2021	SEMCO ENERGY INC	\$739.76
051996	5/13/2021	BATTERIES PLUS #388	\$434.75
051997	5/13/2021	VERIZON WIRELESS	\$62.08
051998	5/13/2021	CITY OF BATTLE CREEK CITY TREASURER	\$281.89
051999	5/13/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052000	5/13/2021	COMPREHENSIVE SENIOR CARE CORPORATION DBA SENIOR HEALTH PARTNERS	\$225.00
052001	5/13/2021	DEMCO INC	\$54.80
052002	5/13/2021	D. L. GALLIVAN LLC	\$331.22
052003	5/13/2021	FUN EXPRESS LLC	\$581.99
052004	5/13/2021	GLOWFORGE, INC.	\$1,027.50
052005	5/13/2021	MI MUNICIPAL WORKER'S COMPENSATION FUND	\$1,093.00
052006	5/13/2021	R W LAPINE INC	\$854.70
052007	5/13/2021	DEX YP INC SUPERMEDIA LLC	\$36.74
052008	5/13/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$75.00
052009	5/13/2021	XEROX CORPORATION INC	\$261.98
052010	5/18/2021	ALLEGRA PRINT & IMAGING INC.	\$195.20
052011	5/18/2021	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$2,133.62
052012	5/18/2021	SEMCO ENERGY INC	\$89.57
052013	5/18/2021	GREENSCAPE SERVICES INC	\$245.25
052014	5/18/2021	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$222.84
052015	5/18/2021	JOCELYN GIANGRANDE DBA SASHE LLC	\$177.50
052016	5/18/2021	U-STORE MINGES CREEK INC.	\$371.00
052017	5/18/2021	NEW NUEVA OPINION JESUS GRILLO	\$384.00
052018	5/18/2021	PRECISION PRINTER SERVICE INC	\$139.95
052019	5/18/2021	ROSE PEST SOLUTIONS INC	\$37.00
052020	5/18/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,010.00
052021	5/18/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$31.99
052022	5/18/2021	TIAA COMMERCIAL FINANCE INC	\$508.16

Check Number	Check Date	Vendor Name	Check Amount
052023	5/18/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
052024	5/18/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$1,332.50
052025	5/18/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$59.06
052026	5/18/2021	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052027	5/25/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$284.91
052028	5/25/2021	BASIC	\$155.00
052029	5/25/2021	CONSUMERS ENERGY INC	\$2,374.62
052030	5/25/2021	DEMCO INC	\$161.43
052031	5/25/2021	FUEL MANAGMENT SYSTEM INC	\$123.82
052032	5/25/2021	MTI COMMUNICATIONS INC. <i>W L Plastic Bags</i>	\$6,692.00
052033	5/25/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
052034	5/25/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$683.73
052035	5/25/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$3,402.69
052036	5/25/2021	SENTINEL TECHNOLOGIES INC	\$2,477.13
052037	5/25/2021	XEROX CORPORATION INC	\$35.04
A03313	5/4/2021	BRODART COMPANY INC	\$524.40
A03314	5/4/2021	BLACKSTONE AUDIO BOOKS INC	\$1,996.77
A03315	5/4/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,089.12
A03316	5/4/2021	BRILLIANCE AUDIO INC	\$87.49
A03317	5/4/2021	CTS TELECOM INC	\$3,868.70
A03318	5/4/2021	INGRAM LIBRARY SERVICE INC	\$12,356.88
A03319	5/4/2021	KSS ENTERPRISES INC	\$102.80
A03320	5/4/2021	MIDWEST TAPE INC.	\$1,798.96
A03321	5/11/2021	BRODART COMPANY INC	\$61.08
A03322	5/11/2021	INGRAM LIBRARY SERVICE INC	\$4,934.69
A03323	5/11/2021	MIDWEST TAPE INC.	\$1,239.53
A03324	5/13/2021	BRODART COMPANY INC	\$92.45
A03325	5/13/2021	BLACKSTONE AUDIO BOOKS INC	\$652.11
A03326	5/13/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,089.12
A03327	5/13/2021	KSS ENTERPRISES INC	\$133.81
A03328	5/13/2021	MOTOR SHOP ELECTRICAL CONSTRUCTION CO INC	\$642.00
A03329	5/13/2021	MIDWEST TAPE INC.	\$6,422.06
A03330	5/13/2021	SECURITAS SECURITY SERVICES USA INC	\$4,262.50
A03331	5/13/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$409.47
A03332	5/18/2021	BRODART COMPANY INC	\$310.24
A03333	5/18/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,089.12
A03334	5/18/2021	CDW GOVERNMENT INC SUITE 1515	\$666.30
A03335	5/18/2021	GALE/CENGAGE LEARNING INC	\$483.56
A03336	5/18/2021	INGRAM LIBRARY SERVICE INC	\$7,682.91
A03337	5/18/2021	MIDWEST TAPE INC.	\$1,949.04
A03338	5/18/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$896.38
A03339	5/25/2021	BRODART COMPANY INC	\$1,448.40
A03340	5/25/2021	BLACKSTONE AUDIO BOOKS INC	\$40.00
A03341	5/25/2021	BATTLE CREEK PUBLIC SCHOOL	\$6,244.62
A03342	5/25/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,089.12
A03343	5/25/2021	FINDAWAY WORLD LLC	\$5.96
A03344	5/25/2021	INGRAM LIBRARY SERVICE INC	\$5,279.22
A03345	5/25/2021	MIDWEST TAPE INC.	\$2,634.61
A03346	5/25/2021	SECURITAS SECURITY SERVICES USA INC	\$4,215.20

Millage Revenue Collected as of 5/31/21					
	2020-2021 Budget	Collected	Settlement	Total Collected	+/- Budget
Assyria	\$ 8,977	\$ 9,935	\$ -	\$ 9,935	\$ 958
Battle Creek City	\$ 2,503,821	\$ 2,383,395	\$ 124,898	\$ 2,508,293	\$ 4,472
Bedford	\$ 244,456	\$ 235,627	\$ 17,045	\$ 252,672	\$ 8,216
Convis	\$ 4,320	\$ 4,193	\$ 169	\$ 4,362	\$ 42
Emmett	\$ 743,865	\$ 718,260	\$ 44,120	\$ 762,380	\$ 18,515
Fredonia	\$ 14,103	\$ 13,752	\$ 37	\$ 13,790	\$ (313)
Johnstown	\$ 527	\$ 544	\$ -	\$ 544	\$ 17
Leroy	\$ 115,369	\$ 111,498	\$ 6,826	\$ 118,324	\$ 2,955
Marshall	\$ 19,931	\$ 19,159	\$ 1,163	\$ 20,323	\$ 392
Newton	\$ 228,311	\$ 223,574	\$ 8,065	\$ 231,639	\$ 3,328
Pennfield	\$ 448,784	\$ 435,791	\$ 27,617	\$ 463,409	\$ 14,625
Springfield	\$ 172,073	\$ 162,878	\$ 9,441	\$ 172,319	\$ 246
Total	\$ 4,504,537	\$ 4,318,608	\$ 239,381	\$ 4,557,988	\$ 53,451

**WILLARD LIBRARY
2020/2021 at 2.0 Mills**

	November 2020 Post-Audit Amendment	Proposed June 2021 Amendment	Proposed July 2021
REVENUE & TRANSFERS			
Taxes	\$ 4,514,537	\$ 4,548,080	\$ 4,570,589
State Sources	\$ 555,350	\$ 548,077	\$ 282,000
Federal Grants	\$ 800	\$ 800	\$ -
Penal Fines	\$ 60,000	\$ 110,000	\$ 75,000
Fees and Book Fines	\$ 60,000	\$ 40,000	\$ 40,000
Casino PILT Disbursement	\$ 130,000	\$ 130,000	\$ 75,000
Local Contributions, Contracts, & Other	\$ 94,180	\$ 83,080	\$ 73,819
Grant Revenue	\$ -	\$ -	\$ -
Transfers into General Fund from Kellogg SRF	\$ 25,000	\$ 25,000	\$ 25,000
Transfers into General Fund from Owen Endowment	\$ 50,000	\$ -	\$ -
Transfers into General Fund from Capital Improvements	\$ 43,935	\$ -	\$ -
Total Revenue	\$ 5,533,802	\$ 5,485,037	\$ 5,141,408
EXPENDITURES & TRANSFERS			
Capital Expenditures	\$ 167,606	\$ 176,178	\$ 478,671
Program Services: Media, Books & Periodicals	\$ 973,105	\$ 973,105	\$ 982,970
Program Services: Grants	\$ 15,500	\$ 15,500	\$ 15,500
Personnel*	\$ 3,270,735	\$ 3,132,791	\$ 3,391,197
Office Supplies	\$ 81,000	\$ 56,805	\$ 48,000
Repairs & Maintenance Supplies	\$ 67,886	\$ 35,800	\$ 35,000
Purchased Services	\$ 579,500	\$ 569,500	\$ 662,200
Communications	\$ 120,000	\$ 111,000	\$ 116,000
Insurance	\$ 22,000	\$ 22,000	\$ 23,000
Public Utilities	\$ 159,300	\$ 139,300	\$ 142,000
Repairs & Maintenance Services	\$ 208,000	\$ 222,552	\$ 202,000
Total Expenditures	\$ 5,664,632	\$ 5,454,531	\$ 6,096,538
*Includes staff increases per contract			
Revenue over Expenditures (+/-)	\$ (130,830)	\$ 30,506	\$ (955,130)
Fund Balance: Beginning Year	\$ 3,342,706	\$ 3,342,706	\$ 3,373,212
Fund Balance: Year End	\$ 3,211,876	\$ 3,373,212	\$ 2,418,082
Breakdown: Estimated Fund Balance			
Sick Payable Reserve	\$ 217,000	\$ 217,000	\$ 217,000
Cash Flow Fund	\$ 849,695	\$ 818,180	\$ 914,481
Unrestricted Fund	\$ 2,145,181	\$ 2,338,032	\$ 1,286,601
Total	\$ 3,211,876	\$ 3,373,212	\$ 2,418,082

WILLARD PUBLIC LIBRARY	
	Proposed 2021/2022
REVENUE & TRANSFERS	
Taxes	\$ 4,570,589
State Sources	\$ 282,000
Penal Fines	\$ 75,000
Fees and Book Fines	\$ 40,000
Casino PILT Disbursement	\$ 75,000
Local Contributions, Contracts, & Other	\$ 73,819
Grant Funding	\$ -
Transfer from Kellogg SRF	\$ 25,000
Transfer from Owen Endowment	\$ -
Transfer from Capital Improvement	\$ -
Total Revenue	\$ 5,141,408
EXPENDITURES & TRANSFERS	
Capital Expenditures	\$ 478,671
Program Services: Media, Books, Periodicals	\$ 982,970
Program Services: Grant Expenses	\$ 15,500
Personnel*	\$ 3,391,197
Office Supplies	\$ 48,000
Repair & Maintenance Supplies	\$ 35,000
Purchased Services	\$ 662,200
Communications	\$ 116,000
Insurance	\$ 23,000
Public Utilities	\$ 142,000
Repairs & Maintenance Services	\$ 202,000
Total Expenditures	\$ 6,096,538
*Includes staff increases per contract	
Revenue over Expenditures (+/-)	\$ (955,130)
Fund Balance: Beginning of Year Estimated	\$ 3,373,212
Fund Balance: End of Year	\$ 2,418,082
Breakdown: Estimated Fund Balance	
Sick Payable Reserve	\$ 217,000
Cash Flow Fund	\$ 914,481
Unrestricted Fund	\$ 1,286,601
Total	\$ 2,418,082

**WILLARD PUBLIC LIBRARY
2020 - 2021 GENERAL FUND REVENUE & EXPENDITURE CHANGES**

	Adopted Budget November 2020	Amendment June 2021	Changes
Revenue	\$ 5,533,802	\$ 5,485,037	\$ (48,765)
Expenditure	\$ 5,664,632	\$ 5,454,531	\$ 210,101
Total Revenue/Expenditures	\$ (130,830)	\$ 30,506	\$ 161,336

Fund Balance July 1, 2020 (Post Audit)	\$ 3,342,706
Fund Balance June 30, 2021 (estimated)	\$ 3,373,212

REVENUE CHANGES			
Increases:		Decreases:	
*Tax Revenue	\$ 33,543	*State Aid	\$ (7,273)
*Penal Fines	\$ 50,000	*Fees & Book Fines	\$ (20,000)
		*Local Contributions, Contracts & Other	\$ (11,100)
		*Transfer Owen Endowment	\$ (50,000)
		*Transfer Capital Projects	\$ (43,935)
Total Revenue Changes	\$ (48,765)		

EXPENDITURE CHANGES			
Increases:		Decreases:	
*Capital Expenditures	\$ (8,572)	*Supporting Services: Personnel	\$ 137,944
*Repairs & Maintenance	\$ (14,552)	*Office Supplies	\$ 24,195
		*Repairs & Maintenance Supplies	\$ 32,086
		*Purchased Services	\$ 10,000
		*Communication Services	\$ 9,000
		*Public Utilities	\$ 20,000
Total Expenditure Changes	\$ 210,101		

Special Revenue Funds

June

2021

OWEN ENDOWMENT FUND

	November Adopted Budget 2020-2021	June Proposed Budget 2020-2021	July Proposed Budget 2021-2022
Revenue & Transfers			
Contributions-Unrestricted	10,228	19,000	7,500
Transfer from General Fund	0		
Interest Earnings	6,000	8,000	6,000
Total Revenue	16,228	27,000	13,500
Expenditures	0	0	0
Transfer to General Fund	50,000	0	0
Total Expenditures & Transfers	50,000	0	0
Revenue Over Expenditures	(33,772)	27,000	13,500
Fund Balance Beg of Year	986,539	986,539	1,013,539
Fund Balance End of Year	952,767	1,013,539	1,027,039

CAPITAL IMPROVEMENT FUND

	November Adopted Budget 2020-2021	June Proposed Budget 2020-2021	July Proposed Budget 2021-2022
Revenue & Transfers			
Other Misc Revenue	0	0	0
Transfer from General Fund	0	0	0
Interest Earnings	2,000	1,500	1,500
Total Revenue	2,000	1,500	1,500
Expenditures	0	0	0
Transfer to General Fund	43,935	0	0
Total Expenditures & Transfers	43,935	0	0
Revenue Over Expenditures	(41,935)	1,500	1,500
Fund Balance Beg of Year	636,494	636,494	637,994
Fund Balance End of Year	594,559	637,994	639,494

KELLOGGS SPECIAL REVENUE FUND

	November Adopted Budget 2020-2021	June Proposed Budget 2020-2021	July Proposed Budget 2021-2022
Revenue & Transfers			
Kellogg Contract & Interest	147,877	147,877	152,300
Total Revenue	147,877	147,877	152,300
Expenditures			
Salaries	87,057	87,057	88,400
Benefits & Related Expenditures	31,220	31,220	34,400
Transfer to General Fund	25,000	25,000	25,000
Expenditures & Transfers	143,277	143,277	147,800
Total Expenditures & Transfers	143,277	143,277	147,800
Revenue Over Expenditures	4,600	4,600	4,500
Fund Balance Beg of Year	75,313	75,313	79,913
Fund Balance End of Year	79,913	79,913	84,413

WILLARD PUBLIC LIBRARY
COUNTY OF CALHOUN, STATE OF MICHIGAN

RESOLUTION CERTIFYING TAX LEVIES FOR
OPERATING MILLAGE AND APPROVING BUDGET

At a regular meeting of the Board of Trustees of the Willard Public Library, County of Calhoun, Michigan, held in the Miller-Stone Building on June 16, 2021, at 5:00 p.m. prevailing Eastern Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, in accordance with the Truth in Budgeting Act, there has been presented to the Board of Trustees of the Willard Public Library (the "Library") the proposed budget for fiscal year 2021/2022; and

WHEREAS, a public hearing on the budget has been held in accordance with the provisions of Act 43 of 1963 (2nd Ex. Sess.), as amended, after notice of the hearing was duly given; and

WHEREAS, the notice of hearing on the budget included the following statement printed in 11-point bold face type:

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

WHEREAS, in accordance with its budget for fiscal year 2021/2022, the Library determines that it is necessary for the Willard Public Library and its residents to levy a tax of 2.0 mill(s) in fiscal year 2021/2022 for library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library hereby approves and adopts the proposed budget for fiscal year 2021/2022 on file with the Secretary of the Board and hereby determines that 2.0 mill(s) shall be levied on the taxable value of taxable property in the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools for fiscal year 2021/2022 for the purpose of providing Library funds for the operation of the Library. This resolution together with the approved budget shall be known as the Library's general appropriations act for fiscal year 2021/2022.

2. The total revenue and unappropriated fund balance estimated to be available for appropriations in the Library fund for the fiscal year 2021/2022 is as follows:

<u>Revenue and Transfers:</u>	
Taxes	\$ 4,570,589
State Sources	\$ 282,000
Penal Fines	\$ 75,000
Fees and book Fines	\$ 40,000
Casino PILT Disbursement	\$ 75,000
Local Contributions, Contracts, & Other	\$ 73,819
Grant Funding	\$ 0
Transfer from Kellogg SRF	\$ 25,000
Transfer from Owen Endowment	\$ 0
Transfer from Capital Improvement	\$ 0
 TOTAL	 \$ 5,141,408
 Fund Balance – July 1, 2021, estimated	 \$ 3,373,212
 TOTAL AVAILABLE TO APPROPRIATE	 \$ 8,514,620

3. \$6,096,538 of that total available to appropriate in the Library fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures and Transfers</u>	
Capital Expenditures	\$ 478,671
Program Services: Media, Books, Periodicals	\$ 982,970
Program Services: Grant Expenses	\$ 15,500
Personnel	\$ 3,391,197
Office Supplies	\$ 48,000
Repair & Maintenance Supplies	\$ 35,000
Purchased Services	\$ 662,200
Communications	\$ 116,000
Insurance	\$ 23,000
Public Utilities	\$ 142,000
Repairs & Maintenance Services	\$ 202,000
 TOTAL APPROPRIATED:	 \$ 6,096,538

4. No Library Board member or employee of the Library shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Library Board of Trustees. Changes in the amount appropriated by the Board may be made by persons responsible for the supervision of the budget without prior approval of the Board in an amount not to exceed

five percent (5%) of the appropriation from which the transfer is made. Changes must be made between accounts and may not add to the total appropriation without Board approval.

5. The President and Secretary of the Library are authorized and directed to submit this resolution and a Tax Rate Request Form L-4029 to the clerks in the communities that are part of the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools, and to the County Clerks and the Equalization Departments of the Counties of Calhoun and Barry.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Public Library, Counties of Calhoun and Barry, State of Michigan, at a regular meeting held on June 16, 2021, the original of which is on file at the library and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: _____

Secretary, Board of Trustees
Willard Public Library

2021 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2021.)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under MCL Sections 211.24e, 211.34, and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

CALHOUN & BARRY	2021 Taxable Value of All Properties less REZ 2,328,071,910
WILLARD DISTRICT LIBRARY	

For LOCAL School Districts: Current Year Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5) 2020 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2021 Current Year Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Truth in Assessing or Equalization Rollback Fraction	(9) Maximum Allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	6/11/2001	2.0000	2.0000	1.0000	2.0000	1.0000	2.0000	2.0000	2.0000	Unlimited

* 2.0000 mill levy on July 1st for cities of Springfield & Battle Creek and townships of Marshall & Bedford; all other units (townships) on December 1st

Prepared by Tom Scott	Telephone Number (269) 781-0747	Title of Preparer Deputy Equalization Director
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34, and 211.34d, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

<input checked="" type="checkbox"/> Clerk Secretary	Signature Kathleen Baker	Date
<input checked="" type="checkbox"/> Chairperson President	Signature James Keefer	Date

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).



REPORTS AND RECOMMENDATIONS

June 2021

DIRECTOR'S REPORT: Catherine Lucas

Current Emergency Orders Applicable to Libraries

- MDHHS: Emergency Order under MCL 333.2253 of June 1, 2021: Gatherings and Face Mask Order (in effect until July 1, 2021)
- MIOSHA COVID-19 Emergency Rules of May 24, 2021 (in effect until October 14, 2021)
- Open Meetings Act Addendums: PA 228 of 2020 & PA 254 of 2020

Other Updates

- Hours/Traffic: Resumed Evening Hours & Expanded Saturday Hours
- Plan for Service Expansion
- Next Door

STATISTICS & TRENDS: April Dillinger, Deputy Director of Administration

- Acquisitions update
- Library Snapshot Week

ADULT PROGRAMS & SERVICES: Matt Willis, Deputy Director of Operations

- Creative programming: *Take & Makes, DIY w/Beth*
- Local History programming: *Stories at Sundown, Peeks into the Past*
- Fitness programming: *Tai Chi*
- Community programming: Juneteenth video contest workshop
- Makerspace Plan

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

- Capital Expenditures
- Lower Level Storage Room
- Security Camera Upgrades
- IT Security Plan

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

- Notary Services
- Students

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

- Drive up Summer Reading Kickoff
- Summer Reading Virtual Programs/Grab 'n' Go Options
- Summer Reading Program/Incentives