



Willard Public Library  
Board of Trustees  
Meeting Agenda  
August 18, 2021  
5:00 p.m.  
Library Meeting Room

- I. Approval of Minutes (pg. 1)
- II. Public Comment
- III. Financial Report
  - a. Approval of Expenditures (pg. 4)
  - b. Audit
- IV. Personnel Update (pg. 29)
- V. Reports & Recommendations
  - a. Election of Officers for 2021/2022 \*
  - b. Setting of Meeting Dates for 2021/2022 \* (pg. 30)
  - c. Year Usage Statistics (pg. 31)
  - d. Department Reports (pg. 33)
- VI. Other Business
- VII. Comments by Trustees
- VIII. Adjourn

Action items are indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

June 16, 2021  
Miller Stone Building  
77 Capital Ave NE, Battle Creek, MI 49017

**BOARD OF TRUSTEES**

James Keefer, Judith Williamson, Kathleen Baker, Michelle Herzing, Salli Baltutat

**ADMINISTRATION**

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

**MINUTES**

A Public Hearing on the Proposed 2021/2022 Willard Library Budget was called to order by James Keefer, President at 5:00 p.m.

Kathy Domenico presented the Proposed 2021/2022 Budget. The Proposed 2021/2022 Budget includes revenue of \$5,141,408 and the expenditures of \$6,096,538 with a budget shortfall of \$955,130. The estimated beginning fund balance is \$3,373,212 and the estimated ending fund balance is \$2,418,082. The budget does not include transfers from either the Owen or Capital Improvement Fund Endowments to preserve the Fund Balance.

The Owen Endowment Fund was presented with a reduced budget from that of the prior year. The Capital Improvement Fund had no changes from the prior year. The Kelloggs Special Revenue Fund shows a slightly increased budget from the prior year.

James Keefer called for public comments. There were no public comments.

At 5:02 p.m. James Keefer closed the Public Hearing on the Proposed 2021/2022 Budget and called to order the regular meeting of the Willard Library Board of Trustees.

**APPROVAL OF MINUTES**

James Keefer moved, with a second from Judith Williamson, to approve the minutes of the Board Meeting of May 19, 2021.

Motion approved 5 - 0

**PUBLIC COMMENT**

No public comment.

**FINANCIAL REPORT**

Kathy Domenico presented the May 2021 Financial Report. Revenue for the month of May was similar to the previous year. Expenditures are down slightly due to COVID.

James Keefer moved, with a second from Michelle Herzing, to approve the May expenditures as presented.

Motion approved 5 - 0

Kathy Domenico reviewed the Tax Collection Actuals to Date, which showed a total collection, including county settlement check, of \$4,557,988. Tax collections were higher from the amount budgeted in the November amendment by \$53,451.

Kathy Domenico presented the Budget Amendments for 2020/2021. The proposed June budget amendment reflects a reduction in both revenue and expenditures for FY 20/21. In the General Fund, there was a decrease in revenue of \$48,765 and a decrease in expenditures of \$210,101, with a gain of \$30,506 to the Fund Balance. Kathy Domenico stated that the Owen Endowment Fund had an increase in revenue with no transfer to the General Fund. The Capital Improvement Fund had a slight reduction in revenue with no transfer to the General Fund. There were no changes to the Kelloggs Special Revenue Fund.

James Keefer moved, with a second from Salli Baltutat, to approve the 2020/2021 Budget Amendments for the General Fund.

Motion approved 5 - 0

Kathy Domenico returned to the discussion of the Proposed 2021/2022 Budget. The proposed revenue is \$5,141,408 and the proposed expenditures are \$6,096,538 with a budget shortfall of \$955,130. Kathy explained that the planned deficit allowed the Library to return to a fund balance range of between \$2.2-\$2.4 million. The estimated beginning fund balance is \$3,373,212 and the estimated ending fund balance is \$2,418,082. Kathy Domenico presented the Proposed Non-General Fund Budgets for 2021/2022. The budget does not include transfers from either the Owen or Capital Improvement Fund Endowments to preserve the Fund Balance.

The Owen Endowment Fund was presented with a reduced budget from that of the prior year. The Capital Improvement Fund had no changes from the prior year. The Kelloggs Special Revenue Fund shows a slightly increased budget from the prior year.

James Keefer moved, with a second from Kathy Baker, to approve the Proposed Budgets for 2021/2022.

Motion approved 5 - 0

A resolution was offered by James Keefer to authorize Willard Library to levy a tax of 2.0 mills, the maximum allowable millage levy, in the fiscal year 2021/2022 for the purpose of providing operating funds for the Library.

James Keefer moved with support from Kathy Baker, to approve the Resolution Certifying Tax Levies for Operating Millage and Approving Budget.

Motion approved 5 - 0

The 2021 Tax Rate Request Form L 4029 was signed by Kathleen Baker, Secretary, and James Keefer, President.

### **PERSONNEL UPDATE**

Cathy Lucas announced that Stephanie Boyd role has expanded at Willard. As the Social Service and Youth Services Librarian, Stephanie will connect individuals with community social services and serve as a liaison to local organizations.

Cathy Lucas stated that a letter of agreement is in process to extend the Librarians and Support Personnel contracts through June 30, 2022. If the agreement is approved by the Unions, it will increase wages by 2% for staff who have reached the top of their pay scales.

### **REPORTS & RECOMMENDATIONS**

Cathy Lucas reported that the current emergency orders applicable to libraries are the MDHHS: Emergency Order under MCL 333.2253 of June 1, 2021: Gatherings and Face Mask Order; MIOSHA COVID-19 Emergency Rules of May 24, 2021; and the Open Meetings Act Addendums: PA 228 of 2020 and PA 254 of 2020.

Cathy Lucas discussed a plan for service expansion. Full on-site hours will resume at both locations as of July 6, 2021. Curbside service will continue at the Helen Warner Branch. The Library is working with the City on a plan

to offer curbside hours downtown. Plans for bringing back furniture, periodicals, and Makerspace equipment at both locations are also underway.

Cathy Lucas stated that Willard has joined the social media platform, Nextdoor, to increase avenues for connecting with members of the community.

Cathy Lucas stated that Community Engagement Librarian, Mac McCullough, was featured in a recent Battle Creek Enquirer article regarding community broadband access.

April Dillinger presented an Acquisitions department update. Just over 30,000 items will have been added to collections at both library locations this fiscal year. April stated that 2,600 ebook copies have been added to Willard's OverDrive Advantage offerings.

Willard is participating in Library Snapshot week, June 14<sup>th</sup> through 19<sup>th</sup>. "Library Snapshot" is a national ALA initiative of library advocacy used to increase public awareness of the value of libraries.

Matt Willis reviewed adult programming for the month of May. Programs included creative, historical and fitness offerings. A Juneteenth video contest workshop was also held in partnership with Moments Forever Photography.

Matt Willis stated that planning has begun to create a Makerspace and bring creative programming to the main floor of Willard Library in the former Magazine and Newspaper Room. Equipment will be set up, such as a vocal booth, laser and vinyl cutters, as well as a station for the Creative Services librarian, Jenny de Jong. Plans for bringing Makerspace and creative programming to the Helen Warner Branch are underway as well.

Chad Osborn presented an update on capital expenditure projects completed during the current fiscal year, and plans for upcoming projects. Major projects for next year include enhancements to the security system, outdoor concrete repair, and the replacement of the public elevator. Chad also provided a presentation on the steps the Library has taken to monitor, protect, and update Willard's network to protect against ransomware attacks.

Amanda Paffhausen presented a Circulation & Branch Services update. As of August 1, 2021, notary services will cease due to concerns around liability, vague laws, and increased fraudulent activity during transactions. Free notary services are available elsewhere in the community. Amanda also stated that three students have been hired to assist with shelving duties.

Tynisha Dungey reviewed summer reading program activities. The drive-up Summer Reading Kickoff brought in 273 participants. Guests are encouraged to return reading logs for prizes. Summer reading virtual programs will reach kids of all ages and are accompanied by Grab & Go kits.

#### **OTHER BUSINESS**

None.

#### **COMMENTS**

James Keefer thanked Cathy Lucas, the Administrative Team, and Library staff for their excellent work. "We are where we are because of them," he said.

Salli Baltutat thanked the staff for their hard work. She said she loved seeing all the library was doing highlighted by the promotional pieces in The Shopper.

#### **ADJOURNED**

The meeting was adjourned at 5:55 pm.



KATHLEEN BAKER, Secretary  
Willard Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

June 2021

	BUDGET	2020/21 YTD	% YTD	ANTICIPATED	2019/2020 YTD
Taxes	4,548,080	4,577,770	100.65%	-29,690	4,478,053
Casino PILT Disbursement	130,000	140,550	108.12%	-10,550	175,488
State Sources	548,077	578,387	105.53%	-30,310	570,949
Penal Fines	110,000	128,356	116.69%	-18,356	137,317
Fees and Book Fines	40,000	51,644	129.11%	-11,644	79,824
Local Contributions & Contracts	83,080	85,360	102.74%	-2,280	113,318
Grant Funding	800	800	100.00%	0	37,803
Transfer to GF from Kellogg	25,000	25,000	100.00%	0	25,000
Transfer to GF from Capital Projects	0	0	0.00%	0	98,152
Transfer to GF from Endowment	0	0	0.00%	0	50,000
<b>TOTAL</b>	<b>5,485,037</b>	<b>5,587,867</b>	<b>101.87%</b>	<b>(102,830)</b>	<b>5,765,904</b>

EXPENDITURES

	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Total Expenditures	5,454,531	4,905,087	89.93%	549,444	5,216,765

REVENUE OVER EXPENDITURES 682,780

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

June 2021

EXPENDITURES	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Capital Expenditures	176,178	156,928	89.07%	19,250	121,247
Program Svs-Av, Books & Periodicals	973,105	788,123	80.99%	184,982	855,902
Program Svs-Grant Expenses	15,500	15,500	100.00%	0	53,303
Personnel	3,132,791	3,025,165	96.56%	107,626	3,148,540
Office Supplies	56,805	32,828	57.79%	23,977	40,765
Repairs & Maintenance Supplies	35,800	26,452	73.89%	9,348	43,570
Purchased Services	569,500	452,542	79.46%	116,958	470,577
Communications	111,000	89,903	80.99%	21,097	82,226
Insurance	22,000	21,857	99.35%	143	21,123
Public Utilities	139,300	104,304	74.88%	34,996	117,085
Repairs & Maintenance Services	222,552	191,487	86.04%	31,065	262,428
<b>TOTAL</b>	<b>5,454,531</b>	<b>4,905,087</b>	<b>89.93%</b>	<b>549,444</b>	<b>5,216,766</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JUNE 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	292,914.95
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	113,906.18
FICA & Federal withholding tax	39,787.92
State withholding tax	5,943.45
Battle Creek City withholding tax	1,129.28
MERS Retirement System	29,327.18
MPERS Retirement System	2,390.74
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	2,804.16
MERS (Employee 457)	1,543.30
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	5,323.77
Health Equity Employer Serv.	474.00
MESSA	0.00
Unum Life Insurance	0.00
Total Disbursements	498,068.47

**WILLARD PUBLIC LIBRARY CHECKS**  
**June 2021**

Check Number	Check Date	Vendor Name	Check Amount
			<b>Grand Totals</b> \$292,914.95
052038	6/1/2021	ELIN BETANZO DBA SAFE WATER ENGINEERING LLC	\$200.00
052040	6/1/2021	CALHOUN COUNTY TREASURER	\$158.20
052041	6/1/2021	COMPREHENSIVE SENIOR CARE CORPORATION DBA SENIOR HEALTH PARTNERS	\$225.00
052042	6/1/2021	COMPRENEW <i>Electronic Recycling</i>	\$1,372.78
052043	6/1/2021	DEMCO INC	\$239.17
052044	6/1/2021	FUN EXPRESS LLC	\$340.44
052045	6/1/2021	FOX BROTHERS MECHANICAL SERVICE INC <i>Lighting Upgrades</i>	\$4,000.00
052046	6/1/2021	LEILA ARBORETUM	\$400.00
052047	6/1/2021	LAKEVIEW HARDWARE INC	\$62.54
052048	6/1/2021	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$29,599.76
052049	6/1/2021	MOTION PICTURE LICENSING CORP.	\$260.46
052050	6/1/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,304.37
052051	6/1/2021	ST PHILIP HIGH SCHOOL YEARBOOK	\$165.00
052052	6/8/2021	ALLEGRA PRNT & IMAGING INC.	\$1,053.33
052053	6/8/2021	A-Z KEY SHOP	\$103.69
052054	6/8/2021	BARNES & NOBLE INC	\$895.16
052055	6/8/2021	BAYSCAN TECHNOLOGIES	\$637.81
052056	6/8/2021	CALHOUN COUNTY TREASURER	\$1.64
052057	6/8/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052058	6/8/2021	D. L. GALLIVAN LLC	\$416.23
052059	6/8/2021	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$10.57
052060	6/8/2021	KATHLEEN GROSSO	\$600.00
052061	6/8/2021	MIDDLE CITIES RISK MGMT TRUST	\$23,837.00
052062	6/8/2021	NEW NUEVA OPINION JESUS GRILLO	\$384.00
052063	6/8/2021	LAURA OTTE	\$75.00
052064	6/8/2021	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$537.72
052065	6/8/2021	ROSE PEST SOLUTIONS INC	\$49.00
052066	6/8/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,520.00
052067	6/8/2021	BRETT N., RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052068	6/8/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$683.73
052069	6/8/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$454.11
052070	6/8/2021	SOLTECH TECHNOLOGY SOLUTIONS	\$2,000.00
052071	6/8/2021	US Bank CM-9690	\$150.00
052072	6/15/2021	ALLEGRA PRNT & IMAGING INC.	\$4,610.41
052073	6/15/2021	SEMCO ENERGY INC	\$657.26
052074	6/15/2021	CALHOUN COUNTY TREASURER	\$623.14
052075	6/15/2021	VERIZON WIRELESS	\$62.08
052076	6/15/2021	DEMCO INC	\$962.97
052077	6/15/2021	4IMPRINT INC	\$1,226.82
052078	6/15/2021	GREENSCAPE SERVICES INC	\$3,218.00
052079	6/15/2021	INFOUSA MARKETING INC DATA AXLE INC	\$910.00
052080	6/15/2021	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$4,055.58
052081	6/15/2021	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$192.40
052082	6/15/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,145.00



Check Number	Check Date	Vendor Name	Check Amount
052083	6/15/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
052084	6/15/2021	DEX YP INC SUPERMEDIA LLC	\$36.25
052085	6/21/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$193.17
052086	6/21/2021	ALLEGRA PRNT & IMAGING INC.	\$471.41
052087	6/21/2021	BASIC	\$155.00
052088	6/21/2021	CALHOUN COUNTY TREASURER	\$2,702.70
052089	6/21/2021	CITY OF BATTLE CREEK CITY TREASURER	\$432.93
052090	6/21/2021	CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE	\$280.00
052091	6/21/2021	DEMAAGD INC	\$55.56
052092	6/21/2021	EMERY-PRATT INC	\$61.44
052093	6/21/2021	FUN EXPRESS LLC	\$332.65
052094	6/21/2021	FUEL MANAGMENT SYSTEM INC	\$64.09
052095	6/21/2021	LAURA HEDGECOCK	\$171.00
052096	6/21/2021	AMANDA HAMMOCK DBA AMBITIONS NUTRITION	\$125.00
052097	6/21/2021	MISC STAFF REIMBURSEMENT	\$34.50
052098	6/21/2021	MISC STAFF REIMBURSEMENT	\$112.00
052099	6/21/2021	MISC STAFF REIMBURSEMENT	\$29.99
052100	6/21/2021	MISC BANK TRANSFER	\$5.00
052101	6/21/2021	OVERDRIVE INC	\$16,338.82
052102	6/21/2021	BERNADETTE M. ORR	\$225.00
052103	6/21/2021	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$169.56
052104	6/21/2021	ROSE PEST SOLUTIONS INC	\$37.00
052105	6/21/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
052106	6/21/2021	BRETT N., RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052107	6/21/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$683.73
052108	6/21/2021	SHERWIN WILLIAMS	\$56.29
052109	6/21/2021	TIAA COMMERCIAL FINANCE INC	\$508.16
052110	6/21/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$747.50
052111	6/21/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$166.40
052112	6/21/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$59.06
052113	6/21/2021	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052114	6/21/2021	U-STORE MINGES CREEK INC.	\$371.00
052115	6/29/2021	ALLEGRA PRNT & IMAGING INC.	\$72.94
052116	6/29/2021	PETTY CASH WILLARD LIBRARY	\$56.76
052117	6/29/2021	BURMESE AMERICAN INITIATIVE INC	\$50.00
052118	6/29/2021	CONSUMERS ENERGY INC	\$3,147.92
052119	6/29/2021	FUN EXPRESS LLC	\$640.15
052120	6/29/2021	LISA GARCIA PETTY CASH BRANCH	\$23.40
052121	6/29/2021	RAYMOND D HORN DBA R & MB CLEANING AND PAINTING SERVICE	\$1,200.00
052122	6/29/2021	KNIGHTWATCH INC <i>Camera Project</i>	\$59,633.68
052123	6/29/2021	OVERDRIVE INC	\$7,567.25
052124	6/29/2021	ROSE PEST SOLUTIONS INC	\$344.00
052125	6/29/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,080.00
052126	6/29/2021	R W LAPINE INC	\$466.23
052127	6/29/2021	SHERWIN WILLIAMS	\$148.18
A03347	6/1/2021	BRODART COMPANY INC	\$717.23
A03348	6/1/2021	BLACKSTONE AUDIO BOOKS INC	\$779.80
A03349	6/1/2021	CDW GOVERNMENT INC SUITE 1515	\$376.01
A03350	6/1/2021	FINDAWAY WORLD LLC	\$2,637.57
A03351	6/1/2021	INGRAM LIBRARY SERVICE INC	\$11,045.41
A03352	6/1/2021	MIDWEST TAPE INC.	\$2,611.26
A03353	6/8/2021	BRODART COMPANY INC	\$197.60
A03354	6/8/2021	BLACKSTONE AUDIO BOOKS INC	\$384.98
A03355	6/8/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,910.64
A03356	6/8/2021	CDW GOVERNMENT INC SUITE 1515	\$327.56
A03357	6/8/2021	CAFECORPORATE LEARNING INC	\$485.81

Check Number	Check Date	Vendor Name	Check Amount
A03358	6/8/2021	CTS TELECOM INC	\$3,842.69
A03359	6/8/2021	INGRAM LIBRARY SERVICE INC	\$11,886.26
A03360	6/8/2021	KSS ENTERPRISES INC	\$2,740.38
A03361	6/8/2021	MIDWEST TAPE INC.	\$10,092.11
A03362	6/8/2021	SECURITAS SECURITY SERVICES USA INC	\$4,370.76
A03363	6/8/2021	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$229.52
A03364	6/8/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$412.64
A03365	6/15/2021	BRODART COMPANY INC	\$462.81
A03366	6/15/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,252.32
A03367	6/15/2021	CDW GOVERNMENT INC SUITE 1515	\$139.15
A03368	6/15/2021	INGRAM LIBRARY SERVICE INC	\$7,504.37
A03369	6/15/2021	MIDWEST TAPE INC.	\$3,712.01
A03370	6/15/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$762.45
A03371	6/21/2021	BRODART COMPANY INC	\$444.38
A03372	6/21/2021	BLACKSTONE AUDIO BOOKS INC	\$522.80
A03373	6/21/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,211.10
A03374	6/21/2021	BRILLIANCE AUDIO INC	\$136.48
A03375	6/21/2021	GALE/CENGAGE LEARNING INC	\$28.49
A03376	6/21/2021	INGRAM LIBRARY SERVICE INC	\$5,674.20
A03377	6/21/2021	MIDWEST TAPE INC.	\$3,374.24
A03378	6/21/2021	SECURITAS SECURITY SERVICES USA INC	\$4,461.60
A03379	6/29/2021	BRODART COMPANY INC	\$478.62
A03380	6/29/2021	BLACKSTONE AUDIO BOOKS INC	\$247.40
A03381	6/29/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,234.00
A03382	6/29/2021	FINDAWAY WORLD LLC	\$288.92
A03383	6/29/2021	INGRAM LIBRARY SERVICE INC	\$6,097.83
A03384	6/29/2021	KSS ENTERPRISES INC	\$323.09
A03385	6/29/2021	MIDWEST TAPE INC.	\$2,025.50
A03386	6/29/2021	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$3,851.95

## OWEN ENDOWMENT FUND

2020/2021	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Contributions-Unrestricted	19,000	18,898
Transfer from General Fund	0	0
Interest Earnings	8,000	9,224
<b>Total Revenue</b>	<b>27,000</b>	<b>28,122</b>
<b>Expenditures</b>	0	0
Transfer to General Fund	0	0
<b>Total Expenditures/Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>27,000</b>	<b>28,122</b>
<b>Fund Balance Beg of Year</b>	<b>986,539</b>	
<b>Fund Balance End of Year</b>	<b>1,013,539</b>	

## CAPITAL IMPROVEMENT &amp; AUTOMATION FUND

2020/2021	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	1,500	1,794
<b>Total Revenue</b>	<b>1,500</b>	<b>1,794</b>
<b>Expenditures</b>	0	0
Transfer to General Fund	0	0
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>1,500</b>	<b>1,794</b>
<b>Fund Balance Beg of Year</b>	<b>636,494</b>	
<b>Fund Balance End of Year</b>	<b>637,994</b>	

## KELLOGGS SPECIAL REVENUE FUND

2020/2021	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Kellogg Contract & Interest	147,877	147,895
<b>Total Revenue</b>	<b>147,877</b>	
<b>Expenditures</b>		
Salaries	87,057	87,670
Benefits & Related Expenditures	31,220	30,653
Transfer to General Fund	25,000	25,000
<b>Total Expenditures &amp; Transfers</b>	<b>143,277</b>	<b>143,323</b>
<b>Revenue Over Expenditures</b>	<b>4,600</b>	<b>#VALUE!</b>
<b>Fund Balance Beg of Year</b>	<b>75,312</b>	
<b>Fund Balance End of Year</b>	<b>79,912</b>	

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

July 2021

	BUDGET	2021/2022 YTD	% YTD	ANTICIPATED	2020/2021 YTD
Taxes	4,570,589	0	0.00%	4,570,589	0
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	282,000	0	0.00%	282,000	0
Penal Fines	75,000	0	0.00%	75,000	0
Fees and Book Fines	40,000	5,840	14.60%	34,160	2,217
Local Contributions & Contracts	73,819	615	0.83%	73,204	83
Grant Funding	0	0	0.00%	0	0
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
<b>TOTAL</b>	<b>5,141,408</b>	<b>6,455</b>	<b>0.13%</b>	<b>5,134,953</b>	<b>2,300</b>

EXPENDITURES

	BUDGET	2021/22 YTD	% YTD	AVAILABLE	2020/21 YTD
Total Expenditures	6,096,538	403,048	6.61%	5,693,490	504,699

REVENUE OVER EXPENDITURES

(396,593)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

July 2021

EXPENDITURES	BUDGET	2021/22 YTD	% YTD	AVAILABLE	2020/21 YTD
Capital Expenditures	478,671	1,238	0.26%	477,433	25,609
Program Svs-Av, Books & Periodicals	982,970	70,091	7.13%	912,879	99,431
Program Svs-Grant Expenses	15,500	0	0.00%	15,500	0
Personnel	3,391,197	241,680	7.13%	3,149,517	245,864
Office Supplies	48,000	1,724	3.59%	46,276	1,045
Repairs & Maintenance Supplies	35,000	301	0.86%	34,699	677
Purchased Services	662,200	37,076	5.60%	625,124	29,500
Communications	116,000	12,001	10.35%	103,999	4,504
Insurance	23,000	23,837	103.64%	(837)	21,857
Public Utilities	142,000	2,463	1.73%	139,537	2,014
Repairs & Maintenance Services	202,000	12,637	6.26%	189,363	74,198
<b>TOTAL</b>	<b>6,096,538</b>	<b>403,048</b>	<b>6.61%</b>	<b>5,693,490</b>	<b>504,699</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JULY 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	171,253.81
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,498.98
FICA & Federal withholding tax	41,464.50
State withholding tax	6,179.43
Battle Creek City withholding tax	1,165.71
MERS Retirement System	21,183.58
MPERS Retirement System	2,437.64
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	2,290.90
MERS (Employee 457)	1,578.30
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	3,424.77
Health Equity Employer Serv.	474.00
MESSA	52,581.86
Unum Life Insurance	625.61
Total Disbursements	424,682.63

**WILLARD PUBLIC LIBRARY CHECKS**  
**July 2021**

Check Number	Check Date	Vendor Name	Check Amount
			<b>Grand Totals \$171,253.81</b>
052128	7/7/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052129	7/7/2021	D. L. GALLIVAN LLC	\$356.44
052130	7/7/2021	ELITE COMPANIES LLC <i>Lower Level Renovations</i>	\$29,647.21
052131	7/7/2021	GREENSCAPE SERVICES INC	\$985.50
052132	7/7/2021	FUEL MANAGMENT SYSTEM INC	\$67.84
052133	7/7/2021	MISC STAFF REIMBURSEMENT	\$195.95
052134	7/7/2021	LAURA OTTE	\$75.00
052135	7/7/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,270.00
052136	7/7/2021	A-Z KEY SHOP	\$106.30
052137	7/7/2021	JOCELYN GIANGRANDE DBA SASHE LLC	\$1,800.00
052138	7/7/2021	LIBRARY IDEAS LLC	\$13,009.00
052139	7/7/2021	SCHINDLER ELEVATOR SER INC	\$680.22
052140	7/7/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$600.00
052141	7/7/2021	BRETT N,. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052142	7/7/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$683.73
052143	7/7/2021	TUMBLEWEED PRESS INC c/o T8054U	\$4,000.00
052144	7/12/2021	ALLEGRA PRNT & IMAGING INC.	\$267.82
052145	7/12/2021	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$963.98
052146	7/12/2021	SEMCO ENERGY INC	\$633.24
052147	7/12/2021	CITY OF BATTLE CREEK CITY TREASURER	\$338.01
052148	7/12/2021	LAKEVIEW HARDWARE INC	\$39.54
052149	7/12/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$3,120.00
052150	7/12/2021	SOLTECH TECHNOLOGY SOLUTIONS	\$225.00
052151	7/12/2021	SENSOURCE INC	\$840.00
052152	7/12/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
052153	7/12/2021	DEX YP INC SUPERMEDIA LLC	\$36.25
052154	7/12/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$59.06
052155	7/20/2021	SEMCO ENERGY INC	\$26.63
052156	7/20/2021	DEMCO INC	\$456.19
052157	7/20/2021	JACK & LINDA FROST DBA JACK FROST DRAIN SERVICE LLC	\$400.00
052158	7/20/2021	KNIGHTWATCH INC	\$1,185.00
052159	7/20/2021	ROSE PEST SOLUTIONS INC	\$37.00
052160	7/20/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$6,370.00
052161	7/20/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$366.85
052162	7/20/2021	ALLEGRA PRNT & IMAGING INC.	\$119.80
052163	7/20/2021	SEMCO ENERGY INC	\$1.90
052164	7/20/2021	BASIC	\$860.40
052165	7/20/2021	VERIZON WIRELESS	\$62.08
052166	7/20/2021	DEMCO INC	\$1,050.00
052167	7/20/2021	KNIGHTWATCH INC	\$317.55
052168	7/20/2021	U-STORE MINGES CREEK INC.	\$371.00
052169	7/20/2021	MISC STAFF REIMBURSEMENT	\$64.89
052170	7/20/2021	ROSE PEST SOLUTIONS INC	\$274.00
052171	7/20/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,200.00
052172	7/20/2021	BRETT N,. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052173	7/20/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$673.08

Check Number	Check Date	Vendor Name	Check Amount
052174	7/20/2021	TIAA COMMERCIAL FINANCE INC	\$508.16
052175	7/20/2021	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052176	7/26/2021	ARCOIRIS RECORDS INC	\$750.00
052177	7/26/2021	MICHIGAN.COM #1051	\$778.92
052178	7/26/2021	BASIC	\$155.00
052179	7/26/2021	CONSUMERS ENERGY INC	\$1,974.11
052180	7/26/2021	DANIEL A EARL	\$150.00
052181	7/26/2021	ROSE PEST SOLUTIONS INC	\$225.00
052182	7/26/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,335.00
052183	7/26/2021	ROBERT REICHEL	\$600.00
052184	7/26/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$299.00
052185	7/26/2021	SHERWIN WILLIAMS	\$114.84
052186	7/26/2021	TRANE COMPANY INC	\$6,344.00
052187	7/26/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$46.53
052188	7/26/2021	CONSUMERS ENERGY INC	\$1,316.06
052189	7/26/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$226.59
052190	7/27/2021	FEDERATED PUBLICATIONS INC DBA USA TODAY NETWORK	\$621.36
A03387	7/7/2021	BRODART COMPANY INC	\$1,095.73
A03388	7/7/2021	BLACKSTONE AUDIO BOOKS INC	\$337.00
A03389	7/7/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,252.32
A03390	7/7/2021	GALE/CENGAGE LEARNING INC	\$258.65
A03391	7/7/2021	INGRAM LIBRARY SERVICE INC	\$15,942.41
A03392	7/7/2021	MIDWEST TAPE INC.	\$12,420.19
A03393	7/7/2021	SECURITAS SECURITY SERVICES USA INC	\$4,123.60
A03394	7/7/2021	PROQUEST LLC	\$3,720.70
A03395	7/7/2021	SECURITAS SECURITY SERVICES USA INC	\$473.20
A03396	7/7/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$486.89
A03397	7/12/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,089.60
A03398	7/12/2021	CTS TELECOM INC	\$3,837.84
A03399	7/12/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$756.38
A03400	7/20/2021	BATTLE CREEK PUBLIC SCHOOL	\$4,865.54
A03401	7/20/2021	MIDWEST TAPE INC.	\$51.99
A03402	7/20/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,377.60
A03403	7/20/2021	CDW GOVERNMENT INC SUITE 1515	\$220.70
A03404	7/20/2021	GALE/CENGAGE LEARNING INC	\$253.40
A03405	7/20/2021	INGRAM LIBRARY SERVICE INC	\$1,654.74
A03406	7/20/2021	SECURITAS SECURITY SERVICES USA INC	\$4,165.85
A03407	7/26/2021	BRODART COMPANY INC	\$17.36
A03408	7/26/2021	BLACKSTONE AUDIO BOOKS INC	\$213.19
A03409	7/26/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,310.40
A03410	7/26/2021	INGRAM LIBRARY SERVICE INC	\$9,555.68
A03411	7/26/2021	MIDWEST TAPE INC.	\$2,320.38
A03412	7/26/2021	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$2,520.00
A03413	7/27/2021	BATTLE CREEK PUBLIC SCHOOL	\$4,980.06
A03414	7/27/2021	MIDWEST TAPE INC.	\$94.46





For good. For ever. For all.

**BOARD OF TRUSTEES**

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Vice Chairperson  
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www.bccfoundation.org

July 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 annual fund statement for the **Willard Library Fund**. The statement reflects the fund activity for the period of April 1, 2020 - March 31, 2021. 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 **33.15%** investment return, and total assets achieved an all-time high of **\$145 million**.

Through the creation of an endowment fund within the Battle Creek Community Foundation, a legacy of support has been established for your organization. We are happy to meet with you to discuss ways to grow your fund now or ways to ensure the perpetual impact of your fund through the designation of planned gifts.

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,

Elizabeth Schultheiss  
Director of Regional Fund Development

Pam Wilson  
Development Manager

Enclosures



---

**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library Fund - Master**  
**For the Period April 1, 2020 – March 31, 2021**

<b>Beginning Fund Balance</b>	<b>\$804,773.03</b>
<b>ADDITIONS:</b>	
Investment Earnings	256,211.66
<b>Total Additions</b>	<b>256,211.66</b>
<b>EXPENDITURES:</b>	
Administrative Fee	8,257.44
Grants Awarded	36,190.00
<b>Total Expenditures</b>	<b>44,447.44</b>
<b>Ending Fund Balance</b>	<b>\$1,016,537.25</b>

*\*unaudited*



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**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library Fund - Master**  
**Fund Activity**  
**For the Period April 1, 2020 – March 31, 2021**

**Gifts and Grants Received Detail**

No gifts or grants received this period.

**Grants Awarded Detail**

<b>DATE</b>	<b>GRANTEE</b>	<b>AMOUNT</b>
2020-07-30	Willard Library	\$130.00
2020-07-30	Willard Library	\$36,060.00
<b>Total Grants</b>		<b>\$36,190.00</b>



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**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library Fund - Organizational**  
**For the Period April 1, 2020 – March 31, 2021**

<b>Beginning Fund Balance</b>	<b>\$2,789.68</b>
<b>ADDITIONS:</b>	
Investment Earnings	887.63
<b>Total Additions</b>	<b>887.63</b>
<b>EXPENDITURES:</b>	
Administrative Fee	31.44
Grants Awarded	130.00
<b>Total Expenditures</b>	<b>161.44</b>
<b>Ending Fund Balance</b>	<b>\$3,515.87</b>

*\*unaudited*



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**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library Fund - Organizational**  
**Fund Activity**

**For the Period April 1, 2020 – March 31, 2021**

**Gifts and Grants Received Detail**

No gifts or grants received this period.

**Grants Awarded Detail**

<b>DATE</b>	<b>GRANTEE</b>	<b>AMOUNT</b>
2020-07-30	Willard Library	\$130.00
<b>Total Grants</b>		<b>\$130.00</b>



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**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library Fund - Third Party**  
**For the Period April 1, 2020 – March 31, 2021**

<b>Beginning Fund Balance</b>	<b>\$801,983.35</b>
<b>ADDITIONS:</b>	
Investment Earnings	255,324.03
<b>Total Additions</b>	<b>255,324.03</b>
<b>EXPENDITURES:</b>	
Grants Awarded	36,060.00
Administrative Fee	8,226.00
<b>Total Expenditures</b>	<b>44,286.00</b>
<b>Ending Fund Balance</b>	<b>\$1,013,021.38</b>

*\*unaudited*



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**Battle Creek Community Foundation**  
**Fund Statement**

**Willard Library Fund - Third Party**  
**Fund Activity**

**For the Period April 1, 2020 – March 31, 2021**

**Gifts and Grants Received Detail**

No gifts or grants received this period.

**Grants Awarded Detail**

<b>DATE</b>	<b>GRANTEE</b>	<b>AMOUNT</b>
2020-07-30	Willard Library	\$36,060.00
<b>Total Grants</b>		<b>\$36,060.00</b>



*For good. For ever. For all.*

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July 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 annual fund statement for the **Willard Library/Denman Fund**. The statement reflects the fund activity for the period of April 1, 2020 - March 31, 2021.

During this period, the BCCF portfolio experienced a **33.15%** investment return, and total assets achieved an all-time high of **\$145 million**.

Through the creation of an endowment fund within the Battle Creek Community Foundation, you have established a lasting legacy of generosity and community support. We are happy to meet with you to discuss ways to grow your legacy fund now or ways to ensure the perpetual impact of your fund through the designation of a planned gift.

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,

Elizabeth Schultheiss  
Director of Regional Fund Development

Pam Wilson  
Development Manager

Enclosures





---

**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library/Denman Fund**  
**For the Period April 1, 2020 – March 31, 2021**

<b>Beginning Fund Balance</b>	<b>\$87,350.36</b>
<b>ADDITIONS:</b>	
Investment Earnings	27,824.50
<b>Total Additions</b>	<b>27,824.50</b>
<b>EXPENDITURES:</b>	
Administrative Fee	489.00
Grants Awarded	3,900.00
<b>Total Expenditures</b>	<b>4,389.00</b>
<b>Ending Fund Balance</b>	<b>\$110,785.86</b>

*\*unaudited*



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**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library/Denman Fund**

**Fund Activity**

**For the Period April 1, 2020 – March 31, 2021**

**Gifts and Grants Received Detail**

No gifts or grants received this period.

**Grants Awarded Detail**

<b>DATE</b>	<b>GRANTEE</b>	<b>AMOUNT</b>
2020-07-30	Willard Library	\$3,900.00
<b>Total Grants</b>		<b>\$3,900.00</b>



*For good. For ever. For all.*

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July 2021

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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 annual fund statement for the **Willard Library/Campbell Fund**. The statement reflects the fund activity for the period of April 1, 2020 - March 31, 2021.

During this period, the BCCF portfolio experienced a **33.15%** investment return, and total assets achieved an all-time high of **\$145 million**.

Through the creation of an endowment fund within the Battle Creek Community Foundation, you have established a lasting legacy of generosity and community support. We are happy to meet with you to discuss ways to grow your legacy fund now or ways to ensure the perpetual impact of your fund through the designation of a planned gift.

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Sincerely,

Elizabeth Schultheiss  
Director of Regional Fund Development

Pam Wilson  
Development Manager

Enclosures



---

**Battle Creek Community Foundation**  
**Fund Statement**

---

**Willard Library/Campbell Fund**  
**For the Period April 1, 2020 – March 31, 2021**

<b>Beginning Fund Balance</b>	<b>\$46,904.03</b>
<b>ADDITIONS:</b>	
Investment Earnings	14,941.14
<b>Total Additions</b>	<b>14,941.14</b>
<b>EXPENDITURES:</b>	
Administrative Fee	262.56
Grants Awarded	2,090.00
<b>Total Expenditures</b>	<b>2,352.56</b>
<b>Ending Fund Balance</b>	<b>\$59,492.61</b>

*\*unaudited*



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**Battle Creek Community Foundation**  
**Fund Statement**

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**Willard Library/Campbell Fund**

**Fund Activity**

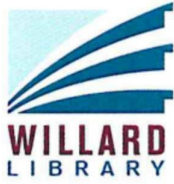
**For the Period April 1, 2020 – March 31, 2021**

**Gifts and Grants Received Detail**

No gifts or grants received this period.

**Grants Awarded Detail**

<b>DATE</b>	<b>GRANTEE</b>	<b>AMOUNT</b>
2020-07-30	Willard Library	\$2,090.00
<b>Total Grants</b>		<b>\$2,090.00</b>



MEMORANDUM

To: All Staff  
From: Cathy Lucas *g*  
Date: August 9, 2021  
Subject: New Employee

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I am excited to announce the addition of Susan Roseboom as a Library Clerk to our Willard team.

Susan has over 18 years of experience providing customer service at Kalamazoo Valley Community College in the Student Services department. Her work included welcoming new students, ensuring a smooth registration process, and providing training to new employees, among many other responsibilities.

Please join me in welcoming Susan when she starts her new position on Wednesday, August 18, 2021.



Willard Public Library  
Board of Trustees  
Meeting Schedule\*  
2021-2022

Library Meeting Room\*\*  
Wednesdays, 5:00 p.m.

August 18, 2021

September 15, 2021

October 20, 2021

November 17, 2021

January 19, 2022

March 16, 2022

April 20, 2022

May 18, 2022

June 15, 2022

\* Meeting Schedule Pending Board Approval

\*\* Meetings may be held remotely dependent on the status of COVID-19.  
Location changes will be posted on the website.

**Willard Library, Helen Warner Branch, and E-Branch Combined  
Library Statistical Report 2020/2021  
4th Quarter**

	July 2020- June 2021	July 2019 - June 2020	% Change
<b>Circulation</b>			
Adult Fiction	37,660	41,286	-9%
Adult Nonfiction	34,908	51,583	-32%
Paperbacks	10,483	14,799	-29%
New Materials	73,332	87,339	-16%
Special Collections	9,793	13,316	-26%
Children's & YA Fiction	52,959	100,548	-47%
Children's Nonfiction	9,505	14,164	-33%
Audiobooks	14,159	19,388	-27%
DVDs	73,431	177,291	-59%
Music CDs	6,021	12,117	-50%
E-Branch Items	203,311	226,347	-10%
<b>Total Circulation</b>	<b>525,562</b>	<b>758,178</b>	<b>-31%</b>
Chronicling Battle Creek	328,348	205,446	60%
<b>Total Circulation including CBC</b>	<b>853,910</b>	<b>963,624</b>	<b>-11%</b>
<b>People Counter*</b>	<b>69,157</b>	<b>314,187</b>	<b>-78%</b>
<b>Programs</b>			
Adult Audiences	2,427	3,938	-38%
Children's Audiences	2,970	15,475	-81%
<b>Total Audiences</b>	<b>5,397</b>	<b>19,413</b>	<b>-72%</b>
<b>Public Computer Usage</b>			
Computer Sessions	12,319	50,057	-75%
Computer Time (Hours)	6,670	44,904	-85%
Wireless Users	56,855	116,445	-51%
*Actual 3rd quarter count 45,350			



**Willard Library, Helen Warner Branch, and E-Branch  
Library Statistical Report 2020/2021  
4th Quarter**

	July 2020 - June 2021	July 2019 - June 2020	% Change
<b>WILLARD LIBRARY*</b>			
Adult Fiction	25,471	27,763	-8%
Adult Nonfiction	24,788	37,324	-34%
Paperbacks	9,250	12,181	-24%
New Materials	47,908	57,466	-17%
Special Collections	6,314	8,686	-27%
Children's & YA Fiction	34,620	69,168	-50%
Children's Nonfiction	9,505	14,164	-33%
Audiobooks	10,848	14,512	-25%
DVDs	55,995	136,768	-59%
Music CDs	4,859	9,737	-50%
<b>Total Circulation</b>	<b>229,558</b>	<b>387,769</b>	<b>-41%</b>
<b>HELEN WARNER BRANCH*</b>			
Adult Fiction	12,189	13,523	-10%
Adult/Children's Nonfiction	10,120	14,259	-29%
Paperbacks	1,233	2,618	-53%
New Materials	25,424	29,873	-15%
Special Collections	3,479	4,630	-25%
Children's & YA Fiction	18,339	31,380	-42%
Audiobooks	3,311	4,876	-32%
DVDs	17,436	40,523	-57%
Music CDs	1,162	2,380	-51%
<b>Total Circulation</b>	<b>92,693</b>	<b>144,062</b>	<b>-36%</b>
<b>E-BRANCH</b>			
Children's eBooks	17,094	39,909	-57%
Adult eBooks	82,601	76,823	8%
Adult & Children's eAudiobooks	57,311	52,882	8%
Music Downloads	34,113	40,442	-16%
Digital Magazines	6,103	8,350	-27%
Digital Video	6,089	7,941	-23%
<b>Total Circulation**</b>	<b>203,311</b>	<b>226,347</b>	<b>-10%</b>
<b>CHRONICLING BATTLE CREEK</b>	<b>328,348</b>	<b>205,446</b>	<b>60%</b>
<b>Grand Total</b>	<b>853,910</b>	<b>963,624</b>	<b>-11%</b>
<i>*Note: Circulation decreases reflect COVID closure</i>			
<i>** Nooks discontinued as of 6/30/19</i>			



## REPORTS AND RECOMMENDATIONS August 2021

### **DIRECTOR'S REPORT: Catherine Lucas**

- Calhoun Co Health Department Declaration of Local Emergency by Calhoun County Board of Commissioners, 10/5/20
- Letters of Agreement: Contract Extensions and Support Staff Wages
- SARS CoV-2: Masking and Distancing Changes

### **FINANCIAL REPORT: Kathy Domenico, Director of Finance**

- Revenue and Expenditures for June & July 2021
- Audit

### **STATISTICS & TRENDS: April Dillinger, Deputy Director of Administration**

- Yearly Usage Statistics
- Library Excellence Award

### **PROGRAM UPDATES: Matt Willis, Deputy Director of Operations**

- Take & Makes, DIY with Beth
- Stories at Sundown, Peeks into the Past
- Yoga, Cardio Drumming
- Adult Summer Reading
- Exploring safety-protocol options for in-person programming

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

- Children's/Teen storage
- Virtual studio
- Creative space
- Elevator update
- Backstairs update
- Surveillance camera update
- Network update

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

- Summer Reading Participation Numbers
- September Programming-Tentatively Hybrid
- Returning Programs
- Changes to Grab 'n' Options
- Teen Room Reopening
- Outreach/Partners

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

- Caught Being a Change Agent Initiative
- Conversations in Gray
- Equity Audit Results and Next Steps
- Broadband Survey