



Willard Public Library
Board of Trustees
Meeting Agenda
September 15, 2021
5:00 p.m.
Library Meeting Room

- I. Approval of Minutes* (pg. 1)
- II. Public Comment
- III. Financial Report: Approval of Expenditures*: Kathy Domenico (pg. 4)
- IV. Personnel Update (pg. 10)
- V. Reports & Recommendations: Department Reports (pg. 13)
- VI. Other Business
- VII. Comments by Trustees
- VIII. Adjourn

Action items are indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

August 18, 2021
Willard Library Meeting Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, Michelle Herzing, Judith Williamson, 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 Youth Services and Community Engagement Tynisha Dungey, Director of Circulation and Branch Services Amanda Paffhausen

MINUTES

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

APPROVAL OF MINUTES

Michelle Herzing moved, with a second from Judith Williamson, to approve the minutes of the Board Meeting of June 16, 2021.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the financial report. Year-end financial statements show revenue exceeded projections by \$102,830 and \$549,444 of projected expenses were unexpended. The June 2021 Year End financial statement shows revenue exceeding expenditures by \$682,780. July 2021 revenue and expenditures are consistent with last year at this time. A capital improvement plan will be submitted to the board in an upcoming meeting addressing needed infrastructure projects that have been delayed.

The Endowment Funds ended the fiscal year with the following revenue: Owen Endowment Fund at \$28,122, with no expenditures; the Capital Improvement Fund at \$1,794; and the Kellogg's Special Revenue Fund at \$147,895. An annual report from the Battle Creek Community Foundation was received.

Kathy Baker moved, with a second from Judith Williamson, to approve the June & July expenditures as presented.

Motion approved 5 - 0

Kathy Domenico reported that the on-site portion of the annual audit by Plante Moran was completed last week. Plante Moran will present their findings at the October meeting.

PERSONNEL

Cathy Lucas presented a personnel update. The Library welcomes Susan Roseboom who was hired as a Library Clerk in the Circulation Department. Susan has over 18 years of customer service.

REPORTS & RECOMMENDATIONS

James Keefer moved, with support from Judith Williams, to elect Board Officers for 2021/2022 as follows: James Keefer, president; Judith Williamson, vice president; Michelle Herzing, treasurer; and Kathy Baker, secretary.

Motion approved 5 - 0

Cathy Lucas proposed 2021/2022 meeting dates. Meeting dates continue to be the third Wednesday of the month at 5:00 p.m., in the Meeting Room of the downtown library. However, meetings may be held remotely dependent on the status of local State of Emergency orders. Michelle Herzing moved, with a second by Judy Williamson, to adopt the Meeting Dates offer for fiscal year 2021/2022.

Motion approved 5 - 0

April Dillinger reviewed circulation and usage statistics for fiscal year 2020/2021. Overall circulation has declined compared to pre-COVID numbers. Small increases in circulation, foot traffic and computer use are observed in the fourth quarter. Social media continues to grow, as well as Chronicling Battle Creek usage.

Cathy Lucas shared that Calhoun County is remains under a local State of Emergency, which allows the board to determine whether to meet in-person or virtually while still in compliance with the Open Meetings Act.

Cathy Lucas stated that in June, the Library and both unions agreed to extend the current contracts, scheduled to end on December 31, 2021, to end on June 30, 2022. This agreement also added one step to ensure Support Staff at the highest step received a raise for FY 21/22. In August, a second agreement between the Library and the Support Staff union raised the bottom step to \$15/hour to address current hiring challenges. The agreement included 1% increases for three additional steps to adjust for the increase at the bottom of the scale.

Cathy Lucas stated the Administrative Team is identifying mitigation strategies and triggers to address the increased transmission of SARS CoV-2 in Calhoun County. Since Calhoun County has been identified by the CDC as having a high transmission rate, all staff are required to wear masks except when working at their desks and maintain physical distancing. Signage has been placed in the lobbies requesting guests wear masks, as well as signage advising of the CDC-recommended 6-foot physical distancing.

Matt Willis gave an update for adult programming in June and July 2021. Virtual programming included Take & Makes, Stories at Sundown, Peeks into the Past, and yoga. A cardio drumming event was held outdoors at the Helen Warner Branch. An adult summer reading program is also being offered.

Matt Willis stated that the Administrative Team, along with the programmers, are looking at how best to offer safe programming with the spread of the COVID-19 variants. Returning to all-virtual, capping programming attendance, and physical distancing are some of the safety-protocol options that are being explored.

Chad Osborn provided a facilities update. Recently completed projects include the lower level storage area and staff recording studio for virtual programming. The Creative space is currently being set up, with a mid-September launch date. Future projects include replacing the main floor elevator, repair to the back stairs, new security camera system installation, and computer network upgrades.

Tynisha Dungey shared that the summer reading program had concluded with 161 participants and increased community partnerships. Youth Services programming in September will be a combination of virtual and in-person events including Tween Nights, On the Road with Miss Stephanie, Sensory Playdates,

Stuff the Bus program with Kingdom Builders Worldwide, and redesigned Grab & Go bags for babies, preschoolers, school age children, tweens and teens.

Tynisha Dungey provided an update on the work of the Change Team. Staff initiatives have been implemented to recognize those who make a difference in the library, and to gather input around policies and procedures. An equity audit was conducted by Ingram Library Services to identify gaps in the collection. Training is planned for the collection development staff to discuss ordering and promotional strategies. The Change Team implemented *Conversations in Gray* to bring staff together to discuss challenging issues and policies, to better understand varying perspectives, and to continue to build community within the organization.

Cathy Lucas stated that a survey has been distributed by the county to residents to gauge broadband access. Mac McCullough is chairing the committee which is comprised of a broad array of organizations.

April Dillinger relayed that Willard Library has submitted a nomination for the State Librarian's Excellence Award. Submissions are evaluated on superior customer service provided to the community through library programs and staff interactions with guests.

OTHER BUSINESS

None.

COMMENTS

Judith Williamson related that she enjoyed the adult summer reading program but thought there was an opportunity for staff training regarding the intake of reading logs.

James Keefer commended staff for their continued hard work.

ADJOURNED

The meeting was adjourned at 5:37 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

August 2021

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,570,589	35,679	0.78%	4,534,910	39,184
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	12,022	30.05%	27,978	5,228
Local Contributions & Contracts (1)	73,819	96,653	130.93%	-22,834	42,796
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
TOTAL	5,141,408	144,353	2.81%	4,997,055	87,208

EXPENDITURES

	BUDGET	2021/22 YTD	% YTD		2020/21 YTD
Total Expenditures	6,096,538	865,213	14.19%	5,231,325	859,960

REVENUE OVER EXPENDITURES (720,860)

VARIANCES (+/-) Current in Bold

1.) TenBrink Estate

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

August 2021

EXPENDITURES	BUDGET	2021/22 YTD	% YTD	VARIANCE	2020/21 YTD
Capital Expenditures	478,671	13,599	2.84%	465,072	26,529
Program Svs-Av, Books & Periodicals	982,970	133,310	13.56%	849,660	152,519
Program Svs-Grant Expenses	15,500	0	0.00%	15,500	0
Personnel	3,391,197	484,789	14.30%	2,906,408	483,744
Office Supplies	48,000	5,729	11.94%	42,271	2,173
Repairs & Maintenance Supplies	35,000	2,587	7.39%	32,413	2,874
Purchased Services	662,200	87,799	13.26%	574,401	62,726
Communications	116,000	27,410	23.63%	88,590	17,470
Insurance	23,000	23,837	103.64%	(837)	21,857
Public Utilities	142,000	8,080	5.69%	133,920	6,443
Repairs & Maintenance Services	202,000	78,073	38.65%	123,927	83,625
TOTAL	6,096,538	865,213	14.19%	5,231,325	859,960

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS AUGUST 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	220,707.60
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,816.60
FICA & Federal withholding tax	41,272.27
State withholding tax	6,162.84
Battle Creek City withholding tax	1,169.38
MERS Retirement System	21,216.96
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)	2,903.10
MERS (Employee 457)	1,613.30
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	7,513.53
Health Equity Employer Serv.	474.00
MESSA	51,754.95
Unum Life Insurance	641.85
Total Disbursements	478,207.56

WILLARD PUBLIC LIBRARY CHECKS
August 2021

Check Number	Check Date	Vendor Name	Check Amount
			Grand Totals \$220,707.60
052191	8/3/2021	ALLEGRA PRNT & IMAGING INC.	\$59.20
052192	8/3/2021	A-Z KEY SHOP	\$17.00
052193	8/3/2021	BATTLE CREEK CITY TREAS	\$121.20
052194	8/3/2021	BOWERS WILDLIFE CONTROL INC	\$405.00
052195	8/3/2021	BAILTEK CLEANING AND RESTORATION DBA BAILTEK CARPET CLEANING	\$4,055.00
052196	8/3/2021	D. L. GALLIVAN LLC	\$390.87
052197	8/3/2021	THOMAS ROSS DANDRIDGE	\$500.00
052198	8/3/2021	FUN EXPRESS LLC	\$611.28
052199	8/3/2021	MEGHAN ANN LUCHIES	\$300.00
052200	8/3/2021	MTI COMMUNICATIONS INC.	\$703.25
052201	8/3/2021	OVERDRIVE INC	\$6,132.20
052202	8/3/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,150.00
052203	8/3/2021	BRETT N., RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052204	8/3/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$657.08
052205	8/3/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$245.44
052206	8/3/2021	STEENSMA LAWN AND POWER	\$52.50
052207	8/3/2021	US POSTAL SERVICE CMRS-PBP	\$5,000.00
052208	8/3/2021	VIDEO LIBRARIAN, LLC	\$125.00
052209	8/9/2021	ALLEGRA PRNT & IMAGING INC.	\$101.20
052210	8/9/2021	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$584.82
052211	8/9/2021	SEMCO ENERGY INC	\$702.12
052212	8/9/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
052213	8/9/2021	FUN EXPRESS LLC	\$326.56
052214	8/9/2021	GREENSCAPE SERVICES INC	\$837.00
052215	8/9/2021	FUEL MANAGEMENT SYSTEM INC	\$65.58
052216	8/9/2021	LAKEVIEW HARDWARE INC	\$60.97
052217	8/9/2021	KATHLEEN MOORE COACHING & CONSULTING	\$210.00
052218	8/9/2021	MISC STAFF REIMBURSEMENT	\$69.75
052219	8/9/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,369.86
052220	8/9/2021	DONALD B SNOEYINK DBA THORNAPPLE WOODLANDS LLC	\$425.00
052221	8/9/2021	DEX YP INC SUPERMEDIA LLC	\$36.25
052222	8/18/2021	SEMCO ENERGY INC	\$19.50
052223	8/18/2021	BASIC	\$155.00
052224	8/18/2021	CALHOUN COUNTY TREASURER	\$21.97
052225	8/18/2021	VERIZON WIRELESS	\$63.08
052226	8/18/2021	CITY OF BATTLE CREEK CITY TREASURER	\$341.27
052227	8/18/2021	FUN EXPRESS LLC	\$700.94
052228	8/18/2021	FUEL MANAGEMENT SYSTEM INC	\$68.16
052229	8/18/2021	RAYMOND D HORN DBA R & MB CLEANING AND PAINTING SERVICE	\$300.00
052230	8/18/2021	MI MUNICIPAL WORKER'S COMPENSATION FUND	\$1,093.00
052231	8/18/2021	U-STORE MINGES CREEK INC.	\$371.00
052232	8/18/2021	OVERDRIVE INC	\$1,610.46
052233	8/18/2021	PRECISION PRINTER SERVICE INC	\$319.90
052234	8/18/2021	ROSE PEST SOLUTIONS INC	\$37.00
052235	8/18/2021	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$337.90
052236	8/18/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,400.00

Check Number	Check Date	Vendor Name	Check Amount
052237	8/18/2021	BRETT N., RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052238	8/18/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$665.05
052239	8/18/2021	TIAA COMMERCIAL FINANCE INC	\$971.16
052240	8/18/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
052241	8/18/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$59.06
052242	8/18/2021	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052243	8/23/2021	BAYSCAN TECHNOLOGIES	\$1,153.07
052244	8/23/2021	CALHOUN COUNTY TREASURER	\$218.77
052245	8/23/2021	FUN EXPRESS LLC	\$329.90
052246	8/23/2021	MEGHAN ANN LUCHIES	\$300.00
052247	8/23/2021	MICHIGAN LIBRARY ASSOCIATION	\$85.00
052248	8/23/2021	MISC STAFF REIMBURSEMENT	\$80.00
052249	8/23/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,200.00
052250	8/23/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,795.00
052251	8/23/2021	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$95.60
052252	8/30/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$660.80
052253	8/30/2021	ALLEGRA PRNT & IMAGING INC.	\$1,238.88
052254	8/30/2021	CONSUMERS ENERGY INC	\$3,331.30
052255	8/30/2021	MISC STAFF REIMBURSEMENT	\$34.50
052256	8/30/2021	REGINA NEWSUM	\$250.00
052257	8/30/2021	BERNADETTE M. ORR	\$300.00
052258	8/30/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,200.00
052259	8/30/2021	SOLTECH TECHNOLOGY SOLUTIONS	\$2,000.00
052260	8/30/2021	ULINE INC	\$363.77
052261	8/30/2021	JORDAN SKYLAR WATTIE	\$120.00
A03415	8/3/2021	BLACKSTONE AUDIO BOOKS INC	\$102.98
A03416	8/3/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,302.00
A03417	8/3/2021	CTS TELECOM INC	\$3,841.83
A03418	8/3/2021	INGRAM LIBRARY SERVICE INC	\$9,861.17
A03419	8/3/2021	KSS ENTERPRISES INC	\$1,480.38
A03420	8/3/2021	MIDWEST TAPE INC.	\$4,476.26
A03421	8/3/2021	SECURITAS SECURITY SERVICES USA INC	\$4,529.20
A03422	8/3/2021	SIRSI CORPORATION #774271 <i>Library Software Annual Renewal</i>	\$62,523.95
A03423	8/9/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,310.40
A03424	8/9/2021	CDW GOVERNMENT INC SUITE 1515	\$10,300.41
A03425	8/9/2021	KSS ENTERPRISES INC	\$121.87
A03426	8/9/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$488.31
A03427	8/18/2021	BRODART COMPANY INC	\$3,616.67
A03428	8/18/2021	BLACKSTONE AUDIO BOOKS INC	\$2,334.38
A03429	8/18/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,310.40
A03430	8/18/2021	FINDAWAY WORLD LLC	\$1,430.35
A03431	8/18/2021	INGRAM LIBRARY SERVICE INC	\$2,015.53
A03432	8/18/2021	KSS ENTERPRISES INC	\$69.55
A03433	8/18/2021	MIDWEST TAPE INC.	\$6,678.95
A03434	8/18/2021	ONCELL SYSTEMS INC	\$2,295.00
A03435	8/18/2021	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$1,788.53
A03436	8/18/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$747.19
A03437	8/23/2021	BRODART COMPANY INC	\$1,364.16
A03438	8/23/2021	BATTLE CREEK PUBLIC SCHOOL	\$5,669.61
A03439	8/23/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,344.00
A03440	8/23/2021	CDW GOVERNMENT INC SUITE 1515	\$320.54
A03441	8/23/2021	GALE/CENGAGE LEARNING INC	\$171.68
A03442	8/23/2021	INGRAM LIBRARY SERVICE INC	\$4,285.84
A03443	8/23/2021	MIDWEST TAPE INC.	\$2,346.23
A03444	8/23/2021	SECURITAS SECURITY SERVICES USA INC	\$3,658.85
A03445	8/23/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$697.50

Check Number	Check Date	Vendor Name	Check Amount
A03446	8/30/2021	BRODART COMPANY INC	\$375.02
A03447	8/30/2021	BLACKSTONE AUDIO BOOKS INC	\$115.60
A03448	8/30/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,344.00
A03449	8/30/2021	GALE/CENGAGE LEARNING INC	\$400.34
A03450	8/30/2021	CTS TELECOM INC	\$3,720.26
A03451	8/30/2021	INGRAM LIBRARY SERVICE INC	\$11,045.67
A03452	8/30/2021	MIDWEST TAPE INC.	\$1,511.70
A03453	8/30/2021	SECURITAS SECURITY SERVICES USA INC	\$4,529.20

Changes in the Circulation Department

1 message

Catherine Lucas <clucas@willardlibrary.org>
Reply-To: clucas@willardlibrary.org
To: All Staff <allstaff@willardlibrary.org>

Fri, Jul 9, 2021 at 8:07 AM

Dear Colleagues,

We'd like to share some recent and upcoming changes in the Circulation Department. Tiffany Osborne's last day of work at Willard Library was July 2nd, and Liset's last day will be August 21, 2021. We wish both Tiffany and Liset our best in their future endeavors.

The Admin team is in the process of evaluating library needs in regards to these changes, we plan to have an announcement on position openings soon.

Please feel free to reach out to me if you have questions.

Best regards,
Cathy



Catherine Christ Lucas, MLIS, MSW
Director
7 W. Van Buren St., Battle Creek, MI 49017
Tel: 269-441-9514
willardlibrary.org

We create a community of readers and a world of possibilities.



MEMORANDUM

To: All Staff
From: Cathy Lucas *CL*
Date: September 1, 2021
Subject: Computer and Maintenance Tech

Please join me in welcoming Ben Garberick as our new Computer and Maintenance Tech. Ben has over 20 years of experience in the technology field, recently serving as the Network Engineer to Viking Group, Inc. providing support for their network, wireless infrastructure and firewalls for a 1000+ nodes at 50+ sites worldwide. During his career, Ben has served as Network Administrator, and Computer Technician. His responsibilities have included network installations and administration; management of firewalls, routers, backups and user accounts. Ben has an Associates in Computer Engineering Technology.

We are so pleased that Ben will be joining Willard. Please extend him a warm Willard welcome when he begins his work here on Tuesday, September 7, 2021.



MEMORANDUM

To: All Staff
From: Cathy Lucas *Lucas*
Date: September 8, 2021
Subject: New Employees

I am excited to announce the addition of Meghan Babbitt and Brennan Dougherty as Library Clerks to our Willard team.

Meghan worked in multiple libraries, including at Willard Library as a student assistant. She has multiple years of experience providing circulation services, along with providing assistance with technical services, programming, and shelving.

Brennan has many years of experience in the non-profit field providing customer service providing services to underserved communities. Locally she has worked with Sprout BC, Umami Ramen and the Green Garden Community Farm.

Please join me in welcoming Meghan and Brennan when they start their new positions on Wednesday, September 29th, 2021.



REPORTS AND RECOMMENDATIONS September 2021

DIRECTOR'S REPORT: Catherine Lucas

- Donation: Joanne TenBrink

FINANCIAL REPORT: Kathy Domenico, Director of Finance

- Revenue and Expenditures for August 2021

COLLECTION UPDATE: April Dillinger, Deputy Director of Administration

- Library Collection Update

PROGRAM UPDATES: Matt Willis, Deputy Director of Operations

- Take & Makes
- Stories at Sundown
- Peeks into the Past
- Yoga
- Amazing Life of the Honey Bee
- Ongoing customer service training initiated
- Creative Space and Recording Studio

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

- September programming
- Teen Room After School
- Hispanic Heritage Month

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

- Change Team initiatives
- Equity Audit Training
- Workshop with Jocelyn Giangrande