



Willard Public Library  
Board of Trustees  
Meeting Agenda  
April 20, 2022  
5:00 p.m.  
Library Meeting/ Programming Room

1. Call to Order
2. Approval of Minutes \* (pg. 1)
3. Public Comment
4. Financial Report: Approval of Expenditures \* (pg. 4)
5. Reports & Recommendations
  - a. Quarterly Statistics (pg. 11)
  - b. Department Reports (pg. 13)
6. Other Business
  - a. Notice from Battle Creek Tax Increment Finance Authority amendment (pg. 14)
  - b. Transition Timeline
  - c. Director Job Description (pg. 16)
7. Comments by Trustees
8. Adjourn

Action items are indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

March 16, 2022

Willard Library, 2<sup>nd</sup> Floor Programming Room

**BOARD OF TRUSTEES**

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

**ADMINISTRATION**

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

**MINUTES**

James Keefer called the meeting to order at 5:02 p.m.

**APPROVAL OF MINUTES**

James Keefer moved, with a second from Michelle Herzing to approve the minutes of both the Board Meeting of January 19, 2022 and Special Board Meeting of February 16, 2022.

Motion approved 5 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico presented the January and February 2022 financial reports. Expenditures will gradually increase each month over the previous fiscal year since the budget is higher this fiscal year. This is true of both the expenditures for the months of January and February. Revenue for January is on track with just over 70% of the anticipated revenue received. Revenue continues to climb during the month of February. Capital expenditures appear to be lagging behind at this point in the year; however, most of these expenditures are anticipated to come in the last quarter of our fiscal year.

Michelle Herzing moved, with a second from Judy Williamson to approve the January and February 2022 expenditures as presented.

Motion approved 5 - 0

Kathy Domenico presented Form 990 for the year ending June 30, 2021. The information provided is based on audit figures provided by Plante & Moran.

Kathy Baker moved, with support from Judy Williamson to approve Form 990 for the fiscal year ending June 30, 2021 as presented.

Motion approved 5 - 0

Cathy Lucas presented a personnel update. In early March 2022, Kevin Lowe was hired as a part-time hourly Clerical Assistant in the Circulation Department. Kevin has worked at Willard as both a shelver and circulation student.

**REPORTS & RECOMMENDATIONS**

Cathy Lucas stated that Calhoun County Community Level risk for COVID 19 transmission was "Low." Based on that, the Library's COVID mitigation strategies now allow a return to in-person programming, with an occupancy limit of 30, and one-on-one computer help. Desk shields remain in place, spacing of 6 feet continues to be observed in staff work areas, and staff are encouraged to wear masks where they feel the need. The Library continues to monitor the health situation.

Cathy Lucas presented the 2010 and 2020 Certification of Population reports, stating that area population figures increased slightly with the latest Census. These figures are used to establish State Aid funding.

Cathy Lucas stated that Willard received a letter from Governor Gretchen Whitmer celebrating library efforts for March is Reading Month.

Cathy Lucas relayed that a new, custom-built donor wall has been installed at both locations. The new donor wall allows for immediate additions in-house reducing the library's expenses.

April Dillinger relayed that plans for the second annual Staff Appreciation Week are currently in development. To celebrate staff, the Administrative Team will host a series of activities and provide treats throughout the week of April 4th. Festivities coincide with National Library Week, an annual celebration of the nation's libraries, coordinated by the American Library Association.

Matt Willis provided an update on adult programs in January and February 2022. Burmese author and publisher Aung Way discussed his life and career in a virtual program presented in Burmese language. This program introduced the new Burmese language collection on the main floor of Willard Library. Genealogist Megan Heyl offered tips on organizing physical and digital family history items in a virtual program. To celebrate African American History, author Kaia Alderson virtually presented her novel *Sisters in Arms* that told a story of an all-Black battalion of the Women's Army Corp.

Matt Willis stated that the Battle Creek Reads selection, *The Book of Harlan*, is circulating so well that more copies were ordered. He also shared that the Library was in the process of closing a deal to bring James Patterson to Battle Creek in June.

Tynisha Dungey reported that preschool story times and Babytime have been well attended. The Library will collaborate with Rachel Behr and Meghan Luchies to provide programming for preschoolers. Willard also welcomed local author, Donna Collier Rickman to discuss her book and creative writing strategies with second through fourth graders. Youth Services will partner with the American Red Cross to present the Pillowcase Project which teaches children how to stay safe during a disaster.

Tweens and teens offered a wire sculpture workshop led by Oz Rinckey, a visual arts teacher at Battle Creek Central High School.

Patricia Polacco's book, "The Palace of Books" is slated to be published in the fall. Kristine Pioch has reached out to her and Patricia agreed to either pre-record an event or do a Facebook Live for the release. A book signing is possible as well, but more information will be confirmed closer to the event.

The Change Team completed the DEI Scorecard developed by the ALA's Committee on Diversity. The scorecard looks at how embedded DEI is in the culture and climate of the organization, professional development opportunities, and data practices. This will be the basis of the planning for Fiscal Year 22/23. These goals will be shared with staff once they have been determined.

Jocelyn Giangrande will return on April 5th, 2022 to provide additional equity training.

Cathy Lucas presented a resolution to continue using the 80/20 Health Cost Sharing Option of P.A. 152 to the Board of Trustees effective July 1, 2022 through June 30, 2023.

Michelle Herzing moved, with support from Salli Baltutat to approve the adoption of the P.A. 152 80/20 Health Cost Sharing resolution.

Motion approved 5 - 0

James Keefer explained the Resolution to Exempt Taxes from Capture by Charter Township of Emmett Township DDA. He stated that Emmett Township is in the process of forming a Downtown Development Authority which aims to capture taxes from entities such as area schools and libraries. Willard has the option to opt out.

Judy Williamson moved, with a second from Michelle Herzing to approve the Resolution to Exempt Taxes from Capture by Charter Township of Emmett DDA.

Motion approved 5 - 0

Mark Lelle, an independent consultant, presented the results of a staff survey administered to all staff regarding traits and values they would like to see in a new director. The Board will use the survey results to update the job description, job posting, and interview questions.

James Keefer entertained a motion to hire the search firm Bradbury Miller Associates to assist the Board in the hiring process for the position of Director for Willard Library.

Judy Williamson moved, with support from Michelle Herzing to hire the search firm Bradbury Miller Associates to assist in hiring a new director.

Motion approved 5 - 0

**OTHER BUSINESS**

None.

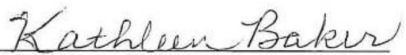
**COMMENTS**

Kathy Baker stated that she is excited about the upcoming author visits. James Keefer agreed.

Cathy Lucas shared her gratitude for the Board and staff. She stated that Willard is where it is today as a result of everyone's support and hard work.

**ADJOURNED**

The meeting was adjourned at 5:49 p.m.

  
KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees



WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

March 2022

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,573,220	4,255,597	93.05%	317,623	4,199,347
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	567,655	508,272	89.54%	59,383	499,863
Penal Fines	75,000	51,851	69.13%	23,149	62,586
Fees and Book Fines	40,000	48,841	122.10%	-8,841	30,057
Local Contributions & Contracts	174,289	161,947	92.92%	12,342	51,299
Grant Funding	0	0	0.00%	0	800
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
<b>TOTAL</b>	<b>5,530,164</b>	<b>5,026,508</b>	<b>90.89%</b>	<b>503,656</b>	<b>4,843,952</b>

EXPENDITURES	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Total Expenditures	7,067,696	4,246,997	60.09%	2,820,699	3,508,578

REVENUE OVER EXPENDITURES 779,511

VARIANCES (+/-) Current in Bold

March 2022

EXPENDITURES	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Capital Expenditures	1,143,607	281,120	24.58%	862,487	92,068
Program Svs-Av, Books & Periodicals	994,470	548,881	55.19%	445,589	546,729
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,571,197	2,583,358	72.34%	987,839	2,229,993
Office Supplies	52,500	31,084	59.21%	21,416	12,854
Repairs & Maintenance Supplies	35,000	23,649	67.57%	11,351	16,362
Purchased Services	786,200	473,510	60.23%	312,690	312,116
Communications	116,000	73,099	63.02%	42,901	63,477
Insurance	23,837	23,837	100.00%	0	21,857
Public Utilities	142,000	69,820	49.17%	72,180	64,083
Repairs & Maintenance Services	187,385	123,138	65.71%	64,247	133,539
<b>TOTAL</b>	<b>7,067,696</b>	<b>4,246,997</b>	<b>60.09%</b>	<b>2,820,699</b>	<b>3,508,578</b>

VARIANCES (+/-) Current in Bold

## WILLARD PUBLIC LIBRARY

## SUMMARY OF DISBURSEMENTS MARCH 2022

## GENERAL FUND DISBURSEMENTS

Expenditures by check	224,325.08
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	122,457.58
FICA & Federal withholding tax	41,843.69
State withholding tax	6,329.53
Battle Creek City withholding tax	1,140.22
MERS Retirement System	21,879.18
MERS Pension Funding	0.00
MPSERS Retirement System	2,439.12
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	945.00
BASIC (125 Plan 3rd party administrator)	4,951.89
MERS (Employee 457)	2,308.62
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	4,142.53
Health Equity Employer Serv.	1,132.26
MESSA	56,592.52
Unum Life Insurance	637.09
Total Disbursements	492,657.85

## WL MONTHLY CHECK REGISTER

Date: Wednesday, March 30, 2022  
Time: 5:36:22 PMDate Range? 2022-03-01 and 2022-03-31  
Void CK# are:WILLARD PUBLIC LIBRARY CHECKS  
March 2022

Check Number	Check Date	Vendor Name	Check Amount
			<b>Grand Totals \$224,325.08</b>
052664	3/1/2022	ALLEGRA PRNT & IMAGING INC.	\$514.51
052665	3/1/2022	KAIA ALDERSON	\$150.00
052666	3/1/2022	FUN EXPRESS LLC	\$444.52
052667	3/1/2022	FUEL MANAGMENT SYSTEM INC	\$71.94
052668	3/1/2022	THE LIBRARY STORE INC	\$16.64
052669	3/1/2022	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$483.93
052670	3/1/2022	PRECISION PRINTER SERVICE INC	\$595.73
052671	3/1/2022	ROSE PEST SOLUTIONS INC	\$49.00
052672	3/1/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,400.00
052673	3/1/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052674	3/1/2022	DONNA L. TURNER RICKMAN DBA DONNA L. COLLIER RICKMAN	\$175.00
052675	3/1/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$693.41
052676	3/1/2022	SPORT VIEW TELEVISIONS, LLC DBA SPORT VIEW TECHNOLOGIES	\$1,040.77
052677	3/8/2022	ALLEGRA PRNT & IMAGING INC.	\$260.50
052678	3/8/2022	A-Z KEY SHOP	\$32.69
052679	3/8/2022	AKASHIC BOOKS LTD	\$634.38
052680	3/8/2022	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$584.82
052681	3/8/2022	DEARREADER.COM/ROBERT BEECHER DBA THE COMPUTER GROUP	\$765.00
052682	3/8/2022	D. L. GALLIVAN LLC	\$405.02
052683	3/8/2022	ELITE COMPANIES LLC <i>Capital Improvements</i>	\$11,000.00
052684	3/8/2022	FUN EXPRESS LLC	\$1,415.05
052685	3/8/2022	GREENSCAPE SERVICES INC	\$2,856.00
052686	3/8/2022	FUEL MANAGMENT SYSTEM INC	\$69.08
052687	3/8/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
052688	3/8/2022	MIX HARDWARE	\$7.59
052689	3/8/2022	MISC BANK TRANSFER	\$5.00
052690	3/8/2022	OVERDRIVE INC	\$8,629.82
052691	3/8/2022	LAURA OTTE	\$75.00
052692	3/8/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,760.00
052693	3/8/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$187.78
052694	3/8/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052695	3/8/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$101.30
052696	3/8/2022	WORTHINGTON DIRECT HOLDINGS LLC <i>Makerspace Furniture</i>	\$13,078.00
052697	3/15/2022	JARED WILLIAM RINCKEY	\$600.00
052698	3/16/2022	ALLEGRA PRNT & IMAGING INC.	\$147.90
052699	3/16/2022	SEMCO ENERGY INC	\$1,856.31
052700	3/16/2022	RACHEL S BEHR	\$200.00
052701	3/16/2022	VERIZON WIRELESS	\$63.08
052702	3/16/2022	MTI COMMUNICATIONS INC.	\$1,247.28
052703	3/16/2022	PRECISION PRINTER SERVICE INC	\$99.00
052704	3/16/2022	ROSE PEST SOLUTIONS INC	\$37.00
052705	3/16/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$4,817.80
052706	3/16/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052707	3/16/2022	GALEN ABDUR-RAZZAQ DBA FLUTE JUICE PRODUCTIONS	\$250.00



Check Number	Check Date	Vendor Name	Check Amount
052708	3/16/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$663.18
052709	3/16/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$63.20
052710	3/16/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052711	3/22/2022	CITY OF BATTLE CREEK CITY TREASURER	\$348.43
052712	3/22/2022	COLLABORATIVE SUMMER LIBRARY PROGRAM	\$478.50
052713	3/22/2022	DEMCO INC	\$33.64
052714	3/22/2022	MARK EHLE	\$1,312.50
052714	3/28/2022	MARK EHLE	(\$1,312.50)
052715	3/22/2022	FUN EXPRESS LLC	\$268.61
052716	3/22/2022	FUEL MANAGMENT SYSTEM INC	\$88.04
052717	3/22/2022	MCPHEE ELECTRIC & TELECOMMUNICATIONS, INC <i>Fiber/ Lighting Upgrade</i>	\$10,790.54
052718	3/22/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$3,045.00
052719	3/22/2022	TIAA, FSB INC	\$508.16
052720	3/23/2022	HACHETTE BOOK GROUP	\$10,000.00
052721	3/23/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$375.00
052722	3/24/2022	BRADBURY MILLER ASSOCIATES	\$6,000.00
052723	3/24/2022	MARK A LELLE	\$1,312.50
052724	3/29/2022	SYNCB/AMAZON	\$841.56
052725	3/29/2022	BAILTEK CLEANING AND RESTORATION DBA BAILTEK CARPET CLEANING	\$2,988.00
052726	3/29/2022	JESSICA L BROOKS	\$100.00
052727	3/29/2022	CONSUMERS ENERGY INC	\$2,235.50
052728	3/29/2022	ELITE COMPANIES LLC <i>Capital Improvements</i>	\$22,450.00
052729	3/29/2022	FUN EXPRESS LLC	\$948.03
052730	3/29/2022	GREENSCAPE SERVICES INC	\$453.00
052731	3/29/2022	JOCELYN GIANGRANDE DBA SASHE LLC	\$3,600.00
052732	3/29/2022	MEGHAN ANN LUCHIES	\$500.00
052733	3/29/2022	MISC STAFF REIMBURSEMENT	\$53.41
052734	3/29/2022	PRECISION PRINTER SERVICE INC	\$33.95
052735	3/29/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,200.00
052736	3/29/2022	ROURKE EDUCATIONAL MEDIA	\$19.25
052737	3/29/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052738	3/29/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$663.18
052739	3/29/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$995.78
052740	3/29/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,573.40
052741	3/29/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$1,063.19
052742	3/29/2022	OVERHEAD DOOR OF BATTLE CREEK/WSB INC	\$280.50
052743	3/29/2022	SCHINDLER ELEVATOR SER INC	\$710.55
A03636	3/1/2022	BRODART COMPANY INC	\$146.26
A03637	3/1/2022	BATTLE CREEK PUBLIC SCHOOL	\$6,987.18
A03638	3/1/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,526.35
A03639	3/1/2022	INGRAM LIBRARY SERVICE INC	\$7,876.42
A03640	3/1/2022	MIDWEST TAPE INC.	\$134.69
A03641	3/8/2022	BRODART COMPANY INC	\$913.23
A03642	3/8/2022	BLACKSTONE AUDIO BOOKS INC	\$1,423.78
A03643	3/8/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,537.40
A03644	3/8/2022	GALE/CENGAGE LEARNING INC	\$425.08
A03645	3/8/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
A03646	3/8/2022	CTS TELECOM INC	\$3,840.94
A03647	3/8/2022	FINDAWAY WORLD LLC	\$2,488.84
A03648	3/8/2022	INGRAM LIBRARY SERVICE INC	\$9,847.32
A03649	3/8/2022	MIDWEST TAPE INC.	\$9,556.46
A03650	3/8/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$744.42
A03651	3/16/2022	BRODART COMPANY INC	\$114.35
A03652	3/16/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,405.56
A03653	3/16/2022	BRILLIANCE AUDIO INC	\$75.00
A03654	3/16/2022	INGRAM LIBRARY SERVICE INC	\$4,618.54

Check Number	Check Date	Vendor Name	Check Amount
A03655	3/16/2022	MIDWEST TAPE INC.	\$2,242.64
A03656	3/16/2022	SECURITAS SECURITY SERVICES USA INC	\$10,040.80
A03657	3/22/2022	BRODART COMPANY INC	\$1,096.72
A03658	3/22/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,884.80
A03659	3/22/2022	BASIC	\$155.00
A03660	3/22/2022	INGRAM LIBRARY SERVICE INC	\$8,638.47
A03661	3/22/2022	KSS ENTERPRISES INC	\$676.21
A03662	3/22/2022	MIDWEST TAPE INC.	\$1,375.82
A03663	3/29/2022	BRODART COMPANY INC	\$377.06
A03664	3/29/2022	BLACKSTONE AUDIO BOOKS INC	\$79.98
A03665	3/29/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,567.90
A03666	3/29/2022	MIDWEST TAPE INC.	\$1,089.21
A03667	3/29/2022	SECURITAS SECURITY SERVICES USA INC	\$5,018.57

**OWEN ENDOWMENT FUND**

2021/2022	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Contributions-Unrestricted	7,500	3,000
Transfer from General Fund	0	0
Interest Earnings	6,000	3,446
<b>Total Revenue</b>	<b>13,500</b>	<b>6,446</b>
<b>Expenditures</b>	<b>0</b>	<b>0</b>
Transfer to General Fund	0	0
<b>Total Expenditures/Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>13,500</b>	<b>6,446</b>
<b>Fund Balance Beg of Year</b>	<b>1,014,661</b>	
<b>Fund Balance End of Year</b>	<b>1,028,161</b>	

**CAPITAL IMPROVEMENT & AUTOMATION FUND**

2021/2022	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	1,500	985
<b>Total Revenue</b>	<b>1,500</b>	<b>985</b>
<b>Expenditures</b>	<b>0</b>	<b>0</b>
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>985</b>
<b>Fund Balance Beg of Year</b>	<b>638,288</b>	
<b>Fund Balance End of Year</b>	<b>639,788</b>	

**KELLOGGS SPECIAL REVENUE FUND**

2021/2022	Budget	YTD
<b>Revenue &amp; Transfers</b>		
Kellogg Contract & Interest	152,300	76,086
<b>Total Revenue</b>	<b>152,300</b>	<b>76,086</b>
<b>Expenditures</b>		
Salaries	88,400	65,133
Benefits & Related Expenditures	34,400	22,362
Transfer to General Fund	25,000	0
<b>Total Expenditures &amp; Transfers</b>	<b>147,800</b>	<b>87,495</b>
<b>Revenue Over Expenditures</b>	<b>4,500</b>	<b>(11,409)</b>
<b>Fund Balance Beg of Year</b>	<b>79,884</b>	
<b>Fund Balance End of Year</b>	<b>84,384</b>	

**Willard Library, Helen Warner Branch, and E-Branch  
Library Statistical Report 2021/2022  
3rd Quarter**

	July 2021 - March 2022	July 2020 - March 2021	% Change
<b>WILLARD LIBRARY*</b>			
Adult Fiction	21,909	18,952	16%
Adult Nonfiction	22,621	18,477	22%
Paperbacks	9,768	6,336	54%
New Materials	39,069	35,031	12%
Special Collections	5,998	4,707	27%
Children's & YA Fiction	44,827	26,453	69%
Children's Nonfiction	9,463	6,718	41%
Audiobooks	9,058	8,177	11%
DVDs	68,216	41,454	65%
Music CDs	5,258	3,248	62%
<b>Total Circulation</b>	<b>236,187</b>	<b>169,553</b>	<b>39%</b>
<b>HELEN WARNER BRANCH*</b>			
Adult Fiction	11,151	9,089	23%
Adult/Children's Nonfiction	10,234	7,496	37%
Paperbacks	1,690	848	99%
New Materials	24,664	17,515	41%
Special Collections	3,111	2,517	24%
Children's & YA Fiction	20,836	13,236	57%
Audiobooks	2,844	2,478	15%
DVDs	18,558	12,285	51%
Music CDs	1,391	774	80%
<b>Total Circulation</b>	<b>94,479</b>	<b>66,238</b>	<b>43%</b>
<b>E-BRANCH</b>			
Children's eBooks	10,673	14,703	-27%
Adult eBooks	56,859	62,262	-9%
Adult & Children's eAudiobooks	45,948	42,598	8%
Music Downloads	17,332	27,834	-38%
Digital Magazines	3,773	4,990	-24%
Digital Video	3,746	4,774	-22%
<b>Total Circulation**</b>	<b>138,331</b>	<b>157,161</b>	<b>-12%</b>
<b>CHRONICLING BATTLE CREEK</b>	<b>405,555</b>	<b>218,206</b>	<b>86%</b>
<b>Grand Total</b>	<b>874,552</b>	<b>611,158</b>	<b>43%</b>



**Willard Library, Helen Warner Branch, and E-Branch Combined  
Library Statistical Report 2021/2022  
3rd Quarter**

	July 2021 - March 2022	July 2020 - March 2021	% Change
<b>Circulation</b>			
Adult Fiction	33,060	28,041	18%
Adult Nonfiction	32,855	25,973	26%
Paperbacks	11,458	7,184	59%
New Materials	63,733	52,546	21%
Special Collections	9,109	7,224	26%
Children's & YA Fiction	65,663	39,689	65%
Children's Nonfiction	9,463	6,718	41%
Audiobooks	11,902	10,655	12%
DVDs	86,774	53,739	61%
Music CDs	6,649	4,022	65%
E-Branch Items	138,331	157,161	-12%
<b>Total Circulation</b>	<b>468,997</b>	<b>392,952</b>	<b>19%</b>
Chronicling Battle Creek	405,555	218,206	86%
<b>Total Circulation including CBC</b>	<b>874,552</b>	<b>611,158</b>	<b>43%</b>
<b>People Counter*</b>	<b>116,493</b>	<b>80,605</b>	<b>45%</b>
<b>Programs</b>			
Adult Audiences	1,035	2,082	-50%
Children's Audiences	3,675	2,692	37%
<b>Total Audiences</b>	<b>4,710</b>	<b>4,774</b>	<b>-1%</b>
<b>Public Computer Usage</b>			
Computer Sessions	17,924	8,089	122%
Computer Time (Hours)	13,101	4,239	209%
Wireless Users	56,323	41,737	35%



## REPORTS AND RECOMMENDATIONS April 20, 2022

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

- HWB Grand Opening, June 9
- Battle Creek TIFA: Other Business
- Transition: Other Business

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

- Revenue and expenditures for March 2022

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

- Quarterly Statistics
- Staff Appreciation Week

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

- Virtual jazz program
- Virtual Black sororities impact program
- Battle Creek Reads on Thursday, April 21
- James Patterson on Tuesday, June 14

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

- Elevator
- Public Restrooms
- Video Wall
- HVAC Assessment
- HWB Updates
- Network Infrastructure Upgrade – Fiber

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

- Preschool music theory
- Easter Bunny
- Bilingual story times
- Spring story times
- Tween Night

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

- DEI Training with Jocelyn Giangrande



March 25, 2022

Dear Taxing Jurisdiction,

Please find enclosed a **Notice of Public Hearing** to be held on Tuesday, April 19, 2022 at 7:00 PM, Room 301, City Commission Chambers, 3<sup>rd</sup> Floor of City Hall, 10 N. Division Street, Battle Creek, MI 49017

***The Public Hearing is for the proposed amendment to the BCTIFA Development Plan is solely to extend the term of the plan for Twenty-Five (25) years from the date of the amendment adoption. The current BCTIFA Development Plan is set to expire on June 30, 2030. If the Amended Development Plan is adopted, then the Plan would extend until June 30, 2047 to allow for a 25-year amortization of any bonds utilized for projects.***

The proposed amendment to the BCTIFA Development Plan does not change the area of development or anything other than the expiration date. The BCTIFA maps, plats, and a description of the development plan are available for public inspection at the Battle Creek City Clerk's office, located at City Hall, Room 111, 10 N Division Street. Because the area of development is not being changed and no families or individuals will be displaced, relocation information will not be provided.

Written comments concerning this item may be submitted in advance of the hearing to the City Clerk. The written comments will be entered into the public hearing record. Any member of the public may appear at this hearing. The City Clerk's information is located on the Notice of Public Hearing.

Sincerely,

**Joe Sobieralski**  
**BCTIFA Administrator**

**NOTICE OF PUBLIC HEARING**  
**CITY OF BATTLE CREEK, MICHIGAN**  
**Tuesday, April 19, 2022**

At 7:00 p.m., Room 301, City Commission Chambers  
3<sup>rd</sup> Floor of City Hall, 10 N Division Street, Battle Creek, MI

On Tuesday, April 19, 2022, at a meeting beginning at 7:00 P.M., the Battle Creek City Commission will hold a public hearing in the City Commission Chambers on the 3<sup>rd</sup> Floor of City Hall to receive public comments regarding a proposed amendment to the Battle Creek Tax Increment Financing Authority (BCTIFA) Development Plan.

*The proposed amendment to the BCTIFA Development Plan is solely to extend the term of the plan for Twenty-Five (25) years from the date of the amendment adoption. The current BCTIFA Development Plan is set to expire on June 30, 2030. If the Amended Development Plan is adopted, then the Plan would extend until June 30, 2047 to allow for a 25-year amortization of any bonds utilized for projects.*

The proposed amendment to the BCTIFA Development Plan does not change the area of development or anything other than the expiration date. The BCTIFA maps, plats, and a description of the development plan are available for public inspection at the Battle Creek City Clerk's office, located at City Hall, Room 111, 10 N Division Street. Because the area of development is not being changed and no families or individuals will be displaced, relocation information will not be provided.

This public hearing is being held pursuant to the requirements of the Recodified Tax Increment Financing Act 57 of 2018, Section 125.4317, for the purposes of receiving public comments.

Written comments concerning this item may be submitted in advance of the hearing to the City Clerk. The written comments will be entered into the public hearing record. Any member of the public may appear at this hearing.

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at this meeting, to individuals with disabilities meeting upon seven (7) days notice to the City of Battle Creek. Individuals with disabilities requiring aids or services should contact the City of Battle Creek by writing or calling the following: Vicki Houser, City Clerk, Office of the City Clerk, P.O. Box 1717, Battle Creek, Michigan 49016 Phone: 269-966-3348 / TDD: 269-966-3348.





## WILLARD LIBRARY POSITION DESCRIPTION

**CLASSIFICATION:** Administration

**POSITION TITLE:** Library Director (F.T.)

**REPORTS TO:** Library Board of Trustees

**MAJOR RESPONSIBILITIES:** Responsible for administering library. Recommends changes and additions in policies and services to the Board of Trustees. Responsible for long range planning and budgeting of library programs. Works closely with the Library Board in assessing and providing services to all patrons.

### ILLUSTRATION OF KEY DUTIES:

1. Administers the library within the framework of the library's Strategic Plan, board policies, the budget, and applicable laws.
2. Develops and evaluates short- and long-range plans of library goals and objectives. Analyzes strengths and weakness of the library, presents short and long-range plans for growth, and implements library goals and objectives.
3. Implements library policy as determined by the Library Board.
4. Responsible for the hiring and firing of all library personnel; recommends and administers personnel policies.
5. Submits an annual budget to the Board of Trustees; directs and supervises oversees the expenditure of library funds consistent with the approved budget.
6. Act as a library advocate and promotes positive public relations within the community. Works with community organizations to provide library related assistance with programs and projects. Assesses and responds to specific community needs. Participates in community work and in promoting positive public relations within the community.
7. Meets with Board of Trustees regularly, keeping them informed of library services, programs and budget. Assesses and responds to specific community needs and questions as articulated by committee members.
8. Keeps abreast of library developments and trends on the local, state, and national levels and attends professional meetings and workshops.
9. Supervises overall Oversight of maintenance and operation of library building, grounds, and vehicles.
10. Provides in-service programs for employee training and development.
11. Meets regularly with the Administrative Team, Department Managers, and staff to share ideas, assess workloads and analyze problems.
12. Develops, coordinates and implements grant programs.
13. Introduces new library technology. Initiates new library services, technology, and improvements to existing services.
14. Provides exceptional customer services and displays professional business decorum in all interactions with guests and fellow staff.
15. Negotiate vendor and labor contracts.
16. Maintain effective working relationships with collective bargaining unit representatives.
17. Commitment to diversity, equity, and inclusion.
18. Executes and facilitates other appropriate assignments as directed by the Library Board of Trustees.

**KNOWLEDGES AND ABILITIES:**

1. Broad understanding of modern administrative theory and practices.
2. **Comprehensive knowledge of public libraries, trends, and developments.**
3. Ability to apply appropriate techniques to determine service needs and to see that they are met.
4. Ability to write and administer a budget effectively.
5. Demonstrated advanced administrative ability.
6. Demonstrated knowledge of local government and library law.
7. Demonstrated ability to communicate effectively with **a diverse group of stakeholders.** ~~people from a wide range of socio-economic backgrounds.~~
8. Ability to guide and direct the growth and development of the library.
9. Ability to foster and maintain positive public relations for the library within the community.
10. **Ability to exercise considerable tact and courtesy in frequent contact with the Board of Trustees, library staff, city officials, other organizations, and the public.**

**PHYSICAL DEMANDS OF THE POSITION:**

1. Move about inside the library to work at public service desks, provide guest services, access filing cabinets, shelve books, and operate office machinery.
2. Remain in a stationary position 50% of the time.
3. Bend/twist and reach.
4. Regularly communicate with guests about services in person and on the telephone to exchange accurate information.
5. Use a computer, read documents and library signage.
6. Lift or carry up to 30 pounds, and push or move objects weighing 60-80 pounds on wheels.
7. ~~Process~~, Pick up, and shelve books.
8. Type, write, file, and sort.
9. Travel between libraries and to meetings outside of the library.

**MENTAL REQUIREMENTS:**

1. Problem-Solving Skills: Develop feasible solutions to problems.
2. Planning & Organization Skills: Develop long-range plan with clear methodology.
3. Communication Skills: Effectively communicate ideas and information both in written and oral form.
4. Comprehension Ability: Effectively read and comprehend data, research, and reports.
5. Decision-Making: Effectively evaluate and make independent decisions without supervision.
6. Mathematical Ability: Calculate basic problems (addition, subtraction, multiplication, division).
7. Time Management: Set priorities in order to meet assignment deadlines.
8. Ability to Comprehend and Follow Instructions: Effectively follow instructions from ~~supervisor~~ **Board**, verbally and in written form.

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines.
2. Flexible work hours; some evenings and weekend hours.
3. Library services in a diverse community.

**EQUIPMENT USED:**

Computer and related equipment, tablet, DVD player, projection unit, calculator, copy machine, microfilm/fiche reader, printer, cash register, fax machine, telephone, building security system.

**EDUCATION AND EXPERIENCE:**

1. Master of Library Science from an American Library Association accredited school program.
2. Eligibility for Library of Michigan Level I certificate.
3. ~~Five years of progressively responsible public library experience.~~ At least three years of experience in a public library setting at a management and/or administrative leadership level.
4. Experience working with collective bargaining units, including the ability to obtain commitment to a solution or idea while maintaining integrity and relationships.
5. Experience successfully working with a board preferred.
6. Demonstrated experience in sound fiscal planning and management which align with library goals, objectives, and operational strategies preferred.

I have read the attached job description and I am able to fulfill the duties described.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

04/2022