



Willard Public Library
Board of Trustees
Meeting Agenda
May 18, 2022
5:00 p.m.
Willard Library, 2nd Floor Programming Room

- I. Call to Order
- II. Approval of Minutes* (pg. 1)
- III. Public Comment
- IV. Financial Report
 - Approval of Expenditures* (pg. 4)
 - Property Tax Projections for FY 22/23 (pg. 18)
 - Approval of Public Hearing on the Proposed 2022/2023 Budget* (pg. 19)
- V. Reports & Recommendations
 - Resolution to Exempt Taxes from Capture by the Battle Creek Tax Increment Finance Authority * (pg. 22)
 - Department Updates (pg. 27)
- VI. Other Business
 - Update on Director Transition
 - Resolution to add Special Meetings on: June 6, 2022 at 10 a.m. and June 14, 2022 from 10 a.m. to 3 p.m.*
- VII. Comments by Trustees
- VIII. Adjourn

Action items are indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

April 20, 2022

Willard Library, 2nd Floor Programming Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, 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 5:03 p.m.

APPROVAL OF MINUTES

Kathy Baker moved, with a second from Salli Baltutat, to approve the minutes of both the Board Meeting of March 16, 2022.

Motion approved 3 – 0

PUBLIC COMMENT

None.

FINANCIAL REPORT

Kathy Domenico reviewed the revenue and expenditures for March 2022. As of March 31, Willard has received just over 90% of its anticipated revenue for the year. Expenditures are just over 60% of the anticipated annual budget as of March 31. The Special Revenue Funds are on target and consistent with that of prior years.

James Keefer moved, with a second from Kathy Baker, to approve the March 2022 expenditures as presented.

Motion approved 3 - 0

REPORTS & RECOMMENDATIONS

April Dillinger reviewed the third quarter usage statistics for FY 21/22. Combined circulation for physical and digital materials increased by 43% over this time last year. E-branch circulation dropped by 12% compared to 3rd quarter FY 20/21 statistics. Foot traffic increased by 45% compared to the third quarter of last year. Public computer usage also had a substantial increase. Computer sessions increased by 122% and wireless users by 35%.

Program attendance decreased just slightly over this time last year due to timing of events. However, Children's programming saw a 37% increase during the third quarter. The increase in Children's programming is largely due to the return of in-person programming. Social media continues to grow, with 33 new FB followers, 10 new Instagram followers, and a handful of others on the other Willard channels.

April Dillinger relayed that the Administrative Team celebrated staff during the week of April 4, with treats and a mix of virtual and in-person activities. The Staff Appreciation celebration coincided with National Library Week.

Cathy Lucas stated that Helen Warner Branch grand reopening celebration will be held on June 9 from 5:15-5:45 p.m. A creative space workshop will take place immediately following at 6:00 p.m.

Cathy Lucas shared news of Anne Holcomb's resignation. Anne has been with Willard since 2009 and most recently held the Knowledge Management Specialist position for the Kellogg Company contracted through Willard. Anne received stellar reviews from the company and the Library is grateful for her exceptional work. The Kellogg Company contract will not be renewed next fiscal year.

Matt Willis gave an update on adult programs in March 2022. Galen Abdur-Rassaq, flutist and jazz historian, gave a virtual performance. Willard librarians Tynisha Dungey and Jade Woodridge moderated a virtual discussion with leaders of local sororities that explored the impact historically Black sororities had on women's rights.

Matt Willis announced that James Patterson will speak on Tuesday, June 14 at the W.K. Kellogg Auditorium about his autobiography. Willard librarian Michael McCullough will interview him on stage. Free tickets will be available to cardholders starting April 28.

Matt Willis reminded board members of the 2022 Battle Creek Reads event on Thursday, April 21 at 6:30 p.m. at the Courtyard by Marriott Hotel.

Chad Osborn provided updates on facilities and technology projects. Downtown elevator and restroom renovations have begun. The digital video wall project has been delayed slightly due to parts. An assessment of the downtown HVAC system is currently underway. Network infrastructure updates were recently completed downtown. Building updates to the Helen Warner Branch are still on target for May including re-carpeting and painting.

Tynisha Dungey shared that Youth Services staff collaborated with Rachel Behr to provide music theory to preschool patrons. The Easter Bunny made an appearance at both locations for children to play Easter themed games and take pictures. Bilingual story times returned with a focus on the names of shapes in Burmese and English. In collaboration with the American Red Cross, programming for kindergarten through second grade will learn how to be prepared for a home fire or other potential hazards. Tween Night attendees enjoyed making tie-dyed scrunchies, tote bags and bandanas.

Tynisha Dungey stated that Jocelyn Giangrande returned to facilitate a discussion about how Willard's organizational values are connected to diversity, equity and inclusion. Staff looked at Willard's core values of citizenship, curiosity, empathy, community and excellence through a DEI lens and began to discuss strategies to bring those core values into action.

OTHER BUSINESS

Cathy Lucas shared that the Battle Creek TIFA provided notice and held a public hearing on April 19 regarding an amendment to the BCTIFA Development Plan. The amendment would extend the development plan's expiration date by 25 years. Varnum LLP is reviewing Willard's historical TIFA

capture documents and will provide recommendations on whether an opt-out resolution is needed, and if so, will be included on the May Board meeting agenda.

Cathy Lucas relayed that Bradbury Miller Associates was hired to coordinate the search for the next Willard Library Director in follow up to the March 16, 2022 Board motion. Their services include actively seeking candidates, receiving candidate applications, reviewing resumes to ensure applicants meet the qualifications, sending qualified applicants questionnaires, creating a matrix to rank candidates, developing interview questions, conduct semi-final interviews, performing reference checks, and coordinating final interviews. Final interviews will take place on June 13 and June 14 in Special Board meetings. The Board will make a final decision at the Regular Board meeting scheduled on June 15.

Cathy Lucas shared a draft updated job description for the Director position. Proposed revisions align the with the job posting and updated responsibilities.

James Keefer moved, with a second from Kathy Baker to approve suggested changes to the Willard Library Director job description.

Motion approved 3 - 0

COMMENTS


Salli Baltutat shared her gratitude for the children's department staff. She said they are always helpful and very knowledge.

James Keefer shared his excitement for the enhancements to the branch by adding a community creative space.

Cathy Lucas shared that she has received a lot of positive community feedback regarding building renovations.

ADJOURNED

The meeting was adjourned at 5:47 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
REVENUE

April 2022

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,573,220	4,433,323	96.94%	139,897	4,321,388
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	567,655	552,278	97.29%	15,377	499,863
Penal Fines	75,000	51,851	69.13%	23,149	62,586
Fees and Book Fines	40,000	55,584	138.96%	-15,584	35,897
Local Contributions & Contracts	174,289	164,549	94.41%	9,740	54,059
Grant Funding	0	0	0.00%	0	800
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	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	5,530,164	5,282,584	95.52%	247,580	4,999,593

EXPENDITURES

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Total Expenditures	7,067,696	4,743,069	67.11%	2,324,627	3,980,617

REVENUE OVER EXPENDITURES

539,515

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

April 2022

EXPENDITURES	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Capital Expenditures	1,143,607	287,995	25.18%	855,612	95,950
Program Svs-Av, Books & Periodicals	994,470	615,554	61.90%	378,916	609,063
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,571,197	2,934,923	82.18%	636,274	2,552,598
Office Supplies	52,500	33,586	63.97%	18,914	14,002
Repairs & Maintenance Supplies	35,000	25,334	72.38%	9,666	19,712
Purchased Services	786,200	520,674	66.23%	265,526	360,089
Communications	116,000	79,316	68.38%	36,684	71,314
Insurance	23,837	23,837	100.00%	0	21,857
Public Utilities	142,000	80,930	56.99%	61,070	73,423
Repairs & Maintenance Services	187,385	125,420	66.93%	61,965	147,110
TOTAL	7,067,696	4,743,069	67.11%	2,324,627	3,980,618

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS APRIL 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	137,804.60
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	184,180.57
FICA & Federal withholding tax	64,357.22
State withholding tax	9,579.79
Battle Creek City withholding tax	1,714.71
MERS Retirement System	32,965.88
MERS Pension Funding	0.00
MPERS Retirement System	3,706.85
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	1,350.00
BASIC (125 Plan 3rd party administrator)	4,516.78
MERS (Employee 457)	3,698.31
Friend of the Court	2,300.31
5th/3rd BANK (credit card)	7,864.04
Health Equity Employer Serv.	1,698.39
MESSA	56,558.52
Unum Life Insurance	637.09
Total Disbursements	512,933.06

WILLARD PUBLIC LIBRARY CHECKS
April 2022
MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
052744	4/4/2022	ALLEGRA PRNT & IMAGING INC.	\$528.35
052745	4/4/2022	BARNES & NOBLE INC	\$571.63
052746	4/4/2022	D. L. GALLIVAN LLC	\$518.06
052747	4/4/2022	FUEL MANAGANT SYSTEM INC	\$96.86
052748	4/4/2022	MISC BANK TRANSFER	\$5.00
052749	4/4/2022	OVERDRIVE INC	\$9,181.72
052750	4/4/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$98.25
052751	4/4/2022	STEENSMA LAWN AND POWER	\$98.45
052752	4/4/2022	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY <i>Author Event</i>	\$5,000.00
052753	4/5/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
052754	4/5/2022	KNIGHTWATCH INC	\$317.55
052755	4/5/2022	ROSE PEST SOLUTIONS INC	\$49.00
052756	4/5/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$3,123.53
052757	4/12/2022	SEMCO ENERGY INC	\$857.01
052758	4/12/2022	RACHEL S BEHR	\$200.00
052759	4/12/2022	CCH INC	\$159.96
052760	4/12/2022	CALHOUN COUNTY TREASURER	\$590.71
052761	4/12/2022	CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE	\$50.00
052762	4/12/2022	FLASH SANITATION INC DBA ROOTERMAN	\$220.00
052763	4/12/2022	JOCELYN GIANGRANDE DBA SASHE LLC	\$355.00
052764	4/12/2022	MTI COMMUNICATIONS INC.	\$162.61
052765	4/12/2022	ALANA MULLER ENTERPRISES, LLC	\$495.00
052766	4/12/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,200.00
052767	4/12/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052768	4/12/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.82
052769	4/12/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$63.20
052770	4/18/2022	SEMCO ENERGY INC	\$514.82
052771	4/18/2022	BAYSCAN TECHNOLOGIES	\$235.00
052772	4/18/2022	VERIZON WIRELESS	\$63.08
052773	4/18/2022	CITY OF BATTLE CREEK CITY TREASURER	\$286.47
052774	4/18/2022	DEMCO INC	\$120.00
052775	4/18/2022	KNIGHTWATCH INC	\$3,918.67
052776	4/18/2022	OVERDRIVE INC	\$5,800.99
052777	4/18/2022	PRECISION PRINTER SERVICE INC	\$269.95
052778	4/18/2022	ROSE PEST SOLUTIONS INC	\$37.00
052779	4/18/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$3,065.00
052780	4/18/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,625.30
052781	4/18/2022	TIAA, FSB INC	\$508.16
052782	4/18/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052783	4/18/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052784	4/21/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
052785	4/25/2022	SYNCB/AMAZON	\$568.23
052786	4/25/2022	ALLEGRA PRNT & IMAGING INC.	\$840.36
052787	4/25/2022	CONSUMERS ENERGY INC	\$2,346.91
052788	4/25/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
052789	4/25/2022	MIX HARDWARE	\$7.99
052790	4/25/2022	MISC GUEST REIMBURSEMENT	\$33.18
052791	4/25/2022	NEW NUEVA OPINION JESUS GRILLO	\$580.00
052792	4/25/2022	PLANTE & MORAN LLP	\$3,000.00
052793	4/25/2022	PRECISION PRINTER SERVICE INC	\$225.79

Check Number	Check Date	Vendor Name	Check Amount
052794	4/25/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,100.00
052795	4/25/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052796	4/25/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.82
052797	4/25/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$47.21
052798	4/25/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$255.00
052799	4/25/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$4,424.50
052800	4/25/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$145.00
A03668	4/4/2022	BRODART COMPANY INC	\$76.92
A03669	4/4/2022	BLACKSTONE AUDIO BOOKS INC	\$39.99
A03670	4/4/2022	BATTLE CREEK PUBLIC SCHOOL	\$7,104.85
A03671	4/4/2022	BRILLIANCE AUDIO INC	\$91.00
A03672	4/4/2022	GALE/CENGAGE LEARNING INC	\$175.43
A03673	4/4/2022	CTS TELECOM INC	\$3,840.64
A03674	4/4/2022	INGRAM LIBRARY SERVICE INC	\$15,672.62
A03675	4/4/2022	MIDWEST TAPE INC.	\$3,370.95
A03676	4/5/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,592.30
A03677	4/12/2022	BRODART COMPANY INC	\$407.70
A03678	4/12/2022	BLACKSTONE AUDIO BOOKS INC	\$275.19
A03679	4/12/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,641.70
A03680	4/12/2022	BRILLIANCE AUDIO INC	\$85.99
A03681	4/12/2022	GALE/CENGAGE LEARNING INC	\$392.10
A03682	4/12/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
A03683	4/12/2022	FINDAWAY WORLD LLC	\$777.83
A03684	4/12/2022	INGRAM LIBRARY SERVICE INC	\$8,303.77
A03685	4/12/2022	MIDWEST TAPE INC.	\$9,840.20
A03686	4/12/2022	SECURITAS SECURITY SERVICES USA INC	\$5,386.95
A03687	4/12/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$89.50
A03688	4/18/2022	BRODART COMPANY INC	\$569.94
A03689	4/18/2022	BLACKSTONE AUDIO BOOKS INC	\$659.45
A03690	4/18/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,574.00
A03691	4/18/2022	BASIC	\$465.00
A03692	4/18/2022	GALE/CENGAGE LEARNING INC	\$169.43
A03693	4/18/2022	INGRAM LIBRARY SERVICE INC	\$3,856.54
A03694	4/18/2022	MIDWEST TAPE INC.	\$70.77
A03695	4/18/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$744.72
A03696	4/25/2022	BRODART COMPANY INC	\$61.89
A03697	4/25/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,466.00
A03698	4/25/2022	INGRAM LIBRARY SERVICE INC	\$5,152.50
A03699	4/25/2022	KSS ENTERPRISES INC	\$1,175.19
A03700	4/25/2022	MIDWEST TAPE INC.	\$523.23
A03701	4/25/2022	SECURITAS SECURITY SERVICES USA INC	\$3,799.50
Grand Totals			\$137,804.60



Battle Creek Community Foundation

Katherine A Domenico
Director of Finance
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library Fund - Master****January 01, 2022 - March 31, 2022**

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for January 01, 2022 - March 31, 2022 is enclosed. This is the preliminary and unaudited year-end financial statement.

Investment Performance

As you may be aware the last three months of the market have been quite volatile. The Community Foundation continues to stay the course with their investment policy and is continually monitoring the performance of our investment managers, the largest of whom outperformed their benchmarks during this quarter.

During the period, the BCCF portfolio experienced a **-5.5%** investment return. Annual returns, from April 1, 2021 – March 31, 2022, remain positive at **1.61%**. As of March 31, 2022, total Foundation assets equal **\$141 million**. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Fund Advisor Portal

The Fund Advisor Portal, which provides on-line access to information regarding your fund launched on March 1, 2022. If you have not yet registered for the system, please contact us at development@bccfoundation.org or 269-962-2181, and we would be happy to assist you. You may also contact us if you are interested in going paperless to let us know if you would like to receive your statements through the on-line portal or via email.

As always please contact us should you have questions regarding your statement or if we can be of further assistance to you.

Elizabeth Schultheiss, Director of Fund Development & Donor Relations
elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Master
For the Period January 01, 2022 - March 31, 2022

Generated on: 04/27/2022

	Current Period	Year To Date
	January 01, 2022 - March 31, 2022	April 01, 2021 - March 31, 2022
Beginning Fund Balance	\$1,041,123.09	\$1,016,537.25
ADDITIONS:		
Investment Earnings	(55,380.11)	16,240.72
Total Additions	(55,380.11)	16,240.72
DISTRIBUTIONS:		
Administrative Fees	2,149.72	8,524.71
Grants Awarded	0.00	40,660.00
Total Distributions	2,149.72	49,184.71
Ending Fund Balance	\$983,593.26	\$983,593.26
Accumulated Gifts & Contributions to Principal		804,966.04
Accumulated Earning less Expenditures		178,627.22
Accumulated Spendable		0.00
Ending Fund Balance		\$983,593.26

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master
For the Period January 01, 2022 - March 31, 2022

Generated on: 04/27/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

DATE	GRANTEE	GRANT DESCRIPTION	AMOUNT
n/a	n/a	n/a	n/a
		Total Grants	\$0.00





Battle Creek Community Foundation

Katherine A Domenico
Director of Finance
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library/Campbell Fund****January 01, 2022 - March 31, 2022**

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Battle Creek Community Foundation
Fund Statement

Willard Library/Campbell Fund
For the Period January 01, 2022 - March 31, 2022

Generated on: 04/27/2022

	Current Period	Year To Date
	January 01, 2022 - March 31, 2022	April 01, 2021 - March 31, 2022
Beginning Fund Balance	\$61,103.42	\$59,492.61
ADDITIONS:		
Investment Earnings	(3,250.05)	944.97
Total Additions	(3,250.05)	944.97
DISTRIBUTIONS:		
Administrative Fees	69.11	273.32
Grants Awarded	0.00	2,380.00
Total Distributions	69.11	2,653.32
Ending Fund Balance	\$57,784.26	\$57,784.26
Accumulated Gifts & Contributions to Principal		41,740.69
Accumulated Earning less Expenditures		16,043.57
Accumulated Spendable		0.00
Ending Fund Balance		\$57,784.26

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Campbell Fund
For the Period January 01, 2022 - March 31, 2022
Generated on: 04/27/2022

Gifts and Grants Received Detail

No gifts or grants received this period.

Grants Awarded Detail

DATE	GRANTEE	GRANT DESCRIPTION	AMOUNT
n/a	n/a	n/a	n/a
		Total Grants	\$0.00



Battle Creek Community Foundation

Katherine A Domenico
Director of Finance
Willard Library
7 W Van Buren St
Battle Creek, MI 49017

Quarterly Report**Willard Library/Denman Fund****January 01, 2022 - March 31, 2022**

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Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund
For the Period January 01, 2022 - March 31, 2022

Generated on: 04/27/2022

	Current Period	Year To Date
	January 01, 2022 - March 31, 2022	April 01, 2021 - March 31, 2022
Beginning Fund Balance	\$113,787.44	\$110,785.86
ADDITIONS:		
Investment Earnings	(6,052.28)	1,759.60
Total Additions	(6,052.28)	1,759.60
DISTRIBUTIONS:		
Administrative Fees	128.72	509.02
Grants Awarded	0.00	4,430.00
Total Distributions	128.72	4,939.02
Ending Fund Balance	\$107,606.44	\$107,606.44
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earning less Expenditures		36,808.97
Accumulated Spendable		0.00
Ending Fund Balance		\$107,606.44

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund
For the Period January 01, 2022 - March 31, 2022
Generated on: 04/27/2022

Gifts and Grants Received Detail

No gifts or grants received this period.

Grants Awarded Detail

DATE	GRANTEE	GRANT DESCRIPTION	AMOUNT
n/a	n/a	n/a	n/a
		Total Grants	\$0.00



WILLARD PUBLIC LIBRARY					
Property Tax Projections for 2022/2023					
	November		Provided by		Projection
	2021/2022	Change	2022/2023	Change	2022/2023
Assyria Twp	\$9,157	-100%		4%	\$9,523
Battle Creek City	\$2,528,859	6%	\$2,692,209	4%	\$2,630,013
Bedford Twp	\$249,345	4%	\$259,191	4%	\$259,319
Convis Twp	\$4,406	6%	\$4,663	4%	\$4,582
Emmett Twp	\$758,742	8%	\$818,991	4%	\$789,092
Fredonia Twp	\$14,385	-100%		4%	\$14,960
Johnstown Twp	\$538	2%	\$551	4%	\$560
Leroy Twp	\$117,676	5%	\$123,316	4%	\$122,383
Marshall Twp	\$20,330	8%	\$22,011	4%	\$21,143
Newton Twp	\$232,877	3%	\$240,502	4%	\$242,192
Pennfield Twp	\$457,760	5%	\$479,767	4%	\$476,070
Springfield City	\$175,514	-100%		4%	\$182,535
Total Property Tax	\$4,569,589		\$4,641,201		\$4,752,373
Outstanding MTT cases (\$7,771,129/BC City)					\$15,542
Total Estimate for 2022-2023					\$4,736,830

WILLARD LIBRARY
COUNTY OF CALHOUN, MICHIGAN
RESOLUTION

RESOLUTION CALLING A PUBLIC HEARING REGARDING
ANNUAL BUDGET OF THE WILLARD LIBRARY

Minutes of a Regular meeting of the Board of Trustees of the Willard Library, County of Calhoun, State of Michigan, held in the Library on May 18, 2022, at 5:00 p.m., prevailing Eastern Time.

PRESENT: Trustees _____

ABSENT: Trustees _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____ :

WHEREAS, it is necessary for the Board of Trustees of the Library (the "Board") to adopt a budget for fiscal year ending 2022-2023 to support the Library's operations; and

WHEREAS, pursuant to Act 2, Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act 43 of the Public Acts of 1063, (Second Extra Session), as amended ("Act 43"); and

WHEREAS, pursuant to Act 43, notice of public hearing on the proposed budget of the Library must be given by publication in a newspaper of general circulation in the Library District at least six (6) days prior to the date of such hearing; and

WHEREAS, notice of such hearing must include the time and place of such hearing and must state the place where a copy of the budget is available for inspection.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing on the proposed budget for fiscal year ending June 30, 2023, shall be held on June 15, 2022 at 5:00 o'clock p.m. at the Library, at which time and place all persons who desire to be heard shall be given opportunity to speak on the proposed budget.

2. The Library Director is directed to publish notice of the hearing in the Battle Creek Enquirer, a newspaper of general circulation in the Library District at least once, not less than six (6) days prior to the hearing. The notice shall be published as a display advertisement prominent in size.

3. The notice of hearing shall be in substantially the form attached to this resolution as Exhibit A and shall include the following statement in 11-point bold type: **"The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing."**

4. All resolutions and parts of resolutions insofar as they conflict with this resolution be and the same hereby are rescinded.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

 Secretary, Board of Trustees
 Willard Library
 County of Calhoun, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Library, County of Calhoun, State of Michigan, at a Regular meeting held on May 18, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

 President, Board of Trustees
 Willard Library
 County of Calhoun, Michigan

NOTICE OF PUBLIC HEARING
WILLARD LIBRARY
County of Calhoun, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2022-2023

**TO ALL INTERESTED PERSONS IN THE LIBRARY DISTRICT
OF THE WILLARD LIBRARY:**

PLEASE TAKE NOTICE that the Willard Library, County of Calhoun, State of Michigan, will hold a public hearing on Wednesday, the 15th day of June, 2022, at 5:00 p.m. in the 2nd floor Programming Room of the Willard Library, 7 West Van Buren Street, Battle Creek, Michigan 49017, to consider the approval and adoption of the operating budget of the Willard Library for the fiscal year 2022-2023.

Copies of the proposed budget are on file with the Library Director at the Willard Library, 7 West Van Buren Street, Battle Creek, Michigan 49017, for inspection during regular library hours and may be obtained by contacting the Director at 269-968-8166, ext. 526. At the public hearing, all citizens, taxpayers, and property owners of the Willard Library District, County of Calhoun, Michigan, shall be afforded an opportunity to be heard in regard to the approval of the budget.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO
SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

This notice is given by order of the Board of Trustees of the Willard Library, County of Calhoun, Michigan.

Any citizen requesting accommodation to attend this meeting, or wishing to obtain this notice in alternate formats, please contact Cathy Lucas, Library Director, at 269-968-8166, ext. 526.

RESOLUTION

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

At a regular meeting of the Willard Public Library Board of Trustees (the "Library"), held on May 18, 2022, at 7 West Van Buren Street, Battle Creek, Michigan 49017.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Library is organized as a District Library under Michigan Public Act No. 24 of 1989; and

The City of Battle Creek (the "City") has proposed an amendment to extend the duration of the Battle Creek Tax Increment Financing Authority (BCTIFA) Development Plan pursuant to Public Act No. 57 of 2018, as amended ("Act 57"); and

WHEREAS, on April 19, 2022, the City conducted a public hearing on the proposed amendment to the BCTIFA Development Plan; and

WHEREAS, a copy of the public notice of the April 19, 2022, hearing is attached as Exhibit A; and

WHEREAS, since 2001, the Library is a taxing unit that levies *ad valorem* property taxes within the boundaries of the BCTIFA Development Plan as identified on Exhibit A;

WHEREAS, the proposed amendment to the BCTIFA Development Plan could result in the Library's tax levy within the boundaries of the BCTIFA Development Plan being captured by the BCTIFA; and

WHEREAS, Section 303(6) of Act 57 provides that if a separate millage for public library purposes levied was before January 1, 2017, then the library board may exempt its taxes from capture by (i) adopting a resolution to that effect not more than 60 days after the public hearing held in accordance with this Section 303 of Act 57, and (ii) filing such resolution with the clerk of the municipality;

WHEREAS, the Willard Public Library Board of Trustees wishes to exempt its taxes from capture by the BCTIFA.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 303(6) of Act 57, the Willard Public Library Board of Trustees hereby exempts its taxes from capture by the BCTIFA Development Plan as described in the attached Exhibit A and hereby authorizes and directs the Secretary of the Board to file a copy of this Resolution with the Clerk of the City of Battle Creek.

Adopted this ___ day of _____, 2022.

YEAS: _____

NAYS: _____

The Resolution was thereupon declared adopted.

CERTIFICATION

I am the duly qualified and acting Secretary of the Willard Public Library Board of Trustees and I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of Trustees of Willard Public Library, County of Calhoun, State of Michigan, at a regular meeting held on May 18, 2022, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: _____, 2022

Kathleen Baker, Secretary

19491859

EXHIBIT A



Battle Creek Tax Increment Finance Authority
4950 West Dickman Road, Ste.1
Battle Creek, Michigan 49037
Telephone: (269) 962-7526 | Fax: (269) 962-8096

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, 3rd 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,

A handwritten signature in black ink, appearing to read "Joe Sobieralski", is written over a horizontal line.

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
3rd 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 3rd 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.



REPORTS AND RECOMMENDATIONS May 2022

FINANCIAL REPORT: Kathy Domenico, Director of Finance

- Revenue and expenditures for April 2022
- Property Tax Projections for FY 22/23

LEGISLATIVE UPDATE: April Dillinger, Deputy Director of Administration

- Open Meetings Act

PROGRAM UPDATES: Matt Willis, Deputy Director of Operations

- Battle Creek Reads
- James Patterson Tickets
- Creative Space at Willard Library

FACILITIES UPDATES: Chad Osborn, Director of IT & Facilities

- Elevator
- Public Restrooms
- Video Wall
- HWB Updates

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

- Leila Arboretum
- Mother's Day Activity Night
- Teen Time
- Tween Night