



Willard Library
Board of Trustees
Meeting Agenda
August 17, 2022
5:00 p.m.

Willard Library Programming Room, Second Floor

- | | | |
|-------|---|---------------------|
| I. | Approval of Minutes * (pg. 1) | James Keefer |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 4) | |
| | b. Audit | |
| IV. | Personnel Update (pg. 28) | Matt Willis |
| V. | PA 152 Resolution * (pg. 31) | Matt Willis |
| VI. | Setting of Meeting Dates for 2022/2023 * (pg. 32) | James Keefer |
| VII. | Election of Officers for 2022/2023 * | James Keefer |
| VIII. | Reports & Recommendations | |
| | a. Year Usage Statistics (pg. 33) | April Dillinger |
| | b. Director's Report (pg. 35) | Matt Willis |
| | c. Department Reports (pg. 35) | Administrative Team |
| IX. | Other Business | |
| X. | Comments by Trustees | |
| XI. | Adjourn | James Keefer |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

June 15, 2022

Willard Library, 2nd 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, Administrative Assistant Kara Brooker

MINUTES

A Public Hearing on the Proposed 2022/2023 Willard Library Budget was called to order by James Keefer, President, at 5:00 p.m.

Kathy Domenico presented the Proposed 2022/2023 Budget. The Proposed 2022/2023 Budget includes revenue of \$5,453,243 and expenditures of \$6,197,536 with a budget shortfall of \$744,293. The estimated beginning fund balance is \$2,931,958 and the estimated ending fund balance is \$2,187,665. The budget does not include transfers from either the Owen Endowment or Capital Improvement Funds. The Kellogg Special Revenue Fund is being phased out due to the cancellation of the Kellogg contract. The remaining balance will be transferred to the General Fund after the audit.

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

At 5:03 p.m. James Keefer closed the Public Hearing on the Proposed 2022/2023 Budget and called to order the regular meeting of the Willard Library Board of Trustees.

APPROVAL OF MINUTES

Michelle Herzing moved, with a second from Judith Williamson, to approve the minutes of the Board Meeting of May 18, 2022, the Special Meeting of June 6, 2022, and the Special Meeting of June 14, 2022.

Motion approved 5 – 0

PUBLIC COMMENT

None.

FINANCIAL REPORT

Kathy Domenico presented the May 2022 Financial Report. Willard Library has received over 100% of its anticipated revenue for the year as of May 31. The percentage of expenditures spent as of May 31, are very similar to where they were at this same time last year and should be considered on track for the year.

Salli Baltutat moved, with a second from Judith Williamson, to approve the May 2022 expenditures as presented.

Motion approved 5 – 0

Kathy Domenico reviewed the Tax Collection Actuals to Date. Tax collections as of May 31, show an increase in the anticipated collection including a settlement check of \$227,185.

Kathy Domenico presented the Budget Amendment for 2021/2022. The proposed June budget amendment reflects a \$170,645 increase in revenue and \$275,155 overall decrease to expenditures. The Owen

Endowment and Capital Improvement Funds show no changes. The Kellogg Special Revenue Fund shows a reduction due to the cancellation of the Kellogg contract.

Kathy Baker moved, with support from Michelle Herzing, to approve the 2021/2022 Budget Amendments for the General Fund.

Motion approved 5 – 0

James Keefer returned to the discussion of the Proposed 2022/2023 Budget. Salli Baltutat asked if the budget still reflected decreases in personnel due to COVID. Kathy Domenico stated that reductions to student staff were made during COVID. Several student positions have been filled during the past fiscal year.

Michelle Herzing moved, with support from Salli Baltutat, to approve the Proposed Budget for 2022/2023.

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 2022/2023 for the purpose of providing operating funds for the Library.

Kathy Baker moved, with a second from Judith Williamson, to approve the Resolution Certifying Tax Levies for Operating Millage and Approving Budget.

Motion approved 5 – 0

The 2022 Tax Rate Request Form L4029 was signed by Kathleen Baker, Secretary, and James Keefer, President.

REPORTS & RECOMMENDATIONS

Cathy Lucas presented the Administrative Performance Review & Goals for FY 22/23. The Performance Review represents the accomplishments of the entire Administrative Team.

A motion was offered by Michelle Herzing, with a second from Judith Williamson, to approve the Administrative Performance Review as presented.

Motion approved 5 – 0

Cathy Lucas presented the annual progress report on the 2017 - 2023 Strategic Plan goals.

Cathy Lucas stated that staff given an opportunity to share ideas for potential Barnum Trust projects. The list includes exciting and innovative ideas. James Keefer stated that he looks forward to implementing some of the ideas in the future.

OTHER BUSINESS

None.

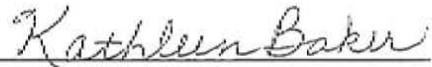
COMMENTS

Cathy Lucas thanked the Board for their dedication. She stated that it has been a delight working with Board members.

Salli Baltutat expressed her love of the Helen Warner Branch renovations and friendly staff. Cathy Lucas thanked Amanda Paffhausen, Chad Osborn, and the numerous staff members who helped with the branch renovations.

ADJOURNED

The meeting was adjourned at 5:29 p.m.


A handwritten signature in cursive script that reads "Kathleen Baker".

KATHLEEN BAKER, Secretary
Willard Public Library Board of
Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

June 2022

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Taxes	4,655,105	4,675,190	100.43%	-20,085	4,577,770
Casino PILT Disbursement	75,000	184,856	246.47%	-109,856	140,550
State Sources	591,655	597,855	101.05%	-6,200	578,387
Penal Fines	100,000	111,324	111.32%	-11,324	128,356
Fees and Book Fines	61,000	66,914	109.70%	-5,914	51,644
Local Contributions & Contracts	190,289	197,690	103.89%	-7,401	85,360
Grant Funding	2,760	2,260	81.88%	500	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	5,700,809	5,861,089	102.81%	(160,280)	5,587,867

EXPENDITURES

	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Total Expenditures	6,792,541	6,248,155	91.99%	544,386	4,905,089

REVENUE OVER EXPENDITURES

(387,066)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

June 2022

EXPENDITURES	BUDGET	2021/2022 YTD	% YTD	VARIANCE	2020/2021 YTD
Capital Expenditures	1,068,262	839,064	78.54%	229,198	156,928
Program Svs-Av, Books & Periodicals	990,970	825,005	83.25%	165,965	788,123
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,459,182	3,428,102	99.10%	31,080	3,025,165
Office Supplies	49,000	41,529	84.75%	7,471	32,828
Repairs & Maintenance Supplies	41,105	30,799	74.93%	10,306	26,452
Purchased Services	721,800	668,296	92.59%	53,504	452,542
Communications	105,000	96,503	91.91%	8,497	89,903
Insurance	23,837	23,837	100.00%	0	21,857
Public Utilities	132,500	122,754	92.64%	9,746	104,304
Repairs & Maintenance Services	185,385	156,768	84.56%	28,617	191,487
TOTAL	6,792,541	6,248,155	91.99%	544,386	4,905,089

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JUNE 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	886,354.15
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	113,359.70
FICA & Federal withholding tax	39,101.05
State withholding tax	5,867.51
Battle Creek City withholding tax	1,065.67
MERS Retirement System	20,059.36
MERS Pension Funding	0.00
MPSERS Retirement System	2,439.10
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	900.00
BASIC (125 Plan 3rd party administrator)	2,354.86
MERS (Employee 457)	2,465.54
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	9,770.68
Health Equity Employer Serv.	665.60
MESSA	50,091.56
Unum Life Insurance	622.59
Total Disbursements	1,136,650.91

WILLARD PUBLIC LIBRARY CHECKS
June 2022
MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
052647	6/7/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	(\$680.73)
052870	6/1/2022	ALLEGRA PRNT & IMAGING INC.	\$753.63
052871	6/1/2022	A-Z KEY SHOP	\$7.00
052872	6/1/2022	BATTERIES PLUS #388	\$595.62
052873	6/1/2022	CALHOUN COUNTY TREASURER	\$40.36
052874	6/1/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,007.00
052875	6/1/2022	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$5,135.11
052876	6/1/2022	MIX HARDWARE	\$27.56
052877	6/1/2022	ALANA MULLER ENTERPRISES, LLC	\$1,000.00
052878	6/1/2022	PITNEY BOWES INC.	\$483.93
052879	6/1/2022	PRECISION PRINTER SERVICE INC	\$173.99
052880	6/1/2022	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$402.95
052881	6/1/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,980.00
052882	6/1/2022	SWEEPER DEPOT	\$150.00
052883	6/1/2022	TRANE COMPANY INC	\$641.13
052884	6/1/2022	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$104.10
052885	6/7/2022	ALLEGRA PRNT & IMAGING INC.	\$4,520.91
052886	6/7/2022	AIM ASPHALT INC <i>HWB Parking Lot</i>	\$19,120.23
052887	6/7/2022	DEMCO INC	\$887.41
052888	6/7/2022	D. L. GALLIVAN LLC	\$331.39
052889	6/7/2022	ELITE COMPANIES LLC <i>Capital Projects</i>	\$33,344.83
052890	6/7/2022	FUN EXPRESS LLC	\$555.66
052891	6/7/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
052892	6/7/2022	MIDDLE CITIES RISK MGMT TRUST <i>Annual Insurance</i>	\$25,267.00
052893	6/7/2022	MIX HARDWARE	\$10.99
052894	6/7/2022	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$235.00
052895	6/7/2022	OVERDRIVE INC	\$11,219.60
052896	6/7/2022	ROSE PEST SOLUTIONS INC	\$3,907.00
052897	6/7/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$5,181.07
052898	6/7/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052899	6/7/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$1,331.19
052900	6/7/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$144.22
052901	6/13/2022	SEMCO ENERGY INC	\$654.50
052902	6/13/2022	BPM & N INC. DBA ALL YOU NEED GRAND RENTAL	\$440.00
052903	6/13/2022	BLICK ART MATERIALS LLC	\$349.39
052904	6/13/2022	BATTLE CREEK GLASS WORKS, INC	\$601.92
052905	6/13/2022	CALHOUN COUNTY TREASURER	\$590.00
052906	6/13/2022	VERIZON WIRELESS	\$63.08
052907	6/13/2022	CITY OF BATTLE CREEK CITY TREASURER	\$343.51
052908	6/13/2022	CALHOUN COUNTY FARM BUREAU	\$105.00
052909	6/13/2022	FOX BROTHERS MECHANICAL SERVICE INC	\$7,538.20
052910	6/13/2022	GREENSCAPE SERVICES INC	\$1,000.00
052911	6/13/2022	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$19.99
052912	6/13/2022	HUNTER PRELL CO	\$2,550.12
052913	6/13/2022	INFOUSA MARKETING INC DATA AXLE INC	\$910.00
052914	6/13/2022	MISC STAFF REIMBURSEMENT	\$21.97
052915	6/13/2022	MISC STAFF REIMBURSEMENT	\$68.00
052916	6/13/2022	PRECISION PRINTER SERVICE INC	\$114.95
052917	6/13/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,445.00
052918	6/13/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$255.00

Check Number	Check Date	Vendor Name	Check Amount
052919	6/13/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052920	6/13/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$63.20
052921	6/13/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
052922	6/21/2022	ALLEGRA PRNT & IMAGING INC.	\$829.45
052923	6/21/2022	SEMCO ENERGY INC	\$30.52
052924	6/21/2022	BATTLE CREEK TILE & MOSAIC CO INC <i>HUB - Carpet</i>	\$76,380.00
052925	6/21/2022	BRADBURY MILLER ASSOCIATES <i>Director Search</i>	\$18,000.00
052926	6/21/2022	CALHOUN COUNTY TREASURER	\$203.56
052927	6/21/2022	CBS DISTRIBUTION INC DBA PERMACARD	\$420.71
052928	6/21/2022	ELITE COMPANIES LLC <i>Capital Projects</i>	\$123,374.17
052929	6/21/2022	FUN EXPRESS LLC	\$1,376.51
052930	6/21/2022	FUEL MANAGMENT SYSTEM INC	\$123.24
052931	6/21/2022	JOHN GRAP	\$1,000.00
052932	6/21/2022	LIBRARY IDEAS LLC	\$1,397.92
052933	6/21/2022	MOTION PICTURE LICENSING CORP.	\$312.55
052934	6/21/2022	MIX HARDWARE	\$42.97
052935	6/21/2022	MISC STAFF REIMBURSEMENT	\$58.03
052936	6/21/2022	OVERDRIVE INC	\$8,368.00
052937	6/21/2022	SCOTT F POWERS DBA POWERLINK PROMOTIONAL PRODUCTS	\$661.71
052938	6/21/2022	ROSE PEST SOLUTIONS INC	\$60.00
052939	6/21/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,000.00
052940	6/21/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
052941	6/21/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.82
052942	6/21/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$65.62
052943	6/21/2022	SWEeper DEPOT	\$20.00
052944	6/21/2022	TIAA, FSB INC	\$508.16
052945	6/21/2022	WHAT A DO THEATRE	\$80.00
052946	6/28/2022	SYNCS/AMAZON	\$789.31
052947	6/28/2022	ALLEGRA PRNT & IMAGING INC.	\$131.09
052948	6/28/2022	PETTY CASH WILLARD LIBRARY	\$138.05
052949	6/28/2022	BARNES & NOBLE INC	\$4,671.02
052950	6/28/2022	RACHEL S BEHR	\$200.00
052951	6/28/2022	THE BIG BLOOM	\$1,000.00
052952	6/28/2022	CONSUMERS ENERGY INC	\$3,093.12
052953	6/28/2022	COOK JACKSON CONTRACTORS INCORPORATED	\$3,767.00
052954	6/28/2022	E B S C O INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$1,512.00
052955	6/28/2022	FUN EXPRESS LLC	\$1,271.95
052956	6/28/2022	LISA GARCIA PETTY CASH BRANCH	\$60.68
052957	6/28/2022	MEI CAUK PUBLICATION	\$20.00
052958	6/28/2022	ROSE PEST SOLUTIONS INC	\$622.00
052959	6/28/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,400.00
052960	6/28/2022	JARED WILLIAM RINCKEY	\$600.00
052961	6/28/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,671.50
052962	6/30/2022	ALLEGRA PRNT & IMAGING INC.	\$108.80
052964	6/30/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,977.00
052965	6/30/2022	KNIGHTWATCH INC	\$4,093.20
052966	6/30/2022	MTI COMMUNICATIONS INC.	\$1,246.87
052967	6/30/2022	PRECISION PRINTER SERVICE INC	\$104.00
052968	6/30/2022	ELITE COMPANIES LLC <i>Capital Projects</i>	\$158,126.73
A03738	6/1/2022	BRODART COMPANY INC	\$562.70
A03739	6/1/2022	BLACKSTONE AUDIO BOOKS INC	\$1,393.60
A03740	6/1/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,201.56
A03741	6/1/2022	BRILLIANCE AUDIO INC	\$96.50
A03742	6/1/2022	INGRAM LIBRARY SERVICE INC	\$10,074.18
A03743	6/1/2022	LIBRARY DESIGN ASSOC INC <i>HUB - Shelving/Furniture</i>	\$43,250.00
A03744	6/1/2022	MIDWEST TAPE INC. <i>removal</i>	\$1,782.02

Check Number	Check Date	Vendor Name	Check Amount
A03745	6/7/2022	BRODART COMPANY INC	\$389.70
A03746	6/7/2022	BATTLE CREEK PUBLIC SCHOOL	\$6,595.26
A03747	6/7/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,305.16
A03748	6/7/2022	CDW GOVERNMENT INC SUITE 1515	\$2,098.18
A03749	6/7/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$7.50
A03750	6/7/2022	CTS TELECOM INC	\$3,841.67
A03751	6/7/2022	INGRAM LIBRARY SERVICE INC	\$15,714.25
A03752	6/7/2022	KSS ENTERPRISES INC	\$1,096.43
A03753	6/7/2022	MIDWEST TAPE INC.	\$4,902.17
A03754	6/7/2022	SIRSI CORPORATION #774271 <i>Annual Library Software</i>	\$66,249.03
A03755	6/7/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC <i>Renewal</i>	\$118.90
A03756	6/13/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,514.80
A03757	6/13/2022	GALE/CENGAGE LEARNING INC	\$176.93
A03758	6/13/2022	INGRAM LIBRARY SERVICE INC	\$3,992.18
A03759	6/13/2022	KSS ENTERPRISES INC	\$881.53
A03760	6/13/2022	MIDWEST TAPE INC.	\$7,401.01
A03761	6/13/2022	SECURITAS SECURITY SERVICES USA INC	\$4,813.20
A03762	6/13/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$514.13
A03763	6/21/2022	BRODART COMPANY INC	\$26.70
A03764	6/21/2022	BLACKSTONE AUDIO BOOKS INC	\$201.20
A03765	6/21/2022	BATTLE CREEK PUBLIC SCHOOL	\$1,602.50
A03766	6/21/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,490.40
A03767	6/21/2022	GALE/CENGAGE LEARNING INC	\$23.24
A03768	6/21/2022	FINDAWAY WORLD LLC	\$4.97
A03769	6/21/2022	INGRAM LIBRARY SERVICE INC	\$4,589.52
A03770	6/21/2022	LIBRARY DESIGN ASSOC INC	\$800.00
A03771	6/21/2022	MIDWEST TAPE INC.	\$7.90
A03772	6/21/2022	SECURITAS SECURITY SERVICES USA INC	\$4,273.72
A03773	6/21/2022	SIRSI CORPORATION #774271 <i>Check Refunded</i>	\$66,249.03
A03774	6/21/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$183.46
A03775	6/21/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$861.61
A03776	6/28/2022	BRODART COMPANY INC	\$87.19
A03777	6/28/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,490.40
A03778	6/28/2022	GALE/CENGAGE LEARNING INC	\$362.11
A03779	6/28/2022	INGRAM LIBRARY SERVICE INC	\$8,981.57
A03780	6/28/2022	MIDWEST TAPE INC.	\$4,134.53
A03781	6/28/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$257.14
A03782	6/30/2022	BRODART COMPANY INC	\$3,299.09
A03783	6/30/2022	BLACKSTONE AUDIO BOOKS INC	\$536.97
A03784	6/30/2022	GALE/CENGAGE LEARNING INC	\$194.17
A03785	6/30/2022	FINDAWAY WORLD LLC	\$3,031.09
A03786	6/30/2022	INGRAM LIBRARY SERVICE INC	\$27,587.78
A03787	6/30/2022	MIDWEST TAPE INC.	\$8,550.36
Grand Totals			\$886,354.15

OWEN ENDOWMENT FUND

2021/2022	Budget	YTD
Revenue & Transfers		
Contributions-Unrestricted	7,500	8,003
Transfer from General Fund	0	0
Interest Earnings	6,000	5,871
Total Revenue	13,500	13,874
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	13,500	13,874
Fund Balance Beg of Year	1,014,661	
Fund Balance End of Year	1,028,161	

CAPITAL IMPROVEMENT & AUTOMATION FUND

2021/2022	Budget	YTD
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	1,500	1,654
Total Revenue	1,500	1,654
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	1,500	1,654
Fund Balance Beg of Year	638,288	
Fund Balance End of Year	639,788	

KELLOGGS SPECIAL REVENUE FUND

2021/2022	Budget	YTD
Revenue & Transfers		
Kellogg Contract & Interest	126,840	126,812
Total Revenue	126,840	126,812
Expenditures		
Salaries	79,740	79,410
Benefits & Related Expenditures	26,100	26,606
Transfer to General Fund	25,000	25,000
Total Expenditures & Transfers	130,840	131,015
Revenue Over Expenditures	(4,000)	(4,203)
Fund Balance Beg of Year	79,884	
Fund Balance End of Year	75,884	

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

July 2022

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,754,572	0	0.00%	4,754,572	0
Casino PILT Disbursement	75,000	0	0.00%	75,000	0
State Sources	402,000	0	0.00%	402,000	0
Penal Fines	75,000	0	0.00%	75,000	0
Fees and Book Fines	50,000	4,581	9.16%	45,419	5,840
Local Contributions & Contracts	84,219	980	1.16%	83,239	615
Grant Funding	12,452	0	0.00%	12,452	0
Transfer to GF from Kellogg	0	0	0.00%	0	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	5,453,243	5,561	0.10%	5,447,682	6,455

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,197,536	560,814	9.05%	5,636,722	403,048

REVENUE OVER EXPENDITURES

(555,253)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

July 2022

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	181,304	20,057	11.06%	161,247	1,238
Program Svs-Av, Books & Periodicals	993,265	81,666	8.22%	911,599	70,091
Program Svs-Imagination Library	15,500	0	0.00%	15,500	0
Personnel	3,717,955	308,611	8.30%	3,409,344	241,680
Office Supplies	45,700	727	1.59%	44,973	1,724
Repairs & Maintenance Supplies	40,260	6,192	15.38%	34,068	301
Purchased Services	730,667	30,097	4.12%	700,570	37,076
Communications	112,000	9,300	8.30%	102,700	12,001
Insurance	25,000	25,267	101.07%	(267)	23,837
Public Utilities	131,000	1,961	1.50%	129,039	2,463
Repairs & Maintenance Services	204,885	76,938	37.55%	127,947	12,637
TOTAL	6,197,536	560,814	9.05%	5,636,722	403,048

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JULY 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	163,878.21
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	150,435.22
FICA & Federal withholding tax	59,023.33
State withholding tax	8,262.70
Battle Creek City withholding tax	1,585.99
MERS Retirement System	25,618.20
MERS Pension Funding	0.00
MPSERS Retirement System	2,509.56
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	900.00
BASIC (125 Plan 3rd party administrator)	1,624.49
MERS (Employee 457)	2,415.12
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	3,856.63
Health Equity Employer Serv.	665.60
MESSA	53,753.66
Unum Life Insurance	626.54
Total Disbursements	476,688.79

**WILLARD PUBLIC LIBRARY CHECKS
JULY 2022
MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
052969	7/7/2022	D. L. GALLIVAN LLC	\$365.98
052970	7/7/2022	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$172.88
052971	7/7/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,895.00
052972	7/7/2022	R W LAPINE INC	\$1,312.35
052973	7/7/2022	KALAMAZOO AVIATION HISTORY MUSEJM AIR ZOO	\$449.00
052974	7/7/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$500.00
052975	7/7/2022	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$31,566.49
052976	7/7/2022	BRETT N. RODGERS CHAPTER 13 TRJST ACCOUNT	\$138.46
052977	7/7/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.82
052978	7/7/2022	SENSOURCE INC	\$840.00
052979	7/7/2022	SHOUTBOMB LLC	\$804.00
052980	7/7/2022	TUMBLEWEED PRESS INC c/o T8054U	\$4,000.00
052981	7/7/2022	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$3,250.00
052982	7/12/2022	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$1,274.52
052983	7/12/2022	SEMCO ENERGY INC	\$734.60
052984	7/12/2022	CITY OF BATTLE CREEK CITY TREASURER	\$364.31
052985	7/12/2022	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$429.12
052986	7/12/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,300.00
052987	7/12/2022	DEX YP INC SUPERMEDIA LLC	\$36.25
052988	7/12/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$63.20
052989	7/14/2022	DENNIS C. REID II DBA DCR2 STUDIOS	\$600.00
052990	7/18/2022	SEMCO ENERGY INC	\$18.59
052991	7/18/2022	VERIZON WIRELESS	\$58.88
052992	7/18/2022	FEDERATED PUBLICATIONS INC DBA USA TODAY NETWORK	\$882.96
052993	7/18/2022	GREENSCAPE SERVICES INC	\$1,631.00
052994	7/18/2022	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$147.38
052995	7/18/2022	H & H PAINTING CO INC	\$12,000.00
052996	7/18/2022	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$2,545.00
052997	7/18/2022	JERRY URE ENTERPRISES INC. DBA CUSTOM SIGNS & DESIGNS	\$735.00
052998	7/18/2022	SEMCO ENERGY INC	\$0.64
052999	7/18/2022	VERIZON WIRELESS	\$4.20
053000	7/18/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053001	7/18/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,800.00
053002	7/18/2022	KNIGHTWATCH INC	\$363.00
053003	7/18/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$138.46
053004	7/18/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.82
053005	7/18/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$333.70
053006	7/18/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$255.00
053007	7/18/2022	TJAA, FSB INC	\$508.16
053008	7/18/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053009	7/18/2022	DEJA WILSON DBA SOUL GOOD LLC	\$1,470.00
053010	7/18/2022	CAMERON ANDREW ZVARA	\$475.00
053011	7/25/2022	SYNCE/AMAZON	\$131.78
053012	7/25/2022	BATTLE CREEK HOTELS LLC DBA COURTYARD BY MARRIOTT--BATTLE CREEK	\$340.20
053013	7/25/2022	CONSUMERS ENERGY INC	\$1,959.95
053014	7/25/2022	FUEL MANAGMENT SYSTEM INC	\$116.08
053015	7/25/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,490.00
053016	7/25/2022	LIBRARY IDEAS LLC	\$13,009.00
053017	7/25/2022	MIX HARDWARE	\$129.37
053018	7/25/2022	REGINA NEWSUM	\$300.00

Check Number	Check Date	Vendor Name	Check Amount
053019	7/25/2022	ROBERT REICHEL	\$624.00
053020	7/25/2022	JARED WILLIAM RINCKEY	\$600.00
053021	7/25/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$299.00
053022	7/25/2022	TRANE COMPANY INC	\$641.13
053023	7/25/2022	VIDEO LIBRARIAN, LLC	\$125.00
053024	7/25/2022	SYNCS/AMAZON	\$345.83
053025	7/25/2022	CONSUMERS ENERGY INC	\$1,341.01
053026	7/25/2022	SCHINDLER ELEVATOR SER INC	\$39.06
053027	7/25/2022	ROSE PEST SOLUTIONS INC	\$60.00
053028	7/25/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$420.00
053029	7/26/2022	GREAT LAKES MARKING COMPANY FORMERLY GE STAMP WORKS INC	\$71.85
053030	7/26/2022	CALHOUN COUNTY TREASURER	\$112.70
053031	7/26/2022	ELITE COMPANIES LLC	\$1,350.00
A03788	7/7/2022	BLACKSTONE AUDIO BOOKS INC	\$512.95
A03789	7/7/2022	BK TEACHOUT INVESTIGATIONS INC	\$1,490.40
A03790	7/7/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$7.50
A03791	7/7/2022	SECURITAS SECURITY SERVICES USA INC	\$3,459.48
A03792	7/7/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$14.93
A03793	7/7/2022	PROQUEST LLC	\$3,832.32
A03794	7/12/2022	BRODART COMPANY INC	\$104.13
A03795	7/12/2022	BATTLE CREEK PUBLIC SCHOOL	\$6,674.66
A03796	7/12/2022	BK TEACHOUT INVESTIGATIONS INC	\$270.50
A03797	7/12/2022	MIDWEST TAPE INC.	\$36.60
A03798	7/12/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$558.75
A03799	7/12/2022	BRODART COMPANY INC	\$282.80
A03800	7/12/2022	BK TEACHOUT INVESTIGATIONS INC	\$2,906.20
A03801	7/12/2022	CTS TELECOM INC	\$3,862.30
A03802	7/12/2022	INGRAM LIBRARY SERVICE INC	\$330.18
A03803	7/12/2022	MIDWEST TAPE INC.	\$3,747.72
A03804	7/18/2022	BRODART COMPANY INC	\$85.38
A03805	7/18/2022	INGRAM LIBRARY SERVICE INC	\$83.98
A03806	7/18/2022	MIDWEST TAPE INC.	\$7,098.76
A03807	7/18/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$137.32
A03808	7/18/2022	BRODART COMPANY INC	\$604.06
A03809	7/18/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,429.40
A03810	7/18/2022	BRILLIANCE AUDIO INC	\$142.00
A03811	7/18/2022	BASIC	\$894.60
A03812	7/18/2022	INGRAM LIBRARY SERVICE INC	\$401.96
A03813	7/18/2022	MIDWEST TAPE INC.	\$189.68
A03814	7/18/2022	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$2,646.00
A03815	7/18/2022	GALE/CENGAGE LEARNING INC	\$70.47
A03816	7/25/2022	BRODART COMPANY INC	\$176.48
A03817	7/25/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,357.50
A03818	7/25/2022	BASIC	\$155.00
A03819	7/25/2022	INGRAM LIBRARY SERVICE INC	\$6,895.94
A03820	7/25/2022	KSS ENTERPRISES INC	\$5,866.15
A03821	7/25/2022	MIDWEST TAPE INC.	\$1,851.84
A03822	7/25/2022	MIDWEST TAPE INC.	\$38.40
A03823	7/28/2022	BRODART COMPANY INC	\$161.12
A03824	7/28/2022	INGRAM LIBRARY SERVICE INC	\$544.30
Grand Totals			\$163,878.21



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

April 01, 2022 - June 30, 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 April 01, 2022 - June 30, 2022 is enclosed.

Investment Performance

The Community Foundation continues to stay the course with its investment policy during these volatile times and is continually monitoring the BCCF Investment Policy Statement and performance of our investment managers.

During the period, the BCCF portfolio experienced a **-13.08%** investment return. As of June 30, 2022, total Foundation assets equal **\$123.35 million**. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Electronic Fund Statements

In addition to being able to access your fund statement via the on-line Fund Advisor Portal, you also have the option of receiving your statements via email or continuing to receive mailed paper statements. Our team will be reaching out to Fund Advisors over the next few months to determine your preference for how to receive statements.

If you have not yet registered for the Portal or would like to begin receiving your statements via email, you may also contact us directly at development@bccfoundation.org or 269-962-2181, and we would be happy to assist you.

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 April 01, 2022 - June 30, 2022

Generated on: 07/21/2022

	Current Period April 01, 2022 - June 30, 2022	Year To Date April 01, 2022 - June 30, 2022
Beginning Fund Balance	\$983,593.26	\$983,593.26
ADDITIONS:		
Investment Earnings	(110,346.61)	(110,346.61)
Total Additions	<u>(110,346.61)</u>	<u>(110,346.61)</u>
DISTRIBUTIONS:		
Administrative Fees	2,151.71	2,151.71
Total Distributions	<u>2,151.71</u>	<u>2,151.71</u>
Ending Fund Balance	<u>\$871,094.94</u>	<u>\$871,094.94</u>
Accumulated Gifts & Contributions to Principal		804,966.04
Accumulated Earning less Expenditures		28,208.90
Accumulated Spendable		37,920.00
Ending Fund Balance		<u>\$871,094.94</u>

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master
For the Period April 01, 2022 - June 30, 2022
Generated on: 07/21/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



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 - Organizational April 01, 2022 - June 30, 2022

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Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Organizational

For the Period April 01, 2022 - June 30, 2022

Generated on: 07/21/2022

	Current Period April 01, 2022 - June 30, 2022	Year To Date April 01, 2022 - June 30, 2022
Beginning Fund Balance	\$3,399.30	\$3,399.30
ADDITIONS:		
Investment Earnings	(381.36)	(381.36)
Total Additions	<u>(381.36)</u>	<u>(381.36)</u>
DISTRIBUTIONS:		
Administrative Fees	8.23	8.23
Total Distributions	<u>8.23</u>	<u>8.23</u>
Ending Fund Balance	<u>\$3,009.71</u>	<u>\$3,009.71</u>
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earning less Expenditures		(8,945.29)
Accumulated Spendable		0.00
Ending Fund Balance		<u>\$3,009.71</u>

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Organizational
For the Period April 01, 2022 - June 30, 2022
Generated on: 07/21/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



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

April 01, 2022 - June 30, 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 April 01, 2022 - June 30, 2022 is enclosed.

Investment Performance

The Community Foundation continues to stay the course with its investment policy during these volatile times and is continually monitoring the BCCF Investment Policy Statement and performance of our investment managers.

During the period, the BCCF portfolio experienced a **-13.08%** investment return. As of June 30, 2022, total Foundation assets equal **\$123.35 million**. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Electronic Fund Statements

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elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund
For the Period April 01, 2022 - June 30, 2022

Generated on: 07/21/2022

	Current Period April 01, 2022 - June 30, 2022	Year To Date April 01, 2022 - June 30, 2022
Beginning Fund Balance	\$107,606.44	\$107,606.44
ADDITIONS:		
Investment Earnings	(12,077.02)	(12,077.02)
Total Additions	(12,077.02)	(12,077.02)
DISTRIBUTIONS:		
Administrative Fees	128.99	128.99
Total Distributions	128.99	128.99
Ending Fund Balance	\$95,400.43	\$95,400.43
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earning less Expenditures		20,472.96
Accumulated Spendable		4,130.00
Ending Fund Balance		\$95,400.43

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund
For the Period April 01, 2022 - June 30, 2022
Generated on: 07/21/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



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

April 01, 2022 - June 30, 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 April 01, 2022 - June 30, 2022 is enclosed.

Investment Performance

The Community Foundation continues to stay the course with its investment policy during these volatile times and is continually monitoring the BCCF Investment Policy Statement and performance of our investment managers.

During the period, the BCCF portfolio experienced a **-13.08%** investment return. As of June 30, 2022, total Foundation assets equal **\$123.35 million**. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement.

Electronic Fund Statements

In addition to being able to access your fund statement via the on-line Fund Advisor Portal, you also have the option of receiving your statements via email or continuing to receive mailed paper statements. Our team will be reaching out to Fund Advisors over the next few months to determine your preference for how to receive statements.

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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/Campbell Fund
For the Period April 01, 2022 - June 30, 2022

Generated on: 07/21/2022

	Current Period April 01, 2022 - June 30, 2022	Year To Date April 01, 2022 - June 30, 2022
Beginning Fund Balance	\$57,784.26	\$57,784.26
ADDITIONS:		
Investment Earnings	(6,485.40)	(6,485.40)
Total Additions	(6,485.40)	(6,485.40)
DISTRIBUTIONS:		
Administrative Fees	69.26	69.26
Total Distributions	69.26	69.26
Ending Fund Balance	\$51,229.60	\$51,229.60
Accumulated Gifts & Contributions to Principal		41,740.69
Accumulated Earning less Expenditures		7,268.91
Accumulated Spendable		2,220.00
Ending Fund Balance		\$51,229.60

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

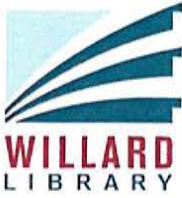
Willard Library/Campbell Fund
For the Period April 01, 2022 - June 30, 2022
Generated on: 07/21/2022

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



MEMORANDUM

To: All Staff
From: Matt
Date: June 29, 2022
Subject: Kristine Pioch Retirement

With gratitude for her guest services, marketing, public relations initiatives, and eye for detail during the past seven years, we wish Kristine Pioch a fond farewell as she leaves Willard Library effective July 15, 2022. Her experience as a reporter, news editor, production editor, assignment editor, and design editor at the Kalamazoo Gazette and MLive has been a tremendous asset to Willard. Kristine will be missed greatly. We wish her well in retirement!

Thank you, Kristine, for the contributions you have made to Willard Library and our guests!

MEMORANDUM

To: All Staff
From: Matt Willis
Date: July 18, 2022
Subject: Marketing and PR Librarian: Alisha Daugherty

I am pleased to announce that Alisha Daugherty has been selected as the new Marketing and Public Relations Librarian. Alisha has been with Willard Library for over eight years. Her experience with Youth Services programming, including extensive work with the teens, will add to her strengths in working with programmers and designing engaging promotional campaigns. With expertise in writing and a firm commitment to the Library's core values, we are excited to have her leading our public relations.

Alisha will continue some of her teen programming and YA ordering.

Please join me in congratulating Alisha. She starts her new role today, July 18, 2022.



MEMORANDUM

To: All Staff
From: Matt Willis
Date: July 18, 2022
Subject: Personnel Update

I am happy to announce that our current Circulation Assistant, Kevin Lowe, will be moving to a new position as a Part Time Library Clerk at the Helen Warner Branch. Kevin will continue to work in the Circulation Department while we complete training and will transition to the Helen Warner Branch by the end of the summer. Kevin's customer service skills and knowledge of circulation and library procedures will continue to be a great asset in serving our guests.

Kayla Kane will join the Circulation Department on July 19th as an hourly Circulation Assistant. Kayla brings multiple years of experience providing exceptional customer service in the food industry. We are excited to welcome her to our team!



RESOLUTION: The Board of Trustees of Willard Public Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80/20 Option for the medical benefit plan coverage years July 1, 2022 through December 31, 2022.

OFFERED BY: _____

SECONDED BY: _____

VOTE: _____

DATE: August 17, 2022

Board of Trustees Secretary

and/or

Board of Trustees President



**Willard Public Library
Board of Trustees
Meeting Schedule*
2022-2023**

Library Programming Room
Wednesdays, 5:00 p.m.

August 17, 2022

September 21, 2022

October 19, 2022

November 16, 2022

January 18, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

* Meeting schedule pending Board approval

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2021/2022
4th Quarter**

	July 2021- June 2022	July 2020 - June 2021	% Change
Circulation			
Adult Fiction	43,435	37,660	15%
Adult Nonfiction	43,934	34,908	26%
Paperbacks	15,101	10,483	44%
New Materials	83,926	73,332	14%
Special Collections	12,032	9,793	23%
Children's & YA Fiction	88,351	52,959	67%
Children's Nonfiction	13,070	9,505	38%
Audiobooks	16,109	14,159	14%
DVDs	117,902	73,431	61%
Music CDs	8,534	6,021	42%
E-Branch Items	182,716	203,311	-10%
Total Circulation	625,110	525,562	19%
Chronicling Battle Creek	531,278	328,348	62%
Total Circulation including CBC	1,156,388	853,910	35%
People Counter*	159,474	69,157	131%
Programs			
Adult Audiences	3,251	2,427	34%
Children's Audiences	6,199	2,970	109%
Total Audiences	9,450	5,397	75%
Public Computer Usage			
Computer Sessions	23,891	12,319	94%
Computer Time (Hours)	17,403	6,670	161%
Wireless Users	78,219	56,855	38%

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2021/2022
4th Quarter**

	July 2021 - June 2022	July 2020 - June 2021	% Change
WILLARD LIBRARY*			
Adult Fiction	29,552	25,471	16%
Adult Nonfiction	31,082	24,788	25%
Paperbacks	13,031	9,250	41%
New Materials	53,545	47,908	12%
Special Collections	8,060	6,314	28%
Children's & YA Fiction	61,892	34,620	79%
Children's Nonfiction	13,070	9,505	38%
Audiobooks	12,649	10,848	17%
DVDs	95,038	55,995	70%
Music CDs	6,903	4,859	42%
Total Circulation	324,822	229,558	41%
HELEN WARNER BRANCH*			
Adult Fiction	13,883	12,189	14%
Adult/Children's Nonfiction	12,852	10,120	27%
Paperbacks	2,070	1,233	68%
New Materials	30,381	25,424	19%
Special Collections	3,972	3,479	14%
Children's & YA Fiction	26,459	18,339	44%
Audiobooks	3,460	3,311	5%
DVDs	22,864	17,436	31%
Music CDs	1,631	1,162	40%
Total Circulation	117,572	92,693	27%
E-BRANCH			
Children's eBooks	12,991	17,094	-24%
Adult eBooks	75,340	82,601	-9%
Adult & Children's eAudiobooks	62,440	57,311	9%
Music Downloads	21,930	34,113	-36%
Digital Magazines	4,924	6,103	-19%
Digital Video	5,091	6,089	-16%
Total Circulation**	182,716	203,311	-10%
CHRONICLING BATTLE CREEK	531,278	328,348	62%
Grand Total	1,156,388	853,910	35%



REPORTS AND RECOMMENDATIONS August 2022

DIRECTOR'S REPORT: Matt Willis, Director

- Strategic Plan Update
- New Website Progress
- LOA on Ancillary Benefits: Vision
- Martich Gift

PROGRAMMING UPDATE: Matt Willis, Director

- James Patterson
- Adult Summer Reading
- Flower Creations in Burmese
- Helen Warner Branch Reopening
 - Joann TenBrink Creative Space
 - Dean O. Barnum Amphitheater
- 'Let's Talk About It' Video Series
- Youth Summer Reading Program
 - Critchlow Alligator Sanctuary
 - Summer Reading Kickoff with Battle Jacks
 - Baby Bubble Party
 - Cameron Zvara-Comedy Magician

FACILITIES UPDATES: Chad Osborn, Director of IT & Facilities

- Elevator
- Public Restrooms
- Video Wall
- West Retaining Wall (Lower Level Door)
- Back Stairs
- HWB Sunshades

LETTER OF AGREEMENT

Between

**WILLARD PUBLIC LIBRARY
and
THE WILLARD PUBLIC LIBRARY LIBRARIANS' ASSOCIATION SCEA/MEA/NEA**

CORRECTION TO THE ANCILLARY BENEFITS: VISION

The Library and the Association agree to correct an error in the parties' current, 2022-2025, collective bargaining agreement ("Contract") regarding Ancillary Benefits: Vision. Appendix A of the Contract currently indicates the Vision plan to be VSP3G. However, the parties agree that this was a mutual oversight and the correct Vision plan shall be VSP 3 Plus 200CL. All other terms and conditions of the Contract shall remain unchanged.

This Agreement will remain in effect throughout the duration of the Contract.

WILLARD PUBLIC LIBRARY

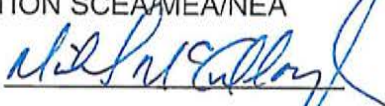
Signature: 

By: Matt Willis

Its: Director

Date: 7/12/2022

WILLARD PUBLIC LIBRARY LIBRARIANS'
ASSOCIATION SCEA/MEA/NEA

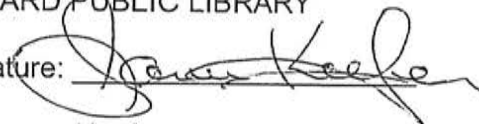
Signature: 

By: MICHELLE MCCULLOUGH

Its: President

Date: July 12, 2022

WILLARD PUBLIC LIBRARY

Signature: 

By: James Keefer

Its: Board President

Date: 7-15-2022

MEA UNISERV DIRECTOR

Signature: 

By: Brian Makowski

Its: MEA UniServ Director

Date: 7-15-22

LETTER OF AGREEMENT

Between

WILLARD PUBLIC LIBRARY

and

THE WILLARD PUBLIC LIBRARY SUPPORT PERSONNEL ASSOCIATION SCEA/MEA/NEA

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WILLARD PUBLIC LIBRARY

Signature: 
By: Matt Willis

Its: Director

Date: 7/12/2022


WILLARD PUBLIC LIBRARY SUPPORT
PERSONNEL ASSOCIATION
SCEA/MEA/NEA .

Signature: 
By: Elizabeth Williamson

Its: President

Date: 7-14-22


WILLARD PUBLIC LIBRARY

Signature: 
By: James Keefer

Its: Board President

Date: 7-15-2022

MEA UNISERV DIRECTOR

Signature: 
By: Brian Makowski

Its: MEA UniServ Director

Date: 7-15-22