



Willard Library
Board of Trustees
Meeting Agenda
January 18, 2023
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. 3) | |
| IV. | Updated Strategic Plan 2023-2026 * (pg. 15) | Matt Willis |
| V. | Reports & Recommendations | |
| | a. Quarterly Statistics (pg. 18) | April Dillinger |
| | b. Department Reports (pg. 20) | Administrative Team |
| VI. | Other Business | |
| VII. | Comments by Trustees | |
| VIII. | Adjourn | James Keefer |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

November 16, 2022

Willard Library Programming Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, Michelle Herzing, Salli Baltutat

ADMINISTRATION

Director Matt Willis, Deputy Director 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 Services Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

MINUTES

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

APPROVAL OF MINUTES

Salli Baltutat moved, with a second from Michelle Herzing, to approve the minutes of the Board Meeting of October 19, 2022.

Motion approved 4 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the revenue for the month of October, which continues to climb as summer property taxes roll in. The Library has received almost 62% of the anticipated revenue for the year. Expenditures for the month of October are on track showing 31% of the budget spent. Kathy Baker moved, with a second from Salli Baltutat, to approve the October expenditures as presented.

Motion approved 4 - 0

Kathy Domenico shared that the November amendment shows an overall increase in projected revenue by \$347,803. The bulk of this change was due to an increase in the Personal Property Tax amount and the transfer of the balance of the Kellogg Fund into the General Fund. Expenditures show a projected increase of \$1,107. This increase was spread across several budget categories. There were no changes to the Other Funds.

The annual pension report shows 78.1% funded.

Michelle Herzing moved, with a second from Kathy Baker, to approve the November Amendment as presented.

Motion approved 4 - 0

James Keefer asked for approval of the FY 2021-2022 audit results presented by Corey VanDyke at the October meeting. Kathy Baker moved, with support from Michelle Herzing, to accept the FY 2021-2022 Audit report as presented.

Motion approved 4 - 0

James Keefer requested board approval to collect summer taxes within the cities of Battle Creek and Springfield and within the townships of Bedford and Marshall. Property taxes for the rest of the Library's service area are collected in the winter. The varied collection dates help manage the Library's cash flow.

Kathy Baker moved, with a second from Michelle Herzing, to approve the Summer Property Tax Resolution.

Motion approved 4 – 0

Matt Willis presented a resolution to continue using the 80/20 Health Cost Sharing Option of P.A. 152 to the Board of Trustees effective January 1, 2023 through December 31, 2023. Michelle Herzing moved, with support from Salli Baltutat, to adopt the 80/20 Option.

Motion approved 4 – 0

PERSONNEL

Matt Willis presented a personnel update. Meghan Babbitt left the library in October.

REPORTS & RECOMMENDATIONS

Chad Osborn presented the Capital Improvement Plan for 2022-2023. Salli Baltutat moved, with support from Michelle Herzing, to approve the Capital Improvement Plan.

Motion approved 4 – 0

Matt Willis invited trustees to the annual Winter Breakfast celebration in December.

April reviewed the collections update, explaining Hoopla Flex and the library's newest book displays.

Matt Willis presented the adult programming update.

Chad Osborn shared the facilities update regarding the sunshades at the Helen Warner Branch.

Amanda Paffhausen gave the Circulation Services update and relayed information regarding the guest feedback form.

Tynisha Dungey shared the Youth Services programming and community engagement updates.

OTHER BUSINESS

None.

COMMENTS

None.

ADJOURNED

The meeting adjourned at 5:35 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

November 2022

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	2,903,230	61.03%	1,854,010	2,759,236
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	463,430	80.60%	111,534	486,234
Penal Fines	100,000	24,594	24.59%	75,406	27,070
Fees and Book Fines	50,000	24,059	48.12%	25,941	28,441
Local Contributions & Contracts	90,715	49,039	54.06%	41,676	145,671
Grant Funding	12,452	10,692	85.87%	1,760	0
Transfer to GF from Kellogg	75,675	75,675	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	5,801,046	3,550,720	61.21%	2,250,326	3,446,652

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	2,605,819	42.04%	3,592,824	2,256,262

REVENUE OVER EXPENDITURES **944,901**

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

November 2022

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	102,152	53.89%	87,409	73,159
Program Svs-Av, Books & Periodicals	1,003,265	376,327	37.51%	626,938	322,934
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel (1)	3,680,888	1,622,477	44.08%	2,058,411	1,360,952
Office Supplies	47,150	17,345	36.79%	29,805	21,937
Repairs & Maintenance Supplies	40,260	14,395	35.76%	25,865	16,439
Purchased Services	740,667	250,246	33.79%	490,421	243,725
Communications	120,200	42,805	35.61%	77,395	44,055
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	28,370	21.66%	102,630	30,875
Repairs & Maintenance Services	204,885	110,936	54.15%	93,949	102,849
TOTAL	6,198,643	2,605,819	42.04%	3,592,824	2,256,262

VARIANCES (+/-) Current in Bold

1.) Annual pension payment.

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS NOVEMBER 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	214,425.66
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,779.02
FICA & Federal withholding tax	39,869.13
State withholding tax	6,145.12
Battle Creek City withholding tax	1,097.03
MERS Retirement System	24,187.86
MERS Pension Funding	200,000.00
MPSERS Retirement System	2,559.12
MPSERS UAAL RATE STABILIZATION	23,301.60
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	300.00
BASIC (125 Plan 3rd party administrator)	1,706.58
MERS (Employee 457)	2,595.65
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	5,755.60
Health Equity Employer Serv.	1,550.00
MESSA	52,405.69
Unum Life Insurance	571.88
Total Disbursements	695,783.48

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

Check Number	Check Date	Vendor Name	Check Amount
053242	11/3/2022	GEORGE BLOOD, L.P <i>Digitization of Cassettes - Grant</i>	\$11,981.80
053243	11/3/2022	DEMAAGD INC	\$65.88
053244	11/3/2022	ELITE COMPANIES LLC <i>Capital Projects</i>	\$10,297.00
053245	11/3/2022	EMERY-PRATT INC	\$76.35
053246	11/3/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053247	11/3/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,932.00
053248	11/3/2022	KNIGHTWATCH INC	\$580.00
053249	11/3/2022	MEDLER ELECTRIC COMPANY	\$9.22
053250	11/3/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$17.99
053251	11/3/2022	DEX YP INC SUPERMEDIA LLC	\$10.07
053252	11/3/2022	NADIA HOPE VANNORTWICK	\$60.00
053253	11/8/2022	ALLEGRA PRNT & IMAGING INC.	\$472.70
053254	11/8/2022	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$816.24
053255	11/8/2022	SEMCO ENERGY INC	\$686.81
053256	11/8/2022	CISD CALHOUN INTER SCHOOL	\$569.63
053257	11/8/2022	CITY OF BATTLE CREEK CITY TREASURER	\$301.21
053258	11/8/2022	DEMCO INC	\$111.51
053259	11/8/2022	D. L. GALLIVAN LLC	\$501.05
053260	11/8/2022	ELITE COMPANIES LLC <i>Capital Projects</i>	\$27,188.65
053261	11/8/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053262	11/8/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053263	11/8/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,800.00
053264	11/8/2022	LIBRARYWORKS INC	\$299.00
053265	11/8/2022	METRO FIBERNET LLC	\$3,920.50
053266	11/8/2022	MISC STAFF REIMBURSEMENT	\$5.00
053266	11/10/2022	MISC STAFF REIMBURSEMENT	(\$5.00)
053267	11/8/2022	MISC BANK TRANSFER	\$5.00
053268	11/8/2022	PRECISION PRINTER SERVICE INC	\$239.94
053269	11/8/2022	ROSE PEST SOLUTIONS INC	\$113.00
053270	11/8/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053271	11/8/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$659.05
053272	11/8/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,039.95
053273	11/8/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$264.00
053274	11/8/2022	TRANE COMPANY INC	\$2,302.46
053275	11/10/2022	MISC BANK TRANSFER	\$5.00
053276	11/15/2022	VERIZON WIRELESS	\$63.08
053277	11/15/2022	DEMAAGD INC	\$1,080.67
053278	11/15/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,600.00
053279	11/15/2022	KAPLAN EARLY LEARNING COMPANY	\$308.72
053280	11/15/2022	MEDLER ELECTRIC COMPANY	\$76.00
053281	11/15/2022	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$415.65
053282	11/15/2022	OVERDRIVE INC	\$14,558.91
053283	11/15/2022	PRECISION PRINTER SERVICE INC	\$209.90
053284	11/15/2022	R W LAPINE INC	\$323.31
053285	11/15/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$172.40
053286	11/15/2022	STEENSMA LAWN AND POWER	\$774.95
053287	11/15/2022	SIXTH GENERATION DESCENDANT LLC	\$300.00
053288	11/15/2022	ZA NEI THUAI	\$200.00
053289	11/15/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$770.00
053290	11/15/2022	DEX YP INC SUPERMEDIA LLC	\$19.00

Check Number	Check Date	Vendor Name	Check Amount
053291	11/15/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053292	11/15/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053293	11/21/2022	A-Z KEY SHOP	\$14.50
053294	11/21/2022	SEMCO ENERGY INC	\$74.87
053295	11/21/2022	BAYSCAN TECHNOLOGIES	\$686.07
053296	11/21/2022	ANITA K DEAN	\$400.00
053297	11/21/2022	FUEL MANAGMENT SYSTEM INC	\$86.35
053298	11/21/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053299	11/21/2022	SERVICE ONE INC DBA: HADAWAY & SONS FACILITY MAINTENANCE	\$2,262.00
053300	11/21/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053301	11/21/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053302	11/21/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$658.96
053303	11/21/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,215.19
053304	11/21/2022	TIAA, FSB INC	\$508.16
053305	11/29/2022	SYNCB/AMAZON	\$900.90
053306	11/29/2022	BAILTEK CLEANING AND RESTORATION DBA BAILTEK CARPET CLEANING	\$4,115.00
053307	11/29/2022	CONSUMERS ENERGY INC	\$2,493.01
053308	11/29/2022	DEMCO INC	\$54.03
053309	11/29/2022	E B S C O INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$14,955.56
053310	11/29/2022	GREENHAVEN PUBLISHING	\$156.60
053311	11/29/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053312	11/29/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,500.00
053313	11/29/2022	JAMES W. HERM	\$150.00
053314	11/29/2022	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$898.00
053315	11/29/2022	MISC STAFF REIMBURSEMENT	\$52.00
053316	11/29/2022	ROSS RICHARDSON	\$375.00
053317	11/29/2022	BREONNA WATSON DBA BE CAPTURED 360 PHOTO BOOTH	\$107.50
A03907	11/3/2022	BLACKSTONE AUDIO BOOKS INC	\$126.98
A03908	11/3/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,724.00
A03909	11/3/2022	CDW GOVERNMENT INC SUITE 1515	\$318.39
A03910	11/3/2022	GALE/CENGAGE LEARNING INC	\$368.84
A03911	11/3/2022	INGRAM LIBRARY SERVICE INC	\$350.00
A03912	11/3/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$136.80
A03913	11/8/2022	BRODART COMPANY INC	\$848.12
A03914	11/8/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,349.51
A03915	11/8/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$5.00
A03916	11/8/2022	DASTON CORPORATION	\$463.92
A03917	11/8/2022	INGRAM LIBRARY SERVICE INC	\$14,773.34
A03918	11/8/2022	MIDWEST TAPE INC.	\$8,069.54
A03919	11/15/2022	BRODART COMPANY INC	\$2,249.48
A03920	11/15/2022	BLACKSTONE AUDIO BOOKS INC	\$1,011.20
A03921	11/15/2022	BATTLE CREEK PUBLIC SCHOOL	\$4,556.40
A03922	11/15/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,724.00
A03923	11/15/2022	BRILLIANCE AUDIO INC	\$143.00
A03924	11/15/2022	GALE/CENGAGE LEARNING INC	\$164.94
A03925	11/15/2022	INGRAM LIBRARY SERVICE INC	\$2,519.37
A03926	11/15/2022	KSS ENTERPRISES INC	\$141.09
A03927	11/15/2022	MIDWEST TAPE INC.	\$5,157.87
A03928	11/15/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$793.64
A03929	11/21/2022	BRODART COMPANY INC	\$49.74
A03930	11/21/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,737.73
A03931	11/21/2022	BASIC	\$155.00
A03932	11/21/2022	CDW GOVERNMENT INC SUITE 1515	\$638.68
A03933	11/21/2022	INGRAM LIBRARY SERVICE INC	\$4,225.14
A03934	11/21/2022	MIDWEST TAPE INC.	\$46.28
A03935	11/29/2022	BRODART COMPANY INC	\$883.01

Check Number	Check Date	Vendor Name	Check Amount
A03936	11/29/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,736.71
A03937	11/29/2022	INGRAM LIBRARY SERVICE INC	\$16,670.13
A03938	11/29/2022	MIDWEST TAPE INC.	\$4,459.13
Grand Totals			\$214,425.66

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

December 2022

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	2,910,239	61.17%	1,847,001	2,784,997
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	487,548	84.80%	87,416	507,451
Penal Fines	100,000	24,594	24.59%	75,406	27,070
Fees and Book Fines	50,000	28,686	57.37%	21,314	32,016
Local Contributions & Contracts	90,715	49,343	54.39%	41,372	149,749
Grant Funding	12,452	10,692	85.87%	1,760	0
Transfer to GF from Kellogg	75,675	75,675	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	5,801,046	3,586,779	61.83%	2,214,267	3,501,283

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	3,050,274	49.21%	3,148,369	2,839,289

REVENUE OVER EXPENDITURES 536,505

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

December 2022

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	140,224	73.97%	49,337	94,138
Program Svs-Av, Books & Periodicals	1,003,265	440,293	43.89%	562,972	377,136
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	1,891,544	51.39%	1,789,344	1,815,167
Office Supplies	47,150	19,144	40.60%	28,006	23,949
Repairs & Maintenance Supplies	40,260	17,347	43.09%	22,913	18,516
Purchased Services	740,667	288,924	39.01%	451,743	277,155
Communications	120,200	47,130	39.21%	73,070	45,506
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	29,913	22.83%	101,087	40,649
Repairs & Maintenance Services	204,885	134,988	65.88%	69,897	107,736
TOTAL	6,198,643	3,050,274	49.21%	3,148,369	2,839,289

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS DECEMBER 2022

GENERAL FUND DISBURSEMENTS

Expenditures by check	210,270.46
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	125,731.47
FICA & Federal withholding tax	43,261.88
State withholding tax	6,624.32
Battle Creek City withholding tax	1,219.79
MERS Retirement System	24,299.71
MERS Pension Funding	0.00
MPSERS Retirement System	3,556.02
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	300.00
BASIC (125 Plan 3rd party administrator)	1,956.36
MERS (Employee 457)	2,820.88
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	5,404.66
Health Equity Employer Serv.	550.00
MESSA	55,184.70
Unum Life Insurance	579.13
Total Disbursements	483,292.92

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

Check Number	Check Date	Vendor Name	Check Amount
053318	12/5/2022	ANDERSON & GIRLS FARM MARKET & GIFTS	\$1,000.00
053319	12/5/2022	BARNES & NOBLE INC	\$749.46
053320	12/5/2022	JOHN COE DBA THE GUYS HOME IMPROVEMENT LLC	\$6,352.50
053321	12/5/2022	DEMCO INC	\$30.19
053322	12/5/2022	ELITE COMPANIES LLC <i>Sunshades</i>	\$22,000.00
053323	12/5/2022	FUN EXPRESS LLC	\$147.96
053324	12/5/2022	FUEL MANAGMENT SYSTEM INC	\$76.91
053325	12/5/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053326	12/5/2022	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053327	12/5/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,150.00
053328	12/5/2022	METRO FIBERNET LLC	\$3,920.63
053329	12/5/2022	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
053330	12/5/2022	PRECISION PRINTER SERVICE INC	\$314.90
053331	12/5/2022	PITNEY BOWES INC.	\$297.47
053332	12/5/2022	ROSE PEST SOLUTIONS INC	\$113.00
053333	12/5/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053334	12/5/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47
053335	12/5/2022	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$33.37
053336	12/5/2022	BREONNA WATSON DBA BE CAPTURED 360 PHOTO BOOTH	\$107.50
053337	12/5/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$75.00
053338	12/12/2022	SEMCO ENERGY INC	\$688.82
053339	12/12/2022	CITY OF BATTLE CREEK CITY TREASURER	\$360.69
053340	12/12/2022	D. L. GALLIVAN LLC	\$364.79
053341	12/12/2022	FUN EXPRESS LLC	\$806.85
053342	12/12/2022	FOX BROTHERS MECHANICAL SERVICE INC	\$1,092.00
053343	12/12/2022	TEAIRA GRAY DBA WISTERNI	\$150.00
053344	12/12/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,625.00
053345	12/12/2022	MIX HARDWARE	\$10.78
053346	12/12/2022	ROBERT C MYERS DBA HISTORICAL SOCIETY OF MICHIGAN	\$150.00
053348	12/12/2022	PRECISION PRINTER SERVICE INC	\$164.95
053349	12/12/2022	SHERWIN WILLIAMS	\$16.73
053350	12/12/2022	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053351	12/12/2022	SADDLEBACK EDUCATIONAL INC	\$1,411.53
053352	12/12/2022	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053353	12/12/2022	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053354	12/12/2022	MISC BANK TRANSFER - <i>To Endowment</i>	\$2,500.00
053355	12/19/2022	A-Z KEY SHOP	\$112.50
053356	12/19/2022	SEMCO ENERGY INC	\$358.10
053357	12/19/2022	CALHOUN COUNTY TREASURER	\$328.66
053358	12/19/2022	VERIZON WIRELESS	\$63.08
053359	12/19/2022	DEMCO INC	\$143.44
053360	12/19/2022	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$108.94
053361	12/19/2022	FUEL MANAGMENT SYSTEM INC	\$70.99
053362	12/19/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053363	12/19/2022	KNIGHTWATCH INC <i>Capital Projects - Mag Locks</i>	\$16,072.51
053364	12/19/2022	MIX HARDWARE	\$26.98
053365	12/19/2022	OVERDRIVE INC	\$9,819.93
053366	12/19/2022	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$441.53
053367	12/19/2022	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053368	12/19/2022	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47

Check Number	Check Date	Vendor Name	Check Amount
053369	12/19/2022	SHERWIN WILLIAMS	\$56.57
053370	12/19/2022	TIAA, FSB INC	\$508.16
053371	12/19/2022	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$175.00
053372	12/28/2022	SYNCB/AMAZON	\$580.21
053373	12/28/2022	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
A03939	12/5/2022	BRODART COMPANY INC	\$1,805.24
A03940	12/5/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,821.53
A03941	12/5/2022	CDW GOVERNMENT INC SUITE 1515	\$254.35
A03942	12/5/2022	GALE/CENGAGE LEARNING INC	\$446.81
A03943	12/5/2022	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$5.00
A03944	12/5/2022	DASTON CORPORATION	\$467.72
A03945	12/5/2022	INGRAM LIBRARY SERVICE INC	\$15,120.59
A03946	12/5/2022	KSS ENTERPRISES INC	\$1,658.93
A03947	12/5/2022	MIDWEST TAPE INC.	\$7,878.41
A03948	12/5/2022	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$135.44
A03949	12/12/2022	BRODART COMPANY INC	\$95.46
A03950	12/12/2022	BLACKSTONE AUDIO BOOKS INC	\$2,413.11
A03951	12/12/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,671.92
A03952	12/12/2022	BRILLIANCE AUDIO INC	\$85.99
A03953	12/12/2022	FINDAWAY WORLD LLC	\$664.74
A03954	12/12/2022	INGRAM LIBRARY SERVICE INC	\$4,552.80
A03955	12/12/2022	INNOVATIVE INTERFACES INC <i>Catalog Software</i>	\$29,054.95
A03956	12/12/2022	MIDWEST TAPE INC.	\$1,645.73
A03957	12/12/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$733.18
A03958	12/19/2022	BRODART COMPANY INC	\$1,096.89
A03959	12/19/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,572.78
A03960	12/19/2022	BASIC	\$155.00
A03961	12/19/2022	INGRAM LIBRARY SERVICE INC	\$2,753.04
A03962	12/19/2022	MIDWEST TAPE INC.	\$3,596.99
A03963	12/19/2022	SIRSI CORPORATION #774271 <i>Library Software</i>	\$28,191.82
A03964	12/19/2022	UNIQUE INTEGRATED COMMUNICATIONS INC	\$128.05
A03965	12/28/2022	BRODART COMPANY INC	\$1,097.98
A03966	12/28/2022	BK TEACHOUT INVESTIGATIONS INC	\$3,565.08
A03967	12/28/2022	FINDAWAY WORLD LLC	\$722.30
A03968	12/28/2022	INGRAM LIBRARY SERVICE INC	\$4,066.35
A03969	12/28/2022	MIDWEST TAPE INC.	\$2,418.40
Grand Totals			\$210,270.46

OWEN ENDOWMENT FUND

	Budget	YTD
2022/2023		
Revenue & Transfers		
Contributions-Unrestricted	5,000	0
Transfer from General Fund	0	0
Interest Earnings	4,500	1,601
Total Revenue	9,500	1,601
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	9,500	1,601
Fund Balance Beg of Year	1,028,535	
Fund Balance End of Year	1,038,035	

CAPITAL IMPROVEMENT & AUTOMATION FUND

	Budget	YTD
2022/2023		
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	1,100	777
Total Revenue	1,100	777
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	1,100	777
Fund Balance Beg of Year	639,942	
Fund Balance End of Year	641,042	

KELLOGGS SPECIAL REVENUE FUND***Fund closed***

	Budget	YTD
2022/2023		
Revenue & Transfers		
Kellogg Contract & Interest	0	0
Total Revenue	0	0
Expenditures		
Salaries	0	0
Benefits & Related Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	0	0
Fund Balance Beg of Year	0	
Fund Balance End of Year	0	



WILLARD LIBRARY

2023 – 2026 STRATEGIC PLAN

FROM THE DIRECTOR

Discover. Grow. Connect. These three words illustrate Willard Library’s purpose. They reflect not an outcome or final destination, but highlight a dynamic process – a journey – for realizing a better future.

Discovery is the process of learning things about yourself and the world around you. It is the feeling you get when beginning an adventure. The uplift that comes from fueling your passion and finding your strength. The energy provided by exploring different ideas.

Growth is powered by embracing new experiences. It is the courage to take the next step. The freedom found in learning new skills and developing new abilities. The confidence that comes from following your dreams to realize your full potential.

Connection is all about relationships. It is the joy of meeting new people and making new friends. The spirit of letting your voice be heard to express yourself fully. It is being who you are while building a vibrant, caring community with others.

Willard Library is a place where imagination ever expands. It is your inspiration, your toolkit, your catalyst for reaching out and going beyond. Willard Library empowers you, your family, and your neighbors to create a proud, inspired Battle Creek.

— Matt Willis, Willard Library Director

STRATEGIC PLAN UPDATE TEAM

Stephanie Boyd, Librarian
Alisha Daugherty, Librarian
April Dillinger, Deputy Director
Tynisha Dungey, Director of Youth Services
Meschele Roberts, Support Staff
Kristina TerMolen, Support Staff
Matt Willis, Director

WILLARD LIBRARY BOARD OF TRUSTEES

Salli Baltutat, Lakeview Community Schools
Kathleen Baker, Battle Creek Public Schools
Michelle Herzog, Pennfield Schools
James Keefer, Harper Creek Community Schools
Judith Williamson, Battle Creek Public Schools

OUR PURPOSE

Willard Library sparks discovery, growth, and connection.

Discover. Grow. Connect.

OUR VISION

A proud, inspired Battle Creek.

OUR VALUES

Opportunity — We defend intellectual freedom and equitable access.

Curiosity — We inspire exploration and creativity.

Compassion — We treat everyone with kindness and respect.

Community — We foster inclusiveness and belonging.

Stewardship — We skillfully manage community resources.

OUR STRATEGIES

I. ATTRACT AND RETAIN USERS.

Goal 1: We provide a safe and welcoming place for everyone.

Goal 2: We deliver programming at convenient times that responds to the varied interests of all segments of the community.

Goal 3: We are a community hub that offers casual settings for conversation, collaboration, and media consumption.

Goal 4: We support creativity.

Goal 5: We reach diverse communities through a dynamic communication strategy.

II. NURTURE A CULTURE OF LITERACY.

Goal 1: Our physical and digital collection is representative of our community.

Goal 2: We build a solid foundation for literacy and foster a love of reading.

Goal 3: We excel in new digital media, technology, and communication trends.

Goal 4: We are a go-to place for current and relevant resources and information.

Goal 5: We present opportunities for growth in digital literacy.

III. BUILD COMMUNITY.

Goal 1: We deliver enriching experiences that enhance quality of life.

Goal 2: We tell Battle Creek's story.

Goal 3: We cultivate strong partnerships with organizations that serve diverse communities.

Goal 4: We further educational outcomes and economic opportunities.

Goal 5: We motivate community engagement and participation.

IV. GROW LEADERS FROM WITHIN.

Goal 1: We offer professional development at all organizational levels.

Goal 2: We embrace a culture of openness, acceptance, and inclusion.

Goal 3: Our recruitment and hiring practices are inclusive and equitable.

Goal 4: We appreciate each other and celebrate our successes.

Goal 5: We are dedicated to open communication and constructive dialogue.

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2022/2023
2nd Quarter**

	2nd Quarter July - Dec 2022	July - Dec 2021	% Change
WILLARD LIBRARY*			
Adult Fiction	14,778	14,496	2%
Adult Nonfiction	15,601	14,933	4%
Paperbacks	5,850	6,826	-14%
New Materials	29,043	26,966	8%
Special Collections	3,606	3,904	-8%
Children's & YA Fiction	32,770	30,383	8%
Children's Nonfiction	7,649	6,468	18%
Audiobooks	6,196	6,117	1%
DVDs	47,702	42,659	12%
Music CDs	3,176	3,950	-20%
Total Circulation	166,371	156,702	6%
HELEN WARNER BRANCH*			
Adult Fiction	7,349	7,631	-4%
Adult/Children's Nonfiction	9,734	6,684	46%
Paperbacks	994	1,122	-11%
New Materials	17,293	17,283	0%
Special Collections	2,208	2,127	4%
Children's & YA Fiction	14,166	14,510	-2%
Audiobooks	1,809	2,024	-11%
DVDs	13,208	12,102	9%
Music CDs	810	973	-17%
Total Circulation	67,571	64,456	5%
E-BRANCH			
Children's eBooks	2,199	6,661	-67%
Adult eBooks	38,640	37,294	4%
Adult & Children's eAudiobooks	34,238	30,355	13%
Music Downloads	7,507	13,233	-43%
Digital Magazines	2,323	2,305	1%
Digital Video	2,282	2,571	-11%
Total Circulation**	87,189	92,419	-6%
CHRONICLING BATTLE CREEK	190,991	239,861	-20%
Grand Total	512,122	553,438	-7%

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2022/2023
2nd Quarter**

	July - Dec 2022	July - Dec 2021	% Change
Circulation			
Adult Fiction	22,127	22,127	0%
Adult Nonfiction	25,335	21,617	17%
Paperbacks	6,844	7,948	-14%
New Materials	46,336	44,249	5%
Special Collections	5,814	6,031	-4%
Children's & YA Fiction	46,936	44,893	5%
Children's Nonfiction	7,649	6,468	18%
Audiobooks	8,005	8,141	-2%
DVDs	60,910	54,761	11%
Music CDs	3,986	4,923	-19%
E-Branch Items	87,189	92,419	-6%
Total Circulation	321,131	313,577	2%
Chronicling Battle Creek	190,991	239,861	-20%
Total Circulation including CBC	512,122	553,438	-7%
People Counter*	96,173	77,369	24%
Programs			
Adult Audiences	1,405	767	83%
Children's Audiences	5,195	2,234	133%
Total Audiences	6,600	3,001	120%
Public Computer Usage			
Computer Sessions	13,709	11,797	16%
Computer Time (Hours)	10,757	8,537	26%
Wireless Users	41,332	37,761	9%



REPORTS AND RECOMMENDATIONS January 2023

DIRECTOR'S REPORT: Matt Willis, Director

- New Website
- Discover. Grow. Connect. Promotional Campaign
- Library Newsletter
- Staff Training

PROGRAMMING UPDATE: Matt Willis, Director

- Ross Richardson – Shipwreck Program
- Research Your Home's History
- Willard Library Partners with Veterans Affairs
- Battle Creek Reads 2023

FACILITIES UPDATE: Chad Osborn, Director of Information Technology and Facilities

- HWB Sun Shades

YOUTH SERVICES & COMMUNITY OUTREACH UPDATE: Tynisha Dungey, Director of Youth Services & Community Engagement

- Santa Visit
- Storytime Kickoff
- Babytime at HWB
- Spanish Outreach



Battle Creek Reads 2023

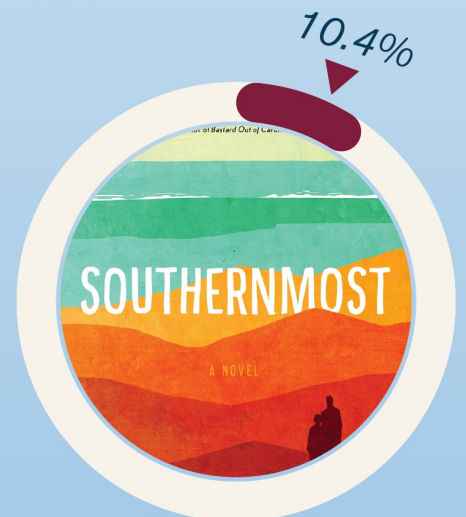
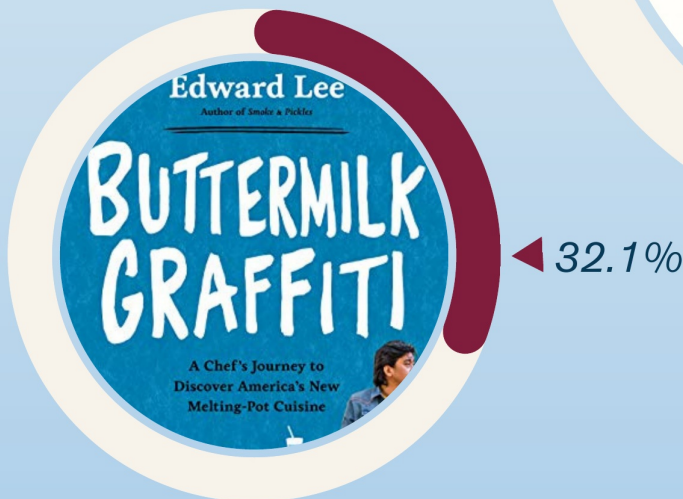
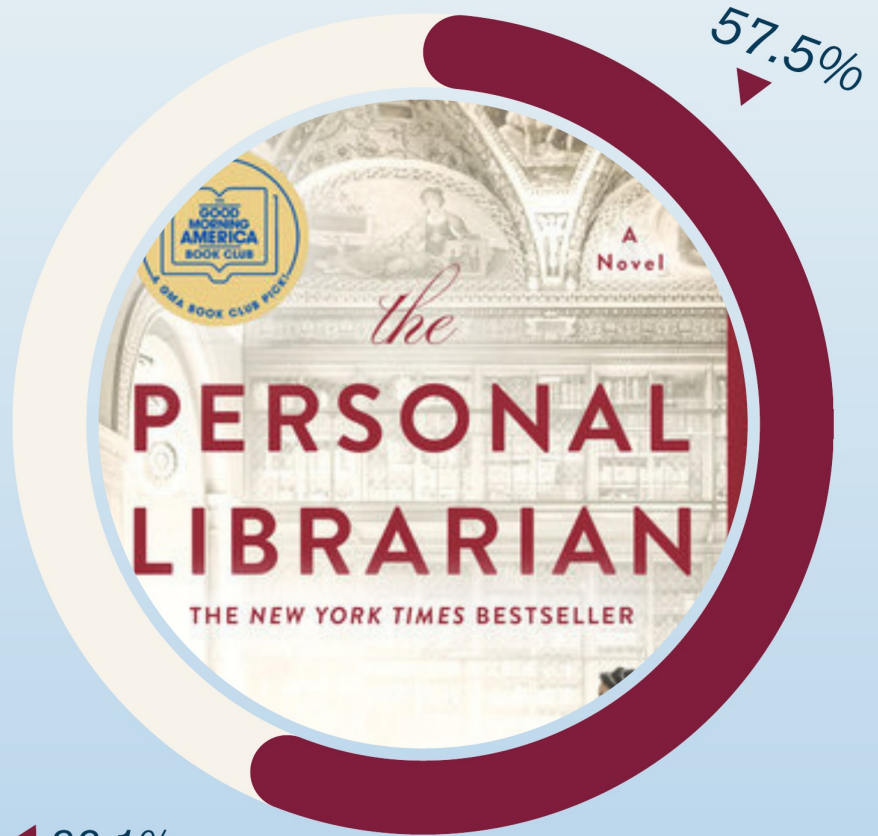
The Process...

7 Titles

3 Favorites

106 Votes

1 Winner



The Battle Creek Reads Committee collected community **votes** to determine 2023's Battle Creek Reads title and author(s). Votes were promoted and collect through:

- Video and Social Media
- Ballot boxes at both locations
- QR codes for online voting
- Book Club Mixer
- Programs²¹

Battle Creek Reads 2023 Update

This year, the Battle Creek Reads Committee enlisted the help of Willard Library Staff and votes from the Battle Creek community to meet the “**Tell Your Story**” theme of Spring 2023. The clear winner is ***The Personal Librarian***.

The Personal Librarian (2021), coauthored by Marie Benedict and Victoria Christopher Murray, tells the fictionalized account of historical figure Belle da Costa Greene, the personal librarian to J. P. Morgan as well as the first director of the Morgan Library & Museum.

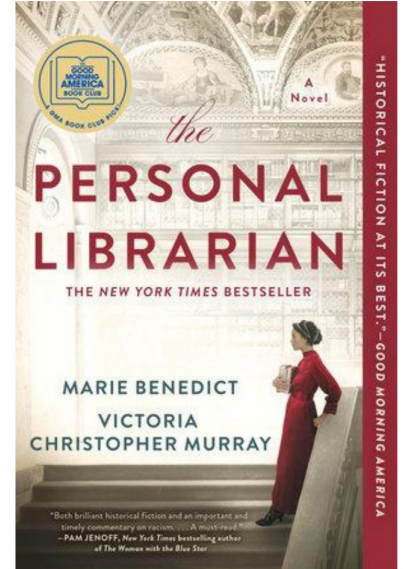
Programs and Promotions:

- Book Club in a Bag kits
- Barnes & Noble display
- Additional tie-in programs that fit the Battle Creek Reads theme

Meet The Authors:

Victoria Christopher Murray is a Christian Fiction author of over 30 books as well as the author of the bestselling Seven Deadly Sins series (now being made into Lifetime Original Movies). Victoria is no stranger to Battle Creek. Having had an author visit in 2017 and attending multiple Youth Services programs, Victoria is all too willing and excited to be visiting the Battle Creek community once again.

Marie Benedict has written eight historical fiction novels telling the stories of hidden figures through history such as Albert Einstein’s wife and fellow scientist, Mileva Maric (*The Other Einstein*), film star and US Military collaborator, Hedy Lamarr (*The Only Woman in the Room*), and scientist Rosalind Franklin (*Her Hidden Genius*). Due to schedule and time constraints, Marie is able to attend virtually.



Author Visit:

Date: Thursday, April 27, 2023

Time: 6:30 p.m.

Location: The Binda Theatre
450 North Ave