



Willard Library
Board of Trustees
Meeting Agenda
March 15, 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) | |
| | b. Approval of IRS Form 990 * (pg. 32) | |
| IV. | Universal Service Fund * (pg. 63) | Chad Osborn |
| V. | Personnel Update (pg. 68) | Matt Willis |
| VI. | Reports & Recommendations | |
| | a. Director's Report (pg. 70) | Matt Willis |
| | b. Department Reports (pg. 70) | Administrative Team |
| VII. | Other Business | |
| VIII. | Comments by Trustees | |
| IX. | Adjourn | James Keefer |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

January 18, 2023

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 and Facilities Chad Osborn, Director of Circulation Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

MINUTES

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

APPROVAL OF MINUTES

Michelle Herzing moved, with a second from Salli Baltutat, to approve the minutes of the Board Meeting of November 16, 2022.

Motion approved 4 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financials for the months of November and December 2022. Revenue for the month of November shows the Library receiving just over 61% of the anticipated revenue for the year. Expenditures for the month of November shows the library spent approximately 42% of the allowable budget and disbursements include an additional payment to the employee pension fund. Both revenue and expenditures are on track for the month of November. December revenue shows little change when compared to November, with less than a 1% increase. Expenditures for December are on track with nearly 50% of the budget spent. The Owen Endowment and Capital Improvement Plan show little activity besides interest earnings as of 12/31/2022.

Kathy Baker moved, with a second from Michelle Herzing, to approve the November and December 2022 expenditures as presented.

Motion approved 4 - 0

UPDATED STRATEGIC PLAN 2023-2026

Matt Willis presented the updated Strategic Plan. He spoke about the three-year lifespan, the importance of the Purpose Statement, and the integration of diversity, equity, and inclusion into the plan's goals.

Michelle Herzing moved, with support from Salli Baltutat, to approve the revisions made to the Strategic Plan 2023-2026.

Motion approved 4 - 0

REPORTS & RECOMMENDATIONS

April Dillinger presented the FY 22/23 second quarter statistics. Foot traffic, circulation, and program attendance increased over this time last year.

Matt Willis gave an update on the new Willard Library website. He relayed that there will be a promotional campaign starting January 26 to highlight the website, the Purpose Statement, and the launch of a Library newsletter.

Matt Willis stated that there will be all staff training on January 27 and March 3. Both locations will have a 10 a.m. delayed opening.

Matt Willis presented program updates for November and December 2022. He announced that The Personal Librarian by Marie Benedict and Victoria Christopher Murray was selected for Battle Creek Reads 2023. Victoria Christopher Murray will visit Battle Creek on April 27 with Marie Benedict participating virtually.

Chad Osborn announced that the sunshades at the Helen Warner Branch were installed.

Tynisha Dungey gave a Youth Services update. Over 400 guests attended the Santa program.

Tynisha Dungey reported that the Spanish Outreach meet and greet with Sonia Byrens was a huge success.

OTHER BUSINESS

Matt Willis relayed that the public areas of the Library continue to be disinfected nightly.

COMMENTS

None.

ADJOURNED

The meeting adjourned at 5:27 p.m.



KATHLEEN BAKER, Secretary

Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

January 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	3,068,013	64.49%	1,689,227	3,192,309
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	34,778	69.56%	15,222	37,201
Local Contributions & Contracts	90,715	50,758	55.95%	39,957	151,072
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	3,752,059	64.68%	2,048,987	3,915,103

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	3,439,664	55.49%	2,758,979	3,331,201

REVENUE OVER EXPENDITURES

312,395

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

January 2023

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	141,129	74.45%	48,432	214,525
Program Svs-Av, Books & Periodicals	1,003,265	484,972	48.34%	518,293	423,760
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	2,140,636	58.16%	1,540,252	2,070,125
Office Supplies	47,150	21,232	45.03%	25,918	26,116
Repairs & Maintenance Supplies	40,260	18,629	46.27%	21,631	19,866
Purchased Services	740,667	346,186	46.74%	394,481	322,984
Communications	120,200	55,119	45.86%	65,081	54,317
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	49,139	37.51%	81,861	49,449
Repairs & Maintenance Services	204,885	141,855	69.24%	63,030	110,722
TOTAL	6,198,643	3,439,664	55.49%	2,758,979	3,331,201

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JANUARY 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	143,077.62
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	113,581.13
FICA & Federal withholding tax	38,331.33
State withholding tax	5,931.99
Battle Creek City withholding tax	1,085.07
MERS Retirement System	23,599.31
MERS Pension Funding	0.00
MPERS Retirement System	2,509.56
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	300.00
BASIC (125 Plan 3rd party administrator)	7,313.10
MERS (Employee 457)	2,950.88
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	2,774.91
Health Equity Employer Serv.	1,657.40
MESSA	53,740.91
Unum Life Insurance	579.13
Total Disbursements	398,965.88

**WILLARD PUBLIC LIBRARY CHECKS
 JANUARY 2023
 MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
053374	1/3/2023	BARNES & NOBLE INC	\$1,190.00
053375	1/3/2023	CONSUMERS ENERGY INC	\$2,156.44
053376	1/3/2023	DEMCO INC	\$88.74
053377	1/3/2023	4IMPRINT INC	\$827.39
053378	1/3/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$103.90
053379	1/3/2023	JULIE NILA JACKSON	\$100.00
053380	1/3/2023	MERIT NETWORK INC DEPT. #771746	\$914.00
053381	1/3/2023	MEDLER ELECTRIC COMPANY	\$208.80
053382	1/3/2023	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$2,891.80
053383	1/3/2023	ROSE PEST SOLUTIONS INC	\$60.00
053384	1/3/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053385	1/3/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47
053386	1/3/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$32.57
053387	1/3/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
053388	1/3/2023	YOGA DIRECT LLC	\$1,338.04
053389	1/9/2023	MARK A CRAWFORD	\$50.00
053390	1/9/2023	DEMCO INC	\$84.39
053391	1/9/2023	D. L. GALLIVAN LLC	\$428.10
053392	1/9/2023	FUN EXPRESS LLC	\$28.64
053393	1/9/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$477.69
053394	1/9/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053395	1/9/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,550.00
053396	1/9/2023	INST. OF CONTINUING LEGAL EDUCATION	\$138.50
053397	1/9/2023	JULIE NILA JACKSON	\$100.00
053398	1/9/2023	TANYSHA CELESTE JOHNSON	\$250.00
053399	1/9/2023	KNIGHTWATCH INC	\$363.00
053400	1/9/2023	LIBRARY IDEAS LLC	\$1,130.92
053401	1/9/2023	MICHIGAN LIBRARY ASSOCIATION	\$170.00
053402	1/9/2023	METRO FIBERNET LLC	\$3,918.27
053403	1/9/2023	OVERDRIVE INC	\$1,175.78
053404	1/9/2023	R W LAPINE INC	\$1,049.51
053405	1/9/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00

Check Number	Check Date	Vendor Name	Check Amount
053406	1/9/2023	TRANE COMPANY INC	\$645.28
053407	1/9/2023	DEX YP INC SUPERMEDIA LLC	\$10.07
053408	1/18/2023	SEMCO ENERGY INC	\$1,651.67
053409	1/18/2023	BARNES & NOBLE INC	\$652.80
053410	1/18/2023	VERIZON WIRELESS	\$68.08
053411	1/18/2023	CITY OF BATTLE CREEK CITY TREASURER	\$294.84
053412	1/18/2023	HOMELESS TRAINING INSTITUTE, LLC	\$649.00
053413	1/18/2023	EBSICO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$528.40
053414	1/18/2023	FOX BROTHERS MECHANICAL SERVICE INC	\$1,020.00
053415	1/18/2023	FUEL MANAGMENT SYSTEM INC	\$70.54
053416	1/18/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053417	1/18/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,245.00
053418	1/18/2023	JULIE NILA JACKSON	\$100.00
053419	1/18/2023	PBC GURU LLC <i>Library Speakers Consortium</i>	\$3,500.00
053420	1/18/2023	ROSE PEST SOLUTIONS INC	\$53.00
053421	1/18/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053422	1/18/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47
053423	1/18/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$44.85
053424	1/18/2023	TRANE COMPANY INC	\$728.50
053425	1/18/2023	TIAA, FSB INC	\$508.16
053426	1/18/2023	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY <i>Author Event</i>	\$5,100.00
053427	1/18/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053428	1/23/2023	SYNCB/AMAZON	\$289.10
053429	1/23/2023	ALLEGRA PRNT & IMAGING INC.	\$2,747.32
053430	1/23/2023	ALF III INC DBA SERVPRO OF NORTH CALHOUN	\$381.16
053431	1/23/2023	CBS DISTRIBUTION INC DBA PERMACARD	\$422.68
053432	1/23/2023	DEMCO INC	\$457.88
053433	1/23/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053434	1/23/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,745.00
053435	1/23/2023	JULIE NILA JACKSON	\$100.00
053436	1/23/2023	TANYSHA CELESTE JOHNSON	\$700.00
053437	1/23/2023	MEDLER ELECTRIC COMPANY	\$106.23
053438	1/23/2023	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$655.84
053439	1/23/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$51.72
053440	1/23/2023	TRIPLE R ENTERPRISES INC. DBA TRIPLE R CONSULTANTS <i>USF Consultants</i>	\$4,400.00
053441	1/23/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$1,295.00
053442	1/23/2023	NADIA HOPE VANNORTWICK	\$60.00

Check Number	Check Date	Vendor Name	Check Amount
053443	1/23/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053444	1/30/2023	ALLEGRA PRNT & IMAGING INC.	\$158.45
053445	1/30/2023	BATTERIES PLUS #388	\$290.62
053446	1/30/2023	CONSUMERS ENERGY INC	\$2,387.36
053447	1/30/2023	DEMCO INC	\$91.27
053448	1/30/2023	FUN EXPRESS LLC	\$158.31
053449	1/30/2023	FOX BROTHERS MECHANICAL SERVICE INC	\$1,632.00
053450	1/30/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053451	1/30/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053452	1/30/2023	JULIE NILA JACKSON	\$100.00
053453	1/30/2023	STATE OF MICHIGAN	\$120.00
053454	1/30/2023	NEW NUEVA OPINION JESUS GRILLO	\$240.00
053455	1/30/2023	PRECISION PRINTER SERVICE INC	\$164.95
053456	1/30/2023	ROSE PEST SOLUTIONS INC	\$113.00
053457	1/30/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053458	1/30/2023	RENAISSANCE WEB SOLUTIONS LLC <i>Website Design</i>	\$3,497.50
053459	1/30/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47
053460	1/30/2023	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$342.50
053461	1/30/2023	BC/CALHOUN COUNTY CONVENTION & VISITORS BUREAU DBA CALHOUN COUNTY VISITORS BUREAU	\$25.00
A03970	1/3/2023	BRODART COMPANY INC	\$215.00
A03971	1/3/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,629.13
A03972	1/3/2023	GALE/CENGAGE LEARNING INC	\$565.28
A03973	1/3/2023	INGRAM LIBRARY SERVICE INC	\$3,138.50
A03974	1/3/2023	KSS ENTERPRISES INC	\$81.09
A03975	1/3/2023	MIDWEST TAPE INC.	\$136.04
A03976	1/3/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$131.37
A03977	1/9/2023	BRODART COMPANY INC	\$689.76
A03978	1/9/2023	BLACKSTONE AUDIO BOOKS INC	\$588.80
A03979	1/9/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,284.30
A03980	1/9/2023	BRILLIANCE AUDIO INC	\$100.99
A03981	1/9/2023	CDW GOVERNMENT INC SUITE 1515	\$319.34
A03982	1/9/2023	GALE/CENGAGE LEARNING INC	\$161.93
A03983	1/9/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$5.00
A03984	1/9/2023	DASTON CORPORATION	\$467.72
A03985	1/9/2023	INGRAM LIBRARY SERVICE INC	\$6,416.08
A03986	1/9/2023	KSS ENTERPRISES INC	\$162.18
A03987	1/9/2023	MIDWEST TAPE INC.	\$10,883.08

Check Number	Check Date	Vendor Name	Check Amount
A03988	1/9/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$736.22
A03989	1/18/2023	BRODART COMPANY INC	\$575.40
A03990	1/18/2023	BATTLE CREEK PUBLIC SCHOOL	\$6,560.40
A03991	1/18/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,618.08
A03992	1/18/2023	BASIC	\$497.00
A03993	1/18/2023	INGRAM LIBRARY SERVICE INC	\$5,858.96
A03994	1/18/2023	MIDWEST TAPE INC.	\$551.19
A03995	1/23/2023	BRODART COMPANY INC	\$1,260.91
A03996	1/23/2023	BLACKSTONE AUDIO BOOKS INC	\$47.00
A03997	1/23/2023	BATTLE CREEK PUBLIC SCHOOL	\$5,881.78
A03998	1/23/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,643.90
A03999	1/23/2023	FINDAWAY WORLD LLC	\$264.10
A04000	1/23/2023	INGRAM LIBRARY SERVICE INC	\$4,861.30
A04001	1/23/2023	MIDWEST TAPE INC.	\$2,910.54
A04002	1/30/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,698.00
A04003	1/30/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$162.59
			Grand Totals \$143,077.62

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

February 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes (1)	4,757,240	3,391,214	71.29%	1,366,026	3,812,257
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	487,548	84.80%	87,416	508,272
Penal Fines	100,000	24,594	24.59%	75,406	51,851
Fees and Book Fines	50,000	40,080	80.16%	9,920	42,372
Local Contributions & Contracts	90,715	56,438	62.21%	34,277	152,898
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	4,086,242	70.44%	1,714,804	4,567,650

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	3,854,484	62.18%	2,344,159	3,767,468

REVENUE OVER EXPENDITURES 231,758

VARIANCES (+/-) Current in Bold

1.) Timing of Emmett Township property tax payments

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

February 2023

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	156,709	82.67%	32,852	247,776
Program Svs-Av, Books & Periodicals	1,003,265	555,417	55.36%	447,848	473,148
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	2,397,727	65.14%	1,283,161	2,328,701
Office Supplies	47,150	24,951	52.92%	22,199	28,077
Repairs & Maintenance Supplies	40,260	22,755	56.52%	17,505	22,150
Purchased Services	740,667	382,263	51.61%	358,404	390,854
Communications	120,200	66,231	55.10%	53,969	66,346
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	59,778	45.63%	71,222	58,393
Repairs & Maintenance Services	204,885	147,887	72.18%	56,998	112,686
TOTAL	6,198,643	3,854,484	62.18%	2,344,159	3,767,468

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS FEBRUARY 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	166,228.17
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	118,905.58
FICA & Federal withholding tax	39,205.97
State withholding tax	6,113.87
Battle Creek City withholding tax	1,133.15
MERS Retirement System	24,185.22
MERS Pension Funding	0.00
MPERS Retirement System	2,559.12
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	
MERS (Employee 457)	3,150.88
Friend of the Court	1,533.54
5th/3rd BANK (credit card)	5,844.42
Health Equity Employer Serv.	1,657.40
MESSA	53,577.37
Unum Life Insurance	579.13
Total Disbursements	424,773.82

**WILLARD PUBLIC LIBRARY CHECKS
FEBRUARY 2023
MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
053462	2/ 6/ 2023	BARNES & NOBLE INC	\$257.83
053463	2/ 6/ 2023	CCH INC	\$103.96
053464	2/ 6/ 2023	CITY OF BATTLE CREEK CITY TREASURER	\$293.91
053465	2/ 6/ 2023	CALHOUN COUNTY SENIOR SERVICES	\$70.00
053466	2/ 6/ 2023	D. L. GALLIVAN LLC	\$680.59
053467	2/ 6/ 2023	FUN EXPRESS LLC	\$740.93
053468	2/ 6/ 2023	FUEL MANAGEMENT SYSTEM INC	\$75.88
053469	2/ 6/ 2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053470	2/ 6/ 2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053471	2/ 6/ 2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,625.00
053472	2/ 6/ 2023	JULIE NILA JACKSON	\$100.00
053473	2/ 6/ 2023	TANYSHA CELESTE JOHNSON	\$75.00
053474	2/ 6/ 2023	MTI COMMUNICATIONS INC.	\$12,388.40
053475	2/ 6/ 2023	MIX HARDWARE	\$25.15
053476	2/ 6/ 2023	METRO FIBERNET LLC	\$3,936.21
053477	2/ 6/ 2023	MISC BANK TRANSFER	\$5.00
053478	2/ 6/ 2023	MISC BANK TRANSFER	\$5.00
053479	2/ 6/ 2023	OVERDRIVE INC	\$15,419.01
053480	2/ 6/ 2023	RADIO COMMUNICATIONS INC	\$93.37
053481	2/ 6/ 2023	JARED WILLIAM RINCKEY	\$300.00
053482	2/ 6/ 2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$498.43
053483	2/ 6/ 2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053484	2/ 6/ 2023	DEX YP INC SUPERMEDIA LLC	\$24.40
053485	2/ 6/ 2023	MIX HARDWARE	\$40.17
053486	2/ 13/ 2023	ALLEGRA PRNT & IMAGING INC.	\$191.88
053487	2/ 13/ 2023	A-Z KEY SHOP	\$93.00
053488	2/ 13/ 2023	APPLE BOOKS	\$365.31
053489	2/ 13/ 2023	PETTY CASH WILLARD LIBRARY	\$154.59
053490	2/ 13/ 2023	SEMCO ENERGY INC	\$738.26
053491	2/ 13/ 2023	BARNES & NOBLE INC	\$27.20
053492	2/ 13/ 2023	BATTLE CREEK CENTRAL HS HALL OF FAME	\$80.00
053493	2/ 13/ 2023	VERIZON WIRELESS	\$63.08

Check Number	Check Date	Vendor Name	Check Amount
053494	2/13/2023	CEREAL CITY BASEBALL LLC DBA BATTLE CREEK BOMBERS	\$3,605.00
053495	2/13/2023	FUN EXPRESS LLC	\$269.22
053496	2/13/2023	FOX BROTHERS MECHANICAL SERVICE INC	\$981.84
053497	2/13/2023	GREAT LAKES MARKING COMPANY FORMERLY GE STAMP WORKS INC	\$15.95
053498	2/13/2023	TEAIRA GRAY DBA W I STERNI	\$150.00
053499	2/13/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,455.00
053500	2/13/2023	JULIE NILA JACKSON	\$100.00
053501	2/13/2023	TANYSHA CELESTE JOHNSON	\$250.00
053502	2/13/2023	KNIGHTWATCH INC	\$2,422.73
053503	2/13/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053504	2/13/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$671.47
053505	2/13/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$413.38
053506	2/13/2023	TRANE COMPANY INC	\$438.75
053507	2/13/2023	US POSTAL SERVICE CMRS-PBP	\$5,000.00
053508	2/13/2023	DEX YP INC SUPERMEDIA LLC	\$19.26
053509	2/13/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053510	2/13/2023	WELLS FARGO FINANCIAL LEASING INC	\$190.72
053511	2/21/2023	SEMCO ENERGY INC	\$616.68
053512	2/21/2023	DEMCO INC	\$173.84
053513	2/21/2023	THE DIATRIBE INC.	\$1,500.00
053514	2/21/2023	TEAIRA GRAY DBA W I STERNI	\$150.00
053514	2/23/2023	TEAIRA GRAY DBA W I STERNI	(\$150.00)
053515	2/21/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
053516	2/21/2023	JULIE NILA JACKSON	\$100.00
053516	2/28/2023	JULIE NILA JACKSON	(\$100.00)
053517	2/21/2023	TANYSHA CELESTE JOHNSON	\$700.00
053518	2/21/2023	SCHOOL OUTFITTERS	\$2,873.67
053519	2/24/2023	SYNCB/ AMAZON	\$19.99
053520	2/24/2023	BARNES & NOBLE INC	\$203.00
053521	2/24/2023	CALHOUN COUNTY TREASURER	\$6,881.37
053522	2/24/2023	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$51.00
053523	2/24/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$319.80
053524	2/24/2023	FUEL MANAGMENT SYSTEM INC	\$65.07
053525	2/24/2023	SHERWIN WILLIAMS	\$89.97
053526	2/24/2023	TIAA, FSB INC	\$606.03
053527	2/24/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,345.00
053528	2/28/2023	CONSUMERS ENERGY INC	\$2,306.84

Check Number	Check Date	Vendor Name	Check Amount
053529	2/28/2023	ELLI SON EDUCATI ONAL EQUIPMENT INC	\$1,252.13
053530	2/28/2023	TEAIRA GRAY DBA WI STERNI	\$150.00
053531	2/28/2023	CODY HOFFMAN DBA RELI ABLE PROPERTY MAINTENANCE LLC	\$1,500.00
053532	2/28/2023	JULIE NI LA JACKSON	\$100.00
053533	2/28/2023	LAKESHORE PARENT, LLC DBA LAKESHORE LEARNI NG MATERI ALS, LLC	\$459.51
053534	2/28/2023	MI CHI GAN MUNI CI PAL LEAGUE WORKERS COMP FUND COMPENSATI ON FUND	\$896.00
053535	2/28/2023	BOOKPAGE PROMOTI ON INC	\$4,800.00
053536	2/28/2023	PRECI SI ON PRI NTER SERVI CE INC	\$419.98
053537	2/28/2023	ROSE PEST SOLUTIONS INC	\$60.00
053538	2/28/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$939.81
053539	2/28/2023	SHERWIN WILLIAMS	\$130.84
053540	2/28/2023	SCHOOL SPECIALTY INC	\$482.52
053541	2/28/2023	DEX YP INC SUPERMEDI A LLC	\$5.00
A04004	2/6/2023	BRODART COMPANY INC	\$1,508.42
A04005	2/6/2023	BLACKSTONE AUDIO BOOKS INC	\$364.09
A04006	2/6/2023	BK TEACHOUT INVESTI GATIONS INC	\$3,644.00
A04007	2/6/2023	BRILLI ANCE AUDI O INC	\$72.00
A04008	2/6/2023	GALE/ CENGAGE LEARNI NG INC	\$854.66
A04009	2/6/2023	FINDAWAY WORLD LLC	\$374.95
A04010	2/6/2023	INGRAM LI BRARY SERVI CE INC	\$11,624.07
A04011	2/6/2023	MIDWEST TAPE INC.	\$2,943.53
A04012	2/13/2023	BRODART COMPANY INC	\$438.30
A04013	2/13/2023	BK TEACHOUT INVESTI GATIONS INC	\$3,328.88
A04014	2/13/2023	GALE/ CENGAGE LEARNI NG INC	\$232.41
A04015	2/13/2023	OMNI GROUP ATTN: ACCOUNTS RECEI VABLE	\$5.00
A04016	2/13/2023	FINDAWAY WORLD LLC	\$172.65
A04017	2/13/2023	INGRAM LI BRARY SERVI CE INC	\$3,085.34
A04018	2/13/2023	MIDWEST TAPE INC.	\$11,809.31
A04019	2/13/2023	UNI QUE INTEGRATED COMMUNI CATIONS INC	\$701.33
A04020	2/21/2023	BRODART COMPANY INC	\$341.64
A04021	2/21/2023	BK TEACHOUT INVESTI GATIONS INC	\$3,699.73
A04022	2/21/2023	CDW GOVERNMENT INC SUITE 1515	\$318.40
A04023	2/21/2023	DASTON CORPORATI ON	\$467.72
A04024	2/21/2023	INGRAM LI BRARY SERVI CE INC	\$4,428.62
A04025	2/21/2023	MIDWEST TAPE INC.	\$1,579.15
A04026	2/24/2023	BASIC	\$155.00
A04027	2/24/2023	GALE/ CENGAGE LEARNI NG INC	\$221.91

Check Number	Check Date	Vendor Name	Check Amount
A04028	2/24/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$108.90
A04029	2/28/2023	BRODART COMPANY INC	\$261.28
A04030	2/28/2023	BATTLE CREEK PUBLIC SCHOOL	\$6,682.86
A04031	2/28/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,682.03
A04032	2/28/2023	GALE/ CENGAGE LEARNING INC	\$41.23
A04033	2/28/2023	INGRAM LIBRARY SERVICE INC	\$8,466.45
A04034	2/28/2023	KSS ENTERPRISES INC	\$3,215.21
A04035	2/28/2023	MIDWEST TAPE INC.	\$1,394.10
			Grand Totals \$166,228.17



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 October 01, 2022 - December 31, 2022

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Investment Performance and Oversight

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During the period, the BCCF portfolio experienced an **8.09%*** investment return. Fiscal year returns, from April 1, 2022 – December 31, 2022, have a net return of **-11.21%**. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. **The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

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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 October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

	Current Period October 01, 2022 - December 31, 2022	Year To Date April 01, 2022 - December 31, 2022
Beginning Fund Balance	\$784,081.19	\$983,593.26
ADDITIONS:		
Gifts and Grants Received	0.00	100.00
Investment Earnings	61,073.06	(96,326.70)
Total Additions	61,073.06	(96,226.70)
DISTRIBUTIONS:		
Administrative Fees	2,128.84	6,421.15
Grants Awarded	0.00	37,920.00
Total Distributions	2,128.84	44,341.15
Ending Fund Balance	\$843,025.41	\$843,025.41
Accumulated Gifts & Contributions to Principal		805,066.04
Accumulated Earnings less Expenditures		37,959.37
Accumulated Spendable		0.00
Ending Fund Balance		\$843,025.41

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master

For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

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 October 01, 2022 - December 31, 2022

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Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Organizational
For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

	Current Period October 01, 2022 - December 31, 2022	Year To Date April 01, 2022 - December 31, 2022
Beginning Fund Balance	\$2,828.31	\$3,399.30
ADDITIONS:		
Investment Earnings	220.23	(334.36)
Total Additions	220.23	(334.36)
DISTRIBUTIONS:		
Administrative Fees	8.14	24.54
Total Distributions	8.14	24.54
Ending Fund Balance	\$3,040.40	\$3,040.40
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		(8,914.60)
Accumulated Spendable		0.00
Ending Fund Balance		\$3,040.40

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Organizational
For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

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 - Third Party October 01, 2022 - December 31, 2022

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Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Third Party

For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

	Current Period October 01, 2022 - December 31, 2022	Year To Date April 01, 2022 - December 31, 2022
Beginning Fund Balance	\$781,252.88	\$980,193.96
ADDITIONS:		
Gifts and Grants Received	0.00	100.00
Investment Earnings	60,852.83	(95,992.34)
Total Additions	60,852.83	(95,892.34)
DISTRIBUTIONS:		
Administrative Fees	2,120.70	6,396.61
Grants Awarded	0.00	37,920.00
Total Distributions	2,120.70	44,316.61
Ending Fund Balance	\$839,985.01	\$839,985.01
Accumulated Gifts & Contributions to Principal		793,111.04
Accumulated Earnings less Expenditures		46,873.97
Accumulated Spendable		0.00
Ending Fund Balance		\$839,985.01

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Third Party
For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



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

Quarterly Report - Willard Library/Campbell Fund October 01, 2022 - December 31, 2022

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Battle Creek Community Foundation
Fund Statement

Willard Library/Campbell Fund
For the Period October 01, 2022 - December 31, 2022
Generated on: 02/01/2023

	Current Period October 01, 2022 - December 31, 2022	Year To Date April 01, 2022 - December 31, 2022
Beginning Fund Balance	\$46,169.96	\$57,784.26
ADDITIONS:		
Investment Earnings	3,596.33	(5,659.78)
Total Additions	3,596.33	(5,659.78)
DISTRIBUTIONS:		
Administrative Fees	68.57	206.76
Grants Awarded	0.00	2,220.00
Total Distributions	68.57	2,426.76
Ending Fund Balance	\$49,697.72	\$49,697.72
Accumulated Gifts & Contributions to Principal		41,740.69
Accumulated Earnings less Expenditures		7,957.03
Accumulated Spendable		0.00
Ending Fund Balance		\$49,697.72

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Campbell Fund

For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



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

Quarterly Report - Willard Library/Denman Fund October 01, 2022 - December 31, 2022

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Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund
For the Period October 01, 2022 - December 31, 2022
Generated on: 02/01/2023

	Current Period October 01, 2022 - December 31, 2022	Year To Date April 01, 2022 - December 31, 2022
Beginning Fund Balance	\$85,981.98	\$107,606.44
ADDITIONS:		
Investment Earnings	6,697.46	(10,539.66)
Total Additions	6,697.46	(10,539.66)
DISTRIBUTIONS:		
Administrative Fees	127.68	385.02
Grants Awarded	0.00	4,130.00
Total Distributions	127.68	4,515.02
Ending Fund Balance	\$92,551.76	\$92,551.76
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		21,754.29
Accumulated Spendable		0.00
Ending Fund Balance		\$92,551.76

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund

For the Period October 01, 2022 - December 31, 2022

Generated on: 02/01/2023

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2021

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning **JUL 1, 2021** and ending **JUN 30, 2022**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization WILLARD LIBRARY		D Employer identification number 38-3211873
	Doing business as		E Telephone number (269)968-8166
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	7 WEST VANBUREN STREET		G Gross receipts \$ 5,978,429.
	City or town, state or province, country, and ZIP or foreign postal code BATTLE CREEK, MI 49017		
F Name and address of principal officer: MATTHEW WILLIS SAME AS C ABOVE		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶	

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: ▶ **WILLARDLIBRARY.ORG**

K Form of organization: Corporation Trust Association Other ▶ **GOVER** **L** Year of formation: **1840** **M** State of legal domicile: **MI**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE LIBRARY SERVICES TO RESIDENTS OF THE CITY OF BATTLE CREEK AND SURROUNDING COMMUNITIES.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	58
	6 Total number of volunteers (estimate if necessary)	6	5
	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 16,398.	Current Year 126,578.
	9 Program service revenue (Part VIII, line 2g)	409,770.	452,771.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	13,994.	9,465.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	5,300,515.	5,389,615.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	5,740,677.	5,978,429.
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14 Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		3,143,488.	3,534,116.
16a Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.			
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		1,724,791.	1,942,925.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	4,868,279.	5,477,041.	
19 Revenue less expenses. Subtract line 18 from line 12	872,398.	501,388.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 5,859,723.	End of Year 5,504,980.
	21 Total liabilities (Part X, line 26)	103,200.	86,134.
	22 Net assets or fund balances. Subtract line 21 from line 20	5,756,523.	5,418,846.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	MATTHEW WILLIS, DIRECTOR Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name KENLEY PENNER, CPA	Preparer's signature KENLEY PENNER, CPA	Date 03/03/23	Check if self-employed <input type="checkbox"/>	PTIN P00740260
	Firm's name ▶ PLANTE & MORAN, PLLC	Firm's EIN ▶ 38-1357951		Phone no. (269) 567-4500	
	Firm's address ▶ 750 TRADE CENTRE WAY, STE. 300 PORTAGE, MI 49002				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: WE CREATE A COMMUNITY OF READERS AND A WORLD OF POSSIBILITIES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

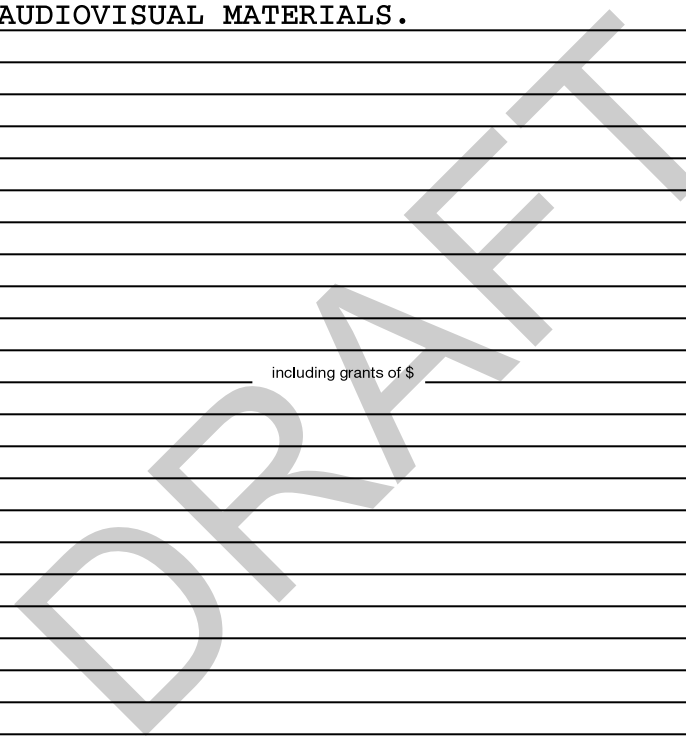
4a (Code:) (Expenses \$ 3,150,695. including grants of \$ 0.) (Revenue \$ 5,842,386.) THE PROVISION OF LIBRARY SERVICES WHICH INCLUDES THE USE OF BOOKS, PERIODICALS, & AUDIOVISUAL MATERIALS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 3,150,695.



Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		X
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows 22-38. Includes questions about grants, compensation, tax-exempt bonds, excess benefit transactions, and controlled entities.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, Yes, No. Rows 1a, 1b, 1c. Includes questions about Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 17 regarding employee counts, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included on line 1a, above, who are independent; 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?; 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed MI
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
[] Own website [] Another's website [X] Upon request [] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records
KATHY DOMENICO - 269-968-8166
7 WEST VANBUREN STREET, BATTLE CREEK, MI 49017

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Empty checkbox

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees... List all of the organization's current key employees... List the organization's five current highest compensated employees... List all of the organization's former officers, key employees, and highest compensated employees... List all of the organization's former directors or trustees...

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position, (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Includes entries for Catherine Lucas (Director), James Keefer (President), Judith Williamson (Vice President), Kathleen Baker (Secretary), Michelle Herzing (Treasurer), and Salli Baltutat (Trustee).

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							99,006.	0.	26,808.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							99,006.	0.	26,808.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ELITE COMPANIES LLC, 211 E WATER ST SUITE 201, KALAMAZOO, MI 49007	CONSTRUCTION CONTRACTOR	584,616.
DONNA TITUS DBA RELIABLE PROPERTY CLEANING 9699 DICKINSON DR, BATTLE CREEK, MI 49014	CLEANING SERVICES	130,197.
SECURITAS SECURITY P.O. BOX 403412, ATLANTA, GA 30384-3412	SECURITY	118,490.
KNIGHTWATCH, 3005 BUSINESS ONE DRIVE, KALAMAZOO, MI 49048	ALARM MONITORING/KEY FOB & CAMERA INSTAL	102,570.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **4**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns					
	b	Membership dues					
	c	Fundraising events					
	d	Related organizations					
	e	Government grants (contributions)					
	f	All other contributions, gifts, grants, and similar amounts not included above	126,578.				
	g	Noncash contributions included in lines 1a-1f					
	h	Total. Add lines 1a-1f		126,578.			
Program Service Revenue	2 a	LIBRARY SERVICES	900099	385,857.	385,857.		
	b	FEES AND FINES	900099	66,914.	66,914.		
	c						
	d						
	e						
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		452,771.			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		9,465.		9,465.	
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real				
			(ii) Personal				
	b	Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
	b	Less: cost or other basis and sales expenses					
	c	Gain or (loss)					
d	Net gain or (loss)						
8 a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18						
b	Less: direct expenses						
c	Net income or (loss) from fundraising events						
9 a	Gross income from gaming activities. See Part IV, line 19						
b	Less: direct expenses						
c	Net income or (loss) from gaming activities						
10 a	Gross sales of inventory, less returns and allowances						
b	Less: cost of goods sold						
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a	PROPERTY TAX REVENUE	900099	4,675,189.	4,675,189.		
	b	STATE AID	900099	597,854.	597,854.		
	c	PENAL FINES	900099	111,324.	111,324.		
	d	All other revenue	900099	5,248.	5,248.		
	e	Total. Add lines 11a-11d		5,389,615.			
12	Total revenue. See instructions		5,978,429.	5,842,386.	0.	9,465.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	132,757.	67,706.	65,051.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,291,805.	1,168,821.	1,122,984.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	431,149.	219,886.	211,263.	
9 Other employee benefits	504,086.	257,084.	247,002.	
10 Payroll taxes	174,319.	88,903.	85,416.	
11 Fees for services (nonemployees):				
a Management				
b Legal	51,084.	26,053.	25,031.	
c Accounting	25,251.	12,878.	12,373.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	585,302.	298,504.	286,798.	
12 Advertising and promotion	23,103.	11,783.	11,320.	
13 Office expenses	73,400.	37,434.	35,966.	
14 Information technology	125,316.	63,911.	61,405.	
15 Royalties				
16 Occupancy	122,753.	62,604.	60,149.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	23,837.	23,837.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a BOOKS	647,392.	647,392.		
b EQUIPMENT R&M	122,224.	62,334.	59,890.	
c SUPPLIES	72,321.	36,884.	35,437.	
d MEDIA	58,163.	58,163.		
e All other expenses	12,779.	6,518.	6,261.	
25 Total functional expenses. Add lines 1 through 24e	5,477,041.	3,150,695.	2,326,346.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,700.	1	1,700.
	2 Savings and temporary cash investments	5,638,971.	2	5,114,989.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	133,993.	4	206,369.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	85,059.	9	181,922.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	5,859,723.	16	5,504,980.	
Liabilities	17 Accounts payable and accrued expenses	103,200.	17	75,442.
	18 Grants payable		18	
	19 Deferred revenue		19	10,692.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	103,200.	26	86,134.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds	5,756,523.	29	5,418,846.
	30 Paid-in or capital surplus, or land, building, or equipment fund	0.	30	0.
	31 Retained earnings, endowment, accumulated income, or other funds	0.	31	0.
	32 Total net assets or fund balances	5,756,523.	32	5,418,846.
	33 Total liabilities and net assets/fund balances	5,859,723.	33	5,504,980.

Form 990 (2021)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	5,978,429.
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,477,041.
3	Revenue less expenses. Subtract line 2 from line 1	3	501,388.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,756,523.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-839,065.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,418,846.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other SEE SCH O
 If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? Yes No
 If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant? Yes No
 If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? Yes No
 If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? Yes No
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits

	Yes	No
1		
2a		X
b	X	
c		X
3a		X
3b		

Form 990 (2021)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization <p style="text-align:center;">WILLARD LIBRARY</p>	Employer identification number <p style="text-align:center;">38-3211873</p>
--	---

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	190,000.	209,290.	29,966.	16,398.	126,578.	572,232.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	4321013.	4400818.	4478053.	4577769.	4675189.	22452842.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	4511013.	4610108.	4508019.	4594167.	4801767.	23025074.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						23025074.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	4511013.	4610108.	4508019.	4594167.	4801767.	23025074.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	24,501.	33,485.	25,186.	13,994.	9,465.	106,631.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						23131705.
12 Gross receipts from related activities, etc. (see instructions)					12	11,413,352.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	99.54 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	99.51 %
16a 33 1/3% support test - 2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 8 Public support.

Section B. Total Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included on line 10b; 12 Other income; 13 Total support.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Description, Percentage. Row 15: Public support percentage for 2021; Row 16: Public support percentage from 2020 Schedule A, Part III, line 15.

Section D. Computation of Investment Income Percentage

Table with 2 columns: Description, Percentage. Row 17: Investment income percentage for 2021; Row 18: Investment income percentage from 2020 Schedule A, Part III, line 17.

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here.

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here.

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? a A person who directly or indirectly controls... b A family member... c A 35% controlled entity...

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity... Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s)...

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year... Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected... Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice...

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test... Row 2: Activities Test. Answer lines 2a and 2b below. a Did substantially all of the organization's activities during the tax year directly further the exempt purposes... b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement... Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees... b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations?

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2021 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1	Distributable amount for 2021 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2021		
a	From 2016		
b	From 2017		
c	From 2018		
d	From 2019		
e	From 2020		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2021 distributable amount		
i	Carryover from 2016 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2021 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2021 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2022. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2017		
b	Excess from 2018		
c	Excess from 2019		
d	Excess from 2020		
e	Excess from 2021		

Schedule A (Form 990) 2021

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CATHERINE GRAHAM 3604 FULTON ST E APT 232 GRAND RAPIDS, MI 49546	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MARTICH ESTATE 189 CAINE STREET BATTLE CREEK, MI 49014	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	TENBRINK ESTATE 5051 E. DRIVE SOUTH BATTLE CREEK, MI 49014	\$ 96,886.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	BARNUM TRUST 7 WEST VANBUREN STREET BATTLE CREEK, MI 49017	\$ 9,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	COUNCIL OF LIBRARY & INFORMATION RESOURCES 211 NORTH UNION STREET SUITE 100 ALEXANDRIA, VA 22314	\$ 10,692.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

WILLARD LIBRARY

38-3211873

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____
	_____ _____ _____	\$ _____	_____

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization WILLARD LIBRARY Employer identification number 38-3211873

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? (Yes/No), 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? (Yes/No)

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year (2a Total number of conservation easements, 2b Total acreage restricted by conservation easements, 2c Number of conservation easements on a certified historic structure included in (a), 2d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register), 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? (Yes/No), 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? (Yes/No), 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: \$. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2021

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	1,014,661.	986,539.	1,023,630.	1,056,377.	1,007,291.
b Contributions	8,003.	18,898.	1,005.	4,000.	41,489.
c Net investment earnings, gains, and losses	5,871.	9,224.	11,904.	12,985.	7,597.
d Grants or scholarships					
e Other expenditures for facilities and programs	0.		50,000.	49,732.	
f Administrative expenses					
g End of year balance	1,028,535.	1,014,661.	986,539.	1,023,630.	1,056,377.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment .0000 %
 - b Permanent endowment 100 %
 - c Term endowment .0000 %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|-----|----|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) 0.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

Table with 3 columns: (a) Description of security or category, (b) Book value, (c) Method of valuation. Rows include (1) Financial derivatives, (2) Closely held equity interests, (3) Other (A-H), and Total.

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

Table with 3 columns: (a) Description of investment, (b) Book value, (c) Method of valuation. Rows (1) through (9) and Total.

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

Table with 2 columns: (a) Description, (b) Book value. Rows (1) through (9) and Total.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

Table with 2 columns: (a) Description of liability, (b) Book value. Section 1 includes rows (1) Federal income taxes through (9). Section 2 is for liability for uncertain tax positions.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	5,978,429.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	5,978,429.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	5,978,429.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	6,316,106.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	839,065.	
e	Add lines 2a through 2d		2e	839,065.
3	Subtract line 2e from line 1		3	5,477,041.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	5,477,041.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:

THE PURPOSE OF THE ENDOWMENT FUND IS TO FUND SPECIAL PROJECTS AND IMPROVEMENTS TO THE LIBRARY.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

CAPITAL EXPENDITURES 839,065.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

FORM 990, ITEM K, OTHER FORM OF ORGANIZATION:

GOVERNMENTAL

FORM 990, PART VI, SECTION B, LINE 11B:

THE DIRECTOR AND BUSINESS MANAGER REVIEW THE FORM 990 FOR REASONABLENESS.

A DRAFT OF THE FORM 990 IS INCLUDED IN THE BOARD PACKET FOR BOARD REVIEW

PRIOR TO FILING.

FORM 990, PART VI, SECTION C, LINE 19:

THE FORM 990, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS ARE

AVAILABLE FOR PUBLIC INSPECTION VIA THE WILLARD LIBRARY WEBSITE. FORM 1023

IS AVAILABLE UPON REQUEST.

FORM 990, PART IX, LINE 11G, OTHER FEES:

SECURITY:

PROGRAM SERVICE EXPENSES 97,774.

MANAGEMENT AND GENERAL EXPENSES 93,940.

FUNDRAISING EXPENSES 0.

TOTAL EXPENSES 191,714.

MAINTENANCE CONTRACTS:

PROGRAM SERVICE EXPENSES 107,348.

MANAGEMENT AND GENERAL EXPENSES 103,139.

FUNDRAISING EXPENSES 0.

TOTAL EXPENSES 210,487.

Name of the organization WILLARD LIBRARY	Employer identification number 38-3211873
--	---

STAFF DEVELOPMENT:

PROGRAM SERVICE EXPENSES	13,733.
MANAGEMENT AND GENERAL EXPENSES	13,195.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	26,928.

PUBLIC PROGRAMS:

PROGRAM SERVICE EXPENSES	58,873.
MANAGEMENT AND GENERAL EXPENSES	56,565.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	115,438.

OTHER FEES:

PROGRAM SERVICE EXPENSES	20,776.
MANAGEMENT AND GENERAL EXPENSES	19,959.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	40,735.
TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A	585,302.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

CAPITAL EXPENDITURES	-839,065.
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PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PREVIOUS YEAR.

FORM 990, PART XII, LINE 1, OTHER ACCOUNTING METHOD:

MODIFIED ACCRUAL

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. WILLARD LIBRARY	Taxpayer identification number (TIN) 38-3211873
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 7 WEST VANBUREN STREET	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BATTLE CREEK, MI 49017	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

KATHY DOMENICO

- The books are in the care of ▶ **7 WEST VANBUREN STREET - BATTLE CREEK, MI 49017**

Telephone No. ▶ **269-968-8166** Fax No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2023**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2021**, and ending **JUN 30, 2022**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

E-RATE BID RESPONSE LOG

District Name: Willard Library

FY23: 2023-2024

Bid Opening Date:

1/12/2022

SERVICE TYPE	SERVICE PROVIDER NAME	SPIN	COMMENTS
Internet	Merit	143-004-331	\$177,468/year 1/\$174,900 year 2 & 3 (10g-3 years), \$42,824/year 1/\$40,824 year 2 & 3 (1g-3 years), \$193,470/year 1/\$192,720 year 2 & 3 (10g-5 years), \$42,458/year 1/\$41,708 year 2 & 3 (1g-5 years), \$10,640/year (100MB-3 years), \$10,280/year (100MB-5 years),
Internet	Metronet	143-001-701	\$11,400/year 1 G, \$13,800 2G,\$15,000 3 G, \$16,200 4G, \$17,400 5G, \$18,600 6 G, \$19,800 7 G, \$21,000 8 G, \$22,200 9G, \$23,400 10G. /\$10,800/3 year 1G, \$13,200 2G, \$14,400 3G, \$15,600 4G, \$16,800 5G, \$18,000 6G, \$19,200 7G, \$20,400 8G, \$21,600 9G, \$22,800 10G
Internet P-P	Metronet	143-001-701	\$17,940/year 1 G, \$19,140 2G, \$19,800 5G, \$15,540/3 year 1G, \$16,740 2G, \$17,940 5G
Network Electronics	Inacomp TSG	143-032-908	\$114,442.07
Network Electronics	Vector Tech Group	143-049-512	\$66,992
Structured Cables	Vector Tech Group	143-049-512	\$11,450
	10.00%	Internet	\$18,000.00
	10.00%	Inter PTP	\$17,940.00
	15.00%	Network Electronics	\$114,442.07
	15.00%	Structured Cabling	\$11,450.00
			\$161,832.07
			\$22,477.81

BID EVALUATION WORKSHEET
FY23: 2023-2024

District Name: Willard Library

Bid Opening Date: 1/12/2022

Service Description: Internet PTP

Evaluation Factors	Factor %Weight*	Service Provider MetroNet		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]	
		Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***
E-rate Eligible Costs*	30	5	30.00	5	30.00		0.00		0.00		0.00
Service Transition Factors	20	5	20.00	5	20.00		0.00		0.00		0.00
Adherence to Specifications	10	5	10.00	5	10.00		0.00		0.00		0.00
Prior Experience	5	5	5.00	5	5.00		0.00		0.00		0.00
Past Performance	5	4	4.00	4	4.00		0.00		0.00		0.00
Understands Needs	10	5	10.00	5	10.00		0.00		0.00		0.00
Personnel Qualifications	5	5	5.00	5	5.00		0.00		0.00		0.00
Management Capabilities	5	5	5.00	5	5.00		0.00		0.00		0.00
Financial Stability	10	5	10.00	5	10.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00

Total Ratings: ****

Selected Service Provider: MetroNet
Approved by: Chad S. Osborn
Title: Director of Information Technology and Facilities
Date: 2/6/2023

Comments:

*Factor %Weight=Weight of each factor where Price is the heaviest weight
 **Service Provider Rating: 1=Poor 2=Fair 3=Good 4=Better 5=Best
 ***Service Provider Weight=(Factor %Weight) x (Service Provider Rating) x (.2)
 ****Total Factor %Weight must=100%

BID EVALUATION WORKSHEET
FY23: 2023-2024

District Name: Willard Library

Bid Opening Date: 1/12/2022

Service Description: Internet

Evaluation Factors	Factor %Weight*	Service Provider Merit		Service Provider MetroNet		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]	
		Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***
E-rate Eligible Costs*	30	1	6.00	5	30.00		0.00		0.00		0.00
Service Transition Factors	20	2	8.00	5	20.00		0.00		0.00		0.00
Adherence to Specifications	10	5	10.00	5	10.00		0.00		0.00		0.00
Prior Experience	5	5	5.00	5	5.00		0.00		0.00		0.00
Past Performance	5	4	4.00	4	4.00		0.00		0.00		0.00
Understands Needs	10	5	10.00	5	10.00		0.00		0.00		0.00
Personnel Qualifications	5	5	5.00	5	5.00		0.00		0.00		0.00
Management Capabilities	5	5	5.00	5	5.00		0.00		0.00		0.00
Financial Stability	10	5	10.00	5	10.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00

Total Ratings: ****

Selected Service Provider:

Approved by:

Title:

Date:

Comments:

*Factor %Weight=Weight of each factor where Price is the heaviest weight
 **Service Provider Rating: 1=Poor 2=Fair 3=Good 4=Better 5=Best
 ***Service Provider Weight=(Factor %Weight) x (Service Provider Rating) x (.2)
 ****Total Factor %Weight must=100%

**BID EVALUATION WORKSHEET
FY23: 2023-2024**

District Name: Willard Library

Bid Opening Date: 1/12/2022

Service Description: Network Electronics

Evaluation Factors	Factor %Weight*	Service Provider InaComp TSG		Service Provider Vector		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]	
		Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***
E-rate Eligible Costs*	30	5	30.00	5	30.00		0.00		0.00		0.00
Service Transition Factors	20	5	20.00	5	20.00		0.00		0.00		0.00
Adherence to Specifications	10	5	10.00	4	8.00		0.00		0.00		0.00
Prior Experience	5	0	0.00	0	0.00		0.00		0.00		0.00
Past Performance	5	0	0.00	0	0.00		0.00		0.00		0.00
Understands Needs	10	5	10.00	5	10.00		0.00		0.00		0.00
Personnel Qualifications	5	0	0.00	0	0.00		0.00		0.00		0.00
Management Capabilities	5	5	5.00	5	5.00		0.00		0.00		0.00
Financial Stability	10	5	10.00	5	10.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00

Total Ratings: 100 **** 85 83 0 0 0

Selected Service Provider: InaComp TSG
 Approved by: Chad S. Osborn
 Title: Director of Information Technology and Facilities
 Date: 2/6/2023

Comments: Vector is giving a 3 year warranty on the switches and we asked for a 5 year warranty. Also Vector is hosting their controller in the cloud onsite at their offices.

*Factor %Weight=Weight of each factor where Price is the heaviest weight
 **Service Provider Rating: 1=Poor 2=Fair 3=Good 4=Better 5=Best
 ***Service Provider Weight=(Factor %Weight) x (Service Provider Rating) x (.2)
 ****Total Factor %Weight must=100%

BID EVALUATION WORKSHEET
FY23: 2023-2024

District Name: Willard Library

Bid Opening Date: 1/12/2022

Service Description: Structured Cabling

Evaluation Factors	Factor %Weight*	Service Provider Vector		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]	
		Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***
E-rate Eligible Costs*	30	5	30.00	0	0.00		0.00		0.00		0.00
Service Transition Factors	20	5	20.00	0	0.00		0.00		0.00		0.00
Adherence to Specifications	10	5	10.00	0	0.00		0.00		0.00		0.00
Prior Experience	5	0	0.00	0	0.00		0.00		0.00		0.00
Past Performance	5	0	0.00	0	0.00		0.00		0.00		0.00
Understands Needs	10	5	10.00	0	0.00		0.00		0.00		0.00
Personnel Qualifications	5	0	0.00	0	0.00		0.00		0.00		0.00
Management Capabilities	5	5	5.00	0	0.00		0.00		0.00		0.00
Financial Stability	10	5	10.00	0	0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00

Total Ratings: ****

Selected Service Provider:
Approved by:
Title:
Date:

Comments:

*Factor %Weight=Weight of each factor where Price is the heaviest weight
 **Service Provider Rating: 1=Poor 2=Fair 3=Good 4=Better 5=Best
 ***Service Provider Weight=(Factor %Weight) x (Service Provider Rating) x (.2)
 ****Total Factor %Weight must=100%

MEMORANDUM

To: All Staff
From: Matt Willis
Date: January 30, 2023
Subject: Par Mawi Resignation

With gratitude for all she has accomplished at Willard Library over the last five years, we wish Par Mawi a fond farewell as she leaves effective February 22, 2023.

Serving as the coordinator for Burmese Outreach, Mawi established an impressive level of service for the Burmese-speaking community. She initiated regular Burmese language programming, debuted a Burmese materials collection, and worked with the Burma Center to form a dynamic and mutually beneficial partnership. Mawi translated promotional items into Burmese and engaged Burmese-speaking guests. She welcomed new users and ensured that they took advantage of Library programs, services, and resources.

Thank you, Mawi, for all that you have contributed to Willard Library. We wish you well in all your future endeavors.



MEMORANDUM

To: All Staff
From: Matt Willis
Date: 2/27/2023
Subject: Kevin Lowe Resignation

With gratitude for his guest services at Willard Library and the Helen Warner Branch, we wish Kevin Lowe farewell as he leaves Willard Library effective March 10, 2023.

Kevin has previously worked as a shelver and a circulation student prior to the pandemic.

Thank you, Kevin, for the contributions you have made to Willard Library and our guests! We wish you well in your future endeavors.



REPORTS AND RECOMMENDATIONS

March 2023

DIRECTOR'S REPORT: Matt Willis, Director

- Board Member Appointments
- Library Newsletter
- Pennies in the Cup: Problem Prevention Method

ADULT PROGRAMS UPDATE: Matt Willis, Director

- Yoga for Healthy Aging
- Noon Films at Willard Library
- Divided Loyalty with Author Mark Crawford
- African American Celebration 2023

HELEN WARNER BRANCH: April Dillinger, Deputy Director

- Furniture Purchases

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

- 21 Day Reading Challenge-Staff Photos and Tuesday night read-alouds by community members
- Black History Month-Flavors of February Program
- Patricia Polacco- Palace of Books
- Monday Night Programs
- Spring Break Programs
- BCPS Kindergarten Visits
- Voces Visits the Library