

Willard Library
Board of Trustees
Meeting Agenda
April 19, 2023
5:00 p.m.

Willard Library Programming Room, Second Floor

- | | | |
|-------|---|---------------------|
| I. | Approval of Minutes * (pg. 1) | James Keefer |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 3) | |
| IV. | MERS 457 Eligibility Expansion * (pg. 11) | Matt Willis |
| V. | Personnel Update (pg. 14) | Matt Willis |
| VI. | Reports & Recommendations | |
| | a. Quarterly Statistics (pg. 16) | April Dillinger |
| | b. Tours of Battle Creek | Michael McCullough |
| | c. Director's Report (pg. 18) | Matt Willis |
| | d. Department Reports (pg. 18) | Administrative Team |
| VII. | Other Business | |
| VIII. | Comments by Trustees | |
| IX. | Adjourn | James Keefer |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

March 15, 2023

Willard Library Programming Room

BOARD OF TRUSTEES

James Keefer, Kathy Baker, Salli Baltutat

ADMINISTRATION

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico, Executive Administrative Assistant Kara Brooker

MINUTES

James Keefer called the meeting to order at 5:04 p.m.

APPROVAL OF MINUTES

Salli Baltutat moved, with a second from Kathy Baker, to approve the minutes of the Board Meeting of January 18, 2023.

Motion approved 3 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financial report for January and February 2023. Revenue for the month of January was just over \$3.7 million. Expenditures for January were just over \$3.4 million. Revenue for the month of February was just over \$4 million. This is lower when compared to the previous year due to a delayed property tax payment from Emmett Township. Expenditures for the month of February were just over \$3.8 million.

Kathy Baker moved, with a second from Salli Baltutat, to approve the January and February 2023 expenditures as presented.

Motion approved 3 - 0

Kathy Domenico presented Form 990 for the year ending June 30, 2022. The information is based on the audit figures provided by Plante & Moran.

Salli Baltutat moved, with support from Kathy Baker, to approve Form 990 for the fiscal year ending June 30, 2022 as presented.

Motion approved 3 - 0

Kathy Domenico reviewed the Universal Service Fund bid responses. Willard Library applied for discounts in two categories: Category 1 and Category 2.

Kathy Baker moved, with support from Salli Baltutat, to move forward with the bids.

Motion approved 3 - 0

PERSONNEL

Matt Willis presented a personnel update. Par Mawi left the library in February and Kevin Lowe left in March.

REPORTS & RECOMMENDATIONS

Matt Willis gave the Director's Report. James Keefer announced his resignation from the Board of Trustees effective June 30, 2023. Matt Willis shared that the Harper Creek School Board has appointed Laura Williams to fill the vacant position, beginning July 1. He also shared that the Battle Creek Public School Board has reappointed Judith Williamson to the Board of Trustees.

Matt Willis shared highlights from recent adult programming.

April relayed a plan for new furniture for the Helen Warner Branch.

Matt Willis shared upcoming Youth Services programming and community engagement events.

OTHER BUSINESS

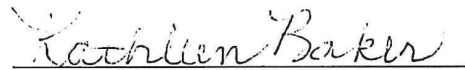
None.

COMMENTS

None.

ADJOURNED

The meeting adjourned at 5:34 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

March 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	4,520,508	95.02%	236,732	4,255,597
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	498,761	86.75%	76,203	508,272
Penal Fines	100,000	53,115	53.11%	46,885	51,851
Fees and Book Fines	50,000	45,484	90.97%	4,516	48,841
Local Contributions & Contracts	90,715	70,236	77.42%	20,479	161,947
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	5,274,471	90.92%	526,575	5,026,508

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	4,341,117	70.03%	1,857,526	4,246,996

REVENUE OVER EXPENDITURES 933,354

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

Mach 2023

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	156,968	82.81%	32,593	281,120
Program Svcs-Av, Books & Periodicals	1,003,265	610,354	60.84%	392,911	548,881
Program Svcs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	2,759,810	74.98%	921,078	2,583,358
Office Supplies	47,150	27,105	57.49%	20,045	31,084
Repairs & Maintenance Supplies	40,260	23,540	58.47%	16,720	23,649
Purchased Services	740,667	427,794	57.76%	312,873	473,510
Communications	120,200	72,749	60.52%	47,451	73,099
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	71,594	54.65%	59,406	69,820
Repairs & Maintenance Services	204,885	150,436	73.42%	54,449	123,138
TOTAL	6,198,643	4,341,117	70.03%	1,857,526	4,246,996

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MARCH 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	203,812.68
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	174,862.65
FICA & Federal withholding tax	57,603.72
State withholding tax	8,983.96
Battle Creek City withholding tax	1,657.65
MERS Retirement System	35,597.48
MERS Pension Funding	0.00
MPERS Retirement System	14,323.70
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	150.00
BASIC (125 Plan 3rd party administrator)	4,843.85
MERS (Employee 457)	4,501.71
Friend of the Court	2,300.31
5th/3rd BANK (credit card)	5,430.72
Health Equity Employer Serv.	2,486.10
MESSA	53,167.51
Unum Life Insurance	571.88
Total Disbursements	570,293.92

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

Check Number	Check Date	Vendor Name	Check Amount
053423	3/15/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	(\$44.85)
053542	3/1/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053543	3/1/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$645.07
053544	3/7/2023	ALLEGRA PRNT & IMAGING INC.	\$1,036.68
053545	3/7/2023	AMERICAN LIBRARY ASSOCIATION	\$199.00
053546	3/7/2023	BATTLE CREEK CENTRAL HS HALL OF FAME	\$100.00
053547	3/7/2023	DEMCO INC	\$122.97
053548	3/7/2023	D. L. GALLIVAN LLC	\$351.33
053549	3/7/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$344.32
053550	3/7/2023	JOCELYN GIANGRANDE DBA SASHE LLC	\$1,900.00
053551	3/7/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053552	3/7/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053553	3/7/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,885.00
053554	3/7/2023	JULIE NILA JACKSON	\$100.00
053555	3/7/2023	BRIAN L MORTIMORE DBA MORTIMORE CONSULTING LLC	\$1,237.50
053556	3/7/2023	MIX HARDWARE	\$43.85
053557	3/7/2023	METRO FIBERNET LLC	\$3,934.61
053558	3/7/2023	ROSE PEST SOLUTIONS INC	\$53.00
053559	3/7/2023	JARED WILLIAM RINCKEY	\$300.00
053560	3/7/2023	NADIA HOPE VANNORTWICK	\$60.00
053561	3/13/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
053562	3/13/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
053563	3/15/2023	ALLEGRA PRNT & IMAGING INC.	\$1,318.38
053564	3/15/2023	SEMCO ENERGY INC	\$786.03
053565	3/15/2023	VERIZON WIRELESS	\$63.08
053566	3/15/2023	CITY OF BATTLE CREEK CITY TREASURER	\$368.66
053567	3/15/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053568	3/15/2023	JULIE NILA JACKSON	\$100.00
053569	3/15/2023	MICHIGAN SCIENCE CENTER	\$264.85
053570	3/15/2023	MCNALLY ELEVATOR COMPANY, INC	\$1,312.00
053571	3/15/2023	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$999.80
053572	3/15/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93

Check Number	Check Date	Vendor Name	Check Amount
053573	3/15/2023	PRECISION PRINTER SERVICE INC	\$164.95
053574	3/15/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053575	3/15/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$645.07
053576	3/15/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053577	3/15/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$1,022.00
053578	3/15/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053579	3/15/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053580	3/15/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$44.85
053581	3/21/2023	SEMCO ENERGY INC	\$670.72
053582	3/21/2023	BARNES & NOBLE INC	\$385.71
053583	3/21/2023	CCH INC	\$212.96
053584	3/21/2023	ENCOURAGE BC	\$285.00
053585	3/21/2023	FUEL MANAGMENT SYSTEM INC	\$77.13
053586	3/21/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053586	3/22/2023	TEAIRA GRAY DBA WISTERNI	(\$150.00)
053587	3/21/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
053588	3/21/2023	JULIE NILA JACKSON	\$100.00
053589	3/21/2023	PRECISION PRINTER SERVICE INC	\$248.95
053590	3/21/2023	ROSE PEST SOLUTIONS INC	\$950.00
053591	3/21/2023	TIAA, FSB INC	\$508.16
053592	3/22/2023	JAMES N JACKSON	\$50.00
053593	3/27/2023	BCG ACQUISTIONS LLC BATTLE CREEK GLASS INC	\$368.30
053594	3/27/2023	CONSUMERS ENERGY INC	\$2,158.30
053595	3/27/2023	CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE	\$50.00
053596	3/27/2023	FUN EXPRESS LLC	\$236.78
053597	3/27/2023	GRYPHON PLACE	\$750.00
053598	3/27/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
053599	3/27/2023	JULIE NILA JACKSON	\$100.00
053599	3/30/2023	JULIE NILA JACKSON	(\$100.00)
053600	3/27/2023	LIGHTBOX LEARNING INC	\$767.65
053601	3/27/2023	RACHEL MILLER	\$400.00
053602	3/27/2023	MISC STAFF REIMBURSEMENT <i>Travel</i>	\$54.49
053603	3/27/2023	PENNFIELD CHARTER TOWNSHIP <i>Reimbursement for Check</i>	\$80,908.48
053604	3/27/2023	PRECISION PRINTER SERVICE INC <i>ISSUED twice</i>	\$204.95
053605	3/27/2023	ROSE PEST SOLUTIONS INC	\$113.00
053606	3/27/2023	ROSEN PUBLISHING GROUP INC.	\$1,212.76
053607	3/27/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31

Check Number	Check Date	Vendor Name	Check Amount
053608	3/27/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$632.56
053609	3/27/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$62.36
053610	3/27/2023	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$5,100.00
053611	3/27/2023	US CUTTER INC	\$988.99
053612	3/29/2023	JERMAINE JACKSON DBA HENRIETTA LACKS TRAVELING MUSEUM	\$1,200.00
053613	3/30/2023	JULIE NILA JACKSON	\$100.00
A04036	3/7/2023	BRODART COMPANY INC	\$426.14
A04037	3/7/2023	BLACKSTONE AUDIO BOOKS INC	\$1,843.19
A04038	3/7/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,567.14
A04039	3/7/2023	BRILLIANCE AUDIO INC	\$87.00
A04040	3/7/2023	GALE/CENGAGE LEARNING INC	\$446.07
A04041	3/7/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04042	3/7/2023	PLAYAWAY PRODUCTS LLC	\$749.90
A04043	3/7/2023	INGRAM LIBRARY SERVICE INC	\$2,705.43
A04044	3/7/2023	KSS ENTERPRISES INC	\$89.86
A04045	3/7/2023	MIDWEST TAPE INC.	\$8,749.29
A04046	3/7/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$159.96
A04047	3/13/2023	BRODART COMPANY INC	\$722.27
A04048	3/13/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,741.11
A04049	3/13/2023	PLAYAWAY PRODUCTS LLC	\$8.93
A04050	3/13/2023	INGRAM LIBRARY SERVICE INC	\$5,288.20
A04051	3/13/2023	MIDWEST TAPE INC.	\$1,828.14
A04052	3/15/2023	BLACKSTONE AUDIO BOOKS INC	\$100.60
A04053	3/15/2023	DASTON CORPORATION	\$467.72
A04054	3/15/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$178.10
A04055	3/21/2023	BRODART COMPANY INC	\$1,106.67
A04056	3/21/2023	BATTLE CREEK PUBLIC SCHOOL	\$9,423.07
A04057	3/21/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,699.60
A04058	3/21/2023	BASIC	\$155.00
A04059	3/21/2023	GALE/CENGAGE LEARNING INC	\$298.39
A04060	3/21/2023	INGRAM LIBRARY SERVICE INC	\$8,009.18
A04061	3/21/2023	MIDWEST TAPE INC.	\$1,417.45
A04062	3/21/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$558.88
A04063	3/27/2023	BRODART COMPANY INC	\$348.06
A04064	3/27/2023	BLACKSTONE AUDIO BOOKS INC	\$1,639.98
A04065	3/27/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,749.03
A04066	3/27/2023	BRILLIANCE AUDIO INC	\$100.49

Check Number	Check Date	Vendor Name	Check Amount
A04067	3/27/2023	CDW GOVERNMENT INC SUITE 1515	\$2,712.09
A04068	3/27/2023	GALE/CENGAGE LEARNING INC	\$188.17
A04069	3/27/2023	PLAYAWAY PRODUCTS LLC	\$524.93
A04070	3/27/2023	INGRAM LIBRARY SERVICE INC	\$8,337.46
A04071	3/27/2023	MIDWEST TAPE INC.	\$1,562.66
			Grand Totals
			\$203,812.68

OWEN ENDOWMENT FUND

	Budget	YTD
2022/2023		
Revenue & Transfers		
Contributions-Unrestricted	5,000	2,500
Transfer from General Fund	0	0
Interest Earnings	4,500	3,417
Total Revenue	9,500	5,917
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	9,500	5,917
Fund Balance Beg of Year	1,028,535	
Fund Balance End of Year	1,038,035	

CAPITAL IMPROVEMENT & AUTOMATION FUND

	Budget	YTD
2022/2023		
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	1,100	1,588
Total Revenue	1,100	
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	1,100	1,588
Fund Balance Beg of Year	639,942	
Fund Balance End of Year	641,042	

KELLOGGS SPECIAL REVENUE FUND

Fund closed

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

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. **Employer Name:** Willard Public Library
(Name of municipality or court)

Municipality Number: 1308 **Division Number (if amendment):** 400877

II. **Effective Date:** The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective _____,
(Month and year)
with respect to contributions upon approval by the Program Administrator.
 - To establish a new plan or replace current 457 carrier with the MERS 457 Program.
 - To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

- Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective 04/2023,
(Month and year)
with respect to contributions upon approval by the Program Administrator. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. **Eligible Employees:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

All Employees

IV. **Contributions will be submitted (check one):**

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersretirement.com

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

Base Wages Box 1 Wages of W-2 Gross Wages

Custom Definition

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

[Click here to view details of Base, Box 1, and Gross Wages](#)

V. **Roth Deferral Contributions:** shall be permitted shall not be permitted

If **Roth Deferral Contributions** are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

MERS 457 Participation Agreement

VI. Loans: shall be permitted shall not be permitted

If Loans are elected, please refer to the [Defined Contribution & 457 Loan Addendum](#).

VII. Automatic Enrollment: shall be permitted shall not be permitted

If selected, please complete and attach the [457 Eligible Automatic Contribution Arrangement \(EACA\) Addendum](#).

VIII. Employer Contributions: shall be permitted shall not be permitted

If selected, please complete and attach the [457 Employer Contribution Addendum](#).

IX. Modification of the Terms of the Participation Agreement

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. Enforcement

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

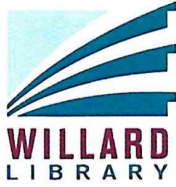
The foregoing Participation Agreement is hereby approved by Willard Public Library
on the 19th day of April, 2023. (Name of Approving Employer)

Authorized signature: _____

Title: Matthew Willis

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



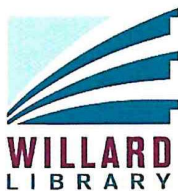
MEMORANDUM

To: All Staff
From: Matt Willis
Date: March 9, 2023
Subject: Personnel Update

I am excited to announce the addition of Rosemarie Tangbau as a Library Clerk to our Willard team.

Rosemarie recently completed an Associate's Degree in Business Management at Kellogg Community College, and has experience providing customer service at the Battle Creek Outreach Center for Grand Valley State University. She was also a member of KCC's Myanmar Student Organization.

Please join me in welcoming Rosemarie when she starts her new position on Tuesday, March 14, 2023.



MEMORANDUM

To: All Staff
From: Matt Willis
Date: March 28, 2023
Subject: Personnel Update

I am happy to announce that our current Circulation Assistant, Kayla Kane, will be moving to a new position as a Part Time Library Clerk at the Helen Warner Branch. Kayla's customer service skills and knowledge of circulation and library procedures will continue to be a great asset in serving our guests.

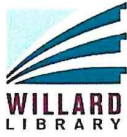
Please join me in congratulating Kayla when she starts her new position on Tuesday, April 4, 2023.

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2022/2023
3rd Quarter**

	July 2022 - March 2023	July 2021 - March 2022	% Change
WILLARD LIBRARY*			
Adult Fiction	22,776	21,909	4%
Adult Nonfiction	24,372	22,621	8%
Paperbacks	8,508	9,768	-13%
New Materials	41,955	39,069	7%
Special Collections	5,249	5,998	-12%
Children's & YA Fiction	50,204	44,827	12%
Children's Nonfiction	11,919	9,463	26%
Audiobooks	9,184	9,058	1%
DVDs	73,184	68,216	7%
Music CDs	4,442	5,258	-16%
Total Circulation	251,793	236,187	7%
HELEN WARNER BRANCH*			
Adult Fiction	11,443	11,151	3%
Adult/Children's Nonfiction	13,497	10,234	32%
Paperbacks	1,389	1,690	-18%
New Materials	24,696	24,664	0%
Special Collections	3,204	3,111	3%
Children's & YA Fiction	22,749	20,836	9%
Audiobooks	2,566	2,844	-10%
DVDs	20,119	18,558	8%
Music CDs	1,100	1,391	-21%
Total Circulation	100,763	94,479	7%
E-BRANCH			
Children's eBooks	2,622	10,673	-75%
Adult eBooks	58,340	56,859	3%
Adult & Children's eAudiobooks	52,909	45,948	15%
Music Downloads	12,985	17,332	-25%
Digital Magazines	3,606	3,773	-4%
Digital Video	3,418	3,746	-9%
Total Circulation**	133,880	138,331	-3%
CHRONICLING BATTLE CREEK	237,506	405,555	-41%
Grand Total	723,942	874,552	-17%

Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2022/2023
3rd Quarter

	July 2022 - March 2023	July 2021 - March 2022	% Change
Circulation			
Adult Fiction	34,219	33,060	4%
Adult Nonfiction	37,869	32,855	15%
Paperbacks	9,897	11,458	-14%
New Materials	66,651	63,733	5%
Special Collections	8,453	9,109	-7%
Children's & YA Fiction	72,953	65,663	11%
Children's Nonfiction	11,919	9,463	26%
Audiobooks	11,750	11,902	-1%
DVDs	93,303	86,774	8%
Music CDs	5,542	6,649	-17%
E-Branch Items	133,880	138,331	-3%
Total Circulation	486,436	468,997	4%
Chronicling Battle Creek	237,506	405,555	-41%
Total Circulation including CBC	723,942	874,552	-17%
People Counter*	145,780	116,493	25%
Programs			
Adult Audiences	2,339	1,035	126%
Children's Audiences	8,634	3,675	135%
Total Audiences	10,973	4,710	133%
Public Computer Usage			
Computer Sessions	21,709	17,924	21%
Computer Time (Hours)	18,289	13,101	40%
Wireless Users	63,934	56,323	14%



REPORTS AND RECOMMENDATIONS

April 2023

DIRECTOR'S REPORT: Matt Willis, Director

- Board Member Reappointment
- Tell Us Your Story

ADULT PROGRAMS UPDATE: Matt Willis, Director

- Henrietta Lacks Traveling Museum
- Battle Creek Reads

FACILITIES & IT UPDATE: Chad Osborn, Director of IT & Facilities

- Window Filming
- Police Department Security Assessment
- FOB Update

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

- Spring Break Programs
- Monday Night Programs
- Bilingual Storytime

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

- Women's History Month Celebration
- ECE Spring Spectacular Event
- GSRP Lakeview Storytime
- Guest Readers
- Presentation at Grace Health