



Willard Library
Board of Trustees
Meeting Agenda
May 17, 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. Property Tax Projections for FY 23-24 (pg. 9) | |
| | c. Battle Creek Community Foundation Quarterly Report (pg. 10) | |
| IV. | Approval of Public Hearing
on the Proposed 2023/2024 Budget * (pg. 25) | James Keefer |
| V. | Proposed Revisions to the Policy Regarding Selection of
Materials (pg. 33) | Matt Willis |
| VI. | Director's Performance Review * (pg. 39) | Matt Willis |
| VII. | Reports & Recommendations | Administrative Team |
| | a. Department Reports (pg. 42) | |
| VIII. | Other Business | James Keefer |
| IX. | Comments by Trustees | |
| X. | Adjourn | |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

April 19, 2023

Willard Library Programming Room

BOARD OF TRUSTEES

James Keefer, Michelle Herzing, Judith Williamson, Salli Baltutat

ADMINISTRATION

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico, Director of Youth Services and Community Engagement Tynisha Dungey, Director of IT & Facilities Chad Osborn, Executive Administrative Assistant Kara Brooker

MINUTES

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

APPROVAL OF MINUTES

Judith Williamson moved, with a second from Salli Baltutat, to approve the minutes of the Board Meeting of March 15, 2023.

Motion approved 4 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financial report for March 2023. Revenue for the month of March was just over \$5.2 million. Expenditures for March were just over \$4.3 million. The Special Revenue Funds continue to earn interest and are on track.

Michelle Herzing moved, with a second from Judith Williamson, to approve the March 2023 expenditures as presented.

Motion approved 4 - 0

Matt Willis presented the MERS 457 Eligibility Expansion.

Salli Baltutat moved, with support from Michelle Herzing, to approve the MERS 457 Eligibility Expansion as presented.

Motion approved 4 - 0

PERSONNEL

Rosemarie Tangbau was hired as a Part Time Library Clerk. Kayla Kane, previously an hourly Circulation Assistant, was hired as a Part Time Library Clerk.

REPORTS & RECOMMENDATIONS

April provided the third quarter statistics update.

Michael McCullough demonstrated the new Tours of Battle Creek app that will launch on May 19.

Matt Willis presented the Director's Report. He shared that Pennfield School District has reappointed Michelle Herzing to the Willard Public Library Board of Trustees. He showed a promotional video for the 'Tell Your Story' initiative, which will begin on April 27. He relayed highlights from recent adult programming and reminded board members of the 2023 Battle Creek Reads author event on April 27 at the Binda Theater.

Chad Osborn provided updates on facilities projects. Officers from the Battle Creek Police Department visited the downtown library location and completed a risk assessment. The officers provided feedback and suggestions.

Tynisha Dungey delivered a Youth Services programs and community engagement update. The ASL program is now virtual as this allows participants to review and practice.

OTHER BUSINESS

April Dillinger announced that Staff Appreciation Week is April 24 – April 28 and staff will be celebrated with a number of activities. Jocelyn Giangrande will offer DEI training. Staff Appreciation Week coincides with National Library week.

COMMENTS

Salli Baltutat inquired about book bans and the Right to Work legislation.

ADJOURNED

The meeting adjourned at 5:39 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

April 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	4,635,339	97.44%	121,901	4,433,323
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	544,164	94.64%	30,800	552,278
Penal Fines	100,000	53,115	53.11%	46,885	51,851
Fees and Book Fines	50,000	51,722	103.44%	-1,722	55,584
Local Contributions & Contracts	90,715	73,661	81.20%	17,054	164,549
Grant Funding	12,452	10,692	85.87%	1,760	0
Transfer to GF from Kellogg	75,675	75,675	0.00%	0	25,000
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	5,801,046	5,444,368	93.85%	356,678	5,282,585

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	4,764,009	76.86%	1,434,634	4,743,069

REVENUE OVER EXPENDITURES

680,359

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

April 2023

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	189,561	188,729	99.56%	832	287,995
Program Svs-Av, Books & Periodicals	1,003,265	678,338	67.61%	324,927	615,554
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	3,009,430	81.76%	671,458	2,934,923
Office Supplies	47,150	30,005	63.64%	17,145	33,586
Repairs & Maintenance Supplies	40,260	24,491	60.83%	15,769	25,334
Purchased Services	740,667	479,319	64.71%	261,348	520,674
Communications	120,200	79,701	66.31%	40,499	79,316
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	80,143	61.18%	50,857	80,930
Repairs & Maintenance Services	204,885	153,087	74.72%	51,798	125,420
TOTAL	6,198,643	4,764,009	76.86%	1,434,634	4,743,069

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS APRIL 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	165,804.99
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,805.02
FICA & Federal withholding tax	37,996.48
State withholding tax	5,774.03
Battle Creek City withholding tax	1,095.65
MERS Retirement System	23,736.76
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)	100.00
BASIC (125 Plan 3rd party administrator)	4,220.61
MERS (Employee 457)	3,481.66
Friend of the Court	944.57
5th/3rd BANK (credit card)	9,322.55
Health Equity Employer Serv.	1,657.40
MESSA	52,616.71
Unum Life Insurance	571.88
Total Disbursements	425,637.87

WILLARD PUBLIC LIBRARY CHECKS
April 2023
MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
053614	4/4/2023	ENCOURAGE BC	\$222.00
053614	4/11/2023	ENCOURAGE BC	(\$222.00)
053615	4/4/2023	FUN EXPRESS LLC	\$727.58
053616	4/4/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$128.89
053617	4/4/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053618	4/4/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053619	4/4/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,887.50
053620	4/4/2023	JULIE NILA JACKSON	\$100.00
053621	4/4/2023	MISC BANK TRANSFER	\$25.00
053622	4/4/2023	NEW NUEVA OPINION JESUS GRILLO	\$240.00
053623	4/4/2023	OVERDRIVE INC	\$19,307.80
053624	4/4/2023	JAMES A. RYAN DBA NATURE NANNIES LLC	\$4,465.00
053625	4/4/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$80.29
053626	4/4/2023	DEX YP INC SUPERMEDIA LLC	\$5.00
053627	4/10/2023	CITY OF BATTLE CREEK CITY TREASURER	\$299.04
053628	4/10/2023	D. L. GALLIVAN LLC	\$488.43
053629	4/10/2023	FUN EXPRESS LLC	\$665.78
053630	4/10/2023	FOX BROTHERS MECHANICAL SERVICE INC <i>Mag Locks</i>	\$20,185.00
053631	4/10/2023	FUEL MANAGMENT SYSTEM INC	\$74.06
053632	4/10/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053633	4/10/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053634	4/10/2023	JULIE NILA JACKSON	\$100.00
053635	4/10/2023	THE LIBRARY STORE INC	\$2,746.70
053636	4/10/2023	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$464.00
053637	4/10/2023	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$943.89
053638	4/10/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053639	4/10/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.02
053640	4/10/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$244.94
053641	4/10/2023	SHERWIN WILLIAMS	\$340.57
053642	4/10/2023	STEENSMALAWN AND POWER	\$130.28
053643	4/10/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053644	4/10/2023	DEX YP INC SUPERMEDIA LLC	\$19.00

Check Number	Check Date	Vendor Name	Check Amount
053645	4/10/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053646	4/17/2023	ALLEGRA PRNT & IMAGING INC.	\$2,674.03
053647	4/17/2023	ALF III INC DBA SERVPRO OF NORTH CALHOUN	\$500.00
053648	4/17/2023	SEMCO ENERGY INC	\$930.33
053649	4/17/2023	BCG ACQUISTIONS LLC BATTLE CREEK GLASS INC	\$1,309.75
053650	4/17/2023	CALHOUN COUNTY TREASURER	\$208.81
053651	4/17/2023	VERIZON WIRELESS	\$63.08
053652	4/17/2023	4IMPRINT INC	\$5,664.64
053653	4/17/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053654	4/17/2023	GRYPHON PLACE	\$375.00
053655	4/17/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
053656	4/17/2023	JULIE NILA JACKSON	\$100.00
053657	4/17/2023	KNIGHTWATCH INC	\$363.00
053658	4/17/2023	MIX HARDWARE	\$52.74
053659	4/17/2023	PLANTE & MORAN LLP	\$3,500.00
053660	4/17/2023	STEM EDUCATION WORKS, LLC <i>Makerspace Equipment</i>	\$6,290.00
053661	4/17/2023	SPEAK IT FORWARD INC	\$800.00
053662	4/17/2023	TIAA, FSB INC	\$508.16
053663	4/17/2023	NADIA HOPE VANNORTWICK	\$60.00
053664	4/17/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053665	4/24/2023	APPLE BOOKS	\$239.40
053666	4/24/2023	BATTERIES PLUS #388	\$173.90
053667	4/24/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$462.86
053668	4/24/2023	FUEL MANAGMENT SYSTEM INC	\$83.64
053669	4/24/2023	JOCELYN GIANGRANDE DBA SASHE LLC	\$1,900.00
053670	4/24/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053671	4/24/2023	JULIE NILA JACKSON	\$100.00
053672	4/24/2023	PRECISION PRINTER SERVICE INC	\$164.95
053673	4/24/2023	R W LAPINE INC	\$500.00
053674	4/24/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053675	4/24/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053676	4/24/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$341.23
A04072	4/4/2023	BRODART COMPANY INC	\$675.07
A04073	4/4/2023	BLACKSTONE AUDIO BOOKS INC	\$140.59
A04074	4/4/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,820.00
A04075	4/4/2023	CDW GOVERNMENT INC SUITE 1515	\$619.24
A04076	4/4/2023	GALE/CENGAGE LEARNING INC	\$254.89

Check Number	Check Date	Vendor Name	Check Amount
A04077	4/4/2023	PLAYAWAY PRODUCTS LLC	\$167.91
A04078	4/4/2023	INGRAM LIBRARY SERVICE INC	\$7,565.02
A04079	4/4/2023	MIDWEST TAPE INC.	\$2,952.02
A04080	4/4/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$158.60
A04081	4/10/2023	BRODART COMPANY INC	\$297.54
A04082	4/10/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,790.01
A04083	4/10/2023	CDW GOVERNMENT INC SUITE 1515	\$604.49
A04084	4/10/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04085	4/10/2023	DASTON CORPORATION	\$471.52
A04086	4/10/2023	INGRAM LIBRARY SERVICE INC	\$5,958.84
A04087	4/10/2023	MIDWEST TAPE INC.	\$3,491.00
A04088	4/17/2023	BRODART COMPANY INC	\$94.74
A04089	4/17/2023	BLACKSTONE AUDIO BOOKS INC	\$404.60
A04090	4/17/2023	BATTLE CREEK PUBLIC SCHOOL	\$7,161.38
A04091	4/17/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,707.19
A04092	4/17/2023	BASIC	\$479.90
A04093	4/17/2023	INGRAM LIBRARY SERVICE INC	\$4,943.15
A04094	4/17/2023	MIDWEST TAPE INC.	\$9,467.84
A04095	4/17/2023	METRO FIBERNET LLC	\$3,934.62
A04096	4/17/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$802.30
A04097	4/24/2023	BRODART COMPANY INC	\$372.88
A04098	4/24/2023	BLACKSTONE AUDIO BOOKS INC	\$541.95
A04099	4/24/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,821.53
A04100	4/24/2023	BRILLIANCE AUDIO INC	\$100.48
A04101	4/24/2023	GALE/CENGAGE LEARNING INC	\$248.90
A04102	4/24/2023	INGRAM LIBRARY SERVICE INC	\$5,983.71
A04103	4/24/2023	MIDWEST TAPE INC.	\$2,840.84
Grand Totals			\$165,804.99

WILLARD PUBLIC LIBRARY			
Property Tax Projections for 2023-2024			
	November		Projection
	2022/2023	Change	2023/2024
Assyria Twp	\$9,523	5%	\$9,999
Battle Creek City	\$2,630,013	5%	\$2,761,514
Bedford Twp	\$259,319	5%	\$272,285
Convis Twp	\$4,582	5%	\$4,811
Emmett Twp	\$789,092	5%	\$828,547
Fredonia Twp	\$14,960	5%	\$15,708
Johnstown Twp	\$560	5%	\$588
Leroy Twp	\$122,383	5%	\$128,502
Marshall Twp	\$21,143	5%	\$22,200
Newton Twp	\$242,192	5%	\$254,302
Pennfield Twp	\$476,070	5%	\$499,874
Springfield City	\$182,535	5%	\$191,662
Total Property Tax	\$4,752,372		\$4,989,991
Outstanding MTT cases			\$1,638
(\$818,980/BC City)			
Total Estimate for 2023-2024			\$4,988,353



Battle Creek Community Foundation

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

Quarterly Report - Willard Library Fund - Master January 01, 2023 - March 31, 2023

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for January 01, 2023 - March 31, 2023 is enclosed. Please note this is a fiscal year-end unaudited financial statement.

Investment Performance and Oversight

During the period, the BCCF portfolio experienced an **4.62%*** investment return. Fiscal year returns, from April 1, 2022 – March 31, 2023, have a net return of **-6.03%**. 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.*

Unusual Circumstances

Due to pandemic induced global inflation, substantially negative fixed income returns, and double-digit losses, the Board of Trustees has declared the Fiscal Year of April 1, 2023 thru March 31, 2024 a time of "unusual circumstances" thus invoking that provision in fund agreements providing for distributions in such a time.

This means that if your fund includes the unusual circumstances provision, and if your fund has negative earnings, a spendable allocation will be applied to your fund so that grant and scholarship awards may be made during Fiscal Year 23/24.

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

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



Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Master

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

	Current Period January 01, 2023 - March 31, 2023	Year To Date April 01, 2022 - March 31, 2023
Beginning Fund Balance	\$843,025.41	\$983,593.26
ADDITIONS:		
Gifts and Grants Received	100.00	200.00
Investment Earnings	37,678.37	(58,648.33)
Total Additions	37,778.37	(58,448.33)
DISTRIBUTIONS:		
Administrative Fees	2,126.13	8,547.28
Bank & Merchant Service Fees	3.20	3.20
Grants Awarded	0.00	37,920.00
Total Distributions	2,129.33	46,470.48
Ending Fund Balance	\$878,674.45	\$878,674.45
Accumulated Gifts & Contributions to Principal		805,166.04
Accumulated Earnings less Expenditures		73,508.41
Accumulated Spendable		0.00
Ending Fund Balance		\$878,674.45

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

GIFTS AND GRANTS RECEIVED DETAIL

DATE	DONOR NAME	DONOR ADDRESS	AMOUNT
2023-02-20	Moats, Stephanie	255 Feld Ave Battle Creek, MI 49037	\$100.00
Total Gifts and Grants			\$100.00

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 January 01, 2023 - March 31, 2023

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Investment Performance and Oversight

During the period, the BCCF portfolio experienced an **4.62%*** investment return. Fiscal year returns, from April 1, 2022 – March 31, 2023, have a net return of **-6.03%**. 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.*

Unusual Circumstances

Due to pandemic induced global inflation, substantially negative fixed income returns, and double-digit losses, the Board of Trustees has declared the Fiscal Year of April 1, 2023 thru March 31, 2024 a time of "unusual circumstances" thus invoking that provision in fund agreements providing for distributions in such a time.

This means that if your fund includes the unusual circumstances provision, and if your fund has negative earnings, a spendable allocation will be applied to your fund so that grant and scholarship awards may be made during Fiscal Year 23/24.

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

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



Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Organizational

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

	Current Period	Year To Date
	January 01, 2023 - March 31, 2023	April 01, 2022 - March 31, 2023
Beginning Fund Balance	\$3,040.40	\$3,399.30
ADDITIONS:		
Investment Earnings	135.90	(198.46)
Total Additions	135.90	(198.46)
DISTRIBUTIONS:		
Administrative Fees	8.16	32.70
Total Distributions	8.16	32.70
Ending Fund Balance	\$3,168.14	\$3,168.14
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		(8,786.86)
Accumulated Spendable		0.00
Ending Fund Balance		\$3,168.14

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Organizational
For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

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 January 01, 2023 - March 31, 2023

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for January 01, 2023 - March 31, 2023 is enclosed. Please note this is a fiscal year-end unaudited financial statement.

Investment Performance and Oversight

During the period, the BCCF portfolio experienced an **4.62%*** investment return. Fiscal year returns, from April 1, 2022 – March 31, 2023, have a net return of **-6.03%**. 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.*

Unusual Circumstances

Due to pandemic induced global inflation, substantially negative fixed income returns, and double-digit losses, the Board of Trustees has declared the Fiscal Year of April 1, 2023 thru March 31, 2024 a time of "unusual circumstances" thus invoking that provision in fund agreements providing for distributions in such a time.

This means that if your fund includes the unusual circumstances provision, and if your fund has negative earnings, a spendable allocation will be applied to your fund so that grant and scholarship awards may be made during Fiscal Year 23/24.

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

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



Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Third Party

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

	Current Period January 01, 2023 - March 31, 2023	Year To Date April 01, 2022 - March 31, 2023
Beginning Fund Balance	\$839,985.01	\$980,193.96
ADDITIONS:		
Gifts and Grants Received	100.00	200.00
Investment Earnings	37,542.47	(58,449.87)
Total Additions	37,642.47	(58,249.87)
DISTRIBUTIONS:		
Administrative Fees	2,117.97	8,514.58
Bank & Merchant Service Fees	3.20	3.20
Grants Awarded	0.00	37,920.00
Total Distributions	2,121.17	46,437.78
Ending Fund Balance	\$875,506.31	\$875,506.31
Accumulated Gifts & Contributions to Principal		793,211.04
Accumulated Earnings less Expenditures		82,295.27
Accumulated Spendable		0.00
Ending Fund Balance		\$875,506.31

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Third Party
For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

GIFTS AND GRANTS RECEIVED DETAIL

DATE	DONOR NAME	DONOR ADDRESS	AMOUNT
2023-02-20	Moats, Stephanie	255 Feld Ave Battle Creek, MI 49037	\$100.00
Total Gifts and Grants			\$100.00

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

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

Quarterly Report - Willard Library/Campbell Fund January 01, 2023 - March 31, 2023

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for January 01, 2023 - March 31, 2023 is enclosed. Please note this is a fiscal year-end unaudited financial statement.

Investment Performance and Oversight

During the period, the BCCF portfolio experienced an **4.62%*** investment return. Fiscal year returns, from April 1, 2022 – March 31, 2023, have a net return of **-6.03%**. 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.*

Unusual Circumstances

Due to pandemic induced global inflation, substantially negative fixed income returns, and double-digit losses, the Board of Trustees has declared the Fiscal Year of April 1, 2023 thru March 31, 2024 a time of "unusual circumstances" thus invoking that provision in fund agreements providing for distributions in such a time.

This means that if your fund includes the unusual circumstances provision, and if your fund has negative earnings, a spendable allocation will be applied to your fund so that grant and scholarship awards may be made during Fiscal Year 23/24.

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

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



Battle Creek Community Foundation
Fund Statement

Willard Library/Campbell Fund
For the Period January 01, 2023 - March 31, 2023
Generated on: 05/03/2023

	Current Period	Year To Date
	January 01, 2023 - March 31, 2023	April 01, 2022 - March 31, 2023
Beginning Fund Balance	\$49,697.72	\$57,784.26
ADDITIONS:		
Investment Earnings	2,220.94	(3,438.84)
Total Additions	2,220.94	(3,438.84)
DISTRIBUTIONS:		
Administrative Fees	68.54	275.30
Grants Awarded	0.00	2,220.00
Total Distributions	68.54	2,495.30
Ending Fund Balance	\$51,850.12	\$51,850.12
Accumulated Gifts & Contributions to Principal		41,740.69
Accumulated Earnings less Expenditures		10,109.43
Accumulated Spendable		0.00
Ending Fund Balance		\$51,850.12

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Campbell Fund

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

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/Denman Fund January 01, 2023 - March 31, 2023

Thank you for being our partner in philanthropy by establishing a fund with the Battle Creek Community Foundation (BCCF). Your Fund's statement of activity for January 01, 2023 - March 31, 2023 is enclosed. Please note this is a fiscal year-end unaudited financial statement.

Investment Performance and Oversight

During the period, the BCCF portfolio experienced an **4.62%*** investment return. Fiscal year returns, from April 1, 2022 – March 31, 2023, have a net return of **-6.03%**. 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.*

Unusual Circumstances

Due to pandemic induced global inflation, substantially negative fixed income returns, and double-digit losses, the Board of Trustees has declared the Fiscal Year of April 1, 2023 thru March 31, 2024 a time of "unusual circumstances" thus invoking that provision in fund agreements providing for distributions in such a time.

This means that if your fund includes the unusual circumstances provision, and if your fund has negative earnings, a spendable allocation will be applied to your fund so that grant and scholarship awards may be made during Fiscal Year 23/24.

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

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



Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund
For the Period January 01, 2023 - March 31, 2023
Generated on: 05/03/2023

	Current Period	Year To Date
	January 01, 2023 - March 31, 2023	April 01, 2022 - March 31, 2023
Beginning Fund Balance	\$92,551.76	\$107,606.44
ADDITIONS:		
Investment Earnings	4,135.96	(6,403.70)
Total Additions	4,135.96	(6,403.70)
DISTRIBUTIONS:		
Administrative Fees	127.64	512.66
Grants Awarded	0.00	4,130.00
Total Distributions	127.64	4,642.66
Ending Fund Balance	\$96,560.08	\$96,560.08
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		25,762.61
Accumulated Spendable		0.00
Ending Fund Balance		\$96,560.08

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund

For the Period January 01, 2023 - March 31, 2023

Generated on: 05/03/2023

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.

WILLARD LIBRARY
COUNTY OF CALHOUN, MICHIGAN
RESOLUTION

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

Minutes of a Regular meeting of the Board of Trustees of the Willard Library, County of Calhoun, State of Michigan, held in the Library on May 17, 2023, at 5:00 p.m., prevailing Eastern Time.

PRESENT: Trustees _____

ABSENT: Trustees _____

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

WHEREAS, it is necessary for the Board of Trustees of the Library (the "Board") to adopt a budget for fiscal year ending 2023-2024 to support the Library's operations; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing on the proposed budget for fiscal year ending June 30, 2024, shall be held on June 21, 2023 at 5:00 o'clock p.m. at Willard Library, at which time and place all persons who desire to be heard shall be given opportunity to speak on the proposed budget.

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

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

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

AYES: Trustees

NAYS: Trustees

RESOLUTION DECLARED ADOPTED.

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

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Library, County of Calhoun, State of Michigan, at a Regular meeting held on May 17, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

NOTICE OF PUBLIC HEARING
WILLARD LIBRARY
County of Calhoun, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2023-2024

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

PLEASE TAKE NOTICE that the Willard Library, County of Calhoun, State of Michigan, will hold a public hearing on Wednesday, the 21st day of June, 2023, at 5:00 p.m. in the 2nd floor programming room of Willard Library, 7 West Van Buren, Battle Creek, Michigan 49017, to consider the approval and adoption of the operating budget of the Willard Library for the fiscal year 2023-2024.

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

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

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

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

Willard Library Board of Trustees Policy Manual

Policy Regarding Selection of Materials

Current Language

L. Policy Regarding Selection of Materials

Purpose

Willard Library aims to realize its mission through materials selection, library programs, and various service offerings. The Policy Regarding the Selection of Materials defines the values and process of building and maintaining both the print and non-print collection.

The skillful selection of materials is one of the ways in which Willard Library serves the community. The Library takes into account the various interests and needs of the community in all of its diversity. Another way the Library fulfills these interests and needs, in terms of materials acquisition, is by purchasing materials in a variety of formats, including print books, recorded media such as CDs and DVDs, and downloadable and streaming digital products.

Willard Library's collection contains popular works, classics that have withstood the test of time, works that represent a diverse community, and other categories of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building the collection, the selectors are guided by the principle of selection, rather than censorship. That is, the selectors are building a collection that will be valuable, appreciated, and used by the community. Furthermore, the selection of a given item for the Library's collections should not be interpreted as an endorsement of a particular viewpoint.

In fulfillment of the library's objectives, the basic principles of freedom of access to information and to materials of varying views as set down in the American Library Association's publication, the Library Bill of Rights, shall be adhered to.

Diversity, Equity, and Inclusion

Willard Library supports the experiences of historically marginalized groups and seeks to improve upon the conditions facing them. Willard Library acknowledges the ways that people are both alike and different, recognizing, valuing, and embracing the uniqueness of each individual. We seek to create an environment where all individuals are valued for their distinctive skills, experiences, and perspectives and have access to resources and opportunities that meet their diverse needs.

Cultivating New Readers

Willard Library recognizes that there are historically marginalized groups who have been underserved in terms of the materials collection. Therefore, an effort will be made to seek out and attract new readers.

Non-English Languages

Willard Library is aware that many community members speak and read in languages other than English. A conscious effort is made to provide materials in multiple languages.

Collection Development

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

1. Responsibility for Selection
The materials selection process is shared by all fully qualified members of the library staff who operate within the framework of policies established by the Board of Trustees. The Library Director and Deputy Director(s) bear responsibility for the selection of materials with final authority resting with the Board. Suggestions from all staff and the general public are welcomed and taken into consideration.
2. Criteria for Selection
 - a. General. Selection of all material shall be influenced by the following principles:
 - (1) Present and potential relevance to community interests and needs.
 - (2) Representation of the community and library users.
 - (3) Relation of material to existing collection.
 - (4) Reviews in media critics and opinions of experts in fields.
 - (5) Timeliness and popularity of subject or permanency of value to the collection.
 - (6) Budgetary considerations.
 - (7) Suitability of physical form for library use.
 - (8) Physical nature of material (binding, format, etc.).
 - (9) Broadness of appeal.
 - (10) Advancement of the Library's diversity, equity and inclusion mission.
 - b. Fiction. In addition to the above general considerations, adult fiction will also be judged based on its style, literary merit, characterization, popularity, author's reputation, publisher, originality, ability to sustain interest readability, and popular demand.
 - c. Non-Fiction. Criteria for selecting non-fiction material will include qualifications of the author in subject field, scope and authority of subject matter, arrangement of material, availability of other material on subject, quality of writing, date of publication, price, and demand.
 - d. Non-Print, Recorded, and Digital Products. Recorded media and digital products are selected on the basis of favorable reviews in standard reviewing media, quality of physical product,

- quality of content, platform, and lasting value to the collection.
- e. Reference. The library will maintain a reference section which includes both print materials and digital resources. Selection of reference material will be influenced by the following factors: authority, scope, treatment of subject, arrangement, format cost, existing holdings, and need.
 - f. Periodicals and Newspapers. Magazines shall be selected on their merit as a current source of news, information, and opinion; for their value in research work and for recreational reading. Their selection is affected by their price, frequency, demand, and their inclusion in indexing services. Newspaper selection is determined by locality, wideness of appeal, and price.
 - g. Local History. The purpose of Willard Library's Local History and Genealogy Collection is to tell Battle Creek's story by collecting and preserving the primary and secondary source materials that document the history of Battle Creek, Michigan. The Local History and Genealogy Collection also provides resources for genealogists and those researching family history.

The scope of Willard Library's Local History and Genealogy Collection includes materials and digital databases that concern the history of Battle Creek, and to a lesser extent, the history of Calhoun County as it pertains to Battle Creek's history. The genealogy resources include print materials and access to subscription databases

- h. Young Adult Fiction. The same basic criteria for the selection of adult fiction shall apply to the selection of young adult materials. However, strong influence will be placed on appeal to the age level served (grades 5 -12). Consideration will be given to literary and artistic worth, accuracy, clarity and suitability of content, and vocabulary to the age of the readers.
- i. Children's Books. Materials will be selected for children from infancy through fifth grade and for adults working with children in this age group. Although the staff exercises professional judgment in the selection of all materials, responsibility for the reading habits of children and adolescents rests with their parents or legal guardians.
- j. Textbooks. The library does not attempt to acquire textbooks or other curriculum-related materials, except as such materials also serve the general public.

3. Maintenance of Collection
The weeding of the library collection is necessary to achieve a well balanced collection suitable to the clientele served and should be a continuous, consistent process. The process shall include removal of multiple copies no longer in demand, books that are damaged, outdated copies, and books that contain misleading or obsolete information. Willard Library recognizes the importance of preserving an inclusive collection. Materials are reviewed before being discarded to ensure the collection as a whole is representative of the community.
4. Collection Auditing
Regular audits of the collection are performed to ensure that collections within the library mirror community demographics. Auditors also review the processes by which materials are selected, processed, cataloged, displayed and discarded through a diverse lens.
5. Interlibrary Loan and out of Print Service
Book selection can be affected by the availability of certain materials at other libraries and bookstores. The library does not participate in any interlibrary loan programs. Willard Library welcomes suggestions for purchase and will consider additions based on criteria for selection guidelines.
6. Procedure for Handling Objections
In the event that the selection of any library material is challenged, the following procedures shall be followed:
 - a. The concerned citizen or group shall fill out the "Request for Reconsideration of Library Material" form in its entirety. The form shall then be presented to the Director or Deputy Director.
 - b. The material shall then be reviewed objectively by the Director, Deputy Director, and the concerned citizen. If the Director deems it necessary, the matter will go to the Library Board for a final decision.
 - c. No material shall be removed from the collection until a final decision has been made.

Willard Library Board of Trustees Policy Manual

Policy Regarding Selection of Materials

Proposed Language

L. Policy Regarding Selection of Materials

Overview

One of the ways Willard Library aims to realize its purpose is through materials selection. The Policy Regarding the Selection of Materials addresses the goals, responsibilities, principles, and criteria of building and maintaining the print and non-print materials collection.

Definitions

The term “library materials” means the physical or digital items that the Library makes available for circulation or non-circulating reference. This statement of policy applies to all library materials in the collection, including adult, young adult, and children's materials. However, this policy and the term “library materials” does not apply to internet sites available through the Library's computers. The Library has no control over the content of the internet. Please see the Policy Regarding Access To The Internet Through The Library for any issues related to computer or internet use.

The term “selection” refers to the decision to add, retain, reclassify, or withdraw material in the collection. It does not refer to reader guidance.

Goals

- a. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information and reference.
- b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- c. To support the democratic process by providing materials to foster awareness and educate the community.
- d. To assist individuals in their pursuit of occupational activity and practical affairs.
- e. To provide a wide range of recreational experiences including leisure reading.
- f. To build a diverse and inclusive collection.
- g. To maintain a Local History and Genealogy Collection.

Responsibility

The Director has the ultimate responsibility for material selection within the framework of policies set by the Willard Library Board of Trustees. The Library provides circulating and reference materials for the public, with staff responsible for selection within areas of service to adults, young adults, and children. Material recommendations can come from both the public and staff. The Director ensures that collection development funds are allocated appropriately based on Library needs and materials selection goals.

Principles

- a. Selection of library materials is based on the relationship of such work to the needs and interests of the community. Basic to this policy is the Library Bill of Rights and the Freedom to Read and Freedom to View statements of the American Library Association to which this Library subscribes.
- b. The responsibility for children's reading or viewing of library materials lies with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that materials may inadvertently come into the possession of children.
- c. The Library respects each individual parent or caregiver's right to supervise their children's choice of reading or viewing materials. However, the Library does not have the right to act *in loco parentis* (in place of the parent). Therefore, a parent who chooses to restrict the materials their children selects, or comes in contact with, must accompany those children when they use the collection in order to impose those restrictions.
- d. Further, library materials will not be marked or identified to show approval or disapproval of contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from damage or theft. The use of unique, rare, and antiquarian items may be controlled to the extent required to preserve them from harm, but no further.
- e. The selection of any given item for the Library's collections should not be interpreted as an endorsement of a particular viewpoint.

Criteria

The following principles, individually or collectively, will prevail in the selection of all library materials.

- a. Broadness of appeal
- b. Present and potential relevance to community interests and needs
- c. Representation of the community and library users
- d. Professional reviews from reputable journals and sources
- e. Authority or reputation of the author(s) or publisher
- f. Relation of work to existing collection
- g. Current or historical significance of the author(s) or subject
- h. Accuracy of information
- i. Diversity of viewpoint
- j. Scarcity of information in subject area
- k. Contemporary significance or permanent value
- l. Price, availability, and materials budget
- m. Format and ease of use
- n. Available shelf or storage space
- o. Popular demand: The Library will make an effort to have materials available that are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use, and the criteria for selection.

Diversity and Inclusion

At Willard Library, we acknowledge that historically marginalized groups have been underserved in terms of the materials collection. We recognize that people are both unique and diverse, and we value and embrace these differences. As such, we are committed to seeking out and attracting new readers from all backgrounds.

Our goal is to maintain the Library as a welcoming space where everyone has access to engaging materials. We believe that by actively seeking out diverse voices and perspectives, we can broaden our collection and better serve the community. We strive to create a safe and inclusive Library environment where all individuals are respected and valued.

Non-English Languages

Willard Library is aware that many community members speak and read in languages other than English. An effort is made to provide materials in multiple languages.

Digital Collections

Willard Library utilizes vendor-supplied platforms to offer access to digital library materials. These collections include titles selected by trusted vendors and industry experts.

Local History and Genealogy Collection

The purpose of Willard Library's Local History and Genealogy Collection is to tell Battle Creek's story by collecting and preserving the primary and secondary source materials that document the history of Battle Creek, Michigan. The Local History and Genealogy Collection also provides resources for genealogists and those researching family history.

The scope of Willard Library's Local History and Genealogy Collection includes materials and digital databases that concern the history of Battle Creek, and to a lesser extent, the history of Calhoun County as it pertains to Battle Creek's history.

Maintenance of Materials Collection

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive, and useful library materials collection.

Interlibrary Loan

The Library does not participate in any interlibrary loan programs. Willard Library welcomes suggestions for purchase and will consider additions based on the selection criteria.

Procedures for Handling Objections

Material may remain in the Library's collection until all steps in the following process have been completed.

- a. Individuals who object to particular library materials will be sent to the Director or their designee.
- b. The Director or their designee will discuss the library materials in question with the individual, attempting to resolve the concern to both the individual's and Library's satisfaction.
- c. If the individual wishes to carry the request further, the Director or their designee will provide them with a copy of the Policy Regarding Selection of Materials, including the Request for Reconsideration of Library Materials form.

- d. Once a completed, signed copy of the Request for Reconsideration of Library Materials form is received, the Director shall examine the matter, taking into consideration the Policy Regarding Selection of Materials and any other relevant information, to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- e. If the decision is to retain or reclassify the questioned material, the Director will notify the individual of the decision. If the decision is to remove the questioned material from the collection, the Director will notify the individual and withdraw all copies of the item.
- f. If the individual who submitted the request is not satisfied with the Director's decision, and the Director deems it necessary, the matter may go to the Willard Library Board of Trustees.

Director's Performance Review

Self-assessment by Matt Willis

May 17, 2023

Major Accomplishments

Long Range Planning

Implemented an updated Strategic Plan that leads from Purpose. January 2023.

- Conducted a user survey to gather data.
- Created and led the Strategic Plan Update Team.
- Examined all plan goals through a DEI lens.

Staff Management

Formed the HR Benefits Team. October 2022.

- Team consists of Director, Deputy Director, Director of Finance, and Business Office Administrative Assistant.
- Designed to handle staffing concerns around PTO and other contracted benefits.
- Allowed supervisors to focus on ensuring quality job performance of staff.

Promoted dynamic communication and better FLSA record keeping. 2022/2023.

- Implemented quarterly check-ins between staff and supervisors.
- Designed supervisor protocols for staff check-ins.
- Conducted staff meetings to update on the Strategic Plan progress.
- Enhanced FLSA compliance via improved documentation.

User Experience

Launched a new library website. January 2023.

- Optimized website appearance and functionality across desktop, tablet, and mobile devices.
- Added Spanish language translation capability.
- Added accessibility tools for ADA compliance.
- Re-introduced online booking for meeting rooms.

Started a library e-newsletter. February 2023.

- Designed to promote key library programs, services, and resources.
- Email open rate is 2X the industry average.

Library Programming

Introduced more evening programming.

- Introduced Thursday evening Creative Space programming. September 2022.
- Introduced Monday evening children's programming. March 2023.
- Ensured all Monday evening children's programming include literacy components and/or a STEM focus.

Ongoing Work

Relationship with the Unions

Strengthened relationship between the unions and administration.

- Met regularly with union representatives for constructive conversation.
- Led team with union representatives to improve safety procedures. April 2023.
- Met on occasions with the UniServ Director Brian Makowski to discuss relevant matters.

Advocacy & Partnerships

Increased support with stakeholders and partners.

- Met with all four Battle Creek area school superintendents. September 2022.
- Met with Eric Greene, KCC's Strategy, Relations, and Communications Vice President to discuss partnership ideas. August 2022.
- Met with Thomas Albert, representing Michigan's 18th Senate District, to discuss the importance of public libraries. February 2023.
- Presented at Beyond the Cereal Bowl - Community Partnership Breakfast. February 2023.
- Collaborated with the Director of Youth Services and Community Engagement to develop a comprehensive plan around the Library's partnerships.

Staff Training

Developed employee competencies.

- Initiated periodic in-person safety and security training for all staff conducted by the Director for IT and Facilities.
- Commenced de-escalation training for all security personnel. April 2023.
- Invited Luis Avila (Varnum Law) to conduct Discrimination & Harassment training for all staff. January 2023.
- Invited Luis Avila (Varnum Law) to conduct a training on Diversity, Equity, and Inclusion in the Workplace. March 2023.
- Hosted Jocelyn Giangrande to conduct training on Generational Diversity. April 2023.
- Recognized and celebrated staff success through Library Appreciation Week, all staff emails, and personal interaction.

Community Awareness

Elevated community appreciation for the Library.

- Launched the "Discover. Grow. Connect." promotional campaign to communicate the Library's Purpose. January 2023.
- Put forward the "Tell Us Your Story" outreach initiative to gather impact stories on how the Library has benefited users. April 2023.
- Encouraged "Pennies in the Cup" approach towards Library guests.

Goals 2023-2024

Meet Challenges to Intellectual Freedom

Preparation is necessary to decrease risks and mitigate threats.

Background

- Book challenges have continued across the state.
- Attempts to restrict access through legislation have increased.

Plan

- Remain watchful for book challenges and legislative developments both in Michigan and nationwide.
- Continue to train staff on talking points and Library policy.
- Continue to meet stakeholders to stay informed, build relationships, and advocate for intellectual freedom.
- Continue to solicit user stories that articulate the Library's value.

Preserve Financial Strength

Responsible financial stewardship is essential in maintaining a robust organization.

Background

- MERS not fully funded.
- \$200K payment made in FY 2022-2023.

Plan

- Meet with representatives of MERS to discuss funding strategies.
- Begin strategy preparations for 2025 contract negotiations.

Focus on Impact

Beneficial programs and services are crucial to remaining relevant within the community.

Background

- Library visits and circulation have been declining since 2014.
- Visits up 25% from Q3 2022 to Q3 2023, but still only one-third of 2014.
- Shift continues away from circulation of physical materials.

Plan

- Offer more programs and services that align with the Strategic Plan.
- Formulate new ways to measure Library usage and report impact.
- Continue to develop the Library as a community hub.
- Continue to adjust staffing to meet the needs of Library users.
- Continue to stay aware of industry trends and anticipate future changes.



REPORTS AND RECOMMENDATIONS May 2023

COLLECTION & SERVICES UPDATE: April Dillinger, Deputy Director

- Collections Equity Audit
- Books by Mail – NorthPointe Woods Visit

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

- **Program Highlights**
 - Storytime Collaboration with Leila Arboretum
 - Bilingual Storytime
 - Meet the Author: Nicole Bruinekool
 - 1000 Books Before Kindergarten Reboot
 - Mad Science Program
- **Tweens and Teens**
 - Karma House
 - Chef John Visit
- **Community Engagement**
 - Earth Day Event
 - Partnership with Mrs. Battle Creek