



Willard Library  
Board of Trustees  
Meeting Agenda  
June 21, 2023  
5:00 p.m.

Willard Library Programming Room, Second Floor

**Public Hearing on the Proposed 2023/24 Budget (pg.12)**

- |       |   |                     |
|-------|---|---------------------|
| I.    | Approval of Minutes * (pg. 1)                               | James Keefer        |
| II.   | Public Comments   |                     |
| III.  | Financial Report  | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 3)                       |                     |
|       | b. Tax Collection Actuals to Date (pg. 10)                  |                     |
|       | c. Budget Amendments for 2022/2023 * (pg. 13)               |                     |
|       | d. Proposed 2023/2024 Budgets * (pg. 12)                    | James Keefer        |
|       | e. Authorization to Levy 2.0 Mills * (pg. 15)               |                     |
| IV.   | Setting of Meeting Dates for 2023/2024 * (pg. 19)           | James Keefer        |
| V.    | Proposed Policy Regarding Selection of Materials * (pg. 20) | James Keefer        |
| VI.   | Reports & Recommendations                                   |                     |
|       | a. Director's Report (pg. 25)                               | Matt Willis         |
|       | b. Department Reports (pg. 25)                              | Administrative Team |
| VII.  | Other Business  |                     |
| VIII. | Comments by Trustees  |                     |
| IX.   | Adjourn   | James Keefer        |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

May 17, 2023

Willard Library Floor Programming Room

**BOARD OF TRUSTEES**

James Keefer, Kathy Baker, Michelle Herzing, Judy 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**

Michelle Herzing moved, with a second from Judy Williamson, to approve the minutes of the Board Meeting of April 19, 2023.

Motion approved 5 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico presented the revenue and expenditures for April. Revenue is at almost 94% of the anticipated budget for the year, which is just over \$5.4 million. Expenditures for the month of April continue to climb to just over \$4.7 million.

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

Motion approved 5 – 0

Kathy Domenico shared property tax projections for fiscal year 23-24. Projections show an increase moving up to approximately \$4.9 million based on preliminary estimates.

Kathy Domenico stated that Willard had received a quarterly report from the Battle Creek Community Foundation. The statement shows fund activity between January 1 and March 31, 2023.

A motion was offered by Michelle Herzing, and supported by Judy Williamson, to approve a Public Hearing on the Proposed FY 2023/2024 Budget. In compliance with the Open Meetings Act, this Public Hearing will take place on June 21, 2023 at 5:00pm, at the Library. Notice of the meeting will appear in the Battle Creek Enquirer.

Motion approved 5 – 0

Matt Willis introduced proposed revisions to the Policy Regarding Selection of Materials, which will be voted on at the June board meeting.

Matt Willis presented the Director's Performance Review, which reviewed major accomplishments over the past year and goals moving forward.

Michelle Herzing moved, with a second from Judy Williamson, to approve the Director's Performance Review as presented.

Motion approved 5 – 0

### **REPORTS & RECOMMENDATIONS**

April Dillinger relayed that Ingram Library Services conducted a secondary collections equity audit, with the results showing increased print material inclusivity above public library averages for adult, children's, and young adult collections.

April Dillinger provided an update on the Books by Mail service.

Tynisha Dungey provided a Youth Services and Community Engagement update.

### **OTHER BUSINESS**

None.

### **COMMENTS**

Kathy Baker asked Chad Osborn what, if anything, was surprising to learn about after the Battle Creek Police Department completed the safety assessment. Chad Osborn responded that a couple suggestions were made, and are currently being addressed by facilities staff.

Salli Baltutat expressed what a great job the Library did with the 2023 Battle Creek Reads event and how nice it was to have the event at the Binda Performing Arts Center

### **ADJOURNED**

The meeting adjourned at 5:33 p.m.



KATHLEEN BAKER, Secretary  
Willard Public Library Board of  
Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

May 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,757,240	4,869,988	102.37%	-112,748	4,661,920
Casino PILT Disbursement	140,000	0	0.00%	140,000	0
State Sources	574,964	544,995	94.79%	29,969	552,979
Penal Fines	100,000	93,278	93.28%	6,722	82,519
Fees and Book Fines	50,000	57,183	114.37%	-7,183	59,352
Local Contributions & Contracts	90,715	77,254	85.16%	13,461	163,500
Grant Funding	12,452	13,692	109.96%	-1,240	12,952
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
<b>TOTAL</b>	<b>5,801,046</b>	<b>5,732,066</b>	<b>98.81%</b>	<b>68,980</b>	<b>5,558,222</b>

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,198,643	5,271,907	85.05%	926,736	5,229,888

REVENUE OVER EXPENDITURES

460,159

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

May 2023

EXPENDITURES	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures (1)	189,561	281,304	148.40%	(91,743)	391,108
Program Svs-Av, Books & Periodicals	1,003,265	753,500	75.10%	249,765	681,312
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,680,888	3,256,525	88.47%	424,363	3,179,330
Office Supplies	47,150	34,622	73.43%	12,528	35,158
Repairs & Maintenance Supplies	40,260	30,307	75.28%	9,953	26,821
Purchased Services	740,667	533,364	72.01%	207,303	571,257
Communications	120,200	91,443	76.08%	28,757	85,031
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	131,000	92,848	70.88%	38,152	92,893
Repairs & Maintenance Services	204,885	157,228	76.74%	47,657	127,641
<b>TOTAL</b>	<b>6,198,643</b>	<b>5,271,907</b>	<b>85.05%</b>	<b>926,736</b>	<b>5,229,888</b>

VARIANCES (+/-) Current in Bold

**1.) Current budget does not include previously approved Capital Projects.**

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MAY 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	286,948.32
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,074.09
FICA & Federal withholding tax	37,324.23
State withholding tax	5,557.48
Battle Creek City withholding tax	1,078.51
MERS Retirement System	23,350.68
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)	2,665.51
MERS (Employee 457)	3,289.35
Friend of the Court	355.60
5th/3rd BANK (credit card)	6,534.52
Health Equity Employer Serv.	1,357.40
MESSA	53,195.51
Unum Life Insurance	571.88
Total Disbursements	539,912.64

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

Check Number	Check Date	Vendor Name	Check Amount
053677	5/3/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
053678	5/3/2023	BARISTA BLUES CAFE	\$371.05
053679	5/3/2023	BCG ACQUISTIONS LLC BATTLE CREEK GLASS INC <i>Window Film</i>	\$59,754.00
053680	5/3/2023	CONSUMERS ENERGY INC	\$2,357.01
053681	5/3/2023	KELLEY CLIMIE	\$280.00
053682	5/3/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053683	5/3/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,776.78
053684	5/3/2023	MISC BANK TRANSFER	\$5.00
053685	5/3/2023	MISC BANK TRANSFER	\$5.00
053686	5/3/2023	MISC BANK TRANSFER	\$5.00
053687	5/3/2023	ROSE PEST SOLUTIONS INC	\$725.00
053688	5/3/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$914.40
053689	5/3/2023	KYLE TUMCZYK	\$280.00
053690	5/3/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,472.50
053691	5/3/2023	DEX YP INC SUPERMEDIA LLC	\$5.00
053692	5/3/2023	VITAL RECORDS HOLDINGS LLC DBA VRC COMPANIES	\$205.20
053693	5/8/2023	A-Z KEY SHOP	\$106.52
053694	5/8/2023	CITY OF BATTLE CREEK CITY TREASURER	\$299.04
053695	5/8/2023	DEMCO INC	\$508.62
053696	5/8/2023	D. L. GALLIVAN LLC	\$395.28
053697	5/8/2023	FUEL MANAGMENT SYSTEM INC	\$74.72
053698	5/8/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053699	5/8/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053700	5/8/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053701	5/8/2023	KNIGHTWATCH INC	\$5,562.20
053702	5/8/2023	MTI COMMUNICATIONS INC.	\$2,036.87
053703	5/8/2023	MIX HARDWARE	\$6.24
053704	5/8/2023	MISC STAFF REIMBURSEMENT	\$41.39
053705	5/8/2023	ROSE PEST SOLUTIONS INC	\$503.00
053706	5/8/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053707	5/8/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053708	5/8/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$48.25

Check Number	Check Date	Vendor Name	Check Amount
053709	5/8/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053710	5/8/2023	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$1,569.80
053711	5/8/2023	WORTHINGTON DIRECT HOLDINGS LLC	\$6,425.12
053712	5/16/2023	SEMCO ENERGY INC	\$627.22
053713	5/16/2023	CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE	\$250.00
053714	5/16/2023	FOX BROTHERS MECHANICAL SERVICE INC	\$612.00
053715	5/16/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053716	5/16/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
053717	5/16/2023	JACK PEARL'S SPORTS CENTER INC DBA JACK PEARL'S TEAM SPORTS	\$600.00
053718	5/16/2023	THE LIBRARY STORE INC	\$43.74
053719	5/16/2023	LIBRARY IDEAS LLC	\$2,805.62
053720	5/16/2023	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,081.00
053721	5/16/2023	MICHIGAN SCIENCE CENTER	\$264.85
053722	5/16/2023	OVERDRIVE INC	\$16,140.55
053723	5/16/2023	PITNEY BOWES INC.	\$436.52
053724	5/16/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$579.80
053725	5/16/2023	DEX YP INC SUPERMEDIA LLC	\$5.00
053726	5/16/2023	NADIA HOPE VANNORTWICK	\$60.00
053727	5/16/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053728	5/16/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053729	5/22/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$1,233.80
053730	5/22/2023	FUN EXPRESS LLC	\$2,525.93
053731	5/22/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053732	5/22/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,800.00
053733	5/22/2023	MOTION PICTURE LICENSING CORP.	\$338.18
053734	5/22/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053735	5/22/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053736	5/22/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$61.05
053737	5/22/2023	SHERWIN WILLIAMS	\$59.77
053738	5/22/2023	TIAA, FSB INC	\$508.16
053739	5/22/2023	WORTHINGTON DIRECT HOLDINGS LLC	\$3,202.19
053740	5/31/2023	ALLEGRA PRNT & IMAGING INC.	\$4,267.22
053741	5/31/2023	CONSUMERS ENERGY INC	\$2,266.43
053742	5/31/2023	DEMCO INC	\$86.62
053743	5/31/2023	JOANNEE ATKINSON DEBRUHL	\$125.00
053744	5/31/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,207.12
053745	5/31/2023	INFOUSA MARKETING INC DATA AXLE INC	\$910.00



Check Number	Check Date	Vendor Name	Check Amount
053746	5/31/2023	KNIGHTWATCH INC	\$14,710.31
053747	5/31/2023	MIDDLE CITIES RISK MGMT TRUST <i>Insurance Renewal</i>	\$27,768.00
053748	5/31/2023	PRECISION PRINTER SERVICE INC	\$110.00
053749	5/31/2023	PENETRATOR EVENTS LLC	\$1,000.00
053750	5/31/2023	ROSE PEST SOLUTIONS INC	\$60.00
A04104	5/3/2023	BRODART COMPANY INC	\$1,890.50
A04105	5/3/2023	BLACKSTONE AUDIO BOOKS INC	\$928.40
A04106	5/3/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,884.94
A04107	5/3/2023	INGRAM LIBRARY SERVICE INC	\$10,646.71
A04108	5/3/2023	MIDWEST TAPE INC.	\$2,487.89
A04109	5/3/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$158.23
A04110	5/8/2023	BRODART COMPANY INC	\$507.15
A04111	5/8/2023	BLACKSTONE AUDIO BOOKS INC	\$320.00
A04112	5/8/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,823.69
A04113	5/8/2023	BASIC	\$900.00
A04114	5/8/2023	GALE/CENGAGE LEARNING INC	\$455.07
A04115	5/8/2023	DASTON CORPORATION	\$467.72
A04116	5/8/2023	PLAYAWAY PRODUCTS LLC	\$4,092.57
A04117	5/8/2023	INGRAM LIBRARY SERVICE INC	\$696.81
A04118	5/8/2023	MIDWEST TAPE INC.	\$8,198.86
A04119	5/8/2023	METRO FIBERNET LLC	\$3,920.42
A04120	5/16/2023	BRODART COMPANY INC	\$22.95
A04121	5/16/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,663.40
A04122	5/16/2023	CDW GOVERNMENT INC SUITE 1515	\$2,473.62
A04123	5/16/2023	GALE/CENGAGE LEARNING INC	\$56.23
A04124	5/16/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04125	5/16/2023	INGRAM LIBRARY SERVICE INC	\$6,631.10
A04126	5/16/2023	MIDWEST TAPE INC.	\$1,737.90
A04127	5/16/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$191.75
A04128	5/22/2023	BRODART COMPANY INC	\$444.80
A04129	5/22/2023	BATTLE CREEK PUBLIC SCHOOL	\$6,839.53
A04130	5/22/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,693.90
A04131	5/22/2023	BASIC	\$155.00
A04132	5/22/2023	INGRAM LIBRARY SERVICE INC	\$8,871.39
A04133	5/22/2023	KSS ENTERPRISES INC	\$5,121.71
A04134	5/22/2023	MIDWEST TAPE INC.	\$2,616.64
A04135	5/22/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$570.25

Check Number	Check Date	Vendor Name	Check Amount
A04136	5/31/2023	BRODART COMPANY INC	\$373.75
A04137	5/31/2023	BLACKSTONE AUDIO BOOKS INC	\$300.00
A04138	5/31/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,675.60
A04139	5/31/2023	BRILLIANCE AUDIO INC	\$96.48
A04140	5/31/2023	GALE/CENGAGE LEARNING INC	\$455.81
A04141	5/31/2023	PLAYAWAY PRODUCTS LLC	\$280.50
A04142	5/31/2023	INGRAM LIBRARY SERVICE INC	\$5,331.60
A04143	5/31/2023	KSS ENTERPRISES INC	\$1,440.37
A04144	5/31/2023	MIDWEST TAPE INC.	\$2,782.96
A04145	5/31/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$156.91
			<b>Grand Totals</b>
			<b>\$286,948.32</b>

Millage Revenue Collected as of 5/31/23					
	2022-2023 Budget	Collected*	Settlement	Total Collected	+/- Budget
Assyria	\$ 9,523	\$ 10,616	\$ -	\$ 10,616	\$ 1,093
Battle Creek City	\$ 2,630,013	\$ 2,559,071	\$ 108,799	\$ 2,667,870	\$ 37,857
Bedford	\$ 259,319	\$ 258,483	\$ 14,455	\$ 272,938	\$ 13,619
Convis	\$ 4,582	\$ 4,536	\$ 126	\$ 4,663	\$ 81
Emmett	\$ 789,092	\$ 770,209	\$ 44,843	\$ 815,052	\$ 25,960
Fredonia	\$ 14,960	\$ 19,368	\$ 186	\$ 19,554	\$ 4,594
Johnstown	\$ 560	\$ 569	\$ -	\$ 569	\$ 9
Leroy	\$ 122,383	\$ 123,130	\$ 5,786	\$ 128,917	\$ 6,534
Marshall	\$ 21,143	\$ 21,038	\$ 973	\$ 22,010	\$ 867
Newton	\$ 242,192	\$ 234,350	\$ 13,416	\$ 247,766	\$ 5,574
Pennfield	\$ 476,070	\$ 466,815	\$ 33,287	\$ 500,101	\$ 24,031
Springfield	\$ 182,535	\$ 178,264	\$ 10,155	\$ 188,419	\$ 5,884
<b>Total</b>	<b>\$ 4,752,372</b>	<b>\$ 4,646,448</b>	<b>\$ 232,027</b>	<b>\$ 4,878,475</b>	<b>\$ 126,103</b>
*Unaudited/per settlement sheets					

<b>WILLARD PUBLIC LIBRARY</b>			
<b>2022/2023 at 2.0 Mills</b>			
	<b>November 2022</b>	<b>Proposed</b>	
	<b>Post-Audit</b>	<b>June 2023</b>	<b>Proposed</b>
	<b>Amendment</b>	<b>Amendment</b>	<b>July 2023</b>
<b>REVENUE &amp; TRANSFERS</b>			
Taxes	\$4,757,240	\$4,852,053	\$4,994,192
State Sources	\$574,964	\$588,764	\$463,302
Penal Fines	\$100,000	\$110,000	\$110,000
Fees and Book Fines	\$50,000	\$58,000	\$50,000
Casino PILT Disbursement	\$140,000	\$140,000	\$150,000
Local Contributions, Contracts, & Other	\$90,715	\$116,215	\$60,000
Grant Revenue	\$12,452	\$13,692	\$2,000
Transfers into General Fund from Kellogg SRF	\$75,675	\$75,675	\$0
Transfers into General Fund from Owen Endowment	\$0	\$0	\$0
Transfers into General Fund from Capital Improvements	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$5,801,046</b>	<b>\$5,954,399</b>	<b>\$5,829,494</b>
<b>EXPENDITURES &amp; TRANSFERS</b>			
Capital Expenditures	\$189,561	\$329,376	\$129,784
Program Services: Media, Books & Periodicals	\$1,003,265	\$950,865	\$990,650
Program Services: Grants	\$15,500	\$15,500	\$15,500
Personnel*	\$3,680,888	\$3,540,133	\$3,596,200
Office Supplies	\$47,150	\$49,950	\$50,500
Repairs & Maintenance Supplies	\$40,260	\$40,000	\$38,000
Purchased Services	\$740,667	\$673,553	\$692,500
Communications	\$120,200	\$105,200	\$79,000
Insurance	\$25,267	\$25,267	\$27,768
Public Utilities	\$131,000	\$128,000	\$128,000
Repairs & Maintenance Services	\$204,885	\$189,000	\$203,885
<b>Total Expenditures</b>	<b>\$6,198,643</b>	<b>\$6,046,844</b>	<b>\$5,951,787</b>
*Includes staff increases per contract			
<b>Revenue over Expenditures (+/-)</b>	<b>(\$397,597)</b>	<b>(\$92,445)</b>	<b>(\$122,293)</b>
<b>Fund Balance: Beginning Year</b>	<b>\$3,674,689</b>	<b>\$3,674,689</b>	<b>\$3,582,244</b>
<b>Fund Balance: Year End</b>	<b>\$3,277,092</b>	<b>\$3,582,244</b>	<b>\$3,459,951</b>
<b>Breakdown: Estimated Fund Balance</b>			
Sick Payable Reserve	\$234,000	\$234,000	\$234,000
Cash Flow Fund	\$929,796	\$907,027	\$892,768
Unrestricted Fund	\$2,113,296	\$2,441,217	\$2,333,183
<b>Total</b>	<b>\$3,277,092</b>	<b>\$3,582,244</b>	<b>\$3,459,951</b>

<b>WILLARD PUBLIC LIBRARY</b>	
	<b>Proposed 2023/2024</b>
<b>REVENUE &amp; TRANSFERS</b>	
Taxes	\$ 4,994,192
State Sources	\$ 463,302
Penal Fines	\$ 110,000
Fees and Book Fines	\$ 50,000
Casino PILT Disbursement	\$ 150,000
Local Contributions, Contracts, & Other	\$ 60,000
Grant Funding	\$ 2,000
Transfer from Kellogg SRF	\$ -
Transfer from Owen Endowment	\$ -
Transfer from Capital Improvement	\$ -
<b>Total Revenue</b>	<b>\$ 5,829,494</b>
<b>EXPENDITURES &amp; TRANSFERS</b>	
Capital Expenditures	\$ 129,784
Program Services: Media, Books, Periodicals	\$ 990,650
Program Services: Grant Expenses	\$ 15,500
Personnel*	\$ 3,596,200
Office Supplies	\$ 50,500
Repair & Maintenance Supplies	\$ 38,000
Purchased Services	\$ 692,500
Communications	\$ 79,000
Insurance	\$ 27,768
Public Utilities	\$ 128,000
Repairs & Maintenance Services	\$ 203,885
<b>Total Expenditures</b>	<b>\$ 5,951,787</b>
<i>*Includes staff increases per contract.</i>	
<b>Revenue over Expenditures (+/-)</b>	<b>\$ (122,293)</b>
<b>Fund Balance: Beginning of Year Estimated</b>	<b>\$ 3,582,244</b>
<b>Fund Balance: End of Year</b>	<b>\$ 3,459,951</b>
<b>Breakdown: Estimated Fund Balance</b>	
Sick Payable Reserve	\$ 234,000
Cash Flow Fund	\$ 892,768
Unrestricted Fund	\$ 2,333,183
<b>Total</b>	<b>\$ 3,459,951</b>

**WILLARD PUBLIC LIBRARY  
2022 - 2023 GENERAL FUND REVENUE & EXPENDITURE CHANGES**

	Adopted Budget November 2022	Amendment June 2023	Changes
Revenue	\$ 5,801,046	\$ 5,954,399	\$ 153,353
Expenditure	\$ 6,198,643	\$ 6,046,844	\$ 151,799
<b>Total Revenue/Expenditures</b>	<b>\$ (397,597)</b>	<b>\$ (92,445)</b>	<b>\$ 305,152</b>

Fund Balance July 1, 2022	\$ 3,674,689
Fund Balance June 30, 2023 (estimated)	\$ 3,582,244

REVENUE CHANGES		
Increases:		Decreases:
*Property Tax & Interest	\$ 94,813	
*State Aid	\$ 13,800	
*Penal Fines	\$ 10,000	
*Fees & Book Fines	\$ 8,000	
*Local Contributions	\$ 25,500	
*Grant Funding	\$ 1,240	
<b>Total Revenue Changes</b>	<b>\$ 153,353</b>	

EXPENDITURE CHANGES			
Increases:		Decreases:	
*Capital Expenditures	\$ (139,815)	*Supporting Services: Personnel	\$ 140,755
*Office Supplies	\$ (2,800)	*Program Services: Books & Periodicals	\$ 52,400
		*Repairs & Maintenance Supplies	\$ 260
		*Purchased Services	\$ 67,114
		*Communication Services	\$ 15,000
		*Utilities	\$ 3,000
		*Repair & Maintenance Services	\$ 15,885
<b>Total Expenditure Changes</b>	<b>\$ 151,799</b>		

**OWEN ENDOWMENT FUND**

	November Adopted Budget	June Proposed Budget	July Proposed Budget
	2022-2023	2022-2023	2023-2024
<b>Revenue &amp; Transfers</b>			
Contributions-Unrestricted	5,000	2,500	2,500
Transfer from General Fund	0	0	0
Interest Earnings	4,500	6,500	7,500
<b>Total Revenue</b>	<b>9,500</b>	<b>9,000</b>	<b>10,000</b>
<b>Expenditures</b>	0	0	0
Transfer to General Fund			
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>9,500</b>	<b>9,000</b>	<b>10,000</b>
<b>Fund Balance Beg of Year</b>	<b>1,028,535</b>	<b>1,028,535</b>	<b>1,037,535</b>
<b>Fund Balance End of Year</b>	<b>1,038,035</b>	<b>1,037,535</b>	<b>1,047,535</b>

**CAPITAL IMPROVEMENT FUND**

	November Adopted Budget	June Proposed Budget	July Proposed Budget
	2022-2023	2022-2023	2023-2024
<b>Revenue &amp; Transfers</b>			
Other Misc Revenue	0	0	0
Transfer from General Fund	0	0	0
Interest Earnings	1,100	2,000	2,500
<b>Total Revenue</b>	<b>1,100</b>	<b>2,000</b>	<b>2,500</b>
<b>Expenditures</b>	0	0	0
Transfer to General Fund			
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>1,100</b>	<b>2,000</b>	<b>2,500</b>
<b>Fund Balance Beg of Year</b>	<b>639,942</b>	<b>639,942</b>	<b>641,942</b>
<b>Fund Balance End of Year</b>	<b>641,042</b>	<b>641,942</b>	<b>644,442</b>

**KELLOGGS SPECIAL REVENUE FUND**

	November Adopted Budget	June Proposed Budget	July Proposed Budget
	2022-2023	2022-2023	2023-2024
<b>Revenue &amp; Transfers</b>			
Kellogg Contract & Interest	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Salaries	0	0	0
Benefits & Related Expenditures	0	0	0
Transfer to General Fund	0	0	0
<b>Expenditures &amp; Transfers</b>	<b>-</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Beg of Year</b>	<b>75,680</b>	<b>75,884</b>	<b>0</b>
<b>Fund Balance End of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>

WILLARD PUBLIC LIBRARY  
COUNTY OF CALHOUN, STATE OF MICHIGAN

RESOLUTION CERTIFYING TAX LEVIES FOR  
OPERATING MILLAGE AND APPROVING BUDGET

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At a regular meeting of the Board of Trustees of the Willard Public Library, County of Calhoun, Michigan, held in the Library on June 21, 2023, at 5:00 p.m. prevailing Eastern Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, in accordance with the Truth in Budgeting Act, there has been presented to the Board of Trustees of the Willard Public Library (the “Library”) the proposed budget for fiscal year 2023/2024; and

WHEREAS, a public hearing on the budget has been held in accordance with the provisions of Act 43 of 1963 (2<sup>nd</sup> Ex. Sess.), as amended, after notice of the hearing was duly given; and

WHEREAS, the notice of hearing on the budget included the following statement printed in 11-point bold face type:

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

WHEREAS, in accordance with its budget for fiscal year 2023/2024, the Library determines that it is necessary for the Willard Public Library and its residents to levy a tax of 2.0 mill(s) in fiscal year 2023/2024 for library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library hereby approves and adopts the proposed budget for fiscal year 2023/2024 on file with the Secretary of the Board and hereby determines that 2.0 mill(s) shall be levied on the taxable value of taxable property in the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools for fiscal year 2023/2024 for the purpose of providing Library funds for the operation of the Library. This resolution together with the approved budget shall be known as the Library’s general appropriations act for fiscal year 2023/2024.



2. The total revenue and unappropriated fund balance estimated to be available for appropriations in the Library fund for the fiscal year 2023/2024 is as follows:

<u>Revenue and Transfers:</u>	
Taxes	\$ 4,994,192
State Sources	\$ 463,302
Penal Fines	\$ 110,000
Fees and book Fines	\$ 50,000
Casino PILT Disbursement	\$ 150,000
Local Contributions, Contracts, & Other	\$ 60,000
Grant Funding	\$ 2,000
Transfer from Kellogg SRF	\$ 0
Transfer from Owen Endowment	\$ 0
Transfer from Capital Improvement	\$ 0
 TOTAL	 \$ 5,829,494
 Fund Balance – July 1, 2023, estimated	 \$ 3,582,244
 TOTAL AVAILABLE TO APPROPRIATE	 \$ 9,411,738

3. \$5,951,787 of that total available to appropriate in the Library fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures and Transfers</u>	
Capital Expenditures	\$ 129,784
Program Services: Media, Books, Periodicals	\$ 990,650
Program Services: Grant Expenses	\$ 15,500
Personnel	\$ 3,596,200
Office Supplies	\$ 50,500
Repair & Maintenance Supplies	\$ 38,000
Purchased Services	\$ 692,500
Communications	\$ 79,000
Insurance	\$ 27,768
Public Utilities	\$ 128,000
Repairs & Maintenance Services	\$ 203,885
 TOTAL APPROPRIATED:	 \$ 5,951,787

4. No Library Board member or employee of the Library shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Library Board of Trustees. Changes in the amount appropriated by the Board may be made by persons responsible for the supervision of the budget without prior approval of the Board in an amount not to exceed five percent (5%) of the appropriation from which the transfer is made. Changes must be made between accounts and may not add to the total appropriation without Board approval.

5. The President and Secretary of the Library are authorized and directed to submit this resolution and a Tax Rate Request Form L-4029 to the clerks in the communities that are part of the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools, and to the County Clerks and the Equalization Departments of the Counties of Calhoun and Barry.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded.

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Public Library, Counties of Calhoun and Barry, State of Michigan, at a regular meeting held on June 21, 2023, the original of which is on file at the library and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Trustees  
Willard Public Library

**2023 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2023.)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk(s)

**L-4029**

COPY TO: Equalization Department(s)

COPY TO: Each Township or City Clerk

**Carefully read the instructions on page 2.**

County <b>CALHOUN &amp; BARRY</b>	2023 Taxable Value of All Properties less REZ <b>2,588,072,329</b>
Local Government Unit <b>WILLARD DISTRICT LIBRARY</b>	For LOCAL School Districts: Current Year Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2023 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2022 Millage Rate Permanently Reduced by MCL 211.34d	2023 Current Year Millage Reduction Fraction	2023 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Truth in Assessing or Equalization Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Charter	Operating	6/11/2001	2.0000	2.0000	1.0000	2.0000	1.0000	2.0000	2.0000	2.0000	Unlimited

**\* 2.0000 mill levy on July 1st for cities of Springfield & Battle Creek and townships of Marshall & Bedford; all other units (townships) on December 1st**

Prepared by <b>Tom Scott</b>	Telephone Number <b>(269) 781-0747</b>	Title of Preparer <b>Deputy Equalization Director</b>	Date <b>April 25, 2023</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk Secretary	Signature	Print or Type Name <b>Kathleen Baker</b>	Date <b>6/21/23</b>
<input checked="" type="checkbox"/> Chairperson President	Signature	Print or Type Name <b>James Keefer</b>	Date <b>6/21/23</b>

Total School District Operating Rates to be levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal.	
For Commercial Personal	
For All Other	

*\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



Willard Public Library  
Board of Trustees  
Meeting Schedule\*  
2023-2024

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

August 16, 2023

September 20, 2023

October 18, 2023

November 15, 2023

January 17, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 19, 2024

\* Meeting schedule pending Board approval

## 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 certain historically marginalized groups may 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.



## REPORTS AND RECOMMENDATIONS

June 2023

### **DIRECTOR'S REPORT: Matt Willis, Director**

- Meeting with Randy Riley, State Librarian

### **ADULT PROGRAMS UPDATE: Matt Willis, Director**

- Carewell Services at Willard Library
- Goodwill Industries: Finance Basics
- Researching African American Ancestors
- The Sound of Freedom
- Juneteenth Lunch and Learn

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

- **Program Highlights**
  - Summer Reading Kick-off
  - Juneteenth Programming
  - Baby Balloon Party
- **Community Engagement**
  - Battle Jacks Reading Day
  - Cool People/Dunlap Elementary Library Visit
  - Minges Brook Elementary & Doris Hale End of Year Celebration
  - Willard Community Service Award – Juneteenth Planning Committee