



Willard Library  
Board of Trustees  
Meeting Agenda  
August 16, 2023  
5:00 p.m.

Willard Library Programming Room, Second Floor

- |       |  |                     |
|-------|--|---------------------|
| I.    | Approval of Minutes * (pg. 1)                      | Board Member        |
| II.   | Public Comments                                    |                     |
| III.  | Election of Officers for 2023/2024 *               | Board Member        |
| IV.   | Financial Report                                   | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 3)              |                     |
|       | b. Audit   |                     |
| V.    | Personnel Update (pg. 32)                          | Matt Willis         |
| VI.   | Policy Regarding Selection of Materials * (pg. 33) | Matt Willis         |
| VII.  | Strategic Plan Update (pg. 38)                     | Matt Willis         |
| VIII. | Reports & Recommendations                          |                     |
|       | a. Year Usage Statistics (pg. 49)                  | April Dillinger     |
|       | b. Department Reports (pg. 51)                     | Administrative Team |
| IX.   | Other Business                                     |                     |
| X.    | Comments by Trustees                               |                     |
| XI.   | Adjourn  | Board Member        |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

June 21, 2023

Willard Library Programming Room, Second Floor

**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, Executive Administrative Assistant Kara Brooker

**MINUTES**

A Public Hearing on the Proposed 2023/2024 Willard Library Budget was called to order by James Keefer, President, at 5:00 p.m.

Kathy Domenico presented the Proposed 2023/2024 Budget. Revenue for the 2023/2024 budget year is projected to be \$5,829,494 with expenditures coming in at \$5,951,787. This would lead to a shortfall of \$122,293 for the year and an estimated fund balance as of June 30, 2024 of \$3,459,951. The Owen Endowment Fund proposed budget for 2023/2024 is estimated to receive some small contributions throughout the year along with interest accumulation. This would bring the Fund Balance in the Owen Endowment Fund to \$1,047,535 as of June 30, 2024. The Capital Projects fund is anticipated to accrue interest only for the 2023/2024 fund year bringing the fund balance to \$644,442.

James Keefer called for public comments. There were no public comments.

At 5:03 p.m. James Keefer closed the Public Hearing on the Proposed 2023/2024 Budget and called to order the regular meeting of the Willard Library Board of Trustees.

**APPROVAL OF MINUTES**

Judy Williamson moved, with a second from Michelle Herzing, to approve the minutes of the Board Meeting of May 17, 2023.

Motion approved 5 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico presented the May 2023 Financial Report. Revenue for the month of May totaled just over \$5.7 million which is almost 100% of the anticipated revenue for the year. The Library is still waiting on a few final payments from various entities. Expenditures for the month of May total just over \$5.2 million which equates to 85% of the anticipated budget, similar to last year at this same time.

Michelle Herzing moved, with a second from Salli Baltutat, to approve the May 2023 expenditures as presented.

Motion approved 5 – 0

Kathy Domenico reviewed the Tax Collection Actuals to Date. Year to date tax collections show the Library has received \$4,878,475, which is more than the anticipated budget for the year.

Kathy Domenico presented the Budget Amendment for FY 2022/2023. The June amendment shows an increase in revenue by \$153,353 bringing the total anticipated revenue for the year to \$5,954,399. The amendment also shows a reduction in expenditures by \$151,799 bringing total expenditures to \$6,046,844. The estimated projected fund balance is \$3,582,244 as of June 30, 2023. The Owen Endowment shows an overall reduction in the anticipated revenue and the Capital Projects fund shows an increase in overall revenue. Expenditures remain unchanged in both.

Michelle Herzing moved, with support from Judy Williamson, to approve the 2022/2023 Budget Amendments for the General Fund.

Motion approved 5 – 0

James Keefer returned to the discussion of the Proposed 2023/2024 Budget.

Kathy Baker moved, with support from Salli Baltutat, to approve the Proposed Budget for 2023/2024.

Motion approved 5 – 0

A resolution was offered by James Keefer to authorize Willard Library to levy a tax of 2.0 mills, the maximum allowable millage levy, in the fiscal year 2023/2024 for the purpose of providing operating funds for the Library.

James Keefer moved, with a second from Salli Baltutat, to approve the Resolution Certifying Tax Levies for Operating Millage and Approving Budget.

A roll call vote was taken.

Motion approved 5 – 0

The 2023 Tax Rate Request Form L4029 was signed by James Keefer, President and Kathleen Baker, Secretary.

### **REPORTS & RECOMMENDATIONS**

Matt Willis presented a Directors Report.

Tynisha Dungey presented an update on Youth Services programming and Community Outreach efforts.

### **OTHER BUSINESS**

Matt Willis thanked James Keefer for his 20 years of outstanding service on Willard Library's Board of Trustees.

### **COMMENTS**

None.

### **ADJOURNED**

The meeting was adjourned at 5:23 p.m.



KATHLEEN BAKER, Secretary  
Willard Public Library Board of  
Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE  
 PRELIMINARY

June 2023

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Taxes	4,852,053	4,884,302	100.66%	-32,249	4,675,190
Casino PILT Disbursement	140,000	179,946	128.53%	-39,946	184,856
State Sources	588,764	591,091	100.40%	-2,327	597,855
Penal Fines	110,000	125,644	114.22%	-15,644	111,324
Fees and Book Fines	58,000	64,343	110.94%	-6,343	66,914
Local Contributions & Contracts	116,215	114,745	98.73%	1,470	197,690
Grant Funding	13,692	13,692	100.00%	0	2,260
Transfer to GF from Kellogg	75,675	75,675	100.00%	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>5,954,399</b>	<b>6,049,437</b>	<b>101.60%</b>	<b>(95,038)</b>	<b>5,861,089</b>

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Total Expenditures	6,046,844	5,758,061	95.22%	288,783	6,248,157

REVENUE OVER EXPENDITURES

291,376

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 PRELIMINARY

June 2023

EXPENDITURES

	BUDGET	2022/2023 YTD	% YTD	VARIANCE	2021/2022 YTD
Capital Expenditures	329,376	295,200	89.62%	34,176	839,064
Program Svs-Av, Books & Periodicals	950,865	861,386	90.59%	89,479	825,005
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,540,133	3,507,608	99.08%	32,525	3,428,102
Office Supplies	49,950	37,394	74.86%	12,556	41,529
Repairs & Maintenance Supplies	40,000	33,271	83.18%	6,729	30,799
Purchased Services	673,553	601,505	89.30%	72,048	668,296
Communications	105,200	95,556	90.83%	9,644	96,503
Insurance	25,267	25,267	100.00%	0	23,837
Public Utilities	128,000	120,149	93.87%	7,851	122,754
Repairs & Maintenance Services	189,000	165,226	87.42%	23,774	156,768
<b>TOTAL</b>	<b>6,046,844</b>	<b>5,758,061</b>	<b>95.22%</b>	<b>288,783</b>	<b>6,248,157</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JUNE 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	293,067.24
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	116,144.88
FICA & Federal withholding tax	37,841.65
State withholding tax	5,642.87
Battle Creek City withholding tax	1,086.66
MERS Retirement System	23,039.47
MERS Pension Funding	0.00
MPERS Retirement System	2,509.54
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	1,240.79
MERS (Employee 457)	2,589.35
Friend of the Court	355.60
5th/3rd BANK (credit card)	8,499.41
Health Equity Employer Serv.	1,057.40
MESSA	53,021.23
Unum Life Insurance	571.88
Total Disbursements	546,767.97

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

Check Number	Check Date	Vendor Name	Check Amount
053617	6/22/2023	TEAIRA GRAY DBA WISTERNI	(\$150.00)
053751	6/6/2023	ALLEGRA PRNT & IMAGING INC.	\$189.68
053752	6/6/2023	CALHOUN COUNTY TREASURER	\$205.21
053753	6/6/2023	D. L. GALLIVAN LLC	\$444.23
053754	6/6/2023	GREENSCAPE SERVICES INC	\$510.00
053755	6/6/2023	FUEL MANAGMENT SYSTEM INC	\$81.21
053756	6/6/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053757	6/6/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,425.00
053758	6/6/2023	LEILA ARBORETUM	\$1,500.00
053759	6/6/2023	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$35,674.57
053760	6/6/2023	MIX HARDWARE	\$50.34
053761	6/6/2023	ROSE PEST SOLUTIONS INC	\$53.00
053762	6/6/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053763	6/6/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053764	6/13/2023	ALLEGRA PRNT & IMAGING INC.	\$85.47
053765	6/13/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.16
053765	6/14/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	(\$408.16)
053766	6/13/2023	SEMCO ENERGY INC	\$439.67
053767	6/13/2023	CITY OF BATTLE CREEK CITY TREASURER	\$382.83
053768	6/13/2023	4IMPRINT INC	\$1,265.86
053769	6/13/2023	GREENSCAPE SERVICES INC	\$510.00
053770	6/13/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,245.00
053771	6/13/2023	JULIE NILA JACKSON	\$200.00
053772	6/13/2023	THE LIBRARY STORE INC Furniture	\$5,232.51
053773	6/13/2023	PRECISION PRINTER SERVICE INC	\$279.95
053774	6/13/2023	SHERWIN WILLIAMS	\$99.29
053775	6/13/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053776	6/13/2023	JESSICA TROTTER	\$170.00
053777	6/13/2023	UNIFIRST FIRST AID CORP UNIFIRST FIRST AID AND SAFETY	\$541.43
053778	6/13/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053779	6/14/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
053780	6/20/2023	ALLEGRA PRNT & IMAGING INC.	\$381.49

Check Number	Check Date	Vendor Name	Check Amount
053781	6/20/2023	SEMCO ENERGY INC	\$47.96
053782	6/20/2023	BPM & N INC. DBA ALL YOU NEED GRAND RENTAL	\$445.00
053783	6/20/2023	RACHEL S BEHR	\$150.00
053784	6/20/2023	CONTINENTAL PASTRIES & DELI INC	\$152.00
053785	6/20/2023	DEMCO INC	\$512.11
053786	6/20/2023	ANITA K DEAN	\$480.00
053787	6/20/2023	DONALD L DANIEL III	\$500.00
053788	6/20/2023	4IMPRINT INC	\$567.14
053789	6/20/2023	FUN EXPRESS LLC	\$157.46
053790	6/20/2023	FORINTOS MEDIA COMPANY	\$1,000.00
053791	6/20/2023	BRANDON FITZPATRICK	\$500.00
053792	6/20/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$226.82
053793	6/20/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,090.00
053794	6/20/2023	HEATHER TAYLOR <i>African Drum &amp; Dance</i>	\$1,000.00
053795	6/20/2023	JULIE NILA JACKSON <i>Performance</i>	\$200.00
053796	6/20/2023	LESTER EARL JOHNSON	\$200.00
053797	6/20/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
053798	6/20/2023	ROSE PEST SOLUTIONS INC	\$580.00
053799	6/20/2023	R W LAPINE INC	\$170.00
053800	6/20/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053801	6/20/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053802	6/20/2023	STATE OF MICHIGAN BUREAU OF CONSTRUCTION CODES	\$185.00
053803	6/20/2023	TIAA, FSB INC	\$508.16
053804	6/20/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
053805	6/20/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053806	6/20/2023	JOHN GRAP	\$500.00
053807	6/20/2023	SONYA HOLLINS DBA SEASON PRESS LLC	\$500.00
053808	6/20/2023	BEVERLY MEYER DBA THE MUSIC LADY	\$700.00
053809	6/26/2023	CONSUMERS ENERGY INC	\$3,139.95
053810	6/26/2023	COURTESY LIMOUSINE INC	\$75.02
053811	6/26/2023	GREENSCAPE SERVICES INC	\$8,700.00
053812	6/26/2023	FUEL MANAGMENT SYSTEM INC	\$78.66
053813	6/26/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053814	6/26/2023	LISA GARCIA PETTY CASH BRANCH	\$91.98
053815	6/26/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,490.00
053816	6/26/2023	JULIE NILA JACKSON	\$100.00
053817	6/26/2023	LEILA ARBORETUM	\$600.00



Check Number	Check Date	Vendor Name	Check Amount
053818	6/26/2023	LIBRARY IDEAS LLC	\$3,473.52
053819	6/26/2023	OVERDRIVE INC	\$12,608.72
053820	6/26/2023	PRECISION PRINTER SERVICE INC	\$544.94
053821	6/26/2023	ROSE PEST SOLUTIONS INC	\$60.00
053822	6/26/2023	SENSOURCE INC	\$853.00
053823	6/26/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$474.00
053824	6/30/2023	ALLEGRA PRNT & IMAGING INC.	\$518.21
053825	6/30/2023	A-Z KEY SHOP	\$107.50
053826	6/30/2023	PETTY CASH WILLARD LIBRARY	\$111.18
053827	6/30/2023	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$1,091.20
053828	6/30/2023	FUN EXPRESS LLC	\$543.97
053829	6/30/2023	GREENHAVEN PUBLISHING	\$156.60
053830	6/30/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,059.59
053831	6/30/2023	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$3,031.75
053832	6/30/2023	BRIAN L MORTIMORE DBA MORTIMORE CONSULTING LLC	\$525.00
053833	6/30/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$203.07
053834	6/30/2023	DONALD B SNOEYINK DBA THORNAPPLE WOODLANDS, LLC	\$425.00
053835	6/30/2023	DEX YP INC SUPERMEDIA LLC	\$5.07
A04146	6/6/2023	BRODART COMPANY INC	\$102.04
A04147	6/6/2023	BLACKSTONE AUDIO BOOKS INC	\$1,371.38
A04148	6/6/2023	BATTLE CREEK PUBLIC SCHOOL	\$6,378.48
A04149	6/6/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,669.50
A04150	6/6/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04151	6/6/2023	PLAYAWAY PRODUCTS LLC	\$799.28
A04152	6/6/2023	INGRAM LIBRARY SERVICE INC	\$4,439.76
A04153	6/6/2023	MIDWEST TAPE INC.	\$10,880.39
A04154	6/6/2023	METRO FIBERNET LLC	\$3,919.37
A04155	6/13/2023	BRODART COMPANY INC	\$356.68
A04156	6/13/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,706.76
A04157	6/13/2023	CDW GOVERNMENT INC SUITE 1515	\$811.25
A04158	6/13/2023	DASTON CORPORATION	\$467.72
A04159	6/13/2023	INGRAM LIBRARY SERVICE INC	\$6,885.22
A04160	6/13/2023	MIDWEST TAPE INC.	\$1,844.10
A04161	6/13/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$161.10
A04162	6/20/2023	BRODART COMPANY INC	\$821.37
A04163	6/20/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,693.90
A04164	6/20/2023	BASIC	\$155.00

Check Number	Check Date	Vendor Name	Check Amount
A04165	6/20/2023	CDW GOVERNMENT INC SUITE 1515	\$768.55
A04166	6/20/2023	GALE/CENGAGE LEARNING INC	\$470.83
A04167	6/20/2023	INGRAM LIBRARY SERVICE INC	\$17,597.82
A04168	6/20/2023	LIBRARY DESIGN ASSOC INC <i>Furniture</i>	\$14,712.00
A04169	6/20/2023	MIDWEST TAPE INC.	\$5,015.44
A04170	6/20/2023	SIRSI CORPORATION #774271 <i>Library Software Subscription</i>	\$70,350.72
A04171	6/26/2023	BRODART COMPANY INC	\$1,150.71
A04172	6/26/2023	BLACKSTONE AUDIO BOOKS INC	\$2,049.52
A04173	6/26/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,525.10
A04174	6/26/2023	BRILLIANCE AUDIO INC	\$93.00
A04175	6/26/2023	GALE/CENGAGE LEARNING INC	\$211.41
A04176	6/26/2023	INGRAM LIBRARY SERVICE INC	\$10,170.01
A04177	6/26/2023	MIDWEST TAPE INC.	\$2,501.29
A04178	6/26/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$556.00
A04179	6/30/2023	BLACKSTONE AUDIO BOOKS INC	\$140.59
A04180	6/30/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,998.34
A04181	6/30/2023	GALE/CENGAGE LEARNING INC	\$77.22
			<b>Grand Totals \$293,067.24</b>

**OWEN ENDOWMENT FUND**

	Budget	YTD
<b>2022/2023</b>		
<b>Revenue &amp; Transfers</b>		
Contributions-Unrestricted	2,500	3,100
Transfer from General Fund	0	0
Interest Earnings	6,500	9,264
<b>Total Revenue</b>	<b>9,000</b>	<b>12,363</b>
<b>Expenditures</b>	<b>0</b>	<b>0</b>
Transfer to General Fund	0	0
<b>Total Expenditures/Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>9,000</b>	<b>12,363</b>
<b>Fund Balance Beg of Year</b>	<b>1,028,535</b>	
<b>Fund Balance End of Year</b>	<b>1,037,535</b>	

**CAPITAL IMPROVEMENT & AUTOMATION FUND**

	Budget	YTD
<b>2022/2023</b>		
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	2,000	2,654
<b>Total Revenue</b>	<b>2,000</b>	
<b>Expenditures</b>	<b>0</b>	<b>0</b>
Transfer to General Fund	0	0
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>2,000</b>	<b>2,654</b>
<b>Fund Balance Beg of Year</b>	<b>639,942</b>	
<b>Fund Balance End of Year</b>	<b>641,942</b>	

**KELLOGGS SPECIAL REVENUE FUND**

\*Fund closed\*

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

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

July 2023

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	0	0.00%	4,994,192	0
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	463,302	0	0.00%	463,302	0
Penal Fines	110,000	0	0.00%	110,000	0
Fees and Book Fines	50,000	5,163	10.33%	44,837	4,581
Local Contributions & Contracts	60,000	5,000	8.33%	55,000	980
Grant Funding	2,000	0	0.00%	2,000	0
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>5,829,494</b>	<b>10,163</b>	<b>0.17%</b>	<b>5,819,331</b>	<b>5,561</b>

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	5,951,787	561,003	9.43%	5,390,784	560,816

REVENUE OVER EXPENDITURES (550,840)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

July 2023

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	129,784	0	0.00%	129,784	20,057
Program Svs-Av, Books & Periodicals	990,650	99,074	10.00%	891,576	81,666
Program Svs-Imagination Library	15,500	0	0.00%	15,500	0
Personnel	3,596,200	250,691	6.97%	3,345,509	308,611
Office Supplies	50,500	1,258	2.49%	49,242	727
Repairs & Maintenance Supplies	38,000	488	1.28%	37,512	6,192
Purchased Services	692,500	55,958	8.08%	636,542	30,097
Communications	79,000	8,618	10.91%	70,382	9,300
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	2,460	1.92%	125,540	1,961
Repairs & Maintenance Services	203,885	114,689	56.25%	89,196	76,938
<b>TOTAL</b>	<b>5,951,787</b>	<b>561,003</b>	<b>9.43%</b>	<b>5,390,784</b>	<b>560,816</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JULY 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	186,059.22
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,962.55
FICA & Federal withholding tax	38,830.08
State withholding tax	5,759.94
Battle Creek City withholding tax	1,109.85
MERS Retirement System	24,382.24
MERS Pension Funding	0.00
MPERS Retirement System	2,603.08
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	4,123.95
MERS (Employee 457)	3,481.66
Friend of the Court	355.60
5th/3rd BANK (credit card)	5,243.52
Health Equity Employer Serv.	1,909.40
MESSA	53,021.23
Unum Life Insurance	573.28
Total Disbursements	445,515.60

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

Check Number	Check Date	Vendor Name	Check Amount
053836	7/3/2023	DEMCO INC	\$2,855.00
053837	7/3/2023	GREENSCAPE SERVICES INC	\$3,655.00
053838	7/3/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,225.00
053839	7/3/2023	CHARLES D ELLIS LIBDATA	\$2,400.00
053840	7/3/2023	JULIE NILA JACKSON	\$100.00
053841	7/10/2023	MIX HARDWARE	\$18.98
053842	7/10/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
053843	7/10/2023	JULIE NILA JACKSON	\$100.00
053844	7/10/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053845	7/10/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$628.07
053846	7/11/2023	MEGAN LESLIE HEYL DBA HUNTING DOWN HISTORY	\$250.00
053847	7/18/2023	SEMCO ENERGY INC	\$506.76
053848	7/18/2023	CALHOUN COUNTY TREASURER	\$72.63
053849	7/18/2023	CITY OF BATTLE CREEK CITY TREASURER	\$479.18
053850	7/18/2023	HUNTER PRELL CO	\$312.85
053851	7/18/2023	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$4,260.50
053852	7/18/2023	ROSE PEST SOLUTIONS INC	\$53.00
053853	7/18/2023	SHERWIN WILLIAMS	\$6.28
053854	7/18/2023	SEMCO ENERGY INC	\$3.00
053855	7/18/2023	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$530.00
053856	7/18/2023	DENNIS C. REID II DBA DCR2 STUDIOS	\$600.00
053857	7/18/2023	FUEL MANAGMENT SYSTEM INC	\$73.81
053858	7/18/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053859	7/18/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053860	7/18/2023	SHULER E HARMON JR	\$300.00
053861	7/18/2023	JULIE NILA JACKSON	\$100.00
053862	7/18/2023	KNIGHTWATCH INC	\$363.00
053863	7/18/2023	MCNALLY ELEVATOR COMPANY, INC	\$2,592.00
053864	7/18/2023	PRECISION PRINTER SERVICE INC	\$389.94
053865	7/18/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053866	7/18/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$611.81
053867	7/18/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00

*Programs -  
Childrens  
& Teens*

Check Number	Check Date	Vendor Name	Check Amount
053868	7/18/2023	TIAA, FSB INC	\$508.16
053869	7/18/2023	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$5,000.00
053870	7/18/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053871	7/18/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
053872	7/18/2023	WHAT A DO THEATRE	\$400.00
053873	7/18/2023	TEAIRA GRAY DBA WISTERNI	\$150.00
053874	7/24/2023	CALHOUN COUNTY TREASURER	\$334.55
053875	7/24/2023	MICHIGAN.COM #1051	\$352.00
053876	7/24/2023	BAILTEK CLEANING AND RESTORATION DBA BAILTEK CARPET CLEANING	\$6,806.00
053877	7/24/2023	BETH SCHROEDER	\$500.00
053878	7/24/2023	JAMES MERRILLS DBA EXPERIENCE THE MAGIC	\$700.00
053879	7/24/2023	JULIE NILA JACKSON	\$100.00
053880	7/24/2023	LIBRARY IDEAS LLC <i>Freemal - Music + Streaming</i>	\$13,009.00
053881	7/24/2023	MICHIGAN.COM #1051	\$1,427.80
053882	7/24/2023	OVERDRIVE INC	\$4,476.25
053883	7/24/2023	PRECISION PRINTER SERVICE INC	\$164.95
053884	7/24/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
053885	7/24/2023	SADDLEBACK EDUCATIONAL INC	\$335.94
053886	7/24/2023	ROBERT REICHEL	\$156.00
053887	7/31/2023	CONSUMERS ENERGY INC	\$1,071.74
053888	7/31/2023	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$600.00
053889	7/31/2023	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$981.50
053890	7/31/2023	CONSUMERS ENERGY INC	\$2,143.50
053891	7/31/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,232.12
053892	7/31/2023	LONNA HARDIN DBA LIVE YOUR SONG LLC	\$500.00
053893	7/31/2023	PLANTE & MORAN LLP	\$3,000.00
053894	7/31/2023	PRECISION PRINTER SERVICE INC	\$164.95
053895	7/31/2023	ROSE PEST SOLUTIONS INC	\$60.00
053896	7/31/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$298.99
053897	7/31/2023	SHERWIN WILLIAMS	\$165.51
053898	7/31/2023	SCENE MAGAZINE WW THAYNE ADVERTISING CONSULTANTS INC	\$575.00
053899	7/31/2023	DEX YP INC SUPERMEDIA LLC	\$5.07
A04182	7/3/2023	BRODART COMPANY INC	\$18.38
A04183	7/3/2023	BLACKSTONE AUDIO BOOKS INC	\$100.60
A04184	7/3/2023	GALE/CENGAGE LEARNING INC	\$254.89
A04185	7/3/2023	PLAYAWAY PRODUCTS LLC	\$664.32
A04186	7/3/2023	INGRAM LIBRARY SERVICE INC	\$29,358.32



Check Number	Check Date	Vendor Name	Check Amount
A04187	7/3/2023	MIDWEST TAPE INC.	\$5,661.66
A04188	7/3/2023	PROQUEST LLC	\$3,966.45
A04189	7/3/2023	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$2,780.00
A04190	7/3/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$156.37
A04191	7/10/2023	BRODART COMPANY INC	\$88.56
A04192	7/10/2023	INGRAM LIBRARY SERVICE INC	\$88.83
A04193	7/10/2023	MIDWEST TAPE INC.	\$8,298.64
A04194	7/11/2023	MIDWEST TAPE INC.	\$1,093.32
A04195	7/18/2023	BATTLE CREEK PUBLIC SCHOOL	\$10,335.46
A04196	7/18/2023	BK TEACHOUT INVESTIGATIONS INC	\$1,254.90
A04197	7/18/2023	GALE/CENGAGE LEARNING INC	\$27.74
A04198	7/18/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04199	7/18/2023	DASTON CORPORATION	\$467.72
A04200	7/18/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$167.25
A04201	7/18/2023	BK TEACHOUT INVESTIGATIONS INC	\$5,879.90
A04202	7/18/2023	BASIC	\$929.90
A04203	7/24/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$576.63
A04204	7/24/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,387.92
A04205	7/24/2023	GALE/CENGAGE LEARNING INC	\$286.40
A04206	7/31/2023	INGRAM LIBRARY SERVICE INC	\$1,271.22
A04207	7/31/2023	BRODART COMPANY INC	\$1,805.36
A04208	7/31/2023	BLACKSTONE AUDIO BOOKS INC	\$151.48
A04209	7/31/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,529.50
A04210	7/31/2023	BRILLIANCE AUDIO INC	\$80.50
A04211	7/31/2023	GALE/CENGAGE LEARNING INC	\$71.22
A04212	7/31/2023	INGRAM LIBRARY SERVICE INC	\$17,417.77
A04213	7/31/2023	MIDWEST TAPE INC.	\$6,483.11
A04214	7/31/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$157.18
			<b>Grand Totals</b> <b>\$186,059.22</b>



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## Battle Creek Community Foundation

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

### **Quarterly Report - Willard Library Fund - Master April 01, 2023 - June 30, 2023**

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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 April 01, 2023 - June 30, 2023 is enclosed.

#### **Investment Performance and Oversight**

During the period, the BCCF portfolio experienced a **3.89%\*** investment return. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. Total Foundation assets equal **\$129.5 million**. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

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Elizabeth Schultheiss, VP of Fund Administration & Development  
[elizabeth@bccfoundation.org](mailto:elizabeth@bccfoundation.org) or 269.962.2181 x 140



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# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Master

For the Period April 01, 2023 - June 30, 2023

Generated on: 07/25/2023

	<b>Current Period</b> April 01, 2023 - June 30, 2023	<b>Year To Date</b> April 01, 2023 - June 30, 2023
<b>Beginning Fund Balance</b>	<b>\$878,674.45</b>	<b>\$878,674.45</b>
<b>ADDITIONS:</b>		
Investment Earnings	32,932.93	32,932.93
<b>Total Additions</b>	<b>32,932.93</b>	<b>32,932.93</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,121.09	2,121.09
Bank & Merchant Service Fees	0.20	0.20
<b>Total Distributions</b>	<b>2,121.29</b>	<b>2,121.29</b>
<b>Ending Fund Balance</b>	<b>\$909,486.09</b>	<b>\$909,486.09</b>
Accumulated Gifts & Contributions to Principal		805,166.04
Accumulated Earnings less Expenditures		66,900.05
Accumulated Spendable		37,420.00
<b>Ending Fund Balance</b>		<b>\$909,486.09</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**  
**Fund Activity**

**Willard Library Fund - Master**  
**For the Period April 01, 2023 - June 30, 2023**

Generated on: 07/25/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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## Battle Creek Community Foundation

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

### **Quarterly Report - Willard Library Fund - Organizational April 01, 2023 - June 30, 2023**

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#### **Investment Performance and Oversight**

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Elizabeth Schultheiss, VP of Fund Administration & Development  
[elizabeth@bccfoundation.org](mailto:elizabeth@bccfoundation.org) or 269.962.2181 x 140



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**Battle Creek Community Foundation**  
**Fund Statement**

**Willard Library Fund - Organizational**  
**For the Period April 01, 2023 - June 30, 2023**

Generated on: 07/25/2023

	<b>Current Period</b> April 01, 2023 - June 30, 2023	<b>Year To Date</b> April 01, 2023 - June 30, 2023
<b>Beginning Fund Balance</b>	<b>\$3,168.14</b>	<b>\$3,168.14</b>
<b>ADDITIONS:</b>		
Investment Earnings	118.69	118.69
<b>Total Additions</b>	<b>118.69</b>	<b>118.69</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	8.16	8.16
<b>Total Distributions</b>	<b>8.16</b>	<b>8.16</b>
<b>Ending Fund Balance</b>	<b>\$3,278.67</b>	<b>\$3,278.67</b>
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		(8,806.33)
Accumulated Spendable		130.00
<b>Ending Fund Balance</b>		<b>\$3,278.67</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**  
**Fund Activity**

**Willard Library Fund - Organizational**  
**For the Period April 01, 2023 - June 30, 2023**

Generated on: 07/25/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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## Battle Creek Community Foundation

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

### **Quarterly Report - Willard Library Fund - Third Party**

**April 01, 2023 - June 30, 2023**

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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 April 01, 2023 - June 30, 2023 is enclosed.

#### **Investment Performance and Oversight**

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Elizabeth Schultheiss, VP of Fund Administration & Development  
[elizabeth@bccfoundation.org](mailto:elizabeth@bccfoundation.org) or 269.962.2181 x 140





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# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Third Party

For the Period April 01, 2023 - June 30, 2023

Generated on: 07/25/2023

	<b>Current Period</b> April 01, 2023 - June 30, 2023	<b>Year To Date</b> April 01, 2023 - June 30, 2023
<b>Beginning Fund Balance</b>	<b>\$875,506.31</b>	<b>\$875,506.31</b>
<b>ADDITIONS:</b>		
Investment Earnings	32,814.24	32,814.24
<b>Total Additions</b>	<b>32,814.24</b>	<b>32,814.24</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,112.93	2,112.93
Bank & Merchant Service Fees	0.20	0.20
<b>Total Distributions</b>	<b>2,113.13</b>	<b>2,113.13</b>
<b>Ending Fund Balance</b>	<b>\$906,207.42</b>	<b>\$906,207.42</b>
Accumulated Gifts & Contributions to Principal		793,211.04
Accumulated Earnings less Expenditures		75,706.38
Accumulated Spendable		37,290.00
<b>Ending Fund Balance</b>		<b>\$906,207.42</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**  
**Fund Activity**

**Willard Library Fund - Third Party**  
**For the Period April 01, 2023 - June 30, 2023**

Generated on: 07/25/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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## Battle Creek Community Foundation

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

### Quarterly Report - Willard Library/Campbell Fund

**April 01, 2023 - June 30, 2023**

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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 April 01, 2023 - June 30, 2023 is enclosed.

#### Investment Performance and Oversight

During the period, the BCCF portfolio experienced a **3.89%\*** investment return. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. Total Foundation assets equal **\$129.5 million**. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

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Elizabeth Schultheiss, VP of Fund Administration & Development  
[elizabeth@bccfoundation.org](mailto:elizabeth@bccfoundation.org) or 269.962.2181 x 140



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# Battle Creek Community Foundation

## Fund Statement

### Willard Library/Campbell Fund

For the Period April 01, 2023 - June 30, 2023

Generated on: 07/25/2023

	<b>Current Period</b> April 01, 2023 - June 30, 2023	<b>Year To Date</b> April 01, 2023 - June 30, 2023
<b>Beginning Fund Balance</b>	<b>\$51,850.12</b>	<b>\$51,850.12</b>
<b>ADDITIONS:</b>		
Gifts and Grants Received	203.09	203.09
Investment Earnings	1,949.51	1,949.51
<b>Total Additions</b>	<b>2,152.60</b>	<b>2,152.60</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	68.43	68.43
Bank & Merchant Service Fees	6.50	6.50
<b>Total Distributions</b>	<b>74.93</b>	<b>74.93</b>
<b>Ending Fund Balance</b>	<b>\$53,927.79</b>	<b>\$53,927.79</b>
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		9,794.01
Accumulated Spendable		2,190.00
<b>Ending Fund Balance</b>		<b>\$53,927.79</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**  
**Fund Activity**

**Willard Library/Campbell Fund**  
**For the Period April 01, 2023 - June 30, 2023**

Generated on: 07/25/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

<b>DATE</b>	<b>DONOR NAME</b>	<b>DONOR ADDRESS</b>	<b>AMOUNT</b>
2023-05-01	Taylor-Kregel, Sasha	5800 American Blvd W Apt 237 Bloomington, MN 55437	\$100.00
2023-05-01	Taylor-Kregel, Sasha	5800 American Blvd W Apt 237 Bloomington, MN 55437	\$3.09
2023-05-01	Cook, Tia	4077 Bending Oak Ct Moorpark, CA 93021	\$100.00
<b>Total Gifts and Grants</b>			<b>\$203.09</b>

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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## Battle Creek Community Foundation

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

### Quarterly Report - Willard Library/Denman Fund

**April 01, 2023 - June 30, 2023**

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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 April 01, 2023 - June 30, 2023 is enclosed.

#### Investment Performance and Oversight

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# Battle Creek Community Foundation

## Fund Statement

### Willard Library/Denman Fund

For the Period April 01, 2023 - June 30, 2023

Generated on: 07/25/2023

	<b>Current Period</b> April 01, 2023 - June 30, 2023	<b>Year To Date</b> April 01, 2023 - June 30, 2023
<b>Beginning Fund Balance</b>	<b>\$96,560.08</b>	<b>\$96,560.08</b>
<b>ADDITIONS:</b>		
Investment Earnings	3,620.65	3,620.65
<b>Total Additions</b>	<b>3,620.65</b>	<b>3,620.65</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	127.43	127.43
Bank & Merchant Service Fees	0.02	0.02
<b>Total Distributions</b>	<b>127.45</b>	<b>127.45</b>
<b>Ending Fund Balance</b>	<b>\$100,053.28</b>	<b>\$100,053.28</b>
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		25,175.81
Accumulated Spendable		4,080.00
<b>Ending Fund Balance</b>		<b>\$100,053.28</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**  
**Fund Activity**

**Willard Library/Denman Fund**  
**For the Period April 01, 2023 - June 30, 2023**  
Generated on: 07/25/2023

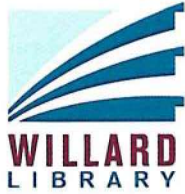
**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.





## MEMORANDUM

To: All Staff  
From: Matt Willis  
Date: June 22, 2023  
Subject: Beth Williamson Resignation

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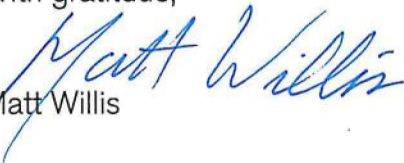
Dear Colleagues,

With deep appreciation for all of her invaluable contributions, we bid a heartfelt farewell to Beth Williamson as she leaves Willard Library, effective July 8, 2023.

Beth joined the Library in 2007. She dedicated herself to providing exceptional customer service for all library visitors. She consistently prioritized the user experience while working at both library locations. Beth introduced Babytime programming at the Helen Warner Branch, a role she fulfilled for many years. Additionally, many during the challenging times of the pandemic enjoyed her virtual program, "DIY with Beth."

Thank you, Beth, for all that you have brought to Willard Library and to our guests.

With gratitude,

  
Matt Willis

## 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 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.



**WILLARD**  
LIBRARY

**DISCOVER.**  
**GROW.**  
CONNECT.

ANNUAL UPDATE  
July 2022 - June 2023

STRATEGIC PLAN  
2023-2025

## Attract and Retain Users

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

- Installed protective security film on main floor windows at both locations.
- Completed Phase 2 of fob & magnet lock system at both locations.
- Finished renovation to main floor bathrooms at Willard Library.
- Launched 'Pennies in the Cup - Willard Edition' for all staff to practice making positive personal interactions with library guests.
- Discontinued practice of asking people to show ID when requesting a guest pass for computer use.
- Updated lockdown procedures with the input of both unions.
- Provided comfortable seating for guests at HWB.

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

- Conducted a survey to determine which types of youth evening programs had the highest appeal.
- Started Monday evening Children's programming.
- Offered Babytime at HWB on Monday mornings.
- Developed regular Thursday evening Creative Space programming.
- Invited groups from Voces and the Burma Center to visit the Creative Space and engage in culturally relevant projects.
- Initiated a trial-run Creative Space program on Saturday.

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

- Installed two sets of high tables (four seats) with charging ports at Willard Library.
- Equipped a prototype table with a battery-powered charging port at Willard Library.
- Installed sunshades over the HWB amphitheater.
- Supplied all public computers at both locations with a set of headphones.
- Allowed everyone to reserve meeting rooms online.

### Goal 4: We support creativity.

- Purchased storage cabinets for the Creative Space at Willard Library.
- Retrofitted tables with butcher-block tabletops for Creative Space at Willard Library.
- Promoted the vocal booth to teens at Willard Library.
- Purchased a laser cutter for HWB.



- Purchased a 3D printer for HWB.
- Offered Maker Mondays Creative Space programming at Willard Library.
- Started Creative Space drop-in programming at both locations.
- Held a painting program for adults at both locations.
- Delivered a series of writing workshops for adults.

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

- Launched a new Library website that better serves diverse communities through ADA features, language options, and mobile-friendly displays.
- Conducted a user survey using both print and online feedback forms.
- Launched a library newsletter that features programming, services, and resources.

## Nurture a Culture of Literacy

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

- Conducted a second equity audit of the print collection at both library locations.
- Updated the Adult Literacy collection with new titles that now includes Braille book format.
- Created a citizenship resource collection of informational and study materials on the main floor.
- Updated the Policy Regarding Selection of Materials to include a more interactive process for resolving materials challenges.

### Goal 2: We build a strong foundation of literacy and foster a love of reading.

- Gathered 300 attendees at the "All Together Now" summer reading kickoff event.
- Ensured all Storytimes and Babytimes include the five elements of early literacy: reading, singing, playing, writing, and talking.
- Ensured all Monday night Children's programs include at least one of the following components: reading of a book or story, an author visit, writing exercises, or a STEM/STEAM program focus.
- Implemented Letter of the Day displays w/supplemental materials for parents and caregivers to take home.
- Provided weekly Storytime handouts with literacy tips, age appropriate titles to read at home, and lyrics to rhyming songs used during Storytime.

- Assembled a team of selectors to identify trending books for the library newsletter.
- Offered monthly bilingual Storytimes in Spanish & English.
- Premiered monthly ASL video Storytimes.
- Hosted 22 school/group visits.

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

- Installed a video wall visible from the main and second floor of Willard Library.
- Launched the Tours of Battle Creek mobile app.
- Made available a touchpad mouse at Willard Library for users who have trouble with traditional mouse.

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

- Launched a 'Let's Talk about It' ongoing video series to provide Social Services Information.
- Created a Social Services Information page for the website.
- Offered an African American genealogy program during Juneteenth Week.

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

- Offered 'Appy Hour' sessions for drop-in help with Library apps.
- Launched a promotional campaign for one-on-one computer help.
- Conducted 154 Book a Librarian sessions, an 80% growth from previous FY.

## Build Community

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

- Offered Yoga for Healthy Living at both locations.
- Hosted Mindfulness Thursdays, a wellness program for teens.
- Delivered a program series on dementia to benefit both caregivers and their loved ones.
- Showed Noon Films at both locations.

### Goal 2: We tell Battle Creek's story.

- Hosted an event celebrating African American Music Appreciation Month with a focus on Battle Creek's music history.
- Broadcasted a Peeks into the Past episode that chronicles local coverage of the Holocaust as it unfolded.

- Designed an Oak Hill Cemetery, Battle Creek Historical Markers, and a Maple Street tours for the Tours of Battle Creek app.

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

- Participated in Juneteenth Family Day in partnership with the Juneteenth Family Celebration Committee.
- Participated in the Battle Creek Pride Festival.
- Hosted a Henrietta Lacks series for Women’s History Month in partnership with Bronson Battle Creek.
- Created a comprehensive plan and procedures for all partnership initiatives.
- Collaborated with Voces for Dia de los Muertes program.
- Hosted “Understand Latin America” program for Latin American Heritage Month
- Collaborated with the KYD Network to promote youth programs and activities in Battle Creek.
- Staff members participate on the planning committee for *La Fiesta*, in honor of Hispanic Heritage Month.
- Collaborated with James "Quice" Williams for *City Kids Day*, an event that provides haircuts, shoes, and school readiness items for youth and families in the city of Battle Creek.

### Goal 4: We further economic outcomes and educational opportunities.

- Delivered a program series for teen girls that focuses on education, employment, mental wellness, and goal setting.
- Created a program for teens that focuses on creating a personal budget.
- Worked with Goodwill Industries to offer an eight-week series on personal finance.
- Attended Career Day at WK Prep to inform students about librarianship.

### Goal 5: We motivate community engagement and participation.

- Hosted a Juneteenth Lunch & Learn.
- Organized an exhibit-style program about voting rights.
- Facilitated a League of Women Voters information session.

## Grow Leaders From Within

### Goal 1: We offer professional development at all levels of the organization.

- Invested over \$18,000 in staff development through conferences, workshops, on-site training, and webinars.
- Provided discrimination/harassment training for all staff.

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

- Offered a training session on Generational Diversity by Jocelyn Giangrande for all staff.
- Presented foundational DEI training with Luis Avila.

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

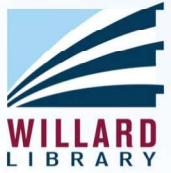
- Held a discussion with the Burma Center to promote job postings within the Burmese community.
- Held a discussion with Voces to promote job postings within the Spanish-speaking community.

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

- Held a Winter Breakfast to celebrate staff and distribute anniversary certificates.
- Organized a Staff Appreciation Week that included training, games, and celebration.

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

- Created a standard system of quarterly employee/supervisor check-ins.
- Met periodically with representatives of both bargaining units to discuss various topics.
- Designed a schedule of HR-related email updates and reminders for all staff.



DISCOVER.  
GROW.  
CONNECT.

# *Tell Us Your Story*

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Phase One - 2023

17 Responses (so far)

8 Featured Here

## Attract and Retain Users

*"My dad was a newspaperman, who loved the written word. He always had a large stack of books ready from the library, and at that the present time I have a stack of 7, including memoirs & fiction. I love the library, am there **several times a week**, and I am **very impressed** with the new displays and all of the offerings to the public."*

- Lori

*"Love everything the library has to offer. Especially maker Mondays with Jenny. I also like the fresh conversations with Tina and last year's painting class for seniors. Anything creative or artsy and cooking classes during the day are interesting to me."*

*- Wanda*

Attract and retain users

*[the library] makes me feel  
safe.*

*-Dejah*

Attract and retain users

# Nurture a Culture of Literacy

"Sometime around the time that I was 8 or 9, the Willard Library book mobile would make a stop once a week for returns and new book checkouts during the summer. I would walk with a bag of book to return and come back with as many as my little body could carry to read for the next week. I would get them read too, and be waiting for the return. *If it hadn't been for the Willard Library bookmobile, I would not have had access to books in the summer. That would have been devastating to me.*

*I still love Willard Library and check out books and e books, monthly. I love the look, smell, and feel of Willard Library!"*

- Joy

Nurture a culture  
of literacy

*"I have gone to Willard library ever since I was a baby. My grandpa used to take me here all the time and **the library is what really inspired my love for reading and writing so much.** I will always remember the Willard library as one of the biggest parts of my whole childhood."*

- Abigayle

Nurture a culture  
of literacy

# Build Community

*"My relationship with Willard Library began over 40 years ago when I would walk my preschool sons to the Bookmobile located at Mingus School...As my children grew school projects would once again bring us to the library for vinyl records and research before the Internet. After my children left home I would stop by after work as a nurse to relieve the stress of the day . During the Pandemic the Library apps and curbside pick up played a role then too. Most recently on a rainy afternoon our Grandson enjoyed the play area at the Helen Warner Branch. He cried when we had to leave which is always a good indication of a child friendly environment. This spring I brought a friend to the Creative Space at Willard she was so impressed. I usually tour our houseguests to the Library which makes them envious."*

- Mary

Build community

*"The library is my happy place, and it was so difficult getting through the Covid lockdown. I visit 2-3 times a week, and very much enjoy the clever themes posted for book displays. As a retiree, I so much enjoy the interaction with staff & other patrons."*

- Lorna

Build community



*"It's a place to relax after school... I hope they appreciate it because I sure do... Even with tests and stuff, I come down here and it really helps me calm my state of mind and brings me joy and peace."  
-Breonn*

Build community

**Willard Library, Helen Warner Branch, and E-Branch Combined**  
**Library Statistical Report 2022/2023**  
**4th Quarter**

	<b>July 2022- June 2023</b>	<b>July 2021 - June 2022</b>	<b>% Change</b>
<b>Circulation</b>			
Adult Fiction	45,410	43,435	5%
Adult Nonfiction	49,840	43,934	13%
Paperbacks	12,925	15,101	-14%
New Materials	88,543	83,926	6%
Special Collections	11,082	12,032	-8%
Children's & YA Fiction	98,741	88,351	12%
Children's Nonfiction	15,803	13,070	21%
Audiobooks	15,583	16,109	-3%
DVDs	123,247	117,902	5%
Music CDs	6,944	8,534	-19%
E-Branch Items	180,699	182,716	-1%
<b>Total Circulation</b>	<b>648,817</b>	<b>625,110</b>	<b>4%</b>
Chronicling Battle Creek	289,882	531,278	-45%
<b>Total Circulation including CBC</b>	<b>938,699</b>	<b>1,156,388</b>	<b>-19%</b>
<b>People Counter*</b>	<b>195,828</b>	<b>159,474</b>	<b>23%</b>
<b>Programs</b>			
Adult Audiences	3,868	3,251	19%
Children's Audiences	13,921	6,199	125%
<b>Total Audiences</b>	<b>17,789</b>	<b>9,450</b>	<b>88%</b>
<b>Public Computer Usage</b>			
Computer Sessions	29,218	23,891	22%
Computer Time (Hours)	25,226	17,403	45%
Wireless Users	89,067	78,219	14%

**Willard Library, Helen Warner Branch, and E-Branch  
Library Statistical Report 2022/2023  
4th Quarter**

	<b>July 2022 - June 2023</b>	<b>July 2021 - June 2022</b>	<b>% Change</b>
<b>WILLARD LIBRARY*</b>			
Adult Fiction	30,341	29,552	3%
Adult Nonfiction	32,466	31,082	4%
Paperbacks	10,964	13,031	-16%
New Materials	55,654	53,545	4%
Special Collections	6,829	8,060	-15%
Children's & YA Fiction	67,359	61,892	9%
Children's Nonfiction	15,803	13,070	21%
Audiobooks	12,183	12,649	-4%
DVDs	97,696	95,038	3%
Music CDs	5,411	6,903	-22%
<b>Total Circulation</b>	<b>334,706</b>	<b>324,822</b>	<b>3%</b>
<b>HELEN WARNER BRANCH*</b>			
Adult Fiction	15,069	13,883	9%
Adult/Children's Nonfiction	17,374	12,852	35%
Paperbacks	1,961	2,070	-5%
New Materials	32,889	30,381	8%
Special Collections	4,253	3,972	7%
Children's & YA Fiction	31,382	26,459	19%
Audiobooks	3,400	3,460	-2%
DVDs	25,551	22,864	12%
Music CDs	1,533	1,631	-6%
<b>Total Circulation</b>	<b>133,412</b>	<b>117,572</b>	<b>13%</b>
<b>E-BRANCH</b>			
Children's eBooks	2,868	12,991	-78%
Adult eBooks	77,401	75,340	3%
Adult & Children's eAudiobooks	72,754	62,440	17%
Music Downloads	18,403	21,930	-16%
Digital Magazines	4,836	4,924	-2%
Digital Video	4,437	5,091	-13%
<b>Total Circulation**</b>	<b>180,699</b>	<b>182,716</b>	<b>-1%</b>
<b>CHRONICLING BATTLE CREEK</b>	<b>289,882</b>	<b>531,278</b>	<b>-45%</b>
<b>Grand Total</b>	<b>938,699</b>	<b>1,156,388</b>	<b>-19%</b>



## REPORTS AND RECOMMENDATIONS

August 2023

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

- Downtown Furniture

### **CIRCULATION UPDATE: Amanda Paffhausen, Director of Circulation Services**

- Library Cards
- Answering Service

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

- Program Highlights
  - Summer Reading Kickoff
  - Kaboomistry with the Michigan Science Center
  - Honey Bees Storytime with Thornapple Woodlands
  - Ice Cream's Many Flavors Storytime
  - Get Moving with the YMCA
  - Critchlow Alligator Sanctuary
- Summer Reading Participation
- Tweens and Teens
- Community Engagement
  - City Kids Day
  - KYDNET – National Day of Summer Learning