



Willard Library
Board of Trustees
Meeting Agenda
September 20, 2023
5:00 p.m.

Willard Library Programming Room, Second Floor

- | | | |
|-------|--|---------------------|
| I. | Approval of Minutes * (pg. 1) | Board Member |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 3) | |
| IV. | Policy Regarding the Availability of Service (pg. 9) | Matt Willis |
| V. | Reports & Recommendations | |
| | a. Department Reports (pg. 10) | Administrative Team |
| VI. | Other Business | |
| VII. | Comments by Trustees | |
| VIII. | Adjourn | Board Member |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

August 16, 2023

Willard Library Programming Room, Second Floor

BOARD OF TRUSTEES

Kathy Baker, Michelle Herzing, Salli Baltutat, Laura Williams

ADMINISTRATION

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

MINUTES

Michelle Herzing called the meeting to order at 5:00 pm

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Salli Baltutat moved, with a second from Kathy Baker, to approve the minutes of the Board Meeting of June 21, 2023.

Motion approved 4 – 0

ELECTION OF OFFICERS

Salli Baltutat moved, with support from Kathy Baker, to elect Board Officers for 2023/2024 as follows: Michelle Herzing president; Judy Williamson vice president; Kathy Baker secretary; and Salli Baltutat treasurer.

Motion approved 4 – 0

FINANCIAL REPORT

Kathy Domenico presented the June and July 2023 Financial Report. The unaudited financials for the year ending June 30, 2023 show revenue totaling \$6,049,437. This is slightly higher than anticipated by almost 2%. Expenditures were approximately 5% lower than anticipated coming in at \$5,758,061. Consequently, the library concluded the year with a surplus of \$291,376 added to the fund balance. The Other Funds for the year ended June 30th, showing little activity besides interest and a few donations. The July financials show very little activity on the revenue side. Revenue totaled \$10,163. Expenditures for the month of July total \$561,003.

Salli Baltutat moved, with a second from Laura Williams, to approve the June and July 2023 expenditures as presented.

Motion approved 4 – 0

Kathy Domenico shared that Plante Moran was onsite the week of August 7, 2023 to conduct the annual audit. Plante Moran will present their findings at the October meeting.

PERSONNEL UPDATE

Matt Willis shared a personnel update. Beth Williamson resigned from her position as a Helen Warner Branch Clerk.

POLICY REGARDING SELECTION OF MATERIALS

Kathy Baker moved, with a second from Salli Baltutat, to approve the revisions to the Policy Regarding Selection of Materials.

Motion approved 4 – 0

STRATEGIC PLAN UPDATE

Matt Willis presented the annual progress report on the 2023-2025 Strategic Plan.

REPORTS & RECOMMENDATIONS

April Dillinger reviewed the usage statistics for fiscal year 2022-2023. Overall increases in physical materials circulation, foot traffic, and program attendance were observed. Digital use had a slight decrease. Social media followers continue to grow as well.

Matt Willis gave a Director's Report.

Amanda Paffhausen presented a Circulation Department update.

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

OTHER BUSINESS


Matt Willis invited the Trustees to the Winter Breakfast, which will be held on December 13th, 2023.

COMMENTS

Michelle Herzing welcomed Laura Williams as the newest Trustee.

ADJOURNED

The meeting adjourned at 5:32 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

August 2023

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	29,211	0.58%	4,964,981	11,760
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	9,760	19.52%	40,240	9,145
Local Contributions & Contracts	60,000	9,572	15.95%	50,428	1,253
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
TOTAL	5,829,494	48,543	0.83%	5,780,951	22,158

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	5,951,787	918,017	15.42%	5,033,770	944,494

REVENUE OVER EXPENDITURES **(869,474)**

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

August 2023

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	129,784	1,210	0.93%	128,574	23,010
Program Svs-Av, Books & Periodicals	990,650	153,887	15.53%	836,763	138,300
Program Svs-Imagination Library	15,500	0	0.00%	15,500	0
Personnel	3,596,200	498,355	13.86%	3,097,845	551,627
Office Supplies	50,500	7,309	14.47%	43,191	7,553
Repairs & Maintenance Supplies	38,000	5,030	13.24%	32,970	8,470
Purchased Services	692,500	94,313	13.62%	598,187	79,487
Communications	79,000	18,414	23.31%	60,586	16,154
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	6,746	5.27%	121,254	6,511
Repairs & Maintenance Services	203,885	104,985	51.49%	98,900	88,115
TOTAL	5,951,787	918,017	15.42%	5,033,770	944,494

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS AUGUST 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	125,083.07
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,057.45
FICA & Federal withholding tax	37,666.75
State withholding tax	5,531.62
Battle Creek City withholding tax	1,075.76
MERS Retirement System	23,945.45
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)	3,457.99
MERS (Employee 457)	3,481.66
Friend of the Court	355.60
5th/3rd BANK (credit card)	4,672.95
Health Equity Employer Serv.	761.40
MESSA	52,152.08
Unum Life Insurance	571.04
Total Disbursements	376,515.90

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

Check Number	Check Date	Vendor Name	Check Amount
053848	8/2/2023	CALHOUN COUNTY TREASURER	(\$72.63)
053900	8/7/2023	ALLEGRA PRNT & IMAGING INC.	\$190.97
053901	8/7/2023	CITY OF BATTLE CREEK CITY TREASURER	\$640.36
053902	8/7/2023	D. L. GALLIVAN LLC	\$498.76
053903	8/7/2023	GREENSCAPE SERVICES INC	\$300.00
053904	8/7/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
053905	8/7/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
053906	8/7/2023	RANDALL LEIGH KAPLAN	\$700.00
053907	8/7/2023	MIX HARDWARE	\$53.33
053908	8/7/2023	PRECISION PRINTER SERVICE INC	\$409.90
053909	8/7/2023	ROSE PEST SOLUTIONS INC	\$53.00
053910	8/7/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053911	8/7/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$595.83
053912	8/7/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$60.06
053913	8/7/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
053914	8/15/2023	SEMCO ENERGY INC	\$462.92
053915	8/15/2023	BAYSCAN TECHNOLOGIES	\$100.00
053916	8/15/2023	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$5.71
053917	8/15/2023	CITY OF BATTLE CREEK	\$50.00
053918	8/15/2023	DEMCO INC	\$902.84
053919	8/15/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,800.00
053920	8/15/2023	THE LIBRARY STORE INC	\$265.55
053921	8/15/2023	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,081.00
053922	8/15/2023	BRONSON BATTLE CREEK ATTN: SHANNON SMITH	\$253.00
053923	8/15/2023	ROSE PEST SOLUTIONS INC	\$225.00
053924	8/15/2023	R W LAPINE INC	\$500.00
053925	8/15/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
053926	8/15/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$611.81
053927	8/15/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,001.33
053928	8/15/2023	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$5,125.00
053929	8/15/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
053930	8/15/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00

Check Number	Check Date	Vendor Name	Check Amount
053931	8/21/2023	SEMCO ENERGY INC	\$17.55
053932	8/21/2023	BATTERIES PLUS #388	\$164.20
053933	8/21/2023	LAURIE BROWN	\$1,250.00
053934	8/21/2023	FUEL MANAGMENT SYSTEM INC	\$78.59
053935	8/21/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
053936	8/21/2023	PRECISION PRINTER SERVICE INC	\$409.90
053937	8/21/2023	RAINBOW PRINTING PLASTIC CARD MANUFACTURING INC	\$2,297.00
053938	8/21/2023	TUMBLEWEED PRESS INC c/o T8054U	\$4,000.00
053939	8/21/2023	TIAA, FSB INC	\$508.16
053940	8/21/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$3,371.00
053941	8/21/2023	DEX YP INC SUPERMEDIA LLC	\$38.52
053942	8/28/2023	BATTERIES PLUS #388	\$58.34
053943	8/28/2023	CONSUMERS ENERGY INC	\$3,165.27
053944	8/28/2023	D. L. GALLIVAN LLC	\$589.59
053945	8/28/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
053946	8/28/2023	MISC STAFF REIMBURSEMENT	\$69.29
053947	8/28/2023	OVERDRIVE INC	\$8,258.79
053948	8/28/2023	ROSE PEST SOLUTIONS INC	\$60.00
053949	8/28/2023	BARBARA J SHAMBACH	\$100.00
A04215	8/7/2023	BRODART COMPANY INC	\$49.96
A04216	8/7/2023	BATTLE CREEK PUBLIC SCHOOL	\$5,405.35
A04217	8/7/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,881.90
A04218	8/7/2023	GALE/CENGAGE LEARNING INC	\$171.68
A04219	8/7/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04220	8/7/2023	DASTON CORPORATION	\$475.32
A04221	8/7/2023	INGRAM LIBRARY SERVICE INC	\$1,527.12
A04222	8/7/2023	MIDWEST TAPE INC.	\$8,634.32
A04223	8/7/2023	METRO FIBERNET LLC	\$7,071.62
A04224	8/7/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$142.25
A04225	8/15/2023	BRODART COMPANY INC	\$2,360.09
A04226	8/15/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,605.90
A04227	8/15/2023	INGRAM LIBRARY SERVICE INC	\$10,391.26
A04228	8/15/2023	KSS ENTERPRISES INC	\$2,777.71
A04229	8/15/2023	MIDWEST TAPE INC.	\$522.66
A04230	8/15/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$598.72
A04231	8/21/2023	BRODART COMPANY INC	\$507.42
A04232	8/21/2023	BLACKSTONE AUDIO BOOKS INC	\$922.19

Check Number	Check Date	Vendor Name	Check Amount
A04233	8/21/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,931.10
A04234	8/21/2023	BRILLIANCE AUDIO INC	\$80.00
A04235	8/21/2023	BASIC	\$165.77
A04236	8/21/2023	GALE/CENGAGE LEARNING INC	\$290.88
A04237	8/21/2023	INGRAM LIBRARY SERVICE INC	\$3,114.68
A04238	8/21/2023	MIDWEST TAPE INC.	\$4,925.51
A04239	8/28/2023	BRODART COMPANY INC	\$894.93
A04240	8/28/2023	BLACKSTONE AUDIO BOOKS INC	\$1,024.60
A04241	8/28/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,031.90
A04242	8/28/2023	CDW GOVERNMENT INC SUITE 1515	\$1,177.99
A04243	8/28/2023	GALE/CENGAGE LEARNING INC	\$608.75
A04244	8/28/2023	PLAYAWAY PRODUCTS LLC	\$1,966.38
A04245	8/28/2023	INGRAM LIBRARY SERVICE INC	\$1,757.67
A04246	8/28/2023	MIDWEST TAPE INC.	\$1,081.12
A04247	8/31/2023	METRO FIBERNET LLC	\$2,494.50
			Grand Totals
			\$125,083.07

B. Policy Regarding the Availability of Service in the Battle Creek Area

The entire resources of Willard Library are available to all borrowers. Collections are developed for the reading abilities and special interests of children and young people, as well as adults, and Library personnel are available to provide guidance if requested. Parents are responsible for supervising their children's selections.

1. Willard Library is supported by a property tax from citizens in the Battle Creek, Harper Creek, Lakeview, and Pennfield School Districts.
 - a. To borrow free from Willard Library, a person must either reside or own property in the area defined by the school districts of Battle Creek, Harper Creek, Lakeview, or Pennfield.
 - b. A fee may be charged directly to any outside jurisdiction for library service via a contract, as approved by law.
 - c. Non-residents and transient borrowers shall be charged a fee or deposit for library privileges according to a schedule determined by the Director of the Library.
 - d. A reciprocal borrowing agreement may be entered into with other similar size libraries.
 - e. Under special circumstances, library cards may be issued as a courtesy cards are issued at no charge with the approval of the Director.
 - f. Temporary Cards: Individuals in the Library District who are unable to provide a permanent address may be granted temporary library privileges. The privileges may be limited in duration, as well as the quantity and type of materials available for borrowing.
 - g. Educator Cards: If an educator is employed by one of the four school districts served by Willard Library but resides out of the district, an Educator Card will be issued at no charge with the approval of the Director.
 - h. With a written agreement that a school located within the boundaries served by Willard Library elects to participate in the ConnectEd Library Card Program with Willard Library, a student who attends school in a participating school but is not eligible for a resident card may be issued a Willard Library card.
2. As determined by the Director, acting in accordance with Trustee Policy, the use of the Library or its service shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups. The Board will be made aware of any such demand that caused the Library Director to limit a demand at the next Board meeting.
3. As determined by the Director, acting in accordance with Trustee Policy, the use of the Library or its services may be denied for due cause. Such cause may be failure to return materials or to, failure to pay penalties, or violations of the Policy Regarding Guest Responsibilities and Conduct. destruction of Library property, failure to observe safety and health requirements, disturbance of other patrons or other objectionable conduct on Library premises.



REPORTS AND RECOMMENDATIONS

September 2023

DIRECTOR'S REPORT: Matt Willis, Director

- Letter of Agreement – Support Staff
- 'Refer a Friend' Campaign
- Be a Water Hero! Exhibit
- Plant the Moon Challenge
- Upcoming Staff Training
- Adult Summer Reading Program

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

- Storytime Kickoff
- Around the World: Passport to Literacy Program
- Teen Room Programming Partnerships