



Willard Library  
Board of Trustees  
Meeting Agenda  
November 15, 2023  
5:00 p.m.

Willard Library Programming Room, Second Floor

- |       |   |                     |
|-------|---|---------------------|
| I.    | Approval of Minutes * (pg. 1)                     | Michelle Herzing    |
| II.   | Public Comments                                   |                     |
| III.  | Financial Report                                  | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 3)             |                     |
|       | b. Budget Amendment * (pg. 25)                    |                     |
|       | c. Public Act 202 of 2017 Pension Report (pg. 28) |                     |
| IV.   | Approval of Audit *                               | Michelle Herzing    |
| V.    | Summer Property Tax Resolution * (pg. 29)         | Michelle Herzing    |
| VI.   | PA 152 Resolution * (pg. 30)                      | Matt Willis         |
| VII.  | Personnel Report (pg. 31)                         | Matt Willis         |
| VIII. | Reports & Recommendations                         |                     |
|       | a. Department Reports (pg. 32)                    | Administrative Team |
| IX.   | Other Business                                    |                     |
| X.    | Comments by Trustees                              |                     |
| XI.   | Adjourn   | Michelle Herzing    |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

October 18, 2023

Willard Library Programming Room, Second Floor

**BOARD OF TRUSTEES**

Michele Herzing, Kathy Baker, Salli Baltutat, Laura Williams

**ADMINISTRATION**

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico, Director of IT & Facilities Chad Osborn, Executive Administrative Assistant Kara Brooker

**MINUTES**

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

**APPROVAL OF MINUTES**

Salli Baltutat moved, with a second from Laura Williams, to approve the minutes of the Board Meeting of September 20, 2023.

Motion approved 4 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico presented the September 2023 Financial Report. Revenue as of September 30 totaled \$860,794 with the bulk of those dollars consisting of property taxes. Expenditures as of September 30 totaled \$1,453,152. Current expenditure levels closely mirror those from the previous year at this time, indicating that they are progressing as anticipated. The Other Funds show very little activity as of September 30 aligning with expectations for this period.

Laura Williams moved, with support from Salli Baltutat, to approve the September 2023 expenditures as presented.

Motion approved 4 – 0

**Acceptance of the Audit**

Corey VanDyke and Jessie Klisz from Plante Moran presented the Audit report for the fiscal year ending June 30, 2023. Corey stated that the audit was clean, and Plante Moran rendered an unmodified opinion.

Corey VanDyke stated that management properly recorded all of the Library's financial transactions. He mentioned that the financials reflect the implementation of the new GASB 96 accounting standard.

Jessie Klisz reviewed the financial graphs. The General Fund Revenue graph indicated that \$6 million was received during the fiscal year, an increase from the previous year. The General Fund Expenditures graph indicated \$6.1 million in expenditures, a slight decrease from the previous year.

While reviewing the presentation, Laura Williams noted headings above two of the graphs were missing on pages 56 and 57 of the printed board packet. The second graph on page 56 should have the heading "2022, \$5,836,089". The first graph on page 57 should have the heading "2023, \$6,171,678". Michele Herzing thanked Corey VanDyke and Jessie Klisz for completing the Library's audit.

Matt Willis provided a personnel update. The Library bids farewell to librarian Jade Woodridge as she moves on to a new opportunity.

**POLICY REGARDING THE AVAILABILITY OF SERVICE**

Matt Willis asked members for approval for revisions made to the Policy Regarding the Availability of Service section of the Board of Trustees Manual. Trustees reviewed suggested revisions at the September meeting.

Salli Baltutat moved, with a second from Laura Williams, to approve the revised Policy Regarding the Availability of Service.

Motion approved 4 – 0

**REPORTS & RECOMMENDATIONS**

April Dillinger presented the usage statistics for the first quarter of fiscal year 2023-2024. Overall, physical and digital circulation increased, as well as program attendance and foot traffic. April also shared a new initiative to highlight & track a sampling of high impact library programs.

Matt Willis gave a Director’s Report, which provided project updates, a recap of staff training over the past year, and information on strategic plan key result training with librarians. Kathy Baker asked if security was included in staff training. Matt replied that they were involved.

April Dillinger provided an update on Youth Services programming and Community Outreach efforts.

**OTHER BUSINESS**


None.

**COMMENTS**

Kathy Baker shared that the Ruth Ware virtual author program was excellent.

**ADJOURNED**

The meeting adjourned at 5:35pm

  
KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

October 2023

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	3,017,038	60.41%	1,977,154	2,843,628
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	463,302	466,735	100.74%	-3,433	463,430
Penal Fines	110,000	0	0.00%	110,000	0
Fees and Book Fines	50,000	18,452	36.90%	31,548	20,158
Local Contributions & Contracts (1)	60,000	112,315	187.19%	-52,315	48,372
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>3,614,541</b>	<b>62.00%</b>	<b>2,214,953</b>	<b>3,375,588</b>

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	5,951,787	1,958,614	32.91%	3,993,173	1,921,476

REVENUE OVER EXPENDITURES 1,655,927

VARIANCES (+/-) Current in Bold

**1.) Increase in USF funding.**

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

October 2023

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	129,784	112,519	86.70%	17,265	70,281
Program Svs-Av, Books & Periodicals	990,650	276,841	27.95%	713,809	291,642
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,596,200	1,109,639	30.86%	2,486,561	1,144,302
Office Supplies	50,500	14,261	28.24%	36,239	14,822
Repairs & Maintenance Supplies	38,000	8,735	22.99%	29,265	12,776
Purchased Services	692,500	209,673	30.28%	482,827	192,295
Communications	79,000	33,842	42.84%	45,158	33,898
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	21,905	17.11%	106,095	20,121
Repairs & Maintenance Services	203,885	127,929	62.75%	75,956	100,572
<b>TOTAL</b>	<b>5,951,787</b>	<b>1,958,614</b>	<b>32.91%</b>	<b>3,993,173</b>	<b>1,921,476</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS OCTOBER 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	168,709.68
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	121,654.12
FICA & Federal withholding tax	40,739.65
State withholding tax	5,939.14
Battle Creek City withholding tax	1,143.53
MERS Retirement System	25,259.89
MERS Pension Funding	0.00
MPERS Retirement System	2,960.20
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	700.60
MERS (Employee 457)	3,253.20
Friend of the Court	355.60
5th/3rd BANK (credit card)	5,692.34
Health Equity Employer Serv.	761.40
MESSA	52,927.30
Unum Life Insurance	572.16
Total Disbursements	430,768.81

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

Check Number	Check Date	Vendor Name	Check Amount
054023	10/3/2023	ALLEGRA PRNT & IMAGING INC.	\$696.11
054024	10/3/2023	BARNES & NOBLE INC	\$641.55
054025	10/3/2023	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054026	10/3/2023	DEMCO INC	\$315.76
054027	10/3/2023	D. L. GALLIVAN LLC	\$459.20
054028	10/3/2023	ENCOURAGE BC	\$195.00
054029	10/3/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,732.12
054030	10/3/2023	KNIGHTWATCH INC	\$282.50
054031	10/3/2023	KENT COMMUNICATIONS INC	\$747.52
054032	10/3/2023	LEILA ARBORETUM	\$150.00
054033	10/3/2023	LIBRARY IDEAS LLC	\$46.95
054034	10/3/2023	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054035	10/3/2023	PLANTE & MORAN LLP	\$2,000.00
054036	10/3/2023	SHERWIN WILLIAMS	\$6.19
054037	10/3/2023	BARBARA J SHAMBACH	\$100.00
054038	10/3/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$5,036.50
054039	10/3/2023	DEX YP INC SUPERMEDIA LLC	\$5.00
054040	10/3/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
054041	10/10/2023	FUN EXPRESS LLC	\$389.73
054042	10/10/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
054043	10/10/2023	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054044	10/10/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054045	10/10/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$691.15
054046	10/10/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
054047	10/10/2023	BARBARA J SHAMBACH	\$100.00
054048	10/12/2023	ALLEGRA PRNT & IMAGING INC.	\$214.71
054049	10/12/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
054050	10/12/2023	BATTLE CREEK TILE & MOSAIC CO INC <i>HWB-Lobby</i>	\$16,765.00
054051	10/12/2023	LAURIE BROWN	\$1,250.00
054052	10/12/2023	CITY OF BATTLE CREEK CITY TREASURER	\$603.54
054053	10/12/2023	DEMCO INC	\$82.53
054054	10/12/2023	ENCOURAGE BC	\$150.00

Check Number	Check Date	Vendor Name	Check Amount
054055	10/12/2023	FUN EXPRESS LLC	\$354.88
054056	10/12/2023	GREENSCAPE SERVICES INC	\$510.00
054057	10/12/2023	FUEL MANAGMENT SYSTEM INC	\$80.99
054058	10/12/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
054059	10/12/2023	HELENA HAYES	\$500.00
054060	10/12/2023	KNIGHTWATCH INC	\$363.00
054061	10/12/2023	PRECISION PRINTER SERVICE INC	\$484.85
054062	10/12/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$122.67
054063	10/18/2023	SEMCO ENERGY INC	\$505.18
054064	10/18/2023	KELLEY CLIMIE	\$120.00
054065	10/18/2023	DEMCO INC	\$1,031.59
054066	10/18/2023	FIRE PROTECTION PROS LLC	\$1,277.75
054067	10/18/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$31.55
054068	10/18/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,800.00
054069	10/18/2023	MODERNISTIC II, LLC	\$5,878.72
054070	10/18/2023	MIX HARDWARE	\$33.98
054071	10/18/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054072	10/18/2023	ROSE PEST SOLUTIONS INC	\$503.00
054073	10/18/2023	EVERBANK, N. A.	\$508.16
054074	10/18/2023	KYLE TUMCZYK	\$120.00
054075	10/18/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
054076	10/18/2023	NADIA HOPE VANNORTWICK	\$60.00
054077	10/18/2023	MICHELLE L. WARREN	\$100.00
054078	10/23/2023	SEMCO ENERGY INC	\$17.55
054079	10/23/2023	BARNES & NOBLE INC	\$120.00
054080	10/23/2023	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054081	10/23/2023	CISD CALHOUN INTER SCHOOL	\$581.25
054082	10/23/2023	CALHOUN COUNTY GENEALOGICAL SOCIETY	\$45.00
054083	10/23/2023	JULIE NILA JACKSON	\$100.00
054084	10/23/2023	MISC STAFF REIMBURSEMENT - <i>Travel - Nov Conference</i>	\$485.06
054085	10/23/2023	MISC STAFF REIMBURSEMENT - <i>Travel - Nov Conference</i>	\$189.00
054086	10/23/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054087	10/23/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$181.72
054088	10/23/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$146.00
054089	10/23/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$68.26
054090	10/25/2023	ERIN LINDSAY BARTELS	\$300.00
054091	10/25/2023	CONSUMERS ENERGY INC	\$2,581.65



Check Number	Check Date	Vendor Name	Check Amount
054092	10/25/2023	DEMCO INC	\$28.11
054093	10/25/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
054094	10/25/2023	INACOMP TECHNICAL SERVICES GROUP LLC <i>Network Upgrades</i>	\$13,205.64
054095	10/25/2023	R W LAPINE INC	\$670.00
054096	10/25/2023	RADIO COMMUNICATIONS INC	\$261.53
054097	10/25/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054098	10/25/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054099	10/25/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$325.78
054100	10/25/2023	T-MOBILE USA INC	\$55.00
054101	10/25/2023	WHEN TO WORK, INC	\$860.00
A04272	10/3/2023	BRODART COMPANY INC	\$1,046.83
A04273	10/3/2023	BLACKSTONE AUDIO BOOKS INC	\$351.98
A04274	10/3/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,546.58
A04275	10/3/2023	BRILLIANCE AUDIO INC	\$94.50
A04276	10/3/2023	GALE/CENGAGE LEARNING INC	\$951.82
A04277	10/3/2023	INGRAM LIBRARY SERVICE INC	\$8,692.15
A04278	10/3/2023	MIDWEST TAPE INC.	\$4,038.76
A04279	10/3/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$161.69
A04280	10/10/2023	BRODART COMPANY INC	\$17.45
A04281	10/10/2023	INGRAM LIBRARY SERVICE INC	\$6,526.34
A04282	10/10/2023	MIDWEST TAPE INC.	\$1,123.36
A04283	10/12/2023	BATTLE CREEK PUBLIC SCHOOL	\$5,870.38
A04284	10/12/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,866.79
A04285	10/12/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04286	10/12/2023	DASTON CORPORATION	\$479.12
A04287	10/12/2023	MIDWEST TAPE INC.	\$8,446.53
A04288	10/12/2023	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$315.60
A04289	10/18/2023	BRODART COMPANY INC	\$1,322.82
A04290	10/18/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,203.74
A04291	10/18/2023	BASIC	\$490.67
A04292	10/18/2023	GALE/CENGAGE LEARNING INC	\$332.88
A04293	10/18/2023	PLAYAWAY PRODUCTS LLC	\$749.90
A04294	10/18/2023	INGRAM LIBRARY SERVICE INC	\$11,637.08
A04295	10/18/2023	MIDWEST TAPE INC.	\$1,989.75
A04296	10/18/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$555.50
A04297	10/23/2023	BRODART COMPANY INC	\$1,680.82
A04298	10/23/2023	GALE/CENGAGE LEARNING INC	\$103.46

Check Number	Check Date	Vendor Name	Check Amount
A04299	10/23/2023	INGRAM LIBRARY SERVICE INC	\$6,670.39
A04300	10/23/2023	MIDWEST TAPE INC.	\$1,288.34
A04301	10/25/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,948.78
A04302	10/30/2023	BRODART COMPANY INC	\$816.57
A04303	10/30/2023	INGRAM LIBRARY SERVICE INC	\$4,544.67
A04304	10/30/2023	MIDWEST TAPE INC.	\$3,914.52
			<b>Grand Totals \$168,709.68</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 July 01, 2023 - September 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 July 01, 2023 - September 30, 2023 is enclosed.

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

The Battle Creek Community Foundation portfolio returned -3.18%\* compared to a market benchmark of -3.26% for the quarter ended September 30, 2023. Total Fiscal YTD returns from April 1, 2023 - September 20, 2023, are 0.59%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

The BCCF portfolio is a diversified portfolio across a broad range of global asset classes. Markets were down for both fixed income and equity during the 3<sup>rd</sup> quarter. U.S. equities slightly outperformed non-U.S. equities. Increased interest rates lead to underperformance for the broad bond market, with most of the volatility within the 5–10-year part of the treasury yield curve. For BCCF, a shift in the portfolio from equities to fixed income, especially shorter duration fixed income, had a positive impact on performance versus the benchmark.

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

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 July 01, 2023 - September 30, 2023**

Generated on: 10/27/2023

	<b>Current Period</b> July 01, 2023 - September 30, 2023	<b>Year To Date</b> April 01, 2023 - September 30, 2023
<b>Beginning Fund Balance</b>	<b>\$909,486.09</b>	<b>\$878,674.45</b>
<b>ADDITIONS:</b>		
Investment Earnings	(25,846.66)	7,086.27
<b>Total Additions</b>	<b>(25,846.66)</b>	<b>7,086.27</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,114.89	4,235.98
Bank & Merchant Service Fees	5.35	5.55
Grants Awarded	37,420.00	37,420.00
<b>Total Distributions</b>	<b>39,540.24</b>	<b>41,661.53</b>
<b>Ending Fund Balance</b>	<b>\$844,099.19</b>	<b>\$844,099.19</b>
Accumulated Gifts & Contributions to Principal		805,166.04
Accumulated Earnings less Expenditures		38,933.15
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$844,099.19</b>

*This statement is preliminary and unaudited.*



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

**Willard Library Fund - Master**  
**For the Period July 01, 2023 - September 30, 2023**  
Generated on: 10/27/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2023-08-23	Willard Public Library	Org. Endowment Distribution	37,290.00
2023-08-23	Willard Public Library	Org. Endowment Distribution	130.00
		<b>Total Grants</b>	<b>\$37,420.00</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 - Organizational July 01, 2023 - September 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 July 01, 2023 - September 30, 2023 is enclosed.

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

The Battle Creek Community Foundation portfolio returned -3.18%\* compared to a market benchmark of -3.26% for the quarter ended September 30, 2023. Total Fiscal YTD returns from April 1, 2023 - September 20, 2023, are 0.59%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

The BCCF portfolio is a diversified portfolio across a broad range of global asset classes. Markets were down for both fixed income and equity during the 3<sup>rd</sup> quarter. U.S. equities slightly outperformed non-U.S. equities. Increased interest rates lead to underperformance for the broad bond market, with most of the volatility within the 5–10-year part of the treasury yield curve. For BCCF, a shift in the portfolio from equities to fixed income, especially shorter duration fixed income, had a positive impact on performance versus the benchmark.

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

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 July 01, 2023 - September 30, 2023**

Generated on: 10/27/2023

	<b>Current Period</b> July 01, 2023 - September 30, 2023	<b>Year To Date</b> April 01, 2023 - September 30, 2023
<b>Beginning Fund Balance</b>	<b>\$3,278.67</b>	<b>\$3,168.14</b>
<b>ADDITIONS:</b>		
Investment Earnings	(93.29)	25.40
<b>Total Additions</b>	<b>(93.29)</b>	<b>25.40</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	8.15	16.31
Bank & Merchant Service Fees	0.02	0.02
Grants Awarded	130.00	130.00
<b>Total Distributions</b>	<b>138.17</b>	<b>146.33</b>
<b>Ending Fund Balance</b>	<b>\$3,047.21</b>	<b>\$3,047.21</b>
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		(8,907.79)
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$3,047.21</b>

*This statement is preliminary and unaudited.*



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

**Willard Library Fund - Organizational**  
**For the Period July 01, 2023 - September 30, 2023**  
Generated on: 10/27/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2023-08-23	Willard Public Library	Org. Endowment Distribution	130.00
		<b>Total Grants</b>	<b>\$130.00</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 - Third Party July 01, 2023 - September 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 July 01, 2023 - September 30, 2023 is enclosed.

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

The Battle Creek Community Foundation portfolio returned -3.18%\* compared to a market benchmark of -3.26% for the quarter ended September 30, 2023. Total Fiscal YTD returns from April 1, 2023 - September 20, 2023, are 0.59%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

The BCCF portfolio is a diversified portfolio across a broad range of global asset classes. Markets were down for both fixed income and equity during the 3<sup>rd</sup> quarter. U.S. equities slightly outperformed non-U.S. equities. Increased interest rates lead to underperformance for the broad bond market, with most of the volatility within the 5–10-year part of the treasury yield curve. For BCCF, a shift in the portfolio from equities to fixed income, especially shorter duration fixed income, had a positive impact on performance versus the benchmark.

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

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 July 01, 2023 - September 30, 2023**

Generated on: 10/27/2023

	<b>Current Period</b> July 01, 2023 - September 30, 2023	<b>Year To Date</b> April 01, 2023 - September 30, 2023
<b>Beginning Fund Balance</b>	<b>\$906,207.42</b>	<b>\$875,506.31</b>
<b>ADDITIONS:</b>		
Investment Earnings	(25,753.37)	7,060.87
<b>Total Additions</b>	<b>(25,753.37)</b>	<b>7,060.87</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,106.74	4,219.67
Bank & Merchant Service Fees	5.33	5.53
Grants Awarded	37,290.00	37,290.00
<b>Total Distributions</b>	<b>39,402.07</b>	<b>41,515.20</b>
<b>Ending Fund Balance</b>	<b>\$841,051.98</b>	<b>\$841,051.98</b>
Accumulated Gifts & Contributions to Principal		793,211.04
Accumulated Earnings less Expenditures		47,840.94
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$841,051.98</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 July 01, 2023 - September 30, 2023**  
Generated on: 10/27/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2023-08-23	Willard Public Library	Org. Endowment Distribution	37,290.00
		<b>Total Grants</b>	<b>\$37,290.00</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/Campbell Fund July 01, 2023 - September 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 July 01, 2023 - September 30, 2023 is enclosed.

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

The Battle Creek Community Foundation portfolio returned -3.18%\* compared to a market benchmark of -3.26% for the quarter ended September 30, 2023. Total Fiscal YTD returns from April 1, 2023 - September 20, 2023, are 0.59%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

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



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

**Willard Library/Campbell Fund**  
**For the Period July 01, 2023 - September 30, 2023**

Generated on: 10/27/2023

	<b>Current Period</b> July 01, 2023 - September 30, 2023	<b>Year To Date</b> April 01, 2023 - September 30, 2023
<b>Beginning Fund Balance</b>	<b>\$53,927.79</b>	<b>\$51,850.12</b>
<b>ADDITIONS:</b>		
Gifts and Grants Received	0.00	203.09
Investment Earnings	(1,535.37)	414.14
<b>Total Additions</b>	<b>(1,535.37)</b>	<b>617.23</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	68.29	136.72
Bank & Merchant Service Fees	0.32	6.82
Grants Awarded	2,190.00	2,190.00
<b>Total Distributions</b>	<b>2,258.61</b>	<b>2,333.54</b>
<b>Ending Fund Balance</b>	<b>\$50,133.81</b>	<b>\$50,133.81</b>
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		8,190.03
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$50,133.81</b>

*This statement is preliminary and unaudited.*



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

**Willard Library/Campbell Fund**  
**For the Period July 01, 2023 - September 30, 2023**  
Generated on: 10/27/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2023-08-23	Willard Public Library	Org. Endowment Distribution	2,190.00
		<b>Total Grants</b>	<b>\$2,190.00</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/Denman Fund July 01, 2023 - September 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 July 01, 2023 - September 30, 2023 is enclosed.

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

The Battle Creek Community Foundation portfolio returned -3.18%\* compared to a market benchmark of -3.26% for the quarter ended September 30, 2023. Total Fiscal YTD returns from April 1, 2023 - September 20, 2023, are 0.59%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

The BCCF portfolio is a diversified portfolio across a broad range of global asset classes. Markets were down for both fixed income and equity during the 3<sup>rd</sup> quarter. U.S. equities slightly outperformed non-U.S. equities. Increased interest rates lead to underperformance for the broad bond market, with most of the volatility within the 5–10-year part of the treasury yield curve. For BCCF, a shift in the portfolio from equities to fixed income, especially shorter duration fixed income, had a positive impact on performance versus the benchmark.

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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/Denman Fund**

**For the Period July 01, 2023 - September 30, 2023**

Generated on: 10/27/2023

	<b>Current Period</b> July 01, 2023 - September 30, 2023	<b>Year To Date</b> April 01, 2023 - September 30, 2023
<b>Beginning Fund Balance</b>	<b>\$100,053.28</b>	<b>\$96,560.08</b>
<b>ADDITIONS:</b>		
Investment Earnings	(2,847.91)	772.74
<b>Total Additions</b>	<b>(2,847.91)</b>	<b>772.74</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	127.13	254.56
Bank & Merchant Service Fees	0.59	0.61
Grants Awarded	4,080.00	4,080.00
<b>Total Distributions</b>	<b>4,207.72</b>	<b>4,335.17</b>
<b>Ending Fund Balance</b>	<b>\$92,997.65</b>	<b>\$92,997.65</b>
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		22,200.18
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$92,997.65</b>

*This statement is preliminary and unaudited.*





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

**Willard Library/Denman Fund**  
**For the Period July 01, 2023 - September 30, 2023**  
Generated on: 10/27/2023

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2023-08-23	Willard Public Library	Org. Endowment Distribution	4,080.00
		<b>Total Grants</b>	<b>\$4,080.00</b>

**WILLARD LIBRARY  
2023/2024 at 2.0 Mills**

<b>WILLARD PUBLIC LIBRARY 2023/2024 at 2.0 Mills</b>			
	<b>Actuals 2022/2023 from Audit</b>	<b>July 2023 Original</b>	<b>November 2023 Post-Audit Amendment</b>
<b>REVENUE &amp; TRANSFERS</b>			
Taxes	\$4,886,369	\$4,994,192	\$4,994,192
State Sources	\$591,091	\$463,302	\$579,341
Penal Fines	\$125,644	\$110,000	\$110,000
Fees and Book Fines	\$64,343	\$50,000	\$50,000
Casino PILT Disbursement	\$179,946	\$150,000	\$150,000
Local Contributions, Contracts, & Other	\$157,685	\$60,000	\$195,000
Grant Revenue	\$14,442	\$2,000	\$2,000
Transfers into General Fund from Kellogg SRF	\$75,675	\$0	\$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>\$6,095,195</b>	<b>\$5,829,494</b>	<b>\$6,080,533</b>
<b>EXPENDITURES &amp; TRANSFERS</b>			
Other Expenditures-SBITA's	\$0	\$0	\$80,713
Capital Expenditures	\$295,200	\$129,784	\$271,592
Program Services: Media, Books & Periodicals	\$861,386	\$990,650	\$989,150
Program Services: Grants	\$15,500	\$15,500	\$15,500
Personnel	\$3,507,608	\$3,596,200	\$3,696,200
Office Supplies	\$37,394	\$50,500	\$50,500
Repairs & Maintenance Supplies	\$33,270	\$38,000	\$38,000
Purchased Services	\$601,505	\$692,500	\$692,500
Communications	\$95,556	\$79,000	\$117,000
Insurance	\$25,267	\$27,768	\$27,768
Public Utilities	\$120,149	\$128,000	\$128,000
Repairs & Maintenance Services	\$177,648	\$203,885	\$234,650
Transfers from General Fund into Capital Improvements	\$0	\$0	\$100,000
<b>Total Expenditures</b>	<b>\$5,770,483</b>	<b>\$5,951,787</b>	<b>\$6,441,573</b>
<b>Revenue over Expenditures (+/-)</b>	<b>\$324,712</b>	<b>(\$122,293)</b>	<b>(\$361,040)</b>
<b>Fund Balance: Beginning Year</b>	<b>\$3,674,690</b>	<b>\$3,582,244</b>	<b>\$3,999,402</b>
<b>Fund Balance: Year End</b>	<b>\$3,999,402</b>	<b>\$3,459,951</b>	<b>\$3,638,362</b>
<b>Breakdown: Estimated Fund Balance</b>			
Sick Payable Reserve	\$204,000	\$204,000	\$204,000
Cash Flow Fund	\$892,768	\$892,768	966,236
Unrestricted Fund	\$2,902,634	\$2,363,183	\$2,468,126
<b>Total</b>	<b>\$3,999,402</b>	<b>\$3,459,951</b>	<b>\$3,638,362</b>

**WILLARD PUBLIC LIBRARY  
2023 - 2024 GENERAL FUND REVENUE & EXPENDITURE CHANGES**

	Adopted Budget July 2023	Amendment November 2023	Changes
Revenue	\$ 5,829,494	\$ 6,080,533	\$ 251,039
Expenditure	\$ 5,951,787	\$ 6,441,573	\$ (489,786)
<b>Total Revenue/Expenditures</b>	<b>\$ (122,293)</b>	<b>\$ (361,040)</b>	<b>\$ (238,747)</b>

Fund Balance July 1, 2023	\$ 3,999,402
Fund Balance June 30, 2024 (estimated)	\$ 3,638,362

REVENUE CHANGES		
Increases:		Decreases:
*State Aid	\$ 116,039	
*USF	\$ 125,000	
*Local Contributions	\$ 10,000	
<b>Total Revenue Changes</b>		<b>\$ 251,039</b>

EXPENDITURE CHANGES		
Increases:		Decreases:
*Other Expenses-SBITA'S	\$ (80,713)	*Program Services: Books & Periodicals
*Capital Expenditures	\$ (141,808)	\$ 1,500
*Supporting Services: Personnel	\$ (100,000)	
*Communication Services	\$ (38,000)	
*Repair & Maintenance Services	\$ (30,765)	
*Transfer to Capital Improvements	\$ (100,000)	
<b>Total Expenditure Changes</b>		<b>\$ (489,786)</b>

		November	2023
<b>OWEN ENDOWMENT FUND</b>			
	Actuals	July Original	November Proposed
	From Audit	Budget	Budget
	2022-2023	2023-2024	2023-2024
<b>Revenue &amp; Transfers</b>			
Contributions-Unrestricted	3,100	2,500	2,500
Transfer from General Fund	0	0	0
Interest Earnings	9,263	7,500	7,500
<b>Total Revenue</b>	<b>12,363</b>	<b>10,000</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>12,363</b>	<b>10,000</b>	<b>10,000</b>
<b>Fund Balance Beg of Year</b>	<b>1,028,535</b>	<b>1,037,535</b>	<b>1,040,898</b>
<b>Fund Balance End of Year</b>	<b>1,040,898</b>	<b>1,047,535</b>	<b>1,050,898</b>
<b>CAPITAL IMPROVEMENT FUND</b>			
	Actuals	July Original	November Proposed
	From Audit	Budget	Budget
	2022-2023	2023-2024	2023-2024
<b>Revenue &amp; Transfers</b>			
Other Misc Revenue	0	0	0
Transfer from General Fund	0	0	100,000
Interest Earnings	2,655	2,500	2,500
<b>Total Revenue</b>	<b>2,655</b>	<b>2,500</b>	<b>102,500</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>2,655</b>	<b>2,500</b>	<b>102,500</b>
<b>Fund Balance Beg of Year</b>	<b>639,942</b>	<b>641,942</b>	<b>642,597</b>
<b>Fund Balance End of Year</b>	<b>642,597</b>	<b>644,442</b>	<b>745,097</b>

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Willard Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
<a href="#">Enter Six-Digit Municode</a>	138001	
Unit Type	Library	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2023	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Kathy Domenico	
Title if not CAO	Finance Director	
CAO (or designee) Email Address	<a href="mailto:kdomenico@willardlibrary.org">kdomenico@willardlibrary.org</a>	
Contact Telephone Number	269 968 8166 Ext 534	
Pension System Name (not division) 1	MERS (Municipal Employee Retirement System)	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	MERS (Municipal Employee Retirement)				
<b>3</b>	<b>Financial Information</b>						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	5,595,169				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	6,948,769				
6	Funded ratio	Calculated	80.5%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	208,354				
8	Governmental Fund Revenues	Most Recent Audit Report	6,034,537				
9	All systems combined ADC/Governmental fund revenues	Calculated	3.5%				
<b>10</b>	<b>Membership</b>						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	35				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	7				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	9				
<b>14</b>	<b>Investment Performance</b>						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	-10.37%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.95%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.79%				
<b>18</b>	<b>Actuarial Assumptions</b>						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	16				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No				
<b>23</b>	<b>Uniform Assumptions</b>						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	6,045,614				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	7,368,745				
26	Funded ratio using uniform assumptions	Calculated	82.0%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	306,108				
28	All systems combined ADC/Governmental fund revenues	Calculated	5.1%				
<b>29</b>	<b>Pension Trigger Summary</b>						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary government triggers:</b> Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary government triggers:</b> Less than 60% funded	NO	NO	NO	NO	NO

<b>Requirements (For your information, the following are requirements of P.A. 202 of 2017)</b>
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

RESOLUTION: To impose a summer property tax collection for all of our authorized millage amount within the cities of Battle Creek and Springfield and within the townships of Bedford and Marshall.

OFFERED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

DATE: November 15, 2023

\_\_\_\_\_  
Board of Trustees Secretary

\_\_\_\_\_  
Board of Trustees President

RESOLUTION: The Board of Trustees of Willard Public Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80/20 Option for the medical benefit plan coverage years January 1, 2024 through December 31, 2024.

OFFERED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

DATE: November 15, 2023

\_\_\_\_\_

Board of Trustees Secretary

and/or

\_\_\_\_\_

Board of Trustees President



## MEMORANDUM

To: All Staff  
From: Matt Willis  
Date: October 23, 2023  
Subject: New Reference Librarian - Brenna LaForge

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I am thrilled to introduce the newest member of our Willard team, Brenna LaForge, who will join us as a Reference Librarian.

Brenna brings with her nearly four years of experience from the Comstock Township Library where she has honed her skills in programming, provided exceptional customer service, and assisted patrons with readers' advisory.

Brenna is well versed in various forms of technology, ensuring that she can provide excellent one-on-one help with our guests. She also holds a Bachelor's Degree from Western Michigan University in Public History and has interned with the Battle Creek Historical Society.

Please join me in welcoming Brenna as she starts her new position on Monday, November 13.





## REPORTS AND RECOMMENDATIONS November 2023

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

- Strategy to Fully Fund the Pension Obligation
- Saving for Capital Improvements
- Transfers from General Fund into the Capital Improvements Fund
- Winter Breakfast

### PROGRAMMING UPDATE: Matt Willis, Director

- Outdoor Movie Night
- Writer's Workshop with Erin Bartels
- Joseph Heywood

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

- Pumpkin Party
- BC STEM Visits
- Dia de los Muertos Event-Kellogg Arena