



Willard Library  
Board of Trustees  
Meeting Agenda  
January 17, 2024  
5:00 p.m.

Willard Library Programming Room, Second Floor

- |      |   |                     |
|------|---|---------------------|
| I.   | Approval of Minutes * (pg. 1)                           | Michelle Herzing    |
| II.  | Public Comments   |                     |
| III. | Financial Report  |                     |
|      | a. Approval of Expenditures * (pg. 3)                   | Kathy Domenico      |
|      | b. LED Lighting Retrofit for Willard Library * (pg. 17) | Chad Osborn         |
| IV.  | Reports & Recommendations                               |                     |
|      | a. Quarterly Statistics (pg. 18)                        | April Dillinger     |
|      | b. Department Reports (pg. 21)                          | Administrative Team |
| V.   | Other Business  |                     |
| VI.  | Comments by Trustees                                    |                     |
| VII. | Adjourn   | Michelle Herzing    |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

November 15, 2023

Willard Library Programming Room, Second Floor

**BOARD OF TRUSTEES**

Michele Herzing, Kathy Baker, Judith Williamson, 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 Outreach Tynisha Dungey, Director of Circulation Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

**MINUTES**

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

**APPROVAL OF MINUTES**

Judith Williamson moved, with a second from Salli Baltutat, to approve the minutes of the Board Meeting of October 18, 2023.

Motion approved 5 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico presented the October 2023 Financial Report. Revenue as of October 31 totaled \$3,614,541 with property taxes being the majority of that total. At this point, the library has received 62% of the anticipated revenue. Expenditures as of October 31 total \$1,958,614 and are similar to the same time last year.

Laura Williams moved, with support from Kathy Baker, to approve the October 2023 expenditures as presented.

Motion approved 5 – 0

Kathy Domenico shared that the November amendment shows an anticipated increase to revenue in the amount of \$251,039 with the bulk of that increase coming in USF funding and the receipt of a larger Personal Property Tax payment from the State. Expenditures are also anticipated to increase by \$489,786. Those increases are across multiple categories. Some of the larger categories, such as capital expenditures, include some upgrades to the building such as restroom doors and doors for the Children's area along with furniture for the new Serenity Room. An increase in the Personnel section includes an additional payment to the pension fund and a transfer to the Capital Projects will allow us to begin saving for long term building projects. The anticipated shortfall at the end of the year will be \$361,040 bringing the fund balance to \$3,638,362. The Other funds show little change with the exception of an incoming transfer from the General Fund to the Capital Projects fund.

Kathy Domenico also shared the annual pension report.

Judith Williamson moved, with support from Salli Baltutat, to approve the November Amendment as presented.

Motion approved 5 – 0

Michelle Herzing asked for approval of the FY 2022-2023 audit results presented by Corey VanDyke and Jessie Klisz from Plante Moran at the October meeting. Laura Williams moved, with support from Salli Baltutat, to accept the FY 2022-2023 Audit report as presented.

Motion approved 5 – 0

Michelle Herzing requested board approval to collect summer taxes within the cities of Battle Creek and Springfield and within the townships of Bedford and Marshall. Property taxes for the rest of the Library's service area are collected in the winter. The varied collection dates help manage the Library's cash flow.

Laura Williams moved, with support from Judith Williamson, to approve the Summer Property Tax Resolution. A roll call vote was taken.

Motion approved 5 – 0

Matt Willis presented a resolution to continue using the 80/20 Health Cost Sharing Option of P.A. 152 to the Board of Trustees effective January 1, 2024 through December 31, 2024.

Salli Baltutat moved, with support from Judith Williamson, to adopt the 80/20 Option. A roll call vote was taken.

Motion approved 5 – 0

#### **PERSONNEL UPDATE**

Matt Willis provided a personnel update. Brenna LaForge joined the library as a Reference Librarian.

#### **REPORTS & RECOMMENDATIONS**

Matt Willis gave a Director's Report.

Matt Willis presented an adult programming update.

Tynisha Dungey provided an update on Youth Services programming and Community Outreach efforts. She noted that the African American Author Spotlight program was very successful.

#### **OTHER BUSINESS**


Matt Willis announced that Tynisha Dungey was accepted into the ALA's Emerging Leaders program.

#### **COMMENTS**

Laura Williams stated her appreciation for the Library's collaboration with community partners.

#### **ADJOURNED**

The meeting adjourned at 5:21 pm

  
KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

November 2023

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	3,061,493	61.30%	1,932,699	2,903,230
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	579,341	496,338	85.67%	83,003	463,430
Penal Fines	110,000	28,365	25.79%	81,635	24,594
Fees and Book Fines	50,000	22,323	44.65%	27,677	24,059
Local Contributions & Contracts (1)	195,000	133,829	68.63%	61,171	49,039
Grant Funding	2,000	0	0.00%	2,000	10,692
Transfer to GF from Kellogg	0	0	0.00%	0	75,675
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>6,080,533</b>	<b>3,742,348</b>	<b>61.55%</b>	<b>2,338,185</b>	<b>3,550,719</b>

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,441,573	2,832,608	43.97%	3,608,965	2,605,820

REVENUE OVER EXPENDITURES 909,740

VARIANCES (+/-) Current in Bold

1.) Increase in USF funding.

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

November 2023

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	271,592	137,008	50.45%	134,584	102,152
Program Svs-Av, Books & Periodicals	989,150	361,818	36.58%	627,332	376,327
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,696,200	1,686,033	45.62%	2,010,167	1,622,477
Office Supplies	50,500	19,941	39.49%	30,559	17,345
Repairs & Maintenance Supplies	38,000	12,395	32.62%	25,605	14,395
Purchased Services	692,500	261,854	37.81%	430,646	250,246
Communications	117,000	40,672	34.76%	76,328	42,805
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	31,069	24.27%	96,931	28,370
Repairs & Maintenance Services	234,650	138,550	59.05%	96,100	110,936
Other Expenses (SBIT's)	80,713	0	0.00%	80,713	0
Transfers to Capital Projects	100,000	100,000	100.00%	0	0
<b>TOTAL</b>	<b>6,441,573</b>	<b>2,832,608</b>	<b>43.97%</b>	<b>3,608,965</b>	<b>2,605,820</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS NOVEMBER 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	300,048.09
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	117,584.13
FICA & Federal withholding tax	38,659.08
State withholding tax	5,722.73
Battle Creek City withholding tax	1,114.61
MERS Retirement System	24,335.95
MERS Pension Funding	300,000.00
MPERS Retirement System	3,016.95
MPERS UAAL RATE STABILIZATION	26,459.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	3,912.29
MERS (Employee 457)	3,103.20
Friend of the Court	355.60
5th/3rd BANK (credit card)	5,811.91
Health Equity Employer Serv.	646.00
MESSA	52,118.15
Unum Life Insurance	564.91
Total Disbursements	883,552.60

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

Check Number	Check Date	Vendor Name	Check Amount
054102	11/1/2023	ALLEGRA PRNT & IMAGING INC.	\$930.66
054103	11/1/2023	BATTERIES PLUS #388	\$260.85
054104	11/1/2023	KELLEY CLIMIE	\$120.00
054105	11/1/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
054106	11/1/2023	JULIE NILA JACKSON	\$100.00
054107	11/1/2023	JACK PEARL'S SPORTS CENTER INC DBA JACK PEARL'S TEAM SPORTS	\$720.00
054108	11/1/2023	LIBRARY IDEAS LLC	\$1,063.92
054109	11/1/2023	OVERDRIVE INC	\$12,065.55
054110	11/1/2023	PRECISION PRINTER SERVICE INC	\$164.95
054111	11/1/2023	ROSE PEST SOLUTIONS INC	\$725.00
054112	11/1/2023	R W LAPINE INC	\$1,140.14
054113	11/1/2023	RADIO COMMUNICATIONS INC	\$366.16
054114	11/1/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,018.05
054115	11/1/2023	KYLE TUMCZYK	\$120.00
054116	11/1/2023	US CUTTER INC	\$1,535.35
054117	11/2/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$300.00
054118	11/7/2023	ALLEGRA PRNT & IMAGING INC.	\$1,446.68
054119	11/7/2023	A-Z KEY SHOP	\$110.00
054120	11/7/2023	CALHOUN COUNTY TREASURER	\$741.71
054121	11/7/2023	CITY OF BATTLE CREEK CITY TREASURER	\$314.44
054122	11/7/2023	DEMCO INC <i>Furniture - Book Display/Support</i>	\$3,081.68
054123	11/7/2023	GREENSCAPE SERVICES INC	\$510.00
054124	11/7/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$179.83
054125	11/7/2023	FUEL MANAGMENT SYSTEM INC	\$74.16
054126	11/7/2023	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
054127	11/7/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,928.00
054128	11/7/2023	JULIE NILA JACKSON	\$100.00
054129	11/7/2023	LEILA ARBORETUM	\$150.00
054130	11/7/2023	THE LIBRARY STORE INC	\$1,894.04
054131	11/7/2023	LIBRARY IDEAS LLC	\$40.44
054132	11/7/2023	MIX HARDWARE	\$160.90
054133	11/7/2023	MIDWEST TROPICAL ENTERPRISES INC <i>Serenity - Waterfall Room</i>	\$3,240.00

Check Number	Check Date	Vendor Name	Check Amount
054134	11/7/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054135	11/7/2023	OFFICESCAPES LLC DBA PETALS & OFFICESCAPESDIRECT	\$908.28
054136	11/7/2023	ROSE PEST SOLUTIONS INC	\$53.00
054137	11/7/2023	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$938.97
054138	11/7/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054139	11/7/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054140	11/7/2023	WORTHINGTON DIRECT HOLDINGS LLC <i>Furniture</i>	\$3,322.20
054141	11/13/2023	A-Z KEY SHOP	\$15.00
054142	11/13/2023	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$1,224.36
054143	11/13/2023	SEMCO ENERGY INC	\$479.16
054144	11/13/2023	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$300.00
054145	11/13/2023	DEMCO INC <i>Furniture</i>	\$11,452.00
054146	11/13/2023	D. L. GALLIVAN LLC	\$594.82
054147	11/13/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
054148	11/13/2023	JOSEPH HEYWOOD	\$1,000.00
054149	11/13/2023	JULIE NILA JACKSON	\$100.00
054150	11/13/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$138.65
054151	11/13/2023	STEENSMA LAWN AND POWER	\$83.71
054152	11/13/2023	SENTINEL TECHNOLOGIES INC	\$2,889.88
054153	11/13/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$3,896.42
054154	11/13/2023	TRANE COMPANY INC	\$8,077.00
054155	11/13/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
054156	11/13/2023	NADIA HOPE VANNORTWICK	\$60.00
054157	11/13/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
054158	11/13/2023	WORTHINGTON DIRECT HOLDINGS LLC	\$458.70
054159	11/13/2023	WELLS FARGO FINANCIAL LEASING INC	\$596.13
054160	11/15/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054161	11/20/2023	SEMCO ENERGY INC	\$101.50
054162	11/20/2023	TYREE M BOYD DBA POPS GUT LLC	\$980.00
054163	11/20/2023	CAFE RICA LLC	\$608.00
054164	11/20/2023	ENCOURAGE BC	\$150.00
054165	11/20/2023	FUN EXPRESS LLC	\$125.12
054166	11/20/2023	HUNTER PRELL CO	\$1,420.31
054167	11/20/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,600.00
054168	11/20/2023	JULIE NILA JACKSON	\$100.00
054169	11/20/2023	MISC BANK TRANSFER <i>To Capital Projects</i>	\$100,000.00
054170	11/20/2023	OVERDRIVE INC	\$6,392.08



Check Number	Check Date	Vendor Name	Check Amount
054171	11/20/2023	PRECISION PRINTER SERVICE INC	\$234.99
054172	11/20/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054173	11/20/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054174	11/20/2023	SENTINEL TECHNOLOGIES INC	\$2,477.13
054175	11/20/2023	TASTE OF HOME	\$38.98
054176	11/20/2023	EVERBANK, N. A.	\$508.16
054177	11/20/2023	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$876.00
054178	11/27/2023	BATTLE CREEK TILE & MOSAIC CO INC	\$1,050.40
054179	11/27/2023	CONSUMERS ENERGY INC	\$2,301.15
054180	11/27/2023	DEMCO INC	\$126.26
054181	11/27/2023	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$7,481.13
054182	11/27/2023	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$328.02
054183	11/27/2023	FUEL MANAGMENT SYSTEM INC	\$73.09
054184	11/27/2023	LISA GARCIA PETTY CASH BRANCH	\$75.72
054185	11/27/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,800.00
054186	11/27/2023	JULIE NILA JACKSON	\$100.00
054187	11/27/2023	MISC STAFF REIMBURSEMENT	\$115.25
054188	11/27/2023	MISC STAFF REIMBURSEMENT	\$54.88
054189	11/27/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054190	11/27/2023	ROSE PEST SOLUTIONS INC	\$60.00
054191	11/27/2023	ROSS RICHARDSON	\$375.00
054192	11/27/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$321.47
A04305	11/1/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,335.43
A04306	11/1/2023	BRILLIANCE AUDIO INC	\$75.00
A04307	11/1/2023	GALE/CENGAGE LEARNING INC	\$427.32
A04308	11/1/2023	MIDWEST TAPE INC.	\$85.23
A04309	11/7/2023	BRODART COMPANY INC	\$478.66
A04310	11/7/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,180.78
A04311	11/7/2023	GALE/CENGAGE LEARNING INC	\$84.72
A04312	11/7/2023	DASTON CORPORATION	\$479.12
A04313	11/7/2023	INGRAM LIBRARY SERVICE INC	\$9,099.53
A04314	11/7/2023	KSS ENTERPRISES INC	\$2,185.25
A04315	11/7/2023	MIDWEST TAPE INC.	\$12,435.22
A04316	11/7/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$161.49
A04317	11/13/2023	BRODART COMPANY INC	\$761.52
A04318	11/13/2023	BLACKSTONE AUDIO BOOKS INC	\$2,062.19
A04319	11/13/2023	BK TEACHOUT INVESTIGATIONS INC	\$4,294.38

Check Number	Check Date	Vendor Name	Check Amount
A04320	11/13/2023	GALE/CENGAGE LEARNING INC	\$316.58
A04321	11/13/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04322	11/13/2023	INGRAM LIBRARY SERVICE INC	\$13,201.80
A04323	11/13/2023	MIDWEST TAPE INC.	\$1,014.00
A04324	11/13/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$238.15
A04325	11/14/2023	LIBRARY DESIGN ASSOC INC	\$690.00
A04326	11/20/2023	BRODART COMPANY INC	\$134.04
A04327	11/20/2023	BATTLE CREEK PUBLIC SCHOOL	\$5,806.24
A04328	11/20/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,974.27
A04329	11/20/2023	BASIC	\$165.77
A04330	11/20/2023	PLAYAWAY PRODUCTS LLC	\$6.95
A04331	11/20/2023	INGRAM LIBRARY SERVICE INC	\$10,775.09
A04332	11/20/2023	MIDWEST TAPE INC.	\$4,129.68
A04333	11/20/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$395.00
A04334	11/27/2023	BRODART COMPANY INC	\$527.80
A04335	11/27/2023	CDW GOVERNMENT INC SUITE 1515	\$1,262.92
A04336	11/27/2023	INGRAM LIBRARY SERVICE INC	\$1,800.50
A04337	11/27/2023	MIDWEST TAPE INC.	\$2,605.05
			<b>Grand Totals</b> \$300,048.09

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

December 2023

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	3,081,579	61.70%	1,912,613	2,910,239
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	579,341	496,338	85.67%	83,003	487,548
Penal Fines	110,000	28,365	25.79%	81,635	24,594
Fees and Book Fines	50,000	25,499	51.00%	24,501	28,686
Local Contributions & Contracts (1)	195,000	138,819	71.19%	56,181	49,343
Grant Funding	2,000	0	0.00%	2,000	10,692
Transfer to GF from Kellogg	0	0	0.00%	0	75,675
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>6,080,533</b>	<b>3,770,599</b>	<b>62.01%</b>	<b>2,309,934</b>	<b>3,586,777</b>

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,441,573	3,234,178	50.21%	3,207,395	3,050,274

REVENUE OVER EXPENDITURES 536,421

VARIANCES (+/-) Current in Bold

1.) Increase in USF funding.

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

December 2023

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	271,592	148,049	54.51%	123,543	140,224
Program Svs-Av, Books & Periodicals	989,150	426,221	43.09%	562,929	440,293
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,696,200	1,948,525	52.72%	1,747,675	1,891,544
Office Supplies	50,500	22,998	45.54%	27,502	19,144
Repairs & Maintenance Supplies	38,000	15,129	39.81%	22,871	17,347
Purchased Services	692,500	304,899	44.03%	387,601	288,924
Communications	117,000	44,347	37.90%	72,653	47,130
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	37,622	29.39%	90,378	29,913
Repairs & Maintenance Services	234,650	143,121	60.99%	91,529	134,988
Other Expenses (SBIT's)	80,713	0	0.00%	80,713	0
Transfers to Capital Projects	100,000	100,000	100.00%	0	0
<b>TOTAL</b>	<b>6,441,573</b>	<b>3,234,178</b>	<b>50.21%</b>	<b>3,207,395</b>	<b>3,050,274</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS DECEMBER 2023

GENERAL FUND DISBURSEMENTS

Expenditures by check	133,247.63
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	125,916.11
FICA & Federal withholding tax	41,862.76
State withholding tax	6,177.22
Battle Creek City withholding tax	1,208.03
MERS Retirement System	24,860.99
MERS Pension Funding	0.00
MPERS Retirement System	4,050.40
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	1,763.67
MERS (Employee 457)	3,103.20
Friend of the Court	355.60
5th/3rd BANK (credit card)	9,818.24
Health Equity Employer Serv.	946.00
MESSA	50,685.80
Unum Life Insurance	572.16
Total Disbursements	404,667.81

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

Check Number	Check Date	Vendor Name	Check Amount
054194	12/4/2023	BATTERIES PLUS #388	\$161.00
054195	12/4/2023	KELLEY CLIMIE	\$160.00
054195	12/21/2023	KELLEY CLIMIE	(\$160.00)
054196	12/4/2023	D. L. GALLIVAN LLC	\$471.23
054197	12/4/2023	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$3,833.64
054198	12/4/2023	FUEL MANAGMENT SYSTEM INC	\$73.09
054199	12/4/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,575.00
054200	12/4/2023	JULIE NILA JACKSON	\$100.00
054201	12/4/2023	MISC STAFF REIMBURSEMENT <i>Travel</i>	\$354.80
054202	12/4/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054203	12/4/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054204	12/4/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054205	12/4/2023	STEENSMA LAWN AND POWER	\$1,099.95
054206	12/4/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$253.00
054207	12/4/2023	KYLE TOMCZYK	\$160.00
054208	12/4/2023	DEX YP INC SUPERMEDIA LLC	\$10.07
054209	12/5/2023	T-MOBILE USA INC	\$62.42
054210	12/11/2023	ALLEGRA PRNT & IMAGING INC.	\$654.93
054211	12/11/2023	ANDERSON & GIRLS FARM MARKET & GIFTS	\$700.00
054212	12/11/2023	BARNES & NOBLE INC	\$619.56
054213	12/11/2023	CAFE RICA LLC	\$608.00
054214	12/11/2023	CINTAS CORPORATION NO. 2	\$322.00
054215	12/11/2023	ENCOURAGE BC	\$345.00
054216	12/11/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
054217	12/11/2023	JULIE NILA JACKSON	\$100.00
054218	12/11/2023	J & L ELECTRIC OF BATTLE CREEK INC	\$155.00
054219	12/11/2023	LEILA ARBORETUM	\$300.00
054220	12/11/2023	MIX HARDWARE	\$204.72
054221	12/11/2023	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054222	12/11/2023	CODY NEWMAN DRIVEN DESIGN STUDIO, PLLC <i>Front lobby design</i>	\$5,000.00
054223	12/11/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
054224	12/11/2023	PRECISION PRINTER SERVICE INC	\$194.94

Check Number	Check Date	Vendor Name	Check Amount
054225	12/11/2023	ROSE PEST SOLUTIONS INC	\$53.00
054226	12/11/2023	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$430.14
054227	12/11/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$263.97
054228	12/11/2023	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$303.00
054229	12/11/2023	T-MOBILE USA INC	\$62.42
054230	12/11/2023	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
054231	12/18/2023	SEMCO ENERGY INC	\$735.92
054232	12/18/2023	CITY OF BATTLE CREEK CITY TREASURER	\$392.38
054233	12/18/2023	DEMCO INC	\$476.65
054234	12/18/2023	EMERY-PRATT INC	\$873.00
054235	12/18/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
054236	12/18/2023	MISC STAFF REIMBURSEMENT	\$71.94
054237	12/18/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
054238	12/18/2023	PRECISION PRINTER SERVICE INC	\$369.90
054239	12/18/2023	ROBERT REICHEL	\$216.00
054240	12/18/2023	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054241	12/18/2023	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054242	12/18/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$307.36
054243	12/18/2023	SCENE MAGAZINE WW THAYNE ADVERTISING CONSULTANTS INC	\$575.00
054244	12/18/2023	EVERBANK, N. A.	\$508.16
054245	12/18/2023	DEX YP INC SUPERMEDIA LLC	\$19.00
054246	12/18/2023	WELLS FARGO FINANCIAL LEASING INC	\$165.00
054248	12/21/2023	KELLEY CLIMIE	\$80.00
054249	12/27/2023	APPLE BOOKS	\$1,360.22
054250	12/27/2023	DEMCO INC	\$1,763.00
054251	12/27/2023	DAKOTECH INC.	\$2,000.70
054252	12/27/2023	FUN EXPRESS LLC	\$1,112.59
054253	12/27/2023	FUEL MANAGMENT SYSTEM INC	\$72.06
054254	12/27/2023	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,300.00
054255	12/27/2023	INST. OF CONTINUING LEGAL EDUCATION	\$158.50
054256	12/27/2023	THE LIBRARY STORE INC	\$3,190.00
054257	12/27/2023	LIBRARY IDEAS LLC	\$2,547.96
054258	12/27/2023	MIDDLE CITIES RISK MGMT TRUST	\$500.00
054259	12/27/2023	MEDLER ELECTRIC COMPANY	\$202.26
054260	12/27/2023	THE MITTEN WORD BOOKSHOP LLC DBA NEW STORY COMMUNITY BOOKS	\$1,818.00
054261	12/27/2023	ROSEN PUBLISHING GROUP INC.	\$853.60
054262	12/27/2023	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$91.52

Check Number	Check Date	Vendor Name	Check Amount
054263	12/27/2023	SWEEPER DEPOT	\$162.00
054264	12/27/2023	MARILYN R SUTTLE DBA SUTTLE ENTERPRISES LLC	\$1,500.00
054265	12/27/2023	DEX YP INC SUPERMEDIA LLC	\$5.14
054266	12/28/2023	AQUA BLUE AQUARIUM SOLUTIONS	\$3,454.38
A04338	12/4/2023	BRODART COMPANY INC	\$418.21
A04339	12/4/2023	BK TEACHOUT INVESTIGATIONS INC	\$7,531.32
A04340	12/4/2023	PLAYAWAY PRODUCTS LLC	\$1,487.35
A04341	12/4/2023	INGRAM LIBRARY SERVICE INC	\$10,599.92
A04342	12/4/2023	MIDWEST TAPE INC.	\$190.19
A04343	12/4/2023	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$158.79
A04344	12/11/2023	BRODART COMPANY INC	\$355.85
A04345	12/11/2023	BATTLE CREEK PUBLIC SCHOOL	\$5,265.38
A04346	12/11/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,798.38
A04347	12/11/2023	BRILLIANCE AUDIO INC	\$12.50
A04348	12/11/2023	CDW GOVERNMENT INC SUITE 1515	\$170.52
A04349	12/11/2023	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04350	12/11/2023	DASTON CORPORATION	\$475.32
A04351	12/11/2023	INGRAM LIBRARY SERVICE INC	\$14,690.51
A04352	12/11/2023	MIDWEST TAPE INC.	\$10,411.19
A04353	12/18/2023	BRODART COMPANY INC	\$2,288.15
A04354	12/18/2023	BLACKSTONE AUDIO BOOKS INC	\$1,979.19
A04355	12/18/2023	BK TEACHOUT INVESTIGATIONS INC	\$3,713.88
A04356	12/18/2023	BRILLIANCE AUDIO INC	\$71.50
A04357	12/18/2023	BASIC	\$165.77
A04358	12/18/2023	GALE/CENGAGE LEARNING INC	\$629.75
A04359	12/18/2023	INGRAM LIBRARY SERVICE INC	\$2,887.83
A04360	12/18/2023	MIDWEST TAPE INC.	\$1,566.59
A04361	12/18/2023	UNIQUE INTEGRATED COMMUNICATIONS INC	\$556.00
A04362	12/27/2023	BRODART COMPANY INC	\$375.93
A04363	12/27/2023	BRILLIANCE AUDIO INC	\$72.50
A04364	12/27/2023	GALE/CENGAGE LEARNING INC	\$199.42
A04365	12/27/2023	INGRAM LIBRARY SERVICE INC	\$4,533.88
A04366	12/27/2023	MIDWEST TAPE INC.	\$2,785.35
			<b>Grand Totals</b> <b>\$133,247.63</b>

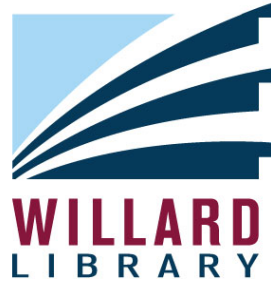


**OWEN ENDOWMENT FUND**

<b>2023/2024</b>	<b>Budget</b>	<b>YTD</b>
<b>Revenue &amp; Transfers</b>		
Contributions-Unrestricted	2,500	0
Transfer from General Fund	0	0
Interest Earnings	7,500	4,701
<b>Total Revenue</b>	<b>10,000</b>	<b>4,701</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>10,000</b>	<b>4,701</b>
<b>Fund Balance Beg of Year</b>	<b>1,040,898</b>	
<b>Fund Balance End of Year</b>	<b>1,050,898</b>	

**CAPITAL IMPROVEMENT & AUTOMATION FUND**

<b>2023/2024</b>	<b>Budget</b>	<b>YTD</b>
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	100,000	100,000
Interest Earnings	2,500	1,375
<b>Total Revenue</b>	<b>102,500</b>	<b>101,375</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>102,500</b>	<b>101,375</b>
<b>Fund Balance Beg of Year</b>	<b>642,597</b>	
<b>Fund Balance End of Year</b>	<b>745,097</b>	



DISCOVER.  
GROW.  
CONNECT.

## **DOWNTOWN LED LIGHTING UPGRADE**

**PROJECT AMOUNT: \$50,000.00**

Retrofit all linear fluorescent fixtures at downtown location. All existing fixtures to be retrofitted with 2 bulbs if currently 4 or 2 bulbs. Bulbs to be 4000K with 2200 lumens per bulb output. Lighting levels to be equal or exceed current lighting.

**Willard Library, Helen Warner Branch, and E-Branch  
Library Statistical Report 2023/2024  
2nd Quarter**

	July - Dec 2023	July - Dec 2022	% Change
<b>WILLARD LIBRARY*</b>			
Adult Fiction	13,641	14,778	-8%
Adult Nonfiction	15,863	15,601	2%
Paperbacks	5,062	5,850	-13%
New Materials	27,613	29,043	-5%
Special Collections	3,381	3,606	-6%
Children's & YA Fiction	35,547	32,770	8%
Children's Nonfiction	7,701	7,649	1%
Audiobooks	5,887	6,196	-5%
DVDs	50,206	47,702	5%
Music CDs	2,400	3,176	-24%
<b>Total Circulation</b>	<b>167,301</b>	<b>166,371</b>	<b>1%</b>
<b>HELEN WARNER BRANCH*</b>			
Adult Fiction	6,935	7,349	-6%
Adult/Children's Nonfiction	7,044	9,734	-28%
Paperbacks	726	994	-27%
New Materials	18,272	17,293	6%
Special Collections	2,280	2,208	3%
Children's & YA Fiction	17,332	14,166	22%
Audiobooks	1,512	1,809	-16%
DVDs	13,367	13,208	1%
Music CDs	789	810	-3%
<b>Total Circulation</b>	<b>68,257</b>	<b>67,571</b>	<b>1%</b>
<b>E-BRANCH</b>			
Children's eBooks	5,621	2,199	156%
Adult eBooks	39,322	38,640	2%
Adult & Children's eAudiobooks	41,506	34,238	21%
Music Downloads	12,772	7,507	70%
Digital Magazines	7,331	2,323	216%
Digital Video	2,199	2,282	-4%
<b>Total Circulation**</b>	<b>108,751</b>	<b>87,189</b>	<b>25%</b>
<b>CHRONICLING BATTLE CREEK</b>	<b>73,200</b>	<b>190,991</b>	<b>-62%</b>
<b>Grand Total</b>	<b>417,509</b>	<b>512,122</b>	<b>-18%</b>

**Willard Library, Helen Warner Branch, and E-Branch Combined  
Library Statistical Report 2023/2024  
2nd Quarter**

	<b>2nd Quarter</b>		
	<b>July - Dec 2023</b>	<b>July - Dec 2022</b>	<b>% Change</b>
<b>Circulation</b>			
Adult Fiction	20,576	22,127	-7%
Adult Nonfiction	22,907	25,335	-10%
Paperbacks	5,788	6,844	-15%
New Materials	45,885	46,336	-1%
Special Collections	5,661	5,814	-3%
Children's & YA Fiction	52,879	46,936	13%
Children's Nonfiction	7,701	7,649	1%
Audiobooks	7,399	8,005	-8%
DVDs	63,573	60,910	4%
Music CDs	3,189	3,986	-20%
E-Branch Items	108,751	87,189	25%
<b>Total Circulation</b>	<b>344,309</b>	<b>321,131</b>	<b>7%</b>
Chronicling Battle Creek	73,200	190,991	-62%
<b>Total Circulation including CBC</b>	<b>417,509</b>	<b>512,122</b>	<b>-18%</b>
<b>People Counter*</b>	<b>101,627</b>	<b>96,173</b>	<b>6%</b>
<b>Programs</b>			
Adult Audiences	2,030	1,405	44%
Children's Audiences	9,189	5,195	77%
<b>Total Audiences</b>	<b>11,219</b>	<b>6,600</b>	<b>70%</b>
<b>Public Computer Usage</b>			
Computer Sessions	16,122	13,709	18%
Computer Time (Hours)	15,625	10,757	45%
Wireless Users	44,898	41,332	9%

**Willard Library Helen Warner Branch High Impact Programming  
Library Statistical Report 2023/2024  
2nd QUARTER**

	<b>July - Dec 2023</b>	<b>July - Dec 2022</b>
<b>We support creativity</b>		
Creative Space Program Attendance	794	0
<b>We area a community hub that offers casual settings for conversation, collaboration, and media consumption.</b>		
Meeting Room Use-Sessions	1,308	0
<b>We build a strong foundation of literacy and foster a love of reading.</b>		
Babytime & Storytime Attendance	1,976	0
Adult Literary Event Attendance	205	<b>0</b>
<b>We present opportunities for growth in digital literacy.</b>		
Book a Librarian-Sessions	106	0
<b>We deliver enriching experiences that enhance quality of life.</b>		
Monday Night Children's Programming	440	0
<b>Total Impactful Programs</b>	<b>4,829</b>	<b>0</b>



## REPORTS AND RECOMMENDATIONS January 2024

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

- Library Design Consultant
- Lobby Enhancements

### **PROGRAMMING UPDATE: Matt Willis, Director**

- Creative Space Programming
- Ross Richardson: Shipwreck Mysteries
- Battle Creek Reads Update

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

- Santa & Reindeer Visit

## Battle Creek Reads 2024 Update

This year, the Battle Creek Reads Committee chose *Buttermilk Graffiti* by Edward Lee as the 2024 title.

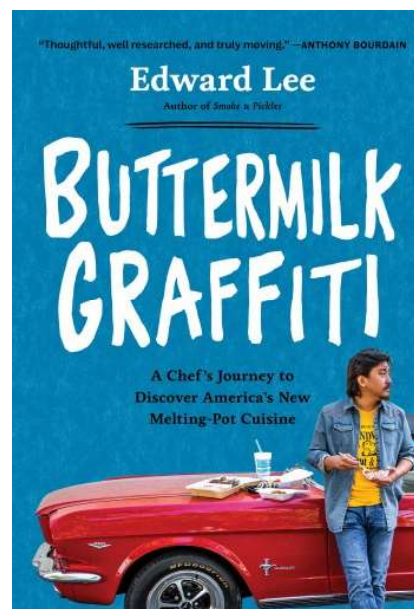
***Buttermilk Graffiti*** (2018) follows Lee as he travels around the country, eating food and learning about life from many of the diverse cultures that make up the “melting pot” of America. His goal? To find out how traditional cuisines - *and people* - change when they cross our borders.

### Programs and Promotions

- Book Club in a Bag kits
- Bookstore display
- Additional tie-in programs that fit the Battle Creek Reads theme

### The Author

Edward Lee is the author of *Smoke & Pickles* and *Buttermilk Graffiti*; chef/owner of 610 Magnolia in Louisville, Kentucky; and culinary director of Succotash in National Harbor, Maryland, and Penn Quarter, Washington DC. He appears frequently in print and on television, including earning an Emmy nomination for his role in the Emmy Award-winning series *The Mind of a Chef*. Most recently, he wrote and hosted the feature documentary *Fermented*. He lives in Louisville and Washington, DC.



### Author Visit

Thursday, April 18, 2024

6:30 p.m.

Kool Family Community Center  
200 W. Michigan Ave.