



Willard Library
Board of Trustees
Meeting Agenda
March 20, 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 | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 3) | |
| | b. Budget Amendment * (pg. 18) | |
| | c. Approval of IRS Form 990 * (pg. 34) | |
| IV. | Proposed Updates to the Board of Trustees Policy Manual (pg. 67) | Matt Willis |
| V. | Reports & Recommendations | |
| | a. Department Reports (pg. 72) | Administrative Team |
| VI. | Other Business | |
| VII. | Comments by Trustees | |
| VIII. | Adjourn | Michelle Herzing |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

January 17, 2024

Willard Library Programming Room, Second Floor

BOARD OF TRUSTEES

Michelle Herzing, Kathy Baker, Judith Williamson, Salli Baltutat, Laura Williams

ADMINISTRATION

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

MINUTES

Michelle Herzing called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

Judith Williamson moved, with support from Salli Baltutat, to approve the minutes of the Board Meeting of November 15, 2023.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the November and December 2023 Financial Report. Revenue as of November 30 totaled just over \$3.7 million with property taxes being the majority of that total. Expenditures as of November 30 totaled just over \$2.8 million with a transfer of \$100,000 to the Capital Projects fund for future renovations. Revenue as of December 31 totaled just over \$3.7 million. At this point, the library has received approximately 62% of the anticipated revenue for the year. Expenditures as of December 31 totaled just over \$3.2 million. As of December 31, the Other funds reflect the interest activity and the transfer from the General Fund into the Capital Improvement Fund.

Laura Williams moved, with a second from Kathy Baker, to approve the November and December 2023 expenditures as presented.

Motion approved 5 – 0

REPORTS & RECOMMENDATIONS

Chad Osborn presented the downtown lighting upgrade estimate of \$50,000.

Salli Baltutat moved, with a second from Judith Williamson, to approve the downtown lighting upgrade.

Motion approved 5 – 0

REPORTS & RECOMMENDATIONS

April Dillinger presented the FY 23/24 second quarter statistics. Materials circulation, foot traffic, program attendance, and public computer usage increased. April also reported on high impact programs and services.

Matt Willis gave a Director's Report, which involved the hiring of Library Design Consultants to develop various components of a multiyear renovation plan. Laura Williams recommended collecting input from library users during the planning phase for floorplan layout and functional design.

Matt Willis presented an adult programming update. Creative Space programming experienced a consistent turnout of participants throughout the holiday season. In November, Ross Richardson led a Michigan Mysteries program. The book *Buttermilk Graffiti* by Edward Lee was chosen for the year's Battle Creek Reads. The author visit will be April 18 at the Kool Family Community Center.

Tynisha Dungey provided a Youth Services programming update. Meet Santa and His Reindeer brought huge crowds downtown and there were activities on every floor of the library.

OTHER BUSINESS

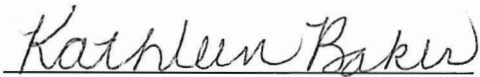
None.

COMMENTS

Salli Baltutat expressed gratitude for the Winter Breakfast and Kathy Baker shared her appreciation for staff being so resourceful and helpful with any question presented to them.

ADJOURNED

The meeting adjourned at 5:22 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

January 2024

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	3,407,178	68.22%	1,587,014	3,068,013
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	31,346	62.69%	18,654	34,778
Local Contributions & Contracts	195,000	140,857	72.23%	54,143	50,758
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
TOTAL	6,080,533	4,104,084	67.50%	1,976,449	3,752,058

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,441,573	3,668,670	56.95%	2,772,903	3,439,664

REVENUE OVER EXPENDITURES 435,414

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

January 2024

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	271,592	150,399	55.38%	121,193	141,129
Program Svs-Av, Books & Periodicals	989,150	513,956	51.96%	475,194	484,972
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,696,200	2,198,219	59.47%	1,497,981	2,140,636
Office Supplies	50,500	24,301	48.12%	26,199	21,232
Repairs & Maintenance Supplies	38,000	21,895	57.62%	16,105	18,629
Purchased Services	692,500	356,984	51.55%	335,516	346,186
Communications	117,000	49,815	42.58%	67,185	55,119
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	48,916	38.22%	79,084	49,139
Repairs & Maintenance Services	234,650	160,919	68.58%	73,731	141,855
Other Expenses (SBIT's)	80,713	0	0.00%	80,713	0
Transfers to Capital Projects	100,000	100,000	100.00%	0	0
TOTAL	6,441,573	3,668,670	56.95%	2,772,903	3,439,664

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JANUARY 2024

GENERAL FUND DISBURSEMENTS

Expenditures by check	197,364.03
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,555.71
FICA & Federal withholding tax	37,734.63
State withholding tax	5,620.40
Battle Creek City withholding tax	1,113.04
MERS Retirement System	24,264.65
MERS Pension Funding	0.00
MPERS Retirement System	2,846.72
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	3,440.66
MERS (Employee 457)	3,103.20
Friend of the Court	355.60
5th/3rd BANK (credit card)	3,309.49
Health Equity Employer Serv.	1,257.60
MESSA	53,540.88
Unum Life Insurance	572.16
Total Disbursements	450,178.77

**WILLARD PUBLIC LIBRARY CHECKS
JANUARY 2024**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
054267	1/2/2024	MISC STAFF REIMBURSEMENT	\$1.50
054268	1/2/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054269	1/2/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054270	1/2/2024	KYLE TOMCZYK	\$80.00
054271	1/3/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,725.00
054272	1/10/2024	ALLEGRA PRNT & IMAGING INC.	\$666.58
054273	1/10/2024	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
054274	1/10/2024	BATTERIES PLUS #388	\$173.90
054275	1/10/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054276	1/10/2024	CONSUMERS ENERGY INC	\$2,225.79
054277	1/10/2024	CINTAS CORPORATION NO. 2	\$389.49
054278	1/10/2024	DEMCO SOFTWARE INC	\$562.70
054279	1/10/2024	D. L. GALLIVAN LLC	\$512.65
054280	1/10/2024	4IMPRINT INC	\$2,295.72
054281	1/10/2024	GREENSCAPE SERVICES INC	\$300.00
054282	1/10/2024	FUEL MANAGMENT SYSTEM INC	\$63.50
054283	1/10/2024	HI-TECH INTEGRATED TECHNOLOGIES	\$577.00
054284	1/10/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,200.00
054285	1/10/2024	HORIZON DATASYS CORPORATION	\$990.00
054286	1/10/2024	MICHIGAN LIBRARY ASSOCIATION	\$85.00
054287	1/10/2024	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,081.00
054288	1/10/2024	MICHIGAN SCIENCE CENTER	\$264.85
054289	1/10/2024	BRIAN L MORTIMORE DBA MORTIMORE CONSULTING LLC	\$2,012.50
054290	1/10/2024	MISC BANK TRANSFER	\$2,500.00
054291	1/10/2024	OVERDRIVE INC	\$17,578.20
054292	1/10/2024	PITNEY BOWES INC.	\$265.58
054293	1/10/2024	ROSE PEST SOLUTIONS INC	\$60.00
054294	1/10/2024	SCHOOL SPECIALTY INC	\$978.60
054295	1/10/2024	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$268.00
054296	1/10/2024	SCENE MAGAZINE WW THAYNE ADVERTISING CONSULTANTS INC	\$575.00
054297	1/10/2024	SHOUTBOMB LLC	\$804.00

Check Number	Check Date	Vendor Name	Check Amount
054298	1/10/2024	T-MOBILE USA INC	\$76.13
054299	1/10/2024	UNIFIRST FIRST AID CORP UNIFIRST FIRST AID AND SAFETY	\$281.86
054300	1/10/2024	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
054301	1/10/2024	WORLD BOOK SCH & LIB WORLD BOOK INC	\$1,199.00
054302	1/10/2024	BOOKPAGE PROMOTION INC	\$5,160.00
054303	1/16/2024	ALLEGRA PRNT & IMAGING INC.	\$353.37
054304	1/16/2024	SEMCO ENERGY INC	\$556.77
054305	1/16/2024	CITY OF BATTLE CREEK CITY TREASURER	\$309.09
054306	1/16/2024	DEMCO INC	\$1,659.26
054307	1/16/2024	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$34.77
054308	1/16/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,300.00
054309	1/16/2024	INST. OF CONTINUING LEGAL EDUCATION	\$128.50
054310	1/16/2024	JULIE NILA JACKSON	\$100.00
054311	1/16/2024	KNIGHTWATCH INC	\$363.00
054312	1/16/2024	STATE OF MICHIGAN	\$120.00
054313	1/16/2024	MODERNISTIC II, LLC	\$4,436.48
054314	1/16/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054315	1/16/2024	PRECISION PRINTER SERVICE INC	\$404.90
054316	1/16/2024	ROSE PEST SOLUTIONS INC	\$53.00
054317	1/16/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054318	1/16/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054319	1/16/2024	EVERBANK, N. A.	\$508.16
054320	1/16/2024	WELLS FARGO FINANCIAL LEASING INC	\$165.00
054321	1/22/2024	ALLEGRA PRNT & IMAGING INC.	\$328.60
054322	1/22/2024	JEREMY ALLISON	\$200.00
054323	1/22/2024	SEMCO ENERGY INC	\$305.45
054324	1/22/2024	DEMCO INC	\$50.91
054325	1/22/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,600.00
054326	1/22/2024	JULIE NILA JACKSON	\$100.00
054327	1/22/2024	MEDLER ELECTRIC COMPANY	\$371.76
054328	1/22/2024	MODERNISTIC II, LLC	\$1,442.24
054329	1/22/2024	MISC BANK TRANSFER	\$5.00
054330	1/22/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054331	1/22/2024	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$329.15
054332	1/22/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$45.58
054333	1/22/2024	SWEeper DEPOT	\$149.00
054334	1/22/2024	TRANE COMPANY INC	\$2,498.00

Check Number	Check Date	Vendor Name	Check Amount
054335	1/29/2024	ATMIRE NV <i>DSpace Server Cloud Migration</i>	\$10,927.33
054336	1/29/2024	CONSUMERS ENERGY INC	\$2,095.03
054337	1/29/2024	DEMCO INC	\$83.40
054338	1/29/2024	DEMAAGD INC	\$1,212.32
054339	1/29/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,000.00
054340	1/29/2024	JULIE NILA JACKSON	\$100.00
054341	1/29/2024	MERIT NETWORK INC DEPT. #771746	\$2,000.00
054342	1/29/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054343	1/29/2024	PBC GURU LLC	\$3,500.00
054344	1/29/2024	EMILY POWELL	\$195.00
054345	1/29/2024	ROSE PEST SOLUTIONS INC	\$725.00
054346	1/29/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054347	1/29/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054348	1/29/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$51.42
054349	1/29/2024	SCENE MAGAZINE WW THAYNE ADVERTISING CONSULTANTS INC	\$475.00
054350	1/29/2024	DEX YP INC SUPERMEDIA LLC	\$24.00
054351	1/29/2024	CHLOE VALDARY DBA THEORY OF ENCHANTMENT	\$2,500.00
A04367	1/2/2024	BRODART COMPANY INC	\$1,032.85
A04368	1/2/2024	BLACKSTONE AUDIO BOOKS INC	\$408.60
A04369	1/2/2024	GALE/CENGAGE LEARNING INC	\$465.56
A04370	1/2/2024	INGRAM LIBRARY SERVICE INC	\$946.36
A04371	1/2/2024	MIDWEST TAPE INC.	\$1,747.29
A04372	1/10/2024	BRODART COMPANY INC	\$994.65
A04373	1/10/2024	BK TEACHOUT INVESTIGATIONS INC	\$12,034.92
A04374	1/10/2024	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04375	1/10/2024	DASTON CORPORATION	\$479.12
A04376	1/10/2024	INGRAM LIBRARY SERVICE INC	\$11,655.55
A04377	1/10/2024	MIDWEST TAPE INC.	\$13,344.39
A04378	1/10/2024	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$157.15
A04379	1/16/2024	BRODART COMPANY INC	\$844.36
A04380	1/16/2024	BLACKSTONE AUDIO BOOKS INC	\$127.60
A04381	1/16/2024	BATTLE CREEK PUBLIC SCHOOL	\$5,645.21
A04382	1/16/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,795.08
A04383	1/16/2024	BASIC	\$1,690.67
A04384	1/16/2024	GALE/CENGAGE LEARNING INC	\$56.23
A04385	1/16/2024	INGRAM LIBRARY SERVICE INC	\$2,296.22
A04386	1/16/2024	MIDWEST TAPE INC.	\$1,890.78

Check Number	Check Date	Vendor Name	Check Amount
A04387	1/22/2024	BRODART COMPANY INC	\$901.20
A04388	1/22/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,636.38
A04389	1/22/2024	BRILLIANCE AUDIO INC	\$78.00
A04390	1/22/2024	PLAYAWAY PRODUCTS LLC	\$674.91
A04391	1/22/2024	INGRAM LIBRARY SERVICE INC	\$5,285.65
A04392	1/22/2024	MIDWEST TAPE INC.	\$1,092.65
A04393	1/22/2024	UNIQUE INTEGRATED COMMUNICATIONS INC	\$558.90
A04394	1/29/2024	BRODART COMPANY INC	\$1,083.90
A04395	1/29/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,708.38
A04396	1/29/2024	GALE/CENGAGE LEARNING INC	\$76.47
A04397	1/29/2024	INGRAM LIBRARY SERVICE INC	\$18,607.85
A04398	1/29/2024	KSS ENTERPRISES INC	\$4,382.12
A04399	1/29/2024	MIDWEST TAPE INC.	\$2,582.10
			Grand Totals \$197,364.03

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

February 2024

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	4,994,192	4,530,496	90.72%	463,696	3,391,214
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	579,341	498,047	85.97%	81,294	487,548
Penal Fines	110,000	50,794	46.18%	59,206	24,594
Fees and Book Fines	50,000	36,327	72.65%	13,673	40,080
Local Contributions & Contracts	195,000	171,807	88.11%	23,193	56,438
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
TOTAL	6,080,533	5,287,470	86.96%	793,063	4,086,241

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,441,573	4,082,590	63.38%	2,358,983	3,854,484

REVENUE OVER EXPENDITURES

1,204,880

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

February 2024

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	271,592	167,055	61.51%	104,537	156,709
Program Svs-Av, Books & Periodicals	989,150	557,995	56.41%	431,155	555,417
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,696,200	2,453,651	66.38%	1,242,549	2,397,727
Office Supplies	50,500	28,416	56.27%	22,084	24,951
Repairs & Maintenance Supplies	38,000	29,986	78.91%	8,014	22,755
Purchased Services	692,500	411,005	59.35%	281,495	382,263
Communications	117,000	57,402	49.06%	59,598	66,231
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	58,962	46.06%	69,038	59,778
Repairs & Maintenance Services	234,650	174,850	74.52%	59,800	147,887
Other Expenses (SBIT's)	80,713	0	0.00%	80,713	0
Transfers to Capital Projects	100,000	100,000	100.00%	0	0
TOTAL	6,441,573	4,082,590	63.38%	2,358,983	3,854,484

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS FEBRUARY 2024

GENERAL FUND DISBURSEMENTS

Expenditures by check	395,252.00
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	120,058.39
FICA & Federal withholding tax	38,698.38
State withholding tax	6,088.67
Battle Creek City withholding tax	1,169.37
MERS Retirement System	24,790.94
MERS Pension Funding	0.00
MPSERS Retirement System	2,960.20
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	4,180.24
MERS (Employee 457)	3,103.20
Friend of the Court	355.60
5th/3rd BANK (credit card)	12,413.06
Health Equity Employer Serv.	1,257.70
MESSA	50,964.63
Unum Life Insurance	572.16
Total Disbursements	661,964.54

**WILLARD PUBLIC LIBRARY CHECKS
FEBRUARY 2024**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
054352	2/5/2024	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
054353	2/5/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054354	2/5/2024	CALHOUN COUNTY TREASURER	\$702.25
054355	2/5/2024	KELLEY CLIMIE	\$40.00
054356	2/5/2024	DEMCO INC	\$85.38
054357	2/5/2024	JEANETTE ELLIOTT	\$1,000.00
054358	2/5/2024	FUN EXPRESS LLC	\$1,008.02
054359	2/5/2024	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
054360	2/5/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,625.00
054361	2/5/2024	JULIE NILA JACKSON	\$100.00
054362	2/5/2024	MIX HARDWARE	\$75.70
054363	2/5/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054364	2/5/2024	ROSE PEST SOLUTIONS INC	\$53.00
054365	2/5/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$909.20
054366	2/5/2024	SBS MI 2021 LLC DBA SPAREBOX STORAGE	\$273.00
054367	2/5/2024	KYLE TOMCZYK	\$40.00
054368	2/5/2024	MICHELLE L. WARREN	\$75.00
054369	2/6/2024	SOLUTIONS PLUS INC DBA VECTOR TECH GROUP LLC	\$2,355.00
054370	2/6/2024	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$5,000.00
054371	2/12/2024	ALLEGRA PRNT & IMAGING INC.	\$129.42
054372	2/12/2024	SEMCO ENERGY INC	\$696.07
054373	2/12/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054374	2/12/2024	CITY OF BATTLE CREEK CITY TREASURER	\$309.09
054375	2/12/2024	CEREAL CITY BASEBALL LLC DBA BATTLE CREEK BATTLE JACKS	\$3,950.00
054376	2/12/2024	CINTAS CORPORATION NO. 2	\$445.35
054377	2/12/2024	FUN EXPRESS LLC	\$393.90
054378	2/12/2024	FLYERS ENERGY LLC	\$61.65
054379	2/12/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$6,425.00
054380	2/12/2024	JULIE NILA JACKSON	\$100.00
054381	2/12/2024	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,082.00
054382	2/12/2024	BRIAN L MORTIMORE DBA MORTIMORE CONSULTING LLC	\$2,406.25

Check Number	Check Date	Vendor Name	Check Amount
054383	2/12/2024	THE MITTEN WORD BOOKSHOP LLC DBA NEW STORY COMMUNITY BOOKS	\$1,196.00
054384	2/12/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054385	2/12/2024	PRECISION PRINTER SERVICE INC	\$164.95
054386	2/12/2024	KAREN PACELLA DBA CIAO BELLA CHOCOLAT	\$250.00
054387	2/12/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054388	2/12/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054389	2/12/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$109.69
054390	2/12/2024	T-MOBILE USA INC	\$55.00
054391	2/12/2024	WORTHINGTON DIRECT HOLDINGS LLC	\$4,206.27
054392	2/12/2024	WELLS FARGO FINANCIAL LEASING INC	\$185.31
054393	2/12/2024	MICHELLE L. WARREN	\$75.00
054394	2/20/2024	APPLE BOOKS	\$1,320.35
054395	2/20/2024	SEMCO ENERGY INC	\$421.68
054396	2/20/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054397	2/20/2024	CALHOUN COUNTY TREASURER	\$1,155.57
054398	2/20/2024	KELLEY CLIMIE	\$40.00
054399	2/20/2024	EBSICO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$1,975.70
054400	2/20/2024	ENCOURAGE BC	\$170.00
054401	2/20/2024	FLYERS ENERGY LLC	\$64.42
054402	2/20/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,300.00
054403	2/20/2024	JULIE NILA JACKSON	\$100.00
054404	2/20/2024	J & L ELECTRIC OF BATTLE CREEK INC <i>LED Lighting</i>	\$11,265.64
054405	2/20/2024	LESTER EARL JOHNSON	\$300.00
054406	2/20/2024	MEDLER ELECTRIC COMPANY	\$320.76
054407	2/20/2024	MISC BANK TRANSFER <i>to Huntington Bank</i>	\$250,000.00
054408	2/20/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054409	2/20/2024	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
054410	2/20/2024	EVERBANK, N. A.	\$508.16
054411	2/20/2024	KYLE TOMCZYK	\$40.00
054412	2/20/2024	US POSTAL SERVICE CMRS-PBP	\$5,000.00
054413	2/20/2024	DEX YP INC SUPERMEDIA LLC	\$19.26
054414	2/20/2024	MICHELLE L. WARREN	\$75.00
054415	2/26/2024	BAYSCAN TECHNOLOGIES	\$1,425.00
054416	2/26/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054417	2/26/2024	CALHOUN COUNTY TREASURER	\$177.90
054418	2/26/2024	CONSUMERS ENERGY INC	\$2,142.02
054419	2/26/2024	GREENHAVEN PUBLISHING	\$156.60

Check Number	Check Date	Vendor Name	Check Amount
054420	2/26/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
054421	2/26/2024	JULIE NILA JACKSON	\$100.00
054422	2/26/2024	KNIGHTWATCH INC	\$2,133.05
054423	2/26/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054424	2/26/2024	ROSE PEST SOLUTIONS INC	\$60.00
054425	2/26/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054426	2/26/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054427	2/26/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$101.25
054428	2/26/2024	SWEEPER DEPOT	\$75.00
054429	2/26/2024	TRIPLE R ENTERPRISES INC. DBA TRIPLE R CONSULTANTS <i>USF Consult</i>	\$3,600.00
054430	2/26/2024	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
A04400	2/5/2024	BRODART COMPANY INC	\$37.00
A04401	2/5/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,750.38
A04402	2/5/2024	INGRAM LIBRARY SERVICE INC	\$4,248.24
A04403	2/5/2024	MIDWEST TAPE INC.	\$10,532.47
A04404	2/5/2024	UNIQUE INTEGRATED COMMUNICATIONS INC	\$203.72
A04405	2/5/2024	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$194.24
A04406	2/12/2024	BRODART COMPANY INC	\$932.83
A04407	2/12/2024	BATTLE CREEK PUBLIC SCHOOL	\$6,282.45
A04408	2/12/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,691.82
A04409	2/12/2024	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04410	2/12/2024	DASTON CORPORATION	\$486.72
A04411	2/12/2024	INGRAM LIBRARY SERVICE INC	\$496.70
A04412	2/12/2024	KSS ENTERPRISES INC	\$6,734.45
A04413	2/12/2024	MIDWEST TAPE INC.	\$334.83
A04414	2/12/2024	UNIQUE INTEGRATED COMMUNICATIONS INC	\$612.95
A04415	2/20/2024	BRODART COMPANY INC	\$448.53
A04416	2/20/2024	BLACKSTONE AUDIO BOOKS INC	\$1,149.96
A04417	2/20/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,708.38
A04418	2/20/2024	BASIC	\$165.77
A04419	2/20/2024	INGRAM LIBRARY SERVICE INC	\$4,847.83
A04420	2/20/2024	MIDWEST TAPE INC.	\$1,521.67
A04421	2/26/2024	BRODART COMPANY INC	\$202.96
A04422	2/26/2024	BLACKSTONE AUDIO BOOKS INC	\$608.84
A04423	2/26/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,702.38
A04424	2/26/2024	GALE/CENGAGE LEARNING INC	\$679.22
A04425	2/26/2024	INGRAM LIBRARY SERVICE INC	\$7,929.93

Check Number	Check Date	Vendor Name	Check Amount
A04426	2/26/2024	MIDWEST TAPE INC.	\$1,501.84
			Grand Totals \$395,252.00

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

WILLARD PUBLIC LIBRARY 2023/2024 at 2.0 Mills			
	July 2023 Original	November 2023 Amendment	March 2024 Proposed Amendment
REVENUE & TRANSFERS			
Taxes	\$4,994,192	\$4,994,192	\$5,000,692
State Sources	\$463,302	\$579,341	\$586,339
Penal Fines	\$110,000	\$110,000	\$110,000
Fees and Book Fines	\$50,000	\$50,000	\$50,000
Casino PILT Disbursement	\$150,000	\$150,000	\$150,000
Local Contributions, Contracts, & Other	\$60,000	\$195,000	\$241,000
Grant Revenue	\$2,000	\$2,000	\$2,000
Transfers into General Fund from Kellogg SRF	\$0	\$0	\$0
Transfers into General Fund from Owen Endowment	\$0	\$0	\$0
Transfers into General Fund from Capital Improvements	\$0	\$0	\$0
Total Revenue	\$5,829,494	\$6,080,533	\$6,140,031
EXPENDITURES & TRANSFERS			
Other Expenditures-SBITA's	\$0	\$80,713	\$80,713
Capital Expenditures	\$129,784	\$271,592	\$298,592
Program Services: Media, Books & Periodicals	\$990,650	\$989,150	\$989,150
Program Services: Grants	\$15,500	\$15,500	\$15,500
Personnel*	\$3,596,200	\$3,696,200	\$3,663,200
Office Supplies	\$50,500	\$50,500	\$50,500
Repairs & Maintenance Supplies	\$38,000	\$38,000	\$43,000
Purchased Services	\$692,500	\$692,500	\$718,500
Communications	\$79,000	\$117,000	\$117,000
Insurance	\$27,768	\$27,768	\$27,768
Public Utilities	\$128,000	\$128,000	\$128,000
Repairs & Maintenance Services	\$203,885	\$234,650	\$303,635
Transfers from General Fund into Capital Improvements	\$0	\$100,000	\$100,000
Total Expenditures	\$5,951,787	\$6,441,573	\$6,535,558
<i>*Includes staff increases per contract.</i>			
Revenue over Expenditures (+/-)	(\$122,293)	(\$361,040)	(\$395,527)
Fund Balance: Beginning Year	\$3,582,244	\$3,999,402	\$3,999,402
Fund Balance: Year End	\$3,459,951	\$3,638,362	\$3,603,875
Breakdown: Estimated Fund Balance			
Sick Payable Reserve	\$204,000	\$204,000	\$204,000
Cash Flow Fund	\$892,768	\$966,236	\$980,334
Unrestricted Fund	\$2,363,183	\$2,468,126	\$2,419,541
Total	\$3,459,951	\$3,638,362	\$3,603,875

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

	Amendment November 2023	Amendment March 2024	Changes
Revenue	\$ 6,080,533	\$ 6,140,031	\$ 59,498
Expenditure	\$ 6,441,573	\$ 6,535,558	\$ (93,985)
Total Revenue/Expenditures	\$ (361,040)	\$ (395,527)	\$ (34,487)

Fund Balance July 1, 2023	\$ 3,999,402
Fund Balance June 30, 2024 (estimated)	\$ 3,603,875

REVENUE CHANGES			
Increases:		Decreases:	
*Property Taxes	\$ 6,500		
*State Aid	\$ 6,998		
*Local Contributions	\$ 46,000		
Total Revenue Changes		\$ 59,498	

EXPENDITURE CHANGES			
Increases:		Decreases:	
*Capital Expenditures	\$ (27,000)	*Supporting Services: Personnel	\$ 33,000
*Repair & Maintenance Supplies	\$ (5,000)		
*Purchased Services	\$ (26,000)		
*Repair & Maintenance Services	\$ (68,985)		
Total Expenditure Changes		\$ (93,985)	



Battle Creek Community Foundation

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

Quarterly Report - Willard Library Fund - Master October 01, 2023 - December 31, 2023

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 October 01, 2023 - December 31, 2023 is enclosed.

Investment Performance and Oversight

The Battle Creek Community Foundation portfolio returned 9.52%* compared to a market benchmark of 9.75% for the quarter ended December 31, 2023. Total Fiscal YTD returns from April 1, 2023 – December 31, 2023, are 10.16%. 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.*

IRA Charitable Distribution Limit Increase

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Elizabeth Schultheiss, VP of Fund Administration & Development
elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Master

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

	Current Period October 01, 2023 - December 31, 2023	Year To Date April 01, 2023 - December 31, 2023
Beginning Fund Balance	\$844,099.19	\$878,674.45
ADDITIONS:		
Investment Earnings	76,315.34	83,401.61
Total Additions	76,315.34	83,401.61
DISTRIBUTIONS:		
Administrative Fees	2,105.45	6,341.43
Bank & Merchant Service Fees	4.94	10.49
Grants Awarded	0.00	37,420.00
Total Distributions	2,110.39	43,771.92
Ending Fund Balance	\$918,304.14	\$918,304.14
Accumulated Gifts & Contributions to Principal		805,166.04
Accumulated Earnings less Expenditures		113,138.10
Accumulated Spendable		0.00
Ending Fund Balance		\$918,304.14

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Master

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

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

Quarterly Report - Willard Library Fund - Organizational October 01, 2023 - December 31, 2023

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Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Organizational
For the Period October 01, 2023 - December 31, 2023
Generated on: 01/25/2024

	Current Period October 01, 2023 - December 31, 2023	Year To Date April 01, 2023 - December 31, 2023
Beginning Fund Balance	\$3,047.21	\$3,168.14
ADDITIONS:		
Investment Earnings	275.47	300.87
Total Additions	275.47	300.87
DISTRIBUTIONS:		
Administrative Fees	8.12	24.43
Bank & Merchant Service Fees	0.02	0.04
Grants Awarded	0.00	130.00
Total Distributions	8.14	154.47
Ending Fund Balance	\$3,314.54	\$3,314.54
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		(8,640.46)
Accumulated Spendable		0.00
Ending Fund Balance		\$3,314.54

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Organizational
For the Period October 01, 2023 - December 31, 2023
Generated on: 01/25/2024

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

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

Quarterly Report - Willard Library Fund - Third Party October 01, 2023 - December 31, 2023

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elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library Fund - Third Party
For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

	Current Period October 01, 2023 - December 31, 2023	Year To Date April 01, 2023 - December 31, 2023
Beginning Fund Balance	\$841,051.98	\$875,506.31
ADDITIONS:		
Investment Earnings	76,039.87	83,100.74
Total Additions	76,039.87	83,100.74
DISTRIBUTIONS:		
Administrative Fees	2,097.33	6,317.00
Bank & Merchant Service Fees	4.92	10.45
Grants Awarded	0.00	37,290.00
Total Distributions	2,102.25	43,617.45
Ending Fund Balance	\$914,989.60	\$914,989.60
Accumulated Gifts & Contributions to Principal		793,211.04
Accumulated Earnings less Expenditures		121,778.56
Accumulated Spendable		0.00
Ending Fund Balance		\$914,989.60

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library Fund - Third Party
For the Period October 01, 2023 - December 31, 2023
Generated on: 01/25/2024

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

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

Quarterly Report - Willard Library/Campbell Fund October 01, 2023 - December 31, 2023

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Battle Creek Community Foundation
Fund Statement

Willard Library/Campbell Fund

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

	Current Period October 01, 2023 - December 31, 2023	Year To Date April 01, 2023 - December 31, 2023
Beginning Fund Balance	\$50,133.81	\$51,850.12
ADDITIONS:		
Gifts and Grants Received	0.00	203.09
Investment Earnings	4,535.65	4,949.79
Total Additions	4,535.65	5,152.88
DISTRIBUTIONS:		
Administrative Fees	68.03	204.75
Bank & Merchant Service Fees	0.29	7.11
Grants Awarded	0.00	2,190.00
Total Distributions	68.32	2,401.86
Ending Fund Balance	\$54,601.14	\$54,601.14
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		12,657.36
Accumulated Spendable		0.00
Ending Fund Balance		\$54,601.14

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Campbell Fund

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

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

Quarterly Report - Willard Library/Denman Fund October 01, 2023 - December 31, 2023

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elizabeth@bccfoundation.org or 269.962.2181 x 140



Battle Creek Community Foundation
Fund Statement

Willard Library/Denman Fund

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

	Current Period October 01, 2023 - December 31, 2023	Year To Date April 01, 2023 - December 31, 2023
Beginning Fund Balance	\$92,997.65	\$96,560.08
ADDITIONS:		
Investment Earnings	8,413.56	9,186.30
Total Additions	8,413.56	9,186.30
DISTRIBUTIONS:		
Administrative Fees	126.62	381.18
Bank & Merchant Service Fees	0.54	1.15
Grants Awarded	0.00	4,080.00
Total Distributions	127.16	4,462.33
Ending Fund Balance	\$101,284.05	\$101,284.05
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		30,486.58
Accumulated Spendable		0.00
Ending Fund Balance		\$101,284.05

This statement is preliminary and unaudited.



Battle Creek Community Foundation
Fund Activity

Willard Library/Denman Fund

For the Period October 01, 2023 - December 31, 2023

Generated on: 01/25/2024

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



MR. MATTHEW WILLIS
WILLARD LIBRARY
7 WEST VANBUREN STREET
BATTLE CREEK, MI 49017

DEAR MATTHEW:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2022 EXEMPT ORGANIZATION RETURN,
AS FOLLOWS...

2022 FORM 990

INSTRUCTIONS FOR FILING THE ABOVE FORM ARE FURNISHED FOR EASY REFERENCE. YOUR
COPY SHOULD BE RETAINED FOR YOUR FILES.

FOR ANY FORM IN THIS PACKAGE THAT REQUIRES MAILING, WE RECOMMEND THAT YOU USE
CERTIFIED MAIL WITH POSTMARKED RECEIPTS FOR PROOF OF TIMELY FILING.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF
YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

VERY TRULY YOURS,

PLANTE & MORAN, PLLC

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2023

PREPARED FOR:

MR. MATTHEW WILLIS
WILLARD LIBRARY
7 WEST VANBUREN STREET
BATTLE CREEK, MI 49017

PREPARED BY:

PLANTE & MORAN, PLLC
750 TRADE CENTRE WAY, STE. 300
PORTAGE, MI 49002

AMOUNT DUE OR REFUND:

NOT APPLICABLE

MAKE CHECK PAYABLE TO:

NOT APPLICABLE

MAIL TAX RETURN AND CHECK (IF APPLICABLE) TO:

NOT APPLICABLE

RETURN MUST BE MAILED ON OR BEFORE:

NOT APPLICABLE

SPECIAL INSTRUCTIONS:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-TE TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS. RETURN FORM 8879-TE TO US BY MAY 15, 2024.

AN ADDITIONAL COPY HAS BEEN PROVIDED TO FILE WITH THE STATE ATTORNEY GENERAL OFFICE. PLEASE SIGN, DATE AND FORWARD USING ONE OF THE METHODS LISTED ON THE ATTORNEY GENERAL COPY COVER LETTER.

IRS e-file Signature Authorization for a Tax Exempt Entity

Form 8879-TE

For calendar year 2022, or fiscal year beginning JUL 1, 2022, and ending JUN 30, 2023

2022

Department of the Treasury Internal Revenue Service

Do not send to the IRS. Keep for your records. Go to www.irs.gov/Form8879TE for the latest information.

Name of filer WILLARD LIBRARY EIN or SSN 38-3211873

Name and title of officer or person subject to tax MATTHEW WILLIS DIRECTOR

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only.

Table with 3 columns: Line number (1a-10a), Description (Form 990, 990-EZ, 1120-POL, etc.), and Amount. Line 1b shows 6,034,537.

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) PLANTE & MORAN, PLLC, (EIN) 38-3211873 and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete.

PIN: check one box only

[X] I authorize PLANTE & MORAN, PLLC to enter my PIN 12345. Enter five numbers, but do not enter all zeros.

as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

38627823456

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature PLANTE & MORAN, PLLC Date 03/05/24

ERO Must Retain This Form - See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form 8879-TE (2022)

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. WILLARD LIBRARY	Taxpayer identification number (TIN) 38-3211873
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 7 WEST VANBUREN STREET	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BATTLE CREEK, MI 49017	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

KATHY DOMENICO

• The books are in the care of ▶ **7 WEST VANBUREN STREET - BATTLE CREEK, MI 49017**

Telephone No. ▶ **269-968-8166** Fax No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2024**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2022**, and ending **JUN 30, 2023**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

Return of Organization Exempt From Income Tax

Form **990**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
 Do not enter social security numbers on this form as it may be made public.
 Go to www.irs.gov/Form990 for instructions and the latest information.

2022
 Open to Public Inspection

A For the 2022 calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization WILLARD LIBRARY Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 7 WEST VANBUREN STREET City or town, state or province, country, and ZIP or foreign postal code BATTLE CREEK, MI 49017 F Name and address of principal officer: MATTHEW WILLIS SAME AS C ABOVE	D Employer identification number 38-3211873 E Telephone number (269)968-8166 G Gross receipts \$ 6,034,537. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: WILLARDLIBRARY.ORG		
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input checked="" type="checkbox"/> Other GOVER L Year of formation: 1840 M State of legal domicile: MI		

Part I Summary

	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE LIBRARY SERVICES TO RESIDENTS OF THE CITY OF BATTLE CREEK AND SURROUNDING COMMUNITIES.			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a)	3	5	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5	
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	64	
	6 Total number of volunteers (estimate if necessary)	6	10	
	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.	
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
	Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 126,578.	Current Year 18,000.
9 Program service revenue (Part VIII, line 2g)		452,771.	358,968.	
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		9,465.	26,519.	
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		5,389,615.	5,631,050.	
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		5,978,429.	6,034,537.	
Expenses		13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
		14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	3,534,116.	3,507,609.	
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.	
	b Total fundraising expenses (Part IX, column (D), line 25)	0.	0.	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,942,925.	1,967,682.	
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	5,477,041.	5,475,291.	
19 Revenue less expenses. Subtract line 18 from line 12	501,388.	559,246.		
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 5,504,980.	End of Year 5,790,581.	
	21 Total liabilities (Part X, line 26)	86,134.	107,689.	
	22 Net assets or fund balances. Subtract line 21 from line 20	5,418,846.	5,682,892.	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer MATTHEW WILLIS, DIRECTOR	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name TINA PETERS	Preparer's signature TINA PETERS	Date 03/05/24	Check if self-employed <input type="checkbox"/>	PTIN P00904574
	Firm's name PLANTE & MORAN, PLLC	Firm's EIN 38-1357951	Phone no. (269) 567-4500		
	Firm's address 750 TRADE CENTRE WAY, STE. 300 PORTAGE, MI 49002				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: A PROUD, INSPIRED BATTLE CREEK. WILLARD LIBRARY SPARKS DISCOVERY, GROWTH & CONNECTION.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code:) (Expenses \$ 3,426,988. including grants of \$) (Revenue \$ 5,990,018.) THE PROVISION OF LIBRARY SERVICES WHICH INCLUDES THE USE OF BOOKS, PERIODICALS, & AUDIOVISUAL MATERIALS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 3,426,988.

Part IV Checklist of Required Schedules

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 1 through 21, with sub-questions a-f for questions 11, 12, and 20. 'X' marks are present in the Yes/No columns for various questions.

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question number, Yes, No. Rows 22-38 covering various organizational requirements and schedules.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question number, Yes, No. Rows 1a-1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No columns. Includes questions 2a through 17 regarding employee counts, tax returns, unrelated business income, foreign accounts, prohibited transactions, and various organizational requirements.

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1b	Enter the number of voting members included on line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	X	
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	X	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		X
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done		X
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official		X
15b	Other officers or key employees of the organization		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed MI
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records
KATHY DOMENICO - 269-968-8166
7 WEST VANBUREN STREET, BATTLE CREEK, MI 49017

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MATTHEW WILLIS DIRECTOR	40.00 0.00			X			92,935.	0.	34,111.	
(2) CATHERINE LUCAS DIRECTOR - PART YEAR	40.00 0.00			X			96,651.	0.	15,647.	
(3) JAMES KEEFER PRESIDENT	1.00 0.00	X		X			0.	0.	0.	
(4) JUDITH WILLIAMSON VICE PRESIDENT	1.00 0.00	X		X			0.	0.	0.	
(5) KATHLEEN BAKER SECRETARY	1.00 0.00	X		X			0.	0.	0.	
(6) MICHELLE HERZING TREASURER	1.00 0.00	X		X			0.	0.	0.	
(7) SALLI BALUTAT TRUSTEE	1.00 0.00	X					0.	0.	0.	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							189,586.	0.	49,758.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							189,586.	0.	49,758.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ELITE COMPANIES, 211 E. WATER ST. SUITE 201, KALAMAZOO, MI 49007	CONSTRUCTION SVC.	615,804.
BK TEACHOUT INVESTIGATIONS INC. G-2348 STONEBRIDGE DR., FLINT, MI 48532	SECURITY SERVICES	134,938.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 2

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	18,000.			
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	Total. Add lines 1a-1f		18,000.			
Program Service Revenue	2 a	LIBRARY SERVICES	Business Code				
			900099	294,625.	294,625.		
	b	FEES AND FINES	900099	64,343.	64,343.		
	c						
	d						
	e						
	f	All other program service revenue					
g	Total. Add lines 2a-2f		358,968.				
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		26,519.		26,519.	
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real				
			(ii) Personal				
	6 b	Less: rental expenses					
	6 c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
	7 b	Less: cost or other basis and sales expenses					
	7 c	Gain or (loss)					
	d	Net gain or (loss)					
8 a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18						
8 b	Less: direct expenses						
c	Net income or (loss) from fundraising events						
9 a	Gross income from gaming activities. See Part IV, line 19						
9 b	Less: direct expenses						
c	Net income or (loss) from gaming activities						
10 a	Gross sales of inventory, less returns and allowances						
10 b	Less: cost of goods sold						
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a	PROPERTY TAX REVENUE	Business Code				
			900099	4,886,368.	4,886,368.		
	b	STATE AID	900099	591,341.	591,341.		
	c	PENAL FINES	900099	125,644.	125,644.		
	d	All other revenue	900099	27,697.	27,697.		
e	Total. Add lines 11a-11d		5,631,050.				
12	Total revenue. See instructions		6,034,537.	5,990,018.	0.	26,519.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	185,826.	104,063.	81,763.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,163,925.	1,211,798.	952,127.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	475,610.	266,342.	209,268.	
9 Other employee benefits	515,725.	288,806.	226,919.	
10 Payroll taxes	166,523.	93,253.	73,270.	
11 Fees for services (nonemployees):				
a Management				
b Legal	12,706.	7,115.	5,591.	
c Accounting	30,750.	17,220.	13,530.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	534,042.	299,064.	234,978.	
12 Advertising and promotion	20,137.	11,277.	8,860.	
13 Office expenses	75,417.	42,234.	33,183.	
14 Information technology	51,758.	28,984.	22,774.	
15 Royalties				
16 Occupancy	120,148.	67,283.	52,865.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings				
20 Interest	9,709.	5,437.	4,272.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	25,267.	25,267.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a BOOKS	747,163.	747,163.		
b EQUIPMENT R&M	124,844.	69,913.	54,931.	
c DEBT SERVICES	79,829.	44,704.	35,125.	
d SUPPLIES	70,673.	39,577.	31,096.	
e All other expenses	65,239.	57,488.	7,751.	
25 Total functional expenses. Add lines 1 through 24e	5,475,291.	3,426,988.	2,048,303.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,700.	1	1,700.
	2 Savings and temporary cash investments	5,114,989.	2	5,328,464.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	206,369.	4	181,830.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	181,922.	9	278,587.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	5,504,980.	16	5,790,581.	
Liabilities	17 Accounts payable and accrued expenses	75,442.	17	107,689.
	18 Grants payable		18	
	19 Deferred revenue	10,692.	19	0.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	86,134.	26	107,689.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds	5,418,846.	29	5,682,892.
	30 Paid-in or capital surplus, or land, building, or equipment fund	0.	30	0.
	31 Retained earnings, endowment, accumulated income, or other funds	0.	31	0.
	32 Total net assets or fund balances	5,418,846.	32	5,682,892.
33 Total liabilities and net assets/fund balances	5,504,980.	33	5,790,581.	

Form 990 (2022)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	6,034,537.
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,475,291.
3	Revenue less expenses. Subtract line 2 from line 1	3	559,246.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,418,846.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-295,200.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,682,892.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other SEE SCH O
If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? Yes No
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant? Yes No
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? Yes No
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? Yes No
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits

	Yes	No
2a		X
2b	X	
2c		X
3a		X
3b		

Form 990 (2022)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization WILLARD LIBRARY	Employer identification number 38-3211873
----------------------------------------------------	-----------------------------------------------------

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations _____
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	209,290.	29,966.	16,398.	126,578.	18,000.	400,232.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	4400818.	4478053.	4577769.	4675189.	4886368.	23018197.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	4610108.	4508019.	4594167.	4801767.	4904368.	23418429.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						23418429.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	4610108.	4508019.	4594167.	4801767.	4904368.	23418429.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	33,485.	25,186.	13,994.	9,465.	26,519.	108,649.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						23527078.
12 Gross receipts from related activities, etc. (see instructions)					12	10,521,522.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	99.54 %
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	99.54 %
16a 33 1/3% support test - 2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 8 Public support.

Section B. Total Support

Table with 7 columns: (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included on line 10b; 12 Other income; 13 Total support.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Percentage. Row 15: Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)) 15 %; Row 16: Public support percentage from 2021 Schedule A, Part III, line 15 16 %

Section D. Computation of Investment Income Percentage

Table with 2 columns: Line number, Percentage. Row 17: Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)) 17 %; Row 18: Investment income percentage from 2021 Schedule A, Part III, line 17 18 %

19a 33 1/3% support tests - 2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? Sub-rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). Sub-rows a, b, c. Row 2: Activities Test. Answer lines 2a and 2b below. Sub-rows a, b. Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. Sub-rows a, b.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
 All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017		
b	From 2018		
c	From 2019		
d	From 2020		
e	From 2021		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2023. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018		
b	Excess from 2019		
c	Excess from 2020		
d	Excess from 2021		
e	Excess from 2022		

Schedule A (Form 990) 2022

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the **General Rule** and a **Special Rule**. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
----------------------------------------------------	---------------------------------------------------------

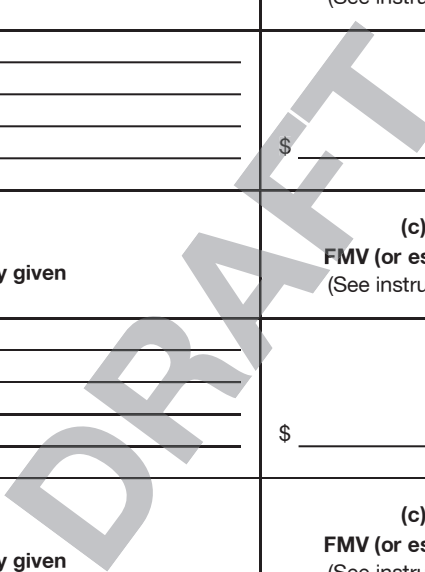
Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CATHERINE GRAHAM 3604 FULTON ST E APT 232 GRAND RAPIDS, MI 49546	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	BARNUM TRUST 7 WEST VANBUREN STREET BATTLE CREEK, MI 49017	\$ 13,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
----------------------------------------------------	---------------------------------------------------------

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____



Name of organization WILLARD LIBRARY	Employer identification number 38-3211873
------------------------------------------------	-----------------------------------------------------

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization WILLARD LIBRARY Employer identification number 38-3211873

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Revenue included on Form 990, Part VIII, line 1, Assets included in Form 990, Part X. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items., 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2022

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	1,028,535.	1,014,661.	986,539.	1,023,630.	1,056,377.
b Contributions	3,100.	8,003.	18,898.	1,005.	4,000.
c Net investment earnings, gains, and losses	9,264.	5,871.	9,224.	11,904.	12,985.
d Grants or scholarships					
e Other expenditures for facilities and programs				50,000.	49,732.
f Administrative expenses					
g End of year balance	1,040,898.	1,028,535.	1,014,661.	986,539.	1,023,630.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment 100 %
 - c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|---------------------------------------------------------------------------------------------------------------------|-----|----|
| (i) Unrelated organizations | X | |
| (ii) Related organizations | | X |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? <input type="checkbox"/> | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) 0.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	6,034,537.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	6,034,537.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	6,034,537.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	6,171,678.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	696,387.	
e	Add lines 2a through 2d		2e	696,387.
3	Subtract line 2e from line 1		3	5,475,291.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	5,475,291.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:

THE PURPOSE OF THE ENDOWMENT FUND IS TO FUND SPECIAL PROJECTS AND IMPROVEMENTS TO THE LIBRARY.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

CAPITAL EXPENDITURES 696,387.

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

WILLARD LIBRARY

Employer identification number

38-3211873

FORM 990, ITEM K, OTHER FORM OF ORGANIZATION:

GOVERNMENTAL

FORM 990, PART VI, SECTION B, LINE 11B:

THE DIRECTOR AND BUSINESS MANAGER REVIEW THE FORM 990 FOR REASONABLENESS.

A DRAFT OF THE FORM 990 IS INCLUDED IN THE BOARD PACKET FOR BOARD REVIEW
PRIOR TO FILING.

FORM 990, PART VI, SECTION C, LINE 19:

THE FORM 990, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS ARE
AVAILABLE FOR PUBLIC INSPECTION VIA THE WILLARD LIBRARY WEBSITE. FORM 1023
IS AVAILABLE UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

CAPITAL EXPENDITURES	-696,387.
SUBSCRIPTIONS	401,187.
TOTAL TO FORM 990, PART XI, LINE 9	-295,200.

PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PREVIOUS YEAR.

FORM 990, PART XII, LINE 1, OTHER ACCOUNTING METHOD:

MODIFIED ACCRUAL

Proposed Updates to the Willard Library Board of Trustees Policy Manual

Entire Document - Gender Neutral

- Every instance of “his or her” changed to “their”
- Every instance of “he or she” changed to “they”

Section I - Mission and Vision Statements

- Replaced Mission with Purpose Statement and add Values

Section IV, Policy “O” - Progressive Discipline

- Updated the Progressive Discipline Policy
 - Added HR Benefits Team to first step
 - Reduced steps from four to three

I. Our Purpose, Mission and Vision, and Values Statements

Our Purpose: Willard Library sparks discovery, growth, and connection.

Discover. Grow. Connect.

~~Mission: We create a community of readers and a world of possibilities.~~

Our Vision: A proud, inspired Battle Creek.

Our Values:

Opportunity – We defend intellectual freedom and equitable access.

Curiosity – We inspire exploration and creativity.

Compassion – We treat everyone with kindness and respect.

Community – We foster inclusiveness and belonging.

Stewardship – We skillfully manage community resources.

II. Introduction

This manual provides information about the structure and responsibilities of the Board, basic policies, regulations, and agreements pertinent to the overall functioning of Willard Library as developed and approved by the Board of Trustees.

III. Library Board of Trustees

A. Board Origin

Willard Library was organized as a District Library on March 1, 1994. The School Boards of Battle Creek, Harper Creek, Lakeview, and Pennfield chose to appoint a Board of five trustees for the management and control of the Library.

B. Board Authority

The Board's organization must conform to State District Library laws. The Board's functions and services comply with the regulation/standards promulgated by the State Library Board. The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties,

one of four ways:

1. Periodic public sale, with notice published in local paper or papers and advertised elsewhere, if appropriate.
2. Sale to other libraries or companies for the best price that can be obtained.
3. Donation to Goodwill Industries or another appropriate agency if the item cannot be sold.
4. Recycle or dispose of an item no longer has a useful life, cannot be sold, and donations have not been unsuccessful.

N. Policy Regarding Equal Employment Opportunity

It is the policy of Willard Library to hire and utilize well-qualified personnel to perform the many tasks necessary to the operation of the library.

It is further the policy of Willard Library that there shall be equal employment opportunities for all applicants and employees without regard to race, color, religion, national origin, sex (including pregnancy, sexual orientation, or gender identity), age, disability, genetic information (including family medical history), or other protected categories under applicable state and federal laws.

This policy applies to hiring, conditions, and privileges of employment, compensation, training, transfer, upgrading and promotion, and termination of employment.

It is the personal responsibility and a requirement of the job of each management employee to provide equal opportunity for all employees in the work group with regard to work assignments, training, transfers, advancements, and other conditions and privileges of employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status protected categories under applicable state and federal laws.

O. Policy Regarding Progressive Discipline

It is the policy of Willard Library that all employees are expected to comply with the Library's standards of performance and behavior and that any noncompliance with these standards must be remedied.

Under normal circumstances, the Library endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. Disciplinary action may be required under the following circumstances:

1. Abuse of sick leave or other leaves;

2. Consistent tardiness;
3. Deficiencies in performance;
4. Violation of terms of employment;
5. Unauthorized absence from work;
6. Insubordination;
7. Breaches of acceptable conduct.
8. Violation of any Library policy.

The normal application of progressive discipline should be:

1. If an employee is not meeting Library standards of performance or behavior following ~~training and~~ coaching **by the employee's supervisor and/or a member of the HR Benefits Team**, the employee's supervisor **and/or a member of the HR Benefits Team** should take the following action:
 - a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
 - b. Inform the employee of the nature of the problem and the action necessary to correct it;
 - c. Prepare a memorandum stating possible solutions to remedy the problem and consequences of continued lack of improvement. The written statement will be provided to the employee for signature and placed in the employee's personnel file.
2. If there is a second occurrence, the Director ~~will~~ **may take any or all of** the following actions:
 - a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
 - b. Prepare a written reprimand describing the first and second incidents and summarizing the action taken;
 - c. Issue the written reprimand to the employee. The reprimand will be provided to the employee for signature and placed in the employee's personnel file.
 - d. Suspend the employee without pay for ~~two working days~~ **a set period of time or take other disciplinary measures.**
- ~~3. If there is a third occurrence, the Director will take the following action:~~
 - ~~a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;~~
 - ~~b. Prepare a written reprimand describing the first, second, and third incidents and summarizing the action taken. A copy of the report will be part of the employee's personnel file;~~
 - ~~e. Issue a written reprimand to the employee;~~

- d. ~~Prepare a reprimand describing the occurrence and summarizing the action taken and its justification. The reprimand will be provided to the employee for signature and placed in the employee's personnel file.~~
- e. ~~Suspend the employee without pay for five working days.~~
- 4. ~~3.~~ If there are additional occurrences, the Director ~~will~~ **may** take **any or all of** the following actions:
 - a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
 - b. Prepare a reprimand describing the occurrence and summarizing the action taken. The report will be provided to the employee for signature and placed in the employee's personnel file;
 - c. ~~Suspend the employee indefinitely or t~~ **Terminate** employment.

The progressive discipline procedures described above may be applied to any employee who is experiencing a series of unrelated problems involving job performance and/or behavior. In cases involving serious misconduct, such as major breach of policy or violation of law, the procedures described above may be disregarded. The Director should suspend the employee immediately and, if appropriate, terminate the employee's employment.

P. Policy Regarding Harassment

The Library prohibits unlawful harassment on the basis of legally protected status (such as harassment based on national origin, race, color, disability, sex, age, familial status, height, weight, marital status, religion), regardless of whether it is committed by employees, supervisors, patrons, vendors, or others.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly a condition of employment; or
2. Submission to or rejection of such conduct or communication is used as the basis for decisions affecting employment; or
3. Such conduct or communication has the purpose or effect of unreasonably interfering with another's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to: threatening



REPORTS AND RECOMMENDATIONS

March 2024

DIRECTOR'S REPORT: Matt Willis, Director

- Communico
- Battle Creek Did Not Burn
- HR Benefits Team Training
- Support Staff Bargaining
- Library Design Update

PROGRAMMING UPDATE: Matt Willis, Director

- Out of Our Past
- African American Celebration – A'Lelia Bundles

ADMINISTRATIVE UPDATE: April Dillinger, Deputy Director

- Staff Appreciation Week

YOUTH SERVICES UPDATE: April Dillinger, Deputy Director

- Solar Eclipse Glasses
- March is Reading Month
- Spring Break Programs