



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

Willard Library Programming Room, Second Floor

- | | | |
|-------|--|---------------------|
| I. | Approval of Minutes * (pg. 1) | Michelle Herzing |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 3) | |
| IV. | Personnel Update (pg. 11) | Matt Willis |
| V. | Updates to the Board of Trustees Policy Manual * | Matt Willis |
| VI. | Support Staff LOA – Limited Contract Reopener * (pg. 12) | Matt Willis |
| VII. | Reports & Recommendations | |
| | a. Quarterly Statistics (pg. 14) | April Dillinger |
| | b. Department Reports (pg. 17) | Administrative Team |
| VIII. | Other Business | |
| IX. | Comments by Trustees | |
| X. | Adjourn | Michelle Herzing |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

March 20, 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 IT and Facilities Chad Osborn, Director of Circulation Services Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

MINUTES

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

APPROVAL OF MINUTES

Judy Williamson moved, with support from Salli Baltutat, to approve the minutes of the Board Meeting of January 17, 2024.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financials for the months of January and February 2024. Revenue for the month ending January 31st totaled just over \$4.1 million, with property taxes being the majority of that total. Expenditures as of January 31st totaled just over \$3.6 million, which is nearly 57% of the anticipated expenditures. Revenue for the month of February totaled just over \$5.2 million and expenditures for February totaled just over \$4 million.

Laura Williams moved, with a second from Kathy Baker, to approve the January and February 2024 expenditures as presented.

Motion approved 5 – 0

Kathy Domenico presented the budget amendment. The March amendment shows an increase in revenue in the amount of \$59,498 and an increase in expenditures totaling \$93,985. As a result, the projected loss is \$395,527. The bulk of the revenue increases are from the Barnum Trust and some local donations with minor increases to State Aid dollars and property taxes. The bulk of the expenditure increases include the purchase of new energy efficient lighting, lobby upgrades, and landscaping. Supporting services-Personnel saw a decrease in expenditures.

Salli Baltutat moved, with a second from Judy Williamson, to approve the budget amendments as presented.

Motion approved 5 – 0

Kathy Domenico supplied Form 990 for the year ending June 30, 2023. The information provided is based on the audit figures provided by Plante Moran.

Kathy Baker moved, with support from Judy Williamson, to approve Form 990 for the fiscal year ending June 30, 2023 as presented.

Matt Willis introduced proposed updates to the Board of Trustees Policy Manual. Proposed changes add gender neutral language, the addition of Library values to Section I., and updates to Section IV, Policy "O" – Progressive Discipline. Updates to Policy "O" would reduce steps from four to three and add the HR Benefits Team to the first step. Trustees will vote on the proposed revisions at the April 2024 meeting.

REPORTS & RECOMMENDATIONS

Matt Willis presented the Director's Report, outlining upcoming initiatives. Communico is set to deliver an integrated suite of cloud-based digital applications, encompassing a new Library app, a digital event calendar, a meeting room reservation system, and a meeting scheduler. Additionally, there's a collaboration with the Battle Creek Coalition for Truth, Racial Healing, and Transformation, highlighted by the promotion of the "Battle Creek Did Not Burn" video on the Library's Local History page. Ongoing training for the Library's HR Benefits Team is underway, and plans for future Library renovations will commence with an upcoming meeting with Library Design.

Matt Willis reviewed highlights from recent adult programming.

April Dillinger shared that staff will be celebrated during Staff Appreciation Week, April 8 – 12, which coincides with National Library week. There will be training along with a number of activities.

April Dillinger shared information on the availability of eclipse glasses and provided highlights from March Youth Services programming.

OTHER BUSINESS

None.

COMMENTS

Kathy Baker expressed appreciation for the restaurant guide.

ADJOURNED

The meeting adjourned at 5:28 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

March 2024

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	5,000,692	4,884,180	97.67%	116,512	4,520,508
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	586,339	543,450	92.69%	42,889	498,761
Penal Fines	110,000	50,794	46.18%	59,206	53,115
Fees and Book Fines	50,000	41,682	83.36%	8,318	45,484
Local Contributions & Contracts	241,000	196,646	81.60%	44,354	70,236
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	6,140,031	5,716,752	93.11%	423,279	5,274,471

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,535,558	4,673,047	71.50%	1,862,511	4,341,117

REVENUE OVER EXPENDITURES

1,043,705

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

March 2024

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	298,592	174,538	58.45%	124,054	156,968
Program Svs-Av, Books & Periodicals	989,150	633,020	64.00%	356,130	610,354
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,663,200	2,809,397	76.69%	853,803	2,759,810
Office Supplies	50,500	31,649	62.67%	18,851	27,105
Repairs & Maintenance Supplies	43,000	24,355	56.64%	18,645	23,540
Purchased Services	718,500	460,449	64.08%	258,051	427,794
Communications	117,000	86,666	74.07%	30,334	72,749
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	62,604	48.91%	65,396	71,594
Repairs & Maintenance Services	303,635	247,100	81.38%	56,535	150,436
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	6,535,558	4,673,047	71.50%	1,862,511	4,341,117

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MARCH 2024

GENERAL FUND DISBURSEMENTS

Expenditures by check	215,799.15
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	179,118.39
FICA & Federal withholding tax	57,979.50
State withholding tax	9,057.43
Battle Creek City withholding tax	1,748.51
MERS Retirement System	37,188.22
MERS Pension Funding	0.00
MPERS Retirement System	4,440.30
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	150.00
BASIC (125 Plan 3rd party administrator)	5,482.99
MERS (Employee 457)	5,207.49
Friend of the Court	533.40
5th/3rd BANK (credit card)	7,520.97
Health Equity Employer Serv.	1,886.55
MESSA	51,119.14
Unum Life Insurance	572.16
Total Disbursements	577,804.20

**WILLARD PUBLIC LIBRARY CHECKS
MARCH 2024**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
054431	3/6/2024	PETTY CASH WILLARD LIBRARY	\$114.11
054432	3/6/2024	Y CENTER OF BATTLE CREEK DBA BATTLE CREEK FAMILY YMCA	\$150.00
054433	3/6/2024	COMMUNICO LLC <i>Willard App</i>	\$21,750.00
054434	3/6/2024	D. L. GALLIVAN LLC	\$527.05
054435	3/6/2024	FLYERS ENERGY LLC	\$72.88
054436	3/6/2024	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$130.37
054437	3/6/2024	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
054438	3/6/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,700.00
054439	3/6/2024	JULIE NILA JACKSON	\$100.00
054440	3/6/2024	KNIGHTWATCH INC	\$748.68
054441	3/6/2024	THE LIBRARY STORE INC	\$461.02
054442	3/6/2024	MISC STAFF REIMBURSEMENT	\$416.35
054443	3/6/2024	MISC STAFF REIMBURSEMENT	\$416.35
054444	3/6/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054445	3/6/2024	PLANTE & MORAN LLP	\$3,750.00
054446	3/6/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$40.39
054447	3/6/2024	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$1,462.50
054448	3/6/2024	DEX YP INC SUPERMEDIA LLC	\$5.00
054449	3/11/2024	ALLEGRA PRNT & IMAGING INC.	\$1,633.34
054450	3/11/2024	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$408.12
054451	3/11/2024	SEMCO ENERGY INC	\$613.52
054452	3/11/2024	CITY OF BATTLE CREEK CITY TREASURER	\$392.38
054453	3/11/2024	KELLEY CLIMIE	\$40.00
054454	3/11/2024	CINTAS CORPORATION NO. 2	\$391.02
054455	3/11/2024	FUN EXPRESS LLC	\$674.68
054456	3/11/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
054457	3/11/2024	JULIE NILA JACKSON	\$100.00
054458	3/11/2024	J & L ELECTRIC OF BATTLE CREEK INC <i>Retrofit Lighting</i>	\$45,000.00
054459	3/11/2024	MIX HARDWARE	\$113.93
054460	3/11/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054461	3/11/2024	PRECISION PRINTER SERVICE INC	\$243.99
054462	3/11/2024	EMILY POWELL	\$195.00

Check Number	Check Date	Vendor Name	Check Amount
054463	3/11/2024	ROSE PEST SOLUTIONS INC	\$53.00
054464	3/11/2024	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$163.95
054465	3/11/2024	KYLE TOMCZYK	\$40.00
054466	3/11/2024	T-MOBILE USA INC	\$55.00
054467	3/11/2024	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
054468	3/11/2024	WELLS FARGO FINANCIAL LEASING INC	\$165.00
054469	3/13/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054470	3/13/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054471	3/18/2024	SEMCO ENERGY INC	\$289.28
054472	3/18/2024	BATTLE CREEK COMMUNITY FOUNDATION	\$187.50
054473	3/18/2024	ROGERS GLASS WINDOW & DOOR INC	\$600.00
054474	3/18/2024	ELITE COMPANIES LLC <i>Flooring upgrade/Support</i>	\$6,587.00
054475	3/18/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,300.00
054476	3/18/2024	JULIE NILA JACKSON	\$100.00
054477	3/18/2024	JJ's SWEET TREATS	\$300.00
054478	3/18/2024	KNIGHTWATCH INC	\$387.59
054479	3/18/2024	MISC STAFF REIMBURSEMENT	\$42.21
054480	3/18/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
054481	3/18/2024	PRECISION PRINTER SERVICE INC	\$164.95
054482	3/18/2024	ROSE PEST SOLUTIONS INC	\$950.00
054483	3/18/2024	R W LAPINE INC	\$500.00
054484	3/18/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$278.84
054485	3/18/2024	CHRISTINA SMITH DBA MEMORIES WITH CHRISTINA NECOLE	\$50.00
054486	3/18/2024	EVERBANK, N. A.	\$508.16
054487	3/26/2024	ALLEGRA PRNT & IMAGING INC.	\$2,349.12
054488	3/26/2024	BARNES & NOBLE INC	\$467.67
054489	3/26/2024	CCH INC	\$252.96
054490	3/26/2024	CONSUMERS ENERGY INC	\$2,151.92
054491	3/26/2024	KELLEY CLIMIE	\$40.00
054492	3/26/2024	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$116.75
054493	3/26/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
054494	3/26/2024	JULIE NILA JACKSON	\$100.00
054495	3/26/2024	J & L ELECTRIC OF BATTLE CREEK INC	\$2,850.00
054496	3/26/2024	RACHEL MILLER DBA CREATE IN ME LLC	\$400.00
054497	3/26/2024	MCNALLY ELEVATOR COMPANY, INC	\$3,870.00
054498	3/26/2024	MISC STAFF REIMBURSEMENT	\$56.14
054499	3/26/2024	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00

Check Number	Check Date	Vendor Name	Check Amount
054500	3/26/2024	OVERDRIVE INC	\$17,199.49
054501	3/26/2024	OFFICESCAPES LLC DBA PETALS & OFFICESCAPESDIRECT	\$691.36
054502	3/26/2024	PRECISION PRINTER SERVICE INC	\$204.95
054503	3/26/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054504	3/26/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$656.98
054505	3/26/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$51.86
054506	3/26/2024	KYLE TOMCZYK	\$40.00
054507	3/26/2024	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$862.50
054508	3/26/2024	MICHELLE L. WARREN	\$75.00
054509	3/26/2024	MISC BANK TRANSFER	\$5.00
054510	3/26/2024	MISC BANK TRANSFER	\$5.00
A04427	3/6/2024	BRODART COMPANY INC	\$741.53
A04428	3/6/2024	BLACKSTONE AUDIO BOOKS INC	\$1,056.00
A04429	3/6/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,699.00
A04430	3/6/2024	GALE/CENGAGE LEARNING INC	\$94.46
A04431	3/6/2024	INGRAM LIBRARY SERVICE INC	\$8,985.58
A04432	3/6/2024	MIDWEST TAPE INC.	\$9,467.15
A04433	3/6/2024	METRO FIBERNET LLC	\$342.46
A04434	3/6/2024	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$195.41
A04435	3/11/2024	BRODART COMPANY INC	\$29.38
A04436	3/11/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,590.82
A04437	3/11/2024	GALE/CENGAGE LEARNING INC	\$534.54
A04438	3/11/2024	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04439	3/11/2024	DASTON CORPORATION	\$494.32
A04440	3/11/2024	INGRAM LIBRARY SERVICE INC	\$1,289.07
A04441	3/11/2024	MIDWEST TAPE INC.	\$1,572.76
A04442	3/11/2024	UNIQUE INTEGRATED COMMUNICATIONS INC	\$537.70
A04443	3/18/2024	BRODART COMPANY INC	\$53.26
A04444	3/18/2024	BLACKSTONE AUDIO BOOKS INC	\$1,651.63
A04445	3/18/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,702.38
A04446	3/18/2024	BASIC	\$165.77
A04447	3/18/2024	GALE/CENGAGE LEARNING INC	\$114.71
A04448	3/18/2024	PLAYAWAY PRODUCTS LLC	\$899.88
A04449	3/18/2024	INGRAM LIBRARY SERVICE INC	\$6,941.28
A04450	3/18/2024	MIDWEST TAPE INC.	\$41.38
A04451	3/26/2024	BRODART COMPANY INC	\$1,462.20
A04452	3/26/2024	BLACKSTONE AUDIO BOOKS INC	\$244.40

Check Number	Check Date	Vendor Name	Check Amount
A04453	3/26/2024	BK TEACHOUT INVESTIGATIONS INC	\$3,702.38
A04454	3/26/2024	GALE/CENGAGE LEARNING INC	\$192.68
A04455	3/26/2024	INGRAM LIBRARY SERVICE INC	\$14,282.63
A04456	3/26/2024	MIDWEST TAPE INC.	\$4,902.53
A04457	3/26/2024	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY <i>Author Visit</i>	\$5,125.00
			Grand Totals \$215,799.15

March 2024

OWEN ENDOWMENT FUND

2023/2024	Budget	YTD
Revenue & Transfers		
Contributions-Unrestricted	2,500	17,639
Transfer from General Fund	0	0
Interest Earnings	7,500	11,036
Total Revenue	10,000	28,675
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	10,000	28,675
Fund Balance Beg of Year	1,040,898	
Fund Balance End of Year	1,050,898	

CAPITAL IMPROVEMENT & AUTOMATION FUND

2023/2024	Budget	YTD
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	100,000	100,000
Interest Earnings	2,500	2,518
Total Revenue	102,500	102,518
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	102,500	102,518
Fund Balance Beg of Year	642,597	
Fund Balance End of Year	745,097	

MEMORANDUM

To: All Staff
From: Matt Willis
Date: March 15, 2024
Subject: Personnel Update

Dear colleagues,

I am excited to announce that Robert Jackson will join our Willard team as a full-time Lead Security Officer.

Many of us have directly experienced the exceptional quality of Robert's work during his employment with Teachout Security Solutions. Robert has clearly demonstrated his professionalism, expertise, and commitment to maintaining our Library as a safe and welcoming place for everyone. We look forward to Robert's leadership in strengthening our team and facilitating positive experiences for both library staff and users alike.

Please join me in welcoming back Robert when he starts his new position on Monday, March 18, 2024.

Matt

LETTER OF AGREEMENT

2024 LIMITED CONTRACT REOPENER

This Letter of Agreement is entered into between WILLARD PUBLIC LIBRARY (the “Library”) and the WILLARD PUBLIC LIBRARY SUPPORT PERSONNEL ASSOCIATION/MEA/NEA (the “Association”).

Upon successful ratification by both the Library and the Association this Agreement will conclude the 2024 contract reopener as specified in Article 17 of the Collective Bargaining Agreement with the following changes.

- The Library and the Association agree to a permanent one percent (1%) on-schedule raise to the salary schedule excluding step 13 for the 2024-2025 fiscal year.

Step	Wages
Step 1	\$16.19
Step 2	\$16.97
Step 3	\$17.68
Step 4	\$18.60
Step 5	\$19.44
Step 6	\$20.27
Step 7	\$21.16
Step 8	\$22.07
Step 9	\$23.03
Step 10	\$23.75
Step 11	\$24.72
Step 12	\$25.20
Step 13	\$25.40

- Furthermore, the parties agree to a one-time off-schedule stipend to be paid out during the first full pay period in July 2024 in the following amounts based upon an employee’s regularly scheduled work hours and excluding overtime on July 1, 2024.

LETTER OF AGREEMENT

2024 LIMITED CONTRACT REOPENER

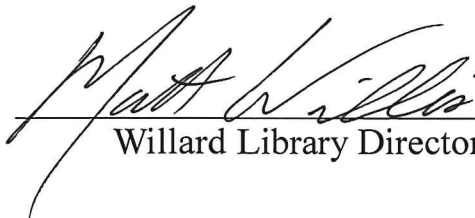
WEEKLY HOURS	STIPEND AMOUNT
20 HOURS	\$250
24 HOURS	\$300
30 HOURS	\$375
40 HOURS	\$500

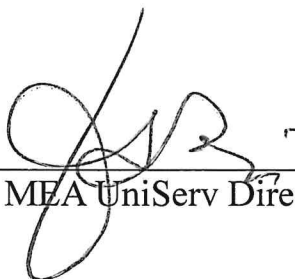
- Should a bargaining unit member be hired during the 2024-2025 fiscal year they shall be entitled to the full off-schedule amount that correlates to their weekly hours.
- Should a bargaining unit member reduce or increase their weekly hours during the 2024-2025 fiscal year and have already received the off-schedule amount no adjustment will be made.


By entering into this agreement, neither the Library or the Association waive any other rights or protections respectively afforded them by the terms of the Collective Bargaining Agreement, except as otherwise specifically, waived, modified, or relinquished.

WILLARD PUBLIC LIBRARY

WILLARD PUBLIC LIBRARY
SUPPORT PERSONNEL ASSOC.


Willard Library Director


MEA UniServ Director


Willard Library Board President


Willard Library Association President

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2023/2024
3rd Quarter**

	July 2023 - March 2024	July 2022 - March 2023	% Change
WILLARD LIBRARY*			
Adult Fiction	20,675	22,776	-9%
Adult Nonfiction	23,998	24,372	-2%
Paperbacks	6,908	8,508	-19%
New Materials	40,649	41,955	-3%
Special Collections	5,234	5,249	0%
Children's & YA Fiction	53,554	50,204	7%
Children's Nonfiction	11,759	11,919	-1%
Audiobooks	8,504	9,184	-7%
DVDs	75,487	73,184	3%
Music CDs	3,700	4,442	-17%
Total Circulation	250,468	251,793	-1%
HELEN WARNER BRANCH*			
Adult Fiction	10,413	11,443	-9%
Adult/Children's Nonfiction	10,976	13,497	-19%
Paperbacks	1,096	1,389	-21%
New Materials	26,488	24,696	7%
Special Collections	3,415	3,204	7%
Children's & YA Fiction	25,254	22,749	11%
Audiobooks	2,124	2,566	-17%
DVDs	21,312	20,119	6%
Music CDs	1,240	1,100	13%
Total Circulation	102,318	100,763	2%
E-BRANCH			
Children's eBooks	7,361	2,622	181%
Adult eBooks	61,564	58,340	6%
Adult & Children's eAudiobooks	65,317	52,909	23%
Music Downloads	17,707	12,985	36%
Digital Magazines	13,821	3,606	283%
Digital Video	3,241	3,418	-5%
Total Circulation**	169,011	133,880	26%
CHRONICLING BATTLE CREEK	115,654	237,506	-51%
Grand Total	637,451	723,942	-12%

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2023/2024
3rd Quarter**

	July 2023 - March 2024	July 2022 - March 2023	% Change
Circulation			
Adult Fiction	31,088	34,219	-9%
Adult Nonfiction	34,974	37,869	-8%
Paperbacks	8,004	9,897	-19%
New Materials	67,137	66,651	1%
Special Collections	8,649	8,453	2%
Children's & YA Fiction	78,808	72,953	8%
Children's Nonfiction	11,759	11,919	-1%
Audiobooks	10,628	11,750	-10%
DVDs	96,799	93,303	4%
Music CDs	4,940	5,542	-11%
E-Branch Items	169,011	133,880	26%
Total Circulation	521,797	486,436	7%
Chronicling Battle Creek	115,654	237,506	-51%
Total Circulation including CBC	637,451	723,942	-12%
People Counter*	151,617	145,780	4%
Programs			
Adult Audiences	3,175	2,339	36%
Children's Audiences	13,907	8,634	61%
Total Audiences	17,082	10,973	56%
Public Computer Usage			
Computer Sessions	24,064	21,709	11%
Computer Time (Hours)	23,383	18,289	28%
Wireless Users	67,178	63,934	5%

Willard Library Helen Warner Branch High Impact Programming
Library Statistical Report 2023/2024
3RD QUARTER

	July 2022 - March 2024	July 2021 - March 2023	% Change
We support creativity			
Creative Space Program Attendance	1,242	0	0%
We area a community hub that offers casual settings for conversation, collaboration, and media consumption.			
Meeting Room Use-Sessions	2,162	0	0%
We build a strong foundation of literacy and foster a love of reading.			
Babytime & Storytime Attendance	3,638	0	0%
Adult Literary Event Attendance	311	0	0%
We present opportunities for growth in digital literacy.			
Book a Librarian-Sessions	154	0	0%
We deliver enriching experiences that enhance quality of life.			
Monday Night Children's Programming	911	0	0%
Total Impactful Programs	8,418	0	0%



REPORTS AND RECOMMENDATIONS April 2024

DIRECTOR'S REPORT: Matt Willis, Director

- Library Design Update
- Governor Whitmer's Visit

PROGRAMMING UPDATE: Matt Willis, Director

- Battle Creek Reads - Program Update & Reminder

FACILITIES UPDATE: Chad Osborn, Director of Information Technology & Facilities

- LED Lighting
- Public Restroom & Children's Room Doors

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

- Spring Break Programming