



Willard Library  
Board of Trustees  
Meeting Agenda  
June 19, 2024  
5:00 p.m.

Willard Library Programming Room, Second Floor

**Public Hearing on the Proposed 2024/25 Budget (pg. 11)**

- |       |  |                     |
|-------|--|---------------------|
| I.    | Approval of Minutes * (pg. 1)  | Michelle Herzing    |
| II.   | Public Comments  |                     |
| III.  | Financial Report   | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 3)  |                     |
|       | b. Tax Collection Actuals to Date (pg. 9)  |                     |
|       | c. Budget Amendments for 2023/2024 * (pg. 12)  |                     |
|       | d. 2024/2025 Proposed Budget Resolution<br>and Authorization to Levy 1.9986 Mills * (pg. 30) | Michelle Herzing    |
| IV.   | Setting of Meeting Dates for 2024/2025 * (pg. 34)  | Michelle Herzing    |
| V.    | Personnel Update (pg. 35)  | Matt Willis         |
| VI.   | Reports & Recommendations  |                     |
|       | a. Department Reports (pg. 36)   | Administrative Team |
| VII.  | Other Business   |                     |
| VIII. | Comments by Trustees   |                     |
| IX.   | Adjourn  | Michelle Herzing    |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

May 15, 2024

Willard Library Programming Room

**BOARD OF TRUSTEES**

Michelle Herzing, Kathy Baker, Judy Williamson, Salli Baltutat

**ADMINISTRATION**

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

**MINUTES**

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

**APPROVAL OF MINUTES**

Salli Baltutat moved, with a second from Judy Williamson, to approve the minutes of the Board Meeting of April 17, 2024.

Motion approved 3 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico outlined the financial status for April, reporting that revenue reached nearly 98% of the projected annual budget, amounting to slightly above \$5.9 million. Expenditures for April stood at a little over \$5 million, with the Library accounting for nearly 78% of the total budget spent.

Judy Williamson moved, with a second from Salli Baltutat, to approve the April 2024 expenditures as presented.

Motion approved 3 – 0

Kathy Baker joined the meeting.

Kathy Domenico presented the property tax forecasts for the fiscal year 2024-2025. Projections indicate growth across all taxing agencies, amounting to approximately \$5.6 million collectively. Notably, Battle Creek, Springfield, and the rural communities exhibit comparable increases relative to each other.

A motion was offered by Salli Baltutat, and supported by Judy Williamson, to approve a Public Hearing on the Proposed FY 2024/2025 Budget. In compliance with the Open Meetings Act, this Public Hearing will take place on June 19, 2024 at 5:00 p.m. at the Library. Notice of the meeting will appear in the Battle Creek Enquirer.

A roll call vote was taken.

Motion approved 4 – 0

Matt Willis relayed a personnel update. Sonia Byrens, the Library's Spanish Language Outreach Clerk, resigned effective May 3, 2024. The Library is accepting applications for this position.

Matt Willis presented the Director's Performance Review, which reviewed major accomplishments over the past year and goals moving forward.

Kathy Baker moved, with a second from Judy Williamson, to approve the Director's Performance Review as presented.

Motion approved 4 – 0

**REPORTS & RECOMMENDATIONS**

Matt Willis spoke on recent adult services programming, highlighting the successful Eclipse Watch Party held on April 8, 2024, and the visit of the hosts of PBS's Under the Radar. Both events were well attended.

Chad Osborn briefed the Board members on downtown facilities projects, which encompassed landscaping initiatives and the completion of necessary restoration work on the back outside stairs.

Tynisha Dungey gave a Youth Services department update, noting that staff members had recently undergone training conducted by the organization SLD Read on the science of reading.

**OTHER BUSINESS**


None.

**COMMENTS**

None.

**ADJOURNED**

The meeting adjourned at 5:29 p.m.



KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

May 2024

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Taxes	5,000,692	5,391,658	107.82%	-390,966	4,869,988
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	586,339	545,196	92.98%	41,143	544,995
Penal Fines	110,000	85,071	77.34%	24,929	93,278
Fees and Book Fines	50,000	52,161	104.32%	-2,161	57,183
Local Contributions & Contracts	241,000	214,527	89.02%	26,473	77,254
Grant Funding	2,000	3,000	150.00%	-1,000	13,692
Transfer to GF from Kellogg	0	0	0.00%	0	75,675
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
<b>TOTAL</b>	<b>6,140,031</b>	<b>6,291,613</b>	<b>102.47%</b>	<b>(151,582)</b>	<b>5,732,065</b>

EXPENDITURES

	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Total Expenditures	6,535,558	5,516,371	84.41%	1,019,187	5,271,907

REVENUE OVER EXPENDITURES

775,242

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

May 2024

EXPENDITURES	BUDGET	2023/2024 YTD	% YTD	VARIANCE	2022/2023 YTD
Capital Expenditures	298,592	174,715	58.51%	123,877	281,304
Program Svs-Av, Books & Periodicals	989,150	781,094	78.97%	208,056	753,500
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,663,200	3,318,511	90.59%	344,689	3,256,525
Office Supplies	50,500	38,748	76.73%	11,752	34,622
Repairs & Maintenance Supplies	43,000	33,163	77.12%	9,837	30,307
Purchased Services	718,500	563,952	78.49%	154,548	533,364
Communications	117,000	97,127	83.01%	19,873	91,443
Insurance	27,768	27,768	100.00%	0	25,267
Public Utilities	128,000	83,776	65.45%	44,224	92,848
Repairs & Maintenance Services	303,635	282,017	92.88%	21,618	157,228
Other Expenses (SBIT's)	80,713	0	0.00%	80,713	0
Transfers to Capital Projects	100,000	100,000	100.00%	0	0
<b>TOTAL</b>	<b>6,535,558</b>	<b>5,516,371</b>	<b>84.41%</b>	<b>1,019,187</b>	<b>5,271,907</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MAY 2024

GENERAL FUND DISBURSEMENTS

Expenditures by check	414,793.48
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,947.92
FICA & Federal withholding tax	37,277.90
State withholding tax	5,841.87
Battle Creek City withholding tax	1,143.76
MERS Retirement System	24,122.64
MERS Pension Funding	0.00
MPERS Retirement System	2,903.46
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	3,507.21
MERS (Employee 457)	3,299.35
Friend of the Court	355.60
5th/3rd BANK (credit card)	10,501.04
Health Equity Employer Serv.	782.70
MESSA	56,033.18
Unum Life Insurance	579.41
Total Disbursements	677,189.52

**WILLARD PUBLIC LIBRARY CHECKS  
MAY 2024**

**MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
054588	5/6/2024	CITY OF BATTLE CREEK CITY TREASURER	\$317.11
054589	5/6/2024	KELLEY CLIMIE	\$40.00
054590	5/6/2024	CINTAS CORPORATION NO. 2	\$383.66
054591	5/6/2024	DEMCO INC	\$245.40
054592	5/6/2024	D. L. GALLIVAN LLC	\$599.53
054593	5/6/2024	FLYERS ENERGY LLC	\$82.86
054594	5/6/2024	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
054595	5/6/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,428.56
054596	5/6/2024	JULIE NILA JACKSON	\$100.00
054597	5/6/2024	LEILA ARBORETUM	\$300.00
054598	5/6/2024	THE LIBRARY STORE INC	\$265.45
054599	5/6/2024	MISC BANK TRANSFER <i>To Huntington Bank</i>	\$250,000.00
054600	5/6/2024	KATHERINE AMANDA NICHOLS DBA PAININ THEARTBRAIN	\$150.00
054601	5/6/2024	ROSE PEST SOLUTIONS INC	\$69.00
054602	5/6/2024	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$599.90
054603	5/6/2024	KYLE TOMCZYK	\$40.00
054604	5/6/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054605	5/6/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$633.50
054606	5/16/2024	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$816.24
054607	5/16/2024	SEMCO ENERGY INC	\$616.23
054608	5/16/2024	BATTLE CREEK COMMUNITY FOUNDATION	\$420.00
054609	5/16/2024	BCG ACQUISTIONS LLC BATTLE CREEK GLASS INC	\$4,865.00
054610	5/16/2024	FUN EXPRESS LLC	\$4,156.37
054611	5/16/2024	GREENSCAPE SERVICES INC	\$500.00
054612	5/16/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,150.00
054613	5/16/2024	JULIE NILA JACKSON	\$100.00
054614	5/16/2024	J & L ELECTRIC OF BATTLE CREEK INC	\$1,200.00
054615	5/16/2024	LEILA ARBORETUM	\$300.00
054616	5/16/2024	LAKESHORE PARENT, LLC DBA LAKESHORE LEARNING MATERIALS, LLC	\$823.99
054617	5/16/2024	MOTION PICTURE LICENSING CORP.	\$360.84
054618	5/16/2024	MIX HARDWARE	\$69.96

Check Number	Check Date	Vendor Name	Check Amount
054619	5/16/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054620	5/16/2024	CHRISTINA SMITH DBA MEMORIES WITH CHRISTINA NECOLE	\$115.00
054621	5/16/2024	SPECIALIZED LANUGAGE DEVELOPMENT CENTER DBA SLD READ	\$240.00
054622	5/16/2024	T-MOBILE USA INC	\$55.00
054623	5/16/2024	DEX YP INC SUPERMEDIA LLC	\$24.00
054624	5/16/2024	THOMSON REUTERS - WEST PAYMENT CENTER	\$74.40
054625	5/16/2024	WELLS FARGO FINANCIAL LEASING INC	\$165.00
054626	5/21/2024	BATTLE CREEK COMMUNITY FOUNDATION	\$317.50
054627	5/21/2024	BC/CALHOUN COUNTY CONVENTION & VISITORS BUREAU DBA CALHOUN COUNTY VISITORS BUREAU	\$250.00
054628	5/21/2024	DEMAAGD INC	\$1,380.47
054629	5/21/2024	FLYERS ENERGY LLC	\$77.74
054630	5/21/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
054631	5/21/2024	LEILA ARBORETUM	\$300.00
054632	5/21/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054633	5/21/2024	OVERDRIVE INC	\$24,742.66
054634	5/21/2024	BRETT N. RODGERS CHAPTER 13 TRUST ACCOUNT	\$422.31
054635	5/21/2024	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$633.50
054636	5/21/2024	EVERBANK, N. A.	\$508.16
054637	5/21/2024	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$2,681.00
054638	5/29/2024	CALHOUN COUNTY TREASURER	\$426.59
054639	5/29/2024	CONSUMERS ENERGY INC	\$2,339.73
054640	5/29/2024	DEMCO INC	\$115.07
054641	5/29/2024	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,200.00
054642	5/29/2024	J & L ELECTRIC OF BATTLE CREEK INC	\$1,500.00
054643	5/29/2024	JACK PEARL'S SPORTS CENTER INC DBA JACK PEARL'S TEAM SPORTS	\$603.50
054644	5/29/2024	LEILA ARBORETUM	\$300.00
054645	5/29/2024	LIBRARY IDEAS LLC	\$1,005.88
054646	5/29/2024	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,609.00
054647	5/29/2024	MISC GUEST REIMBURSEMENT	\$45.00
054648	5/29/2024	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
054649	5/29/2024	PRECISION PRINTER SERVICE INC	\$359.90
054650	5/29/2024	PITNEY BOWES INC.	\$436.52
054651	5/29/2024	ROSE PEST SOLUTIONS INC	\$289.00
054652	5/29/2024	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$442.67
054653	5/29/2024	STEENSMA LAWN AND POWER	\$52.50
054654	5/29/2024	DEX YP INC SUPERMEDIA LLC	\$5.07
A04495	5/6/2024	BRODART COMPANY INC	\$671.92



Check Number	Check Date	Vendor Name	Check Amount
A04496	5/6/2024	BK TEACHOUT INVESTIGATIONS INC	\$2,861.85
A04497	5/6/2024	DASTON CORPORATION	\$490.52
A04498	5/6/2024	PLAYAWAY PRODUCTS LLC	\$449.94
A04499	5/6/2024	INGRAM LIBRARY SERVICE INC	\$6,781.09
A04500	5/6/2024	KSS ENTERPRISES INC	\$1,534.70
A04501	5/6/2024	MIDWEST TAPE INC.	\$1,288.19
A04502	5/6/2024	METRO FIBERNET LLC	\$394.04
A04503	5/6/2024	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$194.48
A04504	5/13/2024	BRODART COMPANY INC	\$1,013.15
A04505	5/13/2024	INGRAM LIBRARY SERVICE INC	\$7,531.95
A04506	5/13/2024	MIDWEST TAPE INC.	\$1,949.64
A04507	5/16/2024	BRODART COMPANY INC	\$424.94
A04508	5/16/2024	BLACKSTONE AUDIO BOOKS INC	\$661.03
A04509	5/16/2024	BK TEACHOUT INVESTIGATIONS INC	\$2,650.24
A04510	5/16/2024	GALE/CENGAGE LEARNING INC	\$114.71
A04511	5/16/2024	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04512	5/16/2024	PLAYAWAY PRODUCTS LLC	\$3,082.56
A04513	5/16/2024	KSS ENTERPRISES INC	\$997.40
A04514	5/16/2024	MIDWEST TAPE INC.	\$9,680.44
A04515	5/16/2024	SIRSI CORPORATION #774271	\$5,000.00
A04516	5/16/2024	UNIQUE INTEGRATED COMMUNICATIONS INC	\$473.80
A04517	5/21/2024	BRODART COMPANY INC	\$139.16
A04518	5/21/2024	BK TEACHOUT INVESTIGATIONS INC	\$2,650.24
A04519	5/21/2024	BASIC	\$165.77
A04520	5/21/2024	INGRAM LIBRARY SERVICE INC	\$6,613.59
A04521	5/21/2024	KSS ENTERPRISES INC	\$518.30
A04522	5/21/2024	MIDWEST TAPE INC.	\$2,078.72
A04523	5/29/2024	BRODART COMPANY INC	\$431.82
A04524	5/29/2024	BLACKSTONE AUDIO BOOKS INC	\$1,611.40
A04525	5/29/2024	BK TEACHOUT INVESTIGATIONS INC	\$2,650.24
A04526	5/29/2024	GALE/CENGAGE LEARNING INC	\$725.72
A04527	5/29/2024	INGRAM LIBRARY SERVICE INC	\$16,495.08
A04528	5/29/2024	MIDWEST TAPE INC.	\$2,552.77
A04529	5/29/2024	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY <i>Author Event</i>	\$6,000.00
			<b>Grand Totals</b> <b>\$414,793.48</b>

**Millage Revenue Collected as of 5/31/24**

	<b>2023-2024 Budget</b>	<b>Collected *</b>	<b>Settlement</b>	<b>Total Collected</b>	<b>+/- Budget</b>
Assyria	\$ 9,999	\$ 13,256	\$ -	\$ 13,256	\$ 3,257
Battle Creek City	\$ 2,761,514	\$ 2,701,272	\$ 126,950	\$ 2,828,222	\$ 66,708
Bedford	\$ 272,285	\$ 277,133	\$ 20,087	\$ 297,220	\$ 24,935
Convis	\$ 4,811	\$ 211,043	\$ 171	\$ 211,215	\$ 206,404
Emmett	\$ 828,547	\$ 820,509	\$ 42,214	\$ 862,723	\$ 34,176
Fredonia	\$ 15,708	\$ 19,697	\$ 216	\$ 19,913	\$ 4,205
Johnstown	\$ 588	\$ 617	\$ -	\$ 617	\$ 29
Leroy	\$ 128,502	\$ 128,774	\$ 6,079	\$ 134,853	\$ 6,351
Marshall	\$ 22,200	\$ 22,078	\$ 938	\$ 23,016	\$ 816
Newton	\$ 254,302	\$ 259,278	\$ 7,225	\$ 266,503	\$ 12,201
Pennfield	\$ 499,874	\$ 505,231	\$ 32,215	\$ 537,446	\$ 37,572
Springfield	\$ 191,662	\$ 185,503	\$ 12,603	\$ 198,105	\$ 6,443
<b>Total</b>	<b>\$ 4,989,992</b>	<b>\$ 5,144,392</b>	<b>\$ 248,698</b>	<b>\$ 5,393,090</b>	<b>\$ 403,098</b>
			<b>\$ 248,697.91</b>		
*Unaudited/per settlement sheets					

<b>WILLARD PUBLIC LIBRARY</b>			
<b>2023/2024 at 2.0 Mills</b>			
	<b>Approved March 2024 Amendment</b>	<b>Proposed June 2024 Amendment</b>	<b>Proposed July 2024</b>
<b>REVENUE &amp; TRANSFERS</b>			
Taxes	\$5,000,692	\$5,380,600	\$5,657,365
State Sources	\$586,339	\$589,039	\$523,000
Penal Fines	\$110,000	\$110,000	\$100,000
Fees and Book Fines	\$50,000	\$54,000	\$50,000
Casino PILT Disbursement	\$150,000	\$150,000	\$150,000
Local Contributions, Contracts, & Other	\$241,000	\$207,000	\$256,600
Grant Revenue	\$2,000	\$3,000	\$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
<b>Total Revenue</b>	<b>\$6,140,031</b>	<b>\$6,493,639</b>	<b>\$6,738,965</b>
<b>EXPENDITURES &amp; TRANSFERS</b>			
Other Expenditures-SBITA's	\$80,713	\$80,713	\$80,713
Capital Expenditures	\$298,592	\$230,892	\$498,465
Program Services: Media, Books & Periodicals	\$989,150	\$977,150	\$1,094,300
Program Services: Grants	\$15,500	\$15,500	\$15,500
Personnel*	\$3,663,200	\$3,730,200	\$3,753,900
Office Supplies	\$50,500	\$55,000	\$52,500
Repairs & Maintenance Supplies	\$43,000	\$43,000	\$43,000
Purchased Services	\$718,500	\$722,500	\$712,000
Communications	\$117,000	\$122,000	\$129,000
Insurance	\$27,768	\$27,768	\$26,621
Public Utilities	\$128,000	\$133,100	\$133,600
Repairs & Maintenance Services	\$303,635	\$339,435	\$254,200
Transfers from General Fund to Capital Improvements	\$100,000	\$900,000	\$200,000
<b>Total Expenditures</b>	<b>\$6,535,558</b>	<b>\$7,377,258</b>	<b>\$6,993,799</b>
*Includes staff increases per contract			
<b>Revenue over Expenditures (+/-)</b>	<b>(\$395,527)</b>	<b>(\$883,619)</b>	<b>(\$254,834)</b>
<b>Fund Balance: Beginning Year</b>	<b>\$3,999,402</b>	<b>\$3,999,402</b>	<b>\$3,115,783</b>
<b>Fund Balance: Year End</b>	<b>\$3,603,875</b>	<b>\$3,115,783</b>	<b>\$2,860,949</b>
<b>Breakdown: Estimated Fund Balance</b>			
Sick Payable Reserve	\$204,000	\$204,000	\$204,000
Cash Flow Fund	\$980,334	\$1,106,589	\$1,049,070
Unrestricted Fund	\$2,419,541	\$1,805,194	\$1,607,879
<b>Total</b>	<b>\$3,603,875</b>	<b>\$3,115,783</b>	<b>\$2,860,949</b>

<b>WILLARD PUBLIC LIBRARY</b>	
	<b>Proposed 2024/2025</b>
<b>REVENUE &amp; TRANSFERS</b>	
Taxes	\$ 5,657,365
State Sources	\$ 523,000
Penal Fines	\$ 100,000
Fees and Book Fines	\$ 50,000
Casino PILT Disbursement	\$ 150,000
Local Contributions, Contracts, & Other	\$ 256,600
Grant Funding	\$ 2,000
Transfer from Kellogg SRF	\$ -
Transfer from Owen Endowment	\$ -
Transfer from Capital Improvement	\$ -
<b>Total Revenue</b>	<b>\$ 6,738,965</b>
<b>EXPENDITURES &amp; TRANSFERS</b>	
Other Expenditures-SBITA's	\$ 80,713
Capital Expenditures	\$ 498,465
Program Services: Media, Books, Periodicals	\$ 1,094,300
Program Services: Grant Expenses	\$ 15,500
Personnel*	\$ 3,753,900
Office Supplies	\$ 52,500
Repair & Maintenance Supplies	\$ 43,000
Purchased Services	\$ 712,000
Communications	\$ 129,000
Insurance	\$ 26,621
Public Utilities	\$ 133,600
Repairs & Maintenance Services	\$ 254,200
Transfers from General Fund to Capital Improvements	\$ 200,000
<b>Total Expenditures</b>	<b>\$ 6,993,799</b>
<i>*Includes staff increases per contract.</i>	
<b>Revenue over Expenditures (+/-)</b>	<b>\$ (254,834)</b>
<b>Fund Balance: Beginning of Year Estimated</b>	<b>\$ 3,115,783</b>
<b>Fund Balance: End of Year</b>	<b>\$ 2,860,949</b>
<b>Breakdown: Estimated Fund Balance</b>	
Sick Payable Reserve	\$ 204,000
Cash Flow Fund	\$ 1,049,070
Unrestricted Fund	\$ 1,607,879
<b>Total</b>	<b>\$ 2,860,949</b>

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

	Amendment March 2024	Amendment June 2024	Changes
Revenue	\$ 6,140,031	\$ 6,493,639	\$ 353,608
Expenditure	\$ 6,535,558	\$ 7,377,258	\$ (841,700)
<b>Total Revenue/Expenditures</b>	<b>\$ (395,527)</b>	<b>\$ (883,619)</b>	<b>\$ (488,092)</b>

Fund Balance July 1, 2023	\$ 3,999,402
Fund Balance June 30, 2024 (estimated)	\$ 3,115,783

REVENUE CHANGES			
Increases:		Decreases:	
*Property Taxes	\$ 379,908	*Local Contributions, Contracts & Other	\$ (34,000)
*State Aid	\$ 2,700		
*Fines & Fees	\$ 4,000		
*Grant Funding	\$ 1,000		
<b>Total Revenue Changes</b>		<b>\$ 353,608</b>	

EXPENDITURE CHANGES			
Increases:		Decreases:	
*Supporting Services-Personnel	\$ (67,000)	*Capital Expenditures	\$ 67,700
*Purchased Services	\$ (4,000)	*Program Svs Audio, Books & Periodicals	\$ 12,000
*Office Supplies	\$ (4,500)		
*Communications	\$ (5,000)		
*Utilities	\$ (5,100)		
*Repairs & Maintenance Services	\$ (35,800)		
*Transfer to Capital Projects	\$ (800,000)		
<b>Total Expenditure Changes</b>		<b>\$ (841,700)</b>	



2024-2025 Capital Improvement Plan

Downtown Projects:

Replace Maintenance Van	\$45,000.00
Front Lobby Renovation	\$51,000.00
Phase 3 Fob Additions	\$40,000.00

Helen Warner Branch:

Boiler Replacement	\$37,000.00
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Katherine A Domenico  
Director of Finance  
Willard Library  
7 W Van Buren St  
Battle Creek, MI 49017

**Quarterly Report - Willard Library Fund - Master  
January 01, 2024 - March 31, 2024**

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 January 01, 2024 - March 31, 2024 is enclosed.

**Investment Performance and Oversight**

The Battle Creek Community Foundation portfolio returned 5.07\* for the quarter ended March 31, 2024. Total Fiscal YTD returns from April 1, 2023 – March 31, 2024, are 15.74%. 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.*

**Battle Creek Community Foundation 50<sup>th</sup> Anniversary Annual Meeting**

Please join us as we celebrate our 50<sup>th</sup> year at a Downtown Block party on Wednesday, August 21, 2024, from 4:00-6:00.

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

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

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# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Master

For the Period January 01, 2024 - March 31, 2024

Generated on: 05/25/2024

	<b>Current Period</b> January 01, 2024 - March 31, 2024	<b>Year To Date</b> April 01, 2023 - March 31, 2024
<b>Beginning Fund Balance</b>	<b>\$918,541.33</b>	<b>\$878,674.45</b>
<b>ADDITIONS:</b>		
Investment Earnings	44,674.46	128,313.26
Other Income	8,910.00	8,910.00
<b>Total Additions</b>	<b>53,584.46</b>	<b>137,223.26</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,109.86	8,451.29
Bank & Merchant Service Fees	0.00	10.49
Grants Awarded	0.00	37,420.00
Transfers Out	8,910.00	8,910.00
<b>Total Distributions</b>	<b>11,019.86</b>	<b>54,791.78</b>
<b>Ending Fund Balance</b>	<b>\$961,105.93</b>	<b>\$961,105.93</b>
Accumulated Gifts & Contributions to Principal		805,166.04
Accumulated Earnings less Expenditures		155,939.89
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$961,105.93</b>

*This statement is preliminary and unaudited.*





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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Master**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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

**Quarterly Report - Willard Library Fund - Organizational  
January 01, 2024 - March 31, 2024**

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The Battle Creek Community Foundation portfolio returned 5.07\* for the quarter ended March 31, 2024. Total Fiscal YTD returns from April 1, 2023 – March 31, 2024, are 15.74%. The rate of return is reflected in the “Investment Earnings” section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

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# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Organizational For the Period January 01, 2024 - March 31, 2024

Generated on: 05/25/2024

	<b>Current Period</b> January 01, 2024 - March 31, 2024	<b>Year To Date</b> April 01, 2023 - March 31, 2024
<b>Beginning Fund Balance</b>	<b>\$3,315.37</b>	<b>\$3,168.14</b>
<b>ADDITIONS:</b>		
Investment Earnings	161.27	462.97
Other Income	8,910.00	8,910.00
<b>Total Additions</b>	<b>9,071.27</b>	<b>9,372.97</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	8.63	33.06
Bank & Merchant Service Fees	0.00	0.04
Grants Awarded	0.00	130.00
<b>Total Distributions</b>	<b>8.63</b>	<b>163.10</b>
<b>Ending Fund Balance</b>	<b>\$12,378.01</b>	<b>\$12,378.01</b>
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		423.01
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$12,378.01</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Organizational**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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# Battle Creek Community Foundation

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

## Quarterly Report - Willard Library Fund - Third Party January 01, 2024 - March 31, 2024

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 January 01, 2024 - March 31, 2024 is enclosed.

### Investment Performance and Oversight

The Battle Creek Community Foundation portfolio returned 5.07\* for the quarter ended March 31, 2024. Total Fiscal YTD returns from April 1, 2023 – March 31, 2024, are 15.74%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

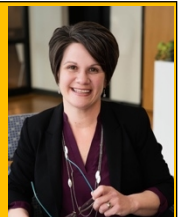
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# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Third Party

For the Period January 01, 2024 - March 31, 2024

Generated on: 05/25/2024

	<b>Current Period</b> January 01, 2024 - March 31, 2024	<b>Year To Date</b> April 01, 2023 - March 31, 2024
<b>Beginning Fund Balance</b>	<b>\$915,225.96</b>	<b>\$875,506.31</b>
<b>ADDITIONS:</b>		
Investment Earnings	44,513.19	127,850.29
<b>Total Additions</b>	<b>44,513.19</b>	<b>127,850.29</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,101.23	8,418.23
Bank & Merchant Service Fees	0.00	10.45
Grants Awarded	0.00	37,290.00
Transfers Out	8,910.00	8,910.00
<b>Total Distributions</b>	<b>11,011.23</b>	<b>54,628.68</b>
<b>Ending Fund Balance</b>	<b>\$948,727.92</b>	<b>\$948,727.92</b>
Accumulated Gifts & Contributions to Principal		793,211.04
Accumulated Earnings less Expenditures		155,516.88
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$948,727.92</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Third Party**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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

**Quarterly Report - Willard Library/Campbell Fund  
January 01, 2024 - March 31, 2024**

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# Battle Creek Community Foundation

## Fund Statement

### Willard Library/Campbell Fund

For the Period January 01, 2024 - March 31, 2024

Generated on: 05/25/2024

	<b>Current Period</b> January 01, 2024 - March 31, 2024	<b>Year To Date</b> April 01, 2023 - March 31, 2024
<b>Beginning Fund Balance</b>	<b>\$54,615.32</b>	<b>\$51,850.12</b>
<b>ADDITIONS:</b>		
Gifts and Grants Received	0.00	203.09
Investment Earnings	2,657.75	7,621.72
<b>Total Additions</b>	<b>2,657.75</b>	<b>7,824.81</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	68.28	273.03
Bank & Merchant Service Fees	0.00	7.11
Grants Awarded	0.00	2,190.00
<b>Total Distributions</b>	<b>68.28</b>	<b>2,470.14</b>
<b>Ending Fund Balance</b>	<b>\$57,204.79</b>	<b>\$57,204.79</b>
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		15,261.01
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$57,204.79</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library/Campbell Fund**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.



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## 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 January 01, 2024 - March 31, 2024

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 January 01, 2024 - March 31, 2024 is enclosed.

#### Investment Performance and Oversight

The Battle Creek Community Foundation portfolio returned 5.07\* for the quarter ended March 31, 2024. Total Fiscal YTD returns from April 1, 2023 – March 31, 2024, are 15.74%. The rate of return is reflected in the "Investment Earnings" section of the enclosed fund statement. *\*The actual value of the return for this fund may vary from the overall portfolio due to the timing of contributions to and distributions from the fund.*

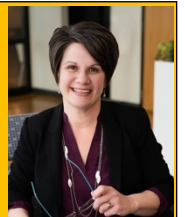
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**Battle Creek Community Foundation**

**Fund Statement**

**Willard Library/Denman Fund**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

	<b>Current Period</b> January 01, 2024 - March 31, 2024	<b>Year To Date</b> April 01, 2023 - March 31, 2024
<b>Beginning Fund Balance</b>	<b>\$101,310.31</b>	<b>\$96,560.08</b>
<b>ADDITIONS:</b>		
Investment Earnings	4,930.01	14,142.57
<b>Total Additions</b>	<b>4,930.01</b>	<b>14,142.57</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	127.06	508.24
Bank & Merchant Service Fees	0.00	1.15
Grants Awarded	0.00	4,080.00
<b>Total Distributions</b>	<b>127.06</b>	<b>4,589.39</b>
<b>Ending Fund Balance</b>	<b>\$106,113.26</b>	<b>\$106,113.26</b>
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		35,315.79
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$106,113.26</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library/Denman Fund**

**For the Period January 01, 2024 - March 31, 2024**

Generated on: 05/25/2024

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.

**OWEN ENDOWMENT FUND**

	November Adopted	June Proposed	July Proposed
	Budget	Budget	Budget
	2023-2024	2023-2024	2024-2025
<b>Revenue &amp; Transfers</b>			
Contributions-Unrestricted	2,500	17,000	2,500
Transfer from General Fund	0	0	0
Interest Earnings	7,500	24,000	20,000
<b>Total Revenue</b>	<b>10,000</b>	<b>41,000</b>	<b>22,500</b>
<b>Expenditures</b>	0	0	0
Transfer to General Fund			
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>10,000</b>	<b>41,000</b>	<b>22,500</b>
<b>Fund Balance Beg of Year</b>	<b>1,040,898</b>	<b>1,040,898</b>	<b>1,081,898</b>
<b>Fund Balance End of Year</b>	<b>1,050,898</b>	<b>1,081,898</b>	<b>1,104,398</b>

**CAPITAL IMPROVEMENT FUND**

	November Adopted	June Proposed	July Proposed
	Budget	Budget	Budget
	2023-2024	2023-2024	2024-2025
<b>Revenue &amp; Transfers</b>			
Other Misc Revenue	0	0	0
Transfer from General Fund	100,000	900,000	200,000
Interest Earnings	2,500	4,000	4,000
<b>Total Revenue</b>	<b>102,500</b>	<b>904,000</b>	<b>204,000</b>
<b>Expenditures</b>	0	0	0
Transfer to General Fund			
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>102,500</b>	<b>904,000</b>	<b>204,000</b>
<b>Fund Balance Beg of Year</b>	<b>642,597</b>	<b>642,597</b>	<b>1,546,597</b>
<b>Fund Balance End of Year</b>	<b>745,097</b>	<b>1,546,597</b>	<b>1,750,597</b>

WILLARD PUBLIC LIBRARY  
COUNTY OF CALHOUN, STATE OF MICHIGAN

RESOLUTION CERTIFYING TAX LEVIES FOR  
OPERATING MILLAGE AND APPROVING BUDGET

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At a regular meeting of the Board of Trustees of the Willard Public Library, County of Calhoun, Michigan, held in the Library on June 19, 2024, at 5:00 p.m. prevailing Eastern Time.

PRESENT: \_\_\_\_\_

---

ABSENT: \_\_\_\_\_

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The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, in accordance with the Truth in Budgeting Act, there has been presented to the Board of Trustees of the Willard Public Library (the "Library") the proposed budget for fiscal year 2024/2025; and

WHEREAS, a public hearing on the budget has been held in accordance with the provisions of Act 43 of 1963 (2<sup>nd</sup> Ex. Sess.), as amended, after notice of the hearing was duly given; and

WHEREAS, the notice of hearing on the budget included the following statement printed in 11-point bold face type:

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

WHEREAS, in accordance with its budget for fiscal year 2024/2025, the Library determines that it is necessary for the Willard Public Library and its residents to levy a tax of 1.9986 mill(s) in fiscal year 2024/2025 for library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library hereby approves and adopts the proposed budget for fiscal year 2024/2025 on file with the Secretary of the Board and hereby determines that 1.9986 mill(s) shall be levied on the taxable value of taxable property in the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools for fiscal year 2024/2025 for the purpose of providing Library funds for the operation of the Library. This resolution together with the approved budget shall be known as the Library's general appropriations act for fiscal year 2024/2025.

2. The total revenue and unappropriated fund balance estimated to be available for appropriations in the Library fund for the fiscal year 2024/2025 is as follows:

Revenue and Transfers:

Taxes	\$ 5,657,365
State Sources	\$ 523,000
Penal Fines	\$ 100,000
Fees and book Fines	\$ 50,000
Casino PILT Disbursement	\$ 150,000
Local Contributions, Contracts, & Other	\$ 256,600
Grant Funding	\$ 2,000
Transfer from Kellogg SRF	\$ 0
Transfer from Owen Endowment	\$ 0
Transfer from Capital Improvement	\$ 0
 TOTAL	 \$ 6,738,965
 Fund Balance – July 1, 2024, estimated	 \$ 3,115,783
 TOTAL AVAILABLE TO APPROPRIATE	 \$ 9,854,748

3. \$6,993,799 of that total available to appropriate in the Library fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures and Transfers

Other Expenditures-SBITA's	\$ 80,713
Capital Expenditures	\$ 498,465
Program Services: Media, Books, Periodicals	\$ 1,094,300
Program Services: Grant Expenses	\$ 15,500
Personnel	\$ 3,753,900
Office Supplies	\$ 52,500
Repair & Maintenance Supplies	\$ 43,000
Purchased Services	\$ 712,000
Communications	\$ 129,000
Insurance	\$ 26,621
Public Utilities	\$ 133,600
Repairs & Maintenance Services	\$ 254,200
Trf. from General Fund to Capital Projects	\$ 200,000
 TOTAL APPROPRIATED:	 \$ 6,993,799

4. No Library Board member or employee of the Library shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Library Board of Trustees. Changes in the amount appropriated by the Board may be made by persons responsible for the supervision of the budget without prior approval of the Board in an amount not to exceed



five percent (5%) of the appropriation from which the transfer is made. Changes must be made between accounts and may not add to the total appropriation without Board approval.

5. The President and Secretary of the Library are authorized and directed to submit this resolution and a Tax Rate Request Form L-4029 to the clerks in the communities that are part of the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools, and to the County Clerks and the Equalization Departments of the Counties of Calhoun and Barry.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded.

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Public Library, Counties of Calhoun and Barry, State of Michigan, at a regular meeting held on June 19, 2024, the original of which is on file at the library and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_

Secretary, Board of Trustees  
Willard Public Library

**2024 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2024.)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk(s)

**L-4029**

COPY TO: Equalization Department(s)

COPY TO: Each Township or City Clerk

**Carefully read the instructions on page 2.**

County <b>CALHOUN &amp; BARRY</b>	2024 Taxable Value of All Properties less REZ <b>2,819,847,815</b>
Local Government Unit <b>WILLARD DISTRICT LIBRARY</b>	For LOCAL School Districts: Current Year Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2024 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2023 Millage Rate Permanently Reduced by MCL 211.34d	2024 Current Year Millage Reduction Fraction	2024 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Truth in Assessing or Equalization Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
Charter	Operating	6/11/2001	2.0000	2.0000	0.9993	1.9986	1.0000	1.9986	1.9986	1.9986	Unlimited

**\* 1.9986 mill levy on July 1st for cities of Springfield & Battle Creek and townships of Marshall & Bedford; all other units (townships) on December 1st**

Prepared by <b>Tom Scott</b>	Telephone Number <b>(269) 781-0747</b>	Title of Preparer <b>Deputy Equalization Director</b>	Date <b>April 30, 2024</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk Secretary	Signature	Print or Type Name <b>Kathleen Baker</b>	Date <b>6/19/24</b>	Total School District Operating Rates to be levied (HH/Supp and NH Oper ONLY)	Rate
<input checked="" type="checkbox"/> Chairperson President	Signature	Print or Type Name <b>Michelle Herzing</b>	Date <b>6/19/24</b>	For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal.	
				For Commercial Personal	
				For All Other	

*\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



Willard Public Library  
Board of Trustees  
Meeting Schedule\*  
2024-2025

Library Programming Room  
Wednesdays, 5:00 p.m.

August 21, 2024

September 18, 2024

October 16, 2024

November 20, 2024

January 15, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

\* Meeting schedule pending Board approval

MEMORANDUM

**To:** All Staff  
**From:** Matt Willis  
**Date:** June 11, 2024  
**Subject:** Personnel Update

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I am happy to announce that our current Circulation Assistant, Delaney Scheidler, will be moving to a new position as a Part Time Library Clerk in the Circulation Department. Delaney's experience sorting, shelving and organizing library collections and knowledge of circulation procedures will be a great asset in serving our guests.

Please join me in congratulating Delaney when she starts her new position on Tuesday, July 2, 2024.



## REPORTS AND RECOMMENDATIONS June 2024

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

- Armchair Detectives
- Creative Services Programs
- Social Services Information Programs

### **ADMINISTRATIVE UPDATE: April Dillinger, Deputy Director**

- Program Attendance Statistics
- One Seed, One Library

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

- Summer Reading Kickoff