



Willard Library
Board of Trustees
Meeting Agenda
April 16, 2025
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. | Policy Regarding Use of Artificial Intelligence (AI) * | Matt Willis |
| V. | Update to Policy Regarding Guest Responsibilities and Conduct: Face Coverings (pg. 10) | Matt Willis |
| VI. | Reports & Recommendations | |
| | a. Quarterly Statistics (pg. 17) | April Dillinger |
| | b. Department Reports (pg. 20) | Administrative Team |
| VII. | Other Business | |
| VIII. | Comments by Trustees | |
| IX. | Adjourn | Michelle Herzing |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

March 19, 2025

Willard Library Programming Room, Lower Level

BOARD OF TRUSTEES

Michelle Herzing, Kathy Baker, 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

Laura Williams moved, with a second from Salli Baltutat, to approve the minutes of the Board Meeting of January 15, 2025.

Motion approved 4 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico reviewed the financials for the months of January and February 2025. Revenue as of January 31st totaled just over \$4.5 million, with the majority of that total coming from property taxes. Expenditures as of January 31st totaled just over \$3.8 million. Revenue as of February 28th totaled just over \$5 million and expenditures totaled just over \$4.4 million.

Salli Baltutat moved, with a second from Kathy Baker, to approve the January and February 2025 expenditures as presented.

Motion approved 4 - 0

Kathy Domenico presented Form 990 based on the audited financials for the year ending June 30, 2024.

Kathy Baker moved, with support from Laura Williams, to approve Form 990 for the fiscal year ending June 30, 2024 as presented.

Motion approved 4 - 0

Matt Willis conveyed the Policy Regarding Use of Artificial Intelligence (AI). The Board of Trustees will vote on this during the April board meeting.

REPORTS & RECOMMENDATIONS

Matt Willis gave the Director's Report, outlining renovation progress. Kathy Baker asked if there was a tentative date to reopen the Children's Room. Chad Osborn shared that it is on track to open on Monday, March 24.

Amanda Paffhausen spoke about the 6-8 week AI cohort she is participating in. The cohort includes libraries across Michigan and aims to educate participants while exploring practical uses of AI in public libraries.

Matt Willis reviewed highlights from the recent adult programming, including African American Celebration with author Vanessa Ivy Rose, the Octopus Obsessed kickoff with Danna Staaf, and Peeks Into the Past.

OTHER BUSINESS

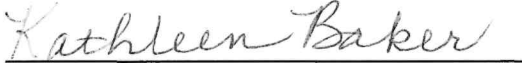
None.

COMMENTS

Kathy Baker asked the Michigan Job Challenge Program students how many of them would consider themselves daily or avid readers. Thirteen students raised their hands. One student expressed how grateful he is that they are given a library card. Matt Willis conveyed that Willard Library works for the Battle Creek community and thanked them for coming.

ADJOURNED

The meeting adjourned at 5:20 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

March 2025

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Taxes	5,657,365	5,197,679	91.87%	459,686	4,884,180
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	478,000	440,522	92.16%	37,478	543,450
Penal Fines	100,000	58,449	58.45%	41,551	50,794
Fees and Book Fines	50,000	46,473	92.95%	3,528	41,682
Local Contributions & Contracts	350,600	207,526	59.19%	143,074	196,646
Grant Funding	7,000	5,000	71.43%	2,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	6,792,965	5,955,648	87.67%	837,317	5,716,752

EXPENDITURES

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Total Expenditures	7,182,936	4,948,658	68.89%	2,234,278	4,673,046

REVENUE OVER EXPENDITURES

1,006,990

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

March 2025

EXPENDITURES	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Capital Expenditures	659,465	321,051	48.68%	338,414	174,538
Program Svs-Av, Books & Periodicals	1,094,300	709,132	64.80%	385,168	633,020
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,753,900	2,816,201	75.02%	937,699	2,809,397
Office Supplies	52,500	23,819	45.37%	28,681	31,649
Repairs & Maintenance Supplies	43,000	26,303	61.17%	16,697	24,355
Purchased Services	737,800	456,773	61.91%	281,027	460,449
Communications	129,000	90,919	70.48%	38,081	86,666
Insurance	26,621	26,621	100.00%	0	27,768
Public Utilities	133,600	66,982	50.14%	66,618	62,604
Repairs & Maintenance Services	254,200	195,356	76.85%	58,844	247,100
Other Expenses (SBIT's)	83,050	0	0.00%	83,050	0
Transfers to Capital Projects	200,000	200,000	100.00%	0	100,000
TOTAL	7,182,936	4,948,658	68.89%	2,234,278	4,673,046

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MARCH 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	525,465.18
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	120,655.92
FICA & Federal withholding tax	39,738.56
State withholding tax	6,250.08
Battle Creek City withholding tax	1,123.99
City of Springfield withholding tax	33.23
MERS Retirement System	26,939.19
MERS Pension Funding	0.00
MPSERS Retirement System	3,060.26
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	4,535.95
MERS (Employee 457)	4,117.42
Friend of the Court	269.88
5th/3rd BANK (credit card)	10,036.26
Health Equity Employer Serv.	4,671.68
MESSA	53,595.83
Unum Life Insurance	568.83
Total Disbursements	801,162.26

**WILLARD PUBLIC LIBRARY CHECKS
MARCH 2025**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
055291	3/3/2025	CINTAS CORPORATION NO. 2	\$135.00
055292	3/3/2025	D. L. GALLIVAN LLC	\$743.67
055293	3/3/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$7,050.00
055294	3/3/2025	JULIE NILA JACKSON	\$150.00
055295	3/3/2025	TREVON KIRK DBA KIRKS JUMP N FUN RENTALS LLC	\$422.50
055296	3/3/2025	KREIS, ENDERLE, HUDGINS & BORSOS PC	\$215.00
055297	3/3/2025	THE LIBRARY STORE INC	\$24.00
055298	3/3/2025	THE MITTEN WORD BOOKSHOP LLC DBA NEW STORY COMMUNITY BOOKS	\$2,232.00
055299	3/3/2025	MISC STAFF REIMBURSEMENT	\$37.50
055300	3/3/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055301	3/3/2025	ROBERT POTTER	\$150.00
055302	3/3/2025	ROSE PEST SOLUTIONS INC	\$63.00
055303	3/3/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$1,164.67
055304	3/3/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$194.59
055305	3/3/2025	SENTINEL TECHNOLOGIES INC	\$243.70
055306	3/3/2025	US POSTAL SERVICE CMRS-PBP	\$5,000.00
055307	3/3/2025	BARNES & NOBLE INC	\$105.88
055308	3/10/2025	ALLEGRA PRNT & IMAGING INC.	\$3,257.69
055309	3/10/2025	CITY OF BATTLE CREEK CITY TREASURER	\$409.00
055310	3/10/2025	FOX BROTHERS MECHANICAL SERVICE INC <i>Children's Renovation</i>	\$29,600.00
055311	3/10/2025	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
055312	3/10/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055313	3/10/2025	JULIE NILA JACKSON	\$150.00
055314	3/10/2025	JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP	\$688.00
055315	3/10/2025	LAMAR TEXAS LIMITED PARTNERSHIP DBA THE LAMAR COMPANIES	\$1,200.00
055316	3/10/2025	MIX HARDWARE	\$61.28
055317	3/10/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055318	3/10/2025	ROBERT POTTER	\$150.00
055319	3/10/2025	ROSE PEST SOLUTIONS INC	\$1,019.00
055320	3/10/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$665.57
055321	3/10/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$147.48

Check Number	Check Date	Vendor Name	Check Amount
055322	3/10/2025	T-MOBILE USA INC	\$55.00
055323	3/10/2025	TAYLOR STUDIOS INC <i>Children's Play Structure</i>	\$8,400.00
055324	3/18/2025	SEMCO ENERGY INC	\$1,098.19
055325	3/18/2025	CALHOUN COUNTY TREASURER	\$50.43
055326	3/18/2025	CITY OF BATTLE CREEK	\$762.94
055327	3/18/2025	CEREAL CITY BASEBALL LLC DBA BATTLE CREEK BATTLE JACKS	\$4,068.50
055328	3/18/2025	CINTAS CORPORATION NO. 2	\$579.82
055329	3/18/2025	EMERY-PRATT INC	\$286.72
055330	3/18/2025	FUN EXPRESS LLC	\$126.99
055331	3/18/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,300.00
055332	3/18/2025	INTERNATIONAL CODE COUNCIL INC	\$585.19
055333	3/18/2025	JULIE NILA JACKSON	\$150.00
055334	3/18/2025	MISC BANK TRANSFER <i>Dormant Deposit</i>	\$5.00
055335	3/18/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055336	3/18/2025	PLANTE & MORAN LLP	\$4,000.00
055337	3/18/2025	ROBERT POTTER	\$150.00
055338	3/18/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$24.88
055339	3/18/2025	STEVEN B. TAPLIN DBA TAPLIN GROUP, LLC <i>Children's renovation</i>	\$36,625.68
055340	3/18/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$240.00
055341	3/18/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055342	3/25/2025	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$5,300.00
055343	3/25/2025	CONSUMERS ENERGY INC	\$2,298.16
055344	3/25/2025	CINTAS CORPORATION NO. 2	\$197.05
055345	3/25/2025	DEMCO INC	\$130.91
055346	3/25/2025	FUN EXPRESS LLC	\$190.06
055347	3/25/2025	FLYERS ENERGY LLC	\$64.36
055348	3/25/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,850.00
055349	3/25/2025	JULIE NILA JACKSON	\$150.00
055350	3/25/2025	J & L ELECTRIC OF BATTLE CREEK INC <i>Children's renovation</i>	\$84,806.00
055351	3/25/2025	MACQUAIRE EQUIPMENT CAPITAL INC	\$981.80
055352	3/25/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055353	3/25/2025	OVERDRIVE INC	\$7,955.18
055354	3/25/2025	PRECISION PRINTER SERVICE INC	\$120.56
055355	3/25/2025	ROBERT POTTER	\$150.00
055356	3/25/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$665.57
055357	3/25/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$45.53
055358	3/25/2025	ANTHONY H. WILLIAMS	\$1,000.00

Check Number	Check Date	Vendor Name	Check Amount
055359	3/26/2025	LAFONTAINE CDJR OF LANSING INC DBA LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING <i>New Van</i>	\$42,634.00
A04820	3/3/2025	BRODART COMPANY INC	\$384.95
A04821	3/3/2025	BLACKSTONE AUDIO BOOKS INC	\$1,363.38
A04822	3/3/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,964.85
A04823	3/3/2025	GALE/CENGAGE LEARNING INC	\$25.49
A04824	3/3/2025	PLAYAWAY PRODUCTS LLC	\$3,409.50
A04825	3/3/2025	INGRAM LIBRARY SERVICE INC	\$4,299.78
A04826	3/3/2025	MIDWEST TAPE INC.	\$2,765.02
A04827	3/10/2025	BRODART COMPANY INC	\$259.31
A04828	3/10/2025	BATTLE CREEK PUBLIC SCHOOL	\$7,053.40
A04829	3/10/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,964.85
A04830	3/10/2025	BAKER & TAYLOR INC	\$2,108.35
A04831	3/10/2025	GALE/CENGAGE LEARNING INC	\$458.81
A04832	3/10/2025	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$2.50
A04833	3/10/2025	DASTON CORPORATION	\$494.32
A04834	3/10/2025	INGRAM LIBRARY SERVICE INC	\$12,032.01
A04835	3/10/2025	KSS ENTERPRISES INC	\$3,691.30
A04836	3/10/2025	MIDWEST TAPE INC.	\$2,356.95
A04837	3/10/2025	METRO FIBERNET LLC	\$1,736.26
A04838	3/10/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$622.30
A04839	3/10/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$171.14
A04840	3/18/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,954.53
A04841	3/18/2025	BASIC	\$175.47
A04842	3/18/2025	GALE/CENGAGE LEARNING INC	\$145.45
A04843	3/18/2025	PLAYAWAY PRODUCTS LLC	\$1,260.70
A04844	3/18/2025	INGRAM LIBRARY SERVICE INC	\$2,605.36
A04845	3/18/2025	LIBRARY DESIGN ASSOC INC <i>Children's renovation</i>	\$20,678.00
A04846	3/18/2025	MIDWEST TAPE INC.	\$13,405.44
A04847	3/25/2025	BRODART COMPANY INC	\$575.52
A04848	3/25/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,031.80
A04849	3/25/2025	CDW GOVERNMENT INC SUITE 1515	\$6,621.14
A04850	3/25/2025	INGRAM LIBRARY SERVICE INC	\$5,947.77
A04851	3/25/2025	LIBRARY DESIGN ASSOC INC <i>Children's renovation</i>	\$147,823.00
A04852	3/25/2025	MIDWEST TAPE INC.	\$2,078.89
			Grand Totals
			\$525,465.18

OWEN ENDOWMENT FUND

2024/2025	Budget	YTD
Revenue & Transfers		
Contributions-Unrestricted	2,500	3
Transfer from General Fund	0	0
Interest Earnings	20,000	16,191
Total Revenue	22,500	16,194
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	22,500	16,194
Fund Balance Beg of Year	1,084,220	
Fund Balance End of Year	1,106,720	

CAPITAL IMPROVEMENT & AUTOMATION FUND

2024/2025	Budget	YTD
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	200,000	200,000
Interest Earnings	4,000	8,984
Total Revenue	204,000	208,984
Expenditures		
Purchased Services	141,110	31,678
Furniture & Fixtures	241,334	147,849
Construction & Renovation	266,000	159,132
Transfer to General Fund	0	0
Total Expenditures & Transfers	648,444	338,660
Revenue Over Expenditures	(444,444)	(129,676)
Fund Balance Beg of Year	1,547,259	
Fund Balance End of Year	1,102,815	

A. Policy Regarding Guest Responsibilities and Conduct

1. Introduction.

Willard Library (the "Library") is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Policy Regarding Guest Responsibilities and Conduct. The purpose of this Policy is to assist the Library in fulfilling its role as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches - interior and exterior - and all grounds controlled and operated by the Library ("Library facilities") and to all persons entering in or on the premises, unless otherwise specified.

2. Rules for a Safe Environment.

- a. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, or vandalism) is prohibited.
- b. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- c. Alcohol and Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- d. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library guests must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules.
- e. No Blocking of Doors, Aisles, or Entrances. All doors, aisles, and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- f. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming.
 - g. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
 - h. Staff Only Areas. Guests shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director or designee.
3. Rules for Personal Behavior.
- a. Personal Property. Personal property brought into the Library is subject to the following:
 - (1) Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags, or large plastic garbage bags. For security purposes, all parcels (including but not limited to handbags, backpacks, packages, and shopping bags) and coats may be subject to inspection by Library staff.
 - (2) The Library is not responsible for personal belongings left unattended.
 - (3) The Library does not guarantee storage for personal property.
 - (4) Personal possessions may not take up seating or space if needed by others.
 - b. Food and Beverages. Food and beverages are permitted only in designated areas.
 - c. Unauthorized Use. Guests must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any guest whose privileges to use the Library have been denied may not enter the Library. Any guest whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the guest by the Library Director, their designee, or the Library Board.
 - d. Engaging in Proper Library Activities. Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in Library programs, or using Library materials shall be required to leave the building and shall not remain on Library property.
 - e. Considerate Use. The following behavior is prohibited in the Library and in the Library building.
 - (1) Spitting;
 - (2) Running, pushing, shoving, fighting, provoking a fight

- or other unsafe physical behavior;
 - (3) Climbing on furniture;
 - (4) Using obscene or threatening language or gestures.
 - f. Panhandling or Soliciting. Panhandling or soliciting Library staff or guests for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director or designee.
 - g. Interference with Staff. Guests may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time
 - h. Harassment of Staff. Inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
 - i. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting on Library grounds as follows:
 - (1) Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 - (2) Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - (a) Persons or groups are requested to sign in at the Information Desk in advance.
 - (b) Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign, or discussion.
 - (c) Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside of the Library building shall be limited to the areas 25 feet from all entrances.
 - (d) No person shall block ingress or egress from the Library building.
 - (e) Permitted times will be limited to the operating hours of the Library.
 - (f) Campaign material, literature, or petitions may not be brought into the Library, posted at the Library, or left on Library property.
 - j. Distributions; Postings. The Library, at its discretion, will

provide reasonable space for announcements and notices of programs and activities sponsored by nonprofit civic, cultural, and educational groups.

- k. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a guest is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- l. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which is disturbing Library users or staff while such staff or guests are in the Library or on Library property; and (2) that interferes with the guests' use of the Library or the ability of the staff person to do their job is prohibited.
- m. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other guests' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.
- n. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the guest's odor interferes with staff or other guests' use of the Library, the guest violates this Policy.)
- o. Identification. Guests must provide identification to Library staff when requested.
- p. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- q. Smoking, or use of Tobacco or Marijuana. Smoking tobacco or marijuana, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library property. No tobacco or marijuana product may be visible while in the Library.
- r. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
- s. **Face Coverings: Face coverings such as ski masks, balaclavas, and costume masks are not permitted on Library property. This policy does not apply to the use of medical**

masks, masks worn during designated Library events, or face coverings worn for reasons based on religion, disability, or other grounds protected by federal, state, or local laws.

- t. Library Policies. Guests must adhere to all Library Policies.
4. Rules for Unattended Children
In order to provide for the safety of children using the library:
 - a. All children ages 10 years or younger shall be attended and adequately supervised by a parent or designated responsible person.
 - b. Parents are responsible for the behavior of their children in the library, whether or not the parent is present.
 - c. Disruptive children will be asked to leave for the day after receiving one warning.
 5. Rules for the Use and Preservation of Library Materials and Property.
 - a. Care of Library Property. Guests must not deface, vandalize, or damage Library materials, equipment, furniture, or buildings. Guests shall not load or install any programs or software on Library computers. Guests shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Guests shall not cause damage by returning books containing pest infestations or bringing pest infestations into the Library.
 - b. Internet Use. Guests must abide by established time limitations and all other provisions of the Library Internet Use Policy.
 - c. Equipment. Library staff computers are for staff use only.
 - d. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
 6. Disciplinary Process for Library Facilities.
The Library Director or designee may restrict access to Library facilities with immediate dismissal of the guest from the premises, by suspending the guest's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. When necessary, the local police may be called to intervene.
 - a. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the guest. A copy of the suspension of privileges letter should be attached, if applicable.
 - b. Violation of the Policy - Suspension of Privileges. Unless

otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

- (1) Initial Violation: Library guests observed violating this Policy will be asked to cease the violation with a verbal request. If the guest does not comply with the request, they will be asked to leave the building for the day. If they refuse, the police may be called.
- (2) Subsequent Violations: The Director or designee may further limit or suspend the guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

c. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or guests shall be handled as follows:

- (1) Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or designee may add additional time to the initial limitation or suspension period.
- (2) Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or designee, may further limit or suspend the guest's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

d. Reinstatement. The guest whose privileges have been limited or suspended shall attend a meeting with the Library Director or designee to review the Policy Regarding Guest Responsibilities and Conduct before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

7. Right of Appeal.
Guests may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal

to the Library Board within 10 business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2024/2025
3rd Quarter**

	July 2024 - March 2025	July 2023 - March 2024	% Change
WILLARD LIBRARY*			
Adult Fiction	19,055	20,675	-8%
Adult Nonfiction	21,602	23,998	-10%
Paperbacks	5,372	6,908	-22%
New Materials	42,245	40,649	4%
Special Collections	5,761	5,234	10%
Children's & YA Fiction	45,617	53,554	-15%
Children's Nonfiction	8,924	11,759	-24%
Audiobooks	6,701	8,504	-21%
DVDs	73,511	75,487	-3%
Music CDs	2,943	3,700	-20%
Total Circulation	231,731	250,468	-7%
HELEN WARNER BRANCH*			
Adult Fiction	10,503	10,413	1%
Adult/Children's Nonfiction	11,188	10,976	2%
Paperbacks	950	1,096	-13%
New Materials	28,408	26,488	7%
Special Collections	3,207	3,415	-6%
Children's & YA Fiction	27,286	25,254	8%
Audiobooks	1,820	2,124	-14%
DVDs	20,960	21,312	-2%
Music CDs	1,116	1,240	-10%
Total Circulation	105,438	102,318	3%
E-BRANCH			
Children's eBooks	3,192	7,361	-57%
Adult eBooks	63,029	61,564	2%
Adult & Children's eAudiobooks	78,252	65,317	20%
Music Downloads	18,421	17,707	4%
Digital Magazines	11,954	13,821	-14%
Digital Video	3,423	3,241	6%
Total Circulation**	178,271	169,011	5%
CHRONICLING BATTLE CREEK	187,059	115,654	62%
Grand Total	702,499	637,451	10%

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2024/2025
3rd Quarter**

	July 2024 - March 2025	July 2023 - March 2024	% Change
Circulation			
Adult Fiction	29,558	31,088	-5%
Adult Nonfiction	32,790	34,974	-6%
Paperbacks	6,322	8,004	-21%
New Materials	70,653	67,137	5%
Special Collections	8,968	8,649	4%
Children's & YA Fiction	72,903	78,808	-7%
Children's Nonfiction	8,924	11,759	-24%
Audiobooks	8,521	10,628	-20%
DVDs	94,471	96,799	-2%
Music CDs	4,059	4,940	-18%
E-Branch Items	178,271	169,011	5%
Total Circulation	515,440	521,797	-1%
Chronicling Battle Creek	187,059	115,654	62%
Total Circulation including CBC	702,499	637,451	10%
People Counter*	155,533	151,617	3%
Programs			
Adult Audiences	3,935	3,175	24%
Children's Audiences	6,146	13,907	-56%
Total Audiences	10,081	17,082	-41%
Public Computer Usage			
Computer Sessions	26,011	24,064	8%
Computer Time (Hours)	25,101	23,383	7%
Wireless Users	64,702	67,178	-4%

**Willard Library Helen Warner Branch High Impact Programming
Library Statistical Report 2024/2025
3rd QUARTER**

	July 2024 - March 2025	July 2023 - March 2024	% Change
We support creativity			
Creative Space Program Attendance	2,018	1,242	62%
We area a community hub that offers casual settings for conversation, collaboration, and media consumption.			
Meeting Room Use-Sessions	1,708	2,162	-21%
We build a strong foundation of literacy and foster a love of reading.			
Babytime & Storytime Attendance	3,686	3,638	1%
Adult Literary Event Attendance	635	311	104%
We present opportunities for growth in digital literacy.			
Book a Librarian-Sessions	138	154	-10%
We deliver enriching experiences that enhance quality of life.			
Monday Night Children's Programming	831	911	-9%
Total Impactful Programs	9,016	8,418	7%



REPORTS AND RECOMMENDATIONS April 2025

DIRECTOR'S REPORT: Matt Willis, Director

- Renovation Update
- Negotiations Update

ADULT PROGRAMS UPDATE: Matt Willis, Director

- Grow With Us Campaign

ADMINISTRATIVE UPDATE: April Dillinger, Deputy Director

- Staff Appreciation Week