



Willard Library  
Board of Trustees  
Meeting Agenda  
June 18, 2025  
5:00 p.m.

Willard Library Programming Room, Second Floor

**Public Hearing on the Proposed 2025/26 Budget (pg. 14)**

- |       |  |                     |
|-------|--|---------------------|
| I.    | Approval of Minutes * (pg. 1)  | Michelle Herzing    |
| II.   | Public Comments  |                     |
| III.  | Financial Report   | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 4)  |                     |
|       | b. Tax Collection Actuals to Date (pg. 12)   |                     |
|       | c. Budget Amendments for 2024/2025 * (pg. 15)  |                     |
|       | d. 2025/2026 Proposed Budget Resolution<br>and Authorization to Levy 1.9958 Mills * (pg. 17) | Michelle Herzing    |
| IV.   | Setting of Meeting Dates for 2025/2026 * (pg. 21)  | Michelle Herzing    |
| V.    | Reports & Recommendations  |                     |
|       | a. Department Reports (pg. 22)   | Administrative Team |
| VI.   | Closed Session   |                     |
|       | a. Approval of minutes from 5/21/2025 closed session *                                       | Michelle Herzing    |
| VII.  | Other Business   |                     |
| VIII. | Comments by Trustees   |                     |
| IX.   | Adjourn  | Michelle Herzing    |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

May 21, 2025

Willard Library Programming Room

**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 Youth Services and Community Engagement Tynisha Dungey, Director of IT and Facilities Chad Osborn, 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 April 16, 2025.

Motion approved 4 – 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Kathy Domenico outlined the financial status for April, reporting the revenue reached nearly 90% of the projected annual budget, amounting to slightly above \$6 million. Expenditures for April totaled just over \$5.4 million accounting for nearly 76% of the total budget spent.

Kathy Baker moved, with a second from Laura Williams, to approve the April 2025 expenditures as presented.

Motion approved 4 – 0

Kathy Domenico presented the Battle Creek Community Foundation Quarterly Report.

A motion was offered by Salli Baltutat, and supported by Laura Williams, to approve a Public Hearing on the Proposed FY 2025/2026 Budget. In compliance with the Open Meetings Act, this Public Hearing will take place on June 18 at 5:00 pm, at the Library. Notice of the meeting will appear in the Battle Creek Enquirer.

A roll call vote was taken.

Motion approved 4 – 0

**POLICY REGARDING GUEST RESPONSIBILITIES AND CONDUCT: FACE COVERINGS**

Laura Williams moved, with a second from Kathy Baker, to approve the update to the Policy Regarding Guest Responsibilities and Conduct: Face Coverings, as presented at the April meeting.

Motion approved 4 – 0

**PERSONNEL UPDATE**

Matt Willis relayed a personnel update. Delaney Scheidler resigned and Chelsea Dukes, a full-time Youth Services Librarian, will be transitioning to the part-time Library Clerk position effective June 9, 2025. The Library is currently accepting applications for the full-time Youth Services Librarian.

**DIRECTOR’S PERFORMANCE REVIEW**

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

Laura Williams inquired about the Key Results process, and Kathy Baker sought information on how the current Key Results system was developed.

Laura Williams discussed the role libraries play in their communities regarding the promotion of reading.

Salli Baltutat moved, with a second from Kathy Baker, to approve the Director’s Performance Review as presented.

Motion approved 4 – 0

**REPORTS & RECOMMENDATIONS**

The Board voted to go into closed session to discuss contract negotiations. Salli Baltutat moved, with a second from Laura Williams, to approve a closed session.

A roll call vote was taken.

Motion approved 4 – 0

The Board entered closed session at 5:28 pm.

Laura Williams moved, with support from Salli Baltutat, to adjourn the closed session and return to open session.

Motion approved 4 – 0

The Board re-entered open session at 5:53pm

**APPROVAL OF CONTRACT TERMS**

A motion was offered by Laura Williams, and seconded by Salli Baltutat, to approve the Librarians’ Association contract terms for July 1, 2025 - June 30, 2028, as presented.

A roll call vote was taken.

Motion approved 4 – 0

A motion was offered by Salli Baltutat, and seconded by Kathy Baker, to approve the Support Personnel Association contract terms for July 1, 2025 - June 30, 2028, as presented.

A roll call vote was taken.

Motion approved 4 – 0

**OTHER BUSINESS**


None.

**COMMENTS**

None.

**ADJOURNED**

The meeting adjourned at 5:55 p.m.

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KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

May 2025

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Taxes	5,657,365	5,313,828	93.93%	343,537	5,391,658
Casino PILT Disbursement	150,000	0	0.00%	150,000	0
State Sources	478,000	440,522	92.16%	37,478	545,196
Penal Fines	100,000	58,449	58.45%	41,551	85,071
Fees and Book Fines	50,000	56,948	113.90%	-6,948	52,161
Local Contributions & Contracts	350,600	294,260	83.93%	56,340	214,527
Grant Funding	7,000	5,000	71.43%	2,000	3,000
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>6,792,965</b>	<b>6,169,008</b>	<b>90.81%</b>	<b>623,957</b>	<b>6,291,613</b>

EXPENDITURES

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Total Expenditures	7,182,936	5,938,726	82.68%	1,244,210	5,516,371

REVENUE OVER EXPENDITURES

230,282

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

May 2025

EXPENDITURES	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Capital Expenditures	659,465	427,223	64.78%	232,242	174,715
Program Svs-Av, Books & Periodicals	1,094,300	870,327	79.53%	223,973	781,094
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,753,900	3,327,594	88.64%	426,306	3,318,511
Office Supplies	52,500	30,605	58.29%	21,896	38,748
Repairs & Maintenance Supplies	43,000	32,602	75.82%	10,398	33,163
Purchased Services	737,800	590,855	80.08%	146,945	563,952
Communications	129,000	105,209	81.56%	23,791	97,127
Insurance	26,621	26,621	100.00%	0	27,768
Public Utilities	133,600	90,377	67.65%	43,223	83,776
Repairs & Maintenance Services	254,200	221,814	87.26%	32,386	282,017
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
<b>TOTAL</b>	<b>7,182,936</b>	<b>5,938,726</b>	<b>82.68%</b>	<b>1,244,210</b>	<b>5,516,371</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MAY 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	345,420.44
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	115,449.57
FICA & Federal withholding tax	37,804.84
State withholding tax	5,946.79
Battle Creek City withholding tax	1,113.80
City of Springfield withholding tax	0.00
MERS Retirement System	25,708.03
MERS Pension Funding	0.00
MPSERS Retirement System	2,943.34
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	100.00
BASIC (125 Plan 3rd party administrator)	3218.33
MERS (Employee 457)	3,447.42
Friend of the Court	269.88
5th/3rd BANK (credit card)	16,021.34
Health Equity Employer Serv.	2,062.96
MESSA	54,564.41
Unum Life Insurance	568.83
Total Disbursements	614,639.98

**WILLARD PUBLIC LIBRARY CHECKS  
MAY 2025**

**MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
055435	5/5/2025	ALLEGRA PRNT & IMAGING INC.	\$339.46
055436	5/5/2025	CITY OF BATTLE CREEK CITY TREASURER	\$333.34
055437	5/5/2025	CINTAS CORPORATION NO. 2	\$502.40
055438	5/5/2025	DEMCO INC	\$80.17
055439	5/5/2025	D. L. GALLIVAN LLC	\$839.94
055440	5/5/2025	GREENSCAPE SERVICES INC	\$105.00
055441	5/5/2025	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
055442	5/5/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,450.00
055443	5/5/2025	LENOVO INC <i>Computers</i>	\$61,750.94
055444	5/5/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055445	5/5/2025	OVERDRIVE INC	\$1,221.40
055446	5/5/2025	PRECISION PRINTER SERVICE INC	\$170.00
055447	5/5/2025	PITNEY BOWES INC.	\$483.83
055448	5/5/2025	ROBERT POTTER	\$150.00
055449	5/5/2025	ROSE PEST SOLUTIONS INC	\$72.00
055450	5/5/2025	SENTINEL TECHNOLOGIES INC	\$243.70
055451	5/6/2025	MISC GUEST REIMBURSEMENT <i>Refund</i>	\$150.00
055452	5/6/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055453	5/12/2025	ALLEGRA PRNT & IMAGING INC.	\$764.76
055454	5/12/2025	SEMCO ENERGY INC	\$561.80
055455	5/12/2025	BATTLE CREEK TILE & MOSAIC CO INC <i>Children's Renovation</i>	\$64,705.00
055456	5/12/2025	NICK BUCKLEY	\$400.00
055457	5/12/2025	CCH INC	\$300.96
055458	5/12/2025	CINTAS CORPORATION NO. 2	\$285.45
055459	5/12/2025	DEMCO INC	\$731.62
055460	5/12/2025	GREENSCAPE SERVICES INC	\$105.00
055460	5/27/2025	GREENSCAPE SERVICES INC	(\$105.00)
055461	5/12/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$161.36
055462	5/12/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
055463	5/12/2025	LEILA ARBORETUM	\$300.00
055464	5/12/2025	MIX HARDWARE	\$3.95
055465	5/12/2025	MCNALLY ELEVATOR COMPANY, INC	\$395.00

Check Number	Check Date	Vendor Name	Check Amount
055466	5/12/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055467	5/12/2025	ROBERT POTTER	\$150.00
055468	5/12/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$444.40
055469	5/12/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$59.35
055470	5/12/2025	SHERWIN WILLIAMS	\$63.45
055471	5/12/2025	STEENSMA LAWN AND POWER	\$147.93
055472	5/12/2025	CHRISTINA SMITH DBA MEMORIES WITH CHRISTINA NECOLE	\$165.00
055473	5/12/2025	T-MOBILE USA INC	\$62.00
055474	5/12/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055475	5/12/2025	XTL US INC	\$1,849.00
055476	5/20/2025	ALLEGRA PRNT & IMAGING INC.	\$3,336.00
055477	5/20/2025	SEMCO ENERGY INC	\$151.81
055478	5/20/2025	BARNES & NOBLE INC	\$255.07
055479	5/20/2025	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$7,844.60
055480	5/20/2025	CALHOUN COUNTY TREASURER	\$1,159.96
055481	5/20/2025	COMPREENEW	\$2,750.92
055482	5/20/2025	DEMCO INC	\$219.62
055483	5/20/2025	FUN EXPRESS LLC	\$1,023.96
055484	5/20/2025	FLYERS ENERGY LLC	\$53.67
055485	5/20/2025	GREENSCAPE SERVICES INC	\$210.00
055486	5/20/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
055487	5/20/2025	INST. OF CONTINUING LEGAL EDUCATION	\$128.50
055488	5/20/2025	KNIGHTWATCH INC	\$1,970.69
055489	5/20/2025	LEILA ARBORETUM	\$300.00
055490	5/20/2025	BRIAN L MORTIMORE DBA MORTIMORE CONSULTING LLC	\$400.00
055491	5/20/2025	MACQUAIRE EQUIPMENT CAPITAL INC	\$981.80
055492	5/20/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055493	5/20/2025	OVERDRIVE INC	\$7,356.80
055494	5/20/2025	ROBERT POTTER	\$150.00
055495	5/20/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$639.00
055496	5/20/2025	R W LAPINE INC	\$500.00
055497	5/20/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$654.54
055498	5/20/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$177.32
055499	5/27/2025	ALLEGRA PRNT & IMAGING INC.	\$1,257.27
055500	5/27/2025	BORNOR RESTORATION INC	\$6,732.00
055501	5/27/2025	CONSUMERS ENERGY INC	\$2,919.76
055502	5/27/2025	4IMPRINT INC	\$2,367.16

Check Number	Check Date	Vendor Name	Check Amount
055503	5/27/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
055504	5/27/2025	J & L ELECTRIC OF BATTLE CREEK INC	\$2,732.14
055505	5/27/2025	LEILA ARBORETUM	\$300.00
055506	5/27/2025	MISC GUEST REIMBURSEMENT <i>Refund</i>	\$150.00
055507	5/27/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055508	5/27/2025	PLUMERIA BOTANICAL BOUTIQUE	\$800.00
055509	5/27/2025	ROBERT POTTER	\$150.00
055510	5/27/2025	ROSE PEST SOLUTIONS INC	\$360.00
055511	5/27/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$377.41
055512	5/27/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$7,326.50
A04891	5/5/2025	BRODART COMPANY INC	\$81.04
A04892	5/5/2025	BLACKSTONE AUDIO BOOKS INC	\$153.79
A04893	5/5/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,973.57
A04894	5/5/2025	DASTON CORPORATION	\$494.32
A04895	5/5/2025	INGRAM LIBRARY SERVICE INC	\$4,557.04
A04896	5/5/2025	MIDWEST TAPE INC.	\$1,320.16
A04897	5/5/2025	METRO FIBERNET LLC	\$1,737.43
A04898	5/5/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$169.82
A04899	5/12/2025	BRODART COMPANY INC	\$176.00
A04900	5/12/2025	BATTLE CREEK PUBLIC SCHOOL	\$7,550.94
A04901	5/12/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,491.58
A04902	5/12/2025	GALE/CENGAGE LEARNING INC	\$170.94
A04903	5/12/2025	INGRAM LIBRARY SERVICE INC	\$10,709.09
A04904	5/12/2025	MIDWEST TAPE INC.	\$16,676.98
A04905	5/12/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$647.70
A04906	5/20/2025	BRODART COMPANY INC	\$72.32
A04907	5/20/2025	BLACKSTONE AUDIO BOOKS INC	\$1,565.80
A04908	5/20/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,777.42
A04909	5/20/2025	BASIC	\$175.47
A04910	5/20/2025	GALE/CENGAGE LEARNING INC	\$362.70
A04911	5/20/2025	PLAYAWAY PRODUCTS LLC	\$4,388.58
A04912	5/20/2025	INGRAM LIBRARY SERVICE INC	\$6,894.16
A04913	5/20/2025	LIBRARY DESIGN ASSOC INC <i>Children's Renovation</i>	\$26,810.00
A04914	5/20/2025	MIDWEST TAPE INC.	\$760.99
A04915	5/27/2025	BRODART COMPANY INC	\$602.12
A04916	5/27/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,785.16
A04917	5/27/2025	GALE/CENGAGE LEARNING INC	\$650.75

Check Number	Check Date	Vendor Name	Check Amount
A04918	5/27/2025	PLAYAWAY PRODUCTS LLC	\$4,026.80
A04919	5/27/2025	INGRAM LIBRARY SERVICE INC	\$19,880.98
A04920	5/27/2025	KSS ENTERPRISES INC	\$3,009.89
A04921	5/27/2025	MIDWEST TAPE INC.	\$10,577.43
<b>Grand Totals</b>			<b>\$345,420.44</b>

**CAPITAL IMPROVEMENT & AUTOMATION FUND THRU 5/31/25**

<b>2024/2025</b>	<b>Budget</b>	<b>YTD</b>
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	200,000	200,000
Interest Earnings	4,000	13,831
<b>Total Revenue</b>	<b>204,000</b>	<b>213,831</b>
<b>Expenditures</b>		
Purchased Services	141,110	144,748
Furniture & Fixtures	241,334	211,550
Construction & Renovation	266,000	260,669
<b>Transfer to General Fund</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures &amp; Transfers</b>	<b>648,444</b>	<b>616,968</b>
<b>Revenue Over Expenditures</b>	<b>(444,444)</b>	<b>(403,137)</b>
<b>Fund Balance Beg of Year</b>	<b>1,547,259</b>	
<b>Fund Balance End of Year</b>	<b>1,102,815</b>	

\* Excludes GF costs for play structure & front lobby renovation.

**Millage Revenue Collected as of 5/31/25**

	<b>2024-2025 Budget</b>	<b>Collected *</b>	<b>Settlement</b>	<b>Total Collected</b>	<b>+/- Budget</b>
Assyria	\$ 10,500	\$ 11,463	\$ -	\$ 11,463	\$ 963
Battle Creek City	\$ 3,070,765	\$ 2,827,410	\$ 140,449	\$ 2,967,858	\$ (102,907)
Bedford	\$ 299,000	\$ 298,068	\$ 22,092	\$ 320,160	\$ 21,160
Convis	\$ 105,000	\$ 105,391	\$ 126	\$ 105,517	\$ 517
Emmett	\$ 924,000	\$ 861,243	\$ 50,408	\$ 911,651	\$ (12,349)
Fredonia	\$ 16,000	\$ 19,670	\$ 299	\$ 19,969	\$ 3,969
Johnstown	\$ 600	\$ 648	\$ -	\$ 648	\$ 48
Leroy	\$ 135,000	\$ 134,817	\$ 8,562	\$ 143,378	\$ 8,378
Marshall	\$ 28,000	\$ 21,534	\$ 847	\$ 22,381	\$ (5,620)
Newton	\$ 266,000	\$ 267,878	\$ 11,767	\$ 279,645	\$ 13,645
Pennfield	\$ 586,000	\$ 553,451	\$ 32,184	\$ 585,635	\$ (365)
Springfield	\$ 212,000	\$ 198,193	\$ 11,787	\$ 209,980	\$ (2,020)
<b>Total</b>	<b>\$ 5,652,865</b>	<b>\$ 5,299,766</b>	<b>\$ 278,519.39</b>	<b>\$ 5,578,285</b>	<b>\$ (74,580)</b>
*Unaudited/per settlement sheets					

<b>WILLARD PUBLIC LIBRARY</b>			
<b>2024/2025 at 1.9986 Mills</b>			
	<b>Approved</b>	<b>Proposed</b>	
	<b>November 2024</b>	<b>June 2025</b>	<b>Proposed</b>
	<b>Amendment</b>	<b>Amendment</b>	<b>July 2025</b>
<b>REVENUE &amp; TRANSFERS</b>			
Taxes	\$5,657,365	\$5,582,300	\$5,825,851
State Sources	\$478,000	\$486,500	\$473,750
Penal Fines	\$100,000	\$122,000	\$122,000
Fees and Book Fines	\$50,000	\$56,000	\$56,000
Casino PILT Disbursement	\$150,000	\$165,000	\$165,000
Local Contributions, Contracts, & Other	\$350,600	\$417,589	\$175,986
Grant Revenue	\$7,000	\$9,000	\$4,000
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>\$6,792,965</b>	<b>\$6,838,389</b>	<b>\$6,822,587</b>
<b>EXPENDITURES &amp; TRANSFERS</b>			
Other Expenditures-SBITA's	\$83,050	\$83,050	\$85,441
Capital Expenditures	\$659,465	\$563,745	\$144,492
Program Services: Media, Books & Periodicals	\$1,094,300	\$1,089,052	\$1,137,400
Program Services: Grants	\$15,500	\$15,500	\$15,500
Personnel*	\$3,753,900	\$3,631,600	\$3,785,800
Office Supplies	\$52,500	\$51,500	\$50,000
Repairs & Maintenance Supplies	\$43,000	\$45,000	\$40,000
Purchased Services	\$737,800	\$732,040	\$724,000
Communications	\$129,000	\$121,000	\$126,000
Insurance	\$26,621	\$26,621	\$30,000
Public Utilities	\$133,600	\$133,600	\$133,600
Repairs & Maintenance Services	\$254,200	\$186,200	\$267,200
Transfers from General Fund to Capital Improvements	\$200,000	\$400,000	\$200,000
<b>Total Expenditures</b>	<b>\$7,182,936</b>	<b>\$7,078,908</b>	<b>\$6,739,433</b>
*Includes staff increases per contract			
<b>Revenue over Expenditures (+/-)</b>	<b>(\$389,971)</b>	<b>(\$240,519)</b>	<b>\$83,154</b>
<b>Fund Balance: Beginning Year</b>	<b>\$3,620,412</b>	<b>\$3,620,412</b>	<b>\$3,379,893</b>
<b>Fund Balance: Year End</b>	<b>\$3,230,441</b>	<b>\$3,379,893</b>	<b>\$3,463,047</b>
<b>Breakdown: Estimated Fund Balance</b>			
Sick Payable Reserve	\$204,000	\$204,000	\$204,000
Cash Flow Fund	\$1,077,440	\$1,061,836	\$1,010,915
Unrestricted Fund	\$1,949,001	\$2,114,057	\$2,248,132
<b>Total</b>	<b>\$3,230,441</b>	<b>\$3,379,893</b>	<b>\$3,463,047</b>

<b>WILLARD PUBLIC LIBRARY</b>	
<b>2025/2026 at 1.9958 Mills</b>	
	<b>Proposed 2025/2026</b>
<b>REVENUE &amp; TRANSFERS</b>	
Taxes	\$ 5,825,851
State Sources	\$ 473,750
Penal Fines	\$ 122,000
Fees and Book Fines	\$ 56,000
Casino PILT Disbursement	\$ 165,000
Local Contributions, Contracts, & Other	\$ 175,986
Grant Funding	\$ 4,000
Transfer from Kellogg SRF	\$ -
Transfer from Owen Endowment	\$ -
Transfer from Capital Improvement	\$ -
<b>Total Revenue</b>	<b>\$ 6,822,587</b>
<b>EXPENDITURES &amp; TRANSFERS</b>	
Other Expenditures-SBITA's	\$ 85,441
Capital Expenditures	\$ 144,492
Program Services: Media, Books, Periodicals	\$ 1,137,400
Program Services: Grant Expenses	\$ 15,500
Personnel*	\$ 3,785,800
Office Supplies	\$ 50,000
Repair & Maintenance Supplies	\$ 40,000
Purchased Services	\$ 724,000
Communications	\$ 126,000
Insurance	\$ 30,000
Public Utilities	\$ 133,600
Repairs & Maintenance Services	\$ 267,200
Transfers from General Fund to Capital Improvements	\$ 200,000
<b>Total Expenditures</b>	<b>\$ 6,739,433</b>
<i>*Includes staff increases per contract.</i>	
<b>Revenue over Expenditures (+/-)</b>	<b>\$ 83,154</b>
<b>Fund Balance: Beginning of Year Estimated</b>	<b>\$ 3,379,893</b>
<b>Fund Balance: End of Year</b>	<b>\$ 3,463,047</b>
<b>Breakdown: Estimated Fund Balance</b>	
Sick Payable Reserve	\$ 204,000
Cash Flow Fund	\$ 1,010,915
Unrestricted Fund	\$ 2,248,132
<b>Total</b>	<b>\$ 3,463,047</b>

**WILLARD PUBLIC LIBRARY  
2024 - 2025 GENERAL FUND REVENUE & EXPENDITURE CHANGES**

	Amendment November 2024	Amendment June 2025	Changes
Revenue	\$ 6,792,965	\$ 6,838,389	\$ 45,424
Expenditure	\$ 7,182,936	\$ 7,078,908	\$ (104,028)
<b>Total Revenue/Expenditures</b>	<b>\$ (389,971)</b>	<b>\$ (240,519)</b>	<b>\$ (58,604)</b>

Fund Balance July 1, 2024	\$ 3,620,412
Fund Balance June 30, 2025 (estimated)	\$ 3,379,893

REVENUE CHANGES			
Increases:		Decreases:	
*State Aid	\$ 8,500	*Property Taxes	\$ (75,065)
*County Penal Fines	\$ 22,000		
*Fees & Book Fines	\$ 6,000		
*Casino	\$ 15,000		
*Local Contributions	\$ 66,989		
*Grant Funding	\$ 2,000		
<b>Total Revenue Changes</b>		<b>\$</b>	<b>45,424</b>

EXPENDITURE CHANGES			
Increases:		Decreases:	
*Repair & Maintenance Supplies	\$ (2,000)	*Capital Expenditures	\$ 95,720
*Transfer to Capital Projects	\$ (200,000)	*Program Services	\$ 5,248
		*Supporting Svc.- Personnel	\$ 122,300
		*Office Supplies	\$ 1,000
		*Purchased Services	\$ 5,760
		*Communication Services	\$ 8,000
		*Repairs & Maintenance	\$ 68,000
<b>Total Expenditure Changes</b>		<b>\$</b>	<b>104,028</b>

**OWEN ENDOWMENT FUND**

	November Adopted	June Proposed	July Proposed
	Budget	Budget	Budget
	2024-2025	2024-2025	2025-2026
<b>Revenue &amp; Transfers</b>			
Contributions-Unrestricted	2,500	100	0
Transfer from General Fund	0	0	0
Interest Earnings	20,000	25,000	20,000
<b>Total Revenue</b>	<b>22,500</b>	<b>25,100</b>	<b>20,000</b>
<b>Expenditures</b>	0	0	0
Transfer to General Fund	0	0	0
<b>Total Expenditures &amp; Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>22,500</b>	<b>25,100</b>	<b>20,000</b>
<b>Fund Balance Beg of Year</b>	<b>1,084,219</b>	<b>1,084,219</b>	<b>1,109,319</b>
<b>Fund Balance End of Year</b>	<b>1,106,719</b>	<b>1,109,319</b>	<b>1,129,319</b>

**CAPITAL IMPROVEMENT FUND**

	November Adopted	June Proposed	July Proposed
	Budget	Budget	Budget
	2024-2025	2024-2025	2025-2026
<b>Revenue &amp; Transfers</b>			
Other Misc Revenue	0	0	
Transfer from General Fund	200,000	400,000	200,000
Interest Earnings	4,000	15,000	10,000
<b>Total Revenue</b>	<b>204,000</b>	<b>415,000</b>	<b>210,000</b>
<b>Expenditures</b>			
Furniture & Fixtures	241,334	222,000	0
Purchased Services	141,110	146,000	0
Capital Renovation	266,000	266,000	0
Transfer to General Fund	0	0	0
<b>Total Expenditures &amp; Transfers</b>	<b>648,444</b>	<b>634,000</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>(444,444)</b>	<b>(219,000)</b>	<b>210,000</b>
<b>Fund Balance Beg of Year</b>	<b>1,547,259</b>	<b>1,547,259</b>	<b>1,328,259</b>
<b>Fund Balance End of Year</b>	<b>1,102,815</b>	<b>1,328,259</b>	<b>1,538,259</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 18, 2025, at 5:00 p.m. prevailing Eastern Time.

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

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

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 2025/2026; 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 2025/2026, the Library determines that it is necessary for the Willard Public Library and its residents to levy a tax of 1.9958 mill(s) in fiscal year 2025/2026 for library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library hereby approves and adopts the proposed budget for fiscal year 2025/2026 on file with the Secretary of the Board and hereby determines that 1.9958 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 2025/2026 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 2025/2026.

2. The total revenue and unappropriated fund balance estimated to be available for appropriations in the Library fund for the fiscal year 2025/2026 is as follows:

<u>Revenue and Transfers:</u>	
Taxes	\$ 5,825,851
State Sources	\$ 473,750
Penal Fines	\$ 122,000
Fees and book Fines	\$ 56,000
Casino PILT Disbursement	\$ 165,000
Local Contributions, Contracts, & Other	\$ 175,986
Grant Funding	\$ 4,000
Transfer from Kellogg SRF	\$ 0
Transfer from Owen Endowment	\$ 0
Transfer from Capital Improvement	\$ 0
 TOTAL	 \$ 6,822,587
 Fund Balance – July 1, 2025, estimated	 \$ 3,379,893
 TOTAL AVAILABLE TO APPROPRIATE	 \$10,202,480

3. \$6,739,433 of that total available to appropriate in the Library fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures and Transfers</u>	
Other Expenditures-SBITA's	\$ 85,441
Capital Expenditures	\$ 144,492
Program Services: Media, Books, Periodicals	\$ 1,137,400
Program Services: Grant Expenses	\$ 15,500
Personnel	\$ 3,785,800
Office Supplies	\$ 50,000
Repair & Maintenance Supplies	\$ 40,000
Purchased Services	\$ 724,000
Communications	\$ 126,000
Insurance	\$ 30,000
Public Utilities	\$ 133,600
Repairs & Maintenance Services	\$ 267,200
Trf. from General Fund to Capital Projects	\$ 200,000
 TOTAL APPROPRIATED:	 \$ 6,739,433

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 18, 2025, 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

**2025 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2025.)**

**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>	2025 Taxable Value of All Properties less REZ <b>2,926,290,979</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 2025 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.	2024 Millage Rate Permanently Reduced by MCL 211.34d	2025 Current Year Millage Reduction Fraction	2025 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	1.9986	0.9986	1.9958	1.0000	1.9958	1.9958	1.9958	Unlimited

\* 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, 2025</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 2025 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk Secretary	Signature	Print or Type Name <b>Kathleen Baker</b>	Date <b>6/18/25</b>
<input checked="" type="checkbox"/> Chairperson President	Signature	Print or Type Name <b>Michelle Herzing</b>	Date <b>6/18/25</b>

Total School District Operating Rates to be levied (HH/Supp and NH Oper ONLY)	Rate
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\*  
2025-2026

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

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

January 21, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

\*Meeting schedule pending Board approval.



## REPORTS AND RECOMMENDATIONS

June 2025

### **ADULT PROGRAMS UPDATE: Matt Willis, Director**

- Willard Walking Club
- Juneteenth Programming

### **YOUTH SERVICES UPDATE: Tynisha Dungey, Director of Youth Services & Community Outreach**

- Summer Reading Kick Off