



Willard Library  
Board of Trustees  
Meeting Agenda  
August 20, 2025  
5:00 p.m.

Willard Library Programming Room, Second Floor

- |       |                                       |                  |
|-------|---------------------------------------|------------------|
| I.    | Approval of Minutes * (pg. 1)         | Michelle Herzing |
| II.   | Public Comments                       |                  |
| III.  | Election of Officers for 2025/2026*   |                  |
| IV.   | Financial Report                      | Kathy Domenico   |
|       | a. Approval of Expenditures * (pg. 4) |                  |
|       | b. Audit                              |                  |
| V.    | Personnel Updates (pg. 31)            | Matt Willis      |
| VI.   | Strategic Plan Update (pg. 36)        |                  |
| VII.  | Library Renovation Proposal (pg. 44)  |                  |
| VIII. | Reports & Recommendations             |                  |
|       | a. Year Usage Statistics (pg. 47)     | April Dillinger  |
| IX.   | Other Business                        |                  |
| X.    | Comments by Trustees                  |                  |
| XI.   | Adjourn                               | Michelle Herzing |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

June 18, 2025

Willard Library Programming Room, Second Floor

**BOARD OF TRUSTEES**

Michelle Herzing, 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 Circulation Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

**MINUTES**

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

**APPROVAL OF MINUTES**

Salli Baltutat moved, with a second from Laura Williams, to approve the minutes of the Board Meeting of May 21, 2025.

Motion approved 3 – 0

**PUBLIC COMMENT**

Eve and David (last names not captured), residents of Emmett Township and self-identified library supporters, expressed appreciation for the library. They stated they frequently use its resources and consider it an invaluable community asset.

A Public Hearing on the Proposed 2025/2026 Willard Library Budget was called to order by Michelle Herzing, President, at 5:03 p.m.

Kathy Domenico presented the Proposed 2025/2026 Budget. The Proposed 2025/2026 Budget estimates revenue of \$6,822,587 and expenditures of \$6,739,433. As a result, the fund balance would increase by \$83,154 bringing the June 30 balance to \$3,463,047.

The Owen Endowment Fund shows little activity for the 2025/2026 year besides interest earnings resulting in an estimated fund balance of \$1,129,319 at June 30.

The Capital Improvement Fund shows estimated revenue to be \$210,000 for the 2025/2026 fiscal year with no expenditures. It is projected that the fund balance will be \$1,538,259 on June 30.

Kathy Domenico shared that, due to the Headlee Amendment, the millage rate will again decrease from 1.9986 mills to 1.9958 mills.

At 5:05pm Michelle Herzing closed the Public Hearing on the Proposed 2025/2026 Budget and called to order the regular meeting of the Willard Library Board of Trustees.

**FINANCIAL REPORT**

Kathy Domenico presented the May 2025 Financial Report. As of May 31, revenue received totaled at just over \$6.1 million with expenditures totaling at just over \$5.9 million.

Laura Williams moved, with a second from Salli Baltutat, to approve the May 2025 expenditures as presented.

Motion approved 3 – 0

Kathy Domenico presented the year to date totals for the Capital Improvement Fund. Totals as of May 31, were \$616,968 and consist only of Children's renovation expenditures. This is below the estimated budget of \$648,444. Some additional invoices may trickle in and a final accounting will be shared after the audit.

Kathy Domenico reviewed the Tax Collection Actuals to Date. Tax collections as of May 31 show a reduction in the amount projected for the year.

Kathy Domenico presented the Budget Amendment for 2024/2025. The proposed June budget amendment to the General Fund reflects a slight increase in revenue to \$6,838,389. Expenditures are expected to decrease to \$7,078,908 for the year. As a result, it is estimated the fund balance will be \$3,379,893 on June 30. The Owen Endowment Fund shows an increase in revenue which will result in an estimated fund balance of \$1,109,319 as of June 30. The Capital Improvement Fund shows an increase in revenue and a decrease in expenditures. This would bring the fund balance to an estimated \$1,328,259 as of June 30.

Salli Baltutat moved, with support from Laura Williams, to approve the 2024/2025 Budget Amendments for the General Fund.

Motion approved 3 – 0

Michelle Herzing returned to the discussion of the Proposed 2025/2026 Budget.

A resolution was offered by Michelle Herzing to authorize Willard Library to levy a tax of 1.9958 mills, the maximum allowable millage levy, in the fiscal year 2025/2026 for the purpose of providing operating funds for the Library.

Laura Williams, with a second from Salli Baltutat, to approve the Resolution Certifying Tax Levies for Operating Millage and approve the Proposed 2025/2026 Budget.

A roll call vote was taken.

Motion approved 3 – 0

Michelle Herzing presented the proposed 2025/2026 meeting dates. Sallit Baltutat moved, with a second from Laura Williams, to adopt the Meeting Dates offer for fiscal year 2025/2026.

Motion approved 3 – 0

### **REPORTS & RECOMMENDATIONS**

Matt Willis reviewed highlights from recent adult programming, including Willard Walking Club and Juneteenth Programming.

Tynisha Dungey shared that the ever-popular Summer Reading Kickoff was very well attended.

### **CLOSED SESSION MINUTES**

At 5:21 p.m., Michelle Herzing called for a motion to enter closed session to approve the minutes of the Closed Session Board Meeting held on May 21, 2025. Laura Williams moved, with support from Salli Baltutat, to enter closed session.

Motion approved 3 – 0

At 5:24 p.m., Michelle Herzing called for a motion to exit the closed session and return to the regular board meeting. Salli Baltutat moved, with support from Laura Williams, to re-enter the open session.

Motion approved 3 – 0

**OTHER BUSINESS**

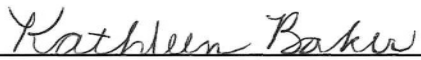
None.

**COMMENTS**

None.

**ADJOURNED**

The meeting adjourned at 5:25pm.

  
\_\_\_\_\_  
KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

June 2025  
 Preliminary

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Taxes	5,582,300	5,609,180	100.48%	-26,880	5,405,909
Casino PILT Disbursement	165,000	177,833	107.78%	-12,833	180,888
State Sources	486,500	492,948	101.33%	-6,448	591,826
Penal Fines	122,000	134,963	110.63%	-12,963	121,356
Fees and Book Fines	56,000	63,232	112.91%	-7,232	58,991
Local Contributions & Contracts	417,589	400,321	95.86%	17,268	218,374
Grant Funding	9,000	9,000	100.00%	0	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>6,838,389</b>	<b>6,887,477</b>	<b>100.72%</b>	<b>(49,088)</b>	<b>6,580,344</b>

EXPENDITURES

	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Total Expenditures	7,078,908	6,801,601	96.08%	277,307	6,965,297

REVENUE OVER EXPENDITURES

85,876

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

June 2025  
Preliminary

EXPENDITURES	BUDGET	2024/2025 YTD	% YTD	VARIANCE	2023/2024 YTD
Capital Expenditures	563,745	523,346	92.83%	40,399	206,935
Program Svs-Av, Books & Periodicals	1,089,052	1,004,036	92.19%	85,016	913,012
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,631,600	3,591,300	98.89%	40,300	3,672,145
Office Supplies	51,500	47,877	92.96%	3,623	40,943
Repairs & Maintenance Supplies	45,000	34,476	76.61%	10,524	33,992
Purchased Services	732,040	674,901	92.19%	57,139	657,566
Communications	121,000	123,355	101.95%	(2,355)	107,045
Insurance	26,621	26,621	100.00%	0	27,768
Public Utilities	133,600	121,479	90.93%	12,121	120,646
Repairs & Maintenance Services	186,200	155,660	83.60%	30,540	189,033
Other Expenses (SBIT's)	83,050	83,050	100.00%	0	80,712
Transfers to Capital Projects	400,000	400,000	100.00%	0	900,000
<b>TOTAL</b>	<b>7,078,908</b>	<b>6,801,601</b>	<b>96.08%</b>	<b>277,307</b>	<b>6,965,297</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JUNE 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	577,937.73
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	119,313.46
FICA & Federal withholding tax	39,655.56
State withholding tax	6,180.18
Battle Creek City withholding tax	1,163.46
City of Springfield withholding tax	33.00
MERS Retirement System	25,576.61
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)	2705.45
MERS (Employee 457)	3,397.42
Friend of the Court	269.88
5th/3rd BANK (credit card)	16,332.15
Health Equity Employer Serv.	1,462.96
MESSA	54,417.27
Unum Life Insurance	568.83
Total Disbursements	852,057.30

**WILLARD PUBLIC LIBRARY CHECKS  
JUNE 2025**

**MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
055513	6/3/2025	BARNES & NOBLE INC	\$707.42
055514	6/3/2025	CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE	\$300.00
055515	6/3/2025	CINTAS CORPORATION NO. 2	\$584.66
055516	6/3/2025	D. L. GALLIVAN LLC	\$767.09
055517	6/3/2025	DENNIS C. REID II DBA DCR2 STUDIOS	\$250.00
055518	6/3/2025	FUN EXPRESS LLC	\$1,383.69
055519	6/3/2025	GREENSCAPE SERVICES INC	\$325.00
055520	6/3/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,157.12
055521	6/3/2025	HEATHER TAYLOR DBA WORSHIP WITHOUT WORDS	\$1,000.00
055521	6/5/2025	HEATHER TAYLOR DBA WORSHIP WITHOUT WORDS	(\$1,000.00)
055522	6/3/2025	TREVON KIRK DBA KIRKS JUMP N FUN RENTALS LLC	\$422.50
055523	6/3/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055524	6/3/2025	ROSE PEST SOLUTIONS INC	\$574.00
055525	6/3/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055526	6/3/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$199.53
055527	6/3/2025	SENTINEL TECHNOLOGIES INC	\$243.70
055528	6/3/2025	CHRISTINA SMITH DBA MEMORIES WITH CHRISTINA NECOLE	\$115.00
055529	6/3/2025	BRUCE R SMITH DBA SMITH IMAGING SOLUTIONS <i>Scanner</i>	\$6,745.00
055530	6/3/2025	EDWARD STALLWORTH II	\$300.00
055531	6/3/2025	VOCES	\$150.00
055532	6/10/2025	ALLEGRA PRNT & IMAGING INC.	\$255.92
055533	6/10/2025	BATTERIES PLUS #388	\$413.64
055534	6/10/2025	CITY OF BATTLE CREEK CITY TREASURER	\$414.57
055535	6/10/2025	DEMCO INC	\$18.54
055536	6/10/2025	FLYERS ENERGY LLC	\$50.49
055537	6/10/2025	GREENSCAPE SERVICES INC <i>Landscaping &amp; irrigation System</i>	\$21,000.00
055538	6/10/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
055539	6/10/2025	JAMES N JACKSON	\$100.00
055540	6/10/2025	EDWARD J KEHOE	\$210.00
055541	6/10/2025	KRUEGER INTERNATIONAL INC DBA KI, PALLAS TEXTILES, OEI <i>Furniture</i>	\$9,954.50
055542	6/10/2025	THE LIBRARY STORE INC	\$127.97

Check Number	Check Date	Vendor Name	Check Amount
055543	6/10/2025	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,086.00
055544	6/10/2025	MOTION PICTURE LICENSING CORP.	\$384.29
055545	6/10/2025	BEVERLY MEYER DBA THE MUSIC LADY	\$400.00
055546	6/10/2025	RACHEL MILLER DBA CREATE IN ME LLC	\$200.00
055547	6/10/2025	MIX HARDWARE	\$37.34
055548	6/10/2025	MISC BANK TRANSFER	\$843.11
055549	6/10/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055550	6/10/2025	OVERDRIVE INC	\$9,772.64
055551	6/10/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
055552	6/10/2025	PRECISION PRINTER SERVICE INC	\$332.40
055553	6/10/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,381.53
055554	6/10/2025	T-MOBILE USA INC	\$55.00
055555	6/10/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055556	6/16/2025	SEMCO ENERGY INC	\$530.12
055557	6/16/2025	BARNES & NOBLE INC	\$323.98
055558	6/16/2025	RACHEL S BEHR	\$200.00
055559	6/16/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$27.98
055560	6/16/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,984.40
055561	6/16/2025	EDWARD J KEHOE	\$210.00
055562	6/16/2025	THE LIBRARY STORE INC	\$1,145.62
055563	6/16/2025	RACHEL MILLER DBA CREATE IN ME LLC	\$200.00
055564	6/16/2025	NATIONAL BUSINESS FURNITURE LLC	\$1,041.50
055565	6/16/2025	PRECISION PRINTER SERVICE INC	\$180.20
055566	6/16/2025	PROGRESSIVE PRINTING & GRAPHICS	\$1,311.00
055567	6/16/2025	ROSE PEST SOLUTIONS INC	\$72.00
055568	6/16/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$195.31
055569	6/16/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055570	6/16/2025	WHEN TO WORK, INC	\$795.00
055571	6/16/2025	DEJA WILSON DBA SOUL GOOD LLC	\$670.00
055572	6/16/2025	XTL US INC	\$999.97
055573	6/24/2025	ALLEGRA PRNT & IMAGING INC.	\$107.58
055574	6/24/2025	DEMCO INC	\$273.86
055575	6/24/2025	ELITE COMPANIES LLC <i>Lobby Renovation</i>	\$63,429.53
055576	6/24/2025	FOX BROTHERS MECHANICAL SERVICE INC	\$687.00
055577	6/24/2025	FLYERS ENERGY LLC	\$47.72
055578	6/24/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,300.00
055579	6/24/2025	INFOUSA MARKETING INC DATA AXLE INC	\$910.00

Check Number	Check Date	Vendor Name	Check Amount
055580	6/24/2025	J & L ELECTRIC OF BATTLE CREEK INC	\$4,630.69
055581	6/24/2025	EDWARD J KEHOE	\$210.00
055582	6/24/2025	THE LIBRARY STORE INC	\$316.49
055583	6/24/2025	MICHIGAN SCIENCE CENTER	\$268.30
055584	6/24/2025	MACQUAIRE EQUIPMENT CAPITAL INC	\$981.80
055585	6/24/2025	THERESE H MAISNER	\$600.00
055586	6/24/2025	MISC BANK TRANSFER <i>To Capital Projects Fund</i>	\$200,000.00
055587	6/24/2025	JOSEPH R. REYNOLDS	\$300.00
055588	6/24/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$3,556.50
055589	6/24/2025	WHAT A DO THEATRE	\$1,750.00
055590	6/30/2025	PETTY CASH WILLARD LIBRARY	\$93.82
055591	6/30/2025	RACHEL S BEHR	\$200.00
055592	6/30/2025	CONSUMERS ENERGY INC	\$3,506.48
055593	6/30/2025	DAVID CRITCHLOW DBA CRITCHLOW ALLIGATOR SANCTUARY	\$535.00
055594	6/30/2025	CINTAS CORPORATION NO. 2	\$595.21
055595	6/30/2025	DEMCO INC	\$104.13
055596	6/30/2025	D. L. GALLIVAN LLC	\$959.86
055597	6/30/2025	LISA GARCIA PETTY CASH BRANCH	\$18.75
055598	6/30/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,300.00
055599	6/30/2025	EDWARD J KEHOE	\$210.00
055600	6/30/2025	ROSE PEST SOLUTIONS INC	\$65.00
055601	6/30/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$330.45
055602	6/30/2025	R W LAPINE INC	\$391.08
055603	6/30/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$87.53
A04922	6/3/2025	BRODART COMPANY INC	\$217.11
A04923	6/3/2025	BLACKSTONE AUDIO BOOKS INC	\$474.49
A04924	6/3/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,617.92
A04925	6/3/2025	BAKER & TAYLOR INC	\$981.14
A04926	6/3/2025	INGRAM LIBRARY SERVICE INC	\$19,018.77
A04927	6/3/2025	KSS ENTERPRISES INC	\$215.63
A04928	6/3/2025	MIDWEST TAPE INC.	\$3,834.41
A04929	6/3/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$169.54
A04930	6/10/2025	BRODART COMPANY INC	\$401.67
A04931	6/10/2025	BLACKSTONE AUDIO BOOKS INC	\$1,145.12
A04932	6/10/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,811.92
A04933	6/10/2025	BAKER & TAYLOR INC	\$3,640.68
A04934	6/10/2025	GALE/CENGAGE LEARNING INC	\$411.58

Check Number	Check Date	Vendor Name	Check Amount
A04935	6/10/2025	DASTON CORPORATION	\$494.32
A04936	6/10/2025	PLAYAWAY PRODUCTS LLC	\$269.75
A04937	6/10/2025	INGRAM LIBRARY SERVICE INC	\$13,516.69
A04938	6/10/2025	MIDWEST TAPE INC.	\$15,031.29
A04939	6/10/2025	METRO FIBERNET LLC	\$1,737.47
A04940	6/10/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$534.55
A04941	6/16/2025	BRODART COMPANY INC	\$100.36
A04942	6/16/2025	BLACKSTONE AUDIO BOOKS INC	\$228.20
A04943	6/16/2025	BATTLE CREEK PUBLIC SCHOOL	\$6,913.74
A04944	6/16/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,978.90
A04945	6/16/2025	BASIC	\$175.47
A04946	6/16/2025	GALE/CENGAGE LEARNING INC	\$161.94
A04947	6/16/2025	PLAYAWAY PRODUCTS LLC	\$334.50
A04948	6/16/2025	INGRAM LIBRARY SERVICE INC	\$7,204.82
A04949	6/16/2025	LIBRARY DESIGN ASSOC INC	\$5,000.00
A04950	6/16/2025	MIDWEST TAPE INC.	\$551.03
A04951	6/16/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$635.73
A04952	6/24/2025	BRODART COMPANY INC	\$694.36
A04953	6/24/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,759.36
A04954	6/24/2025	BAKER & TAYLOR INC	\$176.92
A04955	6/24/2025	GALE/CENGAGE LEARNING INC	\$646.27
A04956	6/24/2025	INGRAM LIBRARY SERVICE INC	\$12,569.01
A04957	6/24/2025	MIDWEST TAPE INC.	\$5,262.50
A04958	6/24/2025	SIRSI CORPORATION #774271 <i>Annual Renewal</i>	\$78,102.75
A04959	6/30/2025	BRODART COMPANY INC	\$77.85
A04960	6/30/2025	BLACKSTONE AUDIO BOOKS INC	\$553.20
A04961	6/30/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,767.10
A04962	6/30/2025	BAKER & TAYLOR INC	\$55.76
A04963	6/30/2025	GALE/CENGAGE LEARNING INC	\$365.85
A04964	6/30/2025	PLAYAWAY PRODUCTS LLC	\$1,245.49
A04965	6/30/2025	INGRAM LIBRARY SERVICE INC	\$5,536.57
A04966	6/30/2025	MIDWEST TAPE INC.	\$294.13
			<b>Grand Totals</b> <b>\$577,937.73</b>

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

July 2025

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Taxes	5,825,851	0	0.00%	5,825,851	0
Casino PILT Disbursement	165,000	0	0.00%	165,000	0
State Sources	473,750	0	0.00%	473,750	0
Penal Fines	122,000	0	0.00%	122,000	0
Fees and Book Fines	56,000	4,371	7.81%	51,629	4,410
Local Contributions & Contracts	175,986	3,416	1.94%	172,570	0
Grant Funding	4,000	0	0.00%	4,000	0
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
<b>TOTAL</b>	<b>6,822,587</b>	<b>7,787</b>	<b>0.11%</b>	<b>6,814,800</b>	<b>4,410</b>

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Total Expenditures	6,739,433	723,918	10.74%	6,015,515	519,346

REVENUE OVER EXPENDITURES

(716,131)

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

July 2025

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Capital Expenditures	144,492	2,004	1.39%	142,488	0
Program Svs-Av, Books & Periodicals	1,137,400	247,535	21.76%	889,865	195,314
Program Svs-Imagination Library	15,500	0	0.00%	15,500	0
Personnel	3,785,800	262,442	6.93%	3,523,358	268,489
Office Supplies	50,000	570	1.14%	49,430	1,740
Repairs & Maintenance Supplies	40,000	582	1.45%	39,418	5,884
Purchased Services	724,000	42,850	5.92%	681,150	35,430
Communications	126,000	14,484	11.50%	111,516	3,378
Insurance	30,000	27,679	92.26%	2,321	0
Public Utilities	133,600	2,471	1.85%	131,129	2,092
Repairs & Maintenance Services	267,200	123,301	46.15%	143,899	7,019
Other Expenses (SBIT's)	85,441	0	0.00%	85,441	0
Transfers to Capital Projects	200,000	0	0.00%	200,000	0
<b>TOTAL</b>	<b>6,739,433</b>	<b>723,918</b>	<b>10.74%</b>	<b>6,015,515</b>	<b>519,346</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS JULY 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	420,652.04
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	121,277.66
FICA & Federal withholding tax	40,301.57
State withholding tax	6,303.89
Battle Creek City withholding tax	1,173.97
City of Springfield withholding tax	0.00
MERS Retirement System	29,153.13
MERS Pension Funding	0.00
MPSERS Retirement System	3,100.98
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
BASIC (125 Plan 3rd party administrator)	1,397.44
MERS (Employee 457)	3,594.42
Friend of the Court	650.80
5th/3rd BANK (credit card)	10,468.32
Health Equity Employer Serv.	1,831.59
MESSA	54,462.84
Unum Life Insurance	565.78
Total Disbursements	694,934.43

**WILLARD PUBLIC LIBRARY CHECKS  
JULY 2025**

**MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
055604	7/2/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055605	7/7/2025	CITY OF BATTLE CREEK CITY TREASURER	\$452.30
055606	7/7/2025	DEMCO INC	\$1,036.26
055607	7/7/2025	GREENSCAPE SERVICES INC	\$9,960.00
055608	7/7/2025	GANNETT MEDIA CORP DBA GANNETT MICHIGAN LOCALIQ	\$556.76
055609	7/7/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,907.12
055610	7/7/2025	OVERDRIVE INC	\$8,946.91
055611	7/7/2025	ROSE PEST SOLUTIONS INC	\$72.00
055612	7/7/2025	SENTINEL TECHNOLOGIES INC	\$73.08
055613	7/7/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$1,800.00
055614	7/7/2025	KNIGHTWATCH INC	\$363.00
055615	7/7/2025	LIBRARY IDEAS LLC	\$13,009.00
055616	7/7/2025	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES INC	\$46,876.60
055617	7/7/2025	MCNALLY ELEVATOR COMPANY, INC	\$2,666.64
055618	7/7/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$299.00
055619	7/7/2025	SENTINEL TECHNOLOGIES INC	\$170.62
055620	7/7/2025	SENSOURCE INC	\$888.00
055621	7/7/2025	SHOUTBOMB LLC	\$804.00
055622	7/14/2025	SEMCO ENERGY INC	\$402.58
055623	7/14/2025	CINTAS CORPORATION NO. 2	\$327.66
055624	7/14/2025	GREENSCAPE SERVICES INC <i>Landscape Project</i>	\$12,690.00
055625	7/14/2025	JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP	\$349.00
055626	7/14/2025	JAMLOOP, LLC	\$1,000.00
055627	7/14/2025	MIX HARDWARE	\$38.57
055628	7/14/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$500.00
055629	7/14/2025	T-MOBILE USA INC	\$45.84
055630	7/14/2025	RACHEL S BEHR	\$100.00
055631	7/14/2025	CINTAS CORPORATION NO. 2	\$163.68
055632	7/14/2025	GREENSCAPE SERVICES INC	\$5,775.00
055633	7/14/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,450.00
055634	7/14/2025	EDWARD J KEHOE	\$210.00
055635	7/14/2025	MIDDLE CITIES RISK MGMT TRUST <i>Annual Insurance</i>	\$27,679.00

Check Number	Check Date	Vendor Name	Check Amount
055636	7/14/2025	RACHEL MILLER DBA CREATE IN ME LLC	\$300.00
055637	7/14/2025	JAMES MERRILLS DBA EXPERIENCE THE MAGIC	\$375.00
055638	7/14/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055639	7/14/2025	SPORT VIEW TELEVISIONS, LLC DBA SPORT VIEW TECHNOLOGIES	\$594.00
055640	7/14/2025	TUMBLEWEED PRESS INC c/o T8054U	\$4,000.00
055641	7/14/2025	T-MOBILE USA INC	\$9.16
055642	7/23/2025	SEMCO ENERGY INC	\$21.22
055643	7/23/2025	CALHOUN COUNTY TREASURER	\$57.78
055644	7/23/2025	TRANE COMPANY INC	\$1,545.28
055645	7/23/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$260.00
055646	7/23/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055647	7/23/2025	JESSICA L BROOKS	\$100.00
055648	7/23/2025	RACHEL S BEHR	\$100.00
055649	7/23/2025	DENNIS C. REID II DBA DCR2 STUDIOS	\$500.00
055650	7/23/2025	CHARLES D ELLIS LIBDATA	\$2,400.00
055651	7/23/2025	FLYERS ENERGY LLC	\$50.55
055652	7/23/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055653	7/23/2025	EDWARD J KEHOE	\$210.00
055654	7/23/2025	MICHIGAN LIBRARY ASSOCIATION	\$325.00
055655	7/23/2025	MACQUAIRE EQUIPMENT CAPITAL INC	\$981.80
055656	7/23/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055657	7/23/2025	CAMERON ANDREW ZVARA	\$550.00
055658	7/28/2025	BDN INDUSTRIAL HYGIENE CONSULTANTS, INC	\$2,215.00
055659	7/28/2025	CONSUMERS ENERGY INC	\$1,509.87
055660	7/28/2025	COLLABORATIVE SUMMER LIBRARY PROGRAM	\$185.49
055661	7/28/2025	J & L ELECTRIC OF BATTLE CREEK INC	\$165.00
055662	7/28/2025	PLUMERIA BOTANICAL BOUTIQUE	\$800.00
055663	7/28/2025	R W LAPINE INC	\$1,051.51
055664	7/28/2025	ALLEGRA PRNT & IMAGING INC.	\$205.76
055665	7/28/2025	BATTERIES PLUS #388	\$141.12
055666	7/28/2025	BATTLE CREEK TILE & MOSAIC CO INC	\$260.00
055667	7/28/2025	CONSUMERS ENERGY INC	\$2,264.82
055668	7/28/2025	CINTAS CORPORATION NO. 2	\$358.56
055669	7/28/2025	DEMCO INC	\$191.86
055670	7/28/2025	EMERY-PRATT INC	\$79.70
055671	7/28/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$139.92
055672	7/28/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00

Check Number	Check Date	Vendor Name	Check Amount
055673	7/28/2025	EDWARD J KEHOE	\$210.00
055674	7/28/2025	MODERNISTIC II, LLC	\$5,878.72
055675	7/28/2025	OVERDRIVE INC	\$6,445.90
055676	7/28/2025	ROSE PEST SOLUTIONS INC	\$1,541.00
055677	7/28/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055678	7/28/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$53.06
055679	7/28/2025	SENTINEL TECHNOLOGIES INC	\$2,477.13
A04967	7/7/2025	BRODART COMPANY INC	\$1,008.89
A04968	7/7/2025	BATTLE CREEK PUBLIC SCHOOL	\$6,556.52
A04969	7/7/2025	DASTON CORPORATION	\$494.32
A04970	7/7/2025	INGRAM LIBRARY SERVICE INC	\$940.23
A04971	7/7/2025	MIDWEST TAPE INC.	\$12,162.49
A04972	7/7/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$225.00
A04973	7/7/2025	PROQUEST LLC	\$4,248.96
A04974	7/7/2025	INGRAM LIBRARY SERVICE INC	\$2,356.33
A04975	7/7/2025	INNOVATIVE INTERFACES INC <i>Skynriver - Library Application</i>	\$19,219.85
A04976	7/7/2025	SIEMENS INDUSTRY INC BUILDING TECHNOLOGIES	\$3,078.50
A04977	7/7/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$205.80
A04978	7/14/2025	BK TEACHOUT INVESTIGATIONS INC	\$1,802.32
A04979	7/14/2025	METRO FIBERNET LLC	\$2,320.74
A04980	7/14/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$538.05
A04981	7/14/2025	BLACKSTONE AUDIO BOOKS INC	\$200.00
A04982	7/14/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,756.20
A04983	7/14/2025	BAKER & TAYLOR INC <i>Book Lease</i>	\$136,342.50
A04984	7/14/2025	METRO FIBERNET LLC	\$2,023.14
A04985	7/16/2025	BRODART COMPANY INC	\$124.33
A04986	7/16/2025	INGRAM LIBRARY SERVICE INC	\$2,443.37
A04987	7/16/2025	MIDWEST TAPE INC.	\$872.79
A04988	7/23/2025	BRODART COMPANY INC	\$35.51
A04989	7/23/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,790.32
A04990	7/23/2025	BASIC	\$899.07
A04991	7/23/2025	INGRAM LIBRARY SERVICE INC	\$1,607.40
A04992	7/23/2025	MIDWEST TAPE INC.	\$136.32
A04993	7/28/2025	BRODART COMPANY INC	\$329.04
A04994	7/28/2025	BLACKSTONE AUDIO BOOKS INC	\$135.59
A04995	7/28/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,911.07
A04996	7/28/2025	BAKER & TAYLOR INC	\$56.66

Check Number	Check Date	Vendor Name	Check Amount
A04997	7/28/2025	CDW GOVERNMENT INC SUITE 1515	\$2,004.20
A04998	7/28/2025	GALE/CENGAGE LEARNING INC	\$383.86
A04999	7/28/2025	PLAYAWAY PRODUCTS LLC	\$3,896.64
A05000	7/28/2025	INGRAM LIBRARY SERVICE INC	\$13,284.18
A05001	7/28/2025	MIDWEST TAPE INC.	\$1,972.33
<b>Grand Totals</b>			<b>\$420,652.04</b>

**OWEN ENDOWMENT FUND**

<b>2024/2025</b>	<b>Budget</b>	<b>YTD</b>
<b>Revenue &amp; Transfers</b>		
Contributions-Unrestricted	100	3
Transfer from General Fund	0	
Interest Earnings	25,000	29,339
<b>Total Revenue</b>	<b>25,100</b>	<b>29,341</b>
<b>Expenditures</b>	<b>0</b>	<b>0</b>
Transfer to General Fund	0	0
<b>Total Expenditures/Transfers</b>	<b>0</b>	<b>0</b>
<b>Revenue Over Expenditures</b>	<b>25,100</b>	<b>29,341</b>
<b>Fund Balance Beg of Year</b>	<b>1,084,220</b>	<b>1,084,220</b>
<b>Fund Balance End of Year</b>	<b>1,109,320</b>	<b>1,113,561</b>

**CAPITAL IMPROVEMENT & AUTOMATION FUND**

<b>2024/2025</b>	<b>Budget</b>	<b>YTD</b>
<b>Revenue &amp; Transfers</b>		
Other Misc Revenue	0	0
Transfer from General Fund	400,000	400,000
Interest Earnings	15,000	17,537
<b>Total Revenue</b>	<b>415,000</b>	<b>417,537</b>
<b>Expenditures</b>		
Purchased Services	146,000	144,750
Furniture & Fixtures	222,000	216,550
Construction & Renovation	266,000	260,669
Transfer to General Fund	0	0
<b>Total Expenditures &amp; Transfers</b>	<b>634,000</b>	<b>621,970</b>
<b>Revenue Over Expenditures</b>	<b>(219,000)</b>	<b>(204,433)</b>
<b>Fund Balance Beg of Year</b>	<b>1,547,259</b>	<b>1,547,259</b>
<b>Fund Balance End of Year</b>	<b>1,328,259</b>	<b>1,342,826</b>



# Battle Creek Community Foundation

## Fund Statement

### Willard Library Fund - Master For the Period April 01, 2025 - June 30, 2025

Generated on: 07/29/2025

	<b>Current Period</b> April 01, 2025 - June 30, 2025	<b>Year To Date</b> July 01, 2024 - June 30, 2025
<b>Beginning Fund Balance</b>	<b>\$1,009,477.50</b>	<b>\$972,662.56</b>
<b>ADDITIONS:</b>		
Gifts and Grants Received	360.82	360.82
Investment Earnings	64,319.76	108,040.56
<b>Total Additions</b>	<b>64,680.58</b>	<b>108,401.38</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,347.87	9,211.25
Bank & Merchant Service Fees	47.37	89.85
Grants Awarded	74,729.00	74,729.00
<b>Total Distributions</b>	<b>77,124.24</b>	<b>84,030.10</b>
<b>Ending Fund Balance</b>	<b>\$997,033.84</b>	<b>\$997,033.84</b>
Accumulated Gifts & Contributions to Principal		805,526.86
Accumulated Earnings less Expenditures		191,506.98
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$997,033.84</b>



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**Battle Creek Community Foundation**

*This statement is preliminary and unaudited.*



**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Master**

**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

**GIFTS AND GRANTS RECEIVED DETAIL**

<b>DATE</b>	<b>DONOR NAME</b>	<b>DONOR ADDRESS</b>	<b>AMOUNT</b>
2025-05-16	Jackson, Susan	363 Newburn Dr Pittsburgh, PA 15216-1234	\$350.00
2025-05-16	Jackson, Susan	363 Newburn Dr Pittsburgh, PA 15216-1234	\$10.82
<b>Total Gifts and Grants</b>			<b>\$360.82</b>

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	227.00
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	74,502.00
<b>Total Grants</b>			<b>\$74,729.00</b>



**Battle Creek Community Foundation**

**Fund Statement**

**Willard Library Fund - Organizational  
For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

	<b>Current Period</b>	<b>Year To Date</b>
	April 01, 2025 - June 30, 2025	July 01, 2024 - June 30, 2025
<b>Beginning Fund Balance</b>	<b>\$13,067.91</b>	<b>\$12,544.40</b>
<b>ADDITIONS:</b>		
Investment Earnings	880.45	1,443.97
<b>Total Additions</b>	<b>880.45</b>	<b>1,443.97</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	17.15	56.60
Bank & Merchant Service Fees	0.49	1.05
Grants Awarded	227.00	227.00
<b>Total Distributions</b>	<b>244.64</b>	<b>284.65</b>
<b>Ending Fund Balance</b>	<b>\$13,703.72</b>	<b>\$13,703.72</b>
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		1,748.72
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$13,703.72</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Organizational**  
**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	227.00
		<b>Total Grants</b>	<b>\$227.00</b>



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Battle Creek Community Foundation

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**Fund Statement**

**Willard Library Fund - Third Party  
For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

	<b>Current Period</b> April 01, 2025 - June 30, 2025	<b>Year To Date</b> July 01, 2024 - June 30, 2025
<b>Beginning Fund Balance</b>	<b>\$996,409.59</b>	<b>\$960,118.16</b>
<b>ADDITIONS:</b>		
Gifts and Grants Received	360.82	360.82
Investment Earnings	63,439.31	106,596.59
<b>Total Additions</b>	<b>63,800.13</b>	<b>106,957.41</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	2,330.72	9,154.65
Bank & Merchant Service Fees	46.88	88.80
Grants Awarded	74,502.00	74,502.00
<b>Total Distributions</b>	<b>76,879.60</b>	<b>83,745.45</b>
<b>Ending Fund Balance</b>	<b>\$983,330.12</b>	<b>\$983,330.12</b>
Accumulated Gifts & Contributions to Principal		793,571.86
Accumulated Earnings less Expenditures		189,758.26
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$983,330.12</b>



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**Battle Creek Community Foundation**

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Third Party**  
**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

**GIFTS AND GRANTS RECEIVED DETAIL**

<b>DATE</b>	<b>DONOR NAME</b>	<b>DONOR ADDRESS</b>	<b>AMOUNT</b>
2025-05-16	Jackson, Susan	363 Newburn Dr Pittsburgh, PA 15216-1234	\$350.00
2025-05-16	Jackson, Susan	363 Newburn Dr Pittsburgh, PA 15216-1234	\$10.82
<b>Total Gifts and Grants</b>			<b>\$360.82</b>

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	74,502.00
<b>Total Grants</b>			<b>\$74,502.00</b>



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Battle Creek **Community** Foundation

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**Fund Statement**

**Willard Library/Campbell Fund**  
**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

	<b>Current Period</b> April 01, 2025 - June 30, 2025	<b>Year To Date</b> July 01, 2024 - June 30, 2025
<b>Beginning Fund Balance</b>	<b>\$60,343.06</b>	<b>\$57,951.36</b>
<b>ADDITIONS:</b>		
Investment Earnings	3,848.30	6,451.55
<b>Total Additions</b>	<b>3,848.30</b>	<b>6,451.55</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	69.57	278.58
Bank & Merchant Service Fees	2.19	4.73
Grants Awarded	4,435.00	4,435.00
<b>Total Distributions</b>	<b>4,506.76</b>	<b>4,718.31</b>
<b>Ending Fund Balance</b>	<b>\$59,684.60</b>	<b>\$59,684.60</b>
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		17,740.82
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$59,684.60</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library/Campbell Fund**

**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	4,435.00
		<b>Total Grants</b>	<b>\$4,435.00</b>



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**Battle Creek Community Foundation**

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**Fund Statement**

**Willard Library/Denman Fund  
For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

	<b>Current Period</b> April 01, 2025 - June 30, 2025	<b>Year To Date</b> July 01, 2024 - June 30, 2025
<b>Beginning Fund Balance</b>	<b>\$111,933.51</b>	<b>\$107,497.63</b>
<b>ADDITIONS:</b>		
Investment Earnings	7,136.57	11,965.78
<b>Total Additions</b>	<b>7,136.57</b>	<b>11,965.78</b>
<b>DISTRIBUTIONS:</b>		
Administrative Fees	129.24	517.86
Bank & Merchant Service Fees	4.07	8.78
Grants Awarded	8,255.00	8,255.00
<b>Total Distributions</b>	<b>8,388.31</b>	<b>8,781.64</b>
<b>Ending Fund Balance</b>	<b>\$110,681.77</b>	<b>\$110,681.77</b>
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		39,884.30
Accumulated Spendable		0.00
<b>Ending Fund Balance</b>		<b>\$110,681.77</b>

*This statement is preliminary and unaudited.*



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**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library/Denman Fund**

**For the Period April 01, 2025 - June 30, 2025**

Generated on: 07/29/2025

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

<b>DATE</b>	<b>GRANTEE</b>	<b>GRANT DESCRIPTION</b>	<b>AMOUNT</b>
2025-04-30	Willard Public Library	Annual Organizational Endowment Distribution	8,255.00
		<b>Total Grants</b>	<b>\$8,255.00</b>



## MEMORANDUM

**To:** All Staff  
**From:** Matt Willis  
**Date:** June 27, 2025  
**Subject:** Tianna Zindler Resignation

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Dear Colleagues,

Tianna Zindler has submitted her resignation from the library, effective immediately. We thank her for her contributions during her time with us and wish her all the best in her future endeavors.

Matt



## MEMORANDUM

To: All Staff  
From: Matt Willis  
Date: July 2, 2025  
Subject: Youth Services Librarian - Meghan Luchies

---

We're excited to welcome Meghan Luchies to the team as our new Youth Services Librarian.

Since 2024, Meghan has worked as a library aide at Sonoma Elementary. She is currently enrolled at Wayne State University, where she is pursuing her Master of Library and Information Science degree. Many of you may remember Meghan from the virtual yoga programs she provided for Willard during the pandemic. Her experience, connection to the community, and love for the library make her an excellent choice for this position.

Please join me in welcoming Meghan as she starts her new position on Monday, July 28, 2025.

## MEMORANDUM

**To:** All Staff  
**From:** Matt Willis  
**Date:** July 24, 2025  
**Subject:** Retirement Announcement: Joy Andrews

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It is with deep gratitude – and a touch of sadness – that I share the news of Joy Andrews' upcoming retirement. Reaching 20 years of dedicated service, Joy's last day will be on August 29.

Joy joined the team not long after the Helen Warner Branch opened its doors and quickly became a welcoming presence in the new space. Later she moved downtown, where she embraced additional responsibilities with her trademark care and thoroughness. In technical services, Joy's attention to detail has been vital, and her passion for cataloging and all things techie has been a true asset to Willard Library.

Over the years, Joy has also supported the Books by Mail program, managed collection orders, and contributed to the Technology and Innovation strategic plan work group. Her contributions have been far-reaching.

Please join me in celebrating Joy's many contributions and in wishing her all the best in her well-deserved retirement.



## MEMORANDUM

**To:** All Staff  
**From:** Matt Willis  
**Date:** August 3, 2025  
**Subject:** Personnel Update

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I'm excited to announce that Michael Bauer and Elliott Behrendt will be joining our Willard team as Library Clerks.

Michael brings more than five years of experience from the East Bonner County Library in Sandpoint, Idaho, where he served as a Lifelong Learning Coordinator. His work included recruiting, training, and coordinating volunteer tutors, as well as assisting with adult programming. In addition to these core responsibilities, he led a special project to create a community garden for library patrons. Michael also has a diverse background in education and horticulture.

Elliott also brings over five years of experience, having worked at a local bookstore where they handled a wide range of responsibilities—from designing promotional materials and managing orders to tracking inventory. Their passion for connecting people with books and providing exceptional customer service makes them a great addition to our team.

Please join me in welcoming Michael and Elliott as they begin their new roles on Monday, August 25, 2025!



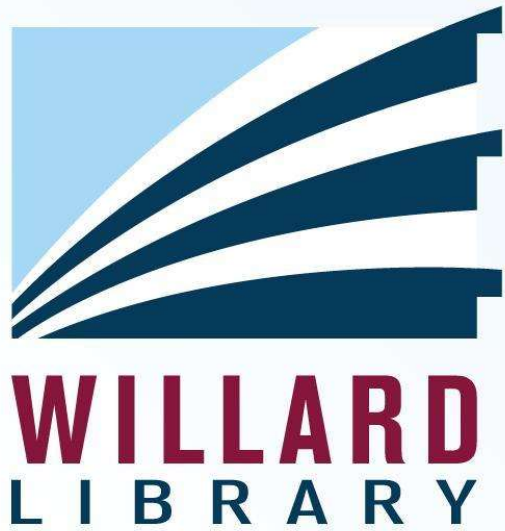
## MEMORANDUM

To: All Staff  
From: Matt Willis  
Date: August 7, 2025  
Subject: Personnel Update

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I am happy to announce that our current Student Assistant, Rylee Becker, will be moving to a new position as a Circulation Assistant. Rylee will work in the Circulation Department providing customer service on the public service desk and continue to assist in keeping our collection organized and accessible by shelving and providing assistance with weeding projects.

Please join me in congratulating Rylee when she begins her new position on August 18, 2025.



DISCOVER.  
GROW.  
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ANNUAL UPDATE  
July 2024 - June 2025

STRATEGIC PLAN  
2023-2026

## Attract and Retain Users

### Goal 1: We provide a safe and welcoming place for everyone.

- Renovated the Children's Room with new carpet, paint, shelving, displays, furniture, service desk, and a raised ceiling to create a brighter, more inviting environment.
- Constructed a forest-themed play/programming structure in the Children's Room that is ADA accessible.
- Completed Phase 3 of fob & magnet lock system at Willard Library.
- Established a Medical Emergency Response Team (MERT) composed of staff volunteers to support on-site emergency preparedness.
- Enhanced first aid response capabilities by upgrading equipment, including the addition of an AED.
- Installed push button door openers on main floor restroom doors at Willard Library.

### Goal 2: We deliver programming at convenient times that responds to the varied interests of all segments of the community.

- Increased attendance over 30% at the fall series of Trivia Night programs – Attendance 37.
- Held a Summer Indoor/Outdoor Movie at HWB that attracted 59 attendees.
- Offered an author visit (Grady Hendrix) to appeal to horror readers and younger adult audiences.
- Hosted quarterly Tween Night events for 5th-12th grade students.
- Opened the Teen Room on early release days to provide a safe and welcoming environment for teens.
- Launched Simply Stories, a children's storytime program, on Saturday mornings.

### Goal 3: We are a community hub that offers casual settings for conversation, collaboration, and media consumption.

- Landscaped front planters at the downtown library with a variety of visually appealing plants to create an inspiring entrance experience.
- Introduced live plants in various areas inside the library.
- Established an art gallery in the newly renovated Willard Library lobby.

#### Goal 4: We support creativity.

- Implemented a green/yellow/red classification system in the Creative Space to guide equipment access: "green" equipment is available for self-service during all library hours, while "yellow" and "red" equipment require staff supervision.
- Engaged more than 1,100 participants in Willard Library Creative Space programs and open labs.
- Supported more than 1,200 participants through HWB Creative Services programs and open labs.
- Held three Tiny Art workshops.
- Organized a Paint and Dip event for adults to explore painting.

#### Goal 5: We reach diverse communities through a dynamic communications strategy.

- Promoted library digital services in water utility bills with an option for feedback.

### Nurture a Culture of Literacy

#### Goal 1: Our physical and digital collection is representative of our community.

- Displayed more picture books at Helen Warner Branch to highlight titles reflecting current events and topics.
- Curated a special collection featuring numerous local and Michigan authors.
- Maintained 100% callback rate on suggested items unavailable to order for our guests.
- Curated a selection of Dementia Friendly Large Print books.

#### Goal 2: We build a strong foundation of literacy and foster a love of reading.

- Developed two storytime models -- one with more movement, the other with more stories -- to support a variety of learning styles.
- Integrated SLD training elements into weekly storytimes to enhance kindergarten readiness.
- Offered an Adult Summer Reading program, which had 154 participants.

- Increased participation in the Adult Winter Reading program by 110% - 137 participants.
- Increased enrollment in the youth Favorite Author Club Jr. by 15% - 69 participants.
- Acquired a book lease program enabling a 2-day turnaround on popular titles and bestsellers.
- Launched a book club for romantic comedy lovers.
- Set up a Letter of the Week table with manipulatives to support letter recognition and practice.
- Launched initiative to feature current and upcoming popular titles in displays and online promotions.

### Goal 3: We excel in digital media, technology, and communication trends.

- Produced multiple social media videos promoting Willard Library programs, including the Seed Library, Simply Stories, and Battle Creek Reads.
- Produced a 30-second promotional video for Summer Reading programming, streamed on TV platforms, resulting in over 17,000 impressions.
- Advertised Battle Creek Reads on local digital billboards at a major traffic area.

### Goal 4: We are a go-to place for current and relevant resources and information.

- Created three picture book topic guides highlighting library resources based on patron interest.
- Collaborated with CareWell Health Partners to present a Lunch & Learn session on Medicaid.
- Hosted the Disability Network for a program on services and resources for people with disabilities.
- Collaborated with Compassion Care of Michigan on an End-of-Life workshop and promoted the book Finish Strong.

### Goal 5: We present opportunities for growth in digital literacy.

- Replaced all public computers at both locations.
- Launched a seasonal Book a Librarian initiative to support patrons with new devices acquired during the holidays.
- Conducted over 170 one-on-one Book a Librarian sessions.

- Hosted five New Year, New Device drop-in sessions after the holidays.
- Opened the Conversion Corner at HWB with digitization equipment.

## Build Community

### Goal 1: We deliver enriching experiences that enhance quality of life.

- Held four Dementia Friendly Nights with resources, support, and fun for caregivers and loved ones.
- Launched new STEM Kits for third grade and up.
- Offered weekly yoga for healthy aging programs for six months out of the year.
- Held 22 Cardio Drumming events.
- Delivered a summer Tai Chi series.
- Launched the Willard Walking Club to promote exercise and share upcoming events.

### Goal 2: We tell Battle Creek's story.

- Premiered Peeks into the Past, a series of short videos highlighting Battle Creek's local history.
- Maintained and expanded Things Worth Remembering, a main floor display featuring historical photographs, documents, and artifacts, with monthly additions of new items.
- Hosted cemetery walking tours to promote genealogy.

### Goal 3: We cultivate strong partnerships with organizations that serve diverse communities.

- Hosted Bearcats Beyond the Bell enrichment programs; provided storytime, library tours, service overviews, and book checkouts.
- Shared summer reading and library services at Juneteenth Family Day.
- Hosted a table at Battle Creek Pride Festival.
- Highlighted resources at the Kick-Off Fiesta celebrating Hispanic Heritage Month.
- Collaborated with Bronson Education to present a specialized dietary program.

#### **Goal 4: We further economic outcomes and educational opportunities.**

- Conducted monthly workshops from January to April for teenage girls ages 14-18, focusing on developing their leadership skills.
- Hosted a hands-on workshop on mushroom foraging techniques.
- Presented an educational session exploring the care and cultivation of succulents.

#### **Goal 5: We motivate community engagement and participation.**

- Launched the Join the Club series with themed book discussions, including cookbooks, and movie events.
- Tracked daily equipment usage in the Creative Space to enhance understanding of community usage patterns and creative trends.
- Launched a Seed Library at the Helen Warner Branch and distributed 200 seed packets.

### **Grow Leaders From Within**

#### **Goal 1: We offer professional development at all levels of the organization.**

- Provided multiple training sessions on best practices to provide legal information for the Information Desk staff.
- Brought Michigan eLibrary (MeL) training to librarians who demonstrated significant knowledge gains from the training.
- Implemented customer service training across all staff, presented by Laurie Guest, to elevate customer interactions and uphold service excellence.
- Delivered AI training to all staff, highlighting library policy considerations.

#### **Goal 2: We embrace a culture of openness, acceptance, and inclusion.**

- Offered a workshop on Chloe Calday's Theory of Enchantment, which promotes well-being and inclusion.
- Hosted a Lunch and Learn featuring The Anatomy of Peace workshop and book discussion on conflict resolution and interpersonal understanding.
- Created a shared display schedule to highlight diversity and inclusion months across both library locations.

**Goal 3: Our recruitment and hiring practices are inclusive and equitable.**

- Developed a rubric for evaluating job applicants that helps minimize unconscious bias.

**Goal 4: We appreciate each other and celebrate our successes.**

- Held a Winter Breakfast to celebrate staff and distribute anniversary certificates.
- Organized a Staff Appreciation Week that included training, games, and celebration.

**Goal 5: We are dedicated to open and constructive dialogue.**

- Held listening sessions with leadership of both unions to hear concerns and gather feedback.
- Held consistent staff-supervisor check-ins to promote engagement and address ongoing needs.

# Willard Library – Survey Feedback Summary

## Top 3 Takeaways Aligned with Strategic Plan Goals (2023–2026)

**Survey Context:** This summary is based on feedback from 33 respondents in 2024. While it's a small survey size, the responses provide valuable insights into library use, barriers, and community interests.

### 1. Materials Drive Library Use

- 70% of respondents visited the library in the last month.
- 96% came for books, DVDs, or music.
- Strategic Plan Goal: Nurture a Culture of Literacy – Goal 1  
“Our physical and digital collection is representative of our community.”
- Implication: Continue prioritizing a strong, diverse physical collection to maintain the library's core appeal.

### 2. Work Schedules Limit Visits

- Respondents cited work schedules as a key barrier to visiting.
- Strategic Plan Goal: Attract and Retain Users – Goal 2  
“We deliver programming at convenient times that responds to the varied interests of all segments of the community.”
- Implication: Explore evening/weekend programming and expand digital access to better reach working patrons.

### 3. High Demand for Adult Craft & Hobby Programs

- Multiple requests for adult crafts, art classes, and hobby-based events.
- Strategic Plan Goal: Attract and Retain Users – Goal 4  
“We support creativity.”
- Implication: Add or expand creative, hands-on adult programming to meet a clear community interest.

**Summary:** These findings confirm that materials remain the library's cornerstone, highlight a need for flexible scheduling, and show strong interest in adult creative programs — all directly aligned with Willard Library's 2023–2026 Strategic Plan.

# Helen Warner Branch Library Expansion Proposal – Key Points

## Why Expand?

- Rising Demand: Branch traffic now represents 30% of total library visits — up from 25% in recent years — showing steady and significant growth in on-site engagement.
- Popular Programming: Creative services program attendance at the branch has now surpassed that of Willard Library, drawing 1,200 attendees compared to 1,100 at Willard in FY24–25.
- Circulation Trends: Branch materials circulation increased by 2% during FY24–25, while Willard circulation declined by 6%. In FY23–24, branch circulation rose by 3%, while Willard saw a 2% decrease — reinforcing a consistent upward trend at the branch.

## Current Challenges

- Crowded Story Times: Children's story times are drawing 30–40 attendees. These large, enthusiastic groups often spill into surrounding areas, creating noise that disrupts other patrons.
- Creative Programs Need More Space: Arts & Craft programs are well-attended, but current space is limited and offers no flexibility for growth.
- No Meeting Rooms: Unlike Willard Library, the branch lacks dedicated meeting and study rooms.
- Storage Constraints: Supplies for programming and library operations are outgrowing available storage.

## Proposed Solution

- Build a New Multi-Purpose Room: Construct an addition off the side of the library, extending toward the pond.
- Create a Pond Observation Deck: Add an outdoor deck off the new room to enhance the branch's appeal and create unique opportunities for community use.
- Free Existing Space: Moving programming into the new room will open up the current branch for more materials and comfortable seating.
- Include Storage & Individual Study: The addition will incorporate storage and study room capabilities, matching what patrons expect from a modern library branch.

## Community Benefits

- Quieter library environment while still supporting lively children's programs.
- More space for books and comfortable seating.
- Availability of individual study rooms and possible larger meeting rooms.
- A signature feature — the pond deck — enhancing the library's role as an uplifting community hub.

## Library Design Trends

### Integration of Makerspaces into Library Design

The article “Design Trend: Make Way To Create” by Emily Puckett Rodgers, published in *Library Journal's Year in Architecture 2021* series, discusses the integration of makerspaces into library design. It highlights how **makerspaces are becoming part of a larger ecosystem within libraries**, including studios, creation labs, coworking spaces, and event areas.

### Natural Light

Libraries are increasingly prioritizing natural light—using features like **expansive windows and open layouts**—to promote wellness and create more welcoming spaces. This trend is highlighted in *Library Journal's* “Design Trend: Inside Out – Year in Architecture 2024” by Emily Puckett Rodgers.

### Mix of Individual and Group Study Rooms

Modern library design increasingly features **a mix of individual and group study rooms to meet diverse user needs**—offering quiet spaces for focused work and larger rooms for collaboration. As noted in *Library Journal's* “Design Trend: Social Spaces – Year in Architecture 2024” by Emily Petty Puckett, libraries are “building larger study rooms with long tables to accommodate collaborative projects and study groups,” while still supporting individual study through thoughtfully designed quiet areas.

### Creating Outdoor Spaces

A growing trend in library design that emphasizes **connecting patrons with nature**. As noted in *Library Journal's* “Design Trend: Inside Out – Year in Architecture 2024” by Emily Puckett Rodgers, libraries are increasingly creating outdoor spaces—such as reading gardens, patios, and landscaped areas—to promote wellness and foster community engagement.

Pharmacies

ATM ATMs



Google

**Willard Library, Helen Warner Branch, and E-Branch  
Library Statistical Report 2024/2025  
4th Quarter**

	<b>July 2024 - June 2025</b>	<b>July 2023 - June 2024</b>	<b>% Change</b>
<b>WILLARD LIBRARY*</b>			
Adult Fiction	25,131	27,070	-7%
Adult Nonfiction	28,694	31,294	-8%
Paperbacks	6,770	8,602	-21%
New Materials	56,285	54,647	3%
Special Collections	7,802	7,050	11%
Children's & YA Fiction	61,367	70,466	-13%
Children's Nonfiction	12,614	15,284	-17%
Audiobooks	9,312	11,028	-16%
DVDs	96,656	98,933	-2%
Music CDs	3,734	4,841	-23%
<b>Total Circulation</b>	<b>308,365</b>	<b>329,215</b>	<b>-6%</b>
<b>HELEN WARNER BRANCH*</b>			
Adult Fiction	13,890	13,810	1%
Adult/Children's Nonfiction	14,779	14,738	0%
Paperbacks	1,204	1,545	-22%
New Materials	37,468	35,608	5%
Special Collections	4,269	4,476	-5%
Children's & YA Fiction	36,035	34,192	5%
Audiobooks	2,741	2,802	-2%
DVDs	27,906	28,687	-3%
Music CDs	1,579	1,779	-11%
<b>Total Circulation</b>	<b>139,871</b>	<b>137,637</b>	<b>2%</b>
<b>E-BRANCH</b>			
Children's eBooks	3,603	11,152	-68%
Adult eBooks	83,162	83,107	0%
Adult & Children's eAudiobooks	106,391	90,146	18%
Music Downloads	23,808	23,470	1%
Digital Magazines	16,342	17,631	-7%
Digital Video	4,358	4,562	-4%
<b>Total Circulation**</b>	<b>237,664</b>	<b>230,068</b>	<b>3%</b>
<b>CHRONICLING BATTLE CREEK</b>	<b>214,642</b>	<b>174,622</b>	<b>23%</b>
<b>Grand Total</b>	<b>900,542</b>	<b>871,542</b>	<b>3%</b>

**Willard Library, Helen Warner Branch, and E-Branch Combined  
Library Statistical Report 2024/2025  
4th Quarter**

	July 2024- June 2025	July 2023 - June 2024	% Change
<b>Circulation</b>			
Adult Fiction	39,021	40,880	-5%
Adult Nonfiction	43,473	46,032	-6%
Paperbacks	7,974	10,147	-21%
New Materials	93,753	90,255	4%
Special Collections	12,071	11,526	5%
Children's & YA Fiction	97,402	104,658	-7%
Children's Nonfiction	12,614	15,284	-17%
Audiobooks	12,053	13,830	-13%
DVDs	124,562	127,620	-2%
Music CDs	5,313	6,620	-20%
E-Branch Items	237,664	230,068	3%
<b>Total Circulation</b>	<b>685,900</b>	<b>696,920</b>	<b>-2%</b>
Chronicling Battle Creek	214,642	174,622	23%
<b>Total Circulation including CBC</b>	<b>900,542</b>	<b>871,542</b>	<b>3%</b>
<b>People Counter*</b>	<b>208,688</b>	<b>202,776</b>	<b>3%</b>
<b>Programs</b>			
Adult Audiences	5,232	4,683	12%
Children's Audiences	9,296	18,321	-49%
<b>Total Audiences</b>	<b>14,528</b>	<b>23,004</b>	<b>-37%</b>
<b>Public Computer Usage</b>			
Computer Sessions	35,528	32,458	9%
Computer Time (Hours)	33,773	31,210	8%
Wireless Users	88,150	89,845	-2%

**Willard Library Helen Warner Branch High Impact Programming  
Library Statistical Report 2024/2025  
4th QUARTER**

	July 2024 - June 2025	July 2023 - June 2024	% Change
<b>We support creativity</b>			
Creative Space Program Attendance	2,642	1,804	46%
<b>We area a community hub that offers casual settings for conversation, collaboration, and media consumption.</b>			
Meeting Room Use-Sessions	2,352	2,764	-15%
<b>We build a strong foundation of literacy and foster a love of reading.</b>			
Babytime & Storytime Attendance	4,991	5,070	-2%
Adult Literary Event Attendance	719	479	50%
<b>We present opportunities for growth in digital literacy.</b>			
Book a Librarian-Sessions	177	204	-13%
<b>We deliver enriching experiences that enhance quality of life.</b>			
Monday Night Children's Programming	1,399	1,123	25%
<b>Total Impactful Programs</b>	<b>12,280</b>	<b>11,444</b>	<b>7%</b>