



Willard Library  
Board of Trustees  
Meeting Agenda  
September 17, 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)                                |                     |
|       | b. Addition of PNC Bank Account *                                    |                     |
| IV.   | Library Renovation Proposal:<br>Architectural Design Plans * (pg. 9) | Matt Willis         |
| V.    | Reports & Recommendations  |                     |
|       | a. Department Reports (pg. 10)                                       | Administrative Team |
| VI.   | Other Business   |                     |
| VII.  | Comments by Trustees   |                     |
| VIII. | Adjourn  | Michelle Herzing    |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

August 20, 2025

Willard Library Programming Room, Second Floor

**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, Executive Administrative Assistant Kara Brooker

**MINUTES**

Michelle Herzing called the meeting to order at 5:01 pm.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Laura Williams moved, with a second from Kathy Baker, to approve the minutes of the Board Meeting of June 19, 2024.

Motion approved 3 – 0

**ELECTION OF OFFICERS**

Kathy Baker moved, with support from Laura Williams, to elect Board Officers for 2025/2026 as follows: Michelle Herzing, President; Laura Williams, Vice President; Kathy Baker, Secretary; and Salli Baltutat, Treasurer.

Motion approved 3 – 0

**FINANCIAL REPORT**

Kath Domenico presented the June and July 2025 financials. The unaudited year to date financials as of June 30, show revenue received totaling \$6,887,477 million with expenditures totaling \$6,801,601 million. Based on pre-audit numbers, revenue exceeded expenditures by \$85,876 and therefore increased the fund balance. The Owen Endowment Fund also saw an increase to the fund balance resulting in a balance of \$1,113,561 on June 30. The Capital Projects Fund activity for the year consisted of expenditures related to the renovation of the Children's Room. Therefore, the fund balance dropped to \$1,342,826 as of June 30. Revenue for July totaled just over \$7,000. July expenditures totaled \$723,918.

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

Kathy Baker asked about federal funding cuts and the potential impact on the library. Matt Willis shared that the severity of potential cuts is still unknown at this time, but would likely have a more devastating impact on smaller libraries.

Motion approved 3 – 0

Kathy Domenico shared that Plante & Moran was onsite the week of August 11, 2025 to conduct the annual audit. The audit went well and Plante Moran is anticipating presenting the 2024-2025 financials at the September board meeting but it could be pushed back to October.

**PERSONNEL UPDATE**

Matt Willis shared a personnel update.

Laura Williams asked whether the library conducts exit interviews. Matt Willis noted that the library does not currently conduct them.

**STRATEGIC PLAN UPDATE**

Matt Willis presented the annual progress report on the 2023-2025 Strategic Plan. Highlights include the various programs to attract and retain users, nurture a culture of literacy, and build community while also investing in staff development to grow leaders within the organization.

Laura Williams asked for further details regarding the hiring rubric mentioned during the update. Matt Willis shared that the rubric was developed internally to remove implicit bias during the application screening process.

**LIBRARY RENOVATION PROPOSAL**

Matt Willis presented information on a potential library renovation. Trustees will vote at the September board meeting on hiring an architect to conduct exploratory design work.

Salli Baltutat joined the meeting at 5:27 pm.

**REPORTS & RECOMMENDATIONS**

April Dillinger reviewed the usage statistics for fiscal year 2024-2025. Increases in digital materials, foot traffic, and computer usage were observed. Overall physical materials circulation decreased downtown and increased at the Helen Warner Branch. However, new materials checkouts increased at both locations.

**OTHER BUSINESS**


None.

**COMMENTS**

Kathy Baker complimented the wonderful landscaping. Salli Baltutat and Laura Williams congratulated the Library on another remarkable Summer Reading program.

**ADJOURNED**

The meeting adjourned at 5:41 p.m.

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

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

August 2025

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Taxes	5,825,851	208,884	3.59%	5,616,967	34,755
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	8,826	15.76%	47,174	9,174
Local Contributions & Contracts	175,986	10,454	5.94%	165,532	7,950
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>228,165</b>	<b>3.34%</b>	<b>6,594,422</b>	<b>51,879</b>

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Total Expenditures	6,739,433	1,244,098	18.46%	5,495,335	1,086,625

REVENUE OVER EXPENDITURES

**(1,015,933)**

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

August 2025

EXPENDITURES	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Capital Expenditures	144,492	2,263	1.57%	142,229	230
Program Svs-Av, Books & Periodicals	1,137,400	292,711	25.74%	844,689	267,976
Program Svs-Imagination Library	15,500	0	0.00%	15,500	0
Personnel	3,785,800	649,720	17.16%	3,136,080	630,751
Office Supplies	50,000	2,760	5.52%	47,240	3,417
Repairs & Maintenance Supplies	40,000	7,283	18.21%	32,717	7,046
Purchased Services	724,000	98,847	13.65%	625,153	99,940
Communications	126,000	22,771	18.07%	103,229	30,722
Insurance	30,000	27,679	92.26%	2,321	26,621
Public Utilities	133,600	7,285	5.45%	126,315	6,544
Repairs & Maintenance Services	267,200	132,779	49.69%	134,421	13,378
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>1,244,098</b>	<b>18.46%</b>	<b>5,495,335</b>	<b>1,086,625</b>

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS AUGUST 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	129,458.20
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	183,069.99
FICA & Federal withholding tax	61,982.35
State withholding tax	9,598.85
Battle Creek City withholding tax	1,778.27
City of Springfield withholding tax	0.00
MERS Retirement System	44,875.01
MERS Pension Funding	0.00
MPSERS Retirement System	4,651.47
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
BASIC (125 Plan 3rd party administrator)	2,031.02
MERS (Employee 457)	9,955.29
Friend of the Court	1,616.55
5th/3rd BANK (credit card)	9,751.91
Health Equity Employer Serv.	3,438.57
MESSA	58,338.64
Unum Life Insurance	580.28
Total Disbursements	521,126.40

**WILLARD PUBLIC LIBRARY CHECKS  
AUGUST  
2025**

**MONTHLY CHECK REGISTER**

Check Number	Check Date	Vendor Name	Check Amount
055680	8/5/2025	ATMIRE NV	\$4,463.04
055681	8/5/2025	BATTERIES PLUS #388	\$95.90
055682	8/5/2025	CITY OF BATTLE CREEK CITY TREASURER	\$651.99
055683	8/5/2025	CITY OF BATTLE CREEK	\$128.72
055684	8/5/2025	CERTASITE, LLC	\$122.18
055685	8/5/2025	D. L. GALLIVAN LLC	\$774.14
055686	8/5/2025	FLYERS ENERGY LLC	\$55.56
055687	8/5/2025	GREENSCAPE SERVICES INC	\$325.00
055688	8/5/2025	HI-TECH INTEGRATED TECHNOLOGIES	\$288.50
055689	8/5/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,707.12
055690	8/5/2025	EDWARD J KEHOE	\$210.00
055691	8/5/2025	STEPHEN JACK LAUBUAGH	\$670.00
055692	8/5/2025	PRECISION PRINTER SERVICE INC	\$216.35
055693	8/5/2025	PRINTLINK PALMER	\$201.00
055694	8/5/2025	ROSE PEST SOLUTIONS INC	\$321.00
055695	8/5/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$284.42
055696	8/5/2025	TRANE COMPANY INC	\$8,568.00
055697	8/12/2025	SEMCO ENERGY INC	\$235.53
055698	8/12/2025	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$780.27
055699	8/12/2025	CALHOUN COUNTY TREASURER	\$1,473.12
055700	8/12/2025	CERTASITE, LLC	\$651.80
055701	8/12/2025	CINTAS CORPORATION NO. 2	\$563.69
055702	8/12/2025	DEMCO INC	\$91.77
055703	8/12/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,550.00
055704	8/12/2025	EDWARD J KEHOE	\$210.00
055705	8/12/2025	MIX HARDWARE	\$84.94
055706	8/12/2025	MISC STAFF REIMBURSEMENT <i>Children's Program</i>	\$49.75
055707	8/12/2025	MISC STAFF REIMBURSEMENT <i>Teen Program</i>	\$7.00
055708	8/12/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$620.17
055709	8/12/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$366.73
055710	8/12/2025	SHERWIN WILLIAMS	\$287.14

Check Number	Check Date	Vendor Name	Check Amount
055711	8/12/2025	SENTINEL TECHNOLOGIES INC	\$159.96
055712	8/12/2025	T-MOBILE USA INC	\$55.00
055713	8/12/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055714	8/20/2025	SEMCO ENERGY INC	\$19.94
055715	8/20/2025	DEMCO INC	\$46.31
055716	8/20/2025	4IMPRINT INC	\$1,189.45
055717	8/20/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
055718	8/20/2025	INST. OF CONTINUING LEGAL EDUCATION	\$178.50
055719	8/20/2025	JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP	\$349.00
055720	8/20/2025	JAMLOOP, LLC	\$1,000.00
055721	8/20/2025	EDWARD J KEHOE	\$210.00
055722	8/20/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$611.88
055723	8/20/2025	TRUE COLORS INTERNATIONAL INC	\$7,934.30
055724	8/25/2025	BARNES & NOBLE INC	\$32.75
055725	8/25/2025	CONSUMERS ENERGY INC	\$3,735.41
055726	8/25/2025	FUN EXPRESS LLC	\$218.99
055727	8/25/2025	FLYERS ENERGY LLC	\$52.12
055728	8/25/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$315.77
055729	8/25/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,400.00
055730	8/25/2025	EDWARD J KEHOE	\$210.00
055731	8/25/2025	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,086.00
055732	8/25/2025	MACQUAIRE EQUIPMENT CAPITAL INC	\$981.80
055733	8/25/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
055734	8/25/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
055735	8/25/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$632.43
055736	8/25/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$88.43
055737	8/25/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$607.50
A05002	8/5/2025	AAE HOLDINGS INC DBA ALL AMERICAN ENTERTAINMENT	\$2,500.00
A05003	8/5/2025	BRODART COMPANY INC	\$229.80
A05004	8/5/2025	BATTLE CREEK PUBLIC SCHOOL	\$6,114.20
A05005	8/5/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,790.32
A05006	8/5/2025	DASTON CORPORATION	\$161.80
A05007	8/5/2025	INGRAM LIBRARY SERVICE INC	\$6,501.78
A05008	8/5/2025	KSS ENTERPRISES INC	\$4,410.08
A05009	8/5/2025	MIDWEST TAPE INC.	\$15,219.77
A05010	8/5/2025	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$7,000.00
A05011	8/5/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$171.21

Check Number	Check Date	Vendor Name	Check Amount
A05012	8/12/2025	BRODART COMPANY INC	\$1,147.82
A05013	8/12/2025	BLACKSTONE AUDIO BOOKS INC	\$891.40
A05014	8/12/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,790.32
A05015	8/12/2025	INGRAM LIBRARY SERVICE INC	\$733.41
A05016	8/12/2025	MIDWEST TAPE INC.	\$506.33
A05017	8/12/2025	METRO FIBERNET LLC	\$1,926.43
A05018	8/20/2025	BRODART COMPANY INC	\$146.19
A05019	8/20/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,790.32
A05020	8/20/2025	BASIC	\$180.82
A05021	8/20/2025	INGRAM LIBRARY SERVICE INC	\$5,322.70
A05022	8/20/2025	MIDWEST TAPE INC.	\$845.58
A05023	8/20/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$543.05
A05024	8/25/2025	BRODART COMPANY INC	\$182.80
A05025	8/25/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,840.63
A05026	8/25/2025	PLAYAWAY PRODUCTS LLC	\$2,004.38
A05027	8/25/2025	INGRAM LIBRARY SERVICE INC	\$3,261.45
A05028	8/25/2025	KSS ENTERPRISES INC	\$128.04
A05029	8/25/2025	MIDWEST TAPE INC.	\$3,832.18
			<b>Grand Totals</b>
			<b>\$129,458.20</b>



September 9, 2025

Willard Library  
Chad Osborn, Director of Information  
And Facilities  
7 Van Buren St. W  
Battle Creek, MI 49017

**Re: Helen Warner Branch Addition  
Design Development**

Dear Mr. Osborn:

Elite Companies and Driven Design are excited to submit a proposal to create a design proposal for an addition to the Helen Warner Branch. The plan is to create an addition to the north end of the building with a balcony overlooking the pond. The addition will capture office, storage and creative spaces. The aesthetics of the addition are to match the existing library.

Cost for the Design Development Phase \$35,000

Architect will provide preliminary design renderings for the Willard Library November Board Meeting.

Thank you again for opportunity to provide our services for your consideration and review. We look forward to hearing from you soon. Once approved we will be an active team member to support your project needs and ensure its success.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Feltch', is written over a horizontal dashed line.

Jim Feltch, President + CEO  
ELITE COMPANIES

ELITE COMPANIES, LLC.  
Headquarters: 211 E Water Street | Suite 201 | Kalamazoo, MI 49007  
15 Carlyle St. | Suite 200 | Battle Creek, MI 49017  
269-917-1347 | elite-companies.com





## REPORTS AND RECOMMENDATIONS

September 2025

### **DIRECTOR'S REPORT: Matt Willis, Director**

- Refer a Friend
- True Colors Training
- Library Visits
- Exit Interviews

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

- Maple Candle Making
- Founding Documents Series
- Willard Walking Club