



Willard Library
Board of Trustees
Meeting Agenda
November 19, 2025
5:00 p.m.
Helen Warner Branch

- | | | |
|-------|---|---------------------|
| I. | Approval of Minutes * (pg. 1) | Michelle Herzing |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 3) | |
| | b. Budget Amendment * (pg. 20) | |
| | c. Public Act 202 of 2017 Pension Report (pg. 23) | |
| IV. | Approval of Audit * | Michelle Herzing |
| V. | Summer Property Tax Resolution * (pg. 24) | Michelle Herzing |
| VI. | P.A. 152 Resolution * (pg. 25) | Matt Willis |
| VII. | Proposed Policy for Public Comments (pg. 26) | Matt Willis |
| VIII. | Personnel Update (pg. 28) | Matt Willis |
| IX. | Helen Warner Branch Expansion - Presentation | Chad Osborn |
| X. | Reports & Recommendations | |
| | a. Department Reports (pg. 29) | Administrative Team |
| XI. | Other Business | |
| XII. | Comments by Trustees | |
| XIII. | Adjourn | Michelle Herzing |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

October 15, 2025

Willard Library Programming Room, Second Floor

BOARD OF TRUSTEES

Michele Herzing, Laura Williams, Kathy Baker, Salli Baltutat, Judy Williamson

ADMINISTRATION

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico, Director of Youth Services & Community Outreach, Tynisha Dungey, Director of Circulation Amanda Paffhausen, Executive Administrative Assistant Kara Brooker

MINUTES

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

APPROVAL OF MINUTES

Judy Williamson moved, with a second from Salli Baltutat, to approve the minutes of the Board Meeting of September 17, 2025.

Motion approved 5 – 0

PUBLIC COMMENT

None.

Michelle Herzing welcomed members of the Michigan Job Challenge Program, who attended the meeting.

FINANCIAL REPORT

Revenue as of September 30, totaled \$790,460 with the majority of those funds consisting of property tax dollars. Expenditures as of September 30, totaled \$1,815,351, which equates to nearly 27% of the allocated budget for the fiscal year. Disbursements totaled \$577,555.39. The Owen Endowment Fund as of September 30, lists incoming revenue of \$3,853 and the Capital Improvement fund lists \$703 of incoming revenue.

Kathy Baker inquired what the LBP removal represented in the expenditures. Kathy Domenico clarified it was for the lead based paint removal in a small portion of the outside of the building.

Laura Williams moved, with support from Kathy Baker, to approve the September 2025 expenditures as presented.

Motion approved 5 – 0

Presentation of the Audit

Jessie Klisz from Plante Moran presented the Audit report for the fiscal year ending June 30, 2025. Jessie stated that the audit was clean. There were no internal control issues or findings. Furthermore, Plante Moran rendered an unmodified opinion, which is the highest level of assurance.

Jessie Klisz stated that management properly recorded all of the Library's financial transactions.

Jessie Klisz reviewed the financial graphs. The General Fund Revenue graph indicated that \$6,887,476 was received during the fiscal year, an increase from the previous year. The General Fund Expenditures graph indicated \$6,401,602 in expenditures, a slight increase from the previous year.

Salli Baltutat inquired about increasing property taxes in other communities. Jessie Klisz indicated that Battle Creek's rising property taxes are similar to what Plante Moran has seen elsewhere in Michigan.

REPORTS & RECOMMENDATIONS

April Dillinger presented the usage statistics for the first quarter of fiscal year 2025–2026. Physical materials circulation showed a slight decrease, along with lower foot traffic; however, program attendance increased significantly. Digital materials usage continued to increase as well.

Matt Willis explained that the library's book leasing vendor, Baker & Taylor, is going out of business and discussed the potential impact on collections and ordering. He praised April Dillinger and the team for their innovation in addressing ongoing supply issues. Salli Baltutat asked about the financial impact. Matt said it is uncertain at this point but that some loss is possible since the contracts were paid up front. Laura Williams asked about future options. Matt noted that other vendors may expand into leasing programs and that Amazon appears to be developing a service model for library orders.

Matt Willis also reported on upcoming Adult Programs, highlighting the Genealogy Lock-In and the program "Unmasked: An Evening with Cold Case Investigator Paul Holes."

Tynisha Dungey relayed that five local schools participated in the Jonathan Rand author visit at W.K. Auditorium and his team donated books to several of the local schools.

OTHER BUSINESS


Kathy Baker welcomed Michigan Job Challenge Program attendees and asked for a description of the program.

COMMENTS

None.

ADJOURNED

The meeting adjourned at 5:31 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

October 2025

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Taxes	5,825,851	3,385,327	58.11%	2,440,524	3,175,513
Casino PILT Disbursement	165,000	0	0.00%	165,000	0
State Sources	473,750	340,237	71.82%	133,513	356,756
Penal Fines	122,000	0	0.00%	122,000	0
Fees and Book Fines	56,000	21,234	37.92%	34,766	21,500
Local Contributions & Contracts	175,986	61,778	35.10%	114,208	27,334
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
TOTAL	6,822,587	3,808,575	55.82%	3,014,012	3,581,103

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Total Expenditures	6,739,433	2,398,740	35.59%	4,340,693	2,361,443

REVENUE OVER EXPENDITURES

1,409,835

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

October 2025

EXPENDITURES	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Capital Expenditures	144,492	53,643	37.13%	90,849	105,117
Program Svs-Av, Books & Periodicals	1,137,400	424,449	37.32%	712,951	392,531
Program Svs-Imagination Library	15,500	15,500	100.00%	0	15,500
Personnel	3,785,800	1,338,821	35.36%	2,446,979	1,354,688
Office Supplies	50,000	9,369	18.74%	40,631	9,222
Repairs & Maintenance Supplies	40,000	15,709	39.27%	24,291	13,640
Purchased Services	724,000	275,842	38.10%	448,158	226,452
Communications	126,000	46,001	36.51%	79,999	42,043
Insurance	30,000	27,679	92.26%	2,321	26,621
Public Utilities	133,600	25,867	19.36%	107,733	20,172
Repairs & Maintenance Services	267,200	165,859	62.07%	101,341	155,457
Other Expenses (SBIT's)	85,441	0	0.00%	85,441	0
Transfers to Capital Projects	200,000	0	0.00%	200,000	0
TOTAL	6,739,433	2,398,740	35.59%	4,340,693	2,361,443

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS OCTOBER 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	159,464.03
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	127,086.86
FICA & Federal withholding tax	42,217.70
State withholding tax	6,692.22
Battle Creek City withholding tax	1,222.98
City of Springfield withholding tax	0.00
MERS Retirement System	30,558.90
MERS Pension Funding	130,000.00
MPSERS Retirement System	2,828.70
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
BASIC (125 Plan 3rd party administrator)	2,991.67
MERS (Employee 457)	4,044.04
Friend of the Court	1,142.07
5th/3rd BANK (credit card)	12,994.06
Health Equity Employer Serv.	1,892.38
MESSA	59,275.31
Unum Life Insurance	587.53
Total Disbursements	582,998.45

**WILLARD PUBLIC LIBRARY CHECKS
OCTOBER
2025**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
055828	10/7/2025	RACHEL S BEHR	\$100.00
055829	10/7/2025	CENTER POINT PUBLISH INC.	\$179.01
055830	10/7/2025	CINTAS CORPORATION NO. 2	\$711.39
055831	10/7/2025	DOLLYWOOD FOUNDATION	\$15,500.00
055832	10/7/2025	D. L. GALLIVAN LLC	\$1,032.76
055833	10/7/2025	FUN EXPRESS LLC	\$182.92
055834	10/7/2025	FLYERS ENERGY LLC	\$44.07
055835	10/7/2025	GREENSCAPE SERVICES INC	\$955.00
055836	10/7/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$89.92
055837	10/7/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,808.90
055838	10/7/2025	JULIE NILA JACKSON	\$150.00
055839	10/7/2025	EDWARD J KEHOE	\$210.00
055840	10/7/2025	MISC STAFF REIMBURSEMENT	\$13.00
055841	10/7/2025	MISC STAFF REIMBURSEMENT	\$90.56
055842	10/7/2025	MISC STAFF REIMBURSEMENT	\$13.00
055843	10/7/2025	MISC STAFF REIMBURSEMENT	\$58.04
055844	10/7/2025	MISC STAFF REIMBURSEMENT	\$80.20
055845	10/7/2025	MISC STAFF REIMBURSEMENT	\$13.00
055846	10/7/2025	MISC STAFF REIMBURSEMENT	\$80.20
055847	10/7/2025	MISC STAFF REIMBURSEMENT	\$13.00
055848	10/7/2025	MISC STAFF REIMBURSEMENT	\$90.65
055849	10/7/2025	MISC STAFF REIMBURSEMENT	\$80.20
055850	10/7/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
055851	10/7/2025	PLANTE & MORAN LLP	\$5,500.00
055852	10/7/2025	PROGRESSIVE PRINTING & GRAPHICS	\$175.00
055853	10/7/2025	ROBERT POTTER	\$150.00
055854	10/7/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
055855	10/7/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$63.79
055856	10/7/2025	SENTINEL TECHNOLOGIES INC	\$179.63
055857	10/14/2025	SEMCO ENERGY INC	\$409.12
055858	10/14/2025	BARNES & NOBLE INC	\$407.80

} Library visits
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Conference Supplies

} Library visits
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Check Number	Check Date	Vendor Name	Check Amount
055859	10/14/2025	RACHEL S BEHR	\$100.00
055860	10/14/2025	CALHOUN COUNTY TREASURER	\$415.60
055861	10/14/2025	CITY OF BATTLE CREEK CITY TREASURER	\$723.45
055862	10/14/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$114.92
055863	10/14/2025	HUNTER PRELL CO	\$407.00
055864	10/14/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,950.00
055865	10/14/2025	JULIE NILA JACKSON	\$150.00
055866	10/14/2025	JESSICA M.S. ZIMMERMAN DBA JMSZ CONSULTING LLC	\$150.00
055867	10/14/2025	EDWARD J KEHOE	\$210.00
055868	10/14/2025	LYRISIS DBA ARCHIVES SPACE	\$300.00
055869	10/14/2025	MODERNISTIC II, LLC	\$4,436.48
055870	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055871	10/14/2025	MISC STAFF REIMBURSEMENT	\$96.41
055872	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055873	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055874	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055875	10/14/2025	MISC STAFF REIMBURSEMENT	\$39.85
055876	10/14/2025	MISC STAFF REIMBURSEMENT	\$88.46
055877	10/14/2025	MISC STAFF REIMBURSEMENT	\$359.00
055878	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055879	10/14/2025	MISC STAFF REIMBURSEMENT	\$83.70
055880	10/14/2025	MISC STAFF REIMBURSEMENT	\$13.00
055881	10/14/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055882	10/14/2025	PRECISION PRINTER SERVICE INC	\$546.98
055883	10/14/2025	ROBERT POTTER	\$150.00
055884	10/14/2025	ROSE PEST SOLUTIONS INC	\$321.00
055885	10/14/2025	T-MOBILE USA INC	\$55.00
055886	10/14/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$81.09
055887	10/20/2025	SEMCO ENERGY INC	\$19.94
055888	10/20/2025	RACHEL S BEHR	\$100.00
055889	10/20/2025	CALHOUN COUNTY TREASURER	\$262.11
055890	10/20/2025	CBS DISTRIBUTION INC DBA PERMACARD	\$444.54
055891	10/20/2025	CITY OF BATTLE CREEK	\$946.29
055892	10/20/2025	CINTAS CORPORATION NO. 2	\$238.83
055893	10/20/2025	DEMCO INC	\$538.64
055894	10/20/2025	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$4,234.56
055895	10/20/2025	ELITE COMPANIES LLC	\$8,250.00

Library visits
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Program Supplies
Library visit
Conference
Library visits
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Design renderings - HwB

Check Number	Check Date	Vendor Name	Check Amount
055896	10/20/2025	FLYERS ENERGY LLC	\$48.05
055897	10/20/2025	MICHAEL FREDERICK	\$50.00
055898	10/20/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$47.95
055899	10/20/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055900	10/20/2025	JULIE NILA JACKSON	\$150.00
055901	10/20/2025	EDWARD J KEHOE	\$210.00
055902	10/20/2025	RACHEL MILLER DBA CREATE IN ME LLC	\$450.00
055903	10/20/2025	MISC STAFF REIMBURSEMENT	\$85.52
055904	10/20/2025	MISC STAFF REIMBURSEMENT	\$88.83
055905	10/20/2025	MISC STAFF REIMBURSEMENT	\$103.63
055906	10/20/2025	MISC STAFF REIMBURSEMENT	\$105.40
055907	10/20/2025	MISC STAFF REIMBURSEMENT	\$13.00
055908	10/20/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055909	10/20/2025	PRECISION PRINTER SERVICE INC	\$420.20
055910	10/20/2025	ROBERT POTTER	\$150.00
055911	10/20/2025	R W LAPINE INC	\$440.00
055912	10/20/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
055913	10/20/2025	US POSTAL SERVICE CMRS-PBP	\$5,000.00
055914	10/20/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$280.00
055915	10/27/2025	ALLEGRA PRNT & IMAGING INC.	\$835.41
055916	10/27/2025	AMBER ADAMS-FALL	\$150.00
055917	10/27/2025	RACHEL S BEHR	\$100.00
055918	10/27/2025	CONSUMERS ENERGY INC	\$2,787.07
055919	10/27/2025	CINTAS CORPORATION NO. 2	\$402.46
055920	10/27/2025	DEMCO INC	\$78.39
055921	10/27/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$218.68
055922	10/27/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055923	10/27/2025	JULIE NILA JACKSON	\$150.00
055924	10/27/2025	EDWARD J KEHOE	\$210.00
055925	10/27/2025	MISC STAFF REIMBURSEMENT	\$87.11
055926	10/27/2025	MISC STAFF REIMBURSEMENT	\$101.06
055927	10/27/2025	MISC STAFF REIMBURSEMENT	\$103.16
055928	10/27/2025	MISC STAFF REIMBURSEMENT	\$72.96
055929	10/27/2025	MISC STAFF REIMBURSEMENT	\$13.00
055930	10/27/2025	MISC STAFF REIMBURSEMENT	\$103.21
055931	10/27/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055932	10/27/2025	ROBERT POTTER	\$300.00

} Library visits
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} Library visits
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Check Number	Check Date	Vendor Name	Check Amount
055933	10/27/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$171.53
055934	10/27/2025	SENIOR TIMES WW THAYNE ADVERTISING CONSULTANTS INC	\$588.00
055935	10/27/2025	VERDANT COMMERCIAL CAPITAL LLC	\$951.21
A05064	10/7/2025	BRODART COMPANY INC	\$175.56
A05065	10/7/2025	BATTLE CREEK PUBLIC SCHOOL	\$9,295.58
A05066	10/7/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,978.14
A05067	10/7/2025	DASTON CORPORATION	\$628.00
A05068	10/7/2025	INGRAM LIBRARY SERVICE INC	\$1,533.49
A05069	10/7/2025	MIDWEST TAPE INC.	\$11,703.84
A05070	10/7/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$170.69
A05071	10/14/2025	BRODART COMPANY INC	\$239.66
A05072	10/14/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,102.24
A05073	10/14/2025	GALE/CENGAGE LEARNING INC	\$152.19
A05074	10/14/2025	INGRAM LIBRARY SERVICE INC	\$9,456.42
A05075	10/14/2025	KSS ENTERPRISES INC	\$3,539.02
A05076	10/14/2025	MIDWEST TAPE INC.	\$1,312.43
A05077	10/14/2025	METRO FIBERNET LLC	\$2,437.75
A05078	10/20/2025	BRODART COMPANY INC	\$458.30
A05079	10/20/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,152.55
A05080	10/20/2025	BASIC	\$437.32
A05081	10/20/2025	CDW GOVERNMENT INC SUITE 1515	\$2,063.25
A05082	10/20/2025	INGRAM LIBRARY SERVICE INC	\$3,323.72
A05083	10/20/2025	MIDWEST TAPE INC.	\$969.67
A05084	10/20/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$545.55
A05085	10/27/2025	BRODART COMPANY INC	\$122.14
A05086	10/27/2025	BLACKSTONE AUDIO BOOKS INC	\$3,355.08
A05087	10/27/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,018.38
A05088	10/27/2025	CDW GOVERNMENT INC SUITE 1515	\$633.00
A05089	10/27/2025	GALE/CENGAGE LEARNING INC	\$800.70
A05090	10/27/2025	PLAYAWAY PRODUCTS LLC	\$285.41
A05091	10/27/2025	INGRAM LIBRARY SERVICE INC	\$4,890.22
A05092	10/27/2025	KSS ENTERPRISES INC	\$299.33
A05093	10/27/2025	MIDWEST TAPE INC.	\$1,647.30
A05094	10/27/2025	UNBOUND EVENTS INC DBA AUTHORS UNBOUND AGENCY	\$6,125.00
			Grand Totals \$159,464.03



Battle Creek Community Foundation

Fund Statement

Willard Library Fund - Master
For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

Table with 3 columns: Description, Current Period (July 01, 2025 - September 30, 2025), and Year To Date (July 01, 2025 - September 30, 2025). Rows include Beginning Fund Balance, ADDITIONS (Investment Earnings), Total Additions, DISTRIBUTIONS (Administrative Fees), Total Distributions, Ending Fund Balance, Accumulated Gifts & Contributions to Principal, Accumulated Earnings less Expenditures, Accumulated Spendable, and Ending Fund Balance.

This statement is preliminary and unaudited.



Battle Creek Community Foundation

Fund Activity

Willard Library Fund - Master

For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

Fund Statement

**Willard Library Fund - Organizational
For the Period July 01, 2025 - September 30, 2025**

Generated on: 10/27/2025

	Current Period July 01, 2025 - September 30, 2025	Year To Date July 01, 2025 - September 30, 2025
Beginning Fund Balance	\$13,703.72	\$13,703.72
ADDITIONS:		
Investment Earnings	686.75	686.75
Total Additions	686.75	686.75
DISTRIBUTIONS:		
Administrative Fees	18.88	18.88
Total Distributions	18.88	18.88
Ending Fund Balance	\$14,371.59	\$14,371.59
Accumulated Gifts & Contributions to Principal		11,955.00
Accumulated Earnings less Expenditures		2,416.59
Accumulated Spendable		0.00
Ending Fund Balance		\$14,371.59

This statement is preliminary and unaudited.



Battle Creek Community Foundation

Fund Activity

Willard Library Fund - Organizational

For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

Fund Statement

**Willard Library Fund - Third Party
For the Period July 01, 2025 - September 30, 2025**

Generated on: 10/27/2025

	Current Period July 01, 2025 - September 30, 2025	Year To Date July 01, 2025 - September 30, 2025
Beginning Fund Balance	\$983,330.12	\$983,330.12
ADDITIONS:		
Investment Earnings	49,254.96	49,254.96
Total Additions	49,254.96	49,254.96
DISTRIBUTIONS:		
Administrative Fees	2,336.75	2,336.75
Total Distributions	2,336.75	2,336.75
Ending Fund Balance	\$1,030,248.33	\$1,030,248.33
Accumulated Gifts & Contributions to Principal		793,571.86
Accumulated Earnings less Expenditures		236,676.47
Accumulated Spendable		0.00
Ending Fund Balance		\$1,030,248.33

This statement is preliminary and unaudited.



Battle Creek Community Foundation

Fund Activity

Willard Library Fund - Third Party

For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek Community Foundation

Fund Statement

Willard Library/Campbell Fund For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

	Current Period July 01, 2025 - September 30, 2025	Year To Date July 01, 2025 - September 30, 2025
Beginning Fund Balance	\$59,684.60	\$59,684.60
ADDITIONS:		
Investment Earnings	2,991.23	2,991.23
Total Additions	2,991.23	2,991.23
DISTRIBUTIONS:		
Administrative Fees	69.89	69.89
Total Distributions	69.89	69.89
Ending Fund Balance	\$62,605.94	\$62,605.94
Accumulated Gifts & Contributions to Principal		41,943.78
Accumulated Earnings less Expenditures		20,662.16
Accumulated Spendable		0.00
Ending Fund Balance		\$62,605.94

This statement is preliminary and unaudited.



Battle Creek Community Foundation

Fund Activity

Willard Library/Campbell Fund

For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.



Battle Creek **Community** Foundation

Fund Statement

Willard Library/Denman Fund
For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

	Current Period July 01, 2025 - September 30, 2025	Year To Date July 01, 2025 - September 30, 2025
Beginning Fund Balance	\$110,681.77	\$110,681.77
ADDITIONS:		
Investment Earnings	5,547.06	5,547.06
Total Additions	5,547.06	5,547.06
DISTRIBUTIONS:		
Administrative Fees	129.82	129.82
Total Distributions	129.82	129.82
Ending Fund Balance	\$116,099.01	\$116,099.01
Accumulated Gifts & Contributions to Principal		70,797.47
Accumulated Earnings less Expenditures		45,301.54
Accumulated Spendable		0.00
Ending Fund Balance		\$116,099.01

This statement is preliminary and unaudited.



Battle Creek Community Foundation

Fund Activity

Willard Library/Denman Fund

For the Period July 01, 2025 - September 30, 2025

Generated on: 10/27/2025

GIFTS AND GRANTS RECEIVED DETAIL

No gifts or grants received this period.

GRANTS AWARDED DETAIL

No grants awarded for the statement period.

**WILLARD LIBRARY
2025/2026 at 1.9958 Mills**

WILLARD PUBLIC LIBRARY			
2025/2026 at 1.9958 Mills			
	Actuals 2024/2025 from Audit	July 2025 Original	November 2025 Post-Audit Amendment
REVENUE & TRANSFERS			
Taxes	\$5,609,179	\$5,825,851	\$5,893,051
State Sources	\$492,948	\$473,750	\$442,476
Penal Fines	\$134,963	\$122,000	\$122,000
Fees and Book Fines	\$63,232	\$56,000	\$56,000
Casino PILT Disbursement	\$177,833	\$165,000	\$165,000
Local Contributions, Contracts, & Other	\$400,321	\$175,986	\$175,986
Grant Revenue	\$9,000	\$4,000	\$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
Total Revenue	\$6,887,476	\$6,822,587	\$6,858,513
EXPENDITURES & TRANSFERS			
Other Expenditures-SBITA's	\$83,050	\$85,441	\$85,441
Capital Expenditures	\$523,346	\$144,492	\$145,712
Program Services: Media, Books & Periodicals	\$1,004,036	\$1,137,400	\$1,236,180
Program Services: Grants	\$15,500	\$15,500	\$65,500
Personnel*	\$3,591,300	\$3,785,800	\$3,856,800
Office Supplies	\$47,877	\$50,000	\$50,000
Repairs & Maintenance Supplies	\$34,476	\$40,000	\$41,000
Purchased Services	\$674,901	\$724,000	\$739,500
Communications	\$123,355	\$126,000	\$146,000
Insurance	\$26,621	\$30,000	\$28,000
Public Utilities	\$121,479	\$133,600	\$133,600
Repairs & Maintenance Services	\$155,660	\$267,200	\$267,200
Transfers from General Fund into Capital Improvements	\$400,000	\$200,000	\$400,000
Total Expenditures	\$6,801,601	\$6,739,433	\$7,194,933
<i>*Includes staff increases per contract.</i>			
Revenue over Expenditures (+/-)	\$85,875	\$83,154	(\$336,420)
Fund Balance: Beginning Year	\$3,620,412	\$3,379,893	\$3,706,287
Fund Balance: Year End	\$3,706,287	\$3,463,047	\$3,369,867
Breakdown: Estimated Fund Balance			
Sick Payable Reserve	\$204,000	\$204,000	\$217,000
Cash Flow Fund	\$1,010,915	\$1,010,915	\$1,079,240
Unrestricted Fund	\$2,491,372	\$2,248,132	\$2,073,627
Total	\$3,706,287	\$3,463,047	\$3,369,867

**WILLARD PUBLIC LIBRARY
2025 - 2026 GENERAL FUND REVENUE & EXPENDITURE CHANGES**

	Adopted Budget July 2025	Amendment November 2025	Changes
Revenue	\$ 6,822,587	\$ 6,858,513	\$ 35,926
Expenditure	\$ 6,739,433	\$ 7,194,933	\$ 455,500
Total Revenue/Expenditures	\$ 83,154	\$ (336,420)	\$ 491,426

Fund Balance July 1, 2025	\$ 3,706,287
Fund Balance June 30, 2026 (estimated)	\$ 3,369,867

REVENUE CHANGES			
Increases:			Decreases:
*Property Taxes	\$	(67,200)	*State Aid
			\$ 31,274
Total Revenue Changes	\$	(35,926)	

EXPENDITURE CHANGES			
Increases:			Decreases:
*Capital Expenditures	\$	(1,220)	*Liability & Property Insurance
*Program Services: Media, Books & Periodicals	\$	(98,780)	\$ 2,000
*Program Services: Imagination Library	\$	(50,000)	
*Supporting Svc.- Personnel	\$	(71,000)	
*Repairs & Maintenance	\$	(1,000)	
*Purchased Services	\$	(15,500)	
*Communication Services	\$	(20,000)	
*Transfers to Capital Projects	\$	(200,000)	
Total Expenditure Changes	\$	(455,500)	

OWEN ENDOWMENT FUND

	Actuals	July Original	November Proposed
	From Audit	Budget	Budget
	2024-2025	2025-2026	2025-206
Revenue & Transfers			
Contributions-Unrestricted	0	0	3,000
Transfer from General Fund	0	0	0
Interest Earnings	29,341	20,000	20,000
Total Revenue	29,341	20,000	23,000
Expenditures	0	0	0
Transfer to General Fund	0	0	0
Total Expenditures & Transfers	0	0	0
Revenue Over Expenditures	29,341	20,000	23,000
Fund Balance Beg of Year	1,084,219	1,109,319	1,113,560
Fund Balance End of Year	1,113,560	1,129,319	1,136,560

CAPITAL IMPROVEMENT FUND

	Actuals	July Original	November Proposed
	From Audit	Budget	Budget
	2024-2025	2025-2026	2025-206
Revenue & Transfers			
Other Misc Revenue	0	0	0
Transfer from General Fund	400,000	200,000	400,000
Interest Earnings	17,536	10,000	10,000
Total Revenue	417,536	210,000	410,000
Expenditures			
Furniture & Fixtures	216,550	0	0
Purchased Services	144,750	0	0
Capital Renovation	260,669	0	0
Transfer to General Fund	0	0	0
Total Expenditures & Transfers	621,970	0	0
Revenue Over Expenditures	(204,434)	210,000	410,000
Fund Balance Beg of Year	1,547,259	1,328,259	1,342,825
Fund Balance End of Year	1,342,825	1,538,259	1,752,825

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Willard Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	138001	
Unit Type	Library	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2025	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Kathy Domenico	
Title if not CAO	Finance Director	
CAO (or designee) Email Address	kdomenico@willardlibrary.org	
Contact Telephone Number	269 968 8166 Ext 534	
Pension System Name (not division) 1	MERS (Municipal Employees' Retire System of MI)	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	MERS (Municipal Employees' Retire System)				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	7,554,617				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	8,160,836				
6	Funded ratio	Calculated	92.6%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	250,191				
8	Governmental Fund Revenues	Most Recent Audit Report	6,934,353				
9	All systems combined ADC/Governmental fund revenues	Calculated	3.6%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	34				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	7				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	11				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.72%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.91%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.62%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.93%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	15				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	7,792,378				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	8,448,713				
26	Funded ratio using uniform assumptions	Calculated	92.2%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	325,368				
28	All systems combined ADC/Governmental fund revenues	Calculated	4.7%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



WILLARD
LIBRARY

RESOLUTION: To impose a summer property tax collection for all of our authorized millage amount within the cities of Battle Creek, Springfield, and Marshall, and within the townships of Bedford and Marshall.

OFFERED BY: _____

SECONDED BY: _____

VOTE: _____

DATE: November 19, 2025

Board of Trustees Secretary

Board of Trustees President



WILLARD
LIBRARY

RESOLUTION: The Board of Trustees of Willard Public Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80/20 Option for the medical benefit plan coverage years January 1, 2026, through December 31, 2026.

OFFERED BY: _____

SECONDED BY: _____

VOTE: _____

DATE: November 19, 2025

Board of Trustees Secretary

and/or

Board of Trustees President

WILLARD LIBRARY

POLICY FOR PUBLIC COMMENTS AT MEETINGS

I. Purpose

Willard Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

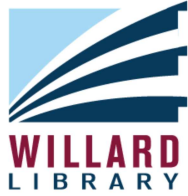
The Library Board adopts the following procedures to receive Public Comments:

- A. All individuals who wish to speak during a public comment period on the agenda must sign in using a sheet made available by the Library Board. The sign-up sheet shall contain columns for each speaker’s name and address.
- B. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.
- C. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide their name and address. No person in attendance may make a comment without being recognized.

- D. Public Comments must be addressed to the Library Board, not to other members of the audience.
- E. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- F. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- G. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- H. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- I. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- J. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- K. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- L. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should only approach the lectern when called on by the Board President. Members of the public may not stand in the area in front of the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.
- M. All signs are prohibited in the Board meetings.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Board Secretary.



MEMORANDUM

To: All Staff
From: Matt Willis
Date: November 6, 2025
Subject: Michael Bauer Resignation

Dear Colleagues,

Michael Bauer has submitted his resignation from the library, effective immediately. We thank him for his contributions during his time he was here with us and wish him all the best in his future endeavors.

Matt

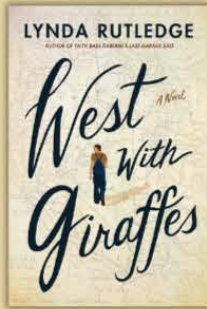


REPORTS AND RECOMMENDATIONS November 2025

DIRECTOR'S REPORT: Matt Willis, Director

- Adult Literacy Tutoring
- Battle Creek Reads
- Updating the Strategic Plan
- Library Email Accounts for Board Members

BATTLE CREEK
READS
WILLARD LIBRARY



West with Giraffes

by Lynda Rutledge

May 7, 2026

6:00 PM

“Woodrow Wilson Nickel, age 105, feels his life ebbing away. But when he learns giraffes are going extinct, he finds himself recalling the unforgettable experience he cannot take to his grave.

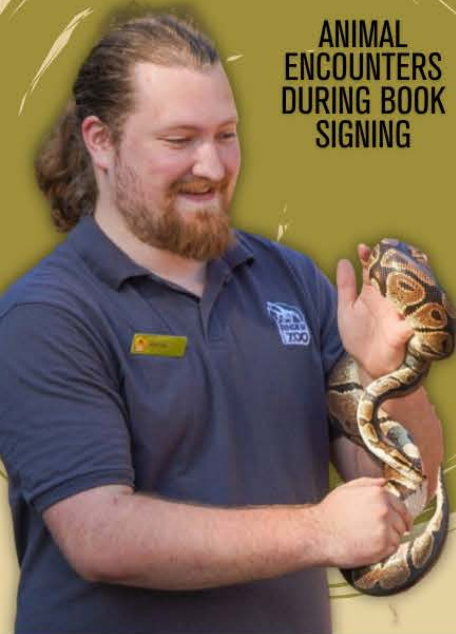
It's 1938. The Great Depression lingers. Hitler is threatening Europe, and world-weary Americans long for wonder. They find it in two giraffes who miraculously survive a hurricane while crossing the Atlantic. What follows is a twelve-day road trip in a custom truck to deliver Southern California's first giraffes to the San Diego Zoo. Behind the wheel is the young Dust Bowl rowdy Woodrow. Inspired by true events, the tale weaves real-life figures with fictional ones, including the world's first female zoo director, a crusty old man with a past, a young female photographer with a secret, and assorted reprobates as spotty as the giraffes.

Part adventure, part historical saga, and part coming-of-age love story, *West with Giraffes* explores what it means to be changed by the grace of animals, the kindness of strangers, the passing of time, and a story told before it's too late.”

WRISTBANDS AT ENTRY

2026

ANIMAL ENCOUNTERS DURING BOOK SIGNING



TENTATIVE LOCATION



Wild Africa Village



THEMED PROGRAMS

At BPZ & WL

LAUNCH DATE

February 2, 2026

BOOKS TO DISTRIBUTE

500

TRAM RIDES

Special Entrance