



Willard Library
Board of Trustees
Meeting Agenda
January 21, 2026
5:00 p.m.
Willard Library Programming Room

- | | | |
|-------|---|---------------------|
| I. | Approval of Minutes * (pg. 1) | Michelle Herzing |
| II. | Public Comments | |
| III. | Financial Report | Kathy Domenico |
| | a. Approval of Expenditures * (pg. 4) | |
| IV. | Helen Warner Branch Expansion Project * (pg. 18) | Chad Osborn |
| V. | Policy for Public Comments at Meetings * (pg. 19) | Matt Willis |
| VI. | Payment by Financial Transaction Device Policy (pg. 21) | Matt Willis |
| VII. | Reports & Recommendations | |
| | a. Quarterly Statistics (pg. 24) | April Dillinger |
| | b. Department Reports (pg. 27) | Administrative Team |
| VIII. | Other Business | |
| IX. | Comments by Trustees | |
| X. | Adjourn | Michelle Herzing |

Action items indicated by an *

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

November 19, 2025
Helen Warner Branch

BOARD OF TRUSTEES

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

ADMINISTRATION

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico, Director of IT & Facilities Chad Osborn, 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

Salli Baltutat moved, with a second from Judy Williamson, to approve the minutes of the Board Meeting of October 15, 2025.

Motion approved 4 – 0

PUBLIC COMMENT

None.

FINANCIAL REPORT

Kathy Domenico presented the October 2025 Financial Report. Revenue as of October 31 totaled just over \$3.8 million. The Library has received over half of the anticipated revenue for the year with property tax collections being the bulk of those dollars. Expenditures totaled almost \$2.4 million, which is similar to last year.

Matt Willis shared that some expenditures were related to staff visits to local libraries, which provided them with new ideas and perspectives. Kathy Baker noted that these visits were highly beneficial, emphasizing the importance of staff observing how other organizations operate.

Salli Baltutat inquired about the cost of the design rendering. Chad Osborn explained that expense covered the architect's designs for the new addition at the Helen Warner Branch.

Kathy Baker moved, with a second from Judy Williamson, to approve the October 2025 expenditures as presented.

Motion approved 4 – 0

Kathy Domenico shared that the November amendment for the general fund includes an increase in anticipated revenue by \$35,926 and an increase in expenditures of \$455,500. As a result, a loss of \$336,420 is anticipated at the end of the 25-26 fiscal year. The Owen Endowment Fund reflects a slight increase in revenue and the Capital Improvement Plan shows an increase in transfers from the General Fund.

Kathy Domenico shared the annual pension report. The Department of Treasury Pension Report is required to be filed annually. The data presented on the report is pulled from the audit and the MERS Annual Actuarial Valuation Report. The report substantiates the fact that Willard Library's Pension Plan is not considered underfunded as defined by PA 202 of 2017.

Salli Baltutat moved, with support from Kathy Baker, to approve the November Amendment as presented.

Motion approved 4 – 0

Laura Williams joined the meeting.

Michelle Herzing asked for approval of the FY 2024-2025 audit results presented by Jessie Klisz from Plante Moran at the October meeting.

Laura Williams moved, with a second from Judy Williamson, to accept the FY 2024-2025 Audit report as presented.

Motion approved 5 – 0

Michelle Herzing requested board approval to collect summer taxes within the cities of Battle Creek, Springfield, and Marshall, and within the townships of Bedford and Marshall. Property taxes for the rest of the Library's service area are collected in the winter. The varied collection dates help manage the Library's cash flow.

Salli Baltutat moved, with support from Laura Williams, to approve the Summer Property Tax Resolution. A roll call vote was taken.

Motion approved 5 – 0

Matt Willis presented a resolution to continue using the 80/20 Health Cost Sharing Option of P.A. 152 to the Board of Trustees effective January 1, 2026 through December 31, 2026.

Kathy Baker moved, with a second from Judy Williamson, to adopt the 80/20 Option. A roll call vote was taken.

Motion approved 5 – 0

Matt Willis introduced a proposed Policy for Public Comments. Trustees will vote on the proposed Policy at the January 2026 meeting.

PERSONNEL UPDATE

Matt Willis shared that Michael Bauer resigned.

HELEN WARNER BRANCH EXPANSION PRESENTATION

Chad Osborn presented the design renderings for the Helen Warner Branch expansion, outlining the project's primary goals: creating meeting rooms, a creative space, a programming room, and an added storage space.

Kathy Baker asked about the expected size of the expansion. Chad Osborn reported that the planned addition will total 3,104 square feet. Salli Baltutat inquired about the need for additional staffing, and Amanda Paffhausen clarified that the new spaces would only be open to the public during scheduled programs.

Chad Osborn reported that the estimated project cost is approximately \$1.5 million, which includes contingency funding.

Kathy Baker asked where the money was coming from and Kathy Domenico explained that if approved the money will come from the Capital Improvement Fund.

Kathy Baker asked about the method of public announcement. Matt Willis shared that, if approved in January, public communication would follow. Chad Osborn noted that the goal is to break ground by July, with an anticipated construction timeline of 8-10 months, adding that the Helen Warner Branch will remain open throughout the expansion.

A vote on the proposed expansion is scheduled for the January 2026 meeting.

REPORTS & RECOMMENDATIONS

Matt Willis reported that an adult literacy pilot program is planned for launch in 2026. He noted that he has been meeting with area stakeholders, including Battle Creek Public Schools, the Kalamazoo Literacy Council, SLD Read, and BC Pulse, to support the development of the initiative.

Matt Willis provided an update on adult programming. *West With Giraffes* by Lynda Rutledge has been selected for the 2026 Battle Creek Reads. The author event will be held at Binder Park Zoo, with the program kickoff scheduled for February 2, 2026.

Matt Willis also reported that, in preparation for updating the Strategic Plan, a survey team has been assembled to gather community feedback. Laura Williams asked whether the survey would be available in other languages, and Matt Willis confirmed that it will be distributed in multiple languages to accommodate the community's diverse population.

Finally, Matt Willis shared that Board members will receive Willard Library email accounts. He noted that tech support will be available at the January meeting to assist with setup.

OTHER BUSINESS

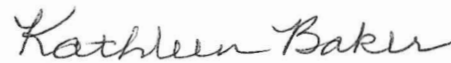
None.

COMMENTS

Kathy Baker commented that she appreciates the thoughtful use of the additional space.

ADJOURNED

The meeting adjourned at 5:43 p.m.



KATHLEEN BAKER, Secretary
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

November 2025

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Taxes	5,893,051	3,452,431	58.58%	2,440,620	3,233,687
Casino PILT Disbursement	165,000	0	0.00%	165,000	0
State Sources	442,476	340,710	77.00%	101,766	356,756
Penal Fines	122,000	0	0.00%	122,000	30,002
Fees and Book Fines	56,000	25,427	45.41%	30,573	25,617
Local Contributions & Contracts	175,986	71,284	40.51%	104,702	70,273
Grant Funding	4,000	0	0.00%	4,000	5,000
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	6,858,513	3,889,852	56.72%	2,968,661	3,721,335

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Total Expenditures	7,194,933	2,921,710	40.61%	4,273,223	2,786,089

REVENUE OVER EXPENDITURES

968,142

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

November 2025

EXPENDITURES	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Capital Expenditures	145,712	59,562	40.88%	86,150	107,719
Program Svs-Av, Books & Periodicals	1,236,180	498,965	40.36%	737,215	456,333
Program Svs-Imagination Library	65,500	15,500	23.66%	50,000	15,500
Personnel	3,856,800	1,706,492	44.25%	2,150,308	1,639,736
Office Supplies	50,000	15,079	30.16%	34,921	13,492
Repairs & Maintenance Supplies	41,000	16,937	41.31%	24,063	15,085
Purchased Services	739,500	322,528	43.61%	416,972	268,860
Communications	146,000	51,631	35.36%	94,369	53,296
Insurance	28,000	27,679	98.85%	321	26,621
Public Utilities	133,600	36,339	27.20%	97,261	28,988
Repairs & Maintenance Services	267,200	170,997	64.00%	96,203	160,459
Other Expenses (SBIT's)	85,441	0	0.00%	85,441	0
Transfers to Capital Projects	400,000	0	0.00%	400,000	0
TOTAL	7,194,933	2,921,710	40.61%	4,273,223	2,786,089

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS NOVEMBER 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	143,304.17
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	126,947.20
FICA & Federal withholding tax	42,480.22
State withholding tax	6,700.85
Battle Creek City withholding tax	1,245.00
City of Springfield withholding tax	0.00
MERS Retirement System	30,497.43
MERS Pension Funding	70,000.00
MPSERS Retirement System	2,775.10
MPSERS UAAL RATE STABILIZATION	23,332.00
Michigan Unemployment	0.00
BASIC (125 Plan 3rd party administrator)	1,980.12
MERS (Employee 457)	4,044.04
Friend of the Court	1,206.44
5th/3rd BANK (credit card)	10,942.97
Health Equity Employer Serv.	1,892.38
MESSA	51,196.11
Unum Life Insurance	587.53
Total Disbursements	519,131.56

**WILLARD PUBLIC LIBRARY CHECKS
NOVEMBER
2025**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
055936	11/3/2025	BARNES & NOBLE INC	\$3,268.37
055937	11/3/2025	NRB HOLDINGS, LLC DBA BOSKER BRICK COMPANY	\$226.44
055938	11/3/2025	RACHEL S BEHR	\$100.00
055939	11/3/2025	CENTER POINT PUBLISH INC.	\$95.88
055940	11/3/2025	CITY OF BATTLE CREEK CITY TREASURER	\$465.97
055941	11/3/2025	DAVID CRITCHLOW DBA CRITCHLOW ALLIGATOR SANCTUARY	\$200.00
055942	11/3/2025	CINTAS CORPORATION NO. 2	\$327.66
055943	11/3/2025	D. L. GALLIVAN LLC	\$985.37
055944	11/3/2025	GREENSCAPE SERVICES INC	\$325.00
055945	11/3/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$294.73
055946	11/3/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
055947	11/3/2025	JULIE NILA JACKSON	\$150.00
055948	11/3/2025	LENOVO INC	\$1,674.40
055949	11/3/2025	MISC STAFF REIMBURSEMENT	\$119.00
055950	11/3/2025	MISC STAFF REIMBURSEMENT	\$3.70
055951	11/3/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055952	11/3/2025	PLUMERIA BOTANICAL BOUTIQUE	\$800.00
055953	11/3/2025	ROBERT POTTER	\$150.00
055954	11/3/2025	ROSE PEST SOLUTIONS INC	\$823.00
055955	11/3/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
055956	11/3/2025	SENTINEL TECHNOLOGIES INC	\$246.41
055957	11/3/2025	ULINE INC	\$1,148.90
055958	11/10/2025	ALLEGRA PRNT & IMAGING INC.	\$204.64
055959	11/10/2025	SEMCO ENERGY INC	\$496.21
055960	11/10/2025	CALHOUN COUNTY TREASURER	\$183.02
055961	11/10/2025	FLYERS ENERGY LLC	\$43.46
055962	11/10/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055963	11/10/2025	JULIE NILA JACKSON	\$150.00
055964	11/10/2025	EDWARD J KEHOE	\$210.00
055965	11/10/2025	MISC STAFF REIMBURSEMENT	\$78.25
055966	11/10/2025	MISC STAFF REIMBURSEMENT	\$111.52

*Library visit
Library visit*

Check Number	Check Date	Vendor Name	Check Amount
055967	11/10/2025	MISC STAFF REIMBURSEMENT <i>Library Visit</i>	\$82.72
055968	11/10/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055969	11/10/2025	OVERDRIVE INC	\$23,783.94
055970	11/10/2025	ROBERT POTTER	\$150.00
055971	11/10/2025	RAINBOW PRINTING PLASTIC CARD MANUFACTURING INC	\$1,165.00
055972	11/10/2025	R W LAPINE INC	\$500.00
055973	11/10/2025	STEENSMA LAWN AND POWER	\$403.16
055974	11/10/2025	T-MOBILE USA INC	\$55.00
055975	11/10/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$88.40
055976	11/12/2025	JERMAINE JACKSON DBA HENRIETTA LACKS TRAVELING MUSEUM	\$1,500.00
055977	11/13/2025	AMBER ADAMS-FALL	\$150.00
055978	11/18/2025	SEMCO ENERGY INC	\$36.09
055979	11/18/2025	BARNES & NOBLE INC	\$11,136.02
055980	11/18/2025	DEMCO INC	\$232.55
055981	11/18/2025	DYNAMISM, INC	\$1,215.93
055982	11/18/2025	GREENSCAPE SERVICES INC	\$325.00
055983	11/18/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$56.97
055984	11/18/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
055985	11/18/2025	JULIE NILA JACKSON	\$150.00
055986	11/18/2025	J & L ELECTRIC OF BATTLE CREEK INC	\$901.46
055987	11/18/2025	JESSICA M.S. ZIMMERMAN DBA JMSZ CONSULTING LLC	\$150.00
055988	11/18/2025	MIX HARDWARE	\$82.54
055989	11/18/2025	MISC STAFF REIMBURSEMENT <i>Author Lunch</i>	\$42.57
055990	11/18/2025	MISC STAFF REIMBURSEMENT <i>Conference</i>	\$311.33
055991	11/18/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00
055992	11/18/2025	PRECISION PRINTER SERVICE INC	\$216.35
055993	11/18/2025	ROBERT POTTER	\$150.00
055994	11/18/2025	HUBBARD PLUMBING & DRAIN INC DBA ROTO-ROOTER PLUMBERS	\$608.84
055995	11/18/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
055996	11/18/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$147.47
055997	11/24/2025	BARNES & NOBLE INC	\$126.80
055998	11/24/2025	BATTLE CREEK COMMUNITY FOUNDATION	\$350.00
055999	11/24/2025	BESCO WATER TREATMENT LLC	\$128.50
056000	11/24/2025	CENTER POINT PUBLISH INC.	\$93.63
056001	11/24/2025	CONSUMERS ENERGY INC	\$2,593.19
056002	11/24/2025	JULIE NILA JACKSON	\$150.00
056003	11/24/2025	KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN	\$150.00

Check Number	Check Date	Vendor Name	Check Amount
056004	11/24/2025	MCNALLY ELEVATOR COMPANY, INC	\$691.25
056005	11/24/2025	MICHIGAN MUNICIPAL LEAGUE WORKERS COMP FUND COMPENSATION FUND	\$1,086.00
056006	11/24/2025	MODERNISTIC II, LLC	\$1,442.24
056007	11/24/2025	FLYERS ENERGY LLC	\$52.09
056008	11/24/2025	R W LAPINE INC	\$358.53
056009	11/24/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$3,000.00
056010	11/24/2025	ROBERT POTTER	\$150.00
056011	11/24/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,249.43
056012	11/24/2025	JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP	\$349.00
056013	11/25/2025	20/20 BISTRO AND CATERING	\$905.00
A05095	11/3/2025	BRODART COMPANY INC	\$1,689.68
A05096	11/3/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,213.83
A05097	11/3/2025	INGRAM LIBRARY SERVICE INC	\$2,777.24
A05098	11/3/2025	KSS ENTERPRISES INC	\$58.50
A05099	11/3/2025	MIDWEST TAPE INC.	\$833.56
A05100	11/3/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$204.38
A05101	11/10/2025	BRODART COMPANY INC	\$246.99
A05102	11/10/2025	BLACKSTONE AUDIO BOOKS INC	\$99.00
A05103	11/10/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,126.75
A05104	11/10/2025	GALE/CENGAGE LEARNING INC	\$334.36
A05105	11/10/2025	DASTON CORPORATION	\$628.00
A05106	11/10/2025	INGRAM LIBRARY SERVICE INC	\$2,554.17
A05107	11/10/2025	MIDWEST TAPE INC.	\$13,893.04
A05108	11/10/2025	METRO FIBERNET LLC	\$1,253.96
A05109	11/10/2025	VERDANT COMMERCIAL CAPITAL LLC	\$30.59
A05110	11/18/2025	BRODART COMPANY INC	\$958.10
A05111	11/18/2025	BLACKSTONE AUDIO BOOKS INC	\$441.40
A05112	11/18/2025	BATTLE CREEK PUBLIC SCHOOL	\$6,676.76
A05113	11/18/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,031.80
A05114	11/18/2025	PLAYAWAY PRODUCTS LLC	\$4,179.52
A05115	11/18/2025	INGRAM LIBRARY SERVICE INC	\$4,241.82
A05116	11/18/2025	MIDWEST TAPE INC.	\$997.85
A05117	11/18/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$648.80
A05118	11/24/2025	BASIC	\$180.82
A05119	11/24/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,031.80
A05120	11/24/2025	BRODART COMPANY INC	\$467.46
A05121	11/24/2025	MACMILLAN HOLDINGS, LLC DBA MACMILLAN SPEAKERS BUREAU	\$7,000.00

Check Number	Check Date	Vendor Name	Check Amount
A05122	11/24/2025	VERDANT COMMERCIAL CAPITAL LLC	\$981.80
			Grand Totals \$143,304.17

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

December 2025

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Taxes	5,893,051	3,471,249	58.90%	2,421,802	3,292,054
Casino PILT Disbursement	165,000	0	0.00%	165,000	0
State Sources	442,476	368,161	83.20%	74,315	388,937
Penal Fines	122,000	38,680	31.71%	83,320	30,002
Fees and Book Fines	56,000	28,934	51.67%	27,066	29,195
Local Contributions & Contracts (1)	175,986	83,680	47.55%	92,306	147,524
Grant Funding	4,000	0	0.00%	4,000	5,000
Transfer to GF from Capital Projects	0	0	0.00%	0	0
Transfer to GF from Endowment	0	0	0.00%	0	0
TOTAL	6,858,513	3,990,704	58.19%	2,867,809	3,892,712

EXPENDITURES

	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Total Expenditures	7,194,933	3,428,176	47.65%	3,766,757	3,273,715

REVENUE OVER EXPENDITURES 562,528

VARIANCES (+/-) Current in Bold

1.) USF funding reduction

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

December 2025

EXPENDITURES	BUDGET	2025/2026 YTD	% YTD	VARIANCE	2024/2025 YTD
Capital Expenditures	145,712	60,876	41.78%	84,836	203,059
Program Svs-Av, Books & Periodicals	1,236,180	614,650	49.72%	621,530	507,234
Program Svs-Imagination Library	65,500	15,500	23.66%	50,000	15,500
Personnel	3,856,800	1,987,773	51.54%	1,869,027	1,912,985
Office Supplies	50,000	18,336	36.67%	31,664	16,206
Repairs & Maintenance Supplies	41,000	20,926	51.04%	20,074	15,976
Purchased Services	739,500	387,448	52.39%	352,052	313,895
Communications	146,000	60,678	41.56%	85,322	58,820
Insurance	28,000	27,679	98.85%	321	26,621
Public Utilities	133,600	51,928	38.87%	81,672	37,059
Repairs & Maintenance Services	267,200	182,383	68.26%	84,817	166,360
Other Expenses (SBIT's)	85,441	0	0.00%	85,441	0
Transfers to Capital Projects	400,000	0	0.00%	400,000	0
TOTAL	7,194,933	3,428,176	47.65%	3,766,757	3,273,715

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS DECEMBER 2025

GENERAL FUND DISBURSEMENTS

Expenditures by check	217,899.38
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	128,576.16
FICA & Federal withholding tax	43,361.77
State withholding tax	6,802.25
Battle Creek City withholding tax	1,257.79
City of Springfield withholding tax	14.20
MERS Retirement System	30,237.38
MERS Pension Funding	0.00
MPSERS Retirement System	3,786.00
MPSERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
BASIC (125 Plan 3rd party administrator)	3,666.86
MERS (Employee 457)	4,044.04
Friend of the Court	1,206.44
5th/3rd BANK (credit card)	11,855.00
Health Equity Employer Serv.	2,192.38
MESSA	55,547.56
Unum Life Insurance	587.53
Total Disbursements	511,034.74

**WILLARD PUBLIC LIBRARY CHECKS
DECEMBER 2025**

MONTHLY CHECK REGISTER

Check Number	Check Date	Vendor Name	Check Amount
056015	12/1/2025	ASL DEAFINED	\$1,314.00
056016	12/1/2025	BARNES & NOBLE INC	\$30.40
056017	12/1/2025	DEMCO INC	\$118.22
056018	12/1/2025	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$6,798.31
056019	12/1/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$44.98
056020	12/1/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,450.00
056021	12/1/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$300.00
056022	12/1/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC.	\$483.93
056023	12/1/2025	ROBERT POTTER	\$150.00
056024	12/1/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
056025	12/1/2025	SENTINEL TECHNOLOGIES INC	\$246.41
056026	12/1/2025	CHRISTINA SMITH DBA MEMORIES WITH CHRISTINA NECOLE	\$150.00
056027	12/1/2025	ANDERSON & GIRLS FARM MARKET & GIFTS	\$1,100.00
056028	12/8/2025	AMBER ADAMS-FALL	\$200.00
056029	12/8/2025	BARNES & NOBLE INC	\$5,282.09
056030	12/8/2025	CALHOUN COUNTY TREASURER	\$7.52
056031	12/8/2025	CITY OF BATTLE CREEK CITY TREASURER	\$429.31
056032	12/8/2025	CINTAS CORPORATION NO. 2	\$1,074.76
056033	12/8/2025	DEMCO INC	\$207.80
056034	12/8/2025	D. L. GALLIVAN LLC	\$879.17
056035	12/8/2025	EMPATHY STUDIOS, LLC	\$649.00
056036	12/8/2025	ELITE COMPANIES LLC <i>Design Renderings - HWB</i>	\$26,750.00
056037	12/8/2025	FOSTER SWIFT COLLINS & SMITH PC	\$816.00
056038	12/8/2025	FLYERS ENERGY LLC	\$51.53
056039	12/8/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$79.20
056040	12/8/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$4,382.12
056041	12/8/2025	STATE OF MICHIGAN	\$276.00
056042	12/8/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
056043	12/8/2025	PRECISION PRINTER SERVICE INC	\$427.70
056044	12/8/2025	ROSE PEST SOLUTIONS INC	\$72.00
056045	12/8/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$1,250.40

Check Number	Check Date	Vendor Name	Check Amount
056046	12/8/2025	ZIEBART TIDYCAR MI 12 INC	\$1,749.95
056047	12/16/2025	SEMCO ENERGY INC	\$738.53
056048	12/16/2025	BARNES & NOBLE INC	\$1,847.25
056049	12/16/2025	BURMESE AMERICAN INITIATIVE INC	\$50.00
056050	12/16/2025	CINTAS CORPORATION NO. 2	\$172.98
056051	12/16/2025	DEMCO INC	\$66.03
056052	12/16/2025	EBSCO INFORMATION SERVICES INC PAYMENT PROCESSING CENTER	\$4,107.00
056053	12/16/2025	FOX BROTHERS MECHANICAL SERVICE INC	\$738.00
056054	12/16/2025	GORDON FOOD SERVICE INC PAYMENT PROCESSING CT	\$50.98
056055	12/16/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
056056	12/16/2025	INST. OF CONTINUING LEGAL EDUCATION	\$178.50
056057	12/16/2025	JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP	\$683.00
056058	12/16/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
056059	12/16/2025	OVERDRIVE INC	\$18,848.26
056060	12/16/2025	JAKOTIS PITTMAN DBA J P COMMERCIAL AND INDUSTRIAL COATINGS	\$5,250.00
056061	12/16/2025	HUBBARD PLUMBING & DRAINING CLEANING INC DBA ROTO-ROOTER PLUMBERS	\$845.00
056062	12/16/2025	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$636.63
056063	12/16/2025	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$145.35
056064	12/16/2025	SWEEPER DEPOT	\$38.50
056065	12/16/2025	STEENSMA LAWN AND POWER	\$182.79
056066	12/16/2025	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$120.00
056067	12/16/2025	THOMSON REUTERS - WEST PAYMENT CENTER	\$88.40
056068	12/22/2025	A-Z KEY SHOP	\$154.25
056069	12/22/2025	BARNES & NOBLE INC	\$4,249.49
056070	12/22/2025	CALHOUN COUNTY TREASURER	\$14.26
056071	12/22/2025	CONSUMERS ENERGY INC	\$2,114.76
056072	12/22/2025	CINTAS CORPORATION NO. 2	\$896.11
056073	12/22/2025	DEMCO INC	\$210.87
056074	12/22/2025	FLYERS ENERGY LLC	\$44.23
056075	12/22/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,700.00
056076	12/22/2025	MICHIGAN SCIENCE CENTER	\$271.50
056077	12/22/2025	KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN	\$150.00
056079	12/29/2025	PROLITERACY WORLDWIDE DBA NEW READERS PRESS	\$463.69
056080	12/29/2025	ROSE PEST SOLUTIONS INC	\$65.00
056082	12/29/2025	CODY HOFFMAN DBA RELIABLE PROPERTY MAINTENANCE LLC	\$2,450.00
A05123	12/1/2025	BRODART COMPANY INC	\$659.70
A05124	12/1/2025	BLACKSTONE AUDIO BOOKS INC	\$278.15

Check Number	Check Date	Vendor Name	Check Amount
A05125	12/1/2025	GALE/CENGAGE LEARNING INC	\$364.37
A05126	12/1/2025	INGRAM LIBRARY SERVICE INC	\$14,204.03
A05127	12/1/2025	KSS ENTERPRISES INC	\$90.21
A05128	12/1/2025	MIDWEST TAPE INC.	\$3,396.22
A05129	12/1/2025	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$205.92
A05130	12/8/2025	BRODART COMPANY INC	\$92.12
A05131	12/8/2025	BLACKSTONE AUDIO BOOKS INC	\$1,286.43
A05132	12/8/2025	BK TEACHOUT INVESTIGATIONS INC	\$6,427.76
A05133	12/8/2025	GALE/CENGAGE LEARNING INC	\$161.18
A05134	12/8/2025	DASTON CORPORATION	\$628.00
A05135	12/8/2025	PLAYAWAY PRODUCTS LLC	\$159.90
A05136	12/8/2025	INGRAM LIBRARY SERVICE INC	\$4,954.55
A05137	12/8/2025	MIDWEST TAPE INC.	\$15,766.71
A05138	12/8/2025	METRO FIBERNET LLC	\$1,863.80
A05139	12/16/2025	BRODART COMPANY INC	\$979.85
A05140	12/16/2025	BATTLE CREEK PUBLIC SCHOOL	\$5,831.32
A05141	12/16/2025	BK TEACHOUT INVESTIGATIONS INC	\$3,239.90
A05142	12/16/2025	GALE/CENGAGE LEARNING INC	\$173.18
A05143	12/16/2025	INGRAM LIBRARY SERVICE INC	\$9,208.00
A05144	12/16/2025	MIDWEST TAPE INC.	\$1,311.17
A05145	12/16/2025	UNIQUE INTEGRATED COMMUNICATIONS INC	\$577.00
A05146	12/22/2025	BATTLE CREEK PUBLIC SCHOOL	\$6,610.91
A05147	12/22/2025	BK TEACHOUT INVESTIGATIONS INC	\$2,817.16
A05148	12/22/2025	BASIC	\$180.82
A05149	12/22/2025	INGRAM LIBRARY SERVICE INC	\$6,136.31
A05150	12/22/2025	MIDWEST TAPE INC.	\$7,199.13
A05151	12/22/2025	VERDANT COMMERCIAL CAPITAL LLC	\$981.80
A05152	12/29/2025	BRODART COMPANY INC	\$197.89
A05153	12/29/2025	BLACKSTONE AUDIO BOOKS INC	\$94.98
A05154	12/29/2025	GALE/CENGAGE LEARNING INC	\$453.59
A05155	12/29/2025	PLAYAWAY PRODUCTS LLC	\$423.06
A05156	12/29/2025	MIDWEST TAPE INC.	\$272.99
A05157	12/29/2025	INGRAM LIBRARY SERVICE INC	\$10,692.48
			Grand Totals
			\$217,899.38

December
2025

OWEN ENDOWMENT FUND

2025/2026	Budget	YTD
Revenue & Transfers		
Contributions-Unrestricted	3,000	3,000
Transfer from General Fund	0	0
Interest Earnings	20,000	7,510
Total Revenue	23,000	10,510
Expenditures	0	0
Transfer to General Fund	0	0
Total Expenditures/Transfers	0	0
Revenue Over Expenditures	23,000	10,510
Fund Balance Beg of Year	1,113,561	1,113,561
Fund Balance End of Year	1,136,561	1,124,071

CAPITAL IMPROVEMENT & AUTOMATION FUND

2025/2026	Budget	YTD
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	400,000	0
Interest Earnings	10,000	4,296
Total Revenue	410,000	4,296
Expenditures		
Purchased Services	0	0
Furniture & Fixtures	0	0
Construction & Renovation	0	0
Transfer to General Fund	0	0
Total Expenditures & Transfers	0	0
Revenue Over Expenditures	410,000	4,296
Fund Balance Beg of Year	1,342,826	1,342,826
Fund Balance End of Year	1,752,826	1,347,122



Capital Improvement Plan – Helen Warner Branch Expansion

The Helen Warner Branch will undergo an expansion with Elite Companies serving as the general contractor. The project will add:

- New programming space
- Meeting rooms
- A dedicated creative space
- Additional storage
- Two new restrooms

These improvements will address current capacity limitations and strengthen the Library's ability to serve the evolving needs of the community.

Total Capital Expenditure: \$1,498,146.00

WILLARD LIBRARY

POLICY FOR PUBLIC COMMENTS AT MEETINGS

I. Purpose

The 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 podium 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.

PAYMENT BY FINANCIAL TRANSACTION DEVICE POLICY

I. Purpose.

The purpose of the Payment by Financial Transaction Device Policy of Willard Library is to facilitate the Library's acceptance of the payment of certain fees by credit card (or other financial transaction device) to ensure that the Library complies with all applicable laws, including Michigan Public Act 280 of 1995 (Financial Transaction Device Payments). For the convenience of its patrons, Willard Library provides the option of paying library fines & fees via credit or debit card

II. Authority to Accept Payment by Financial Transaction Device.

A. The Library authorizes the payment of the following fees by a financial transaction device (meaning a credit or debit card):

1. Late fines and fees
2. Payment for lost or damaged material
3. Other library related transactions

B. As recommended and approved by the Treasurer and Director acting jointly and approved by the Library Board, the Library accepts those debit or credit cards accepted by our banking institution.

C. The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting these credit cards. The Library does not charge a fee for credit or debit card use. Payments are encrypted to protect patron financial information.

III. Responsibility of Treasurer.

A. The Library Board Treasurer and the Director, acting jointly, shall be responsible for determining the types of financial transaction devices that may be used.

B. The determination of the financial transaction devices that may be accepted shall comply with any resolution for the deposit of public money under Section 2 of the Depositories for Public Moneys Act, 1932 PA 40 (1st Ex. Sess.) applicable to the Library.

WILLARD LIBRARY
RESOLUTION TO APPROVE PAYMENT BY
FINANCIAL TRANSACTION DEVICE POLICY

At a meeting of the Library Board of the Willard Library, County of Calhoun, Michigan, held in the Library on the ____ day of _____ 2026, at ____ p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Willard Library (“Library”) is a district library operating and organized pursuant to 1989 PA 24, the District Library Establishment Act;

WHEREAS, in the performance of its functions, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, the Library desires to allow payment of certain fees by credit card or other financial transaction device;

WHEREAS, the Library is required by 1995 PA 280 to adopt a resolution authorizing the acceptance of such payments by financial transaction device; and

WHEREAS, the Library has determined it is in the best interests of the health, safety and welfare of the Library and its patrons and residents to adopt a policy authorizing payment by credit card or other financial transaction device.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Library Board hereby adopts and approves the Payment by Financial Transaction Device Policy attached as an exhibit to this Resolution.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: _____

NAYS: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF CALHOUN)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of the Willard Library, County of Calhoun, State of Michigan, at a meeting held on _____, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act.

Library Board Secretary

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2025/2026
2nd Quarter**

	July - Dec 2025	July - Dec 2024	% Change
WILLARD LIBRARY*			
Adult Fiction	12,495	12,777	-2%
Adult Nonfiction	13,985	14,615	-4%
Paperbacks	3,186	3,783	-16%
New Materials	26,478	29,112	-9%
Special Collections	4,042	3,965	2%
Children's & YA Fiction	32,570	33,246	-2%
Children's Nonfiction	6,882	6,470	6%
Audiobooks	5,097	4,765	7%
DVDs	44,684	49,656	-10%
Music CDs	2,693	2,180	24%
Total Circulation	152,112	160,569	-5%
HELEN WARNER BRANCH*			
Adult Fiction	7,245	7,068	3%
Adult/Children's Nonfiction	6,944	7,283	-5%
Paperbacks	485	669	-28%
New Materials	18,239	19,660	-7%
Special Collections	2,189	2,140	2%
Children's & YA Fiction	18,478	18,051	2%
Audiobooks	1,975	1,235	60%
DVDs	12,773	13,856	-8%
Music CDs	883	634	39%
Total Circulation	69,211	70,596	-2%
E-BRANCH			
Children's eBooks	19,002	2,729	596%
Adult eBooks	39,845	41,118	-3%
Adult & Children's eAudiobooks	57,751	50,514	14%
Music Downloads	12,277	12,312	0%
Digital Magazines	9,432	7,550	25%
Digital Video	2,024	2,340	-14%
Total Circulation**	140,331	116,563	20%
CHRONICLING BATTLE CREEK	53,534	92,624	-42%
Grand Total	415,188	440,352	-6%

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2025/2026
2nd Quarter**

	July 2025 - Dec 2025	July 2024 - Dec 2024	% Change
Circulation			
Adult Fiction	19,740	19,845	-1%
Adult Nonfiction	20,929	21,898	-4%
Paperbacks	3,671	4,452	-18%
New Materials	44,717	48,772	-8%
Special Collections	6,231	6,105	2%
Children's & YA Fiction	51,048	51,297	0%
Children's Nonfiction	6,882	6,470	6%
Audiobooks	7,072	6,000	18%
DVDs	57,457	63,512	-9.5%
Music CDs	3,576	2,814	27%
E-Branch Items	140,331	116,563	20%
Total Circulation	361,654	347,728	4%
Chronicling Battle Creek	53,534	92,624	-42%
Total Circulation including CBC	415,188	440,352	-6%
People Counter*	102,225	103,290	-1%
Programs			
Adult Audiences	3,586	2,020	77.5%
Children's Audiences	5,850	4,357	34%
Total Audiences	9,436	6,377	48%
Public Computer Usage			
Computer Sessions	18,653	17,434	7%
Computer Time (Hours)	16,255	16,662	-2%
Wireless Users	44,529	44,402	0.3%

**Willard Library Helen Warner Branch High Impact Programming
Library Statistical Report 2025/2026
2nd QUARTER**

	July 2025 - Dec 2025	July 2024 - Dec 2024	% Change
We support creativity			
Creative Space Program Attendance	1,498	1,379	9%
We area a community hub that offers casual settings for conversation, collaboration, and media consumption.			
Meeting Room Use-Sessions	1,220	1,128	8%
We build a strong foundation of literacy and foster a love of reading.			
Babytime & Storytime Attendance	2,020	2,183	-7%
Adult Literary Event Attendance	322	137	135%
We present opportunities for growth in digital literacy.			
Book a Librarian-Sessions	108	67	61%
We deliver enriching experiences that enhance quality of life.			
Monday Night Children's Programming	528	533	-1%
Total Impactful Programs	5,696	5,427	5%



REPORTS AND RECOMMENDATIONS January 2026

DIRECTOR'S REPORT: Matt Willis, Director

- Updating the Strategic Plan

ADULT PROGRAMS UPDATE: Matt Willis, Director

- Decluttering for a Fresh Start
- Jessica Secrest