



Willard Library  
Board of Trustees  
Meeting Agenda  
June 17, 2026  
5:00 p.m.

Willard Library Programming Room, Second Floor

**Public Hearing on the Proposed 2026/27 Budget (pg. 22)**

- |       |   |                     |
|-------|---|---------------------|
| I.    | Approval of Minutes * (pg. 1)                     | Michelle Herzing    |
| II.   | Public Comments                                   |                     |
| III.  | Financial Report                                  | Kathy Domenico      |
|       | a. Approval of Expenditures * (pg. 3)             |                     |
|       | b. Tax Collection Actuals to Date (pg. 20)        |                     |
|       | c. Budget Amendments for 2025/2026 * (pg. 23)     |                     |
|       | d. Proposed 2026/2027 Budgets * (pg. 25)          |                     |
|       | e. Authorization to Levy 1.9864 Mills * (pg. 28)  |                     |
| IV.   | Setting of Meeting Dates for 2026/2027 * (pg. 29) | Michelle Herzing    |
| V.    | Strategic Plan Update * (pg. 30)                  | Matt Willis         |
| VI.   | Reports & Recommendations                         | Administrative Team |
|       | a. Department Reports (pg. 33)                    |                     |
| VII.  | Other Business                                    | Michelle Herzing    |
| VIII. | Comments by Trustees                              |                     |
| IX.   | Adjourn   |                     |

Action items indicated by an \*

**WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES**

May 20, 2026

Willard Library Programming Room, Second Floor

**BOARD OF TRUSTEES**

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

**ADMINISTRATION**

Director Matt Willis, Deputy Director April Dillinger, Director of Finance Kathy Domenico

**MINUTES**

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

**APPROVAL OF MINUTES**

Salli Baltutat moved, with a second from Laura Williams, to approve the minutes of the Board Meeting of April 15, 2026.

Motion approved 4 - 0

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

As of April 30, revenue totaled nearly \$6.3 million, with property taxes serving as the largest revenue stream. Expenditures as of April 30 totaled just over \$5.6 million, which is consistent with the figures from the same period last year.

Judy Williamson joined the meeting at 5:02 p.m.

Kathy Baker moved, with a second from Salli Baltutat, to approve the April 2026 expenditures as presented.

Motion approved 5 - 0

**APPROVAL OF PUBLIC HEARING ON THE PROPOSED 2026/2027**

A motion was offered by Laura Williams, with support from Salli Baltutat, to approve a Public Hearing on the Proposed FY 2026/2027 Budget. In compliance with the Open Meetings Act, this Public Hearing will take place on June 17, 2026 at 5:00 p.m., at the Library. Notice of the meeting will appear in the Battle Creek Enquirer.

A roll call vote was taken.

Motion approved 5 - 0

**PERSONNEL UPDATE**

Matt Willis relayed a personnel update. Elliott Behrendt resigned from their position in the Circulation Department. Laura Williams asked if exit interviews are conducted upon an employee's resignation. Matt Willis reported that this step was implemented recently and the information is sent to the HR Benefits Team for further review.

**STRATEGIC PLAN UPDATE**

Matt Willis presented the updated Strategic Plan. He spoke about the expanded values section and noted that several goals were consolidated from the previous plan.

The Board will vote to approve the revision made to the 2026-2029 Strategic Plan at the June meeting.

**DIRECTOR'S PERFORMANCE REVIEW**

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

Kathy Baker asked how the Key Result tracking process came about. Matt shared that it was inspired by a book and adapted to fit the Library's needs.

Laura Williams inquired about current Key Result measures. Matt Willis stated that progress from the past year will be shared with the Strategic Plan Update in August.

Salli Baltutat moved, with a second from Judy Williamson, to approve the Director's Performance Review as presented.

Motion approved 5 - 0

**CONSIDERATION OF DIRECTOR EMPLOYMENT AGREEMENT AND AUTHORIZATION FOR BOARD CHAIR TO EXECUTE AGREEMENT**

Judy Williamson moved, with support from Kathy Baker, to authorize Board Chair, Michelle Herzing, to execute the Director Employment Agreement on behalf of the Board of Trustees.

Motion approved 5 - 0

**OTHER BUSINESS**


Kathy Baker praised the new display areas on the main floor. She asked if they have made a difference in materials circulation. Matt Willis shared that the Library, along with many others, are still struggling to receive new books in a timely manner due to the collapse of the vendor Baker & Taylor. This is unfortunately affecting circulation negatively.

**COMMENTS**

Salli Baltutat shared her gratitude for author, Lynda Rutledge, and the Battle Creek Reads program at Binder Park Zoo.

**ADJOURNED**

The meeting adjourned at 5:33 p.m.

  
KATHLEEN BAKER, Secretary  
Willard Public Library Board of Trustees

WILLARD PUBLIC LIBRARY  
 STATEMENT OF REVENUE AND EXPENDITURES  
 REVENUE

May 2026

|                                      | BUDGET           | 2025/2026 YTD    | % YTD         | VARIANCE       | 2024/2025 YTD    |
|--------------------------------------|------------------|------------------|---------------|----------------|------------------|
| Taxes                                | 5,893,051        | 5,594,913        | 94.94%        | 298,138        | 5,313,828        |
| Casino PILT Disbursement             | 165,000          | 0                | 0.00%         | 165,000        | 0                |
| State Sources                        | 462,476          | 427,178          | 92.37%        | 35,298         | 440,522          |
| Penal Fines                          | 122,000          | 75,320           | 61.74%        | 46,680         | 58,449           |
| Fees and Book Fines                  | 56,000           | 56,489           | 100.87%       | -489           | 56,948           |
| Local Contributions & Contracts      | 213,986          | 209,024          | 97.68%        | 4,962          | 294,260          |
| 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                |
| <b>TOTAL</b>                         | <b>6,916,513</b> | <b>6,362,924</b> | <b>92.00%</b> | <b>553,589</b> | <b>6,169,007</b> |

EXPENDITURES

|                    | BUDGET    | 2025/2026 YTD | % YTD  | VARIANCE | 2024/2025 YTD |
|--------------------|-----------|---------------|--------|----------|---------------|
| Total Expenditures | 7,202,733 | 6,277,807     | 87.16% | 924,926  | 5,938,727     |

REVENUE OVER EXPENDITURES 85,117

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES

May 2026

| EXPENDITURES                        | BUDGET           | 2025/2026 YTD    | % YTD         | VARIANCE       | 2024/2025 YTD    |
|-------------------------------------|------------------|------------------|---------------|----------------|------------------|
| Capital Expenditures                | 155,712          | 85,742           | 55.06%        | 69,970         | 427,223          |
| Program Svs-Av, Books & Periodicals | 1,252,180        | 1,024,683        | 81.83%        | 227,497        | 870,327          |
| Program Svs-Imagination Library     | 65,500           | 58,414           | 89.18%        | 7,086          | 15,500           |
| Personnel                           | 3,845,600        | 3,477,313        | 90.42%        | 368,287        | 3,327,594        |
| Office Supplies                     | 55,000           | 42,437           | 77.16%        | 12,563         | 30,605           |
| Repairs & Maintenance Supplies      | 41,000           | 40,103           | 97.81%        | 897            | 32,602           |
| Purchased Services                  | 794,500          | 669,324          | 84.24%        | 125,176        | 590,855          |
| Communications                      | 146,000          | 119,062          | 81.55%        | 26,938         | 105,209          |
| Insurance                           | 28,000           | 27,679           | 98.85%        | 321            | 26,621           |
| Public Utilities                    | 133,600          | 109,240          | 81.77%        | 24,360         | 90,377           |
| Repairs & Maintenance Services      | 200,200          | 138,370          | 69.12%        | 61,830         | 221,814          |
| Other Expenses (SBIT's)             | 85,441           | 85,441           | 100.00%       | 0              | 0                |
| Transfers to Capital Projects       | 400,000          | 400,000          | 100.00%       | 0              | 200,000          |
| <b>TOTAL</b>                        | <b>7,202,733</b> | <b>6,277,807</b> | <b>87.16%</b> | <b>924,926</b> | <b>5,938,727</b> |

VARIANCES (+/-) Current in Bold

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MAY 2026

GENERAL FUND DISBURSEMENTS

|  |            |
|--|------------|
| Expenditures by check                    | 332,736.71 |
| <i>ELECTRONIC PAYMENTS (ACH)</i>         |            |
| Net payroll transfer                     | 123,170.07 |
| FICA & Federal withholding tax           | 39,974.35  |
| State withholding tax                    | 6,453.01   |
| Battle Creek City withholding tax        | 1,171.13   |
| City of Springfield withholding tax      | 0.00       |
| MERS Retirement System                   | 29,840.99  |
| MERS Pension Funding                     | 0.00       |
| MPSERS Retirement System                 | 2,721.50   |
| MPSERS UAAL RATE STABILIZATION           | 0.00       |
| Michigan Unemployment                    | 0.00       |
| BASIC (125 Plan 3rd party administrator) | 4,996.30   |
| MERS (Employee 457)                      | 4,294.04   |
| Friend of the Court                      | 1,206.44   |
| 5th/3rd BANK (credit card)               | 15,080.10  |
| Health Equity Employer Serv.             | 1,968.48   |
| MESSA                                    | 56,922.81  |
| Unum Life Insurance                      | 587.53     |
| Total Disbursements                      | 621,123.46 |

**WILLARD PUBLIC LIBRARY CHECKS  
MAY 2026**

**MONTHLY CHECK REGISTER**

| Check Number | Check Date | Vendor Name                                      | Check Amount |
|--------------|------------|--|--------------|
| 056391       | 5/4/2026   | BARNES & NOBLE INC                               | \$4,277.33   |
| 056392       | 5/4/2026   | ELECTROCYCLE INC                                 | \$68.00      |
| 056393       | 5/4/2026   | GORDON FOOD SERVICE INC PAYMENT PROCESSING CT    | \$198.25     |
| 056394       | 5/4/2026   | JULIE NILA JACKSON                               | \$150.00     |
| 056395       | 5/4/2026   | BRENDA R LEYNDYKE                                | \$175.00     |
| 056396       | 5/4/2026   | LAKESHORE PARENT, LLC                            | \$364.45     |
| 056397       | 5/4/2026   | RACHEL MILLER DBA CREATE IN ME LLC               | \$200.00     |
| 056398       | 5/4/2026   | MISC STAFF REIMBURSEMENT <i>Library week</i>     | \$48.72      |
| 056399       | 5/4/2026   | KATHERINE AMANDA NICHOLS DBA PAININHEARTBRAIN    | \$150.00     |
| 056400       | 5/4/2026   | ROBERT POTTER                                    | \$300.00     |
| 056401       | 5/4/2026   | PAWS WITH A CAUSE                                | \$200.00     |
| 056402       | 5/4/2026   | STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC    | \$220.56     |
| 056403       | 5/4/2026   | EDWARD STALLWORTH II                             | \$300.00     |
| 056404       | 5/5/2026   | CINTAS CORPORATION NO. 2                         | \$680.32     |
| 056405       | 5/5/2026   | D. L. GALLIVAN LLC                               | \$1,131.08   |
| 056406       | 5/5/2026   | GUEST ENTERPRISES INC                            | \$844.00     |
| 056407       | 5/5/2026   | CODY HOFFMAN RELIABLE PROPERTY MAINTENANCE LLC   | \$4,010.63   |
| 056408       | 5/5/2026   | MISC STAFF REIMBURSEMENT <i>Travel</i>           | \$38.28      |
| 056409       | 5/5/2026   | OFFICESCAPES LLC DBA PETALS & OFFICESCAPESDIRECT | \$552.16     |
| 056410       | 5/5/2026   | BLUE OX CREDIT UNION ATTN: JENNA DOHERTY         | \$636.63     |
| 056411       | 5/12/2026  | SEMCO ENERGY INC                                 | \$124.30     |
| 056412       | 5/12/2026  | BARNES & NOBLE INC                               | \$4,249.79   |
| 056413       | 5/12/2026  | RACHEL S BEHR                                    | \$200.00     |
| 056414       | 5/12/2026  | CITY OF BATTLE CREEK CITY TREASURER              | \$347.52     |
| 056415       | 5/12/2026  | CINTAS CORPORATION NO. 2                         | \$304.45     |
| 056416       | 5/12/2026  | DEMCO INC  | \$515.97     |
| 056417       | 5/12/2026  | 4IMPRINT INC                                     | \$2,218.10   |
| 056418       | 5/12/2026  | FLYERS ENERGY LLC                                | \$63.23      |
| 056419       | 5/12/2026  | GORDON FOOD SERVICE INC PAYMENT PROCESSING CT    | \$55.95      |
| 056420       | 5/12/2026  | CODY HOFFMAN RELIABLE PROPERTY MAINTENANCE LLC   | \$2,796.00   |
| 056421       | 5/12/2026  | JULIE NILA JACKSON                               | \$150.00     |

| Check Number | Check Date | Vendor Name  | Check Amount |
|--------------|------------|--|--------------|
| 056422       | 5/12/2026  | K2AVL DBA BC SOUND   | \$250.00     |
| 056423       | 5/12/2026  | LEILA ARBORETUM  | \$300.00     |
| 056424       | 5/12/2026  | LIBRARY IDEAS LLC  | \$162.68     |
| 056425       | 5/12/2026  | LAKESHORE PARENT, LLC                                      | \$287.72     |
| 056426       | 5/12/2026  | RACHEL MILLER DBA CREATE IN ME LLC                         | \$200.00     |
| 056427       | 5/12/2026  | MISC STAFF REIMBURSEMENT <i>Library week</i>               | \$39.12      |
| 056428       | 5/12/2026  | MISC BANK TRANSFER <i>To avoid dormant Fee</i>             | \$5.00       |
| 056429       | 5/12/2026  | KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN             | \$150.00     |
| 056430       | 5/12/2026  | OVERDRIVE INC  | \$6,693.28   |
| 056431       | 5/12/2026  | PLUMERIA BOTANICAL BOUTIQUE                                | \$800.00     |
| 056432       | 5/12/2026  | R W LAPINE INC   | \$578.41     |
| 056433       | 5/12/2026  | STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC              | \$97.34      |
| 056434       | 5/12/2026  | SENTINEL TECHNOLOGIES INC                                  | \$246.41     |
| 056435       | 5/12/2026  | T-MOBILE USA INC   | \$55.00      |
| 056436       | 5/12/2026  | THOMSON REUTERS - WEST PAYMENT CENTER                      | \$176.80     |
| 056437       | 5/18/2026  | ALLEGRA PRNT & IMAGING INC.                                | \$1,539.85   |
| 056438       | 5/18/2026  | BARNES & NOBLE INC   | \$593.87     |
| 056439       | 5/18/2026  | BATTLE CREEK TILE & MOSAIC CO INC                          | \$1,200.00   |
| 056440       | 5/18/2026  | RACHEL S BEHR  | \$200.00     |
| 056441       | 5/18/2026  | CORY BOEDECKER DBA SUNSET ENTERTAINMENT MOBILE DS SERVICE  | \$250.00     |
| 056442       | 5/18/2026  | CINTAS CORPORATION NO. 2                                   | \$2,299.30   |
| 056443       | 5/18/2026  | DEMCO INC  | \$117.84     |
| 056444       | 5/18/2026  | 4IMPRINT INC   | \$1,414.36   |
| 056445       | 5/18/2026  | CODY HOFFMAN RELIABLE PROPERTY MAINTENANCE LLC             | \$2,796.00   |
| 056446       | 5/18/2026  | JULIE NILA JACKSON   | \$150.00     |
| 056447       | 5/18/2026  | LEILA ARBORETUM  | \$300.00     |
| 056448       | 5/18/2026  | LIBRARY IDEAS LLC  | \$252.34     |
| 056449       | 5/18/2026  | LAMAR TEXAS LIMITED PARTNERSHIP DBA THE LAMAR COMPANIES    | \$1,666.64   |
| 056450       | 5/18/2026  | THE MITTEN WORD BOOKSHOP LLC DBA NEW STORY COMMUNITY BOOKS | \$3,112.72   |
| 056451       | 5/18/2026  | MISC BANK TRANSFER <i>To Capital Projects</i>              | \$136,936.62 |
| 056452       | 5/18/2026  | KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN             | \$150.00     |
| 056453       | 5/18/2026  | ROSE PEST SOLUTIONS INC                                    | \$69.00      |
| 056454       | 5/18/2026  | BLUE OX CREDIT UNION ATTN: JENNA DOHERTY                   | \$636.63     |
| 056455       | 5/18/2026  | SHERWIN WILLIAMS   | \$122.94     |
| 056456       | 5/18/2026  | SWEEPER DEPOT  | \$103.00     |
| 056457       | 5/18/2026  | VARNUM RIDDERING SCHMIDT HOWLETT LLP                       | \$2,367.50   |
| 056458       | 5/27/2026  | ALLEGRA PRNT & IMAGING INC.                                | \$1,912.98   |

| Check Number | Check Date | Vendor Name   | Check Amount |
|--------------|------------|---|--------------|
| 056459       | 5/27/2026  | RACHEL S BEHR   | \$200.00     |
| 056460       | 5/27/2026  | CONSUMERS ENERGY INC  | \$2,847.31   |
| 056461       | 5/27/2026  | CINTAS CORPORATION NO. 2  | \$238.83     |
| 056462       | 5/27/2026  | DEMCO INC   | \$92.32      |
| 056463       | 5/27/2026  | FLYERS ENERGY LLC   | \$82.11      |
| 056464       | 5/27/2026  | CODY HOFFMAN RELIABLE PROPERTY MAINTENANCE LLC                            | \$2,796.00   |
| 056465       | 5/27/2026  | JULIE NILA JACKSON  | \$150.00     |
| 056466       | 5/27/2026  | JAMS MEDIA LLC DBA VIEW NEWSPAPER GROUP                                   | \$1,432.00   |
| 056467       | 5/27/2026  | LEILA ARBORETUM   | \$300.00     |
| 056468       | 5/27/2026  | LIBRARY IDEAS LLC   | \$477.33     |
| 056469       | 5/27/2026  | LAMAR TEXAS LIMITED PARTNERSHIP DBA THE LAMAR COMPANIES                   | \$833.36     |
| 056470       | 5/27/2026  | RACHEL MILLER DBA CREATE IN ME LLC  | \$450.00     |
| 056471       | 5/27/2026  | MISC STAFF REIMBURSEMENT <i>Teen Supplies</i>                             | \$29.78      |
| 056472       | 5/27/2026  | KATHERINE AMANDA NICHOLS DBA PAININTHEARTBRAIN                            | \$163.75     |
| 056473       | 5/27/2026  | OVERDRIVE INC   | \$1,536.99   |
| 056474       | 5/27/2026  | STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC                             | \$18.60      |
| A05287       | 5/4/2026   | BLACKSTONE AUDIO BOOKS INC  | \$179.00     |
| A05288       | 5/4/2026   | PLAYAWAY PRODUCTS LLC   | \$417.20     |
| A05289       | 5/4/2026   | INGRAM LIBRARY SERVICE INC  | \$6,729.17   |
| A05290       | 5/4/2026   | MIDWEST TAPE INC.   | \$3,528.58   |
| A05291       | 5/4/2026   | MACMILLAN HOLDINGS, LLC DBA MACMILLAN SPEAKERS BUREAU <i>Author Event</i> | \$5,000.00   |
| A05292       | 5/4/2026   | WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC                            | \$231.61     |
| A05293       | 5/5/2026   | BK TEACHOUT INVESTIGATIONS INC  | \$3,484.54   |
| A05294       | 5/5/2026   | METRO FIBERNET LLC  | \$1,861.63   |
| A05295       | 5/12/2026  | BRODART COMPANY INC   | \$241.01     |
| A05296       | 5/12/2026  | BK TEACHOUT INVESTIGATIONS INC  | \$2,969.85   |
| A05297       | 5/12/2026  | GALE/CENGAGE LEARNING INC   | \$245.25     |
| A05298       | 5/12/2026  | DASTON CORPORATION  | \$628.00     |
| A05299       | 5/12/2026  | INGRAM LIBRARY SERVICE INC  | \$3,946.83   |
| A05300       | 5/12/2026  | KSS ENTERPRISES INC   | \$4,866.40   |
| A05301       | 5/12/2026  | MIDWEST TAPE INC.   | \$16,928.31  |
| A05302       | 5/12/2026  | UNIQUE INTEGRATED COMMUNICATIONS INC                                      | \$511.50     |
| A05303       | 5/18/2026  | BRODART COMPANY INC   | \$564.86     |
| A05304       | 5/18/2026  | BLACKSTONE AUDIO BOOKS INC  | \$1,412.67   |
| A05305       | 5/18/2026  | BATTLE CREEK PUBLIC SCHOOL  | \$8,004.32   |
| A05306       | 5/18/2026  | BK TEACHOUT INVESTIGATIONS INC  | \$2,971.28   |
| A05307       | 5/18/2026  | BASIC   | \$180.82     |

| Check Number | Check Date | Vendor Name                            | Check Amount        |
|--------------|------------|--|---------------------|
| A05308       | 5/18/2026  | INGRAM LIBRARY SERVICE INC             | \$20,595.11         |
| A05309       | 5/18/2026  | KSS ENTERPRISES INC                    | \$201.79            |
| A05310       | 5/18/2026  | LIBRARY DESIGN ASSOC INC               | \$4,040.00          |
| A05311       | 5/18/2026  | MIDWEST TAPE INC.                      | \$6,263.32          |
| A05312       | 5/18/2026  | PRIMERA TECHNOLOGY INC                 | \$2,845.00          |
| A05313       | 5/18/2026  | WAPOKISKO PLUMBING LLC DBA ROTO ROOTER | \$935.24            |
| A05314       | 5/27/2026  | BK TEACHOUT INVESTIGATIONS INC         | \$3,024.86          |
| A05315       | 5/27/2026  | GALE/CENGAGE LEARNING INC              | \$586.58            |
| A05316       | 5/27/2026  | INGRAM LIBRARY SERVICE INC             | \$18,781.63         |
| A05317       | 5/27/2026  | KSS ENTERPRISES INC                    | \$30.24             |
| A05318       | 5/27/2026  | MIDWEST TAPE INC.                      | \$4,095.86          |
| A05319       | 5/27/2026  | VERDANT COMMERCIAL CAPITAL LLC         | \$981.80            |
|              |            |  | <b>Grand Totals</b> |
|              |            |  | <b>\$332,736.71</b> |



---

Battle Creek Community Foundation

---

**Fund Statement**

**Willard Library Fund - Master**  
**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

|  | <b>Current Period</b><br>January 01, 2026 -<br>March 31, 2026 | <b>Year To Date</b><br>July 01, 2025 -<br>March 31, 2026 |
|--|---|--|
| <b>Beginning Fund Balance</b>                  | <b>\$1,068,782.24</b>   | <b>\$997,033.84</b>                                      |
| <b>ADDITIONS:</b>                              |   |  |
| Investment Earnings                            | (15,064.23)   | 61,457.16  |
| <b>Total Additions</b>                         | <b>(15,064.23)</b>  | <b>61,457.16</b>   |
| <b>DISTRIBUTIONS:</b>                          |   |  |
| Administrative Fees                            | 2,378.75  | 7,096.97   |
| Bank & Merchant Service Fees                   | 28.05   | 82.82  |
| <b>Total Distributions</b>                     | <b>2,406.80</b>   | <b>7,179.79</b>  |
| <b>Ending Fund Balance</b>                     | <b>\$1,051,311.21</b>   | <b>\$1,051,311.21</b>                                    |
| Accumulated Gifts & Contributions to Principal |   | 805,526.86   |
| Accumulated Earnings less Expenditures         |   | 245,784.35   |
| Accumulated Spendable                          |   | 0.00   |
| <b>Ending Fund Balance</b>                     |   | <b>\$1,051,311.21</b>                                    |

*This statement is preliminary and unaudited.*



---

**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Master**

**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

**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 January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

|  | <b>Current Period</b><br>January 01, 2026 -<br>March 31, 2026 | <b>Year To Date</b><br>July 01, 2025 -<br>March 31, 2026 |
|--|---|--|
| <b>Beginning Fund Balance</b>                  | <b>\$14,715.88</b>  | <b>\$13,703.72</b>                                       |
| <b>ADDITIONS:</b>                              |   |  |
| Investment Earnings                            | (207.68)  | 844.76   |
| <b>Total Additions</b>                         | <b>(207.68)</b>   | <b>844.76</b>  |
| <b>DISTRIBUTIONS:</b>                          |   |  |
| Administrative Fees                            | 22.45   | 61.98  |
| Bank & Merchant Service Fees                   | 0.39  | 1.14   |
| <b>Total Distributions</b>                     | <b>22.84</b>  | <b>63.12</b>   |
| <b>Ending Fund Balance</b>                     | <b>\$14,485.36</b>  | <b>\$14,485.36</b>                                       |
| Accumulated Gifts & Contributions to Principal |   | 11,955.00  |
| Accumulated Earnings less Expenditures         |   | 2,530.36   |
| Accumulated Spendable                          |   | 0.00   |
| <b>Ending Fund Balance</b>                     |   | <b>\$14,485.36</b>                                       |

*This statement is preliminary and unaudited.*



---

**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Organizational**

**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

**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 January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

|  | <b>Current Period</b><br>January 01, 2026 -<br>March 31, 2026 | <b>Year To Date</b><br>July 01, 2025 -<br>March 31, 2026 |
|--|---|--|
| <b>Beginning Fund Balance</b>                  | <b>\$1,054,066.36</b>   | <b>\$983,330.12</b>                                      |
| <b>ADDITIONS:</b>                              |   |  |
| Investment Earnings                            | (14,856.55)   | 60,612.40  |
| <b>Total Additions</b>                         | <b>(14,856.55)</b>  | <b>60,612.40</b>   |
| <b>DISTRIBUTIONS:</b>                          |   |  |
| Administrative Fees                            | 2,356.30  | 7,034.99   |
| Bank & Merchant Service Fees                   | 27.66   | 81.68  |
| <b>Total Distributions</b>                     | <b>2,383.96</b>   | <b>7,116.67</b>  |
| <b>Ending Fund Balance</b>                     | <b>\$1,036,825.85</b>   | <b>\$1,036,825.85</b>                                    |
| Accumulated Gifts & Contributions to Principal |   | 793,571.86   |
| Accumulated Earnings less Expenditures         |   | 243,253.99   |
| Accumulated Spendable                          |   | 0.00   |
| <b>Ending Fund Balance</b>                     |   | <b>\$1,036,825.85</b>                                    |

*This statement is preliminary and unaudited.*



---

**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library Fund - Third Party**

**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

**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 January 01, 2026 - March 31, 2026

Generated on: 05/20/2026

|  | <b>Current Period</b><br>January 01, 2026 -<br>March 31, 2026 | <b>Year To Date</b><br>July 01, 2025 -<br>March 31, 2026 |
|--|---|--|
| <b>Beginning Fund Balance</b>                  | <b>\$64,165.66</b>  | <b>\$59,684.60</b>                                       |
| <b>ADDITIONS:</b>                              |   |  |
| Gifts and Grants Received                      | 0.00  | 41.24  |
| Investment Earnings                            | (906.31)  | 3,678.40   |
| <b>Total Additions</b>                         | <b>(906.31)</b>   | <b>3,719.64</b>  |
| <b>DISTRIBUTIONS:</b>                          |   |  |
| Administrative Fees                            | 70.80   | 210.90   |
| Bank & Merchant Service Fees                   | 1.68  | 6.47   |
| <b>Total Distributions</b>                     | <b>72.48</b>  | <b>217.37</b>  |
| <b>Ending Fund Balance</b>                     | <b>\$63,186.87</b>  | <b>\$63,186.87</b>                                       |
| Accumulated Gifts & Contributions to Principal |   | 41,985.02  |
| Accumulated Earnings less Expenditures         |   | 21,201.85  |
| Accumulated Spendable                          |   | 0.00   |
| <b>Ending Fund Balance</b>                     |   | <b>\$63,186.87</b>                                       |

*This statement is preliminary and unaudited.*



---

**Battle Creek Community Foundation**

**Fund Activity**

**Willard Library/Campbell Fund**

**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

**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 January 01, 2026 - March 31, 2026

Generated on: 05/20/2026

Table with 3 columns: Description, Current Period (January 01, 2026 - March 31, 2026), and Year To Date (July 01, 2025 - March 31, 2026). Rows include Beginning Fund Balance, ADDITIONS (Investment Earnings), Total Additions, DISTRIBUTIONS (Administrative Fees, Bank & Merchant Service 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/Denman Fund**

**For the Period January 01, 2026 - March 31, 2026**

Generated on: 05/20/2026

**GIFTS AND GRANTS RECEIVED DETAIL**

No gifts or grants received this period.

**GRANTS AWARDED DETAIL**

No grants awarded for the statement period.

**Millage Revenue Collected as of 5/31/26**

|                                  | <b>2025-2026 Budget</b> | <b>Collected *</b>  | <b>Settlement</b>    | <b>Total Collected</b> | <b>+/- Budget</b> |
|----------------------------------|-------------------------|---------------------|----------------------|------------------------|-------------------|
| Assyria                          | \$ 11,463               | \$ 12,713           | \$ -                 | \$ 12,713              | \$ 1,250          |
| Battle Creek City                | \$ 3,089,602            | \$ 3,133,127        | \$ 151,309           | \$ 3,284,436           | \$ 194,834        |
| Bedford                          | \$ 333,482              | \$ 305,308          | \$ 25,545            | \$ 330,854             | \$ (2,628)        |
| Convis                           | \$ 109,737              | \$ 89,659           | \$ 395               | \$ 90,054              | \$ (19,683)       |
| Emmett                           | \$ 949,718              | \$ 898,610          | \$ 55,199            | \$ 953,808             | \$ 4,090          |
| Fredonia                         | \$ 20,767               | \$ 19,900           | \$ 260               | \$ 20,160              | \$ (607)          |
| Johnstown                        | \$ 648                  | \$ 668              | \$ -                 | \$ 668                 | \$ 20             |
| Leroy                            | \$ 149,309              | \$ 142,112          | \$ 7,925             | \$ 150,037             | \$ 728            |
| Marshall Township                | \$ 23,291               | \$ 22,809           | \$ 507               | \$ 23,316              | \$ 25             |
| City of Marshall                 | \$ 11,800               | \$ 17,126           | \$ -                 | \$ 17,126              | \$ 5,326          |
| Newton                           | \$ 291,533              | \$ 204,610          | \$ 8,830             | \$ 213,440             | \$ (78,093)       |
| Pennfield                        | \$ 609,967              | \$ 583,947          | \$ 34,519            | \$ 618,466             | \$ 8,499          |
| Springfield                      | \$ 219,934              | \$ 204,025          | \$ 12,127            | \$ 216,153             | \$ (3,781)        |
| <b>Total</b>                     | <b>\$ 5,821,251</b>     | <b>\$ 5,634,615</b> | <b>\$ 296,616.85</b> | <b>\$ 5,931,232</b>    | <b>\$ 109,981</b> |
|                                  |                         |                     |                      |                        |                   |
|                                  |                         |                     |                      |                        |                   |
| *Unaudited/per settlement sheets |                         |                     |                      |                        |                   |
|                                  |                         |                     |                      |                        |                   |

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

|   | <b>Approved<br/>March 2026<br/>Amendment</b> | <b>Proposed<br/>June 2026<br/>Amendment</b> | <b>Proposed<br/>July 2026<br/>Budget</b> |
|---|--|---|--|
| <b>REVENUE &amp; TRANSFERS</b>                        |  |   |  |
| Taxes   | \$5,893,051                                  | \$5,902,739                                 | \$6,063,550                              |
| State Sources   | \$462,476                                    | \$484,426                                   | \$427,000                                |
| Penal Fines   | \$122,000                                    | \$135,000                                   | \$135,000                                |
| Fees and Book Fines                                   | \$56,000                                     | \$60,000                                    | \$60,000                                 |
| Casino PILT Disbursement                              | \$165,000                                    | \$165,000                                   | \$165,000                                |
| Local Contributions, Contracts, & Other               | \$213,986                                    | \$244,500                                   | \$154,150                                |
| Grant Revenue   | \$4,000                                      | \$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                                      |
| <b>Total Revenue</b>                                  | <b>\$6,916,513</b>                           | <b>\$6,995,665</b>                          | <b>\$7,008,700</b>                       |
| <b>EXPENDITURES &amp; TRANSFERS</b>                   |  |   |  |
| Other Expenditures-SBITA's                            | \$85,441                                     | \$85,441                                    | \$87,940                                 |
| Capital Expenditures                                  | \$155,712                                    | \$132,471                                   | \$106,900                                |
| Program Services: Media, Books & Periodicals          | \$1,252,180                                  | \$1,225,800                                 | \$1,159,000                              |
| Program Services: Grants                              | \$65,500                                     | \$58,500                                    | \$72,000                                 |
| Personnel*  | \$3,845,600                                  | \$3,813,800                                 | \$3,978,800                              |
| Office Supplies                                       | \$55,000                                     | \$55,000                                    | \$56,500                                 |
| Repairs & Maintenance Supplies                        | \$41,000                                     | \$50,000                                    | \$50,000                                 |
| Purchased Services                                    | \$794,500                                    | \$790,800                                   | \$793,700                                |
| Communications  | \$146,000                                    | \$144,000                                   | \$144,000                                |
| Insurance   | \$28,000                                     | \$28,000                                    | \$29,000                                 |
| Public Utilities                                      | \$133,600                                    | \$145,700                                   | \$145,700                                |
| Repairs & Maintenance Services                        | \$200,200                                    | \$177,200                                   | \$200,200                                |
| Transfers from General Fund to Capital Improvements   | \$400,000                                    | \$400,000                                   | \$400,000                                |
| <b>Total Expenditures</b>                             | <b>\$7,202,733</b>                           | <b>\$7,106,712</b>                          | <b>\$7,223,740</b>                       |
| *Includes staff increases per contract                |  |   |  |
| <b>Revenue over Expenditures (+/-)</b>                | <b>(\$286,220)</b>                           | <b>(\$111,047)</b>                          | <b>(\$215,040)</b>                       |
| <b>Fund Balance: Beginning Year</b>                   | <b>\$3,706,286</b>                           | <b>\$3,706,286</b>                          | <b>\$3,595,239</b>                       |
| <b>Fund Balance: Year End</b>                         | <b>\$3,420,066</b>                           | <b>\$3,595,239</b>                          | <b>\$3,380,199</b>                       |
| <b>Breakdown: Estimated Fund Balance</b>              |  |   |  |
| Sick Payable Reserve                                  | \$217,000                                    | \$217,000                                   | \$217,000                                |
| Cash Flow Fund  | \$1,080,410                                  | \$1,066,007                                 | \$1,083,561                              |
| Unrestricted Fund                                     | \$2,122,656                                  | \$2,312,232                                 | \$2,079,638                              |
| <b>Total</b>  | <b>\$3,420,066</b>                           | <b>\$3,595,239</b>                          | <b>\$3,380,199</b>                       |

| <b>WILLARD PUBLIC LIBRARY</b>                       |                           |
|---|---------------------------|
| <b>2026/2027 at 1.9864 Mills</b>                    |                           |
|   | <b>Proposed 2026/2027</b> |
| <b>REVENUE &amp; TRANSFERS</b>                      |                           |
| Taxes   | \$ 6,063,550              |
| State Sources                                       | \$ 427,000                |
| Penal Fines   | \$ 135,000                |
| Fees and Book Fines                                 | \$ 60,000                 |
| Casino PILT Disbursement                            | \$ 165,000                |
| Local Contributions, Contracts, & Other             | \$ 154,150                |
| Grant Funding                                       | \$ 4,000                  |
| Transfer from Kellogg SRF                           | \$ -                      |
| Transfer from Owen Endowment                        | \$ -                      |
| Transfer from Capital Improvement                   | \$ -                      |
| <b>Total Revenue</b>                                | <b>\$ 7,008,700</b>       |
| <b>EXPENDITURES &amp; TRANSFERS</b>                 |                           |
| Other Expenditures-SBITA's                          | \$ 87,940                 |
| Capital Expenditures                                | \$ 106,900                |
| Program Services: Media, Books, Periodicals         | \$ 1,159,000              |
| Program Services: Grant Expenses                    | \$ 72,000                 |
| Personnel*  | \$ 3,978,800              |
| Office Supplies                                     | \$ 56,500                 |
| Repair & Maintenance Supplies                       | \$ 50,000                 |
| Purchased Services                                  | \$ 793,700                |
| Communications                                      | \$ 144,000                |
| Insurance   | \$ 29,000                 |
| Public Utilities                                    | \$ 145,700                |
| Repairs & Maintenance Services                      | \$ 200,200                |
| Transfers from General Fund to Capital Improvements | \$ 400,000                |
| <b>Total Expenditures</b>                           | <b>\$ 7,223,740</b>       |
| <i>*Includes staff increases per contract.</i>      |                           |
| <b>Revenue over Expenditures (+/-)</b>              | <b>\$ (215,040)</b>       |
| <b>Fund Balance: Beginning of Year Estimated</b>    | <b>\$ 3,595,239</b>       |
| <b>Fund Balance: End of Year</b>                    | <b>\$ 3,380,199</b>       |
| <b>Breakdown: Estimated Fund Balance</b>            |                           |
| Sick Payable Reserve                                | \$ 217,000                |
| Cash Flow Fund                                      | \$ 1,083,561              |
| Unrestricted Fund                                   | \$ 2,079,638              |
| <b>Total</b>  | <b>\$ 3,380,199</b>       |



**OWEN ENDOWMENT FUND**

|   | March Approved   | June Proposed    | July Proposed    |
|---|------------------|------------------|------------------|
|   | Amendment        | Amendment        | Budget           |
|   | 2025-2026        | 2025-2026        | 2026-2027        |
| <b>Revenue &amp; Transfers</b>            |                  |                  |                  |
| Contributions-Unrestricted                | 3,000            | 3,000            | 0                |
| Transfer from General Fund                | 0                | 0                | 0                |
| Interest Earnings                         | 20,000           | 24,000           | 20,000           |
| <b>Total Revenue</b>                      | <b>23,000</b>    | <b>27,000</b>    | <b>20,000</b>    |
| <b>Expenditures</b>                       | 0                | 0                | 0                |
| Transfer to General Fund                  | 0                | 0                | 0                |
| <b>Total Expenditures &amp; Transfers</b> | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| <b>Revenue Over Expenditures</b>          | <b>23,000</b>    | <b>27,000</b>    | <b>20,000</b>    |
| <b>Fund Balance Beg of Year</b>           | <b>1,113,560</b> | <b>1,113,560</b> | <b>1,140,560</b> |
| <b>Fund Balance End of Year</b>           | <b>1,136,560</b> | <b>1,140,560</b> | <b>1,160,560</b> |

**CAPITAL IMPROVEMENT FUND**

|   | March Approved   | June Proposed    | July Proposed      |
|---|------------------|------------------|--------------------|
|   | Amendment        | Amendment        | Budget             |
|   | 2025-2026        | 2025-2026        | 2026-2027          |
| <b>Revenue &amp; Transfers</b>            |                  |                  |                    |
| Other Misc Revenue                        | 0                | 0                | 0                  |
| Transfer from General Fund                | 400,000          | 400,000          | 400,000            |
| Interest Earnings                         | 10,000           | 16,500           | 8,000              |
| <b>Total Revenue</b>                      | <b>410,000</b>   | <b>416,500</b>   | <b>408,000</b>     |
| <b>Expenditures</b>                       |                  |                  |                    |
| Furniture & Fixtures                      | 0                | 0                | 0                  |
| Purchased Services                        | 0                | 0                | 0                  |
| Capital Renovation                        | 65,000           | 65,000           | 1,468,200          |
| Transfer to General Fund                  | 0                | 0                | 0                  |
| <b>Total Expenditures &amp; Transfers</b> | <b>65,000</b>    | <b>65,000</b>    | <b>1,468,200</b>   |
| <b>Revenue Over Expenditures</b>          | <b>345,000</b>   | <b>351,500</b>   | <b>(1,060,200)</b> |
| <b>Fund Balance Beg of Year</b>           | <b>1,342,826</b> | <b>1,342,826</b> | <b>1,694,326</b>   |
| <b>Fund Balance End of Year</b>           | <b>1,687,826</b> | <b>1,694,326</b> | <b>634,126</b>     |

WILLARD PUBLIC LIBRARY  
COUNTY OF CALHOUN, STATE OF MICHIGAN

RESOLUTION CERTIFYING TAX LEVIES FOR  
OPERATING MILLAGE AND APPROVING BUDGET

---

At a regular meeting of the Board of Trustees of the Willard Public Library, County of Calhoun, Michigan, held in the Library on June 17, 2026, at 5:00 p.m. prevailing Eastern Time.

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

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

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, in accordance with the Truth in Budgeting Act, there has been presented to the Board of Trustees of the Willard Public Library (the “Library”) the proposed budget for fiscal year 2026/2027; and

WHEREAS, a public hearing on the budget has been held in accordance with the provisions of Act 43 of 1963 (2<sup>nd</sup> Ex. Sess.), as amended, after notice of the hearing was duly given; and

WHEREAS, the notice of hearing on the budget included the following statement printed in 11-point bold face type:

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

WHEREAS, in accordance with its budget for fiscal year 2026/2027, the Library determines that it is necessary for the Willard Public Library and its residents to levy a tax of 1.9864 mill(s) in fiscal year 2026/2027 for library purposes.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library hereby approves and adopts the proposed budget for fiscal year 2026/2027 on file with the Secretary of the Board and hereby determines that 1.9864 mill(s) shall be levied on the taxable value of taxable property in the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools for fiscal year 2026/2027 for the purpose of providing Library funds for the operation of the Library. This resolution together with the approved budget shall be known as the Library’s general appropriations act for fiscal year 2026/2027.

2. The total revenue and unappropriated fund balance estimated to be available for appropriations in the Library fund for the fiscal year 2026/2027 is as follows:

| <u>Revenue and Transfers:</u>              |                  |
|--|------------------|
| Taxes                                      | \$ 6,063,550     |
| State Sources                              | \$ 427,000       |
| Penal Fines                                | \$ 135,000       |
| Fees and book Fines                        | \$ 60,000        |
| Casino PILT Disbursement                   | \$ 165,000       |
| Local Contributions, Contracts, & Other    | \$ 154,150       |
| Grant Funding                              | \$ 4,000         |
| Transfer from Kellogg SRF                  | \$ 0             |
| Transfer from Owen Endowment               | \$ 0             |
| Transfer from Capital Improvement          | \$ 0             |
| <br>TOTAL                                  | <br>\$ 7,008,700 |
| <br>Fund Balance – July 1, 2026, estimated | <br>\$ 3,595,239 |
| <br>TOTAL AVAILABLE TO APPROPRIATE         | <br>\$10,603,939 |

3. \$7,223,740 of that total available to appropriate in the Library fund is hereby appropriated in the amounts and for the purposes set forth below:

| <u>Expenditures and Transfers</u>           |                  |
|---|------------------|
| Other Expenditures-SBITA's                  | \$ 87,940        |
| Capital Expenditures                        | \$ 106,900       |
| Program Services: Media, Books, Periodicals | \$ 1,159,000     |
| Program Services: Grant Expenses            | \$ 72,000        |
| Personnel                                   | \$ 3,978,800     |
| Office Supplies                             | \$ 56,500        |
| Repair & Maintenance Supplies               | \$ 50,000        |
| Purchased Services                          | \$ 793,700       |
| Communications                              | \$ 144,000       |
| Insurance                                   | \$ 29,000        |
| Public Utilities                            | \$ 145,700       |
| Repairs & Maintenance Services              | \$ 200,200       |
| Trf. from General Fund to Capital Projects  | \$ 400,000       |
| <br>TOTAL APPROPRIATED:                     | <br>\$ 7,223,740 |

4. No Library Board member or employee of the Library shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Library Board of Trustees. Changes in the amount appropriated by the Board may be made by persons responsible for the supervision of the budget without prior approval of the Board in an amount not to exceed

five percent (5%) of the appropriation from which the transfer is made. Changes must be made between accounts and may not add to the total appropriation without Board approval.

5. The President and Secretary of the Library are authorized and directed to submit this resolution and a Tax Rate Request Form L-4029 to the clerks in the communities that are part of the school districts of Harper Creek Community Schools, the Lakeview School District, Pennfield Schools, and Battle Creek Public Schools, and to the County Clerks and the Equalization Departments of the Counties of Calhoun and Barry.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded.

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Willard Public Library, Counties of Calhoun and Barry, State of Michigan, at a regular meeting held on June 17, 2026, the original of which is on file at the library and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

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

**2026 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2026.)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk(s)

L-4029

COPY TO: Equalization Department(s)

COPY TO: Each Township or City Clerk

Carefully read the instructions on page 2.

|  |   |
|--|---|
| County<br><b>CALHOUN &amp; BARRY</b>                     | 2026 Taxable Value of All Properties less REZ<br><b>3,057,176,102</b>   |
| Local Government Unit<br><b>WILLARD DISTRICT LIBRARY</b> | For LOCAL School Districts: Current Year Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2026 tax roll.

| (1)     | (2)                | (3)              | (4)  | (5)  | (6)  | (7)  | (8)  | (9)                             | (10)                                  | (11)                                  | (12)                                  |
|---------|--------------------|------------------|--|--|--|--|--|---------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Source  | Purpose of Millage | Date of Election | Original Millage Authorized by Election, Charter, etc. | 2025 Millage Rate Permanently Reduced by MCL 211.34d | 2026 Current Year Millage Reduction Fraction | 2026 Millage Rate Permanently Reduced by MCL 211.34d | Sec. 211.34 Truth in Assessing or Equalization Rollback Fraction | Maximum Allowable Millage Rate* | Millage Requested to be Levied July 1 | Millage Requested to be Levied Dec. 1 | Expiration Date of Millage Authorized |
| Charter | Operating          | 6/11/2001        | 2.0000   | 1.9958   | 0.9953                                       | 1.9864   | 1.0000   | 1.9864                          | 1.9864                                | 1.9864                                | Unlimited                             |

\* mill levy on July 1st for cities of Springfield, Battle Creek & Marshall and townships of Marshall & Bedford; all other units (townships) on December 1st

|                                 |   |  |                               |
|---------------------------------|---|--|-------------------------------|
| Prepared by<br><b>Tom Scott</b> | Telephone Number<br><b>(269) 781-0747</b> | Title of Preparer<br><b>Deputy Equalization Director</b> | Date<br><b>April 27, 2026</b> |
|---------------------------------|---|--|-------------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.

|   |           |   |                        |  |      |
|---|-----------|---|------------------------|--|------|
| <input checked="" type="checkbox"/> Clerk Secretary       | Signature | Print or Type Name<br><b>Kathleen Baker</b>   | Date<br><b>6/17/26</b> | Total School District Operating Rates to be levied (HH/Supp and NH Oper ONLY)    | Rate |
| <input checked="" type="checkbox"/> Chairperson President | Signature | Print or Type Name<br><b>Michelle Herzing</b> | Date<br><b>6/17/26</b> | For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal. |      |
|   |           |   |                        | For Commercial Personal  |      |
|   |           |   |                        | For All Other  |      |

\*Under Truth in Taxation. MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).



**Willard Public Library  
Board of Trustees  
Meeting Schedule\*  
2026-2027**

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

August 19, 2026

September 16, 2026

October 21, 2026

November 18, 2026

January 20, 2027

March 17, 2027

April 21, 2027

May 19, 2027

June 16, 2027

\* Meeting schedule pending Board approval



## 2026 – 2029 STRATEGIC PLAN

---

At Willard Library, our Strategic Plan is a living guide that shapes the work we do every day. From maintaining welcoming, uplifting library spaces to ensuring our programs and services meet the needs of the community, the plan helps focus our efforts on what matters most. It also guides how we grow and care for our collections, keeping them fresh, deep, and reflective of the many interests of our community.

We stay actively engaged with the plan by tracking and measuring how our programs, services, and resources support our goals. Each year, librarians and managers set specific, measurable objectives that turn our priorities into meaningful outcomes, and we regularly review our progress throughout the year.

In this most recent update to the Strategic Plan, every Willard employee contributed ideas and feedback, helping shape a plan that reflects the insight, experience, and commitment of the entire team. Together, we are using this plan to guide our work and keep the needs of our community at the center of everything we do.

— Matt Willis, Willard Library Director

### Strategic Plan Update Contributors

This strategic plan was developed with input and collaboration from all Willard Library staff.

#### Willard Library Board of Trustees

*Kathleen Baker*, Battle Creek Public Schools

*Salli Baltutat*, Lakeview Community Schools

*Michelle Herzing*, Pennfield Schools

*Laura Williams*, Harper Creek Community Schools

*Judith Williamson*, Battle Creek Public Schools

## OUR PURPOSE

Willard Library sparks discovery, growth, and connection.

Discover. Grow. Connect.

## OUR VISION

A proud, inspired Battle Creek.

## OUR VALUES

### Integrity, Stewardship, and Trust

We are responsible, transparent, and trustworthy caretakers of public resources.

### Welcoming, Inclusive, and Compassionate Spaces

Everyone belongs at Willard, and everyone is treated with dignity and care.

### Service Excellence and Responsiveness

Helpful, timely, consistent, high-quality service is at the heart of what we do.

### Community Connection and Collaboration

The library serves as a hub that brings people together and works in partnership with the community.

### Innovation, Creativity, and Adaptability

The library evolves by embracing creativity, change, and new ways of serving the community.

### Lifelong Learning and Personal Growth

Willard supports curiosity, learning, and growth at every stage of life.

# OUR STRATEGIES

## ATTRACT AND ENGAGE USERS

**Goal 1:** Provide a safe, welcoming, and service-focused place for everyone.

**Goal 2:** Serve as a community hub for conversation, collaboration, and media engagement.

**Goal 3:** Inspire creativity by providing opportunities to explore, make, and share.

**Goal 4:** Expand awareness through a dynamic communication strategy.

## NURTURE A CULTURE OF LITERACY

**Goal 1:** Curate collections that reflect the community and encourage discovery.

**Goal 2:** Empower people of all ages with lifelong literacy skills.

**Goal 3:** Champion reading for pleasure and personal growth.

**Goal 4:** Foster curiosity and a love of learning.

## BUILD COMMUNITY

**Goal 1:** Enhance well-being through enriching experiences.

**Goal 2:** Tell Battle Creek's story and honor its diverse heritage.

**Goal 3:** Connect people to trusted and valuable resources.

**Goal 4:** Cultivate broad and meaningful community participation.

## STRENGTHEN STAFF EXCELLENCE

**Goal 1:** Grow leadership capacity through professional development.

**Goal 2:** Ensure inclusive and equitable recruitment and hiring practices.

**Goal 3:** Value strengths and celebrate accomplishments.

**Goal 4:** Promote open communication and constructive dialogue.



## REPORTS AND RECOMMENDATIONS

June 2026

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

- Get Out the Vote Calhoun County
- Local History Print Collection Moved Downtown

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

- Last Seen with Judith Giesberg
- When the Declaration of Independence Was News with Emily Sneff
- Katherine Center Visit