



AGENDA
Library Board Meeting
Monday, October 12, 2026, 4:00 P.M.

1. Call to order
2. Minutes, September 14, 2026
3. Additions/Corrections to the agenda
4. Payment of Bills/Review Financial Statements
September 2026 FY27 Financial Statements
5. Director's Report
6. Unfinished Business - none
7. New Business
 - 7.1 Cash Flow Management and Account Consolidation
 - 7.2 CIP
8. Comments from Citizens
9. Adjournment

Next Board Meeting November 9

**Frankenmuth Wickson District Library
Board Minutes
September 14, 2026**

In attendance: Michelle Duclos, Marty Mattlin, Aicia Hart, Adele Martin, Tom Meyer, Lisa Roethlisberger, Sam Struble

Call to Order: Lisa Roethlisberger called the meeting to order at 4:03 p.m.

Minutes: Adele Martin moved to approve the 8/10/2026 and 8/26/2026 minutes. Tom Meyer supported. The motion was carried unanimously.

Additions and Corrections: none

Payment of Bills/Review of Financial Statements: Reviewed profit and loss, balance sheet, vendor statements, and August 2026 FY27 Financial Statements. Marty Mattlin moved to approve the August payments/bills. Tom Meyer supported. The motion was carried unanimously.

Adele Martin moved to approve a resolution to adopt the budget for fiscal year 2027 and set the millage rate. Marty Mattlin seconded the motion, and the motion was carried unanimously.

Director's Report: See attached

Unfinished Business: none

New Business:

- Jon Webb from the Frankenmuth Community Foundation presented information for the Johanson endowments.
- A resolution for credit card authorization for Assistant Director Jennifer Harden was approved. A motion was made by Tom Meyer and seconded by Adele Martin. The motion carried unanimously.
- A resolution for a record retention and destruction policy was approved. A motion was made by Marty Mattlin and seconded by Alicia Hart. The motion carried unanimously.
- A resolution for the Adoption of Staff Compensation Scale was approved. A motion was made by Marty Mattlin and seconded by Sam Struble. The motion carried unanimously.
- CIP - Michelle Duclos presented a comprehensive list of completed and future capital improvements. This will be further discussed in October.
- Election of Board of Trustee Officers
 - ◆ President - Adele Martin
 - Lisa Roethlisberger nominated. Alicia Hart seconded the nomination. The nomination was accepted and approved with 1 abstaining.
 - ◆ Vice President - Marty Mattlin

DIRECTOR'S REPORT

OCTOBER 2026 • BOARD OF TRUSTEES

• HIGHLIGHTS & ACCOMPLISHMENTS

- New library website launched October 9; final updates and corrections are underway.
- Large print collection weeding completed; adult fiction and children's review has begun
- Fall programming is underway.
- Removed Book Club Kits from canvas bags to individual books and created permanent location
- Re-cataloged some board games with individual MARC records instead of generic records – this makes the item searchable in our catalog

• PROJECTS & PRIORITIES

- Continuing Polaris data cleanup and refining local cataloging standards.
- Obtaining MARC records for Library of Things
- Developing consistent staff procedures and training materials.
- Reviewing the updated 15-year Capital Improvement Plan.
- Community Book Baskets Outreach and quarterly newsletter
- Fundraising efforts for endowment

• LOOKING AHEAD / IDEAS & OPPORTUNITIES

- Meeting with Hoopla to explore whether it would be a good addition to our digital services, including costs and collection options.
- Exploring ways to improve the display and discoverability of our board game collection.
- Exploring MLive online, as physical newspaper will be discontinued in December
- Family evening programming
- Library after dark quarterly programs
- Family/Community read program
- 100 books b4 Highschool and 40 Books in 4-year literacy initiatives

• BOARD AWARENESS

- Capital Improvement Plan priorities will inform future facilities discussions and planning.
- FY28 Millage Levy amounts – meeting with DDA

Wickson District Library

Check Detail Report September 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
Checking - Five Star						
09/01/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-1,204.78
09/01/2026	Bill Payment (Check)	ACH	Consumer's Energy			-1,204.78
09/01/2026	Bill Payment (Check)	ACH	Spectrum Business		Reconciled	-202.31
09/01/2026	Bill Payment (Check)	ACH	Spectrum Business			-202.31
09/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth		Reconciled	-445.95
09/01/2026	Bill Payment (Check)	ACH	City of Frankenmuth			-445.95
09/03/2026	Bill Payment (Check)	7433	Ingram Library Services		Uncleared	-10.25
09/03/2026	Bill Payment (Check)	7433	Ingram Library Services			-10.25
09/09/2026	Bill Payment (Check)	7434	Ingram Library Services		Uncleared	-8.79
09/09/2026	Bill Payment (Check)	7434	Ingram Library Services			-8.79
09/09/2026	Bill Payment (Check)	7444	Gale Cengage		Uncleared	-45.10
09/09/2026	Bill Payment (Check)	7444	Gale Cengage			-45.10
09/10/2026	Bill Payment (Check)	7435	Ingram Library Services		Uncleared	-4.79
09/10/2026	Bill Payment (Check)	7435	Ingram Library Services			-4.79
09/11/2026	Bill Payment (Check)	7430	Amazon	60457 8781 025848 9	Uncleared	-1,664.06
09/11/2026	Bill Payment (Check)	7430	Amazon			-1,664.06
09/14/2026	Bill Payment (Check)	7436	Ingram Library Services		Uncleared	-175.23
09/14/2026	Bill Payment (Check)	7436	Ingram Library Services			-175.23
09/14/2026	Bill Payment (Check)	7452	Demco		Uncleared	-162.99
09/14/2026	Bill Payment (Check)	7452	Demco			-162.99
09/15/2026	Bill Payment (Check)	ACH	Air Advantage LLC	5332	Reconciled	-75.00
09/15/2026	Bill Payment (Check)	ACH	Air Advantage LLC			-75.00
09/15/2026	Check	SVCCHRG		Service Charge	Reconciled	-66.65
09/15/2026	Check	SVCCHRG				66.65
09/16/2026	Bill Payment (Check)	7437	Ingram Library Services		Uncleared	-147.25
09/16/2026	Bill Payment (Check)	7437	Ingram Library Services			-147.25
09/16/2026	Bill Payment (Check)	7445	Gale Cengage		Uncleared	-18.15
09/16/2026	Bill Payment (Check)	7445	Gale Cengage			-18.15
09/17/2026	Bill Payment (Check)	7438	Ingram Library Services		Uncleared	-19.38
09/17/2026	Bill Payment (Check)	7438	Ingram Library Services			-19.38
09/17/2026	Bill Payment (Check)	7453	Galaxy Office Machines		Uncleared	-454.87
09/17/2026	Bill Payment (Check)	7453	Galaxy Office Machines			-454.87
09/17/2026	Bill Payment (Check)	7458	Ingram Library Services		Uncleared	-493.71
09/17/2026	Bill Payment (Check)	7458	Ingram Library Services			-493.71
09/17/2026	Bill Payment (Check)	7459	Gardner, Provenzano, Thomas, & Lupow		Uncleared	-337.50
09/17/2026	Bill Payment (Check)	7459	Gardner, Provenzano, Thomas, & Lupow			-337.50
09/21/2026	Bill Payment (Check)	7439	Ingram Library Services		Uncleared	-33.44
09/21/2026	Bill Payment (Check)	7439	Ingram Library Services			-33.44
09/22/2026	Bill Payment (Check)	ACH	Consumer's Energy		Reconciled	-21.00
09/22/2026	Bill Payment (Check)	ACH	Consumer's Energy			-21.00
09/22/2026	Bill Payment (Check)	7454	Blackstone		Uncleared	-135.73
09/22/2026	Bill Payment (Check)	7454	Blackstone			-135.73
09/23/2026	Bill Payment (Check)	7440	Ingram Library Services		Uncleared	-10.79

Wickson District Library

Check Detail Report

September 2026

Transaction date	Transaction type	Num	Name	Description	Cleared	Amount
09/23/2026	Bill Payment (Check)	7440	Ingram Library Services			-10.79
09/23/2026	Bill Payment (Check)	7460	SummIT Technology Services		Uncleared	-67.50
09/23/2026	Bill Payment (Check)	7460	SummIT Technology Services			-67.50
09/25/2026	Bill Payment (Check)	7461	Gale Cengage		Uncleared	-19.80
09/25/2026	Bill Payment (Check)	7461	Gale Cengage			-19.80
09/28/2026	Bill Payment (Check)	7455	Small House Farm		Uncleared	-325.00
09/28/2026	Bill Payment (Check)	7455	Small House Farm			-325.00
09/28/2026	Bill Payment (Check)	7456	Overdrive	1856-1003	Uncleared	-3,400.51
09/28/2026	Bill Payment (Check)	7456	Overdrive			-3,400.51
09/28/2026	Bill Payment (Check)	7462	Gale Cengage		Uncleared	-18.15
09/28/2026	Bill Payment (Check)	7462	Gale Cengage			-18.15
09/29/2026	Bill Payment (Check)	7463	Barking Dog Interpretive Design		Uncleared	-27.00
09/29/2026	Bill Payment (Check)	7463	Barking Dog Interpretive Design			-27.00
09/30/2026	Bill Payment (Check)	7464	Vassar/Frankenmuth True Value		Uncleared	-110.56
09/30/2026	Bill Payment (Check)	7464	Vassar/Frankenmuth True Value			-110.56
09/30/2026	Bill Payment (Check)	7465	Frankenmuth News		Uncleared	-65.80
09/30/2026	Bill Payment (Check)	7465	Frankenmuth News			-65.80
09/30/2026	Bill Payment (Check)	7466	Ingram Library Services		Uncleared	-29.69
09/30/2026	Bill Payment (Check)	7466	Ingram Library Services			-29.69
09/30/2026	Bill Payment (Check)	7467	Paradise Landscape Development, Inc		Uncleared	-256.00
09/30/2026	Bill Payment (Check)	7467	Paradise Landscape Development, Inc			-256.00
09/30/2026	Bill Payment (Check)	7468	Jennifer Harden		Uncleared	-153.52
09/30/2026	Bill Payment (Check)	7468	Jennifer Harden			-153.52
09/30/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union		Uncleared	-2,617.04
09/30/2026	Bill Payment (Check)	ACH	Frankenmuth Credit Union			-2,617.04
09/30/2026	Bill Payment (Check)	7470	Beth Emmons		Uncleared	-206.72
09/30/2026	Bill Payment (Check)	7470	Beth Emmons			-206.72

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
Income				
Donations Control				
Friends of Library Donation		2,500.00	-2,500.00	0.0 %
Memorial Donations	200.00	3,000.00	-2,800.00	6.67 %
Unrestricted Donations	6,519.00	10,000.00	-3,481.00	65.19 %
Total for Donations Control	\$6,719.00	\$15,500.00	-\$8,781.00	43.35 %
Interest	383.97	20,000.00	-19,616.03	1.92 %
Local Grants Received Control				
000-581 FCF Grant		500.00	-500.00	0.0 %
ALA - LTC Grant	10,000.00	10,000.00	0.00	100.0 %
White Pine Cooperative Grant	1,386.00	900.00	486.00	154.0 %
Total for Local Grants Received Control	\$11,386.00	\$11,400.00	-\$14.00	99.88 %
Lost Books Paid	173.71	900.00	-726.29	19.3 %
Misc. Income	613.06	250.00	363.06	245.22 %
Penal Fines	20,238.12	16,000.00	4,238.12	126.49 %
Property Tax Control				
PPT adjustment payment		17,000.00	-17,000.00	0.0 %
Property Tax Adjustments		-300.00	300.00	-0.0 %
Property Tax Blumfield Township		59,421.00	-59,421.00	0.0 %
Property Tax Frankenmuth city		401,176.00	-401,176.00	0.0 %
Property Tax Frankenmuth Twp		161,780.00	-161,780.00	0.0 %
Total for Property Tax Control		\$639,077.00	-\$639,077.00	0.0 %
Services Copies	932.09	2,000.00	-1,067.91	46.6 %
State Revenue Sharing	4,262.64	8,400.00	-4,137.36	50.75 %
Total for Income	\$44,708.59	\$713,527.00	-\$668,818.41	6.27 %
Cost of Goods Sold				
Gross Profit	\$44,708.59	\$713,527.00	-\$668,818.41	6.27 %
Expenses				
Banking Fees	201.55	900.00	-698.45	22.39 %
Building and Grounds Control				
Building Cleaning	1,777.93	15,000.00	-13,222.07	11.85 %
Building Other		100.00	-100.00	0.0 %
Building Projects	1,543.13	15,000.00	-13,456.87	10.29 %
Grounds Lawn Care	945.00	10,000.00	-9,055.00	9.45 %
Grounds Snow Removal		3,000.00	-3,000.00	0.0 %
Total for Building and Grounds Control	\$4,266.06	\$43,100.00	-\$38,833.94	9.9 %
Collection Control				
Collection Audios	278.87	1,200.00	-921.13	23.24 %
Collection Books	5,061.21	27,000.00	-21,938.79	18.75 %
Collection DVDs	112.81	1,000.00	-887.19	11.28 %
Collection Electronic Materials	3,400.51	25,000.00	-21,599.49	13.6 %
Collection Library of Things	762.16	6,000.00	-5,237.84	12.7 %
Collection Periodicals	1,392.80	5,000.00	-3,607.20	27.86 %
Total for Collection Control	\$11,008.36	\$65,200.00	-\$54,191.64	16.88 %

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
Contracted Services Control				
Contracted Services Accounting	220.00	2,500.00	-2,280.00	8.8 %
Contracted Services Audit	337.50	7,200.00	-6,862.50	4.69 %
Contracted Services Computers	20,037.86	33,000.00	-12,962.14	60.72 %
Contracted Services Equipment	2,023.87	10,000.00	-7,976.13	20.24 %
Contracted Services Legal		1,500.00	-1,500.00	0.0 %
Contracted Services MeL Delv	3,499.96	600.00	2,899.96	583.33 %
Total for Contracted Services Control	\$26,119.19	\$54,800.00	-\$28,680.81	47.66 %
Credit card fees	23.53	125.00	-101.47	18.82 %
Equipment Control				
Equipment Computers	30.00	3,000.00	-2,970.00	1.0 %
Equipment Furniture	156.24	9,000.00	-8,843.76	1.74 %
Equipment Office Equipment		1,500.00	-1,500.00	0.0 %
Total for Equipment Control	\$186.24	\$13,500.00	-\$13,313.76	1.38 %
Insurance Control				
Insurance Build/Content/Liab	7,332.00	7,020.00	312.00	104.44 %
Insurance Director and Officers	797.00	1,100.00	-303.00	72.45 %
Insurance Worker's Comp	1,213.00	1,375.00	-162.00	88.22 %
Total for Insurance Control	\$9,342.00	\$9,495.00	-\$153.00	98.39 %
Memberships	801.00	7,500.00	-6,699.00	10.68 %
Misc. Expenses	22.97	1,600.00	-1,577.03	1.44 %
Payroll Control				
Fringe Benefits Control				
Employee Benefits 457 Match	797.13	2,700.00	-1,902.87	29.52 %
Employee Benefits Pension DC	2,038.83	8,000.00	-5,961.17	25.49 %
Unfunded pension payment	13,392.00	13,500.00	-108.00	99.2 %
Total for Fringe Benefits Control	\$16,227.96	\$24,200.00	-\$7,972.04	67.06 %
Payroll FICA	8,053.64	29,000.00	-20,946.36	27.77 %
Payroll Salaries & Wages	106,151.77	367,500.00	-261,348.23	28.88 %
Total for Payroll Control	\$130,433.37	\$420,700.00	-\$290,266.63	31.0 %
Prof Development Staff	3,471.73	7,000.00	-3,528.27	49.6 %
Programs Control				
Programs Adult	508.31	3,000.00	-2,491.69	16.94 %
Programs After School	169.13	1,300.00	-1,130.87	13.01 %
Programs All Ages	388.70	1,500.00	-1,111.30	25.91 %
Programs Early Childhood	529.82	1,500.00	-970.18	35.32 %
Programs Outreach	172.02	1,000.00	-827.98	17.2 %
Programs Story Walk	674.50	2,000.00	-1,325.50	33.73 %
Programs Summer Reading	1,093.97	4,500.00	-3,406.03	24.31 %
Programs Teen	149.96	700.00	-550.04	21.42 %
Total for Programs Control	\$3,686.41	\$15,500.00	-\$11,813.59	23.78 %
Publicity Control				
Publicity Advertising/Materials	215.80	7,000.00	-6,784.20	3.08 %
Publicity Newsletters Postage		1,300.00	-1,300.00	0.0 %
Website	3,248.00	3,000.00	248.00	108.27 %
Total for Publicity Control	\$3,463.80	\$11,300.00	-\$7,836.20	30.65 %
Supplies control				
Supplies Office Supplies	374.33	4,000.00	-3,625.67	9.36 %
Supplies Operating Supplies	1,589.72	4,000.00	-2,410.28	39.74 %
Supplies Postage		1,000.00	-1,000.00	0.0 %

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
Total for Supplies control	\$1,964.05	\$9,000.00	-\$7,035.95	21.82 %
Utilities Control				
Utilities Electricity	4,562.43	16,000.00	-11,437.57	28.52 %
Utilities Gas	63.89	5,000.00	-4,936.11	1.28 %
Utilities Telephone	809.24	3,000.00	-2,190.76	26.97 %
Utilities Water	1,324.65	4,000.00	-2,675.35	33.12 %
Total for Utilities Control	\$6,760.21	\$28,000.00	-\$21,239.79	24.14 %
Total for Expenses	\$201,750.47	\$687,720.00	-\$485,969.53	29.34 %
Net Operating Income	-\$157,041.88	\$25,807.00	-\$182,848.88	-608.52 %
Other Income				
Other Expenses				
Net Other Income				
Net Income	-\$157,041.88	\$25,807.00	-\$182,848.88	-608.52 %

Wickson District Library

Balance Sheet As of Sep 30, 2026

	TOTAL	
	As of Sep 30, 2026	As of Sep 30, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
Business Plus Savings	50,511.23	
Checking - Five Star	64,086.06	34,936.19
Federally Insuranced Account	101,395.51	175,307.30
Frankenmuth Crdit Union Control	0.00	0.00
Oppenheimer Investments	655,793.39	638,430.27
Regular Savings	2,091.91	1,183.28
Wealth Builder	0.00	5,371.93
Total for Bank Accounts	\$873,878.10	\$855,228.97
Other Current Assets		
Due from City of Frankenmuth	0.00	0.00
Due From County	22,369.83	22,369.83
Due From State	4,256.98	4,256.98
Imprest Cash	100.00	100.00
Prepaid Expenses	0.00	0.00
Total for Other Current Assets	\$26,726.81	\$26,726.81
Total for Current Assets	\$900,604.91	\$881,955.78
Total for Assets	\$900,604.91	\$881,955.78
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	2,827.99	2,234.29
Total for Accounts Payable	\$2,827.99	\$2,234.29
Other Current Liabilities		
000-239 Health Insurance	0.03	0.03
457 payable	1,160.34	418.06
Deferred Revenue	16,357.79	11,357.79
Deferred Revenue - 1000 Books	6,266.97	6,266.97
FICA payable	3,889.86	3,098.96
MERS payable	1,091.21	448.53
State withholding payable	3,149.84	2,707.91
Total for Other Current Liabilities	\$31,916.04	\$24,298.25
Total for Current Liabilities	\$34,744.03	\$26,532.54
Total for Liabilities	\$34,744.03	\$26,532.54

Wickson District Library
Balance Sheet
As of Sep 30, 2026

	TOTAL	
	As of Sep 30, 2026	As of Sep 30, 2025 (PY)
Equity		
Major Repair Reserves	150,000.00	150,000.00
Opening Balance Equity	0.00	0.00
Outreach/Special Project	107,000.00	107,000.00
Programs 1000 Books	0.00	0.00
Technology Sinking Fund	30,000.00	30,000.00
Fund Balance	718,502.59	721,677.87
Net Income	-139,641.71	-153,254.63
Total for Equity	\$865,860.88	\$855,423.24
Total for Liabilities and Equity	\$900,604.91	\$881,955.78